

Self-Audit Guide for Accessible Municipal Elections

Activity	Details
1. Is directional signage accessible?	<ul style="list-style-type: none">• Ensure content is provided as short, clear and simple directions.• Ensure signage is simple and intuitive. i.e. Does it use pictorial and tactile modes of communication when appropriate?• Ensure signage communicates necessary information.• Ensure signage is consistent. i.e. signs that have the same meaning should always follow the same template; they should appear the same and be consistently located.• Communication materials must:<ul style="list-style-type: none">- use san serif font such as Arial or Verdana- use clearly contrasted colours. i.e. black on white or white on black- have a non-glare finish

2. Is parking accessible?	<ul style="list-style-type: none"> • Ensure parking areas have a minimum 6% accessible parking with at least one of every six accessible spaces accessible for van parking as directed in current provincial regulations for accessible parking. • A van-sized space shall be at least 2600mm(8.5 feet) wide, have an adjacent side access aisle at least 2000mm(6.6 feet) wide and have an adjacent rear access aisle at least 2000mm(6.6 feet) long. • A car-sized accessible parking space should be at least 2400mm(7.9 feet) wide and have an adjacent access aisle that is at least 1500mm(4.9 feet) wide adjacent and parallel to the parking space.
3. Is there a level entry? (If no, proceed to number 4)	<ul style="list-style-type: none"> • There should be a continuous plane, uninterrupted by steps or abrupt changes in elevation, with a gradient elevation not more than one in 20 or 1:20. Where 20cm of length shouldn't have a change of elevation of more than 1cm.
4. Are access ramps appropriate and in good repair?	<ul style="list-style-type: none"> • When a ramp is necessary to ensure smooth entry the ramp must be no steeper than a 1:16 gradient level, at least one handrail must be installed and be not less than 860mm(34 inches) and not more than 920mm(36 inches) high. Ramp width must be a minimum of 1100mm(43 inches) and have a landing space at the top measuring at least 1675mm x 1675mm(66 inches) to enable a turning radius for persons using mobility devices.
5. Is the main entry clearly visible and well-lit?	<ul style="list-style-type: none"> • Entrance and signage should be easily visible and consistently lit. No shadows, no areas of varying light and dark.

<p>6. Is the entrance accessible? (ie. Can everyone use the same principal entrance without assistance?)</p>	<ul style="list-style-type: none"> • Does the doorway have a minimum clear width of 800 mm(32 inches) while the door is in the open position. • Thresholds for doorways should not be more than 13 mm(0.5 inches) higher than the finished floor service and should be beveled to facilitate the passage of wheelchairs.
<p>7. Are there automated doors or push-button operated electronic doors for access? (Exterior)</p>	<ul style="list-style-type: none"> • Best practices would ensure that electronic doors are available for access. • When not available, exterior manual doors should have no more than 38 Newtons(8.5 lbs) of tension as well as lever handle or push-plate mechanisms.

8. Are the automated door operators(buttons) clearly visible and reachable from a seated position?	<ul style="list-style-type: none"> When automated doors are not available refer to previous section for instruction. Have a staff person available to open the doors when necessary.
9. Is the doorway wide enough for a wheelchair to pass through?	<ul style="list-style-type: none"> Minimum of 80cm(32 inch) clearance when the door is in the open position per the Buildings Accessibiility Act. <ul style="list-style-type: none"> Typically a 36 inch installed door. While this is minimum Provincial code, best practices recommend a wider opening.

10. Is the path of travel free of barriers?	<ul style="list-style-type: none">Paths of travel should have a clear width of travel that extends from the ground to the area above the head of the user, considering persons with low vision may not easily see obstructions of tree limbs or other obstacles that may protrude into a walking area.Every barrier free path of travel should have an unobstructed width of no less than 920mm(36 inches) for the passage of wheelchairs.Floor surfaces along a barrier-free path of travel should have no openings that will permit the passage of a sphere more than 13 millimetres(0.5 inches) in diameter.A barrier free path of travel is permitted to include ramps, elevators, or other platform elevating devices where there exists a difference in elevation.
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11. Is the voting area accessible?	<ul style="list-style-type: none"> • Ensure no barriers or obstructions exist that may prevent access to the voting area. Consider placement of trash containers and information boards in the vicinity of the service area. Ensure ropes located near service windows do not cause tripping hazard. • Ensure there is adequate room available for persons using mobility aids to access the service areas. The minimum clear space required by many mobility devices to turn around is 1670 mm(66 inches). • Lap room under tables and the voting booth should be a minimum of 680mm(26.7 inches). • Table/counter height should be no more than 865mm(34 inches).
12. Are drop boxes accessible?	<ul style="list-style-type: none"> • The slot opening should be available to accept the ballot envelope without requiring the use of exact fine motor skills. For example, it should not require the use of two hands to operate it and the slot should be large enough to avoid a snug fit for the ballot envelope. • The slot opening should be placed at a height between 865mm(34inches) and 1000(39 inches) • The slot opening should be highly visible. This is best achieved by circling the edge of the opening with a contrasting color. • The slot opening is best placed near the front of the ballot box to avoid necessity for far reach. • The front or access area around the ballot box must remain free of barriers to access. For example, ensure no trash cans, potted plants or similar obstacles can prevent access for persons using mobility aids or with low vision.

