

**THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY**

**BY-LAW NUMBER 2018-44**

Being a By-Law to authorize Vote by Mail for Municipal Elections

**WHEREAS** Section 42 of the *Municipal Elections Act* R.S.O. 1996, as amended, provides that a Municipal Council may pass a by-law authorizing an alternative voting method;

**AND WHEREAS** the Council for the Township Madawaska Valley deems it appropriate and in the public interest to conduct the 2018 Municipal Election, and all subsequent Municipal Elections, using a Vote by Mail method.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY HEREBY ENACTS AS FOLLOWS:**

1. That the alternative voting method of Vote by Mail is hereby authorized for the Municipal Election to be held in 2018.
2. In this by-law, words shall have the same meaning as defined or set out in the *Municipal Elections Act* R.S.O. 1996, as amended, and in addition, the following are defined:

**Voting Place** means the municipal building and property located at 85 Bay Street in Barry's Bay, ON.

**Advanced Ballot Return Station** means a voting place where electors, who prefer to deliver or have delivered their completed ballots, may deposit the ballots prior to Voting Day directly into the care of the Clerk, or authorized designate, rather than forwarding their ballots by mail.

**Voting Day Ballot Return Station** means a voting place where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots on Voting Day directly into the care of the Clerk, or authorized designate, rather than forwarding their ballots by mail.

**Complete Voting Package** means the set of documents mailed to each elector at the elector's address on the revised voter's list or such revised address as is authorized by the elector in writing to the Clerk on or before Nomination Day, including:

- Voting Instruction Sheet
- Ballot
- Ballot Secrecy Envelope
- Voter Declaration Form
- Outer Return Envelope
- Such other material as the Clerk deems necessary

3. It is the responsibility of every elector to complete the ballots in accordance with the *Municipal Elections Act* R.S.O. 1996, and the procedures authorized by this by-law and to return the completed ballots to the Clerk by mail, or by deposit at an Advance Ballot Return Station or a Voting Day Ballot Return Station, on or before 8:00 PM on Voting Day.
4. No proxy voting provisions are applicable at Municipal Elections conducted in accordance with this by-law.
5. The clerk's procedures and rules for the Municipal Elections, authorized by Section 42 of the *Municipal Elections Act* R.S.O, 1996, as amended, are annexed hereto as **Appendix "A"**, but in accordance with the Municipal Elections Act R.S.O. 1996, as amended, the Clerk may vary the procedures from time to time as appropriate.
6. Pursuant to Section 12.1 of the *Municipal Elections Act* R.S.O. 1996, as amended, the

Township of Madawaska Valley shall have regard to the needs of electors and candidates with disabilities; therefore, the Municipal Accessibility Policy is annexed hereto as **Appendix "B"**.

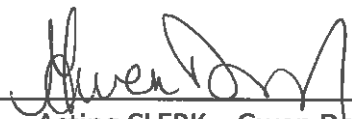
7. Any person, corporation or trade union found guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act* R.S.O. 1996, as amended may be prosecuted pursuant to the provisions of the said Act, Section 89 to 94.2 inclusive.
8. That this by-law replaces By-Law Number 2017-50 and shall take effect on the date of final passing.

**READ A FIRST AND SECOND TIME THIS 3RD DAY OF APRIL, 2018.**

**READ A THIRD TIME AND FINALLY PASSED THIS 3RD DAY OF APRIL, 2018.**



  
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MAYOR – Kim Love

  
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Acting CLERK – Gwen Dombroski

**The Corporation of the Township of Madawaska Valley**

**Clerk's Rules and Procedures, Municipal Elections**

**1. ELECTION PERSONNEL:**

The Clerk may appoint, in writing, Deputy Returning Officers and such other Election Officials as required to assist in the administration of the election process, including but not limited to, revising the voter's list, management and control of the Vote By Mail system, security of the election, counting of ballots, tabulating results, issuance of notices and printing of materials. Written appointment of election officials and delegations of duties shall include the authority to require a person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act* R.S.O. 1996, as amended.

**2. REVISION OF VOTER'S LIST PROCEDURE:**

- a) The period for revisions to the voter's list is from September 4, 2018 to the close of voting on October 22, 2018. Persons, upon application in writing on the appropriate form, may have their own name added, removed or information added or amended on the voter's list.
- b) The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting on voting day if the clerk is satisfied that the person has died.
- c) A person may make an application to the Clerk requesting that a deceased person's name be removed from the voters' list during the period that begins on September 4, 2018 and ends at the close of voting on October 22, 2018.
- d) Revisions to the voters list will be made at the municipal office, 85 Bay Street, Barry's Bay, ON, on forms available from the Clerk, during regular office hours up to October 19, 2018. Revisions to the Voter's List on October 22, 2018 may be made at the Voter's Day Ballot Return Station from 10:00 AM to 8:00 PM. Applications for revision to the Voter's list may be filed in person or by mail by the applicant or by his/her authorized agent.
- e) Electors added to the Voters List up to and including September 14, 2018 will receive their Vote By Mail Kit by mail from Data Fix.
- f) Electors added to the Voters List after September 14, 2018 may pick up their Vote By Mail Kit at the Municipal Office located at 85 Bay Street, Barry's Bay, ON. Alternatively, and if, in the opinion of the Clerk, there is sufficient time for the elector to receive their Vote by Mail Kit via Canada Post, it can be mailed to the elector from the municipal office. It is the responsibility of the elector to ensure that their ballot is returned to the municipality prior to the close of the poll on October 22, 2018 at 8:00 PM.

**3. VOTE BY MAIL PROCEDURE:**

- a) The Municipality, in conjunction with Data Fix, will provide the Vote by Mail Kit to every person who qualifies to be an elector.
- b) The Vote by Mail Kit shall consist of:
  - Voting Instruction Sheet
  - Ballot
  - Ballot Secrecy Envelope
  - Voter Declaration Form
  - Outer Return Envelope
  - Such other material as the Clerk deems necessary

- c) The Clerk, during the week of September 17, 2018, shall cause to be mailed to every elector who has qualified to be on the Voters' List by September 14, 2018, a Vote by Mail Kit, to the elector's address as shown on the Voters' List.
- d) If a qualified elector, who is on the Voter's List, does not receive his/her Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued. The elector shall be required to complete an Application for Replacement Vote by Mail Kit form prior to the issuance of a new ballot kit.
- e) If a qualified elector whose name is not on the Voter's List wishes to receive a Vote by Mail Kit, the kit may be issued at the Municipal Office during normal office hours, up to 4:00 PM on October 19, 2018. A Vote by Mail Kit may also be issued between the hours of 10:00 AM and 8:00 PM on Election Day at the Voting Day Ballot Return Station. In either of these instances, the applicant shall complete an Application to Amend Voters' List form, and in addition, must either provide proof of identity and residence as described in *Municipal Election Act*, 1996, c.32, Ontario Regulation 304/13, or completes the prescribed form, pursuant to Section 52 of the *Municipal Elections Act*, 1996, c.32.
- f) If a qualified elector brings their Vote by Mail Kit to the Ballot Return Station, and have not signed their Declaration Form, they shall be required to sign the Declaration Form that was provided in their Vote by Mail Kit, however, if they do not have the Declaration Form, one shall be provided to them by election staff. The elector is required to sign the Declaration Form prior to casting their ballot.
- g) A Master Voters' List containing deletions, amendments and additions, along with a list of those persons who have voted to date, and those persons who have been issued with Vote by Mail Kits by the Municipality, will be maintained by the Clerk or his/her designate. This list may be inspected by candidates and scrutineers during regular municipal office hours and on October 22, 2018, up to 8:00 PM.
- h) Voting packages shall be mailed to the elector's address as shown on the voter's list. Electors wishing to redirect voting packages must make the request in writing to the Clerk on a form available from the municipal office. Should a voting package be returned to the municipality as "undelivered", it shall be marked invalid and stored in a separate, sealed ballot box, under the care of the Clerk. A new ballot shall be issued to the elector once a proper mailing address has been established. It is the responsibility of the elector to ensure that the Clerk is aware of their proper mailing address.

