



Township of South Frontenac

2026 Municipal Election Accessibility Plan

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1. INTRODUCTION

The Township of South Frontenac is committed to making the 2026 Municipal Election and any subsequent by-elections within the 2026-2030 term of Council accessible to all candidates and voters.

This Plan will address specific accessibility consideration in relation to the 2026 Municipal Election in the Township of South Frontenac.

The Plan has been prepared in advance of the 2026 Municipal Election in compliance with Section 12.1. of the *Municipal Elections Act*. Further, within 90 days following the election information will be presented to Council and be made available to the public reporting on the success of the measures that were implemented to identify, remove and prevent barriers for voters and candidates with disabilities.

2. OBJECTIVES

The Plan is intended to highlight measures that the Township of South Frontenac will be implementing to ensure equal opportunity for all electors and candidates. The objectives include:

- That all voters are able to independently cast their vote and verify their selection.
- That all voters have full and equal access to all information on where and when to vote and on eligible candidates.
- That all eligible people can fully participate in the Municipal Election as an elector or candidate.
- That all voters and candidates are aware of the accessibility measures available for the municipal election through a variety of media.
- That all voting assistance locations are accessible.

3. VOTING METHODS

During the 2026 Municipal Election, the Township of South Frontenac 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 the Voter Help Centre with touchscreens set up in the Council Chamber at 4432 George Street between 9:00 am and 4:30 pm throughout the advanced voting period (October 19-23) and between 8:30 am and 8:00 pm on Election Day (October 26) where Election staff will be available to assist voters.

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 all voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for voters 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 all voters to vote from any location and via a selection of methods, there is an increase in the capability for the voter to vote without any assistance.

If voters do require assistance in the voting process, trained Election Officials will be present in-person at the Voter Help Centre.

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 all voters 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 the Voting Help Centre

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, may vote in-person at the Voter Help Centre with touchscreens set up in the Council Chamber at 4432 George Street between 9:00 am and 4:30 pm throughout the advanced voting period (October 19-23) and between 8:30 am and 8:00 pm on Election Day (October 26).

4. VOTING LOCATION(S)

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

4.1 Accessible Route

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.

4.2 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 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 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.

4.3 Parking

An accessible parking space is located at the accessible entrance to the Voter Help Centre.

5. VOTING ASSISTANCE

5.1 Support Person/Friend of the Voter

All voters shall be permitted to be accompanied by a support person at the Voter Help Center. 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.

5.2 Service Animals

Individuals requiring service animals are permitted to be accompanied by a service animal at the Voting Help Centre.

5.3 Election Officials

At the Voter Help Centre, upon request, Election Officials are available to assist any voter who requires assistance in casting their 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.

6. COMMUNICATION

The 2026 Municipal Election Accessibility Plan will be made available at the Township of South Frontenac, Town Hall and by way of the Township of South Frontenac web site www.southfrontenac.net. Alternative formats will be made available upon request.

6.1 Election Materials

The Township of South Frontenac 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 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 Township of South Frontenac 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 Township of South Frontenac or is supplied by a third party, the Township of South Frontenac 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 Township of South Frontenac 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 Township of South Frontenac 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.

6.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the control of the Township of South Frontenac, 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 Township of South Frontenac 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 Township of South Frontenac 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 Township of South Frontenac website and election website.

7. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order 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>

8. REPORTING

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after voting day, the Township of South Frontenac Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.