

A G E N D A

Date: Thursday March 24, 2022

Location: Teams Video Meeting

Time: 9:00am

DISCLOSURES OF INTEREST

ADOPTION OF MINUTES

1. Approval of Minutes of the meeting on February 24, 2021.

REPORTS of COMMITTEES

1. Budget:
2. Special Events:
3. Site Plan Control:

NEW BUSINESS

1. Introduction of the City Manager – Sandra Datars Bere
2. Endorsement of the 2022 Municipal Election Accessibility Plan
3. Site Audits for 2022

UNFINISHED BUSINESS

1. National Accessibility Week – Sunday May 29th – Saturday June 4th
2. Annual Open House – Action Items and Date

NEXT MEETING

In Person?

Date to be determined

ADJOURNMENT



City of St. Thomas
2022 Municipal Election
Accessibility Plan

DRAFT

The City Clerk is responsible for the appropriate legislative and administrative conduct of the Municipal Election in the City of St. Thomas.

The Municipal Elections Act states that the Clerk shall have regard for the needs of electors and candidates with disabilities. It further states that 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.

The Municipal Election will be conducted in a manner that ensures that candidates and electors with disabilities have full and equal access to election information and services. The election shall be conducted in a manner that ensures that persons with disabilities have every opportunity to vote independently and privately with access to voting assistance if required.

The Municipal Elections Act requires that within ninety days after Voting Day the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Definition of Disability

The Accessibility for Ontarians with Disabilities Act, 2005 defines “disability” as follows:

- (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 Safety and Insurance Act, 1997.

Disabilities can take on many forms, both visible and invisible. The following criteria were considered in the development of this Plan:

- Policies and procedures must be consistent with the principles of the Municipal Elections Act, 1996 and must respect the dignity and independence of persons with disabilities;
- Access to electoral services must be integrated and equitable;
- Initiatives should address and accommodate a wide range of abilities; and
- The City’s Policy: Accessibility Standards for Customer Service for providing services to people with disabilities must be followed throughout the election process. This policy can be found on the City’s website at www.stthomas.ca/city_hall/accessibility.

Provision of Election Information

The City of St. Thomas website is compliant with the Accessibility for Ontarians with Disabilities Act. Election information will be provided to electors and candidates with disabilities on the City's website and in print. Requests for alternative formats can be made in accordance with the City's Policy: Accessibility Standards for Customer Service.

Voting

The City of St. Thomas will be offering internet and telephone for the 2022 Municipal Election. Internet and telephone voting will be available 24 hours per day during the advance voting period from October 11th, 2022 at 10:00 a.m. until Voting Day, October 24, 2022 at 8:00 p.m.

Internet voting allows eligible electors to vote from anywhere in the world at any time of the day on any device with an internet connection, including cellular phones, tablets and computers. Telephone voting allows eligible electors to vote from anywhere in the world at any time of the day using a touch tone dial pad. Telephone calls are toll-free in North America and charges apply for international calls.

Electors do not have to spend time in line-ups attending at a voting place or arranging for transportation to get there.

The interface of the third-party voting website is regularly audited against Section 508 and WCAG-2 accessibility requirements by the Bureau of Internet Accessibility, which provides a comprehensive compliance and remediation report. This allows the internet voting solution to work with common assistive technology software including screen readers, screen magnification software, voice dictation software, and onscreen keyboards. Telephone voting allows a voter to call from any touch-tone dial pad. A dedicated telephone number will be created by the service provider. The third-party voting platforms utilize standards-compliant interfaces that work on all devices and is minimalist and intuitive for users of all ages and technical ability.

Mobile Voter Help Centre Information

The City of St. Thomas will be providing the use of tablet kiosks at limited times and locations for electors who do not have access to a telephone, computer, or tablet or who require assistance. All Mobile Voter Help Centre locations chosen for tablet kiosk assistance will be accessible. Election Officials will assist a voter at the Mobile Voter Help Centres where required in order to allow a voter with a disability to vote.

