



Corporation of the County of Wellington

Joint Accessibility Advisory Committee Minutes

May 5, 2022

Microsoft Teams Meeting

- Present:** Warden Kelly Linton
Councillor Mary Lloyd (Chair)
Matthew Bulmer
Giverny Charlebois
Nancy Dietrich
Robin Fletcher
Bethany Parkinson
Gerald Townsend
Lorri Wright
- Regrets:** Heather Small
Irene Van Eenoo
Councillor James Seeley
Michele Richardson, Assistant Director of Human Resources
- Guest:** Jeff Bunn, Township of Puslinch
Emily Embrey and Briana Zur, Age-Friendly Communities
- Staff:** Christine Carbone, HR Assistant
Brendan Ridgeway, Manager of Human Resources – Employee Services
Samantha Pantin, Disability Management Coordinator

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1. **Call to Order**
At 1:30 pm, the Chair called the meeting to order.
 2. **Declaration of Pecuniary Interest**
There were no declarations of pecuniary interest.
 3. **Staff Member Introduction: Samantha Pantin – Disability Management Coordinator**

Samantha Pantin was introduced as the County's new Disability Management Coordinator. In her role she will also be supporting the Accessibility Advisory Committee.

4. **Age-Friendly Communities Presentation**

The Committee received a presentation from Emi Embrey and Briana Zur on the concept of an Age-Friendly Community.

An Age-Friendly Community is recognized by the World Health Organization (WHO) as a community that is setup to help seniors live safely, enjoy good health and stay involved in their community. Features of Age-Friendly Communities include but are not limited to: outdoor areas and public buildings that are pleasant, safe and accessible, housing that is affordable and well-designed for seniors, roads and walkways that are accessible and kept in good condition, available health and community support services, and opportunities for seniors to be socially active.

The Committee heard about the Age-Friendly Community Committee in the City of Waterloo and how a similar approach could work in the Wellington County.

Recommendation:

It was suggested that the Committee continue to discuss and explore the concept of an Age-Friendly Community Committee covering all of Wellington County.

5. **2022 Municipal Election**

The Committee reviewed from the Township of Puslinch their policies and procedures for the upcoming Municipal election. Feedback was sought as to how to improve or enhance the policies from an accessibility perspective.

The Committee was encouraged to share any additional feedback with Jeff Dunn, Deputy Clerk from the Township of Puslinch.

Recommendation:

It was suggested and discussed that the design of polling stations should take into account those with hearing impairments and to consider such features as the impact of plexiglass barriers, lighting, background noise, and distancing. Robin Fletcher from the Committee is to send specific recommendations in this area, and these recommendations will be shared with the Member Municipalities as well as the Committee.

Member Municipalities are welcome to share their Municipal election policies and procedures with the Committee so that accessibility-related feedback can be given.

6. **County of Wellington Accessibility Fund Incentive Programme Update**

It was noted that there have been no requests for funding received to date in 2022. Councillor Lloyd will remind Member Municipalities that the fund is available to them.

7. **2021 Accessibility Compliance Report**

The County's 2021 Accessibility Compliance Report was reviewed. As a result of the compliance report, the Multi-Year Accessibility Plan has been updated to outline the County's procedure for preventative and emergency maintenance of the accessible elements in County buildings, and for dealing with temporary disruptions when accessible elements are not in working order.

8. **Accessibility Advisory Committee Information on the County's Wellington Advertiser Page**

The Committee has a standing feature twice per year on the County's page of the Wellington Advertiser. Ideas were discussed for what to advertise for the upcoming feature in Fall 2022.

9. **Adjournment**

At 2:30 pm, the Chair adjourned the meeting. Next meeting to be held on Thursday, September 8, 2022, or at the call of the Chair.

Councillor Mary Lloyd
Chair
County of Wellington
Joint Accessibility Advisory Committee

Making Our Community Age-Friendly

Presentation to
County of Wellington
Accessibility Advisory Committee
May 5th, 2022

Emi Embrey ejembrey@yahoo.ca

Briana Zur Briana.zur@gmail.com

Centre Wellington Advisory Committees

- Fulfil a variety of mandates and make recommendations to Council.
- Most advisory committees include members of the public, as well as members of Council.
- Volunteering to serve on an Advisory Committee is one of the many ways residents can get involved in their community.
- Council relies on Advisory Committees to provide recommendations on pertinent issues throughout the municipality, and draws on the expertise of citizen volunteer members.