#### 4. REJECTION OF BALLOTS:

In addition to rejecting cast ballots for violations of the *Municipal Elections Act*, 1996, as amended, the following conditions will also cause a ballot to be rejected if:

- a) upon opening the Return Vote Envelope there is no Voter Declaration Form;
- b) upon opening the Return Vote Envelope the Voter Declaration Form is not signed by the elector to whom it was issued;
  - (b)(i) Municipal staff will make every effort to contact the elector to give them the opportunity to sign the declaration form. If, due to time restrictions between the time the ballot and unsigned declaration is received at the municipal office and the date of the election, municipal staff do not think it feasible to return the ballot to the elector for his/her signature, the ballot shall be marked as rejected, and filed.
- c) upon opening the Return Vote Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;
- d) there are identifiable marks on the sealed Ballot Secrecy Envelope;
- e) upon opening the sealed Ballot Secrecy Envelope at the Ballot Counting Centre, the envelope contains more than one ballot; and

- f) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot that has not been marked, it will be counted as a Ballot Used but Unmarked by Elector.
- g) Ballots received by the Clerk after 8:00 PM on Voting Day shall not be counted but shall be date-stamped, placed in a sealed ballot box and retained for the statutory document retention period.

**5. COUNTING OF VOTES:**

- a) The Ballot Counting Centre shall be located at the Municipal Office, 85 Bay Street, Barry's Bay, ON.
- b) As soon after 8:00 PM as possible on Voting Day, the doors to the Ballot Counting Centre will be locked, ballot boxes will be sealed and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8:00 PM will not be permitted to return. Cell phones or other communications equipment shall not be permitted in the Ballot Counting Centre, other than for the use of Election Officials. Neither Candidates nor Scrutineers shall interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official. No campaign material will be allowed in the Ballot Counting Centre, or in the Voting Place. The ballots and completion of the statements of results shall be undertaken by counting teams appointed by the Clerk.
- c) The procedure for counting of votes and disposition of all election materials shall proceed as set out in the *Municipal Elections Act* R.S.O. 1996, as amended.

**6. TABULATION PROCEDURES:**

- a) Tabulation of the Statements of Results will be conducted in the Ballot Counting Centre.
- b) Tabulation of results for each elected position will be calculated and posted as the information is received from the Ballot Counting Centre. These results will be considered to be "unofficial results" until they are certified by the Clerk.

**7. ANNOUNCEMENTS OF RESULTS:**

- a) Official Results of the vote will be posted by the Township of Madawaska Valley as soon as possible after voting day.

**8. SECURITY OF THE BALLOT PRIOR TO VOTING:**

- a) Ballots will be printed under the supervision of Data Fix and the number of ballots printed will be forwarded to the Clerk.
- b) Data Fix will mail a ballot to each person identified on the Voter's List and the number of ballots used will be forwarded to the Clerk.
- c) In addition to the ballots mailed, and to accommodate those persons who are added to the Voter's List, the Clerk will receive approximately 10% more ballots.
- d) The number of ballots distributed by the Clerk to persons qualifying to be voters will be recorded.

**9. SECURITY OF THE BALLOT DURING/AFTER THE VOTE:**

- a) Upon receiving the prepaid yellow return envelope by mail or from a Ballot

Return Station, the envelope will be opened and upon verification, the sealed Ballot Secrecy Envelope will be stored in sealed ballot boxes. The number of Ballot Secrecy Envelopes will be recorded daily.

- b) At the end of each day the Clerk or designated Election Official, in the presence of another designated Election Official, shall affix a seal to each of the ballot boxes, initial the seal and place the sealed ballot boxes in a secure place. Each morning the Clerk or designated Election Official shall retrieve the ballot boxes, and in the presence of another designated Election Official, inspect the seals to ensure that they are intact, then break the seals to access the slots for use during the day.
- c) On Voting Day, the sealed ballot boxes shall be delivered to the Voting Centre by the Clerk or his/her designate, for use during the voting process. If the boxes are full, they shall be retained in the care of the Clerk in a secure location until after the close of the poll on voting day, after which time they will be transported to the Ballot Counting Centre by the Clerk or his/her designate.
- d) After the count, each bundle of ballots, along with the duplicate original Statement of Results, will be placed back in the ballot box, the box will be sealed and initialed by the Clerk or designated Election Official, and transferred to a secure place under the control of the Clerk.

**10. FORM OF BALLOT:**

The form of ballot will be a "Composite Ballot".