<p>13. Are public washrooms accessible?</p> <p>Are staff washrooms accessible?</p>	<ul style="list-style-type: none"> The door to the accessible washroom should have an electronic automatic opener. If not, ensure that the door has a maximum tension of 22 Newtons(5 lbs) of force. Each accessible stall must be at least 1600mm(63 inches) wide by 1500mm(59 inches) deep. Ensure door latch is easily useable by persons with limited dexterity and grip strength. These should be operable with one hand and not require tight grasping or twisting of the wrist. Operable parts should be between 864mm(34 inches) and 1220mm(48 inches) from the floor. Wide, easy-glide latch features are considered best practice. Minimum clearance space must be 1500mm(59 inches) by 1500mm in front of an accessible stall. Toilet height must be not less than 400mm(15.7 inches) and not more than 460mm(18 inches) from the floor. Grab bars mounted behind the toilet and another on the sidewall next to the toilet within supporting reach. Grab bars should be mounted not less than 840mm(33 inches) and not greater than 920mm(36 inches) above the floor. Washroom amenities must be placed at a maximum height of 1200mm(47 inches) from the operable area of the device to the floor. Amenities must also be placed as to not be impeded by garbage pails or out of reach behind counters and washing stations.
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<p>13. cont'd</p> <p><i>Washrooms</i></p>	<ul style="list-style-type: none">• Wash stations must have a clear area under the sink not less than 750mm(29.5 inches).• A scent free environment is encouraged.
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<p>14. Do staff have an understanding of ways to assist persons who identify with disabilities?</p>	<ul style="list-style-type: none">• Some principles to consider include:<ul style="list-style-type: none">- Ask The Person – ask an individual what their needs are and how you can enable their access.- Person First – use respectful language such as “person with a disability”, “person who is deaf”, “person who uses a wheelchair”.- Words With Dignity is a document created by the Provincial Government that provides examples of respectful language. https://www.cssd.gov.nl.ca/disabilities/pdf/Words_with_Dignity.pdf
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<p>15. Is staff aware of Service Animal rights and considerations?</p>	<ul style="list-style-type: none"> • Service animals must be permitted to accompany a person who requires that animal for support. The Service Animal Act states that no person with a disability can be denied services or facilities available to the public or be discriminated against because they are accompanied by a service animal. • If a service animal is behaving in a manner that seems inappropriate and is not easily justified, staff have a right to ask the animal's owner to see the animal's identification. This is a practice that should only be taken if the animal is causing a disturbance in some way that is unexpected and prolonged.
<p>16. Is staff aware of Emergency Preparedness considerations? Do policies and procedures include consideration of adjustments for persons with disabilities?</p>	<ul style="list-style-type: none"> • Stations should have emergency policies and an emergency evacuation plan that prepares for the needs of persons with disabilities. Emergency planning should include: consideration for alternate forms of communication to ensure emergency information is communicated to all visitors, consideration of potential needs of visitors requiring assistance for quick emergency exit, and consideration of accessibility of muster stations and accessible routes of travel in the event of emergency exit. • There should be a minimum of two persons identified to assist in emergency situations. • Emergency exits should have a 914mm(36 inch) doorway. • Adopted policies and procedures must include consideration of persons with disabilities. Policies and procedures should be reviewed and updated periodically to ensure current best practices are reflected.

17. Do staff have an understanding of building features that provide access?	<ul style="list-style-type: none">• Ensure that staff are aware of accessibility features like elevators, ramps, automatic door operators, braille, accessible washrooms, and more. Also, please share the appropriate information in this guide with staff.
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