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# **2022 Election Accessibility Plan**

## **Township of Tyendinaga**

This Plan is for use in the 2022 Municipal Election in conjunction with the Township's current Accessibility Plans and the Integrated Accessibility Standards Regulation.

This document is available in an alternative format upon request.

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## **Introduction**

The Clerk is responsible for the appropriate legislative and administrative conduct of the municipal elections in the Township of Tyendinaga.

The Municipal Elections Act ('MEA'), Section 12.1 (1) places responsibility on the clerk to have regard to the needs of the electors and candidates with disabilities.

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 Township of Tyendinaga municipal elections 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 help centres. The election will 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 (3) of the MEA requires that within 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 electors and candidates with disabilities.

## **Staff Training**

All staff carrying out election duties will complete the Township of Tyendinaga Accessible Customer Service Training and specific Election Training to recognize and ensure that persons with disabilities are serviced in a way that accommodates their individual needs.

Training will include:

- how to interact/communicate with persons with various types of disabilities;
- 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; and
- 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.

Notice of the provision of information in an alternative format will be provided on the Township's [election webpage](#) and included in various election notices within

Community Boards and municipal social media accounts. A user-friendly URL has been established for the election webpage to promote accessibility:

<https://tyendinagatownship.com/elections/>

## **Notice of Temporary Service Disruption**

The Clerk shall provide public notice on the Township's [election webpage](#), and social 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.

## **Staff Assistance**

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

Telephone: (613) 396-1944

Email: [elections@tyendinagatownship.com](mailto:elections@tyendinagatownship.com)

Fax: (613) 396-2080

In Person (pending COVID-19 restrictions): Municipal Office, 859 Melrose Road, Shannonville, ON K0K 3A0

Mail: Clerk, Township of Tyendinaga, 859 Melrose Road, Shannonville, ON K0K 3A0

## **Assistance to Electors**

The 2022 Tyendinaga Township municipal elections will be conducted with internet and telephone voting methods. Detailed information about each voting method is set out in the 2022 Election Procedure Manual, available on the Municipality's [election webpage](#) or from the Elections Office and can be provided in an alternative format upon request.

Please contact us at (613) 396-1944 or <https://tyendinagatownship.com/elections/> if you require your Voter Notification Letter in an accessible format.

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

## **Help Centre**

The Help Centre located at the Municipal Office (859 Melrose Road, Shannonville) will be available to voters throughout the voting period and on Voting Day until 8:00 p.m. The location, accessible parking and entrance information will be posted on the

Township's [elections page](#).

## **Parking**

The Help Centre will be located in a building that has private or municipal designated parking for individuals with disabilities.

## **Entrance**

The entrance to the Help Centre will be level. Doors will have automatic door opening devices or will be propped open in a safe manner. The doors will be wide enough to accommodate a wheelchair or other mobility devices.

## **Interior**

Access to the interior voting area and voting booths will be level. Carpeting and doormats will be level with the floor. The voting area will be well lit and seating shall be made available.

## **Accessible Voting Booth**

The voting booths will have a wide area to allow individuals using mobility aids to vote independently and secretly. In the voting booth there will be a large, touchscreen tablet on a stand or laptop with a mouse. If the tablet height needs to be adjusted it can easily be removed from the stand to be held on its own or with assistance.

## **Voting Assistance**

People with disabilities may be accompanied by a support person within the voting booths or the Help Centre staff can assist a voter in casting their vote. The Help Centre staff will, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

Election staff will be on-site during various times in the voting period to increase accessibility. All election officials are sworn to an oath of secrecy.

## **Internet Voting**

Internet voting allows voters to vote from their home 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 such as paddles, a hand-held touchpad, a thumb switch or sip and puff technology.

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

The internet election platform will include the capability to change font size and colour scheme.

## **Telephone Voting**

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

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

## **Assistance to Candidates**

The 2022 Tyendinaga Township municipal elections will be conducted with internet and telephone voting methods. Detailed information about each voting method is set out in the 2022 Election Procedure Manual, available on the Municipality's [elections page](#) or [elections@tyendinagatownship.com](mailto:elections@tyendinagatownship.com) from the Election Office and can be provided in an alternative format upon request.

Please contact us at (613) 396-1944 or you require your Voter Notification Letter in an accessible format.

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

## **Feedback**

The Clerk welcomes feedback to identify areas where changes need to be considered and ways in which the Municipality can improve the delivery of an accessible election. This plan is a living document and will continue to undergo changes when necessary. Feedback on this plan can be submitted through the following:

Telephone: (613) 396-1944

Email: [elections@tyendinagatownship.com](mailto:elections@tyendinagatownship.com)

Fax: (613) 396-2080

In Person (pending COVID-19 restrictions): Municipal Office, 859 Melrose Road, Shannonville, ON K0K 3A0

Mail: Clerk, Township of Tyendinaga, 859 Melrose Road, Shannonville, ON K0K 3A0

## **Additional Information**

Tyendinaga Township [Accessibility Webpage](#)

Tyendinaga Township [Election Webpage](#)