

**THE MUNICIPAL CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**

BY-LAW NO. 30 - 2026

Being a By-Law to authorize Vote by Mail for Municipal Elections;

WHEREAS Section 42 of the *Municipal Elections Act R.S.O. 1996*, as amended, provides that a Municipal Council may pass a by-law authorizing an alternative voting method;

AND WHEREAS the Council for the Township of Killaloe, Hagarty and Richards deems it appropriate and in the public interest to conduct the 2018 Municipal Election, and all subsequent Municipal Elections, using a Vote by Mail method;

NOW THEREFORE the Council of the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. The alternative voting method of **Vote by Mail** is hereby authorized for the Municipal Election to be held in 2026.
2. In this by-law, words shall have the same meaning as defined or set out in the *Municipal Elections Act R.S.O. 1996*, as amended, and in addition, the following are defined:

Voting Place means the municipal building and property located at 47 Mill Street in Killaloe, ON.

Advanced Ballot Return Station means a voting place where electors, who prefer to deliver or have delivered their completed ballots, may deposit the ballots prior to Voting Day directly into the care of the Clerk, or authorized designate, rather than forwarding their ballots by mail.

Voting Day Ballot Return Station means a voting place where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots on Voting Day directly into the care of the Clerk, or authorized designate, rather than forwarding their ballots by mail.


Complete Voting Package means the set of documents mailed to each elector at the elector's address on the revised voter's list or such revised address as is authorized by the elector in writing to the Clerk on or before Nomination Day, including:

- Outer Envelope
- Return Envelope (Yellow – Business Reply)
- Ballot Secrecy Envelope (Coded with Ward Number)
- Ballot
- Voter Declaration Form
- Such other material as the clerk deems necessary

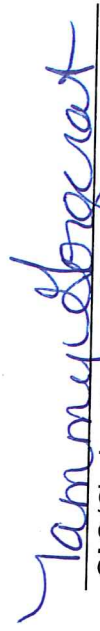
3. It is the responsibility of every elector to complete the ballots in accordance with the *Municipal Elections Act R.S.O. 1996*, and the procedures authorized by this By-Law and to return the completed ballots to the Clerk by mail, or by deposit at an Advance Ballot Return Station or a Voting Day Ballot Return Station, on or before 8:00 PM on Voting Day.
4. No proxy voting provisions are applicable at Municipal Elections conducted in accordance with this by-law.
5. The Clerk's procedures and rules for the Municipal Elections, authorized by Section 42 of the *Municipal Elections Act R.S.O. 1996*, as amended, are annexed hereto as Schedule "A", but in accordance with the *Municipal Elections Act R.S.O. 1996*, as amended, the Clerk may vary the procedures from time to time as appropriate.

6. Pursuant to Section 12.1 of the *Municipal Elections Act R.S.O., 1996*, as amended, the Township of Killaloe, Hagarty and Richards shall have regard to the needs of electors and candidates with disabilities, therefore, the Municipal Accessibility Policy is annexed hereto as Schedule "B".
7. Any person, corporation or trade union found guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act R.S.O., 1996*, as amended may be prosecuted pursuant to the provisions of the said Act, Section 89 to 94.2 inclusive.
8. This By-Law replaces By-Law No. 10 - 2022 and shall take effect on the date of final passing.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED THIS 21st DAY OF APRIL 2026.



Mayor – Dave Mayville



CAO/Clerk – Tammy Gorgetat

SCHEDULE "A"
To By-Law No. 30 - 2026

The Corporation of the Township of Killaloe, Hagarty and Richards

Clerk's Rules and Procedures, Municipal Elections

1. ELECTION PERSONNEL:

The Clerk may appoint, in writing, Deputy Returning Officers and such other Election Officials as required to assist in the administration of the election process, including but not limited to, revising the voter's list, management and control of the Vote By Mail system, security of the election, counting of ballots, tabulating results, issuance of notices and printing of materials. Written appointment of election officials and delegations of duties shall include the authority to require a person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act R.S.O. 1996*, as amended.