Additional voting places and special hours of voting will be available for electors residing in institutions where 20 or more beds are occupied by persons who are disable, chronically ill or infirm and in retirement homes where 50 or more beds are occupied.

Service Animals/Support Persons

Electors with disabilities are permitted to be accompanied by a service animal at any Mobile Voter Help Centre. Election Officials at Mobile Voter Help Centres shall permit a voter who attends for assistance in voting electronically to have such assistance as the Election Official considers necessary, including the assistance of a support person.

Voter Information Letter

Voter Information Letters will be mailed out to every eligible elector recorded on the Voters' List prior to the start of the voting period. The letter will contain information on how to vote by internet or by telephone, including a

unique PIN. Information about Mobile Voter Help Centres will also be provided in the letter for those electors who do not have access to a telephone, computer, or tablet or who require assistance.

Staff Training

All staff carrying out election duties will complete specific election training to comply with the City's Policy: Accessibility Standards for Customer Service and to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs.

Notice of Temporary Service Disruption

Public notice shall be provided on the City website and in the local media if there is a temporary disruption in the delivery of election services. The notice shall include the reason for the disruption, the expected duration and an explanation of alternative methods of delivering the service.

Staff Assistance/Feedback

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

The City Clerk welcomes feedback to identify areas where changes should be considered and ways in which the City can improve the delivery of an accessible election.

Contact information for assistance and feedback is as follows:

Email: customerservice@stthomas.ca

Phone: 519-631-1680 press "0"

In person/By Mail: City of St. Thomas

Clerk's Office - Elections

545 Talbot Street

St. Thomas, ON N5P 3V7

Monday to Friday, 8:30 a.m. to 4:30 p.m.

Additional Information

City of St. Thomas Website Accessibility Page: www.stthomas.ca/city_hall/accessibility

City of St. Thomas Website Election Page: www.stthomas.ca/city_hall/city_clerk/2022_Municipal_Election

ACCESSIBILITY OPEN HOUSE	<p style="text-align: center;">Last Thursday In September from 1 pm to 3pm at Seniors' Centre on Chestnut St. No charge for space Free Refreshments & cookies supplied</p>		
Committee Members:	Cathy Topping, Councillor Steve Peters, Sheila Rodaway, Ken Lizotte, Leslie McClure, Brenda Ryan, Adrian Williams, Michelle Sylvester & Tracey Tiersma,		
ITEM(S)	TASKS & Contacts	OWNER	✓
BOOK Senior Centre Hall	Book this after May Meeting – Dave Warden – warden_dave@hotmail.com or 519 633 2850		
Name Tags for Committee			
Bags with City logo	Bags are located in storage room – 3 rd floor - each bag contains a City pin, map of the City, Chamber map and a comment page		
2020 City Accessibility Plan	30 Copies		
AODA Printed material	Copies left over from 2019		
Door prizes - historically 10 @ \$25 each	Walmart, Shoppers, Yureks, GTiger, S.Store Purchase in August – submit receipts to secretary Check Door Prize Tickets inventory		
Set up for Seniors Centre	Need 1 week notice for table/ floorplan layout		
VENDORS	REACH OUT TO VENDORS BY JUNE		
Yurek's Pharmacy	519-631-3330 yurek@yurekpharmacy.com		
Shoppers Home Health	519 685 9150		
Thumbs Up - Ken Lizotte	Tom Crooker - tcrooker170@gmail.com Linden Huizinga - lhuizinga@yahoo.com Ken Lizotte - kenlizotte@hotmail.com		
March of Dimes	Anita McKinlay amckinlay@marchofdimes.ca 1-877-369-4867 x 7034		
City of St.Thomas - Environmental Department	Tracey to coordinate	T.Tiersma	
St.Thomas Library	Vanzanten, Dana dvanzanten@stthomaspubliclibrary.ca		
The Healthline Info Agency	Sarah Recinos sarah.recinos@thehealthline.ca		

