



Municipality of West Elgin

2026 Municipal Election Accessibility Plan

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1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Municipality of West Elgin.

The Municipality of West Elgin has made great efforts in promoting a barrier free community. In accordance with the [Municipal Elections Act](#), 1996, the [Accessibility for Ontarians with Disabilities Act](#), 2005, and the [Human Rights Code](#), 1990, the Municipal Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to participate fully in the 2026 Municipal & School Board Election.

This planning document was developed in advance of the election to identify measures to be taken and reported to Council following the election.

The Municipality of West Elgin is committed to providing an accessible, inclusive, and equitable voting experience. The 2026 Municipal and School Board Election will ensure that:

1. Candidates and Electors with disabilities have full and equal access to all election information and services;
2. Voting places are fully accessible;
3. Persons with disabilities can independently and privately mark their ballot and have access to alternative methods of voting assistance.

This plan sets out the principles and actions to accommodate electors with disabilities and will guide the Municipality of West Elgin in delivering an accessible election.

2. OBJECTIVES

This plan is intended to highlight measures that the Municipality of West Elgin will be implementing to ensure equal opportunity for all electors and candidates.

These objectives include:

- That persons with disabilities can independently cast their vote and verify their selection.
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate, or election official.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Municipality of West Elgin website and social media.

- That all voting assistance locations are accessible.

3. DEVELOPMENT OF THE PLAN

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. To develop the plan below, several steps were taken to ensure that the statutory requirements were met, and a feasible implementation plan was in place. During the development of the 2026 Municipal Election Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities can vote in a positive customer service environment and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.

4. VOTING METHODS

The 2026 Municipality of West Elgin Municipal Election will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters. This includes the convenience and independence of voting from anywhere via telephone, internet or in-person at a voting assistance location station during the October 16 – 26, 2026 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person Voter Assistance Locations offered across Municipality of West Elgin, throughout the voting period.

4.1 Telephone Voting

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and the PIN number contained in their Voter Information Letter to access an audio ballot. Communications barriers can make it difficult for people to receive or convey information. Barriers may be identified as low volume, use of language that is not clear or plain, and confusing or unorganized menu options.

The Intelivote telephone voting application provides the following:

- Service on all types of touch tone phones and wireless devices.
- Clear, plain language.
- Menu options that are easy to follow, advising when to select options and provision of confirmation of the voter's selections.
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.

4.2 Internet Voting

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant 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.

4.3 In-person Voting at Voting Assistance Location(s)

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, several advance voting assistance locations and Election Day voting assistance locations will be open to provide in-person internet voting opportunities via a laptop, tablet or touch screen monitor.

Access to the voting assistance location interior and voting area shall be level and slip resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The voting area shall be well lit and seating shall be available. Entrance corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each voting assistance location. These areas shall be low in height and have a wide area to allow individuals who use a wheelchair or scooter to vote independently and secretively.

Voters may attend any voting assistance location throughout the voting period. The Municipality of West Elgin will be operating the following voting location(s) during the Advance Voting Period:

Municipal Office
22413 Hoskins Line, Rodney
October 16, 2026, to October 23, 2026, during regular business hours

West Elgin Community Complex (Council Chambers)
160 Main Street, West Lorne
October 17 & 24, 2026, 10am to 6pm

Rodney Recreation Centre, Large Meeting Room
135 Queen Street, Rodney
October 17 & 24, 2026, 10am to 6pm

The following voting assistance locations will be open on Election Day, Monday October 26, 2026, from 10:00 a.m. to 8:00 p.m.

West Elgin Municipal Office
22413 Hoskins Line, Rodney
Internet Voting Only

4.4 Special Voting Provisions

Election staff shall visit sites including long-term care facilities and retirement homes, at reduced hours, to set up on-site voting kiosks, or bedside voting opportunities for residents.

5. VOTING LOCATION(S)

An accessibility assessment of each physical polling location will be conducted. The following considerations are considered when determining which location(s) will be used:

5.1 Accessible Route

Proximity of the voting location to accessible public transit routes shall be considered in the selection of voting location(s). The name and/or address of the voting location shall be clearly visible. An easily navigable route will be marked for entry into the

voting location and into the voting area within the location. The voting area shall be identified with clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the voting location shall be unobstructed and accessible. The route shall be wide enough to allow an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the voting location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all voting locations. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance of the voting location. By-law officers will monitor and enforce parking at voting locations throughout the day.

6. VOTING ASSISTANCE

6.1 Support Person/Friend of the Voter

People with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

6.2 Service Animals

Pursuant to the Municipality of West Elgin Accessibility Policy HR 8.2 individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

6.3 Election Officials

At in-person voting assistance locations, upon request, Election Officials are available to assist any voter who requires assistance in casting their online ballot. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.

7. COMMUNICATION

The 2026 Municipal Election Accessibility Plan will be made available at 22413 Hoskins Line, Rodney, N0L 2C0 and by way of the Municipality of West Elgin web site www.westelgin.net. Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2026 Municipal Election shall be included in general election advertising as well as in the 2026 Municipal Election Nomination Package.

7.1 Election Materials

The Municipality of West Elgin is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that considers the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Municipality of West Elgin and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Municipality of West Elgin or is supplied by a third party, the Municipality of West Elgin will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Municipality of West Elgin will be provided in an Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Municipality of West Elgin on the website in relation to the election will be compliant with WCAG 2.1 Level AA and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Video – Promotional and educational videos created for the 2026 municipal election shall incorporate audio and captioning.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Municipality of West Elgin control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making

reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Municipality of West Elgin shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Municipality of West Elgin website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for Electors with disabilities at the voting place.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on Election Day, notices of disruption will be posted in real time on the Municipality of West Elgin website and election website.

8. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed to ensure that they are fully accessible. Here is the link to the AMCTO's Candidates Guide to Accessible Elections.

<https://www.amcto.com/sites/default/files/2025-07/AMCTO-Candidates-Guide-to-Accessible-Elections.pdf>

9. LEGISLATIVE REQUIREMENTS

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors and candidates can fully participate in the election. In fulfilling this role, the Clerk adheres to legislative requirements and accessibility standards designed to remove barriers and promote equal opportunity.

Under the Municipal Elections Act, 1996, as amended, the following provisions apply:
12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12.1 (2) A 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

12.1 (3) 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.

41(3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52(1).

45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities

52 (1)(4) The deputy returning officer may permit an elector who needs assistance in voting to have such assistance as the deputy returning officer considers necessary.