



2026 Municipal Election Accessibility Plan

This Plan is for use in the 2026 Municipal Election in conjunction with the Municipality's current Accessibility Plan and IASR Standards.

If you require this document in an alternative format, please contact
clerk@mattawa.ca or 705-744-5611

Introduction:

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

In accordance with the Municipal Elections Act and the Accessibility for Ontarians with Disabilities Act, the Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to participate fully in the Town of Mattawa's 2026 Municipal Elections.

The Municipal Election Accessibility Plan supports and strengthens the municipality's commitment and efforts to respond to the needs of persons with disabilities.

The plan is a "living" document which will be improved and updated as best practices are identified and opportunity for improvement arises. Staff is committed to continuously reviewing and improving the Plan as the 2026 municipal election approaches.

Objectives:

The Town of Mattawa's 2026 Municipal Elections Accessibility Plan will ensure that:

- All voting locations are accessible;
- 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 Mattawa will make the public and candidates aware of accessibility measures available.

Legislative Requirements:

(Municipal Election Act, 1996, S.O. 1996, c.32)

Accessibility

12.1(1) A Clerk who is responsible for conduction and election shall have regard to the need of electors and candidates with disabilities. (2009, c. 33 Sch. 21, s.8(8))

Plans - barriers

12.1(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. (2016, c. 15, s.11)

Report

12.1(3) Within 90 days after voting day in a regular election, the Clerk shall prepare a report about the identification, removal or prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. (2016, c.15 s.11)

Numbers and location of Voting places

45(1) The clerk shall establish the number and location of voting places for an election as he or she considers most convenient for the electors. (1996, c. 32, Sch., s. 45(1))

45(2) In establishing the location of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities. (2009, c. 33, Sch. 21, s. 8(23))

Voting Places

The Voting places are:

1. ADVANCE POLE #1: Saturday October 3rd, 2026 - 10:00 am to 4:00 pm

The Town of Mattawa Municipal Office -
Dr. S.F. Monestime Council Chambers
160 Water Street

ADVANCE POLE #2: Wednesday October 14th, 2026 - 2:00 pm to 7:00 pm

The Town of Mattawa Municipal Office -
Dr. S.F. Monestime Council Chambers
160 Water Street

2. VOTING DAY: Monday October 26th, 2026 - 10:00 pm to 8:00 pm

Mike Rodden Arena and Community Centre
450 Hurdman Street

3. VOTING DAY: Monday October 26th, 2026 - 10:00 am to 2:00 pm

Algonquin Nursing Home
207 Turcotte Park Road

Algonquin Nursing Home for residents only:

(As per section 45(7) of the Municipal Elections Act, a voting place shall be provided on voting day to institutions with 20 or more beds that are occupied by persons who are disabled, chronically ill or infirm. Section 46(3) of the Municipal Elections act allows for the Clerk to establish reduced voting hours with respect to a voting place described in subsection 45(7) that is only for the use of residents of the institution or retirement home, 2016, c. 15, s.35(2))

Voting Location:

The following initiative and actions will be carried out for all voting places:

- Barrier free parking and barrier free path of travel from parking lot and sidewalk
- Accessible doors and/or door operators (Election Assistants)
- Adequate lighting
- Ensure all washroom are accessible to everyone
- Ensure all voting places have access routes and entrances that are clearly identified.

In order to ensure that each Voting Location is accessible to electors with disabilities, a voting location Accessibility Audit Checklist will be completed prior to confirming the site as a voting location.

Parking:

Designated parking for electors with disabilities is to be provided near the entrance of the Voting locations, where possible. Accessible parking space will be clearly marked. Routine checks will be made to ensure all entrances remain barrier free through the course of the day.

Support Person:

Electors with disabilities may be accompanied by a support person within the Voting Place. Prior to entering the voting booth area, the support person shall, in conjunction with the elector with the disability, determine the extent to which he/she needs assistance and the best way in which this assistance can be provided. This may actually be making the ballot as directed by the person with the disability.

Service Animals:

An animal is a Service Animal if it is readily apparent that the animal is used by a person with a disability for reasons relating to their disability, for example, a guide dog wearing a harness. Service Animals will be permitted in voting places.

Vision Lost:

Each Voting Place will be equipped with magnifying sheets to assist an individual with low vision.

Hearing Impaired, Deafness and Hearing Loss:

Each Voting Place will be equipped with a pad of paper and pen to communicate with the hearing impaired if required.

Proxy Voting:

An elector 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 their behalf. The appointment must be made on the prescribed form available at the Clerk's Office and/or from the Town's Election Official. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. The Clerk's Office staff can administer the oath (Municipal Office, 160 Water Street, Mattawa, ON. P0H 1V0). Once completed, the voting proxy may be exercised at any advance voting location or on the final voting day. On the final voting day, the proxy must be exercised at a Voting location on behalf of the person who is unable to attend. The appointment of a proxy may only be made as of September 1, 2026 and up until Voting Day, Monday October 26, 2026. The proxy is null and void after 8:00 pm on Voting Day.

Voting Methods:

Paper ballots will be the only voting method that the Town of Mattawa will be using in the 2026 Municipal Elections.

Service Disruption:

The Clerk shall provide public notice on the municipal website and in the local media if there is a temporary disruption in the delivery of election information or services. The Notice shall include the reason for the disruption, the expected duration and an explanation of alternative methods of delivering the information of service.

Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Accessibility Training for Election Staff:

All staff carrying out election duties will complete the Accessible Customer Services Training and specific Election Training to comply with municipal Accessibility Plan and to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs. Staff will be available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election. Accessible Customer Service Training and specific Election Training will include:

- How to interact/communicate with persons with various types of disabilities;
- How to interact with persons with disabilities who use assistive devices, require the assistance of a support person or a service animal;
- How to clearly explain paper ballot voting;
- What to do if a person with is having difficulty accessing election information or services; and
- How to provide voter assistance if required.

Provision of Election Information:

Election information will be provided to electors and candidates with disabilities in an alternative format agreed upon between the requester and the Clerk.

Feedback Process:

Feedback is encouraged and any services will be reviewed by the Clerk and appropriate action will be taken to remove barriers or provide accommodation if necessary.

Any feedback provided by the Clerk will be summarized in the post-election Accessibility Report and will be used to improve accessibility measures in future municipal elections.

