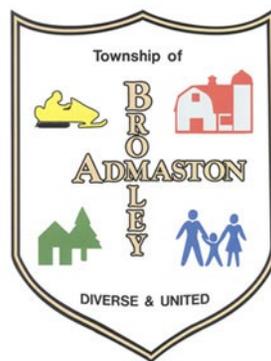


TOWNSHIP OF ADMASTON/BROMLEY



Municipal Elections Accessibility Plan

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MUNICIPAL ELECTIONS ACCESSIBILITY PLAN

Aim

This plan describes the measures that the Township of Admaston/Bromley will take to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Township, including staff. In an effort to ensure that the 2022 Municipal Election is consistent with the core principles of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election in order to identify measures to be taken and reported to Council following the election.

Objectives

This plan ensures:

1. That persons with disabilities are able to independently cast their vote and verify their selection.
2. That persons with disabilities have full and equal access to all information on where, when and how to vote and on eligible candidates.
3. That persons with disabilities can fully participate in the Municipal Election as an elector, candidate, or election official.
4. That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available by posting this plan on our website, social media sites and making it available at the municipal office.

Development of the Plan

In order to develop the plan below, several steps were taken in order to ensure that the statutory requirements were met and a feasible implementation plan was in place. During the development of the 2022 Municipal Election Accessibility Plan, the following steps shall be implemented:

1. Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
2. Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive manner, and ensure that all Election Officials recognize that a voter's needs shall be accommodated.

Voting Place

The Township of Admaston/Bromley for the 2022 Municipal Election is conducting Vote-by-Mail. All eligible voters will receive their Vote-by-Mail kits prior to Voting Day of October 24, 2022. Eligible voters can vote from their homes, offices, vehicles or

anywhere that they desire to vote. Once they have completed voting, they simply place the ballot into the secrecy envelope and place the sealed secrecy envelope into the Business Reply Return Mail envelope and drop into the mail or drop off at the Township office.

An easily navigable route will be marked for entry into the office where Voters will drop off their sealed ballots. The area will be identified with clear and understandable language.

The entrance to the Ballot Box location at the Township Office, will be easy to access and barrier free. Every effort will be made to ensure that the door into the interior of the office/council chamber is wide enough for a wheelchair, scooter, other assistive device, or service animal to pass through safely and easily. Should the door to the office/council chamber where the Ballot Drop Off Box is located not be accessible the door shall remain propped open for the duration of the voting period. Routine checks of the entrance/exit and parking will be made throughout the day.

Access to the interior of the office where the Ballot Drop Off Box is located will be level and easily navigated. Any doormats or carpeting will be level with the floor to prevent potential tripping hazards. The office/council chamber will be well lit.

Accessible parking shall be available at the Township Office. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance. Election personnel will monitor and enforce parking at the Township Office throughout the voting period. Election personnel will be on hand during the voting period to assist any voters dropping off their ballots (in the secrecy envelope) which are enclosed in the Business Reply Mail.

Voting Assistance

Election Officials are available to assist any voter who requires assistance in casting their Mail-In ballot. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to the voting period and voting day.

Service Animals - A person with a disability requiring service animals are permitted to be accompanied by a service animal at the Township Office.

Electors with disabilities may be accompanied by a support person within the Township Office to drop off their Mail in Ballot in the Ballot Drop Off Box. In addition, an Election Official can assist the voter in casting their Mail in Ballot into the Ballot Drop Off Box.

Every effort will be made to ensure that all electors are able to cast their Mail in Ballot in the Ballot Drop Off Box.

Communication

The 2022 Municipal Election Accessibility Plan will be made available at the Municipal Office, 477 Stone Road and by way of the Township of Admaston/Bromley website. Alternative formats will be made available upon request.

Election Materials- The Township of Admaston/Bromley is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with 2022 Township of Admaston/Bromley Municipal Election Accessibility Plan or disability, or the information contained in the document, in a format that takes into account the person's disability.

Information generated by the Township of Admaston/Bromley on the website in relation to the election will be compliant with WCAG 2.0 Level AA, and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Service Disruptions - From time to time and/or for unforeseen circumstances beyond the Township of Admaston/Bromley control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Township of Admaston/Bromley shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities. Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Township of Admaston/Bromley website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Campaign Expenses

Expenses related to an individual's disability which would not have been incurred if not for the election, are not subject to the spending limit if they are incurred by a candidate or a registered third party who is an individual with a disability.

Candidates and Scrutineers are permitted to be accompanied by a service animal at the designated election location.

Reporting

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after voting day, the Township of Admaston/Bromley Clerk shall submit a report to Council

about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Feedback and Contacts

Members of the public are encouraged to make comments on the Township of Admaston/Bromley Election Accessibility Plan and accessibility matters in general.

To contact the Township, you may use

Email - info@admastonbromley.com or

Phone 613-432-2885 or

Fax 613-432-4052 or

or in person/postal mail at the Township of Admaston/Bromley, 477 Stone Road, RR 2, Renfrew, ON K7V 3Z5