The Corporation of the Township of Matachewan

Election Accessibility Plan 2026



The policies, procedures and forms described in this document are subject to change at the discretion of the Municipal Clerk.

For information or assistance, please contact:

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Returning Officer
Telephone: 705-565-2274

Email: laube@matachewan.ca
Website: https://www.matachewan.com/municipalelections

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1. Overview

1.1 Introduction

The Election Accessibility Plan supports fair, full and equal access to electoral services for persons with disabilities. The principal focus of this plan is to provide appropriate and accessible services to electors, candidates and staff during the 2026 Municipal Elections by:

- providing accessible electoral services to electors and candidates;
- identifying and eliminating barriers for persons with disabilities;
- providing services that respect the dignity and independence of electors with differing abilities;
- conducting the election in a manner that ensures that persons with differing abilities can vote independently and privately with access to voting assistance if required; and
- creating a positive voting experience.

The Municipal Clerk's Office will continue to learn, develop and adjust our approaches to meet the needs of persons with disabilities.

The review of accessibility issues and initiatives and addressing barrier prevention or removal is an ongoing practice. This plan may be improved and updated as new opportunities are identified or become available.

1.2 Municipal Elections Act

The Municipal Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors can fully participate in the 2026 municipal election.

The Municipal Elections Act, 1996, as amended, states the following:

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

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.

41 (3) The clerk shall make such changes to some or all the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1).

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

1.3 Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act 2005, as amended, ("AODA"), includes the following definitions:

"barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; ("obstacle")

"disability" means,

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

(b) a condition of mental impairment or a developmental disability,

(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

(d) a mental disorder, or

(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap")

1.4 Election Accessibility Plan (the "plan")

This plan was developed in consultation with the members of the Town's Accessibility Advisory Committee, Community Living Kirkland Lake, and will provide an overview of the following items:

- developing and providing accessibility training to all election officials;
- providing information to voters and candidates in an accessible method;
- ensuring all voting locations are accessible to electors with differing abilities;
- assisting candidates and electors with differing abilities; and
- continuing to consult with individuals and groups knowledgeable in providing services to persons with differing abilities to better understand their needs.

2. Training

Designated election staff will be trained on accessible election equipment and assisting electors with a disability. All election staff will be trained on how to interact and communicate with persons with various types of disabilities and with persons who use an assistive device or require the assistance of a service animal or support person.

3. Election Information and Communications

Information is available in an alternative format upon request.

This plan and other information regarding accessibility will be provided to candidates and third-party registrants and posted on the Town's website.

Information on the 2026 Municipal Election is available in printed format from the Clerk's Office or electronically at:

Email: admin@matachewan.ca

Website: www.matachewan.com/municipalelections

Candidate and Third-Party Information

Expenses which are incurred by a candidate with a disability that are directly related to the disability, and which would not have been incurred except for the purpose of

running for an office in the election, to which the expenses relate, are excluded from the permitted spending limit for the candidate.

3.1 Notice of Temporary Service Disruption

If a temporary disruption in the delivery of election information or services occurs, notice will be posted on the Town's website and in the local media. The notice will include the reason for the disruption, the expected duration and alternative methods of delivering the information or service. Every effort will be made to provide alternative methods of delivering the information or service to persons with differing abilities.

4. Accessible Voting Locations

To ensure that each voting location is accessible to electors with differing abilities, an accessible voting location inspection/checklist has been prepared to evaluate each voting location. The accessibility checklist includes the assessment of the following:

- parking areas;
- exterior walkways and ramps;
- entrances and hallways;
- elevators/stairways (if applicable);
- fire exits;
- general layout and services;
- public washrooms;
- facility signage and information systems;

Upon completion of the inspection/checklist, a list of any barriers which have been identified will be reviewed to determine if they can be modified to accommodate electors with differing abilities or if an alternative location is required.

4.1 Voting Assistance

On Voting Day (October 26, 2026) election officials will accommodate all electors requesting assistance. All election workers take an "Oath of Secrecy" for this purpose. An election official in the voting location can assist the voter in casting their vote, or an elector may request that a person of their choosing assist them in marking their ballot. That individual will be required to take an "Oath of Secrecy" prior to being permitted to assist. A magnifying glass will be made available to assist any individual with visual impairments.

4.2 Accessible Voting Equipment

If the voter is unable to physically attend the voting location, the Deputy Returning Officer may attend to voters in their specific living areas or at their bedside to assist them to vote. All election workers take an "Oath of Secrecy" for this purpose.

