



Polling Location Profile & Accessibility Checklist

This form *must* be completed for every building used as a polling location

Constituency	Profile completed by	Date profile completed
Name of Building (building name and address will appear on the Voter Information Card)		
Street Address		Town/City
Contact Person	Phone Number	Email
Payment to be made to	Mailing Address	Town/City
Postal Code	Amount Payable	Amount agrees with E-500 rates? Yes <input type="checkbox"/> No <input type="checkbox"/>

Tables and Chairs are provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, what arrangements have been made, including cost estimate:		
Building Type: <input type="checkbox"/> Church Hall <input type="checkbox"/> Community Centre <input type="checkbox"/> School <input type="checkbox"/> Municipal Hall <input type="checkbox"/> Commercial <input type="checkbox"/> Other	Location will be used for: <input type="checkbox"/> Central Poll <input type="checkbox"/> Single or dual polling station	List the polling division numbers at the location:
Dimension of Polling Location: _____ sq. feet OR _____ sq. meters		Photo attached? Yes <input type="checkbox"/> No <input type="checkbox"/>

Office Use Only:		
Approval:		

Response is mandatory for items marked with *

ACCESSIBILITY CHECKLIST

	#	Yes	No
PARKING			
1. Number of parking spaces designated for persons with disabilities	_____		
a. If no parking spaces are designated, indicate how many can be temporarily designated	_____		
2. Describe the following regarding designated parking spaces:			
a. Width of parking space?	_____		
b. Distance from the building's level access entrance?	_____		
c. Walkway adjacent to the level access entrance?			
d. Walkway has a smooth, continuous, paved surface?			
OUTSIDE OF BUILDING			
* 3. Building provides a level access entrance?			
a. If no level access, what is the height of the threshold?	_____		
4. Is a ramp provided?			
Does the ramp have:			
a. Handrail(s)			
b. Non-slip surface			
* c. Minimum width of 36" (92cm)			
* d. A slope of no more than 1" high for every 12" length (for example if the length of the ramp is 24 feet, the highest point of the ramp is not more than 24")			
5. Is there a paved pathway from parking lot to building's entrance?			
6. Is the pathway at least 3' 6" (110 cm) wide?			
7. Pathway is free of a steep incline?			
8. Does the pathway have a curb cut from the street?			
9. Is the lighting sufficient at night (building entrance and pathway)			
* 10. Pathway and entrance is free of any obstacles?			
* 11. Exterior door is a minimum of 32" (81 cm) wide?			
* 12. Weight of entrance door allows it to be easily opened?			
a. If not, an automatic door opening device is installed?			
INSIDE THE BUILDING			
* 13. Interior doors leading to the polling station have a minimum width of 32" (81 cm)?			
* 14. Entrance thresholds to polling station are no more than ¼" (6mm) high?			

Response is mandatory for items marked with *

	#	Yes	No
* 15. Corridors have a minimum width of 36" (92 cm)?			
* 16. Corridors and interior of building is free of any obstacles?			
* 17. Polling location is on the same level as the building entrance?			
a. If no, is a ramp provided?			
b. If no, is an elevator available?			
c. Does the elevator need an operator?			
18. Wheelchair accessible washroom is available?			

REMEDIATION – Identify the need for threshold mats, signage, temporary ramps or any other item(s) needed to improve the accessibility of this polling location

- | | | | |
|-------|---|-----|----|
| * i. | Does your assessment match exactly with the RO's assessment?
If no, what is different? | Yes | No |
| * ii. | Can the polling site's issues be remediated?
If yes, how can these issues be remediated? Please be specific. | Yes | No |

OTHER COMMENTS – Describe further any criteria (by criteria number(s) listed above) that you feel would limit access to the building or returning office.