

Township of Scugog Accessible Election Plan 2026 Municipal Election

The Township of Scugog is committed to providing an accessible 2026 Municipal Election by developing and applying procedures and processes that support the needs of its electors.

Introduction

The Clerk is responsible for the proper legislative and administrative conduct of municipal elections in the Township of Scugog. In accordance with the *Municipal Elections Act, 1996* as amended; *the Ontarians with Disabilities Act, 2001*; and *the Accessibility for Ontarians with Disabilities Act, 2005*, the Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities will have the opportunity to participate fully in the 2026 Municipal Election.

The 2026 Municipal Election will be conducted in a manner that ensures:

- Consideration is given to the needs of electors, candidates, and election officials with disabilities;
- All voting locations are accessible to persons with disabilities;
- An accessibility plan is prepared to identify, remove, and prevent barriers that may affect electors and candidates with disabilities;
- The plan will be made available to the public prior to Voting Day;
- A public report will be published within 90 days after Voting Day outlining the identification, removal, and prevention of election-related barriers affecting persons with disabilities.

Objectives

This plan sets out the measures the Township of Scugog will implement to ensure that all electors and candidates have equal access and opportunity. The objectives of this plan include:

- That all Voter Assistance Centre locations are accessible;
- That persons with disabilities are able to independently cast their vote and verify their selection, with assistance available if desired;
- That persons with disabilities have full and equal access to all information regarding where and when to vote, as well as information about eligible candidates;
- That persons with disabilities can fully participate in the Municipal Election as electors, candidates, election officials, or registered third-party advertisers;
- That efforts are made to ensure electors with disabilities are aware of available accessibility measures through channels such as local newspapers, election communications, the Township's website, and social media platforms.

Voting Assistance Centres (VACs)

Voting Assistance Centres will be open on the following dates to assist with Internet and Telephone voting or for electors to request a ballot on demand.

Friday October 16, 2026

- Scugog Community Recreation Centre (SCRC) - 2:00 p.m. – 8:00 p.m.
- Blackstock Rec Centre - 2:00 p.m. – 8:00 p.m.
- Scugog Island Hall - 2:00 p.m. – 8:00 p.m.
- Greenbank Hall - 2:00 p.m. – 8:00 p.m.

Saturday October 17, 2026

- Scugog Community Recreation Centre (SCRC) - 10:00 a.m. – 8:00 p.m.
- Blackstock Rec Centre - 10:00 a.m. – 8:00 p.m.
- Scugog Island Hall - 10:00 a.m. – 8:00 p.m.
- Greenbank Hall - 10:00 a.m. – 8:00 p.m.

Sunday October 18, 2026

- Scugog Community Recreation Centre (SCRC) - 10:00 a.m. – 8:00 p.m.
- Blackstock Rec Centre - 10:00 a.m. – 8:00 p.m.
- Scugog Island Hall - 10:00 a.m. – 8:00 p.m.
- Greenbank Hall - 10:00 a.m. – 8:00 p.m.

Monday October 19, 2026 - Thursday October 22, 2026

- Scugog Community Recreation Centre (SCRC) - 2:00 p.m. – 8:00 p.m.

Monday October 26, 2026 – Voting day!

- Scugog Community Recreation Centre (SCRC) - 10:00 a.m. – 8:00 p.m.
- Blackstock Rec Centre - 10:00 a.m. – 8:00 p.m.
- Scugog Island Hall - 10:00 a.m. – 8:00 p.m.
- Greenbank Hall - 10:00 a.m. – 8:00 p.m.

Voting Locations

Scugog Community Recreation Centre (SCRC)
– 1655 Reach Street, Port Perry, ON, L9L 1P2

The Meeting Rooms located across from Ice Pad 2 at the Scugog Community Recreation Centre (SCRC) will serve as the primary location for the provision of election services. The location will operate as both an Advance Voting Place and a Voter Assistance Centre during the scheduled Advance Voting period and on Election Day, October 26, 2026.

SCRC is a barrier-free facility with accessible entrances for individuals with mobility impairments. The front entrance features wide, automatic sliding doors that can accommodate wheelchair and mobility scooter traffic, while the rear entrance includes a clearly marked automatic door opener. Accessible parking spaces are available at both the front and rear of the building. The Voter Assistance Centre is located on the main floor and can be accessed from both entrances, including via a ramp in the front lobby. Corridors are kept clear, and the floors are even and hard-surfaced. The Meeting Room is spacious and barrier-free, with suitable lighting and seating. The various washrooms in the facility are fully accessible.

