



# **NBP Votes**

**Municipal and School Board Election  
2026 Election Accessibility Plan**



# 2026 Election Accessibility Plan

Policy Number:	
Date Developed:	January 8, 2026
Date Approved:	January 9, 2026
Date Modified:	
Lead Department:	The Clerk's Office

## Policy Statement

The Municipality of Northern Bruce Peninsula is committed to making every aspect of the election process accessible to all voters. This includes providing accommodations, accessible voting locations, and clear information so that everyone, regardless of ability, can participate fully, independently, and with dignity. Accessibility is a priority in the planning, delivery, and continuous improvement of our electoral services.

## Application & Scope

This Accessibility Plan applies to all voters, staff, and volunteers involved in elections administered by the Municipality of Northern Bruce Peninsula. It covers every stage of the election process, from accessing information and registering to voting and receiving results, and outlines how barriers will be identified and removed, accommodations provided, and an inclusive environment maintained to support full and independent participation.

## Purpose

The purpose of this plan is to ensure that all voters can participate fully, independently, and with dignity in the electoral process. This plan applies to the 2026 Municipal Election and is intended to be used alongside the Municipality's current Accessibility Plans and the Integrated Accessibility Standards Regulation. It outlines measures to remove barriers, provide accommodations, and support an inclusive election experience. This document is available in an alternative format upon request.

## Definitions

### **Accessible Format**

Any format that enables a person with a disability to access election information, including large print, electronic text, audio, or other formats agreed upon between the requester and the Clerk.

**Assistive Device**

Any device used by a person with a disability to aid in communication, mobility, or other functions.

**Barrier-Free Election**

An election in which all electors and candidates, including those with disabilities, can access election information and services independently and without obstacles.

**Candidate**

An individual who is registered to run for office in the municipal election.

**Clerk**

The municipal official responsible for the legislative and administrative conduct of elections.

**Disability**

Any physical, sensory, intellectual, mental health, or other condition that affects a person's ability to access election information or services independently and privately.

**Elector**

A person who is eligible to vote in the municipal election.

**Help Centre**

A designated location providing in-person assistance and accessible voting services throughout the election period.

**Internet Voting**

A voting method allowing electors to cast their ballot online using a secure platform, compatible with personal assistive devices and accessibility settings.

**Service Animal**

An animal trained to assist a person with a disability in performing daily tasks.

**Support Person**

An individual accompanying a person with a disability to provide assistance during the

election process.

### **Temporary Service Disruption**

An unplanned interruption to the delivery of election information or services, for which the Clerk must provide public notice and alternative access methods.

### **Telephone Voting**

A voting method allowing electors to cast their ballot using a secure telephone system, compatible with assistive devices and offering keypad or voice-command voting options.

### **Voting Assistance**

Support provided by Help Centre staff or a support person to enable a person with a disability to vote independently and privately.

## **Procedure**

### **1. Clerk Responsibilities and Legislative Framework**

The Clerk is responsible for ensuring the proper legislative and administrative conduct of municipal elections in the Municipality of Northern Bruce Peninsula.

Under Section 12.1 of the Municipal Elections Act (MEA):

- Subsection (1): The Clerk must consider the needs of electors and candidates with disabilities.
- Subsection (2): The Clerk must prepare a plan to identify, remove, and prevent barriers affecting electors and candidates with disabilities and make the plan publicly available before voting day.
- Subsection (3): Within 90 days after voting day, the Clerk must submit a report to Council outlining measures taken to identify, remove, and prevent such barriers.

Municipal elections will be conducted to ensure that all candidates and electors with disabilities have full and equal access to election information and services, including Help Centres, and are able to vote independently and privately, with assistance available if required.

### **2. Training Election Staff on Accessible Requirements**

All election staff will complete:

- a. Northern Bruce Peninsula Accessible Customer Service Training
- b. Election-specific training on accommodating electors and candidates with disabilities.

