



**2026 Municipal Election Accessibility Plan
Town of Carleton Place**

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1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Town of Carleton Place.

The Town of Carleton Place has made great efforts in promoting a barrier free community. 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 to identify measures to be taken and reported to Council following the election.

2. OBJECTIVES

This plan is intended to highlight measures that the Town of Carleton Place 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 Town of Carleton Place website and social media.
- That all voting assistance locations are accessible.

3. 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. In order to develop the plan below, several steps were taken in order to ensure

that the statutory requirements were met, and a feasible implementation plan was in place. During the development of the 2026 Municipal Election Accessibility Plan, the following steps shall be implemented:

- 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.
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive customer service environment and ensure that all Election Officials recognize that a voter's needs shall be accommodated.

4. VOTING METHODS

The Town of Carleton Place 2026 Municipal Election 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 voting station during the October 19 – 26, 2026 voting period.

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 voters with the capability to vote from the comfort of their own home. Voting from home 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 can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same

independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person Voter Help Centres offered across the Town of Carleton Place, throughout the voting period.

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 selection.
- Standard volume is used to allow for adjustment dependent on 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 device(s) or software. They will need to provide their date of birth as well as the PIN number and qualifying information provided in their Voter Instruction Letter to access the internet address.

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.

4.3 In-person Voting at Voter Help Centres

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, several Voter Help Centres will be open to provide in-person internet voting opportunities via a laptop, or tablet.

Access to the Voter Help Centres interior shall be level and slip resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The Voter Help Centres 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 each Voter Help Centre location. 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 any Voter Help Centre. The Town will be operating the following Voter Help Centres:

Carleton Place Town Hall, 175 Bridge Street, Carleton Place

Monday, October 19 – 9:00 a.m. to 4:00 p.m.

Tuesday, October 20 – 9:00 a.m. to 4:00 p.m.

Wednesday, October 21 – 9:00 a.m. to 4:00 p.m.

Thursday, October 22 – 9:00 a.m. to 4:00 p.m.

Friday, October 23 – 9:00 a.m. to noon

Saturday, October 24 – Closed

Sunday, October 25 – Closed

Monday, October 26 – 9:00 a.m. to 8:00 p.m.

Carleton Place Public Library

101 Beckwith Street, Carleton Place

Saturday, October 24 – 11:00 a.m. to 5:00 p.m.

Carleton Place Arena, Upper Hall

75 Neelin Street, Carleton Place

Monday, October 26 – 8:30 a.m. to 8:00 p.m.

4.4 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.

5.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:

5.1 Accessible Route

The name and/or address of the Voter Help Centre shall be clearly visible. An easily navigable route will be marked for entry into the Voter Help Centre and into the voting area within the location. The Voter Help Centre shall be identified with clear and understandable signage. Seating areas shall be provided throughout the Voter Help Centre for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the Voter Help Centre shall be unobstructed and accessible.

With the exception of the Town Hall, which has some heritage-related constraints, routes 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 Voter Help Centre shall be accessible and easy to open or shall remain propped open for the duration of the Voter Help Centre hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all Voter Help Centres. 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. By-law officers will monitor and enforce parking at the Voter Help Centres throughout the day.

6. VOTING ASSISTANCE

6.1 Support Person/Friend of the Voter

Pursuant to the Town of Carleton Place Accessible Customer Service Policy, 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.

6.2 Service Animals

Pursuant to the Town of Carleton Place Accessible Customer Service Policy individuals requiring service animals are permitted to be accompanied by a service animal at all Voter Help Centres.

7. COMMUNICATION

The 2026 Municipal Election Accessibility Plan will be made available at the Town Hall located at 175 Bridge Street, Carleton Place, and by way of the Town of Carleton Place web site www.carletonplace.ca. Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2026 Municipal Election shall be included in general election advertising as well as in the 2026 Municipal Election Nomination Package.

7.1 Election Materials

The Town of Carleton Place 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 Town of Carleton Place 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 Town of Carleton Place or is supplied by a third party, the Town of Carleton Place 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 Town of Carleton Place will be provided in Arial 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 Town of Carleton Place on the website in relation to the election will attempt to be compliant with WCAG 2.1 Level AA and allow for assistive software to be utilized. In addition, the website font can be adjusted within the browser's functionality to aid the user in reading the information.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Town of Carleton Place control, 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 Town of Carleton Place 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 Town of Carleton Place 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 Voter Help Centres, election materials and/or voting provisions for electors with disabilities at the Voter Help Centres.

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 Town of Carleton Place website and election website.

8. 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>

9. REPORTING

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

10. COMMENTS/FEEDBACK

Residents are encouraged to provide feedback to enhance accessibility. All accessibility feedback is logged by the Clerk's Office, with anonymized reporting to the Town's Accessibility Advisory Committee.

11. STAFF CONTACT

Stacey Blair, Town Clerk

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