



Prince Edward County 2026 Municipal Election Accessibility Plan

Version 1: March 19, 2026

Version 2: April 20, 2026

Endorsed by the Accessibility Advisory Committee on April 20, 2026.

This document is available in alternative formats upon request.

Table of Contents

Overview	3
1. Mandate.....	3
2. Legislative Requirements	3
3. The Plan	4
Staff Training.....	4
4. Election Staff Training.....	4
Provision of Election Information and Communications	5
5. Election information	5
6. Notice of Temporary Service Disruptions	7
Accessible Voting.....	7
7. Voting methods.....	7
8. In-person voting at voting locations	8
9. Internet Voting	9
Voting Locations.....	10
10. Accessibility Checklist.....	10
11. Entrance and Exits.....	11
12. Interior11	
13. Parking	11
14. Service Animals	11
15. Curbside Voting	12
Special Voting Provisions.....	14
16. Special Voting Provisions	12
Candidates	13
17. Candidates	13
Third-Party Advertisers.....	13
18. Third-party Advertiser's responsibility	13
Continuous Improvement	13
19. General.....	13
20. Reporting.....	14
21. Feedback.....	15

Overview

1. Mandate

- 1.1 Prince Edward County ("The County") is committed to conducting a 2026 Municipal Election that is accessible, inclusive, and compliant with Section 12.1 of the Municipal Elections Act, 1996. The Clerk's Office is dedicated to identifying, removing, and preventing barriers to ensure that all electors and candidates can participate fully in the democratic process. Election services will be delivered in a manner that respects the dignity, independence, and integration of persons with disabilities, ensuring they have the opportunity to vote and campaign privately and independently. Where barriers cannot be fully removed, the County will provide appropriate accommodations and voting assistance to ensure equal opportunity for all.
- 1.2 The Prince Edward County 2026 Municipal Elections Accessibility Plan (hereafter referred to as the "Plan") supports and strengthens Prince Edward County's commitment and effort to identify, remove and prevent barriers that respond to the needs of people with differing abilities.
- 1.3 The Clerk is responsible for the conduct of the 2026 Municipal Election in accordance with the Municipal Elections Act, 1996 (the "Act").

2. Legislative Requirements

The specific legislative requirements regarding accessibility under the *Act* are as follows:

- 2.1 Section 12.1 (1) The Clerk shall have regard to the needs of electors and candidates with disabilities.
- 2.2 Section 12.1 (2) 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 prior to voting day.
- 2.3 Section 12.1(3) Within ninety (90) days after voting day, the Clerk shall prepare a public report outlining the measures taken to identify, remove, and prevent barriers affecting electors and candidates with disabilities.
- 2.4 Section 41(3) The Clerk shall provide specialized ballots or voting tools (such as tactile templates or large-print formats) as necessary to allow electors with visual impairments to vote independently and without assistance.
- 2.5 Section 45(2) In establishing the locations of voting places, the Clerk shall ensure that each location is accessible to electors with disabilities.
- 2.6 Alignment with AODA Standards: The procedures and practices outlined in this Plan are designed to align with the Integrated Accessibility Standards Regulation (O. Reg. 191/11) under the Accessibility for Ontarians with Disabilities Act, 2005

(AODA). This includes adherence to the County's Multi-Year Accessibility Plan and core principles of dignity, independence, integration, and equal opportunity.

3. The Plan

3.1 The plan was developed in consultation with the County's Accessibility Advisory Committee.

3.2 The objectives of the Plan are to ensure that:

- **Independent Participation:** Electors with disabilities are able to independently and privately cast their ballots and verify their selections through the use of assistive voting technologies and accessible formats.
- **Information Equity:** Persons with disabilities have full and equal access to all election-related information, including candidate information and details on when and where to vote, provided in accessible formats upon request.
- **Inclusive Engagement:** Persons with disabilities have the opportunity to participate fully in the 2026 Municipal Election in any capacity—whether as an elector, a candidate, or an election official.
- **Proactive Communication:** Accessibility measures are broadly communicated through multiple channels—including print media, voter notification cards, the County website (meeting WCAG 2.0 standards), and social media—to ensure electors are aware of the supports available to them.
- **Site Accessibility:** All physical voting locations undergo rigorous accessibility audits to ensure they are barrier-free for both electors and election staff.
- **Staff Excellence and Sensitivity:** All election officials receive specialized training on accessible customer service standards and the Integrated Accessibility Standards Regulation (IASR) to ensure a positive, respectful, and accommodating environment for all participants.
- This Plan is a "living document" and it may be improved and updated as best practices and opportunities for improvement are identified.
- The County will continue to develop and adjust its approach in order to meet the needs of persons with differing abilities. The review of meeting accessibility requirements and initiatives, and addressing and removing barriers is ongoing.

Staff Training

4. Election Staff Training

4.1 Providing comprehensive training to elections staff is crucial to making the election accessible to all.

4.2 The County is committed to ensuring that the recruitment, assessment, and selection processes for the 2026 Municipal Election are inclusive and accessible. In accordance with the Integrated Accessibility Standards Regulation (O. Reg. 191/11), the Clerk's Office shall:

- Notify all applicants and the public about the availability of accommodations during the recruitment process;
- Consult with applicants who request accommodation to provide or arrange for suitable supports that take into account the individual's accessibility needs; and
- Inform successful candidates of the County's policies for supporting employees with disabilities, including procedures for providing job-related information in accessible formats.

4.3 Under the direction of the Clerk/Returning Officer, all Election Officials must complete comprehensive training prior to performing their duties. This training ensures that staff can support electors and candidates with disabilities in a manner that respects their dignity, independence, and right to a secret ballot.

4.4 All people carrying out election duties, as Election Officials, will complete the County's Accessible Customer Service Training as well as Accessible Election Training. Accessibility training will include the following:

- Accessible Communication: Techniques for interacting with persons with various disabilities (visible and non-visible) and using clear, plain language;
- Support & Assistive Devices: Best practices for interacting with individuals who use assistive devices, service animals, or support persons.
- Barrier Identification: Real-time identification and mitigation of physical or environmental barriers at voting locations (e.g., ensuring clear paths of travel and proper signage).
- Assistive Technology: Hands-on instruction on the operation of specialized voting equipment (e.g., audio-tactile interfaces or magnifying tools).
- Ballot Integrity: Procedures for providing "voter assistance" while strictly maintaining the privacy and secrecy of the elector's vote as required by the Municipal Elections Act.
- Emergency Procedures: Ensuring evacuation and safety protocols account for the needs of persons with disabilities.

Provision of Election Information and Communications

5. Election information

- 5.1 The 2026 Municipal Election Accessibility Plan is available on the [County's website](#) or at the Municipal Clerk's Election Office located at 246 Main Street, Wellington. Alternative formats will be made available upon request.
- 5.2 Information on the 2026 Municipal Election will be available at the following locations:
 - [County Website](#)
 - County's social media pages [Facebook](#), [Instagram](#) and [X](#)
 - in person at 246 Wellington Street, Wellington
 - by telephone 613-476-2148 ext. 1026 or 1021
 - by email at elections@pecounty.on.ca
- 5.3 All communication items, promotional materials, forms, and documents will comply with the Integrated Accessibility Standards Regulation.
- 5.4 Any candidate nomination will occur in an accessible location. Additional accommodations will be available upon request.
- 5.5 Any third-party advertiser registration will occur in an accessible location. Additional accommodations will be available upon request.
- 5.6 Promotional initiatives will aim to create awareness of accessible features and ensure voters have the necessary information to visit a voting location to cast their ballot or vote online.
- 5.7 Documents and forms will notify electors, candidates and third-party advertisers that the information is available in an alternative format upon request. Once a request has been made, the requester and the Clerk and/or their designate will agree upon a format that meets the needs of the individual.
- 5.8 Promotional material will aim to utilize [clear print guidelines](#).
- 5.9 Ensure election information is available online in clear and simple language. Continuously updating election information on the election website to reflect the most recent developments and information.
- 5.10 Ensuring all web pages are W3C Consortium WCAG 2.0 Level AA compliant.
- 5.11 Ensuring the interactive mapping web application is accessible and includes accessibility information about voting locations.
- 5.12 In the event the information is not generated by The County or is supplied by a third-party, the County will make every effort to obtain the information from the third-party in an alternate format and/or will attempt to assist the elector by providing assistive equipment.