2. REVISION OF VOTER'S LIST PROCEDURE:

- a) The period for revisions to the voter's list is from September 1, 2026 to the close of voting on October 26, 2026. Persons, upon application in writing on the appropriate form, may have their own name added, removed or information added or amended on the voter's list.
- b) The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting-on-voting day if the clerk is satisfied that the person has died.
- c) A person may make an application to the Clerk requesting that a deceased person's name be removed from the voters' list during the period that begins on September 1, 2026 and ends at the close of voting on October 26, 2026.
- d) Revisions to the voters list will be made at the municipal office, 1 John Street, Killaloe, ON, on forms available from the Clerk, during regular office hours up to October 23, 2026. Revisions to the Voter's List on October 26, 2026 may be made at the Voter's Day Ballot Return Station from 10:00 AM to 8:00 PM. Applications for revision to the Voter's list may be filed in person or by mail by the applicant or by his/her authorized agent.
- e) Electors added to the Voters List up to and including September 11, 2026 will receive their Vote By Mail Kit by mail from Data Fix.
- f) Electors added to the Voters List after September 11, 2026 may pick up their Vote By Mail Kit at the Municipal Office located at 1 John Street, Killaloe, ON. Alternatively, and if, in the opinion of the Clerk, there is sufficient time for the elector to receive their Vote by Mail Kit via Canada Post, it can be mailed to the elector from the Municipal Office. It is the responsibility of the elector to ensure that their ballot is returned to the Municipality prior to the close of the poll on October 26, 2026 at 8:00 PM.

3. VOTE BY MAIL PROCEDURE:

- a) The Municipality, in conjunction with Data Fix, will provide the Vote by Mail Kit to every person who qualifies to be an elector.
- b) The Vote by Mail Kit shall consist of:
 - Outer Envelope
 - Yellow Return Envelope (With pre-paid postage)
 - Ballot Secrecy Envelope (Coded with Ward Number)
 - Ballot

- Voter Declaration Form/Instruction Sheet
 - Such other material as the Clerk deems necessary
- c) The Clerk, during the week of September 25, 2026, shall cause to be mailed to every elector who has qualified to be on the Voters' List by September 11, 2026 a Vote by Mail Kit, to the elector's address as shown on the Voters' List.
- d) If a qualified elector **who is on the Voter's List**, does not receive his/her Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued. The elector shall be required to complete an Application for Replacement Vote by Mail Kit form prior to the issuance of a new ballot kit.
- e) If a qualified elector **whose name is not on the Voter's List** wishes to receive a Vote by Mail Kit, the kit may be issued at the Municipal Office during normal office hours, up to 4:30 PM on October 23, 2026. A Vote by Mail Kit may also be issued between the hours of 10:00 AM and 8:00 PM on Election Day at the Voting Day Ballot Return Station. In either of these instances, the applicant shall complete an Application to Amend Voters' List form, and in addition, must either provide proof of identity and residence as described in *Municipal Election Act, 1996*, c.32, Ontario Regulation 304/13, or completes the prescribed form, pursuant to Section 52 of the *Municipal Elections Act, 1996*, c.32.
- f) If a qualified elector brings their Vote by Mail Kit to the Ballot Return Station and have not signed their Declaration Form, they shall be required to sign the Declaration Form that was provided in their Vote by Mail Kit, however, if they do not have the Declaration Form, one shall be provided to them by election staff. The elector is required to sign the Declaration Form prior to casting their ballot.
- g) A Master Voters' List containing deletions, amendments and additions, along with a list of those persons who have voted to date, and those persons who have been issued with Vote by Mail Kits by the Municipality, will be maintained by the Clerk or his/her designate. This list may be inspected by candidates and scrutineers during regular Municipal Office hours and on October 26, 2026 up to 8:00 PM.
- h) Voting packages shall be mailed to the elector's address as shown on the voter's list. Electors wishing to redirect voting packages must make the request in writing to the Clerk on a form available from the Municipal Office. Should a voting package be returned to the municipality as "undelivered", it shall be marked invalid and stored in a separate, sealed ballot box, under the care of the Clerk. A new ballot shall be issued to the elector once a proper mailing address has been established. **It is the responsibility of the elector to ensure that the Clerk is aware of their proper mailing address.**

