

Township of Brock

Accessible Election Plan

2026 Municipal Election



The Township of Brock is committed to making the 2026 Municipal Election accessible by working to accommodate the needs of its electors through effective procedures and processes.

Introduction

The Clerk is responsible for the proper legislative and administrative conduct of municipal elections in the Township of Brock. 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. As such, the 2026 Municipal Election will be conducted in such a manner to:

- Have regard for the needs of electors, candidates and election officers with disabilities;
- Ensure that voting places are accessible to persons with disabilities;
- Prepare accessibility plans to identify, remove and prevent barriers that could affect electors and candidates with disabilities, and make the plan available to the public prior to voting day;
- Publish a report about the identification, removal and prevention of election barriers that affect persons with disabilities within 90 days after Voting Day.

Objectives

This plan is intended to highlight measures that the Township of Brock will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

- That all Voter Assistance Centre locations are accessible;
- That persons with disabilities are able to independently cast their vote and verify their selection, and that assistance is available if desired;
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates;
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate, election officer, or registered third-party advertiser;

This document is available in alternate format upon request.
Please contact the Clerk's Department at clerks@brock.ca or 705-432-2355.

- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as 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.

Monday October 19, 2026

- Municipal Administration Building 8:30 a.m. – 4:30 p.m.

Tuesday October 20, 2026

- Municipal Administration Building 8:30 a.m. – 4:30 p.m.
- Bon Air 9:00 a.m. – 11:00 a.m. *
- Lakeview Manor 1:00 p.m. – 3:00 p.m. *

Wednesday October 21, 2026

- Municipal Administration Building 8:30 a.m. – 4:30 p.m.
- Foster Hewitt Memorial Community Centre 4:00 p.m. – 8:00 p.m.

Thursday October 22, 2026

- Municipal Administration Building 8:30 a.m. – 4:30 p.m.
- Sunderland Fire Station 4:00 p.m. – 8:00 p.m.

Friday October 23, 2026

- Municipal Administration Building 8:30 a.m. – 8:00 p.m.

Saturday October 24, 2026

- Municipal Administration Building 10:00 a.m. – 4:00 p.m.
- Foster Hewitt Memorial Community Centre 10:00 a.m. – 4:00 p.m.
- Sunderland Fire Station 10:00 a.m. – 4:00 p.m.

Monday October 26, 2026

- Municipal Administration Building 10:00 a.m. – 8:00 p.m.
- Foster Hewitt Memorial Community Centre 10:00 a.m. – 8:00 p.m.
- Sunderland Fire Station 10:00 a.m. – 8:00 p.m.

VAC Addresses

- Municipal Administration Office, 1 Cameron Street East, Cannington
- Foster Hewitt Memorial Community Centre Auditorium, 176 Main Street, Beaverton, Ontario, L0K 1A0 (Beaverton Arena)
- Sunderland Fire Station 8-1, 217 River Street, Sunderland, Ontario, L0C 1H0
- *denotes for residents only of the following Long Term Care Homes:
 - Lakeview Manor, 133 Main Street, Beaverton
 - Bon Air, 131 Laidlaw Street South, Cannington

Internet and telephone voting will be continuously available during the Advanced Voting Period and on Voting Day. Internet and Telephone voting are a complement to traditional paper ballots and voters will have the ability to cast their ballots online from anywhere during the voting period from their personal smart phone, computer, or tablet.

All staff will be trained and provided with the Accessible Customer Service Handbook for Election Staff.

Municipal Administration Office

The Township of Brock Municipal Office is the main location where all election services will be provided and will act as a Voting Assistance Centre.

The Municipal Office is a barrier-free facility with accessible entrances for persons with mobility impairments. There is one clearly marked, barrier-free parking space on Cameron Street in front of the Municipal Office with adequate curb cuts allowing access to the main floor entrance. A sign is located on the back of the building to indicate that the accessible entrance (with marked automatic door openers and the doors are wide enough to accommodate wheelchair) is located at the front. The Voting Assistance Centre is located on the second floor which may be accessed by elevator or stairs. The corridors are kept clear and floors are even and hard surfaced and any doormats or carpeting shall be level with the floor. A designated barrier-free private area with adequate lighting and seating with a suitably low writing surface will be made available should a person choose to cast their ballot-on-demand, or for those who require assistance voting by telephone or internet.

Foster Hewitt Memorial Community Centre Auditorium (Beaverton Arena)

The facility is barrier free with accessible entrances for mobility impairments. There are barrier free parking spaces in the parking lot located immediately to the south of the entrance. The corridors and lobby are kept clear and the floors are even and hard surfaced. In order to access the auditorium level, electors may utilize the staircase or the elevator. A designated barrier free private area with adequate lighting and seating with a suitable low writing surface will be made available should a person with a disability choose to cast their vote by ballot-on-demand or require assistance voting by internet or telephone. The washrooms are accessible.

Sunderland Fire Station (Station 8-1)

The facility is barrier free with an accessible entrance for mobility impairments. There are barrier free parking spaces in the parking lots with adequate curb cuts allowing access to the main floor entrance to the building. The entry area is equipped with marked automatic door openers and the doors are wide enough to accommodate wheelchair and/or scooter traffic. The corridors are kept clear and the floors are even and hard surfaced; any doormats or carpeting are level with the floor. A designated barrier free private area with adequate lighting and seating with a suitable low writing surface will be made available should a person with a disability choose to cast their vote by ballot-on-demand or require assistance voting by internet or telephone.

Long Term Care Homes

Following receipt of the Voters' List from Election Ontario, election staff will contact the administrators of retirement and nursing homes to ensure the accuracy of the Voters' List at these institutions. If inaccuracies are identified, election staff will work with the administrator to make the corrections.

In consultation with retirement and nursing home administrators, election staff will determine a day and time to attend the residence to provide voting assistance to residents. Notices of the date and time will be posted in the residence and will be provided with sufficient notice to be added to calendars that may be maintained by the home for residents. If deemed necessary, Deputy Returning Officers may provide voting assistance to residents in their specific living areas or at their bedside.

Alternative Voting Methods

Under Section 42 of the Municipal Elections Act, 1996, Council authorized By-law 3337-2025, allowing for the use of alternative voting methods and the use of optical scan vote tabulators.

The methods of voting in the 2026 Municipal Election are Internet Voting, Telephone Voting and Ballot-On-Demand. An Advanced Voting Period will take place from October 17, 2026 to Voting Day on Monday October 26, 2026.

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.

Telephone Voting

Telephone voting is an alternative voting method which allows voters to complete a ballot using any point-to-point telephone connection to complete an audio ballot. Similar to Internet Voting, electors may vote from home which 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 Voting Assistance Centre.

Ballot on Demand

Ballot-On-Demand is a further 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.

Assistance to Candidates

- **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.
- **Guide to Accessible Elections** – All candidates will be provided with a copy of the [Candidate's Guide to Accessible Elections](#) produced by the Ministry of Municipal Affairs and Housing in partnership with the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), 2021.

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 a service animal at all Voting Assistance Centres.

Assistance to Electors with Disabilities

Through the use of internet and telephone voting, the Township of Brock is able to facilitate the opportunity for electors to cast their ballot by various means and for extended periods of time during the voting period. Should an elector choose to cast their ballot at a Voting Assistance Centre, the Township of Brock will endeavor to ensure the process is accessible to those persons with a disability.

Voting Assistance

Persons with disabilities who require assistance completing their ballot via internet or telephone 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-On-Demand, 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, stating their commitment to confidentiality and that they will cast the ballot as directed by the voter (if the voter requests this type of assistance).

Support Persons

Persons with disabilities may be accompanied by a support person within a Voting Assistance Centre who may cast the ballot for them or read the ballot aloud. There are no prescribed oaths to be taken by support persons. In addition, the Clerk or designated Election Official can also assist a voter in completing their ballot. In this instance, prior to entering the designated area, the person with the disability and the Clerk or designated Election Official will determine the extent to which assistance is needed and the best way it may be provided. 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 made available through a range of channels and in diverse formats, including:

- Information available in large print (upon request) and also available on the Municipal website in downloadable format.
- Material in plain/clear language for electors, service providers, and others who may be providing assistance.
- Notices will be posted on community bulletin boards in municipal facilities.

Election Staff Training

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

1. How to interact and communicate with persons with various types of disabilities
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a service animal or support person
3. How to use voting equipment and supplies in an accessible manner to deliver election services
4. What to do if a person is having 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 shall provide public notice on the Township's election website, at the physical site of the disruption and when possible, and in the local media (where possible). The notice shall include the reason for the disruption, anticipated duration and a description 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.

Feedback

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

Telephone: 705-432-2355

In Person: Municipal Administration Office, 1 Cameron Street East, Cannington

E-mail: clerks@brock.ca

Mail: Township of Brock Clerk's Office, 1 Cameron Street East, PO Box 10,
Cannington, Ontario L0E 1E0

Another method of submitting feedback is to complete the [Customer Service Feedback Form located on the Township's website](#). In addition, staff working in Township facilities can complete the form and submit the feedback on behalf of the persons with a disability. Each completed form is reviewed by staff who will respond directly to the candidate or elector, providing an anticipated action and timeframe for a full response where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery, and provide alternative methods of providing election services.

Brock Accessibility Advisory Committee

The Brock Accessibility Advisory Committee will be consulted on the Accessible Election Plan and requested to provide comments and feedback. Any comments or feedback received will be incorporated where practicable.

Reporting

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

Additional Information

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

Please note that the Clerk, at any time, has the right to amend this plan to facilitate the vote, count and tabulation of the votes, and security of the vote.

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