



**The Corporation of Loyalist Township**

**2010 MUNICIPAL  
ELECTION**

**Plan for Accessibility &  
Disability Issues**

May 2010

# MANDATE

**It is the goal of Loyalist Township to ensure that electors in Loyalist Township, who have a disability or an issue with accessibility, are provided with the best opportunity to vote as independently as possible in the 2010 Municipal Election.**

**If you are a person with a disability and require this policy in another format please e-mail [bhamilton@loyalist.ca](mailto:bhamilton@loyalist.ca) or contact 613-386-7351, ext. 100, between the hours of 8:30 a.m. – 4:30 p.m.**

# OVERVIEW OF ELECTION PROCESS

The Corporation of Loyalist Township is comprised of 3 Wards and 28 Polls, as follows:

- Ward 1 - Amherst Island - 1 poll
- Ward 2 - Bath - 3 polls
- Ward 3 - Ernestown - 24 polls  
plus 2 sub-polls for residents of  
Briargate Retirement Living Centre  
& Helen Henderson Care Centre  
(reduced voting hours)

## ADVANCE VOTING DAY

**One Advance Voting Day  
October 16, 2010  
10 am – 5 pm**

**Locations:**

- All Wards - Odessa Municipal Office (touch screen voting available)**
- Ward 1 - Amherst Island Fire Hall – Meeting Room**
- Ward 2 - Bath Fire Hall**
- Ward 3 - Amherstview Community Hall**

# FINAL VOTING DAY is:

**Monday, October 25, 2010  
10 am to 8 pm**

## VOTING PLACES:

There are four main locations as identified below and all have been determined to meet accessibility requirements:

- Amherst Island (Ward 1)** - Voting Place 1  
**Fire Hall, 955 Stella Forty Foot,  
Stella, Amherst Island**
  
- Bath (Ward 2)** - Voting Place 1, 2, 3  
**Bath Fire Hall, 241 Church  
Street, Bath**
  
- Ernestown (Ward 3)** - Voting Place 1, 2, 3, 4, 5, 6, 7, 8,  
9, 10, 11, 12, 13, 23, 24  
**Amherstview Community Hall,  
108 Amherst Dr., Amherstview  
(touch screen voting available)**
  
- Voting Place 15, 16, 17  
**Bath Fire Hall, 241 Church St.  
Bath**
  
- Voting Place 14, 18, 19, 20, 21, 22  
**Odessa Agriculture Society  
Meeting Room  
231 Main St., Odessa**

# CONSULTATION & DEVELOPMENT OF ACTION PLAN

## **The Municipal Elections Act, Section 45(2) - Location of Voting Places**

“in establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities”

While the Act does not define “accessible” it was decided to consider the following when choosing voting locations:

- a) Parking;
- b) Entrance;
- c) Visibility;
- d) Path to the voting areas within the facility;
- e) Washrooms;
- f) Lighting both inside and outside;
- g) Ramping.

The following actions will be completed prior to the Advance Voting Day (October 16, 2010) and the Final Voting Day (October 25, 2010):

- 1)** Staff to consult with Accessibility Advisory Committee to ensure that potential needs for voters with disabilities are identified and addressed to the greatest extent possible. Names of organizations that coordinate services for persons with disabilities were provided by members of the Committee (January 2010).
- 2)** Letters were sent to 10 organizations in March 2010, requesting their input to assist Loyalist Township Voters with accessibility and disability issues in the 2010 election. To date, responses have not been received from any of the agencies. Staff will follow-up with the agencies prior to July 2010.
- 3)** Staff attended at all proposed voting locations to physically view facilities, take pictures and determine feasibility of usage (December 2009 and again in May 2010). See Schedule ‘B’ attached hereto.

- 4)** Provide for customer service training, including Loyalist Township policies and procedures, for all election staff to ensure that people with disabilities are able to vote in a positive environment, and ensure that all election workers recognize that voters' needs are to be accommodated whenever possible, including:
  - a) Ensure that all election staff are aware of the policy regarding the use of service animals and support persons;
  - b) Ensure that all election staff are aware of the policy regarding temporary disruptions in service;
  - c) Ensure that all election staff are aware of the Customer Service Feedback policy and have forms available for completion either by a resident or staff person on their behalf;
  - d) Provide information in alternative formats, upon request and to provide notice of the availability of alternative formats;
- 5)** Improved signage will be provided for all voting locations (inside and outside the buildings).
- 6)** Only one entrance door will be used for all electors entering any voting location so there is not a perceived discrimination (i.e. Hughes vs. Elections Canada – landmark Canadian Human Rights Tribunal ruling requires polling stations to be accessible to voters with disabilities in Federal Elections) The 2010 Accessibility and Disability Issues Plan will be available for public review, posted on the municipal website and will become part of the Loyalist Township Candidates' Guide.
- 7)** The 2010 Accessibility and Disability Issues Plan will be updated throughout the year as circumstances warrant and issues and/or solutions become apparent or change.
- 8)** The 2010 Accessibility and Disability Issues Plan will become part of the final report on how accessibility issues were addressed in the 2010 municipal election and to be provided to Loyalist Township Council within 90 days of the municipal election.

# POLL INFORMATION

24 polls are provided for Ward 3.

3 Polls are provided for Ward 2

1 Poll is provided for Ward 1.

This results in 28 Polls operating for the Advance Voting Day.

In order to address the needs of electors with disabilities, a touch screen voting device will be introduced for use by electors wishing to use this method. Electors with disabilities, from all Wards, will be encouraged to attend the Odessa Advance Poll where the machine will be located.

The touch screen voting device will also be available at the Amherstview Community Hall Voting location in Ward 3, on Final Voting Day (October 25, 2010) for polls 1-13, 23 and 24 (due to the larger population in Amherstview and the large number of polls at this location).