**11. BALLOT RETURN STATION:**

For the time period from the mailing by Data Fix of the voter packages to 4:00 PM on October 19, 2018, the Municipal Office located at 85 Bay Street, Barry's Bay, ON shall, during normal office hours, serve as the Ballot Return Station.

**12. VOTING DAY BALLOT RETURN STATION:**

The Voting Day Ballot Return Station shall be located at 85 Bay Street, Barry's Bay, ON from 10:00 AM to 8:00 PM on October 22, 2018.

**13. SCRUTINEERS:**

- a) A certified candidate may appoint, in writing, scrutineers to be present during voting and the counting of votes including daily receipt of return ballot packages and updating the Voter's List accordingly. A scrutineer shall, on request, show proof of appointment to the Clerk or his/her designate, and the scrutineer or candidate who wishes to remain in the voting place, shall take an oral oath of secrecy, which shall be administered by the DRO. One scrutineer for each candidate is permitted for each ballot box in the Ballot Return Stations or Ballot Counting Centre, but the number of scrutineers is reduced by one while the candidate who appointed them is present at the designated places. There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who makes the appointment.
- b) All scrutineers must comply with the provisions of the *Municipal Elections Act*, R.S.O. 1996, as amended.

**14. EMERGENCIES:**

In the event of an emergency or any circumstance that, in the opinion of the Clerk, may undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the conduct of the election.

15. **AMENDMENTS TO THIS DOCUMENT:**

- a) The Clerk has, at any time, the right to amend this document to facilitate the vote, count, tabulation of the votes, and security.
- b) The Clerk's ruling on any interpretation of this document is final.



# Election Accessibility Plan

## 2018 Municipal Elections

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This plan is for use in the 2018 Municipal Election in conjunction with the Municipality's current Accessible Policy, Multi-Year Plan and IASR Standards.

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The Township of Madawaska Valley abides by the following principles when conducting the Municipal Elections:

- Integrity of process maintained throughout election;
  - Secrecy and confidentiality of the individual vote;
  - Election is fair and non-biased;
  - Election is accessible to the voters;
  - Certainty that results reflect votes cast;
  - Voters and candidates treated fairly and consistently.
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## Accessible Election Mandate

The Township of Madawaska Valley is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

With respect to Accessibility, the mandate for the Township of Madawaska Valley 2018 Election is as follows:

"It is the goal of the Township of Madawaska Valley to ensure that Electors within the Municipality who require accessible services are provided with the best opportunity to vote as independently as possible in the 2018 Municipal Elections."

## Municipal Elections Act Requirements

In addition to our current Accessibility Plan and the Customer Service Standards, the Municipal Elections Act, 1996 S.O. 1996, CHAPTER 32, section 12 states:

**"12.1 (1)** A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c. 33, Sched. 21, s. 8 (8).

### Report

**(2)** Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. 2009, c. 33, Sched. 21, s.8 (8)

**41. (3)** The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1). 1996, c. 32, Sched., s.41 (3); 2001, c. 32, s. 30 (1).

**45. (2)** In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities. 2009, c. 33, Sched. 21, s. 8 (23)."

## Development of the Election Accessibility Plan

This Accessibility Plan will address the specific requirements pertaining to accessibility in relation to the 2018 Municipal Election within the Township of Madawaska Valley. This plan is a living document which will be improved and updated as best practices are identified and new opportunities or improvements arise.

During the development process of the initial Election Accessibility Plan, the following steps will be implemented:

- Review proposed Accessibility Plan to substantiate that needs are being met;
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive environment, and ensure that all Election Officials recognize, that in every way possible, a voter's needs are to be accommodated whenever possible; and
- Following the Election, submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

## Regard for the needs of Electors with Disabilities

The procedures within this plan must respect the dignity and independence of the Electors. The election process should ensure that the policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity.

Accessibility is a term used to describe the degree to which a product, device, service, or environment is available to be used by all intended audiences. There are five identified barriers to accessibility for persons with disabilities. These barriers are attitudinal, organizational or systemic, architectural or physical, information or communications, and technology.

Barriers to accessibility are obstacles that make it difficult and sometimes impossible for people with disabilities to do the things most of us take for granted, things like going shopping, working, or driving.

Some examples of barriers to people with disabilities:

## Barriers to Accessibility

Type of Barriers	Examples
<p><b>Attitudinal</b> barriers are those that discriminate against people with disabilities.</p>	<ul style="list-style-type: none"> <li>• Thinking that people with disabilities are inferior; and</li> <li>• Assuming that a person who has a speech impairment can't understand you.</li> </ul>
<p><b>Information or communications</b> barriers happen when a person can't easily understand information.</p>	<ul style="list-style-type: none"> <li>• Print is too small to read</li> <li>• Websites that can't be accessed by people who are not able to use a mouse</li> <li>• Signs that are not clear or easily understood.</li> </ul>
<p><b>Technology</b> barriers occur when a technology can't be modified to support various assistive devices.</p>	<ul style="list-style-type: none"> <li>• A website doesn't support screen-reading software.</li> </ul>
<p><b>Organizational</b> barriers are an organization's policies, practices or procedures that discriminate against people with disabilities.</p>	<ul style="list-style-type: none"> <li>• A hiring process that is not open to people with disabilities.</li> </ul>
<p><b>Architectural and physical</b> barriers are features of buildings or spaces that cause problems for people with disabilities.</p>	<ul style="list-style-type: none"> <li>• Hallways and doorways that are too narrow for a person using a wheelchair, electric scooter or walker;</li> <li>• Counters that are too high for a person of short stature;</li> <li>• Poor lighting for people with low vision;</li> <li>• Doorknobs that are difficult for people with arthritis to grasp;</li> <li>• Parking spaces that are too narrow for a driver who uses a wheelchair; and</li> <li>• Telephones that are not equipped with telecommunications devices for people who are Deaf, deafened or hard of hearing</li> </ul>

## Types of Disabilities

Disabilities can take many forms and can range from temporary to permanent. Often disabilities are non-visible and no one should ever make assumptions. Disabilities include developmental, cognitive and physical challenges/conditions of persons of any age.

Listed below is a brief description of different types of disabilities. Persons with disabilities may face challenges due to physical or mental limitations. Understanding all aspects of a disability is essential.

**Physical Disabilities:** There are many types and degrees of physical disabilities, and while people who use mobility aids like wheelchairs, scooters, crutches or canes are most recognizable, it is important to consider that not all people with physical disabilities require a mobility device. People who have arthritis, heart or lung conditions or amputations may also have difficulty with stamina, moving, standing, sitting or the ability to reach or grasp. It may be difficult to identify a person with a disability.

**Vision Loss:** There are varying degrees of vision loss and distinction between blindness and low vision. In some cases, it may be difficult to tell if a person has a vision loss. Vision disabilities can reduce one's ability to see clearly or can affect the range of their visual field. Some people can distinguish between light and dark, between contrasting colours, or read large print, but have difficulty with small print or low-light situations. Others may have a loss of peripheral or side vision, or a lack of central vision, which impacts a person's ability to distinguish details, like recognizing faces or reading.

**Hearing Impaired, Deafness and Hearing Loss:** Hearing loss ranges from mild to profound. The distinctions between the terms "deaf", "deafened", "hearing impaired" and "hard of hearing" are based principally on the individual's preferred language (spoken or signed) rather than on the actual degree of hearing loss.

**Deaf-Blindness:** A person who is deaf-blind has some degree of both vision and hearing loss. This results in greater difficulties in accessing information and managing daily activities. Most people who are deaf-blind will be accompanied by an intervener, a professional who helps with communicating.

**Speech Impairments:** People with speech disabilities may have difficulties communicating. For many reasons, people may have difficulty speaking clearly – for example, as a result of a stroke or cerebral palsy – which may result in difficulties with verbal communication. Some people may use communication boards or other assistive devices to communicate. A speech disability often has no impact on a person's ability to understand.

**Cognitive Disabilities:** Cognitive disabilities may affect understanding, communication, or behavior and can be attributed to brain injuries, developmental or learning disabilities. It is not always easy to identify someone who has a cognitive disability. People with a cognitive disability may have difficulties recognizing, understanding and remembering information.

**Mental Illness:** Mental illness is a disturbance in the thoughts and emotions that may decrease a person's capacity to cope with the challenges of everyday life. Mental illness can take many forms, just as physical illness does. Mental illnesses include schizophrenia, mood disorders; depression and bipolar disorder, anxiety disorders, personality disorders and eating disorders.

## Voting Place

In order to ensure that each voting place is accessible to Electors with disabilities, a Site Evaluation Form (appendix A) will be completed prior to confirming the site as a voting place.

The Evaluation Form will include the assessment of the following areas within the voting place:

- Voting Place Location;
- Interior Layout of the Voting Place;
- Parking Areas;
- Entrances;
- Fire and Life Safety;
- General Layout and Services;
- Interiors;
- Public Washrooms; and
- Facility Signage and Information Systems

Upon completion of the Evaluation, a list of the barriers which have been identified will be reviewed to determine if they can be rectified in order to accommodate Electors with disabilities. This may include the implementation of site specific accommodations for that voting place on Election Day.

## Mail-In Voting

The Township of Madawaska Valley offers the option of casting a ballot from the comfort of home, a convenient and familiar setting, complete with the tools and equipment and /or software which assists in the day to day activities of our Electors.

## Alternate Formats

Alternate formats are other ways of publishing the information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Township of Madawaska Valley, shall, upon request, and in consultation with the person making the request, if feasible/practicable, provide or make arrangements to present

accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's accessibility needs and at a cost that is no more than the regular cost charged to other persons.

In the event the information is not generated by the Township of Madawaska Valley or is supplied by a third party, the Municipality will make every effort to obtain the information from the third party in an alternate format and /or will attempt to assist the Elector by providing assistive equipment if applicable.

## General Election Materials

**Large Print:** Printed material generated by the Municipality will be provided in either Arial or Verdana font, 12 point and can be made available in font (print) size that is 14 - 20 points or larger.

**Assistive Devices:** The Voting place will be equipped with magnifiers and assistance of Election Officials if required.

## Voting Provisions for Electors with Disabilities at the Voting Place

The following voting provisions are in place to accommodate the voting needs of Electors with disabilities:

**Support Persons:** Is a person who accompanies a person with a disability in order to assist him or her with communication, mobility, personal care, medical needs or with access to goods and/or services.

The Deputy Returning Officer may permit, if considered necessary, an Elector who needs assistance in voting to have such support. The Support Person, **upon completion of the prescribed oath**, may accompany the Elector behind the voting screen to assist in the voting process.

**Assistive Personal Equipment:** Assistive personal devices include, but are not limited to, wheelchairs, walkers, white canes, walking canes, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping. An assistive device shall mean a device used to assist persons with disabilities in carrying out activities or in accessing services of persons or organizations covered by the customer service standard.

**Guide Dog:** Shall mean a dog trained as a guide for a blind person and having qualifications prescribed by the regulation under the Blind Persons' Act.

**Service Animals:** For the purpose of this policy, a "service animal" is defined as either:

- (a) A "guide dog" as defined in section 1 of the Blind Persons Rights' Act; or
- (b) A "service animal" for a person with a disability. For the purpose of this policy, an animal is a service animal for a person with a disability;
  - (i) if it is readily apparent that the animal is used by the person for the reasons relating to his or her disability; or
  - (ii) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

The Township of Madawaska Valley will allow the person and the animal onto all Township of Madawaska Valley owned and operated public facilities that are open to the public, and will ensure that the person is permitted to keep the animal with him or her unless the animal is otherwise excluded by law.

If a service animal is excluded by law from the premises, the provider of goods or services shall attempt to ensure that other measures are available to enable the person with a disability to obtain, use, or benefit from the provider's goods or services.

**Physical Disabilities:** The voting place including the parking area and entrances will be selected and/or setup in a manner that enables Electors with physical disabilities to vote.

In the event that an Elector is unable to access the established voting area due to a physical disability, the Deputy Returning Officer may attend to the Elector at their vehicle or anywhere within the voting place (curb-side voting).

**Vision Loss:** The Voting place will be equipped with magnifiers and assistance of Election Officials if required.

**Hearing Impaired, Deafness and Hearing Loss:** The voting place will be equipped with a wipe board and/or a pad of paper and pen to communicate with hearing impaired electors in writing if required.

**Speech Impairments, Cognitive Disabilities and Mental Illness:** Personal Assistance from an Election Official will be available.

## Accessibility Training for Election Officials

All Election Officials are required to complete the Township of Madawaska Valley Accessible Customer Service training which includes:



- Review of the purposes of the Act and the requirements of the accessible customer service regulation – Ontario Regulation 429\07;
- How to interact and communicate with persons with various types of disabilities;
- How to interact with persons who use an assistive device or service animal;
- How to use equipment or devices available to assist with the provision of services; and
- What to do if a person is having difficulty accessing the service.

Under s. 7 of the Integrated Accessibility Standards Regulation (IASR), the Township of Madawaska Valley will ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to;

- All employees and volunteers;
- All persons who participate in developing the organization’s policies; and
- All other persons who provide goods, services or facilities on behalf of the organization.

These training requirements are in addition to the accessible customer service training required by s.6 of the Accessible Customer Service Standard. The key additional training requirements are as follows:

- Accessible Feedback Process – s.11;
- Emergency and public safety information – s.13;
- Recruitment – s.22 – 24;
- Employee Accommodation – s.25, 26, 28;
- Workplace emergency information – s.27; and
- Ontario Human Rights Code as it pertains to persons with disabilities.

The regulation states that training on the requirements of the accessibility standards and on the Human Rights Code shall be appropriate to the duties of the employees, volunteers and other persons.

The Township of Madawaska Valley will maintain a record of the training provided under this section, including the dates on which the training is provided and the number of individuals whom it is provided.

## Reporting

As per the Municipal Elections Act:

“S.12.1 (2) Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. 2009, c.33, Sched. 21, s. 8 (8).”

In addition, the said report will be made available to the public via the Municipality's website as well as in hard copy at the Municipal Office.

## Customer Service Feedback

The Township of Madawaska Valley is committed to providing high quality goods or services to all members of the public or third parties it serves. Feedback from the public or third parties is welcomed as it may identify areas that require change and encourage continuous service improvements in the delivery of an Accessible Election. Feedback on how the goods or services that the Township of Madawaska Valley provides will be responded to, documented and tracked. Feedback may be submitted in writing, by fax, email, telephone or in person to:

The Township of Madawaska Valley  
Box 1000, 85 Bay Street  
Barry's Bay, ON, K0J 1B0  
Phone: 613-756-2747  
Fax: 613-756-0553  
Email: [info@madawaskavalley.ca](mailto:info@madawaskavalley.ca)

## Accessible Service Disruptions

Temporary disruptions in the goods and services that the Township of Madawaska Valley provides may occur due to reasons that may or may not be within our control or knowledge.

The Township of Madawaska Valley will make reasonable effort to provide notice of the disruption to the public or third parties including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, that may be available. The Township of Madawaska Valley will make reasonable efforts to provide prior notice of the planned disruption if possible, recognizing that in some circumstances such as in the situation of unplanned temporary disruption(s), advance notice will not be possible. In such cases, the Township of Madawaska Valley will give notice as soon as possible.

Such notice may be provided by a variety of methods, depending on the circumstances, and may include postings in conspicuous/visible places at the affected premises, other Municipal facilities and the Municipal's website; [www.madawaskavalley.ca](http://www.madawaskavalley.ca)

# Appendix A



## Voting Place Site Evaluation Form

Name of Voting Place: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

### Checklist

Voting Place Location	Yes	No
Is the voting location located on route that is served by accessible public transportation?		
Are the name and address of the building clearly visible from the street and sidewalk?		
If needed, is there a pedestrian crosswalk close by? Where there is a change in level, for example, where the sidewalk meets the street, is there a curb cut?		
Interior Layout of the Voting Place	Yes	No
Is the voting room placed as close as possible to accessible entrances?		
Will the layout of the room provide sufficient space to allow for a five – foot turning radius between the tables and voting screens? This is required for ease of movement for those electors who use mobility devices such as walkers, scooters and wheelchairs.		
Does the layout provide room for extra seating for voters and scrutineers? Extra		

