



**The Corporation of the Town of
LaSalle 2026 Municipal and School
Board Election Accessibility Plan**

April 2026

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Introduction

The 2026 Municipal and School Board Election is guided by a strong commitment to accessibility, inclusion, and respect for the diverse needs of the community. The Town of LaSalle recognizes that every elector and candidate should have the opportunity to participate fully in the democratic process.

To support this, an Election Accessibility Plan has been developed to highlight steps taken to create a barrier-free election. The 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.

Legislative Requirements

The Clerk is responsible for the legislative and administrative conduct of the 2026 Municipal and School Board 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

Development of the plan

Steps taken to identify, remove, and prevent barriers for the 2026 Municipal and School Board Election are guided by AODA principles as listed below:

80.46 (2) 1. That goods, services or facilities must be provided in a manner that respects the dignity and independence of persons with disabilities.

80.46 (2) 2. That the provision of goods, services or facilities to persons with disabilities must be integrated with the provision of goods, services or facilities to others, unless an alternative measure is necessary, whether temporarily or on a

permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services or facilities.

80.46 (2) 3. Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods, services or facilities.

80.46 (2) 4. When communicating with a person with a disability, the provider shall do so in a manner that takes into account the person's disability.

This plan is a living document that will be reviewed periodically and amended as needed.

Plan

Steps taken to identify barriers

1. Election officials will receive training on how to identify and address accessibility barriers
2. Election officials will receive training on how to respond to feedback regarding accessibility concerns

Steps taken to remove barriers

1. The 2022 post-election and 2025 post-by-election accessibility reports, along with any feedback we receive, will help guide how services, information, goods, and facilities are provided throughout the election

Steps taken to prevent barriers

1. A copy of the plan will be provided to the Accessibility Advisory Committee and posted on the Town of LaSalle website
2. The following prevention measures that will be implemented are informed by the requirements of *Ontario Regulation 191/11* under the AODA:

Information and communication

Website

Information about the election process, voter registration, information for candidates, voting methods, and voting assistance will be available to the public through the Town of LaSalle website. The 2026 Municipal Election Accessibility Plan will be made available on the Town of LaSalle [Accessible Elections webpage](#).

Accessible formats and communication supports

Accessible formats and communication support will be provided upon request. The appropriate format or support will be identified through consultation with the requestor.

To make a request for an accessible format or communication support, fill out the form online available on the Town's [Customer Service webpage](#) or by contacting the Clerk's Office at 519-969-7770.

Notice of service disruption

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.

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

Electronic form
[The Town of LaSalle Accessible Customer Service Feedback Form](#)

available on the Town's [Accessibility webpage](#) or by contacting the Clerk's Office at 519-969-7770. Personal information is collected under the authority of Section 80.50 of the Integrated Accessibility Standards Regulation, under the *Accessibility for Ontarians with Disabilities Act, 2005* and managed according to the *Municipal Freedom of Information and Protection of Privacy Act*.

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.

Voting Method

Internet Voting is the voting method used for the 2026 Municipal and School Board Election. To support this, the Town is partnering with Comitia to provide secure and accessible electronic voting services to eligible electors.

Internet voting offers a convenient and secure way to vote. It enables electors to vote comfortably with their own device and privately from their home, making the voting process more accessible while supporting independence.

Voter Information letters (VIL) will be mailed to eligible voters and will include voting instructions and personalized login credentials to access their electronic ballot. 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 Centres

The Voter Help Centres will be located at the LaSalle Civic Centre, 5950 Malden Road, and the Vollmer Complex, 2121 Laurier Parkway.

For individuals without means to access voting via the internet, or who require the assistance of an Election Official, the Voter Help Centres will be open to provide voter registration services, and in-person voting opportunities during the voting period beginning on October 16, 2026 until October 26, 2026.

To support accessibility in the 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

Special Voting Provisions

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

The Election Accessibility Plan will be updated once information about the special voting provisions schedule becomes available.

Accessibility Provisions

All Voter Help Centers will offer the following accessibility provisions

- One accessible election booth identifiable with signage depicting the International Symbol of Accessibility, a chair with supportive armrests and space to allow for the use of a mobility device.
- All election booths equipped will be equipped with a touch screen laptop, privacy screen, a chair, a computer mouse, touch-screen stylus pen, magnifying glass, paper receipt slips and pencils to record the confirmation number of a ballot once it has been cast.
- 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.
- 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 voting assistance to the elector.
- 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.