

Township of Asphodel-Norwood

2022 – Election

Accessibility Plan



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The Township of Asphodel-Norwood's Election Accessibility Plan

Introduction

The Municipal Election Act, (MEA), Section 12.1 (1) places responsibility on the Clerk to have regard to the needs of the electors and candidates with disabilities. Accessible Customer Service Standards must be followed when conducting a municipal election. Section 12.1 (2) of the MEA requires that the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

The municipal election will be conducted in a manner that shall ensure that candidates and electors with disabilities have full and equal access to all election information and services, including the designated voting area at municipal facilities. The election shall be conducted in a manner that ensures that persons with disabilities are able to vote independently and privately with access to voting assistance if required.

Section 12.1 (2) of the MEA requires that within ninety (90) days of voting day the Clerk who is responsible for conducting the election shall submit a report to Council regarding the identification, removal and prevention of barriers that affect elector and candidates with disabilities.

Voting Methods

The Township of Asphodel-Norwood will offer telephone or internet voting so that electors can cast a ballot wherever they have access to a telephone, smartphone, tablet, or computer. The Township will offer a Help Centre/Voting Location in the Board Room at the Municipal Office that will be equipped with a telephone, a laptop and a tablet for voting. Election staff will also attend to electors in retirement or nursing homes.

Retirement/Nursing Homes

Retirement/Nursing Homes located within the Township of Asphodel-Norwood will be visited by election staff to setup on-site voting or bedside voting opportunities for residents. Election staff will work with the administrators of identified sites to coordinate what the most appropriate method and time is for their residents.

Internet Voting

Internet voting allows voters to vote through secured internet services. This method provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer.

This method of voting is designed to encourage voter participation as voters don't have to attend a physical location to cast their ballot and accessibility and privacy for persons with disabilities is maximized.

The Township of Asphodel-Norwood will use what is known as a two-step verification process for online voting. The elector will receive a voter information letter that will contain a PIN #. The elector will be required to enter that PIN # and their birthdate at the time of voting as an additional security measure.

Internet voting in the Township of Asphodel-Norwood will run from October 11 – 24, 2022.

Telephone Voting

Telephone voting allows voters to vote through secured telephone services which provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phones can be used to vote, the method is compatible with assistive devices.

Voters can register their vote selection with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

Telephone voting in the Township of Asphodel-Norwood will run from October 11 – 24, 2022.

Staff Assistance

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Staff Training

All staff carrying out election duties will complete Accessible Customer Services Training and specific Election Training to comply with the Township's Accessibility Policy Plan and to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs.

Training will include:

- How to interact/communicate with persons with various types of disability;
- How to interact with persons with disabilities who use assistive devices, require the assistance of a support person or a service animal.
- How to clearly explain internet and telephone voting.
- What to do if a person is having difficulty accessing election information or services.
- How to provide voter assistance if requested.

Provision of Election Information

Election information will be provided to electors and candidates with disabilities in an alternative format, agreed upon between the requester and the Clerk.

Large Print

Printed material generated by the Township of Asphodel-Norwood will be provided in Arial font, minimum 12 point, and is available in a font (print) size that is 16 to 20 points - or larger upon request.

Notice of Temporary Service Disruption

The Clerk shall provide public notice on the municipal website and in the local media if there is a temporary disruption in the delivery of election information or services. The Notice shall include the reason for the disruption, the expected duration and an explanation of alternative methods of delivering the information or service. Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Assistance to Electors

General

The 2022 Election will be conducted with Internet and Telephone Voting methods. Additional information about each voting method is set out in the 2022 Election Procedures Manual, available from the Clerk's Office and can be provided in an alternative format upon request.

The Clerk Department Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Accessible Voting area

Section 45(2) of the MEA requires that the clerk shall ensure that each voting place is accessible to electors with disabilities.

An accessible voting area and help centre is available October 11 -14 and October 17-21 during regular office hours (8:30-4:30 p.m.) and October 24 from 8:30 a.m. to 8:00 p.m. at the Municipal Office located at 2357 County Road 45, Norwood ON K0L 2V0.

Parking

Accessible parking is available at the Municipal Office to accommodate those electors with disabilities.

Entrance to the Voting Location

The entrance to the help centre/voting location at the Municipal Office is equipped with an accessible ramp. Doors to the facility has an automatic door opening device and is wide enough to accommodate a wheelchair or other mobility devices.

Interior Voting Area

Access to the interior voting area shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. All voting areas will be well lit and seating shall be made available.

