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The Municipality of Trent Hills

2026 Municipal Election Accessibility Plan

Approved by the Municipal Clerk
March 6, 2026

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1. Introduction

This plan outlines how the Municipality of Trent Hills will ensure accessible participation in the 2026 Municipal Election.

The Municipality is committed to providing an election process that respects the principles of dignity, independence, integration, and equal opportunity. In accordance with the Municipal Elections Act, 1996, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and the Ontario Human Rights Code, this plan identifies measures to remove and prevent barriers so that people with disabilities can fully participate in the election as electors and candidates.

This document was developed in advance of the election and will be reported on following Voting Day.

2. Objectives

This plan outlines the measures the Municipality of Trent Hills will implement to ensure equitable access to the 2026 Municipal Election.

The objectives of this plan are:

- To ensure that people with disabilities can vote independently and privately and verify their selections.
- To ensure that people with disabilities have full and equal access to information about when, where, and how to vote, and about eligible candidates.
- To ensure that people with disabilities can fully participate in the Municipal Election as electors or candidates.
- To proactively communicate, available accessibility supports through multiple channels, including the Municipality's website, social media, print media, and public announcements.
- To ensure that the Voter Help Centre and Alternative Voting Locations are accessible.

3. Development of the Plan

This Plan is a living document and will be updated as best practices evolve and opportunities for improvement are identified.

In developing this plan, the Municipality:

- Reviewed legislation, policies, and supporting materials from AMCTO, neighbouring municipalities, the Ministry of Municipal Affairs and Housing, accessibility standards, technology providers, and other relevant stakeholders.

- Established training standards for Election Officials to ensure respectful, barrier-free customer service and appropriate accommodation of voters' needs.
- Considered how to remove barriers and promote inclusive participation in all voting methods.

All Election Officials will be trained to provide assistance in a manner that respects dignity and privacy and to accommodate voters in accordance with human rights obligations.

4. Voting Methods

The 2026 Municipality of Trent Hills Municipal Election will use electronic voting services provided by Intelivote Systems Inc. Eligible voters may vote by telephone or internet during the Voting Period of October 14 – 26, 2026.

Electronic voting enhances accessibility by allowing voters to cast ballots from a location of their choice, using personal assistive devices where applicable. This promotes independence and reduces barriers related to mobility, transportation, or environmental access.

Voters who require assistance may attend the Voter Help Centre at the Municipal Office, where trained Election Officials will provide support upon request.

4.1 Telephone Voting

Eligible voters may vote using a touch-tone telephone by entering the toll-free number, date of birth, and PIN provided in their Voter Information Letter.

The telephone voting system is designed to:

- Operate on landlines and wireless devices.
- Use clear and plain language instructions.
- Provide structured, easy-to-follow menu options.
- Confirm voter selections before final submission.
- Allow volume adjustment depending on the device used.

These features help reduce communication barriers and support independent participation.

4.2 Internet Voting

Eligible voters may vote online using any internet-enabled device, along with assistive technology if required.

The voting platform complies with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, supporting accessibility for people with visual, auditory, cognitive, and physical disabilities. The system is designed to ensure content is perceivable, operable, understandable, and robust, consistent with recognized accessibility standards.

4.3 In-person Voting at Alternative Voting Locations

For voters who prefer or require in-person access, Alternative Voting Locations will provide internet voting stations.

These locations will:

- Provide level, unobstructed access routes.
- Ensure entrances and interiors are free from tripping hazards.
- Provide adequate lighting and seating.
- Allow sufficient space for mobility devices.

Include accessible voting stations designed to allow independent and private voting.