Training topics include:

- Effective communication with persons with various disabilities.
- Interaction with persons using assistive devices, support persons, or service animals.
- Clear instructions for internet and telephone voting.
- Procedures for addressing difficulties accessing election information or services.
- How to provide voter assistance when requested.

### **3. Provide Election Information in Accessible Formats**

- Election information will be provided in alternative formats, as agreed upon between the requester and the Clerk.
- Notices regarding the availability of alternative formats will be posted on the Municipality's election webpage and communicated via the Bruce Peninsula Press and the municipal social media pages.
- A dedicated, accessible URL has been established:  
[northbrucepeninsula.ca/election](http://northbrucepeninsula.ca/election)

### **4. Communicate Temporary Service Disruptions**

If election information or services are temporarily disrupted, the Clerk will:

- Notify the public via the election webpage and local media.
- Include the reason, expected duration, and alternative methods for accessing information or services.
- Make every effort to ensure persons with disabilities can access election information and services during the disruption.

### **5. Provide Ongoing Staff Assistance**

Election staff are available throughout the election year and during the voting period to provide assistance:

- **Telephone:** 1-833-793-3537
- **Email:** [election@northernbruce.ca](mailto:election@northernbruce.ca)

- **In Person:** Municipal Office, 56 Lindsay Road 5, Lion's Head, ON N0H 1W0
- **Mail:** Clerk, Municipality of Northern Bruce Peninsula, 56 Lindsay Road 5, Lion's Head, ON N0H 1W0

## 6. Assist Electors with Voting

The Municipality uses internet and telephone voting. Detailed procedures are available in the Clerk's Election Procedures, accessible on the election webpage or from the Clerk's Office. Alternative formats are available upon request.

Electors may contact election staff for:

- Accessible versions of Voter Notification Letters.
- Assistance with voting or accessing election services.

## 7. Help Centre

The Help Centre will be located at the Municipal Office, 56 Lindsay Road 5, and will be available to voters throughout the entire voting period, including Voting Day until 8:00 p.m.

### Accessibility Features:

- **Parking:** Designated spaces for persons with disabilities.
- **Entrance:** Level access, automatic or safely propped doors, wheelchair-accessible width.
- **Interior:** Level floors, well-lit voting area, seating available, level carpets and mats.
- **Voting Booths:** Wide booths with touchscreen tablets or laptops; adjustable for independent use.

### Voting Assistance:

- Voters may be accompanied by a support person.
- Help Centre staff will assist as needed, determining the level and method of support with the voter.
- Election officials will visit retirement homes/long-term care facilities during the voting period to enhance accessibility.
- All election officials are sworn to maintain voter secrecy.

## 8. Facilitate Internet and Telephone Voting

### Internet Voting:

- Allows secure voting from home using personal computers and assistive tools (paddles, touchpads, thumb switches, sip-and-puff technology).
- Options to adjust font size and colour scheme to improve accessibility.
- Supports independent and private voting for electors with disabilities.

#### **Telephone Voting:**

- Allows secure voting via landline or cell phone, compatible with assistive devices.
- Voters can use keypad or voice commands to submit selections.
- Maximizes privacy, independence, and accessibility for electors without internet access.

### **9. Assistance to Candidates**

- Candidates requiring accessible election information or services may contact the Clerk's Office.
- Detailed election procedures are available in alternative formats upon request.
- Dedicated election staff are available to support barrier-free participation.

### **10. Collect Feedback and Improve Accessibility**

The Clerk encourages feedback to improve accessible election services. This plan is a living document and will be updated as required.

#### **Feedback may be submitted via:**

- **Telephone:** 1-833-793-3537
- **Email:** [election@northernbruce.ca](mailto:election@northernbruce.ca)
- **In Person:** Municipal Office, 56 Lindsay Road 5, Lion's Head, ON N0H 1W0
- **Mail:** Clerk, Municipality of Northern Bruce Peninsula, 56 Lindsay Road 5, Lion's Head, ON N0H 1W0

### **11. Additional Resources**

- [Northern Bruce Peninsula Accessibility Webpage](#)
- [Northern Bruce Peninsula Election Webpage](#)