In addition to the 28 polls, on Final Voting Day, legislation requires that polls be provided on the premises of institutions as described hereunder:

- a) an institution in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed;
- b) a retirement home in which 50 or more beds are occupied;

In the 2010 Municipal Election there will be 2 institutional polls provided in the Ernestown Ward (Ward 3) on Final Voting Day. For institutional polls, arrangements are made with the institution administrators, and the poll in each location will be open for one and a half hours. The residents are able to vote during that time at a specific location within the institution. If a resident is bed-ridden, and **upon request** the ballot can be taken to the resident; he/she will be able to vote from his/her bed and place his/her ballot directly into the ballot box.

The ballots from the institutional polls will be added to a central ballot box at the Amherstview Hall for tabulation and counted together with those polls at the close of the voting.

# BALLOTS

Loyalist Township is legislated to conduct the election for 4 local school boards at the same time as the municipal election. As a result, an elector is entitled to receive ONE of the following ballots;

- ❖ English Language Public School Ballot – Limestone District School Board.

Loyalist is the lead municipality for this election for the Townships of Loyalist and Stone Mills and results will be coordinated through Loyalist Township

- ❖ English Language Separate School Ballot - Algonquin Lakeshore Catholic School Board.

Loyalist is the lead municipality for this election for Prince Edward County, Town of Greater Napanee and the Townships of Loyalist, Stone Mills and Addington Highlands and results will be coordinated through Loyalist Township

- ❖ French Language Public School Ballot (le Conseil des écoles publiques de l'Est de l'Ontario.

The City of Kingston is the lead municipality for Hastings, Prince Edward, Lennox & Addington, Frontenac and Leeds & Grenville Counties and results will be coordinated through the City of Kingston

- ❖ French Language Separate School Ballot - le Conseil des écoles catholiques de langue française du Centre-Est

The City of Kingston is the lead municipality for Hastings, Prince Edward, Lennox & Addington and Frontenac Counties and results will be coordinated through the City of Kingston

The ballots for the municipal portion of the election include the position of Reeve, Deputy Reeve and councillors for each of the 3 wards.

Loyalist Township has approved By-law 2010-5, "A By-law to Authorize The Use of Optical Scanning Vote Tabulators (Poll Count Machines) and Touch Screen Voting Devices – For The Purpose of the 2010 Municipal Election". This By-law authorizes the continued use of **electronic vote tabulators** that were used in the 2006 election. This equipment allows the ballots to be tabulated at the polls and the data is stored on a secure memory card.

The use of the electronic vote tabulators does not allow for large print on the ballots as the equipment would not be able to read the ballot if the ovals being marked would not line up with those being used on the regular ballot face.

The use of the touch screen devices is also authorized by By-law 2010-5.

The use of **touch screen voting devices** allows for enlarging the ballot and for headphones for those electors who are visually impaired. Ballot cards are provided by election officials who insert the card into the machine and the ballot is displayed for the elector. When the official leaves the polling machine, the elector is able to vote for his/her selected candidate by the touch of a finger on the screen.

For visually impaired electors, the print on the touch screen can be enlarged and, for blind electors, an ear piece with a key pad similar to a telephone key pad is used. When the ballot is cast, the machine makes a sound to alert the election worker who can assist the elector out of the voting location.

On Final Voting Day once the polls have been closed, the data is downloaded directly from the tabulators and touch screen equipment and totals are phoned in to Election Headquarters at the Loyalist Township Office in Odessa. Results from the school board elections in other municipalities will be also be phoned in to the lead election offices.

Section 41 (2) (7) of the Municipal Elections Act provides that all ballots for the same office shall be identical or as nearly alike as possible. The Act does permit the Clerk to make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without assistance.

**Magnifiers** will be provided at all polling locations for individuals requiring and requesting magnification.

Support workers and service animals will be allowed to remain with the voter, if so requested by the voter. Staff will be trained and prepared for this type of request (See Schedule 'A' attached)

## **ACTIONS TO BE TAKEN**

The following actions were taken before deciding to implement any solutions for the 2010 Municipal Election:

- 1) The 2009 and 2010 Loyalist Township Accessibility Plans were reviewed by staff.
- 2) The Lennox & Addington County Accessibility Advisory Committee was consulted and requested to provide suggestions.
- 3) Staff corresponded with ten service agencies (as suggested by the Accessibility Advisory Committee) to request assistance with notification to individuals who are members of these agencies. The request was to help educate electors with disabilities, of the voting options available to them or to suggest other methods to provide assistance.
- 4) The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Guide to Conducting Accessible Elections was reviewed and an accessibility checklist was prepared to effectively review each voting location (see Schedule 'B' attached).

# SOLUTIONS TO BE IMPLEMENTED FOR THE 2010 MUNICIPAL ELECTION

## 1. ON-LINE ACCESS TO THE VOTERS' LIST

The Voters' List will be available on-line for voters to check individually.

This is a web-based service that allows electors that log onto the municipal website to find out if they are on the voters' list as well as where they vote.

This may eliminate some phone calls to the municipal office and will assist those electors with disabilities who have access to an internet service. Hard copies of the voters' list will be available at the Odessa Election Office and the Amherst Island Ferry office for those electors who wish to physically attend to verify information.

Due to Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requirements, the voters' list cannot be left unattended and must be located in an office where the list can be effectively supervised. Therefore, the voters' list cannot be left at libraries or other facilities where supervision cannot be guaranteed.

## 2. USE OF TOUCH SCREEN VOTING MACHINES

In order to address the needs of visually impaired electors, touch screen voting machines will be used by those electors wishing to do so, who vote at the **advance voting location in Odessa** (available to electors from all wards) or at the **Amherstview Community Hall** located in Ward 3, **on Final Voting Day**.

Ballot cards are programmed by the machine operators. The card is inserted into the machine by a worker (DRO), and the ballot is displayed for the elector. When the DRO leaves the polling machine, the elector is able to vote for his/her selected candidate by

the touch of a finger on the screen. The print on the machine is capable of being enlarged to meet electors' needs.

For blind electors there is an ear set that can be used; the elector votes using a key pad that is similar to a telephone key pad. When the elector 'casts his ballot', the machine will make sufficient sound to make the workers aware that the ballot has been cast. If assistance is required the elector will be helped out of the voting location.

Only one touch screen unit has been leased for use during the 2010 municipal election. The unit will be provided at the **Odessa Advance Vote** (October 16, 2010) for use by electors with disabilities (from all wards).

