

2025 Osgoode By-election



2025 Osgoode By-election – Accessibility Report



Elections Ottawa



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Table of Contents

Introduction	4
Overview of the 2025 Osgoode By-election Accessibility Plan.....	5
Section 1 – Voting methods	6
Voting in person.....	6
Voting by proxy	6
Voting by special mail-in ballot	7
Feedback and next steps – Voting methods.....	7
Section 2 – Voting places	8
Feedback and next steps – Voting places	9
Section 3 – Accessible voting tools and services	10
Accessible Vote Tabulator	11
Curbside voting.....	11
Voting in institutions and retirement homes	12
Voting place disruptions.....	12
Feedback and next steps – Accessible voting tools and services	13
Section 4 – Transportation	13
Feedback and next steps – Transportation.....	14
Section 5 – Election workers	14
Feedback and next steps – Election workers	15
Section 6 – Information for electors and candidates	15
Online content	15
Online tools.....	16
Outreach	16
Voter notification letters	16
Advertising.....	17
Printed materials.....	17
Information for candidates	17
Feedback and next steps – Information for electors and candidates.....	18
Section 7 – Conclusion.....	18
City of Ottawa Elections Office contact information.....	19
Book an appointment to meet with staff	19

Appendix A.....	20
Appendix B.....	25
Appendix C.....	27
Appendix D.....	29

Introduction

The [Municipal Elections Act, 1996](#) (the “MEA”) governs municipal elections in all Ontario municipalities, including the City of Ottawa. The City Clerk is responsible for the preparation and conduct of municipal council and school board elections and has a duty to adhere to provisions of the MEA and administer the election in a manner consistent with the principles of the legislation as determined by the courts.

In accordance with the MEA, the City Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities and ensure that all voting places and processes are accessible.

The MEA also requires that the City Clerk prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and must make the report available to the public within 90 days after Voting Day in a regular election. The MEA also requires that by-elections be conducted, as much as possible, in the same manner as regular elections.

In addition to the MEA, the City Clerk must comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (the “AODA”), *Integrated Accessibility Standards Regulation, 191/11* (the “IASR”), the *Ontario Human Rights Code*, and the City’s Accessibility Policy, as described below:

- The [Accessibility for Ontarians with Disabilities Act, 2005](#) aims to identify, remove and prevent barriers for people with disabilities. Under the AODA, private and public sector organizations across Ontario are required to comply with any regulations established by the Province. These regulations are detailed in the *Integrated Accessibility Standards Regulation (IASR)*.
- The [Integrated Accessibility Standards Regulation](#) brings together accessible standards for Information and Communications, Employment, Transportation, Design of Public Spaces and Customer Service under one regulation.
- The [Ontario Human Rights Code](#) provides that all persons have the right to equal treatment without discrimination, including on the basis of disability and that persons with disabilities be provided with accommodation to the point of undue hardship.
- The City’s [Accessibility Policy](#) provides for the equal treatment to people with disabilities with respect to the use and benefit of City services, programs, goods

and facilities in a manner that respects their dignity and that is equitable in relation to the broader public. This commitment extends to residents, visitors and employees with visible or non-visible, and permanent or temporary disabilities.

As a result, this report provides a summary of the accessible election tools and initiatives that were successfully delivered to electors and candidates throughout the 2025 Osgoode By-election, as described in the City of Ottawa's [2025 Osgoode By-election Detailed Accessibility Plan](#).

This report also identifies accessibility achievements from the 2025 Osgoode By-election and details how the Elections Office plans to continue to improve the accessibility of municipal elections in Ottawa to ensure all electors can exercise their democratic right to vote.

Overview of the 2025 Osgoode By-election Accessibility Plan

In accordance with Subsection 12.1(2) of the MEA, the City Clerk is required to develop a plan on the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make it available to the public before Voting Day. To meet the requirement, the Elections Office prepared a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities for the 2022 Municipal Elections and any by-elections that occur in the 2022-2026 Term of Council.

This plan was updated by the Elections Office and reviewed by the City of Ottawa's Corporate Accessibility Office to reflect the 2025 Osgoode By-election. Both the City of Ottawa's [2025 Osgoode By-election Detailed Accessibility Plan](#) and the [2025 Osgoode By-election Accessibility Plan \(abridged version\)](#) were posted to ottawa.ca/vote on Tuesday, May 20, 2025. For the purposes of this report, both documents will be collectively referred to as "the Plan".

The Plan is organized into six sections that strengthened and supported the Elections Office's ongoing commitment to providing accessible election-related services as follows:

1. Voting methods
2. Voting places
3. Accessible voting tools and services

4. Transportation
5. Election workers
6. Information for electors and candidates

Section 1 – Voting methods

Electors had three options to vote in the 2025 Osgoode By-election, including the option to vote in person, by proxy, and by special mail-in ballot.

Voting in person

There were two in-person voting opportunities for electors to cast their ballot in the 2025 Osgoode By-election:

1. Advance Vote Day took on Friday, June 6, 2025
2. Voting Day occurred on Monday, June 16, 2025

During these voting events, all voting places offered “anywhere voting” which allowed electors to vote at any voting place regardless of their address. All voting places had two ImageCast Evolution (ICE) accessible vote tabulators available to electors.

On all voting days, voting places were open from 10 am to 8 pm, except for institutions and retirement homes that had reduced hours.

In accordance with the MEA, all voting places were fully accessible, as further described below.

A total of 6,168 ballots were cast in person during the 2025 Osgoode By-election.

Voting by proxy

In accordance with Section 44 of the MEA, an elector may appoint a friend or family member to vote on their behalf as their voting proxy. A proxy is someone that can go to the voting place and cast a ballot on someone else’s behalf. A proxy must be an eligible elector in the City of Ottawa and can still cast their own ballot if they are eligible to vote in the 2025 Osgoode By-election. A proxy can vote for only one other person unless they are representing members of their own family. Voting by proxy requires the prior completion and certification of a prescribed form (Appointment of Voting Proxy – Form 3).

In the 2025 Osgoode By-election, two electors appointed a proxy to vote on their behalf.

Voting by special mail-in ballot

On March 23, 2022, City Council approved a report from the City Clerk titled “[Update on the 2022 Municipal Elections and Amendments to Election-related By-laws and Policies](#)”, which included the recommendation to implement a special mail-in ballot process for the 2022 Municipal Elections as well as any by-elections that may occur during the 2022-2026 Term of Council. This alternative voting method is available to all eligible electors who apply.

Eligible electors in the 2025 Osgoode By-election could apply to vote by mail from May 15 to May 23, 2025, at 4:30 pm. Electors were able to apply for a special mail-in ballot online on ottawa.ca/vote, by email, mail, or in person at the Elections Office or any Client Service Centre during the application period.

Special Ballot Voter Kits were delivered to electors voting by mail during the week of May 26, 2025. Completed kits could be mailed to the Elections Office (1221 B Cyrville Road) or be hand-delivered to any City of Ottawa Client Service Centre, including the Metcalfe Client Service Centre in Ward 20 Osgoode.

Electors were also able to deliver their completed kits to drop-off locations at the Ottawa Public Library – Greely Branch, and Carlsbad Springs Community Centre. These drop-off locations were established due to a potential postal labour disruption, offering electors additional opportunities to ensure their ballots were received by the June 16, 2025, deadline.

All ballots that were received at the Elections Office, Client Service Centres or the additional drop-off locations by 4:30 pm on June 16, 2025, were processed and counted in accordance with the vote counting procedures. 55 special mail-in ballots were cast in the 2025 Osgoode By-election.

Feedback and next steps – Voting methods

The Elections Office routinely seeks feedback from election workers following a municipal election. During the 2025 Osgoode By-election, election workers observed that some electors arrived at voting places up to an hour before opening due to a misunderstanding of the opening hours. Additionally, these electors expressed difficulty attending voting events within the hours prescribed by the MEA. While voting place hours are legislated under the MEA, the Elections Office will continue to explore communication tactics in accessible formats that ensure voting locations hours is clearly communicated to electors in future municipal elections.

Feedback cards were made available at all voting places listing ways for electors to provide feedback to the Elections Office, as required by the *Integrated Accessibility Standards Regulation* (IASR). The feedback cards were printed to meet the Canadian National Institute for the Blind's (CNIB) guidelines for clear print and included braille.

The public can also provide feedback to the Elections Office by email at elections@ottawa.ca, by phone at 613-580-2660, by mail or in person at 1221 Cyrville Road (Unit B) during regular business hours. No accessibility related feedback was received for the 2025 Osgoode By-election through these channels.

Section 2 – Voting places

Section 45 of the MEA prescribes that the City Clerk has the statutory duty to establish the number and location of voting places for an election as she “considers most convenient for the electors”. Pursuant to Subsection 45(2) of the MEA, “in establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.”

Subsection 45(7) of the MEA further mandates that on Voting Day, a voting place be provided on the premises of:

1. An institution for the reