



# **City of Kenora**

# **Election Accessibility Plan**

## **2018 Municipal Elections**

This Plan is for use in the 2018 Municipal Election in conjunction with the Municipality's current Accessibility Plan and AODA.

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## 1. **Introduction**

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal elections in the City of Kenora.

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. Accessible Customer Service Standards must be followed when conducting municipal elections.

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 City of Kenora 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 the voting kiosk at the municipal office. 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.

## 2. **Staff Training and Election Assistance**

### **Staff Training**

All staff carrying out election duties will complete specific Election Training to comply with the municipal Accessibility 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 the provision of information in an alternative format will be provided on the municipal website, [www.kenora.ca](http://www.kenora.ca) and included in the election notices in the local media.

## **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 providing the information of service to persons with disabilities.

## **Staff Assistance**

The Clerk Department is 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:	807-467-2295
Website:	<a href="http://www.kenora.ca">www.kenora.ca</a>
Email:	<a href="mailto:vote@kenora.ca">vote@kenora.ca</a>
Fax:	807-467-2045
In Person:	1 Main St S. Kenora ON
Letter mail:	Office of the City Clerk City of Kenora 1 Main St S KENORA ON P9N 3X2

### 3. **Assistance to Electors**

#### **General**

The 2018 City of Kenora Municipal Elections will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2018 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 807-467-2295 or [vote@kenora.ca](mailto:vote@kenora.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 Kiosk**

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 kiosk located at the municipal office, city hall, 1 Main Street South, Kenora, will be available to voters throughout the voting period during regular office hours and on Election

Day until 8:00 p.m. The kiosk, located in council chambers at city hall can be accessed through the door on the north side of the building, overlooking the CPR tracks. Additional accessible parking will be marked and available on Main Street South close to the entrance. This information will also be posted on the election page of the municipal website, [www.kenora.ca](http://www.kenora.ca).

### **Parking**

City Hall parking lot has designated parking for individuals with disabilities. Additional accessible parking will be marked and available on Main Street South, close to the entrance of council chambers, where the Voting Kiosk will be located.

### **Entrance**

The entrance to the Voting Kiosk in council chambers, has a ramp with handrails leading to the entrance door. Doors to council chambers can be propped open in a safe manner. The door is wide enough to accommodate a wheelchair or other mobility devices and is fully accessible with regulated buttons.

### **Interior**

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

### **Accessible Voting Booth**

The Voting Kiosk will be low in height and have a wide enough 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 Kiosk or the Voting Kiosk staff can assist the voter in casting their vote. The Voting Kiosk supervisor 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.

A mobile voting kiosk will be on-site at Birchwood Terrace Nursing Home, Pinecrest Home for the Aged, and at Lake of the Woods District Hospital, Kenora Recreation Centre, Senior Citizens homes, New Horizons Senior Centre and the Kenora Recreation Centre during one day in the voting period to increase accessibility to residents of these long-term care homes, institutions and other senior residences/centres. All election officials are sworn to an oath of secrecy.

### **Accessible Voting Technologies**

Voting kiosks 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 at all times to assist voters at the kiosk upon request. Support persons and service animals will be accommodated.

4. **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 a thumbswitch or sip and puff technology.

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.

5. **Telephone Voting**

Telephone voting allows voters to vote from their home through secured telephone services which provides for easy voting 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.

Landlines will also be available for use by voters at the Voters` Kiosk in Council Chambers at City Hall, 1 Main Street South, Kenora.

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.

6. **Assistance to Candidates**

**General**

The 2018 City of Kenora Municipal Elections will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2018 Election Procedures Manual, available on the municipal website, [www.kenora.ca](http://www.kenora.ca) or from the Clerk`s Office and can be made available in an alternative format upon request.

Please contact us at 467-2000 or [vote@kenora.ca](mailto:vote@kenora.ca) if you require your Candidate 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.

Accessibility measures for Candidates to consider in regard to their campaign messaging are included in the Candidate Package.

**Service Animals/Support Persons**

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