4. **REJECTION OF BALLOTS:**

In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996*, as amended, the following conditions will also cause a ballot to be rejected if:

- a) upon opening the Return Vote Envelope there is no Voter Declaration Form;
- b) upon opening the Return Vote Envelope, the Voter Declaration Form is not signed by the elector to whom it was issued;
 - i. Municipal staff will make every effort to contact the elector to give them the opportunity to sign the declaration form. If, due to time restrictions between the time the ballot and unsigned declaration is received at the municipal office and the date of the election, municipal staff do not think it feasible to return the ballot to the elector for his/her signature, the ballot shall be marked as rejected, and filed.
- c) upon opening the Return Vote Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;

- d) there are identifiable marks on the sealed Ballot Secrecy Envelope;
- e) upon opening the sealed Ballot Secrecy Envelope at the Ballot Counting Centre, the envelope contains more than one ballot; and
- f) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot that has not been marked, it will be counted as a Ballot Used but Unmarked by Elector.
- g) Ballots received by the Clerk after 8:00 PM on Voting Day shall not be counted but shall be date-stamped, placed in a sealed ballot box and retained for the statutory document retention period.

5. **COUNTING OF VOTES:**

- a) The Ballot Counting Centre shall be located at the Voting Station at 47 Mill Street, Killaloe, ON.
- b) As soon after 8:00 PM as possible on Voting Day, the doors to the Ballot Counting Centre will be locked, ballot boxes will be sealed and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8:00 PM will not be permitted to return. Cell phones or other communications equipment shall not be permitted in the Ballot Counting Centre, other than for the use of Election Officials. Neither Candidates nor Scrutineers shall interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official. No campaign material will be allowed in the Ballot Counting Centre, or in the Voting Place. The ballots and completion of the statements of results shall be undertaken by counting teams appointed by the Clerk.
- c) The procedure for counting of votes and disposition of all election materials shall proceed as set out in the *Municipal Elections Act R.S.O. 1996*, as amended.

6. **TABULATION PROCEDURES:**

- a) Tabulation of the Statements of Results will be conducted in the Ballot Counting Centre.
- b) Tabulation of results for each elected position will be calculated and posted as the information is received from the Ballot Counting Centre. These results will be considered to be "unofficial results" until they are certified by the Clerk.

7. **ANNOUNCEMENTS OF RESULTS:**

- a) Official Results of the vote will be posted by the Municipality of Killaloe, Hagarthy and Richards as soon as possible after voting day.

8. **SECURITY OF THE BALLOT PRIOR TO VOTING:**

- a) Ballots will be printed under the supervision of Data Fix and the number of ballots printed will be forwarded to the Clerk.
- b) Data Fix will mail a ballot to each person identified on the Voter's List and the number of ballots used will be forwarded to the Clerk.
- c) In addition to the ballots mailed, and to accommodate those persons who are added to the Voter's List, the Clerk will receive approximately 10% more ballots for each of the three wards.

- d) The number of ballots distributed by the Clerk to persons qualifying to be voters will be recorded.

9. **SECURITY OF THE BALLOT DURING/AFTER THE VOTE:**

- a) Upon receiving the prepaid **yellow return envelope** by mail or from a Ballot Return Station, the envelope will be opened and upon verification, the sealed Ballot Secrecy Envelope will be stored in sealed ballot boxes. The number of Ballot Secrecy Envelopes will be recorded daily.
- b) At the end of each day the Clerk or designated Election Official, in the presence of another designated Election Official, shall affix a seal to each of the ballot boxes, initial the seal and place the sealed ballot boxes in a secure place. Each morning the Clerk or designated Election Official shall retrieve the ballot boxes, and in the presence of another designated Election Official, inspect the seals to ensure that they are intact, then break the seals to access the slots for use during the day.
- c) On Voting Day, the sealed ballot boxes shall be delivered to the Voting Centre by the Clerk or his/her designate, for use during the voting process. If the boxes are full, they shall be retained in the care of the Clerk in a secure location until after the close of the poll on voting day, after which time they will be transported to the Ballot Counting Centre by the Clerk or his/her designate.
- d) After the count, each bundle of ballots, along with the duplicate original Statement of Results, will be placed back in the ballot box, the box will be sealed and initialed by the Clerk or designated Election Official, and transferred to a secure place under the control of the Clerk.

10. **FORM OF BALLOT:**

The form of ballot will be a "Composite Ballot".

11. **BALLOT RETURN STATION:**

For the time period from the mailing by Data Fix of the voter packages to 4:30 PM on October 23, 2026, the Municipal Office located at 1 John Street, Killaloe ON, shall, during normal office hours, serve as the Ballot Return Station.

12. **VOTING DAY BALLOT RETURN STATION:**

The Voting Day Ballot Return Station shall be located at 47 Mill Street, Killaloe, ON from 10:00 AM to 8:00 PM on October 26, 2026.

13. **SCRUTINEERS:**

- a) A certified candidate may appoint, in writing, scrutineers to be present during voting and the counting of votes including daily receipt of return ballot packages and updating the Voter's List accordingly. A scrutineer shall, on request, show proof of appointment to the Clerk or his/her designate, and the scrutineer or candidate who wishes to remain in the voting place, shall take an oral oath of secrecy, which shall be administered by the DRO. One scrutineer for each candidate is permitted for each ballot box in the Ballot Return Stations or Ballot Counting Centre, but the number of scrutineers is reduced by one while the candidate who appointed them is present at the designated places. There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who makes the appointment.
- b) All scrutineers must comply with the provisions of the *Municipal Elections Act, 1996*, as amended.

14. **EMERGENCIES:**

In the event of an emergency or any circumstance that, in the opinion of the Clerk, may undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the conduct of the election.

15. **AMENDMENTS TO THIS DOCUMENT:**

- a) The Clerk has, at any time, the right to amend this document to facilitate the vote, count, tabulation of the votes, and security.
- b) The Clerk's ruling on any interpretation of this document is final.

SCHEDULE "B"
To By-Law No. 30 – 2026



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
2026 MUNICIPAL ELECTION ACCESSIBILITY PLAN

1. Purpose

The Township of Killaloe, Hagarty and Richards is committed to conducting the 2026 Municipal Election in a manner that is accessible to all electors and candidates. The Township will promote accessibility through the development and implementation of election policies, procedures, and practices that respect dignity, independence, integration, and equal opportunity.

The purpose of this Plan is to identify the measures the Township will take to recognize, remove, and prevent barriers affecting electors and candidates with disabilities in the administration of the 2026 Municipal Election. This Plan is intended to be a living document and may be updated as additional best practices, operational needs, or accessibility improvements are identified.

2. Legislative Authority

This Plan is intended to support compliance with:

- *Municipal Elections Act, 1996*
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Integrated Accessibility Standards Regulation, O. Reg. 191/11*
- Ontario Human Rights Code

The *Municipal Elections Act, 1996* provides, that:

- the Clerk shall have regard to the needs of electors and candidates with disabilities;
- each voting place must be accessible to electors with disabilities;
- ballot changes may be made to allow electors with visual impairments to vote without assistance, where applicable; and
- within 90 days after voting day, the Clerk must prepare a public report on the identification, removal, and prevention of barriers affecting electors and candidates with disabilities.