seating may be required for voters who require a chair while waiting in lines.		
<b>Parking Areas</b>	<b>Yes</b>	<b>No</b>
Is accessible parking available for electors? At least one accessible parking space should be provided on the shortest, safest accessible route to the accessible building entrance.		
Is the accessible parking space clearly marked with the International symbol of Accessibility?		
Is the parking space firm and level?		
Are curb cuts or other transitional infrastructure in place near parking and along route to primary entrance?		
Is the space large enough to meet the needs of an elector who uses a van equipped with a wheelchair lift?		
Are the parking spaces and route of travel properly maintained? Snow and ice should be removed and uneven surfaces repaired as soon as possible.		
<b>Entrances</b>	<b>Yes</b>	<b>No</b>
Is the entrance easy to see?		
Is the entrance well lit?		
Is the entrance accessible? If there are steps, there needs to be a ramp so people using mobility aids or who have mobility impairments can get in. Steps, even a small single step, can make a voting facility inaccessible to many people with disabilities and seniors.		
Is the ramp well designed and safe? Does it have handrails on both sides? Does it have a suitable slope?		
Is the door hardware accessible? Are there lever or pull handles? Be sure the door hardware passes the "Fist test". This means it can be operated by a person using a closed fist.		
Is the doorway wide enough for a person using a wheelchair or scooter to pass through?		

<p>Accessible door:</p> <ul style="list-style-type: none"> <li>• Opens automatically;</li> <li>• Has power assisted door operators; or</li> <li>• Can be easily opened with one hand.</li> </ul>		
<b>Fire and Life Safety</b>	<b>Yes</b>	<b>No</b>
A fire policy and/or fire safety plan is available to Election Officials and includes provisions for the evacuation of people with disabilities		
Main exit routes and exit doors are easily accessed and used by people using mobility aids.		
Exit instructions are printed in large text, and mounted in an accessible, highly visible location.		
Fire alarms have both visual and audible signals.		
Fire hose cabinets and fire extinguishers are in a highly contrasting colour.		
A first aid station/kit is available to Election Officials.		
<b>General Layout and Services</b>	<b>Yes</b>	<b>No</b>
Queuing areas and serving aisles are wide enough for people using mobility aids including electric wheelchairs and scooters.		
Counters/tables are accessible to and useable by patrons using wheelchairs or scooters.		
Appropriate lighting is installed to ensure that people with vision disabilities may clearly identify colours, patterns and signage.		
<b>Interiors</b>	<b>Yes</b>	<b>No</b>
Floor finishes have non-slip surfaces under wet and dry conditions.		
Open – concept, accessible routes are marked by bright colour or textual changes at floor level, to provide directional cues for people with vision disabilities.		
There are no protruding objects or tripping hazards in accessible routes, and if		

so, they are clearly marked with a bright colour, a cane-detectable floor finish, or a guard.		
Where floors are carpeted, the carpet is of firm, dense construction and easy for a wheelchair user to roll over without difficulty.		
Thresholds are beveled to accommodate different floor materials.		
Walls in busy areas, corridors, ramps or staircases are finished in smooth, non-glossy, non-abrasive finishes.		
Colour of doors or door frames in hallways contrast with surrounding wall colours.		
<b>Public Washrooms</b>	<b>Yes</b>	<b>No</b>
An accessible stall is provided for each sex when integrated into regular washrooms or an accessible stand-alone unisex washroom is located nearby.		
<p>The following washroom features are accessible to people with a wide range of disabilities:</p> <ul style="list-style-type: none"> <li>• Grab bars</li> <li>• Coat hooks</li> <li>• Flush controls</li> <li>• Wash basins</li> <li>• Toilet paper dispenser</li> <li>• Mounted automatic hand-dryers or paper towel holders</li> <li>• Never-handled faucets or automatic faucet.</li> </ul>		
<b>Facility Signage and Information Systems</b>	<b>Yes</b>	<b>No</b>
Show the International Symbol of Accessibility.		
Include appropriate pictograms, wherever possible (e.g. on washroom doors).		
Include large high contrast text, clear, light-coloured lettering or symbols on a dark background, or dark characters on a light background.		

Are mounted at a convenient height for both wheelchair users and people with vision disabilities.

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**Person who Completed Evaluation:** \_\_\_\_\_

**Areas of Concern:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Site Selected:**            **Yes**\_\_\_\_\_            **No**\_\_\_\_\_

**Special Accommodations for Site:** \_\_\_\_\_

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