



# **City of Kawartha Lakes Clerk's Office**

## **2022 Municipal Election Accessibility Plan**

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**October 2021**

This Plan is for use in the 2022 Municipal Election in conjunction with the City's current Accessibility Policy, Plan and IASR Standards.

## Table of Contents

Introduction .....	3
Staff Training and Election Assistance.....	3
Staff Training .....	3
Provision of Election Information.....	4
Notice of Temporary Service Disruption .....	4
Staff Assistance .....	4
Contact information for assistance:.....	4
Assistance to Electors.....	4
General.....	4
Accessible Voting area .....	5
Parking .....	5
Entrance .....	5
Interior .....	5
Accessible Voting Station .....	5
Voting Assistance .....	5
Accessible Voting Technologies .....	5
Internet Voting .....	6
Telephone Voting.....	6
Assistance to Candidates .....	6
General.....	6
Service Animals/Support Persons .....	7
Campaign Expenses.....	7
Feedback Process .....	7
Designated Voting Information Locations .....	7
Additional Information .....	7
2022 Municipal Election Site Accessibility Checklist (5 pages).....	8
C2022 Municipal Election Customer Service Feedback Form (2 pages) .....	9

## **Introduction**

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal election in the City of Kawartha Lakes

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 (3) 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.

## **Staff Training and Election Assistance**

### **Staff Training**

All staff carrying out election duties will complete Accessible Customer Services Training and specific Election Training to comply with the City'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.

## **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.

## **Staff Assistance**

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

### **Contact information for assistance:**

Telephone: 705-324-9411 extension 1295

Email: [election@kawarthalakes.ca](mailto:election@kawarthalakes.ca)

In Person or by mail:  
City of Kawartha Lakes  
Clerk's Office  
26 Francis Street  
Lindsay, Ontario  
K9V 5R8

## **Assistance to Electors**

### **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 on the municipal website or from the Clerk's Office and can be provided in an alternative format upon request.

Please contact us at 705-324-9411 extension 1295 or [election@kawarthalakes.ca](mailto:election@kawarthalakes.ca) if you require your Voter Information Package in an accessible format.

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 location is accessible to electors with disabilities.

An accessible voting area located at voting areas at designated municipal facilities including City Hall will be available to voters throughout the voting period during regular office hours. On Election Day City Hall **only** will be available to voters until 8:00 p.m.

### **Parking**

All designate municipal facilities' parking lots have designated parking for individuals with disabilities that are clearly posted and located close to the entrance to the voting area.

### **Entrance**

The entrance to the designate municipal facilities voting area are either level leading to the entrance door or are equipped with an accessible ramp. Doors to the designated municipal facilities have automatic door opening devices or will be propped open in a safe manner. They are wide enough to accommodate a wheelchair or other mobility devices.

### **Interior**

Access to the interior voting area is level. Carpeting and doormats are level with the floor to prevent potential tripping hazards. The voting area is well lit and seating shall be made available.

### **Accessible Voting Station**

The voting area will be low in height and have a wide area to allow individuals using mobility aids to vote independently and secretively.

### **Voting Assistance**

Persons with disabilities may be accompanied by a support person within the voting area or staff can assist the voter in casting their vote. Voting area staff shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

### **Accessible Voting Technologies**

Voting areas will have a computer for internet voting that will assist voters with disabilities in casting their votes with independence and privacy. Staff will be available to assist voters at the voting areas upon request. Support persons and service animals will be accommodated.

Telephones will be made available at designated city libraries and city service centres to provide those without internet or telephone connection access to vote. Assistance will be provided as outlined in these guidelines.

Designated city libraries and city service centres also provide internet access during regular hours and will have trained staff available to assist voters in accessing the electronic voting site throughout the voting period for voters that choose to vote from that location. This provides voters another option of location to access the internet if they do not have their own access to the internet.

### **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.

### **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 phone 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.

## **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 on the municipal website or from the Clerk's Office and can be made available in an alternative format upon request.

Please contact us at 705-324-9411 extension 1295 or [election@kawarthalakes.ca](mailto:election@kawarthalakes.ca) if you require your Candidate Package in an accessible format.

The Clerk Department Staff and their designates 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.

### **Feedback Process**

Feedback is encouraged and any received will be reviewed by the Clerk and appropriate action will be taken to remove barriers or provide accommodation if necessary.

The information received on the Accessible Customer Service Feedback Form will be summarized in the post-election Election Accessibility Report and will be used to improve accessibility measures in future municipal election.

### **Designated Voting Information Locations**

City Hall - 26 Francis Street, Lindsay

Customer Service Centres (during normal hours of operation)

Libraries (during normal hours of operation)

### **Additional Information**

[Kawartha Lakes Accessibility Policy](#)

[Kawartha Lakes Accessibility Plan](#)

[City of Kawartha Website Election Page](#) (Not yet in place)

**2022 Municipal Election Site Accessibility Checklist (5 pages)**

**C2022 Municipal Election Customer Service Feedback Form (2 pages)**