Town of Huntsville

2026 Municipal Election

Accessibility Plan

Reviewed by the Town of Huntsville Accessibility Advisory Committee on March 24, 2026

Revised: October 8, 2026

Contents

Introduction: 3
Objectives: 3
Barriers to Accessibility 4
Built Environment Barriers: 4
Attitudinal Barriers: 4
Communication Barriers: 4
Information Barriers: 4
Physical Barriers: 5
Systemic Barriers (Policies, procedures and practices): 5
Technological Barriers: 5
Internet/Telephone Voting 5
Telephone Voting 6
Voting Instruction Letter 6
Voting Instruction Letter in Alternate Formats 6
Election Help Centre 6
Candidate Assistance 7
Duties of Election Officials 7
Support Persons 7
Election Communication Strategy 8
Unexpected Service Interruptions 8
Application 8
Election Feedback: 8
Reporting: 8
Additional Information: 9
Legislation: 9
Electors and candidates with disabilities 9
Reports 9
Accessibility 9
Appendix “A”: Voting Election Help Centre Site Audit Report 10
Appendix "B": Election Help Centre Diagram 12

Introduction:

The Corporation of the Town of Huntsville will continue to make reasonable efforts to ensure that its policies, practices and procedures are consistent in providing quality goods and services that are accessible to all persons that we serve. We will continue to promote an inclusive community that is dedicated to pursuing healthy and balanced lifestyles for everyone. This is our Mandate *and* our promise to our Community.

The procedures may be revised as deemed necessary by the Clerk up to and including Voting Day.

Objectives:

In honouring this mandate, the 2026 Municipal Elections Accessibility Plan will ensure that:

- Individuals with disabilities, without exception, can independently and privately cast their ballot;
- Individuals with disabilities will have full and equal access to all information concerning the 2026 Municipal Election;
- Individuals with disabilities can fully participate in the Municipal Election as volunteers, electors and/or candidates;
- The Town of Huntsville will make the public and candidates aware of accessibility measures available;
- This plan will be improved and updated as new opportunities are identified or become available.

Barriers to Accessibility

Disabilities can take many forms and can range from temporary to permanent. Disabilities are predominantly non-visible and no one should ever make assumptions. There are many types of disabilities and their effects can limit an individual's ability to perform everyday tasks.

A "barrier" is anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers and an example illustrating that barrier follow:

Built Environment Barriers:

- Includes building design, shape and dimensions of rooms, width of doorways, stairways, inaccessible bathrooms.

Attitudinal Barriers:

- Inaccurate beliefs or perceptions about a person's ability;
- Someone who is abrupt, insensitive, impatient and uncomfortable with people slowed by a physical, language or developmental disability;
- Receiving WSIB is to be considered a disability.

Communication Barriers:

- The process of providing information or difficulties receiving information in person or by telephone;
- Someone who speaks too quickly or unclearly;
- Use of language that is not understandable such as the use of complex words or jargon.

Information Barriers:

- Information is not available in an accessible format – large print, audio video, plain language, or closed captioned video;
- Inadequate or incomprehensible signage – font, size, colour, location, or faded.

Physical Barriers:

- Additions to an interior or exterior environment such as doors, windows, furniture, planters, hardware, recreational or playground equipment, lighting, signage, use of colour, materials, etc.

Systemic Barriers (Policies, procedures and practices):

- Occur when practices or policies restrict participation. Often done unintentionally;
- Needing to fill out a (complex) form to get a service & not being able to because of a disability.

Technological Barriers:

- When a technology cannot be modified to support various assistive devices;
- Website is not accessible – no colour contrast or large print options, screen reader, cluttered appearance, difficult to navigate.

Internet/Telephone Voting

The Town of Huntsville has selected Internet/Telephone voting method for the 2026 Municipal Election. The voting window will be made available once determined by the Clerk. These voting methods will enable electors to cast their ballot from anywhere in the world with telephone or internet service.

Internet/ Telephone voting was selected to ensure that all voters have an extensive opportunity to cast their vote using an accessible and convenient method. Should they choose to do so, electors would also have the option of voting electronically at the Election Help Centre located at the Huntsville Civic Centre, 37 Main Street East, Huntsville with the assistance of Election Officials or support person. The flexibility of Internet/Telephone voting incorporates the principles of independence, dignity, integration and equality of opportunity.

Simply Voting Internet Voting solution, the vendor selected to operate the election, supports a minimum of WCAG 2.0 accessibility standards, and is also compatible with

screen reading technology. Simply Voting also conducts a third party Accessibility Compliance audit of their systems, prior to the start of voting, that they will disclose with the Town.

Voters will be able to vote on any internet connected mobile device at the choice of the electorate, at any time within the noted period. This will be particularly beneficial for voters with mobility disabilities that may encounter difficulty travelling to an Election Help Centre. Voters will also be able to use devices/ software that they already own and are familiar with on their computer or mobile device in order to cast their vote. The Simply Voting system is also compatible with all modern browsers and web-enabled cell phones.