3. Guiding Principles

The Township will administer the 2026 Municipal Election in accordance with the following principles:

- integrity of the election process;
- secrecy and confidentiality of the individual vote;
- fairness and consistency;
- accessibility for voters; and
- certainty that results reflect votes cast.

Accessibility-related decisions and services will also be guided by:

- dignity;
- independence;
- integration; and
- equal opportunity.

4. Scope

This Plan applies to all election-related services, information, facilities, procedures, and interactions associated with the 2026 Municipal Election, including election information and public notices, candidate-facing services, voting locations, mail-in voting, voting place assistance and supports, election official training, feedback and complaints, and post-election accessibility reporting.

5. Roles and Responsibilities

5.1 Clerk

The Clerk is responsible for the conduct of the election and for overseeing implementation of this Accessibility Plan. The Clerk is also responsible for preparing and making available the post-election accessibility report required under the *Municipal Elections Act, 1996*.

5.2 Election Officials

Election Officials are responsible for providing election services in an accessible manner, completing all required accessibility training, responding appropriately to accessibility needs at the voting place, and escalating issues to the Clerk or designate where necessary.

5.3 Township Staff and Service Providers

Township staff and any service providers involved in election administration shall provide services consistent with this Plan and the Township's broader accessibility obligations.

6. Barrier Identification and Review

The Township recognizes that barriers may be attitudinal, organizational or systemic, architectural, physical, information or communication related, and technological.

For the 2026 Municipal Election, the Township will seek to identify, remove, and prevent barriers through:

- review of election procedures and voter-facing processes;
- review of candidate-facing processes;
- review of election information and public notices;
- inspection of voting locations prior to final approval;
- provision of alternate formats and communication supports upon request;
- training of Election Officials; and
- collection and review of accessibility-related feedback before, during, and after the election.

7. Accessible Election Information and Communications

The Township will make reasonable efforts to ensure that election information is communicated in accessible ways.

Upon request, and in consultation with the person making the request, the Township will provide or arrange for accessible formats and communication supports where feasible and practicable, in a timely manner and at no greater cost than that charged to others. Where election information is produced by a third party, the Township will make every reasonable effort to obtain the information in an accessible format or otherwise assist the elector or candidate.

Accessible election information may include notices of nomination and voting, voter information materials, voting instructions, candidate information, accessibility notices, and service disruption notices.

All electronic and digital election-related web content and web-based documents posted by the Township will, where required by applicable accessibility legislation and except where exemptions apply, be provided in an accessible format and maintained in a manner consistent with applicable web accessibility standards. Where a document cannot be made fully accessible, the Township will provide an accessible alternative upon request.

8. Candidate Accessibility

The Township will make reasonable efforts to ensure that candidates with disabilities can access:

- election-related information in accessible formats upon request;
- candidate service interactions in an accessible manner;
- election-related facilities used for candidate services; and
- communication supports, where feasible and practicable.

Candidates are encouraged to contact the Clerk's Office by phone, email, in writing or in person in advance if accommodation is required for nomination filing or any other election-related process.

9. Voting Place Accessibility

A Voting Place Site Evaluation Form (see Appendix "A"), shall be completed before confirming a site as a voting place.

The site review will include assessment of:

- voting place location;
- interior layout;
- parking areas;
- entrances;
- fire and life safety;
- general layout and services;
- interior accessible routes;
- public washrooms; and
- signage and information systems.

Where barriers are identified, the Township will review whether they can be removed or mitigated through site-specific accommodations. If a location cannot reasonably be made accessible, the Township will consider alternate arrangements.

10. Voting Method Accessibility

10.1 Mail-In Voting

For mail-in voting, the Township will make reasonable efforts to ensure that instructions are clear and accessible, electors may contact the Clerk's Office for assistance with the process, related public information is available in accessible formats upon request, and the process respects privacy and independence.

