



Election Accessibility Plan

2026 Municipal and School Board Elections Municipality of South Bruce

This Plan is for use in the 2026 Municipal and School Board Elections in conjunction with the Municipality's current Accessibility Plans and the Integrated Accessibility Standards Regulation

This document is available in an alternative format upon request.

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1 Introduction

The Clerk is responsible for the appropriate legislative and administrative conduct of the municipal and school board elections in the Municipality of South Bruce (“Municipal Elections”).

The Municipal Elections Act (‘MEA’), Section 12.1 (1) places responsibility on the clerk to have regard to the needs of the electors and candidates with disabilities.

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.

South Bruce Municipal Elections 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 help centres. The election will 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 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 electors and candidates with disabilities.

2 Staff Training

All staff carrying out election duties will complete the South Bruce Accessible Customer Service Training and specific Election Training to recognize and ensure that persons with disabilities are serviced in a way that accommodates their individual needs.

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 internet and telephone voting;
- what to do if a person is having difficulty accessing election information or services; and
- how to provide voter assistance if requested.

3 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 the provision of information in an alternative format will be provided on the

Municipality's [election webpage](#) and may be included in various election notices in various media forms. An elections "South Bruce Votes" button/link has been established on the [home page of the municipal website](#) to promote accessibility.

4 Notice of Temporary Service Disruption

The Clerk shall provide public notice on the Municipality's [election webpage](#), 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.

5 Staff Assistance

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

- Telephone: (519) 392-6623
- Email: election@southbruce.ca
- Fax: (519)392-6266
- In Person: Municipal Office, 21 Gordon Street East, Teeswater, Ontario
- Mail: Clerk, Municipality of South Bruce, 21 Gordon Street East, Box 540 Teeswater, Ontario, N0G 2S0

6 Assistance to Electors

The Municipal Elections will be conducted with internet and telephone voting methods. Detailed information about each voting method is set out in the 2026 Municipal and School Board Election Procedure Manual, available on the Municipality's [election webpage](#) or from the Clerk's Office and can be provided in an alternative format upon request.

Please contact us at (519) 392-6623 or election@southbruce.ca if you require your Voter Notification Letter in an accessible format.

7 Voter Assistance Centres

The Municipality will have two (2) Voter Assistance Centres. The locations will be the Municipal Office (21 Gordon Street East, Teeswater) and Mildmay-Carrick Fire Hall (9 Absalom Street, Mildmay). The Voter Assistance Centres will be available to voters on a rotational basis during the voting period and on Voting Day until 8:00 p.m. The location, hours, accessible parking and entrance information will be posted on the Municipality's [election webpage](#). Additionally, the Municipal office will operate as a Help Centre during regular business hours. The Voter Assistance Centres will also act as Help Centres during their operation.

8 Parking

The Help Centres will be located in a building that has private or municipal designated parking for individuals with disabilities.

8.1 Entrance

An accessible entrance will be available. The doors will be wide enough to accommodate a wheelchair or other mobility devices.

8.2 Interior

Access to the interior voting area and voting booths will be level. Carpeting and doormats will be level with the floor. The voting area will be well lit and seating shall be made available.

8.3 Accessible Voting Booth

The voting booths will have a wide area to allow individuals using mobility aids to vote independently and secretly. Voting Booths will be equipped with a touchscreen tablet, a touch screen monitor or laptop with a mouse. If the tablet height needs to be adjusted it can easily be raised using a stand, or it can be held on its own or with assistance.

8.4 Voting Assistance

People with disabilities may be accompanied by a support person within the voting booths or the election staff can assist a voter in casting their vote. The person with the disability will advise the extent to which they need assistance and election staff will provide available accommodations, in consultation with the individual.

9 Internet Voting

Internet voting allows voters to vote from their home through secured internet services. This method provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer such as paddles, a hand-held touchpad, a thumb switch or sip and puff technology.

This method of voting is designed to encourage voter participation as voters do not have to attend a physical location to cast their ballot and accessibility and privacy for people with disabilities is maximized.

The internet election platform will include the capability to change font size and colour scheme.

10 Telephone Voting

Telephone voting allows voters to vote from their home through secured telephone services which provides for easy voting for people with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phones can be used to vote and the

method is compatible with assistive devices.

Voters can register their vote selections with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

11 Assistance to Candidates

The Municipal Elections will be conducted with internet and telephone voting methods. Detailed information about each voting method is set out in the 2026 Municipal and School Board Election Procedure Manual, available on the Municipality's [election webpage](#) or from the Clerk's Office and can be provided in an alternative format upon request.

Please contact us at (519) 392-6623 or election@southbruce.ca if you require your Voter Notification Letter in an accessible format.

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

12 Feedback

The Clerk welcomes feedback to identify areas where changes need to be considered and ways in which the Municipality can improve the delivery of an accessible election. This plan is a living document and will continue to undergo changes when necessary. Feedback on this plan can be submitted through the following:

- Telephone: (519) 392-6623
- Email: election@southbruce.ca Fax: (519) 392-6266
- In Person (pending COVID-19 restrictions): Municipal Office, 21 Gordon Street East, Teeswater, Ontario
- Mail: Clerk, Municipality of South Bruce, 21 Gordon Street East, Box 540 Teeswater, Ontario, N0G 2S0

13 Additional Information

South Bruce [Accessibility Webpage](#)

South Bruce [Election Webpage](#)