Assistance to Candidates

General

The 2022 Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2022 Election Procedures Manual, available from the Clerk's Office and can be made available in an alternative format upon request.

The Clerk Department Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Service Animals/Support Persons

Candidates are permitted to be accompanied by a service animal and/or support person at all designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

Customer Service Feedback

Election Staff encourage anyone to submit feedback about any aspect of their voting experience using the Customer Service Feedback Form. It will be available at the time of the election and can be submitted in person at the Municipal Office or through regular mail or email.

This feedback will be gathered and presented to council in a report at the end of the election to report on accessibility efforts and successes.

Summary

The Township of Asphodel-Norwood's Municipal Election Accessibility Plan is meant to help the Township provide the best possible customer service during the election. If anyone would like to provide feedback, or ask questions regarding our standards please contact us.

We can be reached using the contact information provided below:

Telephone:	705-639-5343
In Person:	Clerk's Office Municipal Office 2357 County Rd 45, Norwood ON K0L 2V0
Email:	cwhite@antownship.ca

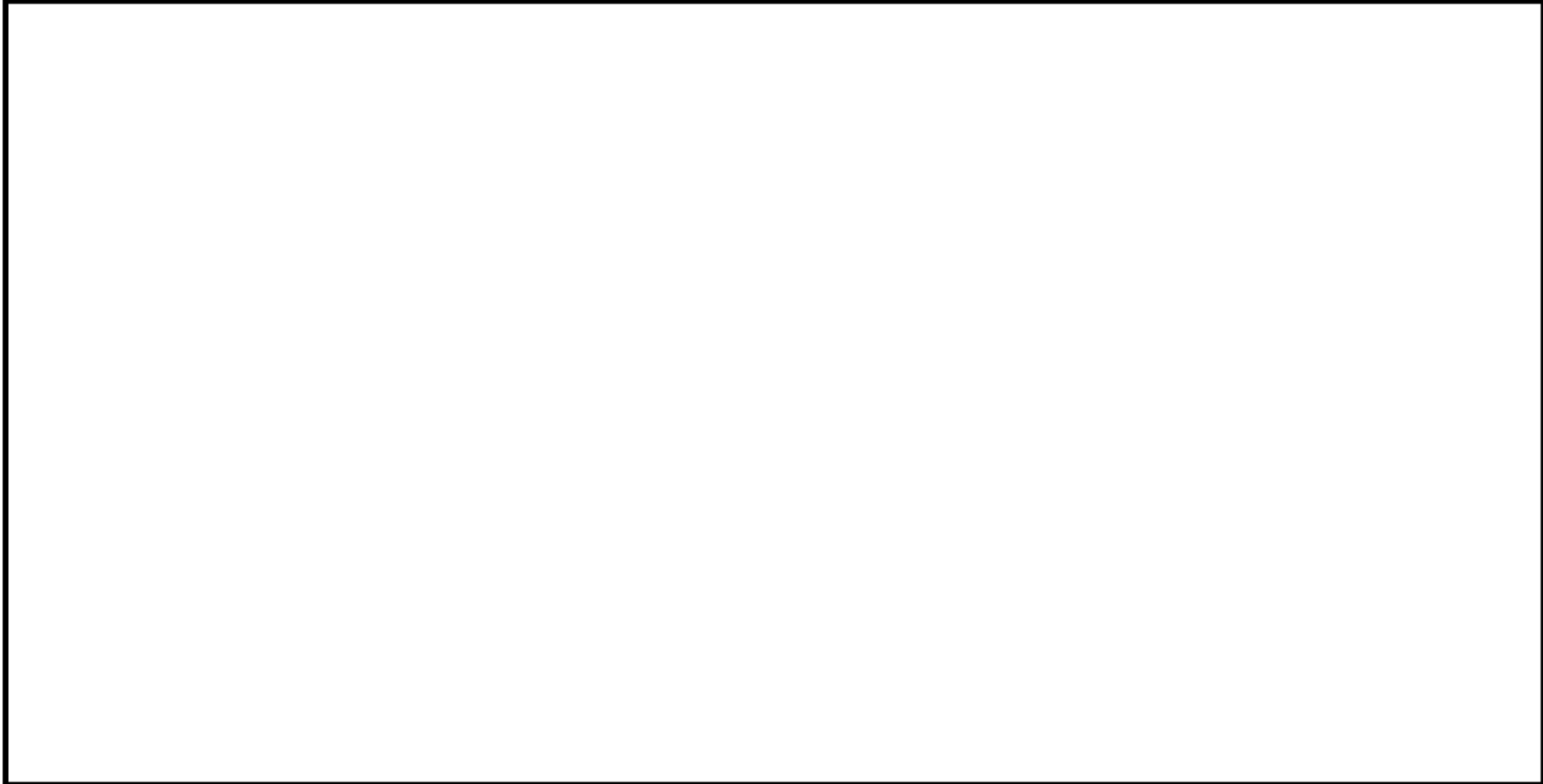
Voting Location Inspection Checklist									
Voting Location Name: Voting Location Address:		Landlord/Site Contact Information							
		Name:							
		Address (if different):							
		Phone:							
Overall Score:		0		Poll Capacity:		Single			
		Pass = 53				Double			
Required Remediations:									
Additional Furniture Required:									
HST Number: (If exempt)									
Date of Inspection:									
Inspection Team:									