Telephone Voting

Telephone voting allows voters to complete a ballot using any point-to-point telephone connection. Electors will receive a Voter Information Letter containing instructions on how to dial in to access the system as well as how to navigate the audio ballot.

Voting Instruction Letter

Voting Instruction Letters will be mailed out on a date to be determined by the Clerk to every applicable elector recorded on the voters' list. The letter will contain information how to vote as well as a unique PIN allowing the voter to cast their ballot online or via telephone. This letter shall meet accessibility requirements.

Voting Instruction Letter in Alternate Formats

A voter may request their Voting Instruction Letter be provided in larger font.

Please contact the Clerks Department for this request.

Election Help Centre

In order to ensure that the Election Help Centre is accessible to Electors with disabilities, a Site Audit Report (Appendix A) has been completed.

Candidate Assistance

As a courtesy for candidates, the Town of Huntsville will provide links to provincial resources on our Election webpage such as the Candidates' Guide to Accessible Elections and accessible campaign information and communication.

Duties of Election Officials

Election Officials will be available to assist any voter who is unable to cast a ballot or may have difficulty with reading or writing. 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. Election Officials will provide assistance to individuals with a disability in accordance with the Town of Huntsville's Accessible Standards Customer Service Policy.

At the discretion of the Returning Officer, special requests from an elector will be offered on specific pre-set dates, not including election day (October 26, 2026), for an election official to travel to a location with a mobile voting kiosk (i.e. laptop, table) to assist electors who require accommodations. This service is subject to Ontario Public Health regulations and may be suspended if the health and safety of staff is deemed at risk.

Support Persons

Pursuant to Appendix "I" of the Town of Huntsville Accessible Customer Service Policy, people with disabilities shall be permitted to be accompanied by a support person at any Election Help Centre. 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.

Election Communication Strategy

The Town of Huntsville's 2026 Municipal Election Accessibility Plan will be made available through the Town's website. The plan will also be made available in an alternate format, upon request.

Unexpected Service Interruptions

Pursuant to Appendix "I" of the Town of Huntsville Accessible Customer Service Policy in the event of an unexpected service interruption, notice will be provided (where applicable) as quickly as possible.

Application

All Election Officials will review this plan and undertake required training with respect to providing accessible customer services to individuals with disabilities.

Election Feedback:

As outlined in the Town of Huntsville's Accessible Standards Customer Service Policy 2009-03, should a member of the public wish to provide feedback regarding Election accessibility they can do so:

- In person to the Tanya Calleja, Returning Officer;
- By telephone: 705-789-1751, extension 2255;
- By e-mail: clerk@huntsville.ca;
- By completing the Town of Huntsville's Customer Feedback Form on the Town of Huntsville website;
- In writing to the attention of: Tanya Calleja, Director of Legislative Services/Clerk and Returning Officer, 37 Main Street East, Huntsville, ON, P1H 1A1

Reporting:

In accordance with section 12.1 (3) of the *Municipal Elections Act*, within 90 days after Election Day, the Municipal Clerk will submit a report to Council outlining the

identification, removal, and prevention of barriers that affect all individuals with disabilities.

Additional Information:

Further information relating to accessibility can be found on the Town of Huntsville's website at: https://www.huntsville.ca/council-administration/accessibility/

Legislation:

In accordance with the *Municipal Elections Act, 1996*, all municipalities are required to adhere to the following provisions:

Electors and candidates with disabilities
12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Reports
12 (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 (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.