4.3 Proxy Voting

A person with a disability that is homebound or otherwise unable to go to a voting location may appoint another person to act as a voting proxy to cast a ballot on his or her behalf. The appointment must be made on the prescribed form available at the Clerk's Office.

5. Continued Improvements/Feedback

Clerk's Office staff members are available throughout the election to assist with any issues that may arise with respect to providing an accessible election.

5.1 Feedback Process

Your feedback provides an opportunity to take corrective measures to address training needs, enhance service delivery and provide alternative methods of providing election services. The Town welcomes comments to identify areas where changes need to be considered and ways in which the Town can improve the delivery of an accessible election. Feedback on this Plan may be submitted through the following methods and will be summarized in the post-election accessibility report:

By telephone: 705-565-2274

By email: admin@matachewan.ca

In person or by mail to: Office of the Municipal Clerk, Township of Matachewan, PO Box 177, ON, P0K 1M0

5.2 Post-Election Accessibility Report

A post-election Accessibility Report will assess the procedures and policies put in place to address accessibility barriers. The report will also identify gaps in service and/or areas that can be improved on for future elections. The post-election report will be posted on the Town's website in a format accessible to persons with disabilities and distributed to other stakeholders on request. For information or assistance, please contact Clerk and Returning Officer at 705-565-2274

2026 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST		
Location:		
Property Manager:		
Phone Number:		
Availability of Custodial Staff:		
PARKING		
Adequate number of parking spaces?	YES	NO
Number of Accessible Parking Spaces:		
Vertical Signage?	YES	NO
Pavement Markings?	YES	NO
Location in respect to the entrance way/distance to walk:		
Is there adequate lighting?	YES	NO
WALKWAYS AND RAMPS		
Surface:	PAVED CONCRETE	GRAVEL
Accessible route from parking to entrance?	YES	NO
Surface to voting location easy to travel and in good condition?	YES	NO
Curb cuts where required?	YES	NO
Is there a ramp to replace steps?	YES	NO
Is the ramp well designed and safe?	YES	NO
Handrails Required?	YES	NO
Handrail Availability?	AVAILABLE	NOT AVAILABLE
Obstacles:		
DROP-OFF AND LOADING ZONES		

2026 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST		
Location:		
Signage:		
Lighting:		
Surface:	PAVED CONCRETE	GRAVEL
Appropriate for Voter Drop-off/Hand-Van?	YES	NO
If school, will school bus loading zone interfere with entry into voting place?	YES	NO
Comments:		
Resolution:		
ENTRANCES AND EXTERIOR DOORS		
Identify entrance to be used:		
Is door hardware accessible?	YES	NO
Is door wide enough for wheelchair or scooter?	YES	NO
Power Assist?	YES	NO
Location of Button:		
Direction of Door Swing:	INWARD	OUTWARD
If no power assist, can door be propped open in a safe manner?	YES	NO
Exterior lighting of entrance?	YES	NO
Adequate turnaround space in vestibule for wheelchair?	YES	NO
LOBBY, HALLWAYS & CORRIDORS		
Path of travel from entrance:		
Are corridors inside the voting facility spacious enough for a wheelchair or scooter to pass comfortably?	YES	NO