Assessment Criteria		Points	Score	Minimum
1	Signage			
1.1	Location name and address clearly visible	Good signage, contrasting colours, clearly visible	5	
		Poor signage, temporary sign required	3	
		No signage and temporary signs can't be used	0	
	Total			3
Section Total			0	3
2	Parking and Transportation			
2.1	Parking spaces are close	Parking spaces are within 25m/82' of the building	5	
		Parking spaces are within 50m/164' of the building	3	
		No Parking is available close by	0	
	Total		0	3
2.2	Number of accessible parking spaces	Three (3) or more accessible spaces	5	
		Can modify existing parking	3	
		Can't modify existing parking	0	
	Total		0	3
2.3	Size of accessible parking spaces	Parking space has a width of (at least) 340cm/11' with a 150cm/5' access aisle	5	
		Can modify existing parking	3	
		Can't modify existing parking	0	
	Total		0	3
2.4	Parking surface	Firm and level	5	
		Compacted/hard dirt	3	
		Soft/loose gravel	0	
	Total		0	3
2.5	Public Transportation	Bus stop near voting location	5	
		No bus stop within 800m/2624'	0	
	Total		0	5
Section Total			0	17

Assessment Criteria	Points	Score	Minimum
3 Path of Entry (Exterior)			
3.1 Wideness of the path	Route is over 1.5m/5' wide	5	
	Route can be modified	3	
	Route is less than 1.5m/5' wide and can't be modified	0	
Total		0	3
3.2 Pathway	Route is smooth, continuous, free of obstructions, with no level changes over 1.2cm/0.5"	5	
	Can modify and/or have the route paved or fixed	3	
	Route is unstable with obstructions and cannot be modified	0	
Total		0	3
3.3 Door Width	Entry door clear width of 86cm/33.75" or greater	5	
	Entry door width is minimum 82cm/32.25" or can be modified by removing a centre post	3	
	Entrance not accessible	0	
Total		0	3
Section Total		0	9
4 Path of Entry (Interior)			
4.1 Door Width	Entry door clear width of 86cm/33.75" or greater	5	
	Entry door width is minimum 82cm/32.25" or can be modified by removing a centre post	3	
	Entrance not accessible	0	
Total		0	3
4.2 Door Assists/Hardware	Main entrance has a power assist and handle passes "fist test"	5	
	No power assist, staff required to assist	3	
	Fails "fist test"	0	
Total		0	3
4.3 Lighting/Surfaces	Working lights, glare-free and no slip hazards	5	
	Lighting and interior spaces can be fixed with minor changes	3	
	Surface unstable/unable to be fixed	0	
Total		0	3
4.4 Thresholds	Interior threshold not over 1.2cm/0.5"	5	
	Temporary threshold needs to be installed	3	
	Level change over 1.2cm/0.5" with no way to overcome	0	
Total		0	3
Section Total		0	12

Assessment Criteria		Points	Score	Minimum	
5	Voting Area				
	5.1 Voting Room	Location is on ground floor or has elevator (with audible instructions)	5		
		Location is not on ground floor, and elevator is distant from accessible entrance	3		
		Staff required to operate elevator	2		
		No elevator, and/or fails criteria	0		
	Total			0	3
	5.2 Accessible Washrooms	Accessible washroom available and meets standards - grab bars, height of sink, toilet, etc.	5		
		Washroom, but no accessible washroom available	3		
		No washroom	0		
		Total			
	5.3 Technology	City/School Board Internet access is available	5		
		Portable internet sticks required	3		
Weak signal prohibit internet connectivity		0			
Total			0	3	
Electrical		Outlets present on each wall	5		
		Power bars/extension cable required	3		
Total				0	3
Section Total				0	12
Additional Notes					

Voting Location Diagram

A large, empty rectangular box with a black border, intended for a diagram of the voting location.