	519-660-5910 ext 5920		
SW Health Unit	Jessica Lang - jiang@swpublichealth.ca or 519-631-9900		
Alzheimer Society	Maggie Scanlon (519)633-4396 mscanlon@alzheimeregin.ca		
VON	Jessica Zehr / Jill Ouimette Jessica.Zehr@von.ca jill.ouimette@von.ca 519-637-6408		
MS Society	Wendi Anderson 519.680.7878 x 3305 wendi.anderson@mssociety.ca		
St. Thomas Elgin General Hospital	Lisa Minielly / Melissa Beilhartz LMiniell@stegh.on.ca MBeilhar@stegh.on.ca (519) 631-2020		
Talbot Trail Physiotherapy	Patti Gardiner – Communications Officer Patti@TalbotTrailPhysiotherapy.ca		
London HUB CNIB	Karen Parr / Ryan Hooey Ryan.Hooey@cnib.ca		
Arthritis Society	info@on.arthritis.ca London: 519 433 2191		
Diabetes Society	London: 519 673 1752		
Closing the Gap	elgin@closingthegap.ca (St. Thomas)		
Central Community Health	gmoniz@centralchc.com		
London Club for the Deaf	519-434-6889 www.londondeafclub.com		
Sledge Hockey Team	Randy Brown		
ADVERTISING			
City Website	Heather Welsh hwelsh@stthomas.ca or 519-631-1680 x 4196 Request event notice/poster to be on event calendar and event feed on website, as well as Facebook & Twitter communication (AUGUST and week before event) and Council Corner newsletter(MAY)		
My FM	519 633 6936 - Email by mid-July Samantha – x 7331 Look for press coverage for event; Ad for radio – community event. Photo op for webpage local news		

Flyers / inserts / posters	Ross Patrick - rpatrick@stthomas.ca 34 Bus Shelters- early Aug (students) 11x17 (A. Gazda will laminate) Print approx.. 50 posters for committee St. Thomas Transit office 3x3 Inserts for Parallel Transit applications Poster to Nursing Homes		
Coffee Chat paper	AUGUST AND SEPTEMBER Tony Brooks CD 519-672-6397 1-866-640-3375 – Toll Free ourcoffeenews@rogers.com		
Senior Centre Newsletter	Angela Walker – awalker2198@rogers.com or 519 633 2850 Email poster for insert: JULY/AUG newsletter (JUNE deadline) Sept/Oct newsletter (Aug deadline)		
Times Journal Ad	3 ads in the paper to go along with the usual City Ad August and Sept. jhindley@stthomas.ca or 519-631-1680 x 4125		
Lawn Sign/Banner	Day of event put lawn sign outside Senior Centre Hang Banner in lobby for visual impact (perhaps week before?)	To be set up at City Hall 1 month prior, then 1 week prior to event at Senior's Centre.	

Other NEW Vendors for 2022:

<https://www.dogguides.com/facilities.html> events@dogguides.com Oakville 1 (800) 768-3030

<http://thamescentreservicedogs.com/about-us.html> TCSD@live.ca 519-318-4658 (Mount Brydges Ontario)

<https://epilepsyontario.org/agency/epilepsyswo-2/> info@epilepsyswo.ca 519.433.4073 (London, ON)

www.braininjurylondon.on.ca/ Brain injury association – London 519-642-4539

<http://www.ldalondon.ca/> Learning Disabilities Assoc. of London Region Finance Coordinator and Marketing Specialist (and General Information) Ermina Melkic ldainfo@ldalondon.ca
Phone 519-438-6213 x 21

<https://cmhamiddlesex.ca/> 519-668-0624 info@cmhamiddlesex.ca education@cmhamiddlesex.ca

Fibromyalgia Support Group –