Blackstock Recreation Complex (BRC)
– 3340 Church Street, Blackstock, ON, L0B 1B0

The multipurpose meeting room at the Blackstock Recreation Complex (BRC) will operate as both an Advance Voting Place and a Voter Assistance Centre during the scheduled Advance Voting period and on Election Day, October 26, 2026.

BRC is a barrier-free facility with an accessible front entrance for individuals with mobility impairments. The front entrance is equipped with a clearly marked automatic door opener and is wide enough to accommodate wheelchair and mobility scooter

traffic. Accessible parking spaces are available at the front and side of the building. The Voter Assistance Centre is located on the main floor and is accessible from the front entrance. Corridors are kept clear, and the floors are even and hard-surfaced. The Meeting Room is spacious and barrier-free, with suitable lighting and seating. An accessible washroom, large enough to accommodate a wheelchair, is also available.

Greenbank Centennial Hall
– 19965 ON-12, Greenbank, ON, L0C 1B0

The Greenbank Centennial Hall will operate as both an Advance Voting Place and a Voter Assistance Centre during the scheduled Advance Voting period and on Election Day, October 26, 2026.

The Hall is equipped with an elevator providing access to the main area where the Voter Assistance Centre is located. The floor surface is kept clear, even, and hard-surfaced, and any doormats or carpeting will be level with the floor to prevent tripping hazards. The hall is spacious and barrier-free, with suitable lighting and seating. A wheelchair accessible washroom is also available on site with access from an elevator.

Scugog Island Hall
– 2710 Demara Road, Port Perry, L9L 1B4

The Scugog Island Community Hall will operate as both an Advance Voting Place and a Voter Assistance Centre during the scheduled Advance Voting period and on Election Day, October 26, 2026..

The Hall has a dedicated front entrance equipped with a ramp that provides accessible entry for individuals using wheelchairs or scooters. The Voter Assistance Centre is located on the main level and is accessible directly from the front entrance. The floor surface is kept clear and finished with a hard, durable material. Suitable lighting and seating are available throughout the space. Multiple washrooms are available on-site, with one dedicated to accommodating wheelchair access.

Following Elections Ontario's enumeration period, election staff will contact the administrators of retirement and nursing homes to confirm the accuracy of the Voters' List for each institution. If any inaccuracies are identified, election staff will work with the administrator to make the necessary corrections.

In consultation with retirement and nursing home administrators, election staff will schedule a day and time to attend the residence to provide voting assistance to residents. Notices of the scheduled visit will be posted within the residence and

provided with sufficient lead time to be added to any calendars maintained by the home for residents.

The elector will be offered the option to complete their online ballot independently or to receive assistance from election staff in casting their ballot using internet voting.

*Traditional in-person paper ballot voting will not be available during these visits.

If required, Deputy Returning Officers may provide voting assistance to residents in their individual living areas or at their bedside.

Alternative Voting Methods

Under Section 42 of *the Municipal Elections Act, 1996*, Council authorized By-law 31-21, permitting the use of an alternative voting method and the use of vote-counting equipment such as optical scan vote tabulators.

For the 2026 Municipal Election, two voting methods will be available:

1. **Online voting**, which can be completed from any location with internet access at any time during the advanced voting period and on voting day; and
2. **Traditional paper ballots**, cast in person at designated advance voting locations and on voting day.

Internet/Online Voting

Online voting is accessible across a variety of devices such as smartphones, tablets, and computers and allows voters with the capability and convenience to vote from the comfort of their own home. Voting from home facilitates a voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation to access a physical voting location or voter assistance centre. Additionally, persons who have assistive devices can use them to assist with casting a ballot privately and independently.

Traditional paper ballots

Traditional in-person paper ballot voting is an alternative voting method for those who prefer to vote in person. Electors may attend any Voting Assistance Centre with identification and Election Officials can print the appropriate ballot for the elector, which they then complete behind a privacy screen, and deposit into a tabulator. This method will be offered at designated voting locations during the Advance Voting Period and on Voting Day.

Assistance to Candidates

- **Campaign Expenses** – Expenses incurred by a candidate with a disability that are directly related to their disability, and that would not have been incurred but for the election, are excluded from the candidate’s permitted spending limit.
- **Guide to Accessible Elections** – All candidates will be provided with a copy of the Candidate’s Guide to Accessible Elections produced in 2021 by the Ministry of Municipal Affairs and Housing in partnership with the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).

Assistive Devices & Service Animals

Election staff will make available assistive devices that will aid those with disabilities in casting their paper ballot. The following aids will be made available to electors at the Voting Assistance Centres:

- Magnifiers for people with low vision
- Pads of paper and pens for people with impaired hearing

Persons requiring service animals are permitted to be accompanied by their service animal at all Advance Voting Locations as well as at all Voter Assistance Centres.