It will also be available at the Final Voting Day location in Amherstview **for electors with disabilities (Amherstview polls only)**.

### **3. USING A MAGNIFIER PAGE ON ADVANCE VOTING DAY & FINAL VOTING DAY**

#### **Staff Requirements**

- Magnifiers will be placed at each poll location and left with the DRO;
- A DRO or Election Assistant will offer the use of a magnifier to all electors;
- Ensure that election workers are trained to provide a magnifier and to ask each elector if they wish to use one;
- Train workers to double check with those voters that they suspect may be able to benefit from the use of the magnifiers (see Schedule A).

## **4. ENSURE THAT ALL VOTING LOCATIONS ARE ACCESSIBLE**

### **Staff Requirements**

- When staff select the voting locations, it is important to ensure that accessibility issues are identified and included in the evaluation (See Schedule 'B' attached);
- Staff shall ensure that all voting locations are accessible. It is often difficult to find locations for polls that allow accessibility and maneuverability but every effort will be made to ensure that the best possible locations to allow for independent voting for voters with mobility needs, are selected;
- All voting locations approved must have ramps that will allow wheelchair access to the building;
- Ensure that individuals have easy access to buildings to vote;
- Ensure that wheelchairs can negotiate the parking lots;
- One wheelchair will be available at each polling location for use by persons with disabilities (2 will be available at the Amherstview polling location due to the large number of polls);
- Chairs will also be conveniently located in each polling location for individuals to sit down on in the event of long lineups.

## **5. DESIGNATE THE ENTIRE VOTING LOCATION, INCLUDING PARKING LOTS, AND THE POLL LOCATION**

### **Voter Requirements**

- Contact the Election Office to establish specific voting time if assistance is required to enter Polling Station;
- Contact Election Office to indicate if there will be a request to allow a voter to vote from the parking lot or at curbside;
- The voter must bring a friend when arriving to vote, to advise election workers that there is a voter in the parking lot/at curbside, who requires a ballot to be brought out to the car.

### **Staff Requirements**

- Staff will have to attend at the curb/parking lot to meet elector needs, if requested;
- Co-ordinate specific voting time – a poll worker (Election Assistant or DRO) will ensure that the voter is met and advise as to how long the voter can anticipate waiting;
- Staff to be trained on the Loyalist Township Customer Service policy regarding support workers and service animals.

## **6. ADEQUATE LIGHTING AROUND VOTING LOCATIONS THAT ARE NOT WELL LIT**

### **Staff Requirements**

- When staff select the voting locations, it is important to ensure that accessibility issues are identified and included in the evaluation (See Schedule 'B');
- Better signage will be provided to ensure all locations are clearly identified.

## **7. ENSURE DOORS ARE EASILY OPENED BY PEOPLE WITH MOBILITY ISSUES**

### **Staff Requirements**

- When staff select the voting locations, it is important to ensure that accessibility issues are identified and included in the evaluation (see Schedule 'B');
- The voting locations at the Amherst Island Fire Hall and the Odessa Agricultural Society buildings do not have automatic doors. An individual will be posted at the entrance door for the Odessa Agricultural Society to provide assistance in opening the doors, if required. The centre bay door will remain open at the Amherst Island Fire Hall and will be the entrance door for all voters attending this voting location;
- Additional staff will be available on Final Voting Day (October 25, 2010) to assist those individuals who require special assistance accessing the building;
- If door handles are difficult to open, staff are to place a piece of duct tape over the mechanism that latches the door closed.

## **8. ENCOURAGING PEOPLE WITH SPECIAL NEEDS TO VOTE PRIOR TO FINAL VOTING DAY**

### **Voter Requirements**

- None, except to vote on days other than Final Voting Day.

### **Staff Requirements**

- The advantage of voting at the Odessa Advance Voting location will be highlighted and advertised;
- Advertising to encourage voters with disabilities or accessibility issues to vote at Advance Voting location in Odessa to reduce waiting in long lines. Times that have been previously identified as peak voting times (i.e. between 4:30 p.m. and 7:30 p.m.) will be highlighted as the times that voters with disabilities would be encouraged to not attend at the polls;
- Have adequate measures in place to ensure that voters with special needs can vote with the least possible inconvenience;
- Note that voters who choose not to vote at Advance Day may be required to bring a “support person” to assist them at the poll. The support person will be required to take an Oral Oath before assisting the elector.

## **9. INCREASED STAFFING LEVELS ON FINAL VOTING DAY**

### **Staff Requirements**

- Election staff will be tested prior to their appointment in an attempt to ensure that they are able to deal with the pressure of high volumes of voting on Final Voting Day;
- Additional staff will be working on Final Voting Day to handle high volumes and to ensure there are sufficient workers available to provide assistance to voters with disabilities.

## **10. ADDITIONAL TRAINING FOR WORKERS**

### **Staff Requirements**

- Election staff will be tested prior to their appointment to positions in an attempt to ensure that they are able to deal with the pressure of high volumes of voting on Final Voting Day;
- Additional staff will be working on Final Voting Day to handle high volumes and to ensure there are sufficient workers available to provide assistance to voters with disabilities;
- Staff training will include Customer Service training (AODA) to ensure all workers are aware of the legislation and how to accommodate individuals with special needs. Workers will be advised that extra steps are to be taken to accommodate people with special needs to ensure that their voting experience is a positive one;
- Election staff will be well informed of the voting process as well as all of the available tools and assistive devices and how they may be used;
- Election staff will be trained to be sensitive to each elector's needs. Some electors with disabilities may not need help;
- Election staff will be trained on how to provide customer service to people with different disabilities.

