



Resolution # 4

**MOTION FORM**

**Date:** November 5, 2018

**Moved by:** [Signature]

**Seconded by:** [Signature]

That Council accepts the ~~Post-Election~~ Accessibility Report for information.

**Carried:** [Signature]

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Declaration of conflict of interest: I, \_\_\_\_\_, wish to declare a conflict of interest in the matter of \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Signature

**Recorded Vote:**

**For**

**Against**

**Mayor Sweet**

**Deputy Mayor Mohns**

**Councillor Carmody**

**Councillor Lemay**

**Councillor Rutz**

**Councillor Sabourin**

**Councillor Serviss**

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## STAFF REPORT

<b>Prepared by:</b> Dawn Recoskie, Deputy Clerk	<b>Report No.</b> ADMIN-26-2018
<b>Agenda date:</b> November 5, 2018	
<b>Subject:</b> Post-Election Accessibility Report	
<b>Recommendation:</b> That Council accepts the Post-Election Accessibility Report for information.	
<b>Background:</b> <p>In preparing for the 2018 Municipal Election, specific legislative requirements regarding accessibility were considered. The <i>Municipal Elections Act, 1996</i>, as amended states the following:</p> <p><i>Section 12.1 (1)</i> A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.</p> <p><i>Section 12.1 (2)</i> 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.</p> <p><i>Section 12.1 (3)</i> Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.</p> <p>The purpose of this report is to describe how the Town of Petawawa ensured that the election was accessible to electors and candidates with disabilities.</p> <p>There was one voting location for the 2018 Municipal Election. Advance Voting Day was held on Saturday, October 13, 2018 in the Council Chambers of the Municipal Office and Voting Day was held on Monday, October 22, 2018 in the Council Chambers as well. Due to the emergency declared the evening of October 22, 2018, an additional day of voting was held on Tuesday, October 23, 2018 in the Council Chambers. The voting location offered the following options for electors to vote: paper ballot, internet, and telephone.</p> <p>The Returning Officer and Assistant Returning Officer are pleased to report that the voting location provided barrier-free access for both electors and candidates.</p> <p>During the election staff training session held on October 18, 2018, staff was trained on how to provide accessible customer service during the course of the election as outlined in the Town's <i>Election Accessibility Plan</i>. It was emphasized that staff must have regard for the needs of electors and candidates with disabilities, and to provide assistance when required. It is</p>	

important to understand that disabilities can take many forms, some are visible and some are not, and that steps need to be taken to respect the dignity and independence of persons with disabilities. Only internal staff was used to conduct the municipal election, and all staff have previously been trained on the Town's *Accessible Customer Service Policy*.

Providing an accessible voting location was accomplished by providing integrated and equitable electoral services, such as:

- Designated parking and signage for people with disabilities;
- Ramps and automatic doors at the voting location and voter help centre (main lobby of Town Office);
- Designated seating at the voting location for resting;
- Appropriate voting booth heights;
- Magnifying sheets and template ballots to allow electors with visual disabilities to vote without assistance;
- Large print voter information posters;
- Welcoming the use of support persons and service animals;
- Providing assistance to electors as requested;
- Providing an electronic method to vote so electors could use their own accessible assistance devices to vote from home;
- Providing proxy voting for those unable to attend the voting location;
- Providing a curbside voting option for those unable to leave their vehicles; and
- Providing clearly marked access routes and entrances.

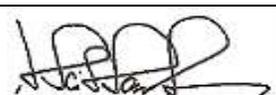
The Petawawa Accessibility Advisory Committee was also consulted prior to the election regarding the voting location and the development of the *Election Accessibility Plan*. The Committee members agreed the layout of the Council Chambers for the election would provide electors with an accessible voting location. The Committee was also supportive of voting by internet and telephone, as these options would allow people with disabilities to vote independently and their voting choices would be kept secret and not observed by a support person.

Although the curbside voting option was available, it was not utilized by electors. Magnifying sheets and template ballots were also provided, but not utilized by electors. Some electors chose to vote by paper ballot with the assistance of a support person or election staff. Two electors took advantage of proxy voting.

**Financial Implication:**

There was no material financial implication associated with providing a barrier-free election. The magnifying sheets and posters were re-purposed from the 2014 Municipal Election. The template ballots were made in-house by staff and absorbed within the Administration budget.

**Signature:**  **Date: October 31, 2018**

**Approved by:**  **Date: October 31, 2018**