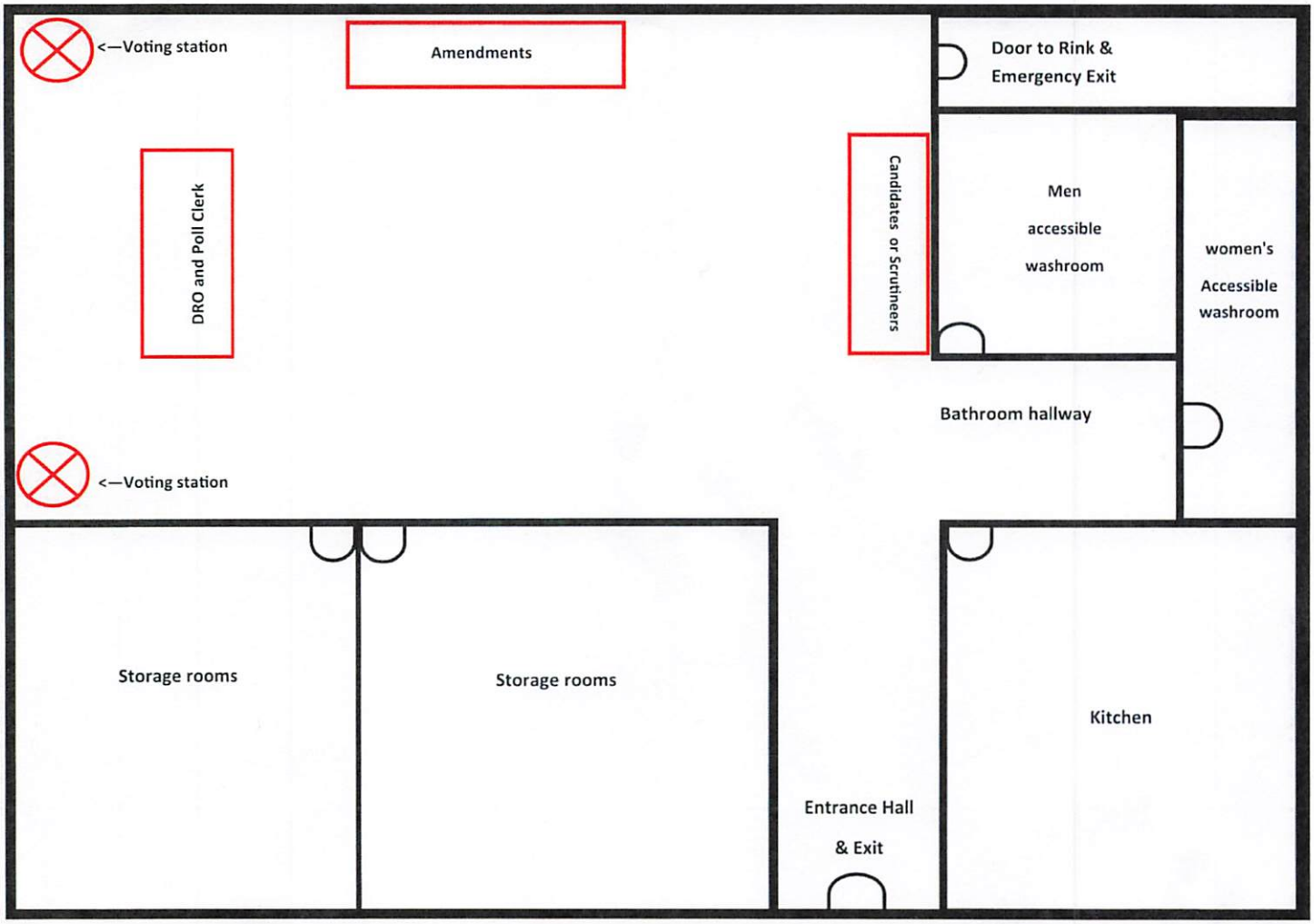
2026 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST		
Is there level access from the entrance of the voting facility to the voting area?	YES	NO
Are any doormats level with the floor?	YES	NO
Is voting facility well lit?	YES	NO
Obstacles:		
INTERIOR DOORS		
Is door hardware accessible?	YES	NO
Is door wide enough for a wheelchair or scooter?	YES	NO
Power Assist?	YES	NO
Location of Button:		
Direction of Door Swing:	INWARD	OUTWARD
If no power assist, can door be propped open in a safe manner?	YES	NO
Vision Panels?	YES	NO
FIRE EXITS		
Signage:		
Location:		
Are fire exits accessible?	YES	NO
STAIRWAYS (Locations with stairs may only be used if there is a ramp or elevator also available)		
Handrails	YES	NO
Surface (will steps be slippery if wet?)		
Inside	YES	NO
Outside	YES	NO
Colour contrast on steps?	YES	NO

2026 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST		
Is stairway well lit?	YES	NO
WASHROOMS		
Proximity to voting room:		
Available to the public?	YES	NO
Is door handle accessible?	YES	NO
Does width of door meet accessible standards?	YES	NO
Power Assist?	YES	NO
Location of Button:		
Direction of Door Swing:	INWARD	OUTWARD
If no power assist, can door be propped open in a safe manner	YES	NO
Is there an accessible washroom stall?	YES	NO
CONNECTIVITY		
Telephones:		
Landline available for election staff?	YES	NO
Location of landline:		
Key required?	YES	NO
Pay Phone?	YES	NO
Location of Pay Phone:		
Internet Access:		
Is wireless available?	YES	NO
Location of jack(s):		
VOTING ROOM		
Is there enough space inside the voting area for a wheelchair or a scooter?	YES	NO

2026 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST		
Number of exits:		
Are tables available?	YES	NO
Number of tables required:		
Are chairs available?	YES	NO
Number of chairs required:		
Location of power outlets:		
Washroom facilities for staff?	YES	NO
Regulations for service animals in the voting place?	YES	NO

Comments:

Voting Day October 26, 2026
Sketch of the Room:



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Advance Voting October 17, 2026
Sketch of the Room:



Town Municipal Office