# **SCHEDULE 'A'**

## **TRAINING**

Training will include:

- a) A requirement to monitor electors with disabilities to ensure that their needs are met. For example, an individual with a walker is in a long line, staff are to observe, and if it is felt that the elector is having difficulties, then offer a chair, ensure that their place is saved in the voting line-up, etc.;
- b) One wheelchair will be available in each polling location (two for the Amherstview location due to the number of polls). Staff will be trained on how to assist someone using a wheelchair, if required;
- c) A requirement to ensure that electors are aware that magnifiers are available if required throughout the day by routinely advising line-ups that may occur;
- d) Direction for election staff to observe electors during discussions with them, and if it appears that the voter is having difficulty understanding, ensure that the voter is able to clearly see and understand the speaker;
- e) Encouraging election workers to approach an elector if it appears that the elector requires assistance to get around in the polling location and how to offer assistance;
- f) Maintain a friendly and approachable demeanour, regardless of how tired, upset or hassled a worker may feel;
- g) Check the access doors frequently to offer assistance and watch for electors unable to easily enter the building. This will be assigned to at least one person in each voting location;
- h) Ensure that voters who have self-identified as voting in the parking lot or at curb side are met in a timely manner.

# **SCHEDULE 'B'**

## **Accessibility Checklists for Voting Locations:**

### **Advance Vote Day:**

- **Odessa Municipal Offices**
- **Amherstview Community Hall**
- **Bath Fire Hall**
- **Amherst Island Fire Hall**

### **Final Voting Day:**

- **Odessa Agricultural Society – Meeting Room**
- **Amherstview Community Hall**
- **Bath Fire Hall**
- **Amherst Island Fire Hall**



## Barrier – Free Accessibility Checklist

Location: \_\_Amherst Island Fire Hall, 955 Stella Forty Foot., Amherst Island\_\_

Phone Number: \_\_\_\_\_613-384-9224\_\_\_\_\_

Availability for Early Opening/Closing: \_\_\_\_\_yes\_\_\_\_\_

Feature	Notes	
<b>1. Parking</b>	Adequate number of parking spaces?	<b>YES</b> <b>NO</b>
	Number of Accessible Parking Spaces:	Signage needed
	Vertical Signage?	YES <b>NO</b>
	Pavement Markings?	YES <b>NO</b>
	Location in respect to the entrance way/distance to walk:	Walk through centre bay – one level – no steps
	Is there adequate lighting?	<b>YES</b> <b>NO</b>
	Style & location of lighting:	overhead fluorescent
	Surface:      PAVED <b>GRAVEL</b> CONCRETE	
<b>2. Walkways and ramps</b>	Accessible route from parking to entrance?	<b>YES</b> <b>NO</b>
	Surface & width of walkway?	n/a
	Curb cuts where required?	YES <b>NO</b>
	Width of curb cut	n/a
	Slope of curb cut	n/a
	Handrails      Required <b>Not Required</b> Available <b>Not Available</b>	
	Obstacles	level from parking lot – easy access - flat

Feature	Notes
3. Drop-off and Loading Zones	<b>Approach and Exit Design</b>
	Location <b>outside between bays</b>
	Signage <b>n/a</b>
	Lighting <b>wall mount fluorescent</b>
	Surface <b>PAVED GRAVEL CONCRETE</b>
	Appropriate for Voter Drop-off/Handi-Van <b>YES</b> NO
	Appropriate for delivery of election supplies <b>YES</b> NO
	Location of Bus Stop <b>n/a</b>
	Bus Shelter? <b>YES</b> <b>NO</b>
4. Entrances and Exterior Doors	Identify entrance to be used: <b>centre bay</b>
	Style of door handle: <b>garage door will be open</b>
	Width of door(s): <b>full garage door</b>
	Power Assist <b>Bay Door</b> <b>YES</b> NO
	Location of Button <b>panel left of door (code req'd)</b>
	Direction of Door Swing <b>Upward</b>
	Timing of Closure _____ Seconds
	If no power assist, weight of door
	Exterior lighting of entrance <b>wall mount</b>
Lighting in vestibule <b>n/a</b>	
Enough turnaround space in vestibule: <b>N/A</b>	
5. Lobby, Hallways & Corridors	<b>Path of travel from entrance:</b>
	Approximate length of path from exterior entrance to voting place: <b>20'</b>
	Does the path of travel pass through areas being used by the facility (e.g. classrooms) <b>YES</b> NO
	<b>Width of hallways:</b>
	Are there any interior doors? <b>YES</b> NO
	Lighting <b>ceiling fluorescent</b>
	Surface (will it be slippery if wet?) <b>YES</b> <b>NO</b>
	Obstacles? <b>NO</b>
	<b>Will queue be expected to extend to outdoors?</b> <b>YES</b> <b>NO</b> <b>If yes, is there shelter available?</b> <b>YES</b> <b>NO</b> <b>If no, location of queue</b>

Feature	Notes	
6. Interior Doors	Style of door handle: swing in	
	Width of Door: 31" without door 30"	
	Power Assist	YES NO
	Location of Button	
	Direction of Door Swing	Inward Outward
7. Stairways  N/A	NOTE: Locations with stairs may only be used if there is a ramp or elevator also available.	
	Handrails	YES NO
	Surface (will it be slippery if wet?)	
	Colour contrast on steps?	YES NO
	Lighting	
8. Fire Exits	Signage yes	
	Location above door	
	Is there an established evacuation procedure YES NO	
	Are fire exits accessible?	YES NO
9. Washrooms	Proximity to voting room within 5 feet - not accessible	
	Available to the Public?	YES NO
	Style of door handle swing out	
	Width of Door:	
	Power Assist	YES NO
	Location of Button	
	Direction of Door Swing	Inward Outward
	Timing of Closure	_____ Seconds
	If no power assist, weight of door	
	Cubicles	YES NO
Size of cubicle/turnaround		
Style of faucet	Knob	
Accessories/grab bars	hand rail	

Feature	Notes	
<b>10. Connectivity</b>	<b>Telephones</b> Landline available for election staff? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Location of landline meeting room wall mount Key required? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	<b>Two-way radio for communication with facility staff?</b> <div style="text-align: right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div>	
	<b>Pay phone</b> Location <div style="text-align: right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div>	
	<b>Internet Access</b> Is wireless available? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Location of jack (s) will be installed prior to election	
	<b>11.Voting Area</b>	<b>Size of voting room</b> 25' 6" x 13' 4"
		<b>Number of exits</b> 2
<b>Are tables available?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Height of tables</b> 29"		
<b>Size of tables ( l x w )</b>		
<b>Number of tables available</b> as needed		
<b>Any chairs available?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Number of chairs available</b> as needed		
<b>Location of power outlets</b> wall mount 5		
<b>Washroom facilities for staff?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

**Comments:** \_\_\_\_\_

Accessible signage needs to be installed - temporary pole mounted

Middle bay should have fire truck removed so there is clear access to the meeting room

Middle bay door to be left open for access by all voters.

Amherst Island Fire Hall – Meeting Room  
Amherst Island

Advance Vote and Final Voting Day Location



Amherst Island Fire Hall – front view  
Adequate Parking  
Requires Accessible Parking Sign



3 Bays - Centre Bay door to be open  
on voting days  
Fire Truck in centre bay to be removed



Overhead fluorescent lighting in bays  
Access route to meeting room



Meeting Room – tables to be re-arranged  
Several outlets available



Entrance door to meeting room  
will not accommodate a wheelchair  
Voters with disabilities may have to  
be accommodated outside in bay



Washroom available for staff and voters  
**Not** accessible washroom



## Barrier – Free Accessibility Checklist

Location:  Bath Fire Hall, 222 Church St. Bath, ON

Phone Number:  613-352-7744

Availability for Early Opening/Closing:  yes

Feature	Notes		
<b>1. Parking</b>	Adequate number of parking spaces?	<b>YES</b>	<b>NO</b>
	Number of Accessible Parking Spaces:	<b>1</b>	
	Vertical Signage?	<b>YES</b>	<b>NO</b>
	Pavement Markings?	<b>YES</b>	<b>NO</b>
	Location in respect to the entrance way/distance to walk:	<b>Very good</b>	
	Is there adequate lighting?	<b>YES</b>	<b>NO</b>
	Style & location of lighting:	<b>wall mount and pole light</b>	
	Surface:	<b>PAVED</b>	<b>GRAVEL</b>
<b>2. Walkways and ramps</b>	Accessible route from parking to entrance?	<b>YES</b>	<b>NO</b>
	Surface & width of walkway?	<b>Good</b>	
	Curb cuts where required?	<b>YES</b>	<b>NO</b>
	Width of curb cut		
	Slope of curb cut		
	Handrails	<b>Required</b>	<b>Not Required</b>
		<b>Available</b>	<b>Not Available</b>
Obstacles	<b>Mountable curb at accessible parking spot has eroded and is chipped – to be repaired</b>		

Feature	Notes
3. Drop-off and Loading Zones	Approach and Exit Design 15'
	Location Rear & Front of Building
	Signage
	Lighting
	Surface PAVED GRAVEL CONCRETE
	Appropriate for Voter Drop-off/Handi-Van YES NO
	Appropriate for delivery of election supplies YES NO
	Location of Bus Stop n/a
	Bus Shelter? YES NO
4. Entrances and Exterior Doors	Identify entrance to be used: Front
	Style of door handle: Automatic / pull
	Width of door(s):
	Power Assist YES NO
	Location of Button left on wall
	Direction of Door Swing Inward Outward
	Timing of Closure _____ Seconds
	If no power assist, weight of door
	Exterior lighting of entrance pocket lights
5. Lobby, Hallways & Corridors	Lighting in vestibule Fluorescent ceiling
	Enough turnaround space in vestibule: YES NO
	Path of travel from entrance: good
	Approximate length of path from exterior entrance to voting place: 16'
	Does the path of travel pass through areas being used by the facility (e.g. classrooms) YES NO
	Width of hallways: 9' x 6' need to remove mats
	Are there any interior doors? YES NO
	Lighting Fluorescent ceiling
	Surface (will it be slippery if wet?) YES NO
Obstacles?	Will queue be expected to extend to outdoors? YES NO
	If yes, is there shelter available? YES NO
	If no, location of queue

Feature	Notes			
6. Interior Doors	Style of door handle: pull – doors to be left open on election day			
	Width of Door: 6' 2"			
	Power Assist	YES	NO	
	Location of Button			
	Direction of Door Swing	Inward	Outward	
7. Stairways  n/a	NOTE: Locations with stairs may only be used if there is a ramp or elevator also available.			
	Handrails	YES	NO	
	Surface (will it be slippery if wet?)			
	Colour contrast on steps?	YES	NO	
	Lighting			
8. Fire Exits	Signage	yes		
	Location	over existing doors		
	Is there an established evacuation procedure		YES	NO
	Are fire exits accessible?	YES	NO	
9. Washrooms	Proximity to voting room		in foyer	
	Available to the Public?		YES	
	Style of door handle		lever	
	Width of Door:		33"	
	Power Assist	YES	NO	
	Location of Button			
	Direction of Door Swing	Inward	Outward	
	Timing of Closure		Seconds	
	If no power assist, weight of door		unknown	
	Cubicles	YES	NO	
Size of cubicle/turnaround				
Style of faucet		lever		
Accessories/grab bars		Grab bars		

Feature	Notes	
<b>10. Connectivity</b>	<b>Telephones</b>	
	Landline available for election staff?	<b>YES</b> NO
	Location of landline	
	Key required?	YES <b>NO</b>
	Two-way radio for communication with facility staff?	YES <b>NO</b>
	Pay phone	YES <b>NO</b>
<b>11.Voting Area</b>	Location	
	<b>Internet Access</b>	
	Is wireless available?	<b>YES</b> NO
	Location of jack (s)	will be available on election day
	Size of voting room	26' x 15'
	Number of exits	2
	Are tables available?	<b>YES</b> NO
	Height of tables	PAKFLATT TO BE USED
	Size of tables ( l x w )	
	Number of tables available	as needed
	Any chairs available?	<b>YES</b> NO
	Number of chairs available	as needed
	Location of power outlets	wall mount 10
	Washroom facilities for staff?	<b>YES</b> NO

**Comments:** \_\_\_\_\_

Mountable curb at wheel chair parking to be repaired and accessible parking spot markings to be painted blue.

Inside doors to hall to remain open during voting hours

Mats may have to be removed.

May require all voters to use the front entranceway (to be decided later).