10.2 In-Person Voting

For in-person voting, the Township will provide accessible voting places and support measures described in this Plan, including site review, staff assistance where permitted, and accommodation of support persons and assistive devices.

11. Assistance and Supports at the Voting Place

The Township will make reasonable efforts to ensure that electors with disabilities can vote independently and privately while also receiving assistance where required.

11.1 Support Persons

A support person may accompany an elector with a disability to assist with communication, mobility, personal care, medical needs, or access to services, subject to applicable election procedures and prescribed oath requirements where necessary.

11.2 Assistive Devices

Electors may use their own assistive devices where consistent with the safe and orderly conduct of the voting place.

11.3 Service Animals

Persons with disabilities accompanied by a service animal will be permitted access to Township election facilities open to the public unless otherwise excluded by law. Where an animal is excluded by law, the Township will make reasonable efforts to provide other measures to enable access to the service.

11.4 Election Official Assistance

Election Officials may assist an elector where assistance is requested or required in accordance with election procedures and legislative requirements.

11.5 Curbside or Alternative Assistance

If permitted by Township election procedures, curbside or alternative assistance may be provided where an elector cannot access the established voting area due to a disability.

12. Accessibility Training for Election Officials

All Election Officials will be required to complete accessibility-related training appropriate to their duties.

Election accessibility training for 2026 will include:

- the Township's obligations under the *Municipal Elections Act, 1996* relating to accessibility;
- respectful interaction and communication with persons with disabilities;
- how to provide assistance while preserving dignity, privacy, and secrecy of the vote;
- support persons, assistive devices, and service animals;
- voting place accessibility procedures;
- service disruption procedures;
- feedback and complaint handling; and
- escalation of accessibility concerns.

The Township will maintain a record of the training provided, including training dates and the number of individuals trained.

13. Feedback and Complaints

The Township welcomes feedback on the accessibility of election services. Feedback may be submitted in writing, by telephone, by email, by fax, or in person to:

Township of Killaloe, Hagarty and Richards

1 John St., Box 39

Killaloe, ON K0J 2A0

Phone: 613-757-2300

Fax: 613-757-3634

Email: info@khrtownship.ca

The Township will review accessibility-related feedback and use it, where appropriate, to improve election administration and inform the post-election accessibility report.

14. Accessible Service Disruptions

Temporary disruptions to accessible election services or facilities may occur for reasons within or beyond the Township's control.

Where possible, notice of a planned disruption will be given in advance. Where advance notice is not possible, the Township will provide notice as soon as practicable. Notice may be communicated through postings at the affected location, postings at other municipal facilities, the Township website, and municipal social media accounts.

15. Post-Election Accessibility Report

Within 90 days after voting day in the regular election, the Clerk will prepare a report about the identification, removal, and prevention of barriers that affected electors and candidates with disabilities and will make the report available to the public.

The post-election accessibility report should include:

- barriers identified before, during, and after voting;
- accessibility feedback received;
- measures taken to remove or mitigate barriers;
- service disruptions affecting accessibility;
- observations regarding voting place accessibility; and

recommendations for future municipal elections.

Appendix "A"



Voting Place Site Evaluation Form

Name _____ of _____ Voting _____ Place: _____

Address: _____

Phone _____ Number: _____

Contact _____ Name: _____

Checklist

Voting Place Location	Yes	No
Is the voting location located on route that is served by accessible public transportation?		
Are the name and address of the building clearly visible from the street and sidewalk?		
If needed, is there a pedestrian crosswalk close by? Where there is a change in level, for example, where the sidewalk meets the street, is there a curb cut?		
Interior Layout of the Voting Place	Yes	No
Is the voting room placed as close as possible to accessible entrances?		
Will the layout of the room provide sufficient space to allow for a five – foot turning radius between the tables and voting screens? This is required for ease of movement for those electors who use mobility devices such as walkers, scooters and wheelchairs.		
Does the layout provide room for extra seating for voters and scrutineers? Extra seating may be required for voters who require a chair while waiting in lines.		
Parking Areas	Yes	No
Is accessible parking available for electors? At least one accessible parking space should be provided on the shortest, safest accessible route to the accessible building entrance.		