6. Notice of Temporary Service Disruptions

- 6.1 In the event of an unplanned disruption to election facilities or services (e.g., a power outage at a voting location, or a website failure), the Clerk shall implement a formal Notice of Service Disruption. This protocol ensures that electors with disabilities are informed of barriers in real-time and provided with immediate alternatives.
- 6.2 The Clerk shall provide notice through all available and practical channels, including:
- The County's official website and dedicated election portal;
 - Official social media channels;
 - Local radio and print media; and
 - Physical signage posted at the point of the disruption (e.g., the entrance of a voting location).
- 6.3 In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, each notice shall clearly communicate:
- The Reason: A brief explanation of why the service or facility is unavailable.
 - The Duration: The estimated timeframe for restoration or a scheduled update.
 - The Alternative: A description of the alternative facilities or methods available to ensure the elector can still cast their ballot or access information (e.g., redirecting to the nearest accessible voting location or providing a paper-based alternative to a digital service).
- 6.4 The Clerk's Office is committed to ensuring that during any disruption, the "alternative methods" provided respect the dignity and independence of the elector. Every effort will be made to ensure that the disruption does not result in the disenfranchisement of any person with a disability.

Accessible Voting

7. Voting methods

- 7.1 The 2026 County of Prince Edward Municipal Election will be working with Voatz Voting Systems to provide in-person tabulator voting by ballot at voting locations and internet voting services to eligible voters.
- 7.2 Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

8. In-person voting at voting locations

8.1 For voters who prefer to vote by ballot at a traditional voting location, there will be trained Election Officials to provide assistance.

8.2 Election Officials to mitigate voting place accessibility issues by doing the following when needed, including but not limited to:

- Helping open doors without automated power door openers.
- Directing voters to the accessible entrance if it is different from the main entrance.
- Performing final accessibility checks to verify the accessibility of the voting location.
- Making sure individuals are able to access assistive devices and have their support person near them at all times.
- Receiving feedback regarding the accessibility of the elections
- Ensuring voting locations are free of obstacles.

Locations of each voting location listed below:

Voting Location	Advanced Voting Day (October 17, 2026)	Voting Day (October 26, 2026)
Prince Edward County Community Centre	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
Bloomfield Town Hall	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
Wellington and District Community Centre	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
Rossmore Fire Hall	No advanced voting	10 a.m. to 8 p.m.
Ameliasburgh Town Hall	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
Athol Central School	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.

Hillier Town Hall	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
North Marysburgh Town Hall	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
South Marysburgh Town Hall	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.
Demorestville Town Hall	10 a.m. to 4 p.m.	10 a.m. to 8 p.m.

8.3 The Wellington and Picton voting locations will have Accessible Voting Ballot Marker Devices. This technology allows integrated accessible voting to allow all voters to cast a ballot and can be added to operate with any DS200 Voting Machine Tabulator. It is designed to provide electors with a private and independent method to mark, review and cast their ballot. Every elector is provided with the same unmarked paper ballot. If an elector would like to mark their ballot using an assistive device, the Election Official will provide instructions on the Ballot Marking Device voting process and options. The elector will use the Audio Tactile Interface (ATI) assistive vote selector device or optional additional assistive devices such as paddles or sip-and-puff. Electors are encouraged to bring their own personal sip-and-puff devices.

8.4 People with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

8.5 Each voting location will be equipped with magnifying sheets to assist voters if needed.

8.6 Election Officials will be available to assist any voter who is unable to cast a ballot or may have difficulty with reading or writing. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.

9. Internet Voting

9.1 Eligible voters may vote online, using their personal smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their qualifying information, to access the internet address provided on their Voter Notification Card.

9.2 The Voatz Internet Voting System has been created to meet the Web Content Accessibility Guidelines (WCAG-2.2 Level AA), so that persons with disabilities

can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

9.3 The Voatz web apps (VWA) support these browser-compatible capabilities:

- NVDA, VoiceOver, TalkBack and JAWS screen readers
- Predictable layout and navigation
- Configurable font size
- Voice Control (on MacOS)
- Speech-to-Text (for write-ins)
- Flexible session timeout limitations

9.4 Internet voting provides the convenience and independence of voting from anywhere using their own personal devices during the October 17 – 26, 2026 internet voting period.