Assistance to Electors with Disabilities

Through the use of internet voting, the Township of Scugog is able to provide electors with multiple options for casting their ballot, as well as extended opportunities to vote throughout the advance voting period. Should an elector choose to cast their ballot at any of the designated voting locations during the advance voting period or on Election Day, the Township will endeavour to ensure that the voting process is fully accessible to persons with disabilities.

Voting Assistance

Persons with disabilities who require assistance completing their ballot via internet may attend a Voter Assistance Centre.

Election staff at the Voting Assistance Centres may also assist an elector by issuing a new Voter Information Letter, providing a Ballot, casting the ballot (by any voting method) or by reading the ballot aloud. Election staff shall work with the person with the disability to determine the extent to which assistance is needed and the best way in which this assistance can be provided.

Note: All Deputy Returning Officers appointed by the Clerk are required to take an oath affirming their commitment to confidentiality and confirming that they will cast the ballot exactly as directed by the voter, should the voter request this type of assistance.

Support Persons

Persons with disabilities may be accompanied by a support person within a Voter Assistance Centre or Advance Voting Location. A support person may assist the elector by casting the ballot on their behalf or by reading the ballot aloud. There are no prescribed oaths required for support persons.

In addition, the Clerk or a designated Election Official may assist an elector in completing their ballot. Before entering the designated voting area, the elector and the Clerk or designated Election Official will determine the extent of assistance required and the most appropriate way to provide it. This may include casting the ballot as directed by the elector, if requested. All Election Officials are required to swear an oath of secrecy.

Information to Electors – Alternative Formats

Election information will be provided through multiple channels and in a variety of accessible formats, including:

- Information available in large print (upon request) and also available on the Municipal website in downloadable format.
- Materials written in plain and clear language for electors, service providers, and others who may be assisting voters.
- Notices posted on community bulletin boards in both municipal and private facilities.

Election Staff Training

Election staff will be trained in accordance with the Township of Scugog Accessibility Standards for Customer Service Policy. All staff carrying out election duties will be trained to recognize the needs of persons with disabilities and to ensure they are served in a manner that accommodates those needs. Training will include:

- How to interact and communicate with persons with a variety of disabilities.

- How to interact with persons with disabilities who use assistive devices or who require the assistance of a service animal or support person.
- How to use voting equipment and supplies in an accessible manner to deliver election services.
- What to do if a person is experiencing difficulty accessing election information or services.

Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, the Clerk's Office will provide public notice on the Township's election website, at the physical location where the disruption has occurred, and, when possible, through local media. The notice will include the reason for the disruption, the anticipated duration, and a description of alternative methods for accessing the affected information or service. Every effort will be made to provide alternative options to ensure that persons with disabilities continue to receive information or services without undue hardship.

Feedback

Public feedback regarding the manner in which election services are provided to persons with disabilities may be submitted to the Clerk's Office through a variety of methods:

Telephone: 905-985-7346

In Person: Municipal Office, 181 Perry Street, Port Perry

Fax: 905-985-9914

E-mail: election@scugog.ca

Mail: Clerk's Office, 181 Perry Street, P.O. Box 780, Port Perry, ON L9L 1A7

One method of providing feedback is by completing the *Customer Service Initial Complaint and Feedback Form*, available on the Township's website at the Township of Scugog Feedback Form page. This form may be completed and forwarded to the Clerk's Office for follow-up. Staff working in Township facilities may also complete the form on behalf of a person with a disability and submit the feedback for them.

Each completed form is reviewed by Township staff, who will respond directly to the candidate or elector within two business days, providing an anticipated action and a timeframe for a full response, where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures, address training needs, enhance service delivery, and identify or implement alternative methods of providing election services.

Scugog Accessibility Diversity, Inclusion, Equity Advisory Committee

The Scugog Accessibility Diversity, Inclusion, Equity Advisory Committee will be consulted on the Accessible Election Plan and invited to provide comments and feedback. Any comments or feedback received will be incorporated into the plan where practical.

Reporting

In accordance with the *Municipal Elections Act, 1996*, the Clerk will submit a report to Council within 90 days after the election outlining the identification, removal, and prevention of barriers that affected electors and candidates with disabilities.

Additional Information

The Township of Scugog's website is continually updated to reflect the most recent election information and developments. Visit the [Township of Scugog Election Page](#) for an up-to-date list of candidates and other important messages or events throughout the election year.

Please note that the Clerk has the authority to amend this plan at any time to support the conduct of the vote, the counting and tabulation of ballots, and the security of the election.

The Clerk's ruling on any interpretation of this document is final.