Centre Wellington Vital Signs 2019

- Arts and Culture
- Gap Between Rich & Poor
- Belonging and Leadership
- Housing
- Environment
- Health

WHO – Active Ageing: A Policy Framework

“...the process of optimizing opportunities for health, participation and security in order to enhance quality of life as people age.”

(WHO, 2002, p. 12)

- Inclusive of all ages
- Considers the interaction between environmental conditions (including social factors, that affect how well individuals age)
- Recognizes that older people are not a homogeneous group (individual diversity increases with age)

WHO Global Network for Age-friendly Cities and Communities

- **Established in 2010** to connect cities, communities and organizations worldwide with the common vision of making their community a great place to grow old in.
- **Mission** of the Network is to stimulate and enable cities and communities around the world to become increasingly age-friendly.

Core Features of Age-Friendly Cities

- Recognize wide range of capacities and resources among older people
- Anticipate and respond flexibly to ageing-related needs and preferences
- Protect the most vulnerable
- Promote inclusion in and contribution to all areas of community life
- Promote diversity

Ministry for Seniors and Accessibility (MSAA)

- The MSAA funds and supports the **Ontario Age-Friendly Communities AFC Outreach Program** as a leader in Ontario for AFC knowledge-exchange and networking.
- **The AFC Outreach Program** is managed by the [Centre for Studies in Aging and Health](#) in partnership with Queen's University.

Key domains of World Health Organization (WHO) AFCs



Eight Age-friendly Domains guide the work of the age-friendly committee.

Addresses everything from trying to ensure transportation options are accessible for all ages and abilities, to promoting inclusive communities, and equitable housing options.

Key Features of an Age- Friendly Community

Pleasant, secure and
physically accessible
outdoor spaces and
public buildings.

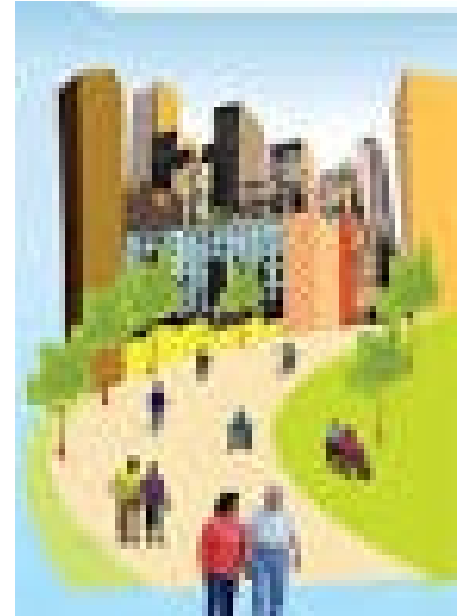
Well-designed,
affordable and sure
housing choices.

Well-maintained and
accessible roads and
walkways.

Affordable and
accessible public
transportation.

Secure
neighbourhoods.

Respectful
relationships.



What AFCs Need to Succeed

from Dr. Jane Barrett, Secretary General International Federation of Aging (IFA)

- Structure framework
- Inclusive Community
- On-going development – not static; comes and goes in waves (i.e. where are older people after COVID?)
- Federal and Provincial Funding
- Cultural compatibility (bringing together marginalized groups)
- Intergenerational support
- Engagement with groups who represent diverse populations

WHO SHOULD BE PART OF THE COMMITTEE?

From Lisa Brancaccio, Knowledge Broker The Centre for Studies in Aging & Health at Providence Care

- Groups commonly engaged in AFC work include:
 - older adults
 - municipal staff
 - councils on aging
 - public health
 - senior's centres
 - libraries
 - banks
 - Alzheimer societies
 - business leaders
 - university/college faculty organizations
 - others

FRAMEWORK FOR A SUCCESSFUL AFC

Partnership and Strategic Alignment

- Assess community needs
- Create an environment that enables- find the right leaders and bring like-minded people together
- Encourage public participation/collaboration to provide a local voice to policy and planning
- Utilize **AFC Community Planning Toolkit**
- Review AFC Planning Questions, Diverse Population Addendum
- Evaluation should be integrated into development plan
- Develop an Action Plan

History of AFC in Waterloo, ON: A Case Example

Initial Mayor's Advisory Committee:

- Mayor
- Senior city planner
- Community agencies representatives
- Geriatrician/Health Care Professional (OT)
- Senior representatives
- Academics/researchers

Membership has evolved over the years to a multi-agency standing committee and includes senior city staff



Age-Friendly Waterloo

Mission

With the World Health Organization's (WHO) age-friendly city designation, multiple stakeholders come together to address common goals or issues so that the City of Waterloo is a place where all residents can age safely, enjoy good health and participate fully in an age-friendly community.