Pakflatt to be used instead of voting screens.

## Bath Fire Hall - Meeting Room

Bath

### Advance Vote and Final Voting Day Locations



Bath Fire Hall - front entrance  
Adequate parking at rear



Automatic push button Accessible door



Accessible Parking area and ramp  
Pavement not Painted or Marked



Mountable Curb deteriorating, to be repaired



Accessible ramp to front entranceway



Automatic, accessible interior doors  
Spacious foyer



Automatic accessible doors (foyer view)  
Mats may have to be removed



Male and female accessible washrooms  
In foyer



Meeting area - Large and spacious  
Emergency exit within meeting area



2<sup>nd</sup> set of entry doors into meeting room  
To remain open during voting hours



## Barrier – Free Accessibility Checklist

Location: Loyalist Township Office, 263 Main St. Odessa

Phone Number: 613-386-7351 x 175

Availability for Early Opening/Closing: YES

Feature	Notes	
1. Parking	Adequate number of parking spaces?	<b>YES</b> NO
	Number of Accessible Parking Spaces:	<b>3</b>
	Vertical Signage?	<b>YES</b> NO
	Pavement Markings?	<b>YES</b> NO
	Location in respect to the entrance way/distance to walk:	
	Is there adequate lighting?	<b>YES</b> NO
	Style & location of lighting:	<b>OVERHEAD, POLE FIXTURES</b>
	Surface:	<b>PAVED</b> GRAVEL CONCRETE
2. Walkways and ramps	Accessible route from parking to entrance?	<b>YES</b> NO
	Surface & width of walkway?	
	Curb cuts where required?	<b>YES</b> NO
	Width of curb cut	
	Slope of curb cut	
	Handrails	Required <b>Not Required</b> Available Not Available
	Obstacles	

Feature	Notes
3. Drop-off and Loading Zones	Approach and Exit Design
	Location <b>Ramp at side of building</b>
	Signage
	Lighting
	Surface <b>PAVED</b> GRAVEL CONCRETE
	Appropriate for Voter Drop-off/Handi-Van <b>YES</b> NO
	Appropriate for delivery of election supplies <b>YES</b> NO
	Location of Bus Stop <b>N/A</b>
	Bus Shelter? YES <b>NO</b>
4. Entrances and Exterior Doors	Identify entrance to be used: <b>FRONT DOOR</b>
	Style of door handle: <b>PULL</b>
	Width of door(s): <b>6'</b>
	Power Assist <b>YES</b> NO
	Location of Button <b>TO LEFT OF DOOR</b>
	Direction of Door Swing <b>Inward</b> Outward
	Timing of Closure _____ <b>5</b> _____ Seconds
	If no power assist, weight of door <b>n/a</b>
	Exterior lighting of entrance <b>OVERHEAD</b>
5. Lobby, Hallways & Corridors	Path of travel from entrance: <b>DIRECT</b>
	Approximate length of path from exterior entrance to voting place: <b>10'</b>
	Does the path of travel pass through areas being used by the facility (e.g. classrooms) YES <b>NO</b>
	Width of hallways: <b>n/a</b>
	Are there any interior doors? <b>YES</b> NO
	Lighting
	Surface (will it be slippery if wet?) YES <b>NO</b>
	Obstacles? <b>MATS TO BE REMOVED</b>
	Will queue be expected to extend to outdoors? YES <b>NO</b>
	If yes, is there shelter available? YES NO
	If no, location of queue <b>Area inside vestibule can accommodate</b>

Feature	Notes
6. Interior Doors	Style of door handle: PULL
	Width of Door: 6'
	Power Assist YES NO
	Location of Button LEFT OF DOOR
	Direction of Door Swing Inward Outward
	Timing of Closure 5 Seconds If no power assist, weigh of door
7. Stairways	NOTE: Locations with stairs may only be used if there is a ramp or elevator also available. Outside steps only
	Handrails YES NO
	Surface (will it be slippery if wet?) No
	Colour contrast on steps? YES NO
	Lighting overhead
8. Fire Exits	Signage
	Location FRONT DOOR SAME AS ENTRANCE
	Is there an established evacuation procedure YES NO
	Are fire exits accessible? YES NO
9. Washrooms	Proximity to voting room adjacent
	Available to the Public? YES NO
	Style of door handle PUSH FROM OUTSIDE
	Width of Door: 35"
	Power Assist YES NO
	Location of Button
	Direction of Door Swing Inward Outward
	Timing of Closure _____ Seconds
	If no power assist, weight of door unknown
	Cubicles 2 YES NO
	Size of cubicle/turnaround
Style of faucet TURN & LEVER	
Accessories/grab bars YES	

Feature	Notes
10. Connectivity	Telephones
	Landline available for election staff? <b>YES</b> <b>NO</b>
	Location of landline <b>IN IMMEDIATE AREA</b>
	Key required? <b>YES</b> <b>NO</b>
	Two-way radio for communication with facility staff?
	<b>YES</b> <b>NO</b>
Pay phone	<b>YES</b> <b>NO</b>
Location	
Internet Access	
Is wireless available? <b>YES</b> <b>NO</b>	
Location of jack (s) <b>in area</b>	
11.Voting Area	Size of voting room <b>9 x 10 &amp; 10 x 6</b>
	Number of exits <b>2</b>
	Are tables available? <b>YES</b> <b>NO</b>
	Height of tables <b>PAKFLATT TO BE USED</b>
	Size of tables ( l x w ) <b>n/a</b>
	Number of tables available <b>as required</b>
	Any chairs available? <b>YES</b> <b>NO</b>
	Number of chairs available <b>AS MANY AS REQUIRED</b>
	Location of power outlets <b>IMMEDIATE AREA</b>
	Washroom facilities for staff? <b>YES</b> <b>NO</b>

Comments: \_\_\_\_\_

Mats to be removed.

Clutter to be removed or moved to area away from voting areas (vestibule and reception area of office).

Pakflatt to be provided instead of voting screens.

Inside doors to reception area to be left open when advance voting station is operating.

