



Township of Assiginack Clerk's Office

2026 Municipal Election Accessibility Plan

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

Introduction

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal election in the Township of Assiginack

The Municipal Election Act, (MEA), Section 12.1(1) places responsibility on the Clerk to have regard to the needs of the electors and candidates with disabilities. Accessible Customer Service Standards must be followed when conducting a municipal election.

Section 12.1 (2) of the MEA requires that 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.

The municipal election will be conducted in a manner that shall ensure that candidates and electors with disabilities have full and equal access to all election information and services, including the designated voting area at municipal facilities. The election shall be conducted in a manner that ensures that persons with disabilities are able to vote independently and privately with access to voting assistance if required.

Section 12.1 (3) of the MEA requires that within ninety (90) days of voting day the Clerk who is responsible for conducting the election shall submit a report to Council regarding the identification, removal and prevention of barriers that affect elector and candidates with disabilities.

Staff Training and Election Assistance

Staff Training

All staff carrying out election duties will complete Accessible Customer Services Training and specific Election Training to comply with the City's Accessibility Policy Plan and to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs.

Training will include:

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

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.

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

Staff Assistance

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Contact information for assistance:

Telephone: 705-859-3196

Email: scarr@assignack.ca

In Person or by mail:
Township of Assignack
Clerk's Office
156 Arthur Street, PO Box 238
Manitowaning, Ontario
POP 1N0

Assistance to Electors

General

The 2026 Election will be conducted with Vote by Mail Voting methods. Detailed information about each voting method is set out in the 2026 Election Procedures Manual, available on the municipal website or from the Clerk's Office and can be provided in an alternative format upon request.

The Clerk Department Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Parking

All designated municipal facilities' parking lots have designated parking for individuals with disabilities that are clearly posted and located close to the entrance to the voting area.

Entrance

The entrance to the designate municipal facilities are either level leading to the entrance door or are equipped with an accessible ramp. Doors to the designated municipal facilities have automatic door opening devices or will be propped open in a safe manner. They are wide enough to accommodate a wheelchair or other mobility devices.

Interior

Access to the interior voting area is level. Carpeting and doormats are level with the floor to prevent potential tripping hazards. The voting area is well lit and seating shall be made available.

Voting Assistance

Persons with disabilities may be accompanied by a support person within the voting area or staff can assist the voter in casting their vote. Voting area staff shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

Assistance to Candidates

General

The 2026 Election will be conducted with Vote by Mail methods. Detailed information about each voting method is set out in the 2026 Election Procedures Manual, available on the municipal website or from the Clerk's Office and can be made available in an alternative format upon request.

Please contact us at 705-859-3196 or ahobbs@assignack.ca if you require your Candidate Package in an accessible format.

The Clerk Department Staff and their designates are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Service Animals/Support Persons

Candidates are permitted to be accompanied by a service animal and/or support person at all designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

Feedback Process

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

The information received on the Accessible Customer Service Feedback Form will be summarized in the post-election Election Accessibility Report and will be used to improve accessibility measures in future municipal election.