9.5 Internet voting provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation.

Voting Locations

10. Accessibility Checklist

10.1 In order to ensure that each voting location is accessible to electors with differing abilities, an Accessible Voting Location Inspection Checklist has been prepared to evaluate each voting location. The Checklist is attached hereto as Appendix A.

The Accessibility Checklist includes an assessment of the following:

- Parking areas
- General exterior and interior amenities of facility
- Entrances and hallways
- Elevators, if applicable
- Fire safety
- General layout
- Public washrooms

- Facility signage
- 10.2 Upon completion of the inspection/checklist, a list of any barriers which have been identified will be reviewed to determine if they can be modified or removed entirely, to accommodate all electors or if an alternative location is required.

11. Entrance and Exits

- 11.1 The route to the entrance of the voting locations shall be unobstructed and accessible. The route shall be wide enough to allow for an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely.
- 11.2 Doors into a voting area shall be easy to open or shall remain propped open for the duration of the voting location hours. If doors are heavy, difficult to open, or have handles that are out of reach, the doors will be propped open in a safe manner.
- 11.3 All entrances and pathways will be posted with way-finding signage.
- 11.4 Routine checks of entrance and exit routes will be made throughout the hours of operation.

12. Interior

- 12.1 Access to the voting location interior and voting area shall be level and slip-resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards.
- 12.2 The voting area shall be well lit and seating shall be available.
- 12.3 Signage on the floor shall be provided to help guide voters through the voting locations.
- 12.4 Accessible voting booths will be available at each voting location. Voting booths will be low in height and have a wide area to allow individuals who use mobility or assistive devices to vote independently and privately.

13. Parking

- 13.1 Designated or reserved parking for people with disabilities will be provided close to the entrance at all voting locations. Accessible parking spaces will be clearly marked with the international symbol of accessibility. If needed, an increase in the usual accessible parking limits will be temporarily implemented.
- 13.2 Curb cuts will be highlighted so voters with mobility aids can access the road or sidewalk. Routine checks of the access routes to the entrance of the voting location will be made throughout the day.

14. Service Animals

14.1 Individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

15. Curbside Voting

15.1 To allow an elector with a disability, or other matter the ability to vote, a deputy returning officer shall attend on the elector anywhere within the area designated as the voting place, in accordance with section 48(3) of the Act.

15.2 The person who has accompanied the voter to the voting location shall notify the Election Constable that assistance is required.

15.3 If no one has accompanied the voter to the voting location, they will be directed to call the Elections Line via signage which should be placed at the accessible parking space(s)

15.4 A Deputy Returning Officer will go to the curb to ensure that the voter has the proper identification.

15.5 The Deputy Returning Officer will then return inside the voting location with the voter's identification to ensure that the voter is on the voters' list.

15.6 If the voters name is on the voters list the Election Assistant will remove the voter from the voters list and the Deputy Returning Officer will take the proper ballot and marking pen and secrecy folder to the voter at the curb.

15.7 If the voter is not on the voters list but has the proper identification an EL 15 will be required to add the voter and then proceed.

15.8 The voter will then mark the ballot and place in the secrecy folder and give to the Deputy Returning Officer. The Deputy Returning Officer and the person who brought the voter to the voting location (if applicable) will take the ballot to the Super DRO to be inserted into the vote tabulator. If no one has accompanied the voter to the voting location, the DRO should ask the voter to remain at the curb until the DRO confirms to them that their vote has been successfully cast.

16. Special Voting Provisions

16.1 Special Voting Locations will be established at designated times on Voting Day at the following facilities in order to allow eligible residents of the facility the opportunity to vote:

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

16.2 The times of the Special Voting Locations on Voting Day will vary.

- 16.3 If a voter is unable to physically attend the voting location, the Deputy Returning Officer may attend to voters in their specific living areas or at least bedside to assist them to vote. All Deputy Returning Officers and Election Officials will take an Oath of Secrecy for this purpose.

