



Township of Norwich 2026 Municipal Election Accessibility Plan

Background

In accordance with the *Municipal Elections Act, 1996*, the clerk must have regard for the needs of electors and candidates with disabilities and shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities. The plan must be made available to the public before voting day. Within 90 days after the election, the clerk must also prepare a public report about the identification, removal and prevention of barriers that affected electors and candidates with disabilities.

Removal and Prevention of Barriers

The Township of Norwich is committed to taking measures to identify and remove accessibility barriers that may exist through the voting process and at the voting location. The following measures are being taken during the 2026 Municipal Election.

Identification of Barriers

The following actions will be taken to identify barriers that affect electors and candidates with disabilities:

- Review and assess past election administration practices to identify potential issues regarding accessibility to develop measures to mitigate or minimize impacts
- Consult with the Municipal Accessibility Advisory Committee and Municipality's Accessibility Coordinator on actions/methods to meet accessibility needs
- Update the accessibility checklist for election personnel to use when conducting site visit at all the voting locations
- Assess voting equipment and election plan to ensure it meets the needs of the electorate

Removal and Prevention of Barriers

The following actions are being undertaken to remove and prevent barriers that affect electors and candidates with disabilities:

Communications and Information

- Notify candidates and voters that communications and information for candidates and electors are available in alternate formats upon request
- Post all election related information on the municipality's election website
- Provide elections officials / staff with information / training relating to Accessible Customer Service

Voting Locations

- Conduct site visits of all voting locations and audit accessibility requirements utilizing the Voting Location Accessibility Checklist (attached)
- Additional election assistants will be available to assist voters with specific needs and ensure site accessibility.
- Provide appropriate signage at voting locations which considers appropriate font, colour contrast and layout
- Ensure that all signs use large print in order to improve visibility
- Permit service animals and support persons in all voting locations
- Provide seating areas throughout all voting locations
- Ensure designated or reserved parking for persons with disabilities at all voting locations
- Provide voting station divisions in an alphabetical breakdown instead of a geographic breakdown in order to improve the ability of the individual to identify which voting station they vote in

Voting

- Promote advance voting opportunity for all electors, including those with disabilities
- Provide ballot magnifiers at each voting station.
- Accessible voting booths to allow use of wheelchairs/scooters

Staff Training

- Staff training will incorporate provisions to meet Accessible Customer Service Standards
- Staff will ensure that electors are aware that magnifiers are available, if required. And staff will check voting booths throughout the day to ensure magnifiers and instruction signage have not been removed
- Staff will check access doors frequently to offer assistance and watch for electors unable to easily enter the building

Voting Methods Utilized

- Staff will be prepared and trained to assist individuals with marking their ballot / casting their vote if needed. Persons providing assistance to voters are required to take an oath
- Vote tabulators will be programmed to identify incomplete/incorrectly marked ballots, to allow the voter the opportunity for corrections if desired

Feedback

Feedback, comments, and suggestions regarding the accessibility of elections is encouraged and invited. Please contact Kimberley Armstrong, Director of Corporate Services/Clerk:

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This document will be made available in accessible formats or with communication supports, upon request.

Voting Location Accessibility Checklist
Voting Location:
Address:
Facility Type:
Date of Review:

Poll Information
No. of Subdivisions:
Eligible Voters:
Tables Available:
Chairs Available:

1. Exterior Access:

Is there Exterior Signage?
Is the identifier clearly visible from the street and sidewalk?

Yes	☐	No	☐
Yes	☐	No	☐

Comments

Is there accessible parking?
What is the total number of parking spaces on site?
What is the total number of accessible parking spaces on site?
Are the accessible parking spaces located on a firm, level surface?
Are the accessible parking spaces designated by a vertical sign?
Are the accessible parking spaces designated by markings on the pavement?
Is the parking area well lit?

Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐

Is there an unobstructed path from parking to main entrance?
Are curb cuts provided to the barrier-free path of travel?
Is the approach to the voting area easy to travel (no broken pavement or potholes)?
Is there a ramp located in the barrier-free path of travel?
Is the path well lit?

Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐

2. Interior Access

Is there an accessible entrance into the building?
Is the entrance well lit?
Is the width of the door opening a minimum of 810 mm (32")?
Does the main accessible entrance have an automatic door opener?
Is the entrance clearly marked with signage?

Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐
Yes	☐	No	☐

Are interior corridors and doorways accessible?	
	Is the area free of obstacles? (no uneven surfaces, tripping hazards)
	Is the width of the door opening a minimum of 810 mm (32")?
	Is there level access from the entrance of the voting location to the voting area?
	Is the flooring non-slip, even and level?

Yes	☐	No	☐	_____
Yes	☐	No	☐	_____
Yes	☐	No	☐	_____
Yes	☐	No	☐	_____
Yes	☐	No	☐	_____

3. Voting Location

	Is the voting location well lit?
	Are there seats available for people to rest if needed?
	Is there enough space inside the voting area for a wheelchair to move easily?

Yes	☐	No	☐	_____
Yes	☐	No	☐	_____

Does the building have an accessible washroom for staff?	
	Is the washroom clearly identified by signage?

Yes	☐	No	☐	_____
Yes	☐	No	☐	_____

Additonal Notes: