



City of Kawartha Lakes Clerk's Office

2022 Municipal Election Accessibility Plan

October 2021

This Plan is for use in the 2022 Municipal Election in conjunction with the City's current Accessibility Policy, Plan and IASR Standards.

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Introduction

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal election in the City of Kawartha Lakes

The Municipal Election 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 a municipal election.

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 municipal election 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 designated voting area at municipal facilities. 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 (3) 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 Accessible Customer Services Training and specific Election Training to comply with the City's Accessibility Policy 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 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

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: 705-324-9411 extension 1295

Email: election@kawarthalakes.ca

In Person or by mail:
City of Kawartha Lakes
Clerk's Office
26 Francis Street
Lindsay, Ontario
K9V 5R8

Assistance to Electors

General

The 2022 Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2022 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 705-324-9411 extension 1295 or election@kawarthalakes.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 area

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

An accessible voting area located at voting areas at designated municipal facilities including City Hall will be available to voters throughout the voting period during regular office hours. On Election Day City Hall **only** will be available to voters until 8:00 p.m.

Parking

All designate municipal facilities' parking lots have designated parking for individuals with disabilities that are clearly posted and located close to the entrance to the voting area.

Entrance

The entrance to the designate municipal facilities voting area are either level leading to the entrance door or are equipped with an accessible ramp. Doors to the designated municipal facilities have automatic door opening devices or will be propped open in a safe manner. They are wide enough to accommodate a wheelchair or other mobility devices.

Interior

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

Accessible Voting Station

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

Accessible Voting Technologies

Voting areas 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 to assist voters at the voting areas upon request. Support persons and service animals will be accommodated.

Telephones will be made available at designated city libraries and city service centres to provide those without internet or telephone connection access to vote. Assistance will be provided as outlined in these guidelines.

Designated city libraries and city service centres also provide internet access during regular 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.

Internet Voting

Internet voting allows voters to vote 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.

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.

Telephone Voting

Telephone voting allows voters to vote 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 selection with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

Assistance to Candidates

General

The 2022 Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2022 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 705-324-9411 extension 1295 or election@kawarthalakes.ca if you require your Candidate Package in an accessible format.

The Clerk Department Staff and their designates are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Service Animals/Support Persons

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

Feedback Process

Feedback is encouraged and any 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 election.

Designated Voting Information Locations

City Hall - 26 Francis Street, Lindsay

Customer Service Centres (during normal hours of operation)

Libraries (during normal hours of operation)

Additional Information

[Kawartha Lakes Accessibility Policy](#)

[Kawartha Lakes Accessibility Plan](#)

[City of Kawartha Website Election Page](#) [\(Not yet in place\)](#)

2022 Municipal Election Site Accessibility Checklist (5 pages)

C2022 Municipal Election Customer Service Feedback Form (2 pages)

Appendix A - Site Accessibility Checklist

Below are the mandatory criteria and the minimum points required:

List of Mandatory Criteria	Required Points
Accessible Parking Available	10 points or more
Parking Space Width	5 points or more
Width of Pathway	5 points or more
Surface of Pathway	5 points or more
Slope of Pathway	5 points or more
Entrance Door Width	5 points or more
Door Threshold	5 points or more
Door Hardware	2 points or more
Slope of Hallway	5 points or more
Hallway and Door Width	2 points or more
Ground Floor or Elevator	5 points or more

Site Location (name):
Address:
Total Points

Appendix A - Site Accessibility Checklist

Assessment Criteria	Evaluation Rating	Points
Signage – Location, Name, and Address	<ul style="list-style-type: none"> • Good sign, clearly visible with contrasting colours = 5pts • Poor sign, or temporary sign required = 3 pts • No signage and temporary signs cannot be used = 0 pts 	
Number of Accessible Parking Spots (min 10 pts required)	<ul style="list-style-type: none"> • Correct number of accessible parking spaces (1 for 10, 2 for 20, 3 for 50, 4 for 75, 5 for 100) • Can modify existing parking = 10 pts • Can't modify existing parking = 0 pts • No parking at location/parking not applicable = 11 pts 	
Size of Accessible Parking Spots (Min 5 points required)	<ul style="list-style-type: none"> • Parking spot has a width of 370cm (146") = 10 pts • Can modify existing parking = 5 pts • Can't modify existing parking = 0 pts • No parking at location/parking not applicable = 6 pts 	
Surface of Parking Spots	<ul style="list-style-type: none"> • Firm & level = 10 pts • Small cracks – not gravel = 5 pts • Compacted/hard dirt = 3 pts • Soft or gravel = 0 pts • No parking at location/parking = 0 pts 	
Lighting of Parking Lot	<ul style="list-style-type: none"> • Working lights, well lit = 5 pts • Dimly lit = 3 pts • Temporary lighting can be used = 2 pts • No lighting = 0 pts 	
Exterior Pathway Width to Building (min 5 pts required)	<ul style="list-style-type: none"> • Route is 110cm (43") or wider = 25 pts • Route is 92cm (36") or wider = 6 pts • Route is less than 92cm (36") = 0 pts • Can modify and or have the route paved/fixed = 5 pts 	
Level of Exterior Pathway (min 5 pts required)	<ul style="list-style-type: none"> • Route is smooth, continuous and free of obstructions = 25 pts • Can modify and/or have the route paved/fixed = 5 pts • Rout is unstable with obstructions and cannot be modified = 0 pts 	

Appendix A - Site Accessibility Checklist

Assessment Criteria	Evaluation Rating	Points
Slope of Exterior Pathway (min 5 pts required)	<ul style="list-style-type: none"> Sloped pathway not applicable at location = 25 pts Sloped pathway is proper slope up to 1:20 = 25 pts Sloped pathway required, but one does not exist = 0 pts Temporary ramp can be installed = 5 pts 	
Ramp of Exterior Pathway (min 5 pts required)	<ul style="list-style-type: none"> Ramp not applicable at location = 25 pts Ramp has slope of 1:20 , width of ramp > 90cm, handrails height from ground between 86cm and 96cm = 20 pts Ramp with improper sized handrails = 6 pts Ramp with no handrails and slope less than 1:12 = 0 pts Temporary ramp can be installed = 5 pts 	
Entrance to Building Lighting	<ul style="list-style-type: none"> Working lights, well lit = 5 pts Dimly lit = 3 pts Temporary lighting can be installed = 2 pts No lighting = 0 pts 	
Entrance Door Width (min 5 pts required)	<ul style="list-style-type: none"> Entry door width 89cm or greater = 25 pts Entry door width at least 85cm = 6 pts Entrance can be fixed (Center post removed) = 5 pts Entrance not accessible = 0 pts 	
Entrance Door Threshold (min 5 pts required)	<ul style="list-style-type: none"> Entry threshold has no level changes over 1.2cm = 25 pts Entrance can be fixed/threshold installed = 5 pts Entrance not accessible = 0 pts 	
Entrance Door Power Assist (min 2 pts required)	<ul style="list-style-type: none"> Main entrance has a working power assist = 10 pts Staff to assist/doors propped open = 2 pts No power assist/power assist is broken = 0 pts Power assist openers not required = 10 pts 	
Entrance Door Hardware (min 2 pts required)	<ul style="list-style-type: none"> Door or Power Assist opener pass closed fist test = 10 pts Staff to assist/doors propped open = 2 pts Fail closed fist test = 0 pts 	

