



Township of East Garafraxa Annual Status Report for 2022

This is the Township of East Garafraxa **Annual Status Report for the year 2022.**

The Township of East Garafraxa in collaboration with the County of Dufferin and lower tier municipalities within Dufferin have established a joint multi-year accessibility plan to prevent and remove barriers to accessibility and to meet requirements under the *Accessibility for Ontarians with Disabilities Act* and the Integrated Accessibility Standards.

This Annual Status Report details the required annual update for (year) 2022 on the progress of measures taken to improve accessibility. The purpose of this report is to track our organization's progress and make the public aware of our initiatives.

This report is available online at [Accessibility - Township of East Garafraxa](#).

To request an alternate format of this annual status report, please contact:

Jessica Kennedy, Clerk Email: jkennedy@eastgarafraxa.ca Telephone: 226-259-9400 ext. 204, or Toll Free: 877-868-5967.

Accessibility Accomplishments in the Year 2022

General Accomplishments	X: Applicable	: Not applicable
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General initiatives related to accessibility that may or may not be directly related to a regulatory requirement or initiatives that don't fall within a particular standard.

- Continued to ensure policies, practices and procedures address dignity, independence, integration and provided for equal opportunity for people with disabilities.
- Continued to provide accessibility training to employees.

The Township conducted the 2022 Municipal and School Board Elections and implemented, in advance of the election, the Township of East Garafraxa 2022 Municipal and School Board Elections Accessibility Plan in order to identify measures to be taken and reported to Council following the election.

Accessibility was considered during every aspect of the election, and the attached Schedule "A" indicates actions that were taken to ensure the voting process was inclusive and in accordance with the Township Accessibility Plans and Policies.

Customer Service Accomplishments	X: Applicable	: Not applicable
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Initiatives implemented related to the Customer Service Standards.

- Continued to review and encourage customer feedback and take appropriate action.

This report is available in an alternative format upon request.

- Continued to allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the Municipality.
- Continued to accommodate the accessibility needs of people with disabilities to ensure they can obtain, use or benefit from the Municipality's goods, services, programs and facilities.
- Continued to Communicate with people with disabilities in a manner that takes into account the person's disability.

Information and Communications Accomplishments	X: Applicable	: Not applicable
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Initiatives implemented related to the Information and Communications Standards.

- Continued implementation of services offered online/electronically.

Employment Accomplishments	X: Applicable	: Not applicable
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Initiatives implemented related to the Employment Standards.

- Employees and the public are notified that accommodations for applicants with disabilities are available upon request during the recruitment and interview process.
- Employees are informed of the accommodation supports that are available to those with disabilities throughout the employment cycle.
- Accessible formats or communication supports are provided upon request to employees.

Transportation Accomplishments	: Applicable	X: Not applicable
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Initiatives implemented related to the Transportation Standards.

The Township does not have a transportation system.

Design of Public Spaces Accomplishments	X: Applicable	: Not applicable
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Initiatives implemented related to the Design of Public Spaces Standards.

- The Township of East Garafraxa focuses on removing barriers which may exist in our buildings and facilities, while ensuring that new buildings, leases, and renovations do not create any new barriers.
- There were no new buildings, leases and/or renovations in 2022.

Summary of Consultations	X: Applicable	: Not applicable
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The Township of East Garafraxa participates on a joint Accessibility Program with the County of Dufferin and the lower tier municipalities within Dufferin and are therefore a part of the joint Accessibility Advisory Committee that has been established by the County of Dufferin and the Town of Orangeville.

In 2022 the Township of East Garafraxa will participate in reviewing and implementing a new/updated Joint Multi-Year Accessibility Plan for Dufferin County and the lower tier municipalities.

Next Steps

What will be the focus of the new year? Highlight key upcoming initiatives.

- Provide Accessible Documents Training to Staff
- Consult the public, persons with disabilities through the Joint Dufferin County and Town of Orangeville Accessibility Advisory Committee
- Review corporate policies and by-laws to ensure accessibility compliance
- Continue to monitor website and web content
- Continue to ensure documents are accessible or available upon request
- Continue to welcome accommodations throughout the recruitment process and employment life cycle
- Ensure new facilities and reconstructions are designed with accessibility features incorporated

The Township of East Garafraxa is committed to providing high quality programs, facilities and services to all members of the public it serves. Feedback is welcomed as it may identify areas requiring change and encourage continuous service improvements.

**2022 ACCESSIBLE ELECTIONS
ACTIONS INITIATIVE REPORT**

Municipal election processes, practices and procedures were reviewed to ensure an accessible election through appropriate actions and initiatives and the 2022 Municipal and School Board Elections Accessibility Plan dated September 29, 2022, was established.

The following are some of the various initiatives undertaken during the 2022 Municipal and School Board Elections as noted in the above referenced Accessibility Plan:

- Candidate Nomination Packages and additional resources were made available online on the Township website and by paper at the Township Administration office.
- 2022 Municipal and School Board Elections Accessibility Plan was made available to the public on the Township website and at the Township Administration office prior to the opening of the voting period.
- The Township provided eVoting services to eligible electors, which allowed for internet and telephone voting, providing the elector the convenience and independence of voting from anywhere. This allowed persons with disabilities to vote from any location and from a selection of methods, which provided an increase in the capability for the voter to vote without any assistance and provided persons with disabilities the same independence and privacy in participating in the election as other voters.
- The eVoting telephone application provided:
 - Services on all types of touch tone phone and wireless devices.
 - Clear, plain language.
 - Menu options that were easy to follow, advising when to select options and provision of confirmation of the voter's selections.
 - Standard volume is used allowing for adjustment dependent on the telephone or device being utilized.
- The eVoting internet application provided:
 - The use of a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software.
 - A website that meets the Web Content Accessibility Guidelines (WCAG-2 Level AA), ensuring that persons with disabilities can perceive, understand, navigate and interact with the online voting system.
 - Compliance with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.
- Voter Instruction Letters were mailed to eligible electors and included the following

information:

- Dates and times for Voter Help Centre (located at the Township Administration office).
 - Voter Help Centre contact information, including email address and phone number.
 - Township website address.
 - Voting period.
 - Candidates' names.
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- A computer and a telephone, in an accessible voting area, were available at the Voter Help Centre located at the Township Administration office, being an accessible facility, for any elector who required assistance voting.
 - Election Officials and staff were positioned to greet electors as they came into the Voter Help Centre and assist as necessary.
 - Pursuant to the Township of East Garafraxa Accessible Customer Service Policy people with disabilities are permitted to be accompanied by a support person on any Township premises including the Voter Help Centre. Election Officials were available to administer the oath of secrecy/confidentiality to the designated support person and/or 'Friend of the Voter'.
 - Election Officials were available to assist any voter who required assistance in casting their online ballot. All Election Officials were formally appointed as such and administered an oath of secrecy prior to the voting period.
 - Election signage was clearly marked in large font at the entrances of the Township Administration Office/Voter Help Centre throughout the election process and additional signage was erected during the voting period.
 - Election information was communicated through various channels and alternative formats including emails, social media, local newspapers and roadside signage at the Township Administration office. All residents were able to contact the Voter Help Centre by telephone or through a designated email for election related inquiries and/or feedback.
 - Documents and forms were available to candidates and electors in alternative formats upon request and in a manner that was mutually agreed upon. Notice of availability of documents is provided on the Township website page and at the Township office.
 - Electors were able to confirm that they were on the Voters' List by telephone, email or by attending the Township office.
 - Copies of the Voters' List were available to candidates, upon written request, in paper, and/or electronic formats.
 - Resource materials were provided to candidates by paper and electronically through links on the Township website.

- Accessible Customer Service Feedback Forms, to receive feedback on accessibility initiatives, are available on the Township website and the Township Administration office. No forms have been submitted to date.

CONCLUSION:

Significant improvements have been made in regard to accessible elections. The principles of policies, practices and procedures must respect the dignity and independence of candidates and electors. The election process should ensure that the policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity. Ensuring that electors and candidates with disabilities are able to participate in the election process is essential. Regard for accessible voting systems and site access requirements are necessary. Township staff will continue their efforts to review, address and improve election processes.