Advocacy: Building on Existing Strategies

- Waterloo was in midst of developing strategic plan for 2010-2013
- Focus already on “community wellness, to provide best environment for those who live, play, do business or work in Waterloo”
- “Create opportunities for all citizens to participate, feel welcome, safe and included”

Ageing Well Directory, Housing Directory

Bus Route Correspondence with GRT

Regional Council for the Community Pavilion (on Father David Bauer Dr.)

Social Isolation Guide

Waterloo Wellness Calendar

ADVOCACY WORK

Waterloo Accomplishments to Date

- Yearly Mayor's intergenerational forum to raise awareness of AFC, review work, forward planning
- WHO Global Age-Friendly Network: Designation 2011
- Ministry of Citizenship and Immigration Age-Friendly Communities Recognition Award 2018
- Collaborations with University of Waterloo School of Planning and School of Public Health; grants awarded, Bridges Project, Healthline
- Inclusion in the 2019-2022 Strategic Plan under the pillar Equity, Inclusion & Belonging ("Address the needs of an aging population through responsive development, programming, and communication strategies")
- Use of an Age-Friendly lens: Developing decision-making tool

Keys to Waterloo's Success

- Strong support of the Mayor and City staff
- Committee of volunteers who work passionately to touch and enrich the lives of others
- Residents of the City of Waterloo who are embracing the initiative to ensure that Waterloo is an Age-Friendly City
- Collaboration with other community stakeholders

HELPFUL WEBSITES

- Profiles of AFC initiatives in the province: <https://sagelink.ca/age-friendly-communities-Ontario/>
- OASIS: Older adult-driven model of aging in place, located in naturally occurring retirement communities (NORCs): <https://www.oasis-aging-in-place.com/>
- Canada HomeShare: Intergenerational housing solution by the National Initiative for the Care of the Elderly (NICE): <https://www.canadahomeshare.com/>
- WHO Website: <https://extranet.who.int/agefriendlyworld/age-friendly-practices/>
- AFC Planning Guide: <https://www.ontario.ca/page/creating-more-inclusive-ontario-age-friendly-community-planning-guide-municipalities-and-community>
- AFC Planning Toolkit: <https://files.ontario.ca/msaa-age-friendly-community-planning-toolkit-en-2021-01-01.pdf>
- Centre Wellington's Strategic Plan: <https://www.centrewellington.ca/en/township-services/resources/Documents/CW-Strat.pdf>

Township of Puslinch Memo

To: Accessibility Advisory Committee

From: Jeff Bunn, Deputy Clerk

Date: April 20, 2022

Subject: 2022 Municipal Election

The purpose of this memorandum is to provide information and seek feedback from the County of Wellington Accessibility Advisory Committee related to the Township of Puslinch 2022 Municipal Election policies and procedures, facility audits, and website.

In particular, the Township is seeking the feedback of the Accessibility Advisory Committee on the following documents/webpages:

- Policy No. 2014-002 – Accessible Election Policy
- Accessibility Procedures
- Draft Accessible Voting/Audio Vote Tabulator Procedures
- Voting Station Review – Accessibility Audit Checklist
- Election webpages associated with www.puslinch.ca/2022election

The Township welcomes any additional feedback the committee may have to help achieve a more accessible 2022 Municipal Election.

POLICIES AND PROCEDURES

Policy No. 2014-002 – Accessible Election Policy

Attached to this memorandum is a copy of Policy No. 2014-002 – Accessible Election Policy. This policy affirms the Township's commitment to ensuring all persons with disabilities are given equal opportunities to the goods and services offered by the Township. The Policy specifically highlights the use of assistive devices, support persons, service animals, an accessible feedback process, availability of documents in alternative formats, the use of notice of service disruptions and accessibility training for election staff.

Accessibility Procedures

Attached to this memorandum is a copy of the Township's Accessibility Procedures. The procedures describe all the accessibility requirements outlined under the Municipal

Elections Act, 1996, the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.

Election staff will ensure reasonable efforts are made to provide election information and services in a manner that respects the independence and dignity of persons with disabilities. Equal opportunity shall be given to all persons to use, benefit and obtain election information and services.

The delivery of election information and services to persons with disabilities shall be:

- emphasized through mandatory election training
- made accessible by the use of service animals, support persons, assistive devices, unless otherwise prohibited by law
- a component of the standard Election practice

The Procedures go into greater detail about how the Township will implement many of the accessible features and awareness throughout the election process.

Draft Accessible Voting/Audio Vote Tabulator Procedures

As in past elections, the Township will be offering assistive accessible voting technology for electors who request an accessible ballot. Draft Procedures for use of the technology have been created (attached to this memorandum) and will be included in the Township's Procedures for the Use of Vote Tabulators.

FACILITY AUDITS

Voting Station Review – Accessibility Audit Checklist

Section 45 (2) of the Municipal Elections Act states “in establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.” As in previous years, the Township has used a checklist (attached to this memorandum) to assist with facilitating voting location accessibility audits.

COMMUNICATIONS

www.puslinch.ca/2022election

The Township has established a dedicated set of webpages to provide the public with information related to the 2022 Municipal Election (link provided above). These webpages provide specific information for voters, candidates and third-party advertisers. While the Township is able to conduct an electronic accessibility scan of the webpages, it would be helpful to have members of the Accessibility Advisory Committee conduct a “real life”

accessibility review of the pages and provide any feedback on where improvements may be made to increase the readability and overall accessibility of the pages.

In addition to the website, the Township also uses print media (i.e., newspaper ads), social media (i.e., Facebook and Twitter), as well as electronic and static marquee signs to advertise information relating to the municipal election. If there are any other suggested mediums that the Township should consider exploring, please provide those ideas for further discussions.

Department: Administration
Date: August, 2014
Subject: ACCESSIBLE ELECTION POLICY

Policy Statement:

The Corporation of the Township of Puslinch (hereinafter referred to as the Township) is dedicated to improving accessibility, removing barriers for people with disabilities and meeting the requirements in all Standards and Regulations set within the *Accessibility for Ontarians with Disabilities Act, 2005* (hereinafter referred to as the AODA) and the *Municipal Elections Act, as amended*.

The Township, through the development of policies and procedures will endorse accessibility and ensure the needs of those with disabilities are accommodated. Consideration will be given to ensure all policies and procedures support independence, dignity, integration and equal opportunity. All services shall be delivered in a timely manner required of the nature of the service and if special accommodations need to be made.

Scope:

This policy is applicable to all Township staff and individuals hired for election purposes.

Purpose:

This policy, in accordance with the AODA and all Standards and Regulations and the *Municipal Elections Act, as amended*, demonstrates commitment to ensuring all persons with disabilities are given equal opportunities to the goods and services offered by the Township.

The established procedures shall ensure compliance by recognizing the use of assistive devices, support persons, service animals, an accessible feedback process, availability of documents in an alternate format, notice of service disruptions and applicable accessibility training.

The Township shall incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

Reference and Related Documents:

Accessible Standards for Customer Service & use of Assistive Devices – Corporate Policy & Procedure

Accessible Election –Corporate Procedure

Subject: ACCESSIBLE ELECTION

Purpose Statement:

The procedures describe all the accessibility requirements outlined under the *Municipal Elections Act, 1996*, the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

Election staff will ensure reasonable efforts are made to provide election information and services in a manner that respects the independence and dignity of persons with disabilities. Equal opportunity shall be given to all persons to use, benefit and obtain election information and services.

The delivery of election information and services to persons with disabilities shall be:

- emphasized through mandatory election training
- made accessible by the use of service animals, support persons, assistive devices, unless otherwise prohibited by law
- a component of the standard Election practice

Scope:

These procedures are applicable to all Election Staff performing works on behalf of the Township Clerk.

Definitions:

Barrier is defined by the Accessibility for Ontarians with Disabilities Act, 2005, and means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

Disability is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and means:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,

- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace and Insurance Act, 1997*.

Service Animal as outlined in Ontario Regulation 429/07 is a service animal for a person with a disability if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Support Persons as outlined in Ontario Regulation 429/07 means a support person in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

Procedures:

1. Staff Training

All staff carrying out election duties will be trained to recognize and ensure that persons with disabilities are served in a manner that accommodates their needs.

Training will include:

1. How to interact and communicate with persons with various disabilities.
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a service animal or support person.
3. How to use voting equipment and assistive devices to deliver election services.
4. What to do if a person is having difficulty accessing election information or services.

2. Staff Assistance

Election Information

Candidates and electors with disabilities will be able to receive information and copies of election documents in a format that takes into account their disability. The format may be agreed upon between the requester and the Township Clerk. Notice of this provision is located on the Township's Accessibility Webpage at www.puslinch.ca and is included in election notices placed in the local media.

Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, Township Staff shall provide public notice on the Township's Election Webpage, at the

physical site of the disruption and when possible in the local media. The notice shall include the following information:

- reason for the disruption,
- expected duration of the disruption,
- if available, an alternative means of obtaining the service.

Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Township Staff are available to assist with any issues that may arise with respect to providing a barrier-free election and can be reached by way of the following contact information:

Telephone: 519-763-1226

In Person: Municipal Offices
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Email: elections@puslinch.ca

Mail: Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

3. Assistance to Candidates

Service Animals

Candidates and scrutineers are permitted to be accompanied by a service animal at all Voting Locations and other designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability 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.

4. Assistance to Electors

Voting by Proxy

A person with a disability that is homebound or otherwise unable to go to a Voting Location may appoint another person to act as a voting proxy to cast a ballot on his or

her behalf. The appointment must be made on the prescribed form available at Township Municipal Offices. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. Township Staff can administer this oath (Municipal Offices, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0). Once completed, the voting proxy may be exercised at any advance voting location or on Election Day. On Election Day the proxy must be exercised at a Location for whom the proxy is voting. The Voting Proxy Form will be available August 1, 2018.

Voting Locations

Information regarding Advance Voting opportunities and Election Day voting information will be available on the Township's election webpage at www.puslinch.ca.

Parking

Accessible parking spaces will be clearly marked and in full compliance with the Township's Parking By-law 5000-05. Routine checks will be made to ensure all entrances remain barrier free through the course of the day.

Entrance to the Voting Locations

All entrances to the Voting Location will be easy to access and barrier free. Every effort shall be made to ensure that the door into the Voting Location is wide enough for a wheelchair or scooter to pass through easily. The door hardware is to be accessible and operated by a person using a closed fist. If the doors are heavy, awkward to open or have handles that are in close reach, where possible they will be propped open in a safe manner, an alternative entrance will be provided, or election staff will be available to assist.

Interior Voting Area

Access to the interior voting area and voting booth shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit and seating made available.

Accessible Voting Booths

Accessible voting booths will be available at each Voting Location. Voting booths will be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively. Magnifying sheets will be made available to assist an individual with low vision.

Accessible Voting Technologies – Advance Voting

The Advance Voting Location will be equipped with a ballot marking device for a voter with a disability. The Ballot Marker Device produces a human and machine readable marked paper ballot from a blank sheet of paper, completely indistinguishable from a paper ballot marked by hand. The voter uses headphones to hear a ballot presentation and a handheld controller can also be operated by assistive devices such as a sip and puff or hand and foot paddles, for voters who are unable to use their hands to press the selection buttons.

When a voter wishes to use the accessible voting features, the election worker positions the voter behind a privacy screen near the tabulator equipped with the ballot marking device. The election worker then inserts a blank sheet of ballot paper into the printer slot of the device and provides the voter with the headphones and the handheld controller.

The voter hears the audio ballot and uses the controller to adjust volume, speed of the audio presentation, move between contests, and select votes. The audio presentation will confirm votes selected for voter verification. When the vote has been made and confirmed all their vote selections they use the handheld controller to print their actual paper ballot. The printer device will automatically process the blank sheet of paper, printing the full ballot on the sheet complete with the vote markings selected by the voter.

The printed ballot is indistinguishable from a ballot marked by hand because the unit has a library of random handmade marking images which it prints on the ballot, so that the printed markings look just like marks made by hand with a pen. This feature ensures that if the paper ballots are later reviewed by election officials, they will not be able to determine which ballots were made by the Ballot Marker Device, thereby maintaining voter privacy.

The paper ballot printed by the Ballot Marker Device will emerge from the unit into a secrecy folder. The election worker will then insert the ballot into the tabulator.

While an accessible voting session is in process, the tabulator can simultaneously process paper ballots inserted by other voters, allowing the single tabulator to handle both voting channels and maintain the flow of voters.

Service Animals

Electors requiring service animals are permitted to be accompanied by a service animal at all voting locations.

Support Persons

Persons with disabilities may be accompanied by a support person within the Voting Location. In addition, an Election Official in each Voting Location can assist a voter. Prior to entering the voting booth, the Election Official shall, in conjunction with the person with

the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. Where a Voting Location is located in an institution or retirement home, the Election Official can attend on voters in their specific living areas or at their bedside to assist them to vote. All Election Officials are sworn to an oath of secrecy.

It is the responsibility of all Election Officials to make as many accommodations as needed to ensure an elector with a disability is able to cast a vote with comfort and ease.

5. Feedback Process & Additional Information

Feedback Process

Feedback regarding the manner in which the election services are provided to persons with disabilities may be submitted to Township Staff by the following methods:

Telephone: 519-763-1226

In Person: Municipal Offices
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0

Email: elections@puslinch.ca

Mail: Municipal Offices
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0

Website: www.puslinch.ca

In addition, the Township does offer an Accessible Customer Service Feedback Form located on the Township's website at www.puslinch.ca under the Bulletin and Events Page.

Once completed this form will be forwarded to Township Staff for action. In addition, staff working in the Township offices can complete the feedback form and submit feedback on behalf of the persons with a disability. Alternatively, the form may be printed and provided to the person for manual completion. Completed forms are date stamped and forwarded to Township staff who will respond to the candidate or elector directly within three (3) business days providing an anticipated action and timeframe for a full response, where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election information and services.

Additional Information

Administration Department

The Administration Department is located at the Municipal Offices (7404 Wellington Rd. 34, Puslinch, ON N0B 2J0). Administration staff can answer any questions you may have about running for office, the election in general or specific provisions for those persons with disabilities.

Election Website

The Township of Puslinch's Website is continuously updated to reflect the most recent developments and information. Visit the site for an up-to-date list of candidates and other important messages or events throughout the election year at www.puslinch.ca.

Ministry of Municipal Affairs and Housing – Election Website

This website contains information about municipal elections, the Province of Ontario 2018 Municipal Elections Candidates and Voters Guide and the Ministry's commitment to promote greater accessibility for voters and candidates with disabilities <http://www.mah.gov.on.ca/Page219.aspx>

Service Ontario – e-Laws

This website contains all current statutes including the Municipal Elections Act, 1996, the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005, www.e-laws.gov.on.ca.

Reference and Related Documents:

Accessibility Policy

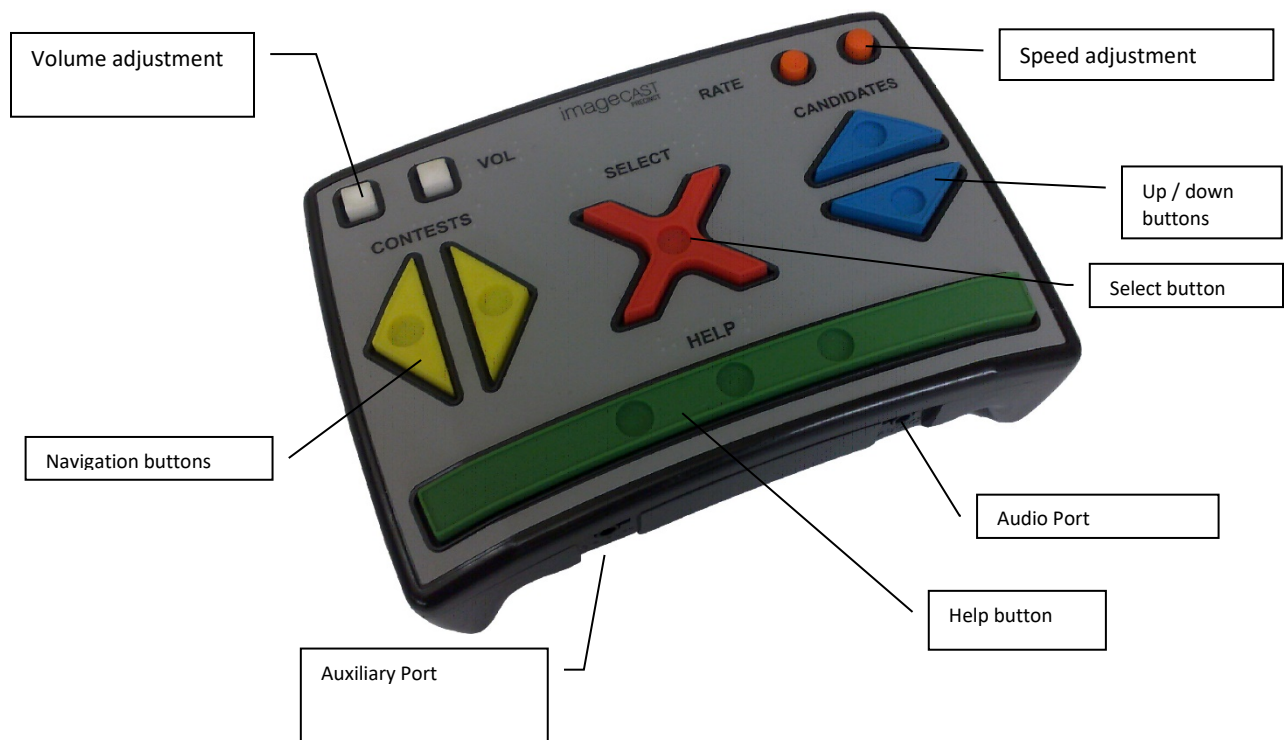
Draft – Accessible Voting/Audio Vote Tabulator Procedures

Audio Vote Tabulator Procedures at Advance Voting Location

- c) If a voter requests an accessible ballot, the Election Official shall position the voter near the Audio Vote Tabulator. The assistive devices are connected to the Vote Tabulator. The Election Official shall position the privacy screens around the voter to add further privacy. The Election Official shall then insert a blank sheet of ballot paper into the printer device, provide the voter with the headphones and hand held device (or alternatively, a set of hand/foot paddles or sip and puff device). The Election Official shall position the secrecy folder at the printer exit slot to receive the ballot as it is printed.
- d) In order to start the audio presentation, the Election Official responsible must press the security key to the security key pad on the Vote Tabulator.
- e) The on-screen menu of the Vote Tabulator will display a number of administrative options. “Accessible Voting” or “Audio Voting” shall be selected by the Election Official and then the appropriate ballot type (school support) shall be entered in order to indicate the type of ballot that the voter is eligible to receive.
- a) When the voter has made and confirmed all their vote selections, they will use the hand held device (or alternatively, a set of hand/foot paddles or sip and puff device) to command the Audio Ballot Marker Device to print their actual paper ballot. The Printer Device of the unit will automatically process the blank sheet of paper, printing the full ballot on the sheet complete with the vote markings selected by the voter. The paper ballot will emerge from the printer hidden under a covering and will be placed in a secrecy folder before removal. The Election Official will then place their initials and select the poll information on the ballot while it is within the secrecy folder and then insert the ballot into the input slot at the front of the Vote Tabulator, as per normal ballot processing as outlined in Section 11.
- b) If at any point an audio voting session must be cancelled, the Election Official shall perform the following steps:
 - i. Press the security key to the security key pad, to display the operator screen menu.
 - ii. Press **Accessible Voting or Audio Voting** button.
 - iii. Press **Yes or Cancel Audio** to stop the Accessible Voting Session.
- c) The audio voting session is then cancelled and the voter shall be provided with the opportunity to recommence the process or obtain a replacement ballot from the Election Official.
- d) The external ballot printer will be connected to the Vote Tabulator prior to powering on the Vote Tabulator (during voting location set up). Should

there be any problems with the printer, it shall be unplugged and plugged back in. If a problem persists, the Election Official shall contact the assigned Election Official and repairs will be undertaken or a new printer may be issued.

- e) While an accessible voting session is underway the Vote Tabulator can continue processing ballots of other voters.





2022 Municipal Election- Voting Station Review Accessibility Audit Checklist

Facility Name:

Facility Address:

Audit date:

Audit conducted by:

	Criteria	Y/N	Comments
	ENTRANCE		
	Is the main public entrance a barrier free accessible one? (ext. & int.)		
	If not, is there an alternative entrance that is accessible?		
	Is there signage directing to the alternative entrance?		
	Is the entrance well lit?		
	Is the entrance easy to see from the parking area?		
	PARKING LOT		
	Is there accessible parking available?		
	Are the accessible parking spots clearly marked with signs and parked on the pavement?		
	RAMPS - Location:		
	Are ramps provided as an alternative to stairs?		
	Is the slope of the ramp 1:20?		
	Are handrails provided on both sides of the ramp?		
	DOORS - Main Entrance		
	Do the doors have a minimum clear width of 860mm (34 in) as measured between the door stop and the edge of the door in the 90 degree open position?		
	Are automatic doors provided		
	If there is NO automatic door: Are lever handles or D-Shaped pulls provided?		
	Are the handles at an appropriate height		



PUSLINCH

	(mounted between 900mm (35in.)		
	Is there a manoeuvring space of 600mm (24in.) on both sides of the door?		
	FLOOR SPACE		
	Are the widths of corridors, hallways and paths wide enough (min 1.2m/4 ft.?		
	Is the path of travel free of furniture or equipment?		
	Is adequate headroom height of minimum 2.03m (6 ft. 8in.) provided? (protruding objects)		
	Is there space for wheelchair seating in the auditorium/ seating area(s)? (such as arena spectator, pool viewing area)		
	STAIRS - Location		
	Are the stair risers closed in?		
	Is there colour or texture contrasted tread nosing?		
	Handrails are provided on both sides of the stairs?		
	ELEVATORS - Location		
	Do the doors open wide enough to accommodate a person in a wheelchair; at least 915mm (36in)?		
	Do the doors stay open for at least 7 seconds?		
	Are the internal dimensions minimum 1.725m x 1.5m (5ft 8in x 5ft.)?		
	Are the buttons at an appropriate height (highest button no higher than 1.2m/4ft., lowest button at least 920mm/36in from the floor)?		
	Are the controls or floor buttons raised and done in Braille?		
	WASHROOMS		
	Are accessible stall(s) located within the current washroom facilities?		
	If not, is there an accessible washroom(s) available to both males and females?		



