VOTE 2026

BROCKVILLE

CITY OF THE 1000 ISLANDS

2026 Municipal Election

Accessibility Plan

Version: 1

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Introduction

In an effort to ensure that the 2026 Municipal Election is consistent with the core principles of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election and in consultation with the Brockville Municipal Accessibility Advisory Committee in order to identify measures to be taken and reported to Council following the election.

Objectives

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

These objectives include:

- That persons with disabilities are able to 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 City of Brockville website and social media.
- That the Voter Help Centre and eVoting assistance location(s) are accessible.

Feedback

The city welcomes feedback to identify areas where changes can improve the delivery of an accessible election. Please provide us with your feedback on how we can make changes to this plan by email to elections@brockville.com or by phone at 613-342-8772 X 4444

Should you require this information in a different format, please let us know.

Legislative Requirements

In accordance with the Municipal Elections Act, 1996:

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) 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 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.

45 (8) The deputy returning officer for a voting place described in subsection (7) may attend on an elector who is a resident of the institution or retirement home, to allow him or her to vote.

45 (9) To allow an elector with a disability to vote, a deputy returning officer shall attend on the elector anywhere within the area designated as the voting place.

The AODA 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) 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*.

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. During the implementation of the 2026 Municipal Election Accessibility Plan, the following steps shall be taken in advance of the election:

- 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 to ensure the most up to date and useful resources are used to support all voters and candidates;

- 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; and

- Consult with the Brockville Municipal Accessibility Advisory Committee and groups suggested by the Brockville Municipal Accessibility Advisory Committee to ensure goals and actions are relevant and implemented effectively.

Voting Methods

In 2026, the City of Brockville 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 Voter Help Centre or eVoting location during the October 19 to 26, 2026 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities, 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 which 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 will be able to use them to assist with casting a ballot privately and independently.

If voters, including persons with disabilities, require assistance in the voting process, trained Election Officials will be present at the Voter Help Centre located at Brockville City Hall, 1 King Street West, and at the eVoting location(s) throughout the voting period.

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; and
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.

Internet Voting

Eligible voters may vote online, using a smart phone, tablet, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN number contained in their Voter Information 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.

In-person Voting at the Voter Help Centre and eVoting Location(s)

For individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, opportunities will be provided to attend the Voter Help Centre and/or eVoting location(s) in advance of and on Voting Day. There will be tablets and touch screen monitors available at these locations for those who require assistance.

Access to the Voter Help Centre and eVoting locations' 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 both the Voting Help Centre and the eVoting location(s). These areas shall be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively.

Voters may attend the Voting Help Centre and the eVoting location(s) throughout the voting period. Hours of operation will be shared as the election approaches.

Special Voting Provisions

Election staff shall visit sites including long-term care facilities and retirement homes, to set-up on-site voting kiosks, or bedside voting opportunities for residents in advance of the election and on Voting Day.

Voting Location(s)

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

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.

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 for 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. Routine checks of entrance and exit routes will be made throughout the hours of operation.

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. Bylaw officers will monitor and enforce parking at voting locations throughout the day.

Voting Assistance

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.

Service Animals

Individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

Election Officials

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.

Communication

The 2026 Municipal Election Accessibility Plan will be made available at Brockville City Hall, 1 King Street West, and on the City of Brockville website www.brockville.com. Alternative formats will be made available upon request. This plan will also be provided to all 2026 election candidates.

The City of Brockville is required to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account 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 City of Brockville 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 City of Brockville or is supplied by a third party, the City of Brockville 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 City of Brockville will be provided in a Verdana font, minimum 12 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the City of Brockville 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.

Service Disruptions

From time to time and/or for unforeseen circumstances beyond the control of the City of Brockville, 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, the City of Brockville 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 City of Brockville 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 Voting Day, notices of disruption will be posted in real time on the City of Brockville website and election website.

Candidates

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing practices 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

Reporting

Pursuant to Section 12.1 of the *Municipal Elections Act, 1996*, within ninety (90) days after voting day, the Clerk of the City of Brockville shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. This report will be shared with the Brockville Municipal Accessibility Advisory Committee in advance of presentation to Council.