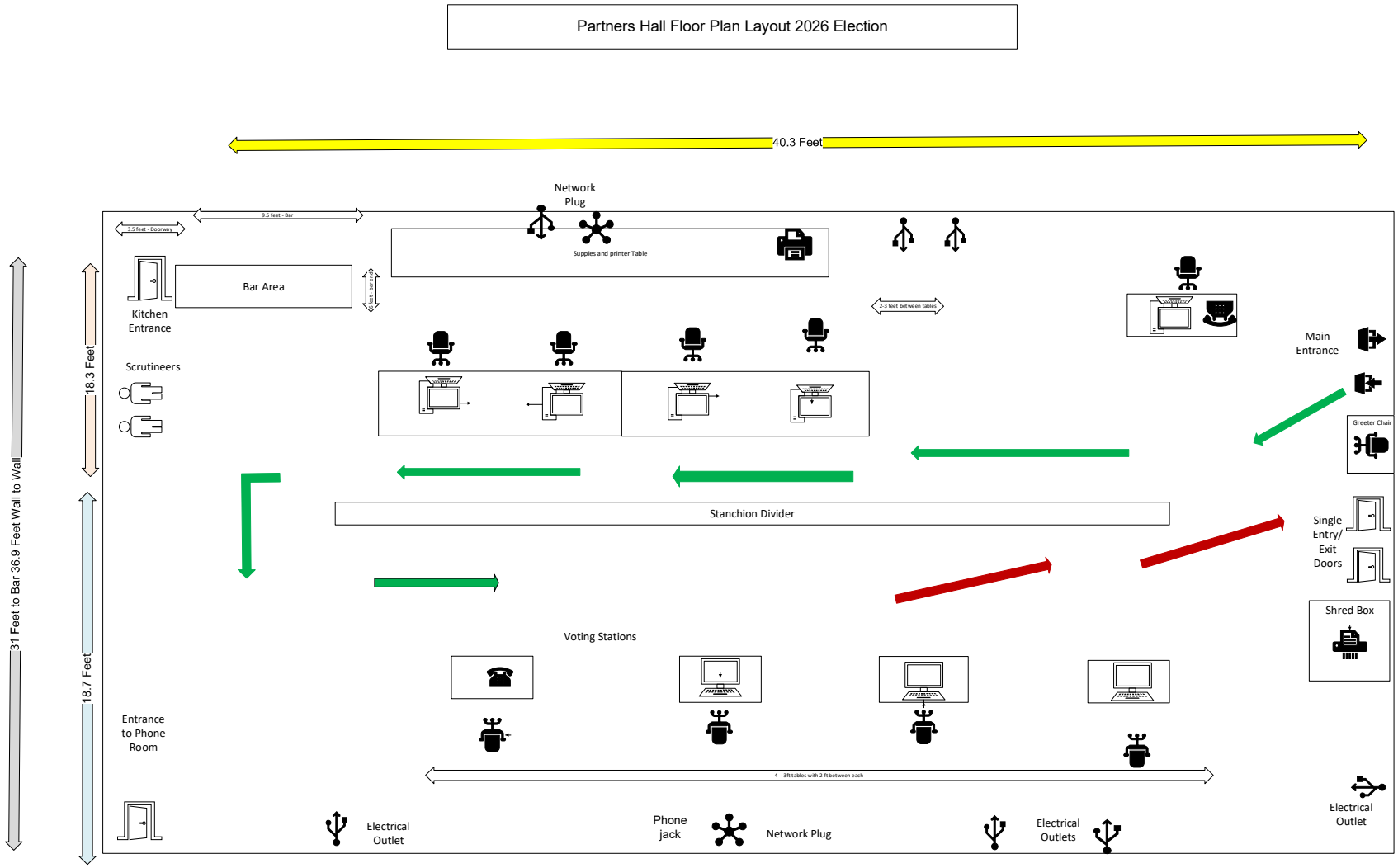
Accessibility
45. (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

Appendix "A": Voting Election Help Centre Site Audit Report

Section 1: Facility Contact Information		
Facility Name Huntsville Civic Centre	Room Name (Currently) Partner's Hall	Dates of Audits March 2, 2026 at 1:30 p.m. Completed by Tanya Calleja, Jessica Boyes, Tracy Millar and Trish Wright
Facility Address 37 Main Street East, Huntsville, ON P1H 1A1		
Facility Booking Contact Matt Huddlestone	Telephone Number 705-789-1751 ext. 2241	Email matt.huddlestone@huntsville.ca
Alternate Contact Greg Pilling	Telephone Number 705-789-1751 ext. 3027	Email greg.pilling@huntsville.ca
Facility Maintenance Contact Scott Doughty	Telephone Number 705-789-1751 ext.3026	Email scott.doughty@huntsville.ca

Section 2: Facility Exterior		
Parking		
Number of Parking Lot Spaces High Street Entrance: 28	Number of On Street Parking Spaces High Street: 13 Main Street: 10	Total Number of Accessible Parking Spaces High Street: 2 Main Street: 2
External Lighting (Y/N) Yes	Is lighting on a timer? (Y/N) Yes	

Accessibility Checklist	Y/N	Additional Comments
Is the name of the facility clearly visible at all entry points?	Yes	

Accessibility Checklist	Y/N	Additional Comments
Are there accessible pathways leading to all entrances of the facility?	Yes	
Are the entrance(s) to the facility free of potential barriers? (Such as garbage cans, signs etc.)	Yes	
Are the routes to the facility entrance(s) clear, continuous and has a smooth hard surface?	Yes	
Are the routes wide enough for individuals using a wheelchair, walker, scooter, or service animal to travel safely?	Yes	
Is the facility accessible by public transit?	Yes	Huntsville Transit Stop 11
Are the accessible parking spaces clearly marked with signage displaying the international symbol of accessibility?	Yes	
Do adjacent sidewalks have curb cuts?	Yes	
Are there ramps to access the building?	Yes	High Street entrance
Is there enough space to accommodate an individual who uses a vehicle with a wheelchair lift?	Yes	
Is there an automatic door opener at every entrance to the facility?	Yes	
Are the automatic doors in good working order?	Yes	Doors are inspected daily.
Are the doorways wide enough for an individual in a wheelchair or scooter to pass through?	Yes	If required, door posts on Main Street entrance can be removed to accommodate a larger wheelchair or scooter, upon prior notice.
Are the elevators (if any) large enough to accommodate at least one individual in a wheelchair?	Yes	
Are there accessible public washrooms?	Yes	
Is there clear directional signage to guide individuals to the Election Help Centre?	Yes	

Appendix "B" - Election Help Centre Diagram