



**MUNICIPALITY OF WEST PERTH
2026 MUNICIPAL AND SCHOOL BOARD ELECTIONS**

2026 Municipal Election Accessibility Plan

Approved July 28, 2026

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1. Introduction

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Municipality of West Perth.

The Municipality of West Perth has made great efforts in promoting a barrier free community, and is committed to ensuring 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 in order to identify measures to be taken and reported to Council following the election.

2. Objectives

This plan is intended to highlight measures that the Municipality of the Municipality of West Perth will implement to ensure equal opportunity for all electors and candidates. Objectives of the plan are to ensure:

- 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 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 local media, the municipal 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.

Steps were taken to ensure that this plan is feasible to implement and meets all statutory requirements. Further, the development of this plan included a 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.

4. Staff Training

Prior to the start of the advanced voting window, the Municipal Clerk will establish and deliver 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. This training is in addition to Accessible Customer Service training which all staff are required to fulfill as a condition of their employment.

5. Voting Methods

The 2026 Municipality of West Perth Municipal Election will be working with Simply Voting to provide eVoting services to eligible voters. This allows voters the convenience and independence of voting from anywhere via telephone or internet during the October 19– 26, 2026 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities and supports the principles of independence, dignity, integration and equal opportunity.

The Simply 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, and can minimize barriers for persons who may have mobility disabilities, visual disabilities, and/or face challenges with transportation. This list is not exhaustive; voting from home can provide many benefits to all voters. 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 the municipal office during regular business hours, throughout the voting period.

5.1 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 Simply Voting 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 to allow for adjustment dependent of the telephone or device being utilized.

5.2 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 Simply Voting 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 and closed captioning.

5.3 In-person Voting at Voter Assistance Locations

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained election official, the municipal office will be open to

provide in-person internet voting opportunities via a laptop, tablet, or touch screen monitor.

Access to the Voter Assistance 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 allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each Voter Assistance Location. The table in accessible voting 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 secretly.

Voters may attend the Voter Assistance Location throughout the voting period:

- Monday to Friday, October 19 to 23, 2026, from 8:30 a.m. to 4:30 p.m., with longer hours on Election Day (see below)
West Perth Municipal Offices (160 Wellington Street, Mitchell)
Internet and Telephone

The following Voter Assistance Location will be open on Election Day:

- Monday October 26, 2026, from 8:00 a.m. to 8:00 p.m.
West Perth Municipal Offices (160 Wellington Street, Mitchell)
Internet and Telephone

5.4 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.

6. Voting Location(s)

The following considerations are taken into account when determining which location(s) will be used:

6.1 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.

6.2 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.

6.3 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.

7. Voting Assistance

7.1 Support Person

Pursuant to the Municipality of West Perth Election Procedures, people with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person will be administered an oath of secrecy/confidentiality by an election official prior to providing any such assistance.

7.2 Service Animals

Pursuant to the County of Perth Corporate Accessibility Policy individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

7.3 Election Officials

At in-person Voter Assistance Locations, upon request, election officials are available to assist any voter who requires assistance in casting their online. 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.

8. Communication

The 2026 Municipal Election Accessibility Plan will be made available at the Municipal Office located at 160 Wellington Street, Mitchell, and by way of the Municipality of West Perth website on the [2026 Municipal Election Information](#) page. Alternative formats will be made available upon request.

8.1 Election Materials

The Municipality of West Perth 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.

8.1.1 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 Municipality of West Perth 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 Municipality of West Perth or is supplied by a third party, the Municipality of West Perth 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.

8.1.2 General Election Materials

Large Print – Printed material generated by the Municipality of West Perth will be provided in a Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger upon request.

Website – Information generated by the Municipality of West Perth on the website in relation to the election will be compliant with WCAG 2.0 Level AA, and allow for

assistive software to be used. 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 will incorporate audio and captioning.

8.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Municipality of West Perth 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 Municipality of West Perth will 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 will be provided in a conspicuous place and manner at the respective location(s) and information will also be posted on the Municipality of West Perth website. This notice will 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 Municipality of West Perth website.

9. Candidates

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, materials and canvassing should be reviewed to ensure they are accessible.

10. Reporting

Pursuant to Section 12.1 of the *Municipal Elections Act*, 1996, within 90 days after voting day, the Municipality of West Perth Clerk shall submit a report to Council

regarding the identification, removal and prevention of barriers in relations electors and candidates with disabilities whom participated in the 2026 Municipal and School Board elections.

11. Feedback

The Municipality of West Perth welcomes feedback to identify areas of improvement regarding the delivery of an accessible election.

Feedback can be submitted via:

- Email: clerk@westperth.com
- Phone: [519-348-8429](tel:519-348-8429)
- Online: [Feedback/Report a Problem](#)