



Township of Wilmot

2026 Municipal and School Board Pre-Election Accessibility Plan

1. Statement of Commitment

The Township of Wilmot is committed to conducting an accessible municipal election that enables electors and candidates with disabilities to participate fully and independently.

The Township recognizes that accessibility requires the identification, removal and prevention of barriers throughout the election process. Election services will be delivered in a manner that respects the dignity, independence, integration and equal opportunity of all participants.

This Plan has been prepared in accordance with section 12.1 of the *Municipal Elections Act, 1996* and complements the Township's Multi-Year Accessibility Plan.

The Plan is intended to be a living document and may be updated as legislation changes, accessibility needs are identified, or opportunities for improvement arise.

2. Legislative Framework

Section 12.1 of the *Municipal Elections Act, 1996* requires the Clerk to:

- have regard for the needs of electors and candidates with disabilities;
- prepare and publish a plan regarding the identification, removal and prevention of barriers affecting electors and candidates with disabilities before Voting Day; and
- prepare a post-election accessibility report within 90 days following Voting Day.

The Township will also continue to meet its obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Integrated Accessibility Standards Regulation and the Ontario Human Rights Code.

3. Accessibility Objectives

The Township will strive to:

- identify, remove and prevent barriers to participation;
- provide accessible election information and services;
- promote independent voting wherever possible;
- provide appropriate accommodations where required;
- train election workers to deliver accessible customer service; and
- evaluate accessibility initiatives following the election to support continuous improvement.

4. Accessibility Initiatives

a. Consultation

Initiative

Engage with the community to identify accessibility needs and opportunities for improvement.

Actions

- Encourage electors, candidates and community organizations to provide accessibility feedback before, during and after the election.
- Consider lessons learned from previous municipal elections when implementing accessibility initiatives.

b. Accessible Communications

Initiative

Provide election information that is accessible, clear and easy to understand.

Actions

- Publish election information on the Township's accessible election website.
- Make alternate formats and communication supports available upon request.
- Prepare election materials using accessible formatting and plain language where possible.
- Maintain an Election Help Line to assist electors requiring additional support.

c. Accessible Voting Options

Initiative

Provide accessible voting opportunities that promote independence while meeting the diverse needs of electors.

Actions

- Provide ten days of online voting, allowing electors to vote from any location with internet access.
- Ensure the online voting system supports commonly available accessibility features, including screen readers, screen magnification and other assistive technologies.
- Provide electronic voting kiosks at each Voting Day location and the Voter Help Centre for electors wishing to vote electronically with assistance available if requested.
- Provide paper ballot voting on Voting Day in accordance with Council's approved election model.
- Continue to review voter participation and accessibility outcomes to identify opportunities for future improvement.

d. Accessible Voting Locations

Initiative

Provide accessible in-person voting locations for electors choosing to vote on Voting Day.

Actions

- Select accessible voting locations whenever reasonably possible.
- Inspect voting locations before Voting Day using an accessibility checklist.
- Provide accessible parking, barrier-free entrances and clear wayfinding signage where available.
- Arrange voting areas to accommodate wheelchairs, walkers and other mobility devices.
- Provide seating for electors unable to stand for extended periods.
- Require the Municipal Deputy Returning Officer (MDRO) to complete scheduled voting location safety inspections throughout Voting Day to verify that accessible

routes, entrances and voting areas remain free of obstructions, identify emerging hazards and address accessibility concerns as they arise. The safety checklist is already designed to verify that accessible entrances, parking and voting rooms remain unobstructed while also identifying trip hazards, equipment issues and other safety concerns.

- Require election workers to document accessibility concerns, safety hazards and other incidents using the Township's Voting Location Incident Report Form to support timely corrective action and continuous improvement. The incident form specifically captures accessibility issues alongside other election-day incidents.
- Respond promptly to any temporary accessibility disruptions.

e. Assistance to Electors

Initiative

Ensure electors requiring assistance receive appropriate accommodations while maintaining the integrity and secrecy of the vote.

Actions

- Permit service animals in voting locations.
- Permit support persons in accordance with the *Municipal Elections Act*.
- Provide assistance from election officials where requested.
- Make writing materials and other communication aids available as needed.
- Protect the secrecy of every ballot while providing necessary assistance.

f. Candidate Accessibility

Initiative

Support candidates in accessing election information and participating in the election process.

Actions

- Provide candidate information in accessible formats upon request.
- Hold candidate information sessions in accessible facilities.
- Respond to accommodation requests in accordance with applicable legislation.

g. Election Worker Training

Initiative

Ensure election workers understand their role in delivering accessible election services.

Actions

Election workers will receive training regarding:

- accessible customer service;
- assisting electors respectfully and appropriately;
- available accessibility features and equipment;
- accommodating support persons and service animals;
- responding to accessibility concerns and service disruptions.

h. Feedback

Initiative

Use public feedback to improve election accessibility.

Actions

The Township welcomes comments regarding accessibility before, during and after the election.

Feedback may be submitted by:

- telephone;
- email;
- mail;
- in person; or
- another accessible communication method upon request.

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5. Post-Election Accessibility Report

Section 12.1(3) of the *Municipal Elections Act, 1996* requires the Clerk to: a

- within 90 days after voting day in a regular election, submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

The post-election report shall be posted to the Township of Wilmot website and shall be provided to Council in accordance with Section 12.1(3) of the *Municipal Elections Act, 1996*.