Library Locations (Internet Voting Only):

Campbellford Library
98 Bridge Street East, Campbellford
October 14 – 26, 2026 (regular business hours)

Hastings Library
6 Albert Street West, Hastings
October 14 – 26, 2026 (regular business hours)

Warkworth Library
40 Main Street, Warkworth
October 14 – 26, 2026 (regular business hours)

Voter Help Centre – Municipal Office
66 Front Street South, Campbellford
October 14 – 9:00 a.m. to 4:30 p.m.
October 15 – 8:30 a.m. to 4:30 p.m.
October 16 – 8:30 a.m. to 4:30 p.m.
October 17 – 10:00 am to 2:00 pm
October 19 – 8:30 a.m. to 4:30 p.m.
October 20 – 8:30 a.m. to 4:30 p.m.
October 21 – 8:30 a.m. to 4:30 p.m.
October 22 – 8:30 a.m. to 4:30 p.m.
October 23 – 8:30 a.m. to 4:30 p.m.

October 24 – 10:00 a.m. to 2:00 p.m.
October 26 – 8:30 a.m. to 8:00 p.m.

Voter Help Centre – Sunny Life Recreation & Wellness Centre
50 Seymour Quarry Road, Campbellford
October 26 – 10:00 a.m. to 8:00 p.m.

Election Officials will be available to provide assistance and voter list revisions as required.

4.4 Special Voting Provisions

Election Officials will make reasonable efforts to attend the following nursing homes and retirement residences, to assist residents with voters list updates, accessible voting options, including on-site or bedside voting opportunities:

Burnbrae Gardens Nursing Home – 320 Burnbrae Rd E, Campbellford
Island Park Retirement Residence – 18 Trent Drive, Campbellford
Mill Creek Manor – 140 Church St, Warkworth
Multicare Lodge – 174 Oliver Road, Campbellford
Warkworth Place – 97 Mill Street, Warkworth

5. Alternative Voting Locations

When selecting locations, the Municipality considered:

5.1 Accessible Routes

Clear signage and visible identification of locations.
Seating areas for individuals who may require rest.

5.2 Entrance and Exits

Unobstructed and accessible routes suitable for mobility devices and service animals.
Doors that are easy to open or remain open during voting hours.
Routine monitoring to maintain accessible pathways.

5.3 Parking

Clearly marked accessible parking spaces located close to entrances, on firm and level surfaces.

Temporarily expanding the number of accessible parking spaces, with clear signage and visible identification, if additional parking spaces are needed.

6. Voting Assistance

6.1 Election Officials

At the Voter Help Centre, Election Officials are available, upon request, to assist voters in casting their ballot.

All Election Officials are formally appointed and take an oath of secrecy prior to the Voting Period to protect voter privacy and confidentiality.

Voters may also be accompanied by a support person, consistent with legislative requirements.

7. Communication

The 2026 Municipal Election Accessibility Plan will be available at the Municipal Office and on the Municipality's website at www.trenthills.ca/election2026. Alternative formats will be provided upon request.

7.1 Election Materials

In accordance with accessibility legislation, the Municipality will provide election information in accessible formats upon request.

Accessible formats may include:

- Large print
- Plain language formats
- Electronic formats compatible with assistive technology

Printed materials will use accessible fonts and formatting standards. The Municipal website will comply with WCAG 2.0 Level AA requirements to support assistive technology and browser-based font resizing.

Where information originates from third parties, the Municipality will make reasonable efforts to obtain or provide accessible alternatives.

7.2 Service Disruptions

If temporary disruptions affect accessible services or voting locations, the Municipality will provide notice as soon as possible.

Notices will include:

- The reason for the disruption
- Expected duration
- Alternative arrangements, where available

Notices will be posted at affected locations and on the Municipality's website. Real-time updates will be provided where feasible.

8. Candidates

Candidates are encouraged to consider accessibility in their campaign offices, materials, meetings, and outreach activities to support inclusive participation by electors who have disabilities.

9. Reporting

In accordance with Section 12.1 of the Municipal Elections Act, 1996, within 90 days after Voting Day, the Municipal Clerk will submit a report to Council outlining the identification, removal, and prevention of barriers affecting electors and candidates who have disabilities. to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after Voting Day, the Municipal Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.