



## **2018 MUNICIPAL ELECTION**

### **ACCESSIBILITY PLAN**

*It is the goal of the Township of Hornepayne to ensure that Electors in Hornepayne who have a disability or an issue with accessibility are provided with the best opportunity to vote as independently and with as much dignity as possible in the 2018 Municipal Election.*

2018 Municipal Election  
Accessibility Plan



**Introduction**

In accordance with the *Municipal Elections Act*, 1996 (the Act) the Clerk is responsible for the proper legislative and administrative conduct of Municipal Elections in the Township of Hornepayne, including ensuring that each Voting Place is accessible to Electors with disabilities. Under Section 12.1 (2) of the Act the Clerk is responsible for preparing a plan regarding the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities and making that plan available to the public before Voting day.

While the Act does not define the term “accessible,” Ontario Regulation 429/07 under the Accessibility for Ontarians with Disabilities Act, 2005, establishes accessibility standards for customer service in public sector organizations.

In this regard, accessibility may include the built environment of a Voting Location, including but not limited to parking, the entrance, proximity to public transportation, lighting and visibility.

The 2018 Municipal Election will be conducted in such a manner that will ensure:

- Candidates and Electors with disabilities have access to Election information and services in a manner that respects their dignity and independence;
- Voting Places will be accessible to voters with disabilities; and
- persons with disabilities will have access to assistance for Voting purposes.

Within 90 days following the Election, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities and shall make that report available to the public (s. 12.1 (3)).

**Accessible Customer Service Standard.**

Effective January 1, 2010, in accordance with the Accessibility Standards for Customer Service, reg. 429/07, the Township shall, when required, ensure the provision of accessible customer service.

The Customer Service Standard requires the following provisions:

- The provision of Accessible Customer Service Training for all Election Staff, including Election Officials and third parties;
- Establishment of procedures for responding to feedback;
- Allowance for the use of service animals and support persons;
- Provision of notice of temporary disruptions of service;
- Provision of documents in alternate format that take into account a person's disability; and
- Provision of notice of availability of the above documents upon request.



### **Election Worker Training**

During an Election, the Clerk will hire or appoint Staff to effectively operate Voting Places. These persons are appointed as Election Officials and are delegated certain responsibilities and duties by the Clerk. All workers carrying out Election duties will be trained to assist persons with disabilities. Training will be in compliance with Ontario Regulation 429/07 Accessibility Standards for Customer Service, and will include the following:

- how to interact and communicate with persons with various types of disabilities;
- how to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or support person;
- how to use Voting equipment and assistive devices to deliver Election services; and,
- what to do if a person is having difficulty accessing Election information or services.

**NOTE:** Training will be provided to Election workers by, or at the direction of, the Clerk.

### **Staff Assistance**

Office Staff are available to assist with any issues that may arise with respect to providing a barrier-free Election and can be reached:

In person or by mail:

Office of the CAO/Clerk,  
Township of Hornepayne  
68 Front Street, P.O. Box 370  
Hornepayne, Ontario  
P0M 1Z0

By Telephone: 807-868-2020 Ext. 205

By Fax: 807-868-2787

By Email: [jaremy.hpayne@bellnet.ca](mailto:jaremy.hpayne@bellnet.ca)

### **Assistance to Candidates**

Candidates and Scrutineers are permitted to be accompanied by a service animal at all Voting Places and other designated Election Places. The Municipal Elections Act provides that expenses incurred by a Candidate with a disability that are directly related to the disability, and would not have been incurred but for the Election, are excluded from the permitted spending limit for the Candidate.



### **Assistance to Voters**

Section 45 (2) of the Act requires that the Clerk ensures that each Voting Place is accessible to Voters with disabilities. The Township will ensure, wherever possible, that Electors are provided with the opportunity to vote independently. The Township commits to assessing the built environment of Voting Places and will ensure arrangements are made to provide accessible Voting assistance to voters.

### **Voting Places**

The Voting Places for the 2018 Municipal Election will be as follows:

#### **Advanced Vote: Wednesday, October 13<sup>th</sup>, 2018**

Royal Canadian Legion, Br. 194  
48 Sixth Avenue  
Hornepayne, ON  
P0M 1Z0

#### **Advanced Vote: Saturday, October 17<sup>th</sup>, 2018**

Hornepayne Community Hospital  
278 Front Street  
Hornepayne, ON  
P0M 1Z0

#### **Voting Day: Monday, October 22<sup>nd</sup>, 2018**

Royal Canadian Legion, Br. 194  
48 Sixth Avenue  
Hornepayne, ON  
P0M 1Z0

The Clerk will visit each Voting Place to assess the accessibility of the location prior to any Voting days.

### **Parking**

Designated or Reserved parking for people with disabilities and seniors will be visibly marked and provided close to the entrance of the Voting Place. Accessible parking spaces will be clearly posted and will be marked with the international symbol of accessibility:





Where accessible parking spaces do not exist at Voting Places, Staff shall designate spaces to be accessible parking for the duration of the Voting day times. The spaces designated for parking shall meet the requirements of accessible parking spaces.

### **Service Animals**

For the sake of this Accessibility Plan, an animal is a “Service Animal” if it is readily apparent that the animal is used by a person with a disability for reasons relating to his or her disability, for example a guide dog wearing a harness. Electors requiring service animals are permitted to be accompanied by a service animal at all Voting Places.

### **Entrance to Voting Places**

Where the Voting Place has steps to the entrance, ramps must exist to assist people using mobility aids or who have mobility impairments. Curb cuts and ramps must be wide enough for wheelchairs and scooters and be kept clear of loose items and debris. If the ramp is temporary, it will be securely attached to the steps so it cannot slip or wobble. Where the main entrance to the Voting Station is inaccessible, another entry point that is accessible will be designated the main entrance for all voters. The door into the Voting Place must be wide enough for a wheelchair to pass through easily.

The door hardware is to be accessible and the door must open automatically, have power assisted door operators or remain open throughout Election Day. The Clerk may appoint an Election worker to provide assistance for all voters in entering the Voting Place should the Voting Place not have power assisted door operators or be unable to remain open due to Fire Code requirements or any other reason.

### **Interior Voting Area**

Access to the interior of the Voting Area or Booth shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tipping hazards, and any loose items shall be removed from the route to the Voting Area. All Voting Areas are to be well lit to ensure that people with vision disabilities may clearly identify colours, patterns and signage.

Persons with disabilities may be accompanied by a support person within the Voting Place. The Deputy Returning Officer in each Voting Place may also assist Voters in casting their votes.

Prior to entering the Voting Booth, the Deputy Returning Officer shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. This may include marking the ballot as directed by the person with the disability.

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**Feedback and Additional Information**

The Clerk welcomes feedback to identify areas where changes may need to be considered and ways in which the Township of Hornepayne can improve the delivery of an accessible Election.

This Plan is a living document and will continue to undergo changes with input from the public.

Please provide us with your feedback to help us in determining the best way to provide an accessible Election. Feedback on this Plan can be submitted through the following channels:

Email: [jaremy.hpayne@bellnet.ca](mailto:jaremy.hpayne@bellnet.ca)

Phone: 807-868-2020 Ext. 205

Fax: 807-868-2787

By Mail: Township of Hornepayne  
P.O. Box 370  
68 Front Street,  
Hornepayne, ON  
P0M 1Z0

Please visit our Municipal Election page on the Township of Hornepayne website:  
<http://www.townshipofhornepayne.ca/>

**If you require this information in a different format,  
please let us know**