Appendix A - Site Accessibility Checklist

Assessment Criteria	Evaluation Rating	Points
Interior Path Lighting and Surface	<ul style="list-style-type: none"> Well lit, stable, firm, slip resistant, glare-free and mats do not present slip hazards = 10 pts Staff present to assist = 5 pts Interior surface glass issues can be fixed temporary lighting = 1 pt Surface is unstable and/or unable to be fixed = 0 pts 	
Interior Path Overhanging/protruding Objects	<ul style="list-style-type: none"> Head space – 210cm, no protrusions = 10 pts Head space – 198cm, no protrusions = 5 pts Protruding objects marked/staff to assist = 2 pts Hazardous protrusions, no staff workaround = 0 pts 	
Interior Path Slope of Hallway (if any) (min 5 pts required)	<ul style="list-style-type: none"> No slope in hallway leading to voting location = 25 pts Sloped hallway to voting location is proper slop up to 1:20 = 25 pts Sloped hallway required, but one does not exist = 0 pts Temporary ramp can be installed = 5 pts 	
Interior Path Ramp in Hallway (if any) (min 5 pts required)	<ul style="list-style-type: none"> No ramp in hallway leading to voting location = 25 pts Ramp has slope of 1:20, width of ramp, handrails height from ground between 86cm and 96cm = 20 pts Ramp with improper sized handrails = 6 pts Ramp with no handrails and slope less that 1:12 = 0 pts Temporary ramp can be installed = 5 pts 	
Interior Width of Corridor and Interior Doors (Min 10 pts required)	<ul style="list-style-type: none"> Corridor width 106cm or greater & door width 89cm = 25 pts Corridor width at least 104cm & door width at least 85cm = 10 pts Corridor width below 104cm or door width below 85cm = 0 pts 	
Interior Threshold (Min 10 pts required)	<ul style="list-style-type: none"> Interior threshold not over 1.2cm = 25 pts Interior threshold can be modified/temporary threshold installed = 10 pts Level change over 1.2cm with no way to overcome = 0 pts 	

Appendix A - Site Accessibility Checklist

Assessment Criteria	Evaluation Rating	Points
Voting Room on Ground Floor or Elevator (Min 5 pts required)	<ul style="list-style-type: none"> • Location is on ground floor and elevator not applicable = 15 pts • Location not on ground floor, elevator meets criteria (signage, door width 91.5cm, door closed 8 seconds, button-raised or braille, emergency alarm) and within a distance of 2500cm and 5000cm to main accessible entrance = 10 pts • Location not on ground floor, elevator meets criteria (signage, door width 91.5cm, door closed 8 seconds, button-raised or braille, emergency alarm) but distant, in between 2500cm and 5000cm to main accessible entrance = 6 pts • Staff required to operate elevator/key access = 5 pts • No elevator (but needed), or fails criteria = 0 pts 	
Accessible Washroom Available?	<ul style="list-style-type: none"> • Accessible washroom available & meets requirements as below = 25 pts • No accessible washroom = 0 pts 	
Accessible Washroom Door Width	<ul style="list-style-type: none"> • Entry door width 86cm or greater = 10 pts • Entry door width at least 81cm = 5 pts • Entry door is below 81cm = 0 pts 	
Accessible Washroom Stall Size	<ul style="list-style-type: none"> • Washroom stall has a minimum clear turning radius of 150cm = 10 pts • Washroom stall is 100 small = 0 pts 	
Accessible Washroom Accessories	<ul style="list-style-type: none"> • Washroom meets minimal seat height 40cm to 46cm and has a grab-bar = 10 pts • Washroom meets minimal seat height but no grab bar = 5 pts • Washroom does not meet accessibility standards = 0 pts 	
Total Points		

2022 Municipal Election Customer Service Feedback Form

Thank you for voting in the City of Kawartha Lakes. As we strive to meet the needs of all electors in our community, we both welcome and value the input of all those who visited our voting location.

Please complete the questions below. You can submit it at the voting location, e-mail it to election@kawarthalakes.ca or mail it to the Clerk's Office, 26 Francis Street, Kawartha Lakes, Ontario K9V 5R8

General Information

Voting Location: _____

Date (yyyy-mm-dd): _____

Time: _____

Feedback (circle the preferred score)

1. This voting location was accessible. Doors provided easy access, there was sufficient light, and there was smooth, unobstructed access to the voting location.

Disagree
1

2

3

4

Agree
5

2. This voting location met my expectations as a voter. It was convenient for me to access from home/work.

Disagree
1

2

3

4

Agree
5

3. Election staff met my expectations as a voter. People were polite and friendly and met my needs as an elector.

Disagree
1

2

3

4

Agree
5

Comments

Elector Contact Information (Optional)

Name: _____

Address: _____

Phone Number: _____

Email: _____

Resolution Details (To be completed by Election Officials)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.