**ODESSA MUNICIPAL OFFICES – 263 MAIN STREET, ODESSA**

**Advance Vote Location**



Front entranceway



Accessibility Ramp from parking lot



3 Accessible Parking Spaces – upright sign and pavement marking



Automatic push button door (outside door)



Inside Doors



Automatic doors – push button



Front Foyer  
Location for touch screen  
and Pakflatt voting screens (vote tabulators  
may also be located here)



Office reception Area – location for  
computer and possibly a vote tabulator



## Barrier – Free Accessibility Checklist

Location: Amherstview Community Hall, 108 Amherst Dr, Amherstview

Phone Number: 613-389-9046

Availability for Early Opening/Closing: Yes

Feature	Notes	
1. Parking	Adequate number of parking spaces?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Number of Accessible Parking Spaces:	<u>1</u>
	Vertical Signage?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Pavement Markings?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Location in respect to the entrance way/distance to walk:	<u>Adjacent to door</u>
	Is there adequate lighting?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Style & location of lighting:	<u>wall mount either side door/pole light</u>
	Surface:	<input checked="" type="checkbox"/> PAVED 80% <input checked="" type="checkbox"/> GRAVEL 20%
2. Walkways and ramps	Accessible route from parking to entrance?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Surface & width of walkway?	<u>Cement 5'</u>
	Curb cuts where required?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Width of curb cut	<u>n/a</u>
	Slope of curb cut	<u>7"</u>
	Handrails	Required <input checked="" type="checkbox"/> Not Required Available <input type="checkbox"/> Not Available
	Obstacles	

Feature	Notes
3. Drop-off and Loading Zones	Approach and Exit Design
	Location <b>good</b>
	Signage <b>good</b>
	Lighting <b>good</b>
	Surface <b>PAVED</b> GRAVEL CONCRETE
	Appropriate for Voter Drop-off/Handi-Van <b>YES</b> NO
	Appropriate for delivery of election supplies <b>YES</b> NO
	Location of Bus Stop <b>west corner of Amherst Dr</b>
	Bus Shelter? <b>YES</b> NO
4. Entrances and Exterior Doors	Identify entrance to be used: <b>yes</b>
	Style of door handle: <b>automatic open</b>
	Width of door(s): <b>35"</b>
	Power Assist <b>YES</b> NO
	Location of Button <b>right side door</b>
	Direction of Door Swing <b>Inward</b> <b>Outward</b>
	Timing of Closure <b>5</b> Seconds
	If no power assist, weight of door
	Exterior lighting of entrance <b>wall mount either side door</b>
5. Lobby, Hallways & Corridors	Path of travel from entrance: <b>4'</b>
	Approximate length of path from exterior entrance to voting place: <b>10'</b>
	Does the path of travel pass through areas being used by the facility (e.g. classrooms) <b>YES</b> <b>NO</b>
	Width of hallways:
	Are there any interior doors? <b>YES</b> NO
	Lighting <b>ceiling fluorescent</b>
	Surface (will it be slippery if wet?) <b>YES</b> <b>NO</b>
	Obstacles? <b>None – mats may have to be removed</b>
	Will queue be expected to extend to outdoors? <b>YES</b> <b>NO</b>
	If yes, is there shelter available? <b>YES</b> <b>NO</b> If no, location of queue <b>inside</b>

Feature	Notes		
6. Interior Doors	Style of door handle:	open	
	Width of Door:	35" to be left open	
	Power Assist	YES	NO
	Location of Button		
	Direction of Door Swing	Inward	Outward
	Timing of Closure	will be left open	Seconds
7. Stairways	NOTE: Locations with stairs may only be used if there is a ramp or elevator also available.		
	Handrails	YES	NO
	Surface (will it be slippery if wet?)		
	Colour contrast on steps?	YES	NO
	Lighting		
8. Fire Exits	Signage	yes	
	Location	By Exterior Doors and Kitchen	
	Is there an established evacuation procedure	YES	NO
	Are fire exits accessible?	YES	NO
9. Washrooms	Proximity to voting room		
	Available to the Public?	YES	NO
	Style of door handle	manual lever	
	Width of Door:	3'	
	Power Assist	YES	NO
	Location of Button		
	Direction of Door Swing	Inward	Outward
	Timing of Closure	_____ Seconds	
	If no power assist, weight of door		
	Cubicles	YES	NO
Size of cubicle/turnaround	ok		
Style of faucet	lever		
Accessories/grab bars	yes		

Feature	Notes	
<b>10. Connectivity</b>	<b>Telephones</b>	
	Landline available for election staff?	YES NO
	Location of landline	by bar
	Key required?	YES NO
	Two-way radio for communication with facility staff?	YES NO
	Pay phone Location	YES NO
<b>11.Voting Area</b>	Size of voting room	very large area and will easily accommodate the number of polls
	Number of exits	2
	Are tables available?	YES NO
	Height of tables	Pakflatt to be provided
	Size of tables ( l x w )	n/a
	Number of tables available	AS REQUIRED
	Any chairs available?	YES NO
	Number of chairs available	AS REQUIRED
	Location of power outlets	LOCATED ON WALL OK
	Washroom facilities for staff?	YES NO

**Comments:** \_\_\_\_\_

Automatic Door must be turned on at opening of polls & turned off at close of polls.

Interior set of doors to be left open when voting stations are open.

Pakflatt to be provided instead of voting screens.