Is the accessible parking space clearly marked with the International symbol of Accessibility?		
Is the parking space firm and level?		
Are curb cuts or other transitional infrastructure in place near parking and along route to primary entrance?		
Is the space large enough to meet the needs of an elector who uses a van equipped with a wheelchair lift?		
Are the parking spaces and route of travel properly maintained? Snow and ice should be removed and uneven surfaces repaired as soon as possible.		
Entrances		
Is the entrance easy to see?	Yes	No
Is the entrance well lit?		
Is the entrance accessible? If there are steps, there needs to be a ramp so people using mobility aids or who have mobility impairments can get in. Steps, even a small single step, can make a voting facility inaccessible to many people with disabilities and seniors.		
Is the ramp well designed and safe? Does it have handrails on both sides? Does it have a suitable slope?		
Is the door hardware accessible? Are there lever or pull handles? Be sure the door hardware passes the "Fist test". This means it can be operated by a person using a closed fist.		
Is the doorway wide enough for a person using a wheelchair or scooter to pass through?		
Accessible door: <ul style="list-style-type: none"> • Opens automatically; • Has power assisted door operators; or • Can be easily opened with one hand. 		
Fire and Life Safety		
A fire policy and/or fire safety plan is available to Election Officials and includes provisions for the evacuation of people with disabilities	Yes	No
Main exit routes and exit doors are easily accessed and used by people using mobility aids.		
Exit instructions are printed in large text, and mounted in an accessible, highly visible location.		
Fire alarms have both visual and audible signals.		
Fire hose cabinets and fire extinguishers are in a highly contrasting colour.		

A first aid station/kit is available to Election Officials.		
General Layout and Services	Yes	No
Queuing areas and serving aisles are wide enough for people using mobility aids including electric wheelchairs and scooters.		
Counters/tables are accessible to and useable by patrons using wheelchairs or scooters.		
Appropriate lighting is installed to ensure that people with vision disabilities may clearly identify colours, patterns and signage.		
Interiors	Yes	No
Floor finishes have non-slip surfaces under wet and dry conditions.		
Open – concept, accessible routes are marked by bright colour or textural changes at floor level, to provide directional cues for people with vision disabilities.		
There are no protruding objects or tripping hazards in accessible routes, and if so, they are clearly marked with a bright colour, a cane-detectable floor finish, or a guard.		
Where floors are carpeted, the carpet is of firm, dense construction and easy for a wheelchair user to roll over without difficulty.		
Thresholds are beveled to accommodate different floor materials.		
Walls in busy areas, corridors, ramps or staircases are finished in smooth, non-glossy, non-abrasive finishes.		
Colour of doors or door frames in hallways contrast with surrounding wall colours.		
Public Washrooms	Yes	No
An accessible stall is provided for each sex when integrated into regular washrooms or an accessible stand-alone unisex washroom is located nearby.		
The following washroom features are accessible to people with a wide range of disabilities: <ul style="list-style-type: none"> • Grab bars; • Coat hooks; • Flush controls; • Wash basins; • Toilet paper dispenser; • Mounted automatic hand-dryers or paper towel holders; and • Lever-handled faucets or automatic faucet. 		
Facility Signage and Information Systems	Yes	No

Show the International Symbol of Accessibility.		
Include appropriate pictograms, wherever possible (e.g. on washroom doors).		
Include large high contrast text, clear, light-coloured lettering or symbols on a dark background, or dark characters on a light background.		
Are mounted at a convenient height for both wheelchair users and people with vision disabilities.		

Person who Completed Evaluation:

Areas of Concern:

Site Selected: Yes _____ No _____

Special Accommodations for Site:
