



Township of Perth East

Election Accessibility Plan

2018 Municipal Elections

This Plan is for use in the 2018 Municipal Election in conjunction with the Township's current Accessibility Plan and IASR Standards.

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% Introduction

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal elections in accordance with the Municipal Elections Act.

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.

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. 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.

&" Staff Training and Election Assistance

Staff Training

All staff carrying out election duties will complete the Township of Perth East Accessible Customer Services Training and 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.pertheast.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 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

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.

Contact information for assistance:

Telephone	519-595-2800
Email:	tcampbell@pertheast.ca
Fax:	519-595-2801
In Person:	Clerk's Office Township of Perth East 25 Mill Street East Milverton, ON
Mail:	Clerk's Department, Township of Perth East P.O. Box 455 25 Mill Street East Milverton, ON N0K 1M0

3. Assistance to Electors

General

The 2018 Township of Perth East 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 519-595-2800 ext.223 or tcampbell@pertheast.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.

Section 45(2) of the MEA requires that the clerk shall ensure that each voting place is accessible to electors with disabilities.

Access to computers for internet voting is located at the Perth East Public Library, 19 Mill Street East, Milverton, and assistance to voters will be available throughout the voting period at the municipal office during regular office hours and on Election Day until 8:00 p.m. The location, accessible parking and entrance information will be posted on the election page of the municipal website, www.pertheast.ca.

Parking

The municipal office parking lot and Perth East Public Library has designated parking for individuals with disabilities that are clearly posted and located close to the entrance.

Entrance

The entrance to the municipal office and library have automatic door opening devices. They are wide enough to accommodate a wheelchair or other mobility devices.

Interior

Access to the interior of the municipal office and library carpeting and doormats are level with the floor to prevent potential tripping hazards.

Voting Assistance

Persons with disabilities may be accompanied by a support person to assist the voter in casting their vote. The Election staff 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 at Knollcrest Lodge, Hillside Manor and Country Meadows retirement facilities during scheduled times during the voting period to increase accessibility to residents. All Election Officials are sworn to an oath of secrecy.

Accessible Voting Technologies

A computer for internet voting will be provided that will assist voters with disabilities in casting their votes with independence and privacy. Staff will be available at all times to assist voters upon request. Support persons and service animals will be accommodated.

Perth East Public Library in Milverton will also provide internet access during regular library 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.

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 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 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 Township of Perth East Municipal Election will be conducted with Internet and Telephone 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 made available in an alternative format upon request.

Please contact us at 519-595-2800 or tcampbell@pertheast.ca if you require your Candidate Package in an accessible format.

The Clerk's 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 regards 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.

7. Feedback Process

The Accessible Customer Service Feedback Form is available on the municipal website, www.pertheast.ca and at the municipal office. A copy of the document is attached hereto and can be provided in an alternative format upon request.

The feedback 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 elections.

8. Additional Information

Perth County Joint Accessibility Plan – <https://www.westperth.com/en/municipal-office/resources/Perth-County-Joint-Accessibility-Plan---2018-2022.pdf>

Township of Perth East Website Election Page – <https://www.pertheast.ca/en/council-staff/Elections.aspx?mid=6722>

Electronic Accessible Customer Service Feedback Form – copy attached, also: https://www.pertheast.ca/en/resources/Appendix_A_Feedback_Notice.pdf