



**The Corporation of the Town of
LaSalle 2025 Municipal By-Election
Accessibility Plan**

July, 2025

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Introduction

The 2025 Municipal By-Election will be guided by a strong commitment to accessibility, inclusion, and respect for the diverse needs of our community. We recognize that every elector and candidate should have the opportunity to participate fully and equally in the democratic process, which includes ensuring access to information, services, and election-related services for individuals of all abilities.

To support this, the Town of LaSalle has developed a 2025 Accessibility Plan that highlights the steps taken to create a barrier-free election experience. This plan aligns with the requirements of the *Municipal Elections Act, 1996* (“MEA”), the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”) and the Town’s Accessible Customer Service Standards Policy.

Our goal is to ensure everyone, whether running for office or casting a ballot, feels supported and empowered to take part in the 2025 Municipal By-Election.

Legislative Requirements

The Clerk is responsible for the legislative and administrative conduct of the 2025 Municipal By-Election. In accordance with the *MEA*, all municipalities are required to adhere to the following provisions:

12.1(1) A Clerk who is responsible for conducting an election shall have regard to the needs of electors with disabilities

12.1(2) 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

12.1(3) Within 90 days after voting 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

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

Objectives

This plan is intended to highlight measures that will be implemented to ensure equal opportunity for all electors and candidates including:

- 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 about the 2025 Municipal By-Election, including voting times and locations; and
- that persons with disabilities can fully participate in the 2025 Municipal By-Election as an elector, candidate, or election official in a way that respects their dignity and independence.

Development of the Plan

This Plan is a “living” document that will be reviewed and updated over time as best practices are identified and opportunities for improvement arise.

This plan outlines the accessibility requirements that will be implemented for the 2025 Municipal By-Election. Additionally, it supports the accessibility training of the Election Officials facilitating the by-election.

This plan will be brought before the LaSalle Accessibility Advisory Committee for review and comment.

Voting Method

Internet Voting will be the voting method used for the 2025 Municipal By-Election. To support this, the Town is partnering with Comitia Canada Inc. to provide secure and accessible electronic voting services to eligible electors.

Internet voting offers a convenient, secure and accessible way to vote, supporting the principles of independence, dignity, integration and equal opportunity. It enables electors to vote comfortably and privately from their home, making the voting process more accessible while supporting independence, for those with mobility challenges, visual impairments or transportation barriers.

Voter Information letters will be mailed to eligible voters and will include voting instructions and personalized login credentials. Electors will be able to vote using a computer, smart phone, gaming device or tablet, from any location with internet access.

Voting Assistance

Voter Help Centre

The Voter Help Centre will be located at the LaSalle Civic Centre, 5950 Malden Road.

For those individuals without means to access voting via the internet, or who require the assistance of an Election Official, the LaSalle Help Centre will be open to provide in-person voting opportunities during the voting period beginning on October 10, 2025, ending on voting day, October 20, 2025.

To support accessibility in a public space, the following measures will be implemented:

- Clearly marked accessible parking with the International Symbol
- Clear signage directing voters to the voting area
- Automatic doors with wave sensor activation
- Access to the voting area will be level and slip-resistant
- Entranceways and corridors will be free of obstructions with sufficient space for mobility devices
- Well lit voting space with seating available

Support Person

An elector requiring assistance may be accompanied and assisted by a support person at the Voter Help Centre. The support person must take an Oral Oath of Friend of Elector (Form EL27B), which is administered by an Election Official before providing any such assistance to the elector.

Service Animal

Pursuant to the Town of LaSalle Accessible Customer Service policy, individuals relying on a service animal are permitted to be accompanied by their service animal while at the Voter Help Centre.

Election Officials

Upon request, Election Officials are available to assist any elector 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.

Special Voting Provisions

Eligible electors living in retirement homes in the Town of LaSalle will be assisted by Election Officials to provide voting opportunities.

Town of LaSalle Election Officials will attend retirement homes in the Town of LaSalle at the following times:

- Seasons Royal Oak Village: Thursday, October 16, 2025 from 9:30 AM to 11:30 AM
- Chartwell Oak Park: Thursday, October 16, 2025 from 2:00 PM to 4:00 PM

Communication

Clear and accessible communication is essential to ensure that persons with disabilities can fully participate in the electoral process. During an election, information about voting methods, locations, and support services must be easy to understand, available in multiple formats, and responsive to a variety of communication needs. Providing

accessible communication helps remove barriers, supports independence, and promotes equal opportunity for all electors to exercise their right to vote.

Website

The 2025 Municipal By-Election Accessibility Plan will be made available on the Town of LaSalle Website at www.lasalle.ca/accessibleelection.

The Town of LaSalle is committed to providing clear, accessible and a user-friendly website content for individuals of all abilities. Election-related information will meet WCAG 2.0 Level AA standards and be compatible with assistive software and allow users to adjust font size through their browser for improved readability.

Alternate Formats

The Town of LaSalle recognizes the importance of an elector's need to understand the voting process, allowing them the opportunity to make informed decisions. We provide for or arrange for accessible formats and communication supports upon request and work with persons with disabilities to determine the suitability of the format or support.

Service Disruptions

In the event of a planned or unexpected disruption to facilities or services, notice will be provided in a clear and visible manner at the affected location. Additionally, information will be posted on the Town of LaSalle's website and social media channels. The notice will include the reason for the disruption, the expected duration, and details about any available alternative facilities or services..

Accessible services in relation to this plan include election materials and voting accommodations designed to support electors with disabilities at the voting location.

Reporting

Pursuant to Section 12.1(3) of the Municipal Elections Act, 1996, within 90 days after voting day, the Clerk will make public a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. The report will be posted on the Town's website.

Feedback

Public Feedback about the way election services are provided to persons with disabilities may be submitted to the Clerk's Office through a variety of methods:

Phone

519-969-7770

Fax

519-969-4469

Email

election@lasalle.ca

In Person

LaSalle Civic Centre located at 5950 Malden Road, LaSalle, Ontario

Mail

LaSalle Civic Centre
Department of Council Services
5950 Malden Road
LaSalle, ON N9H 1S4
Attention: Deputy Clerk

The Town of LaSalle Accessible Customer Service Feedback Form can also be completed and sent to the Clerk's Office. A copy of the Feedback form is available on the Town's website at: www.lasalle.ca/accessibility or by contacting the Clerk's Office at 519-969-7770.