PUSLINCH

	Please indicate the style of entrance into the washrooms with the accessible stalls: Airport style, Automatic, Push door.		
	Is there a clear turning space of 1.83m (6ft.) in diameter outside the accessible stall?		
	Is the accessible stall or facility 1.83m x 1.83m (6ft. x 6ft.)?		
	Are grab bars mounted on the wall behind the urinal and on the side wall?		
	Is the toilet flush control automatic or located on the side where the individual would transfer from?		
	Are faucets, fixtures, dispensers and light switches at an appropriate height?		

ADDITIONAL COMMENTS:

Accessibility Fund Tracking Sheet

Member Municipality	2019	2020	2021	2022	2023
Township of Guelph Eramosa	\$30,000.00	-	-		
	Making asphalt recreation trail in Rockmosa Park to be accessible for all persons.				
Town of Erin	N/A	N/A	\$30,000.00	-	-
			Accessible upgrades to the Erin Community Centre, 14 Boland Drive in Erin.		
Town of Minto	\$10,000.00	\$10,000.00	\$10,000.00		
	Installation of automatic doors at the Palmerston Community Centre Complex.	Installation of accessible doors at the Town-owned Palmerston Lions Clubhouse. Installation of accessible toilets at recreational facilities - mainly arenas.	Upgrade accessible entrance door at the Clifford Arena.		
Township of Centre Wellington	\$10,000.00	\$30,000	-	-	
	Installation of pedestrian audibles at the traffic light intersection of Gordon and Gzowski Streets in Fergus.	Accessibility improvements to intersection of St. David and St. Andrew Street in Fergus and the mid block crosswalk at Colborne Street and Steven Way in Elora.			
Township of Mapleton	\$10,000.00	\$5,000.00	\$10,000.00		
	Installation of accessible customer service desk and building department service counter for the municipal office.	These improvements include creating an accessible dressing room on the ground level of the Theatre, facilitate greater public accessibility to the men's and ladies' restrooms, and installing accessible lighting in the rear of the auditorium.	The funds requested for assisting with the cost of upgrading the existing Arena Washrooms at 68 Main Street West, Drayton		
Township of Puslinch	\$10,000.00	\$10,000.00	\$10,000.00		
	Accessible walking trail at Fox Run Park.	Design and reconstruction of an accessible sidewalk on Brock Road.	Space needs analysis and design of municipal office renovation.		
Township of Wellington North	\$10,000.00	\$10,000.00	\$10,000.00		
	Purchase and installation of a portable chair lift for accessible access to Mount Forest Lion Roy Grant Pool and for the resurfacing of the entrance to the pool.	Retrofit to the playground surfacing at Mount Forest Murphy Playground and the accessible playground feature at Lion Merv Weber Playground in Mount Forest.	The funds requested for assisting with the cost of the accessible upgrade to the Arthur OptiMrs Playground located at 158 Domville Street, Arthur		

STOPGAP FOUNDATION



StopGap Foundation is a Canadian charitable organization working to raise awareness about barriers that exist in our society. These barriers hold many people back from reaching their full potential.

StopGap's awareness raising programming is centered on building brightly painted deployable access ramps for single stepped locations. These ramps remove barriers and get communities talking about the importance of an accessible and inclusive society.

If you are interested in StopGap, please see your local municipality for possible funding opportunities.

Visit www.stopgap.ca to learn about programmes, volunteer opportunities or to donate.

**Equal access is a human right.
Together, we can ensure every person can access every space.**

As featured in the Wellington Advertiser on December 30, 2021.



Did you know that the County of Wellington has an Accessibility Advisory Committee?

The Accessibility Advisory Committee advises Municipal Councils on the identification, removal and prevention of barriers to people with disabilities.

We also advise on issues and concerns faced by people with disabilities and the means by which Councils can work towards the elimination of barriers in facilities owned or operated by the municipalities in the County.

If you have any questions about accessibility in the County, contact Christine Carbone, Human Resources Assistant at: christinec@wellington.ca.

As featured in Wellington Advertiser on March 10, 2022.