



2018 MUNICIPAL ELECTION TOWN OF HALTON HILLS ACCESSIBILITY PLAN



Plan dated: July 31, 2018
Actions & Status updated October 29, 2018

2018 Municipal Election – Town of Halton Hills Accessibility Plan

OVERVIEW

The Municipal Elections Act, 1996 (MEA) requires that a clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities in accordance with MEA, s.12.1 and in establishing locations of voting places, the clerk will ensure that each voting place is accessible to electors with disabilities in accordance with MEA s.45(2).

The Town of Halton Hills Election Team is committed to ensuring that every elector and candidate is provided with the opportunity to participate and vote in the 2018 Municipal Election.

Accessibility Plan

The following Accessibility Plan is being provided in accordance with MEA, s.12.1 (2). Before voting day the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

The following actions will be taken to identify barriers that affect electors and candidates with disabilities in the 2018 Municipal Election.

GOAL	ACTION	STATUS A = Achieved PA = Partially Achieved NA = Achieved
Assess accessibility initiatives and feedback from past elections to identify issues and recommendations for improvement. Use this information to develop the 2018 Election Accessibility Plan	Reviewed notes from the 2014 Municipal Election. Increased number of magnifying sheets per location. Recognized the possibility of a sharpie allergy. Provide alternative marking device (darker pen) Ensured layout worked for all people.	A
Review the 2018 Election Accessibility Plan with the Accessibility Coordinator and have the accessibility coordinator review the proposed sites.	Accessibility Coordinator is part of the Election Team, discussed all aspects of the election with coordinator and any input provided was taken into account.	A
Ensure that the election webpage and web content meets WCAG 2.0 Level A compliance.	Worked with Webmaster on webpages to ensure that site and content met WCAG 2.0 Level A compliance.	A
Develop Communications that highlight the voting options available to electors with disabilities.	Voter Notification Cards highlight the accessible voting available at the advance polls and all locations.	A
Post all election related information to the town website	All election information was posted on the Town's website.	A
Ensure that election information is available in plain language, with a minimum font size of Arial 12 or equivalent.	All web content and advertisements were reviewed to ensure plain language and all website content was Arial 12 or equivalent	A
Establish a process for candidates and electors to receive documents and forms in alternate formats or with communication supports upon request.	Staff were prepared to address any requests for alternate formats	A

GOAL	ACTION	STATUS A = Achieved PA = Partially Achieved NA = Achieved
Provide links on the town website to the Candidates Guide to Accessible Elections and provide a copy of this guide to all candidates.	A PDF of the Candidates Guide to Accessible Elections was posted on the Town's website. A copy of the Guide was also provided to all candidates when they registered.	A
Ensure effective placement of election information and signage at each voting location.	All sites were reviewed and signage was placed to ensure visibility and clarity for voters.	A
Endeavour to have all election locations be one entrance for all (accessible entrance) if not possible ensure the location of the accessible entrance is clearly identified.	All voting sites were selected to ensure accessibility. Any potential barriers were reviewed and addressed in the planning stages.	A
Permit service animals and support persons in all voting locations.	Service animals and support persons were permitted at all voting locations.	A
Set up a process to facilitate notification of any last minute voting location changes, should an emergency occur.	Staff were prepared to facilitate notification of any last minutes voting location changes includes notification on Town's website, use of twitter and staff at location redirecting voters.	A
Make appropriate modification to each location as informed by sight visit. For example, use of greeter, doors propped open, added seating, temporary threshold ramp, temporary accessible parking, etc.	Addressed in the planning process.	A
Ensure designated or reserved parking for persons with disabilities at each location.	Addressed in the sight visits.	A

GOAL	ACTION	STATUS A = Achieved PA = Partially Achieved NA = Not Achieved
Provide supplies to enable voting for electors who are blind or partially sighted.	Provided additional magnifier sheets and election worker assistance on election day. Advance polls were fully equipped with audio ballot and braille apparatus for selecting voting options based on audio ballot.	A
Provide fully accessible voting at advance poll locations as well as 'vote anywhere' at advance poll locations for flexibility and enhanced accessibility.	Advance voting was vote anywhere and provided fully accessible voting with sip and puff, paddles and audio ballots.	A
Establish a "Vote Anywhere in your Ward" model on election day to provide flexibility for voters and enhance accessibility.	Election Day the Town used "Vote Anywhere in your Ward" and provided magnifier sheets, use of support persons, election staff assistance and the layout of each location was set up to ensure enhanced accessibility.	A
In accordance with section 45(7) of the MEA, provide voting opportunities at institutions and retirement homes.	Reduced Voting Hours were provided at three institutions and retirement homes in accordance with section 45(7) of the MEA.	A
Provide an accessibility component to election staff training to ensure election staff are able to assist persons with disabilities at all voting locations.	Election Staff were provided with training to address accessibility at the voting locations.	A
Ensure election staff have the information and tools they require to monitor the voting location and identify and respond to individual elector needs.	Election Staff were provided with information to assist in ensuring an accessible location and how to identify and respond to individual elector needs.	A

GOAL	ACTION	STATUS A = Achieved PA = Partially Achieved NA = Achieved
Ensure election staff monitor the entrance doors at voting locations to identify any barriers to entry.	Election Staff were advised to monitor the entrance doors at the voting locations to identify any barriers to entry and wherever possible remove those barriers.	A

Accessibility Report

In accordance with MEA s.12.1 (3), the clerk will prepare within 90 days after voting day in a regular election, a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and will make the report available to the public. This report will be used to evaluate the effectiveness of accessibility initiatives as they relate to communication, voting and training.