**Amherstview Community Hall  
108 Amherst Drive, Amherstview**

**Advance Vote and Final Voting Day Locations**



1 Accessible Parking Space – Upright sign Mounted on the wall, pavement marking



Entranceway with Accessibility Ramp



Automatic Door – must be turned on Swings out



Vestibule and coat room – fairly large area



Large area for voting stations



2<sup>nd</sup> view of voting area



Emergency Exit (main  
1 of 3)



## Barrier – Free Accessibility Checklist

Location: Loyalist Township Office, 263 Main St. Odessa

Phone Number: 613-386-7351 x 175

Availability for Early Opening/Closing: YES

Feature	Notes	
1. Parking	Adequate number of parking spaces?	<b>YES</b> NO
	Number of Accessible Parking Spaces:	<b>3</b>
	Vertical Signage?	<b>YES</b> NO
	Pavement Markings?	<b>YES</b> NO
	Location in respect to the entrance way/distance to walk:	
	Is there adequate lighting?	<b>YES</b> NO
	Style & location of lighting:	<b>OVERHEAD, POLE FIXTURES</b>
	Surface:	<b>PAVED</b> GRAVEL CONCRETE
2. Walkways and ramps	Accessible route from parking to entrance?	<b>YES</b> NO
	Surface & width of walkway?	
	Curb cuts where required?	<b>YES</b> NO
	Width of curb cut	
	Slope of curb cut	
	Handrails	Required <b>Not Required</b> Available Not Available
	Obstacles	

Feature	Notes
3. Drop-off and Loading Zones	Approach and Exit Design
	Location <b>Ramp at side of building</b>
	Signage
	Lighting
	Surface <b>PAVED</b> GRAVEL CONCRETE
	Appropriate for Voter Drop-off/Handi-Van <b>YES</b> NO
	Appropriate for delivery of election supplies <b>YES</b> NO
	Location of Bus Stop <b>N/A</b>
	Bus Shelter? YES <b>NO</b>
4. Entrances and Exterior Doors	Identify entrance to be used: <b>FRONT DOOR</b>
	Style of door handle: <b>PULL</b>
	Width of door(s): <b>6'</b>
	Power Assist <b>YES</b> NO
	Location of Button <b>TO LEFT OF DOOR</b>
	Direction of Door Swing <b>Inward</b> Outward
	Timing of Closure _____ <b>5</b> _____ Seconds
	If no power assist, weight of door <b>n/a</b>
	Exterior lighting of entrance <b>OVERHEAD</b>
5. Lobby, Hallways & Corridors	Path of travel from entrance: <b>DIRECT</b>
	Approximate length of path from exterior entrance to voting place: <b>10'</b>
	Does the path of travel pass through areas being used by the facility (e.g. classrooms) YES <b>NO</b>
	Width of hallways: <b>n/a</b>
	Are there any interior doors? <b>YES</b> NO
	Lighting
	Surface (will it be slippery if wet?) YES <b>NO</b>
	Obstacles? <b>MATS TO BE REMOVED</b>
	Will queue be expected to extend to outdoors? YES <b>NO</b>
	If yes, is there shelter available? YES NO
	If no, location of queue <b>Area inside vestibule can accommodate</b>

Feature	Notes
6. Interior Doors	Style of door handle: PULL
	Width of Door: 6'
	Power Assist YES NO
	Location of Button LEFT OF DOOR
	Direction of Door Swing Inward Outward
	Timing of Closure 5 Seconds If no power assist, weigh of door
7. Stairways	NOTE: Locations with stairs may only be used if there is a ramp or elevator also available. Outside steps only
	Handrails YES NO
	Surface (will it be slippery if wet?) No
	Colour contrast on steps? YES NO
	Lighting overhead
8. Fire Exits	Signage
	Location FRONT DOOR SAME AS ENTRANCE
	Is there an established evacuation procedure YES NO
	Are fire exits accessible? YES NO
9. Washrooms	Proximity to voting room adjacent
	Available to the Public? YES NO
	Style of door handle PUSH FROM OUTSIDE
	Width of Door: 35"
	Power Assist YES NO
	Location of Button
	Direction of Door Swing Inward Outward
	Timing of Closure _____ Seconds
	If no power assist, weight of door unknown
	Cubicles 2 YES NO
	Size of cubicle/turnaround
Style of faucet TURN & LEVER	
Accessories/grab bars YES	

Feature	Notes
10. Connectivity	Telephones
	Landline available for election staff? YES NO
	Location of landline IN IMMEDIATE AREA
	Key required? YES NO
	Two-way radio for communication with facility staff?
	YES NO
Pay phone	YES NO
	Location
Internet Access	Is wireless available? YES NO
	Location of jack (s) in area
11.Voting Area	Size of voting room 9 x 10 & 10 x 6
	Number of exits 2
	Are tables available? YES NO
	Height of tables PAKFLATT TO BE USED
	Size of tables ( l x w ) n/a
	Number of tables available as required
	Any chairs available? YES NO
	Number of chairs available AS MANY AS REQUIRED
	Location of power outlets IMMEDIATE AREA
	Washroom facilities for staff? YES NO

Comments: \_\_\_\_\_

Mats to be removed.

Clutter to be removed or moved to area away from voting areas (vestibule and reception area of office).

Pakflatt to be provided instead of voting screens.

Inside doors to reception area to be left open when advance voting station is operating.

**ODESSA AGRICULTURAL SOCIETY  
MEETING ROOM**

**231 MAIN STREET, ODESSA**

**Final Voting Day Location**



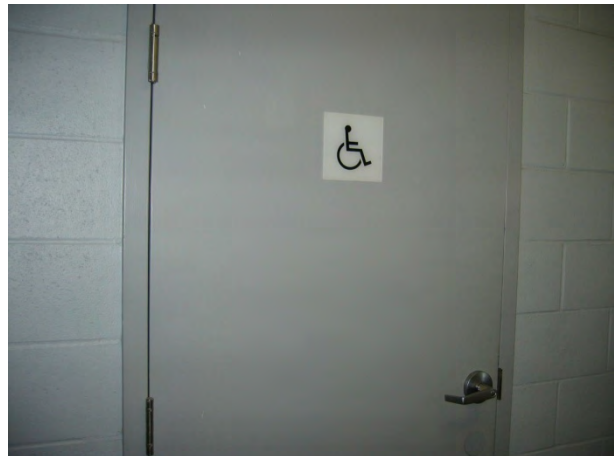
Entranceway to Meeting Room  
(One entrance to be used by everyone)



Accessible Ramp (currently under repair)



Entranceway – coat rack and matting and other  
Clutter to be removed (fairly spacious entryway)



Accessible washroom available  
(door swings out)



Voting Area – very spacious, many outlets,  
Emergency exit (1 of 4) Good Lighting



Gravel and grass parking area  
Accessible parking not marked



Entrance off Main Street, Odessa (not well marked)  
Entranceway off County Road 6 not identified by signage