



# Staff Report

## Administration – Town Clerk

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**Report To:** Council Meeting  
**Meeting Date:** December 12, 2022  
**Report Number:** FAF.22.172

**Title:** Report on Identification, Removal and Prevention of Barriers from the 2022 Municipal and School Board Election, as per s. 12(3) of the Municipal Elections Act, 1996

**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receives Staff Report FAF.22.172, entitled “Report on Identification, Removal and Prevention of Barriers from the 2022 Municipal and School Board Election, as per s. 12(3) of the *Municipal Elections Act, 1996*, for information.

### B. Overview

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This report discusses the identification, removal and prevention of barriers that affect electors and candidates with disabilities in the 2022 Municipal and School Board Election, as is required by s. 12(3) of the *Municipal Elections Act, 1996*.

### C. Background

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As is required by section 12(2) of the *Municipal Elections Act*, 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.

Section 12(3) of the *Municipal Elections Act, 1996* states:

“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.”

## **D. Analysis**

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The Town of The Blue Mountains Municipal Election Procedures for Use of Vote-Counting Equipment and Alternative Voting Method - Internet and Telephone Voting, (Election Procedures), and The Town of The Blue Mountains Election Accessibility Plan (Accessibility Plan) provided as Attachment 1 and 2 respectively, detail how Elections Staff operated with consideration for accessibility and offers further insight into how Elections Staff ensured a barrier-free election.

The Accessibility Plan, Election Procedures and the Act require the following:

- Elections Staff completed accessible customer service training and specific election training to ensure persons with disabilities were serviced in a way that accommodated their individual needs;
- Election information posted to the Town's website or circulated in print was created with consideration for, and adherence to, accessibility requirements;
- Help Centres established at Town Hall were available during regular and extended hours at Town Hall, 32 Mill Street Thornbury;
- LE Shore Memorial Library and Craigleith Heritage Depot functioned as technology hubs during normal hours of operation for those individuals who required a device to vote on, or access to wireless internet;
- Town Hall, the LE Shore Memorial Library and the Craigleith Heritage Depot have designated accessible parking spots, level pathways leading to facility entrances, automatic door opening devices, or were propped open in a safe manner with doors being wide enough to accommodate a wheelchair or other mobility device;
- Voting booths at Town Hall featured a wide area to allow individuals using mobility aids to vote independently and secretly;
- Voting booths included a large touchscreen monitor and mouse;
- Electronic (telephone and internet) Voting provided alternate accessible formats for voting;
- Elections Staff completed Form EL11 – Appointment and Oath of an Election Official in order to assist electors upon request;
- Electors who required assistance to mark their ballots attended a designated Help Centre and verbally stated Form EL27 – Oral Oaths at Voter Help Centre. In the event the elector was unable to state the Oral Oath to Vote with Assistance, the Election personnel providing assistance would state the Oral Oath to Vote with Assistance and require the elector to affirm its validity
- Elections Staff attended Grey County Housing (Maple Villa and Lemon Court) prior to, and during the Voting Period to assist residents to be added to the Voters List and to Vote;
- Elections Staff were unable to personally attend Errinrung Retirement & Nursing Home due to a COVID outbreak. Elections Staff worked with the Errinrung Staff to ensure the Nursing Home and Retirement Home residents had the option of being added to the Voters List. Errinrung Staff took the Oath of Secrecy to be in a position to, on request, assist residents to vote; and

- Elections Staff ensured Election Procedures were flexible yet secure to allow part-time/seasonal, and full-time residents the ability to have Voter Information Letters re-issued, or, for qualified electors to be added to the Voters' List up to and including Election Day.

The considerations noted above contributed to a barrier-free election in accordance with s.12 of the Act.

To bring awareness to the Accessibility Plan for the 2022 Municipal and School Board Election, Staff Report [FAF.22.149 The Blue Mountains Accessibility Plan, 2022 Municipal and School Board Election](#) was presented to the September 13, 2022 Committee of the Whole Meeting and posted to the Town website.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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None

## **G. Financial Impacts**

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None

## **H. In Consultation With**

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1. The Blue Mountains Accessibility Committee
2. Dr. Sabrina Saunders, CEO, The Blue Mountains Public Library

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca) .

**J. Attached**

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1. Attachment #1 – Town of The Blue Mountains Municipal and School Board Elections, Alternative Voting Method, Procedures and Forms dated June 1, 2022
2. Attachment #2 - Town of The Blue Mountains Election Accessibility Plan, 2022 Municipal & School Board Elections dated August 26, 2022

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
Corrina Giles, Town Clerk  
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**Report Approval Details**

Document Title:	FAF.22.172 Report on Identification, Removal and Prevention of Barriers from the 2022 Election .docx
Attachments:	- Att 1 2022 TBM Municipal and School Board Election Procedures, Alternative Voting Method dated June 1, 2022.pdf - Att 2 TBM Election Accessibility Plan 2022 Municipal and School Board Election dated August 26, 2022.pdf
Final Approval Date:	Dec 5, 2022

This report and all of its attachments were approved and signed as outlined below:

**Shawn Everitt - Dec 5, 2022 - 12:00 PM**