Candidates

17. Candidates

- 17.1 Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are fully accessible.
- 17.2 Quick reference documents to assist candidates with accessible elections considerations will be available by the Accessibility Directorate of Ontario.
- 17.3 Expenses which are incurred by a candidate with a disability that are directly related to the disability, and which would not have been incurred except for the purpose of running for an office in the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

Third-Party Advertisers

18. Third-party Advertiser's responsibility

- 18.1 Third-party advertisers must have regard to the needs of the electors and candidates with disabilities. Advertisements, signs and other materials should be reviewed in order to ensure they are in compliance with the Integrated Accessibility Standards Regulation 191/11 under the *Accessibility for Ontarians with Disability Act, 2005*.

Continuous Improvement

19. General

- 19.1 The Clerk's Office is committed to the ongoing identification, removal, and prevention of barriers for persons with disabilities. This Accessibility Plan is a "living document" that evolved through meaningful consultation with the County's Accessibility Advisory Committee (AAC). The AAC provides vital expertise in ensuring our programs, services, and facilities remain inclusive and compliant with the Accessibility for Ontarians with Disabilities Act (AODA).
- 19.2 To ensure a barrier-free experience on Election Day and throughout the nomination period:
- **Election Day Support:** Clerk's Office staff are deployed and available to address immediate accessibility concerns at all voting locations.
 - **Feedback Mechanism:** We invite voters, candidates, and staff to provide feedback on the accessibility of the election process. Feedback can be submitted

in multiple formats, including in-person, by telephone, in writing, or via the municipal website.

- **Post-Election Report:** In accordance with the *Municipal Elections Act*, the Clerk will prepare a public report within 90 days of voting day, outlining the specific measures taken to identify and remove barriers. This report will incorporate public feedback to improve future election cycles.
- **Accessible Transportation:** The County has partnered with Quinte Transit to offer free public transit to all electors on advance voting day, Saturday, October 17, and election day, Monday, October 26. The free transit service will bring you to and from any voting location in the County. You must book your ride in advance to access the service. Electors can confirm their voting location by visiting the County's [online interactive ward map](#) or by checking their Voter Notification Card. Once you have confirmed your voting location, refer to the [transit schedule for that location](#) and then book your free transit ride by contacting County Transit at 613.392.0640 or by visiting [countytransit.ca](#).

20. Reporting

- 20.1 Pursuant to **Section 12.1(3) of the *Municipal Elections Act, 1996***, the Clerk shall prepare and submit a formal report to Council within 90 days following Voting Day on accessibility. This report will serve as the official record of the municipality's performance in identifying, removing, and preventing barriers that affect electors and candidates with disabilities.
- 20.2 The report will provide a comprehensive analysis of the following areas:
 - Site Inspections: An evaluation of the physical accessibility of all voting locations, including any temporary measures (e.g., ramps, signage) implemented for Election Day.
 - Technology & Tools: A review of the effectiveness of accessible voting equipment (e.g., Voter Assistance Terminals) and digital communication tools.
 - Feedback Integration: A summary of all accessibility-related feedback received from the public, candidates, and the Accessibility Advisory Committee.
 - Staff Training: An assessment of the accessibility training provided to election officials and its impact on the voter experience.
- 20.3 The findings of this report will be used to update the Multi-Year Accessibility Plan and inform the logistics for future election cycles. To ensure maximum transparency the report will be made available to the public in multiple formats (e.g., large print, digital/screen-reader friendly).
- 20.4 The report will be shared directly with the Accessibility Advisory Committee for their review and further recommendations.

20.5 The report will be posted prominently on the Municipal Website.

21 Feedback

21.1 Feedback can be submitted through the following methods:

In person or by mail to the Clerk/Returning Officer, or designate at the Clerk's Election Office located at 246 Main Street, Wellington, ON

Online by submitting an [Accessibility Feedback Form](#)

By telephone: 613-476-2148 extension 1021 or 1026

By E-mail: elections@pecounty.on.ca

Additional Resources

The following documents are additional resources:

- [The County's Website](#)
- 2026 Municipal Election Procedures
- [Prince Edward County Multi-Year Accessibility Plan](#)
- [The County's Accessibility Policy](#)
- [Municipal Elections Act, 1996](#)
- [Accessibility for Ontarians with Disability Act, 2005](#)

Voting Locations Accessibility Checklist

Completed By:		Date:	
----------------------	--	--------------	--

1. General Building Information

Building Name:			
Building Address:			
On-Site Elections Contact Name:		Phone:	
Building Owner:	The County	Phone:	

2. Building Type

Public	Special Voting Location	Other
Community Centre	Hospital	Church
School	Long-term care	Elks Lodge
Fire Hall	Retirement Home	
Library	Addiction Treatment Centre	
Town Hall		

3. Parking

	Yes	No	# spaces	Notes
Is parking available?				
Is accessible parking available? Minimum size 12' x 19'				
Are all accessible parking spaces reserved with signage?				
Are all accessible parking spaces designated with pavement markings?				
Is the parking area well lit?				

4. Building Entrance

	Yes	No	Notes
Is there a route into the building that does not require use of stairs?			
Is the accessible route easy to travel?			
Is it a short distance to travel?			
Distance from the accessible parking space to the accessible entrance?		Feet	

	Yes	No	Notes
Is it free of obstructions (ex curbs)?			
Do curbs have curb-cuts at parking, driveways AND drop-off area?			
Route is a firm, slip-resistant surface?			
Is there a ramp located in the path of travel? Is the width more than 36"?			
Is the ramp wider than 36"?			
If the ramp is longer than 29.5', does it have a 5'x5' landing area?			
Does the slope of the route into the building remain under 5 degrees?			
Is the accessible entrance visible from the parking lot and sidewalks?			
If the accessible entrance is not visible from the parking lot and sidewalks, is there directional signage?			
Is the path well lit?			

5. Accessible Building Entry Door

	Yes	No	Notes
Is the accessible entry different than the main entrance?			
Is the door width at least 32'?			
Is the door threshold not more than 1/2" high? (note height if higher)			
Does the entrance have a door handle?			
Is there a power door operator?			
Does the power door operator work?			
Does the door enter directly into the voting room? (if not, explain route)			
Is the accessible entrance visible from the parking lot?			

6. Interior Route to Voting Room

	Yes	No	Notes
Is the path of travel from the accessible entrance to the voting room free of stairs?			
Does the accessible path require use of an elevator?			
If there is an elevator, is the location clearly marked?			
Does the elevator work?			

	Yes	No	Notes
Can the elevator be used independently? (ie no staff person required)			
Do all interior paths have a firm, slip-resistant surface?			
Are door thresholds under 1/2" in height? (note height if higher)			
Are interior doors at least 32" wide?			
Are interior doors propped open?			

7. Voting Room

Voting Room name			
Voting Room location	Basement	1st floor	2nd floor Other:
Voting Room dimensions			
If no electrical outlets, where is closest one located? (room name and distance)			
	Yes	No	Notes
Are there working electrical outlets in the Voting Room? (verify by testing)			
Are chairs and tables supplied?			# Supplied: chairs tables
Is lighting in the room satisfactory?			
Will the facility be free of construction/closures prior to Election Day? (if planned construction, give detail)			Detail:

8. Washrooms

	Yes	No	Notes
Are washrooms available for staff?			
Are washrooms available for the public?			
Is there an accessible washroom for use by elections staff?			
Is there an accessible washroom for the public?			
Are staff and public washrooms shared?			
Is there directional signage to washrooms?			
Are the washrooms well lit?			
How far are the accessible washrooms from the Voting Room?			

Attachment: Exterior route of travel drawing from sidewalk and accessible parking

Attachment: Interior route of travel floorplan drawing

Attachment: Photographs

OFFICE USE ONLY

Accessible	Accessible WITH modifications	Not accessible
------------	-------------------------------	----------------

Accessible WITH the following modifications:	
Exterior	Directional signage needed from accessible parking to accessible entrance
	Cones needed
	Curb ramp needed
	Prop accessible door open
Interior	Accessibility Officer Needed
	Prop interior doors open
	Threshold ramp # needed: _____ Size:
	Temporary ramp needed to cover stairs # stairs:
	Interior directional signage needed

Additional Logistics
Location requires tables and chairs? How many are needed? _____chairs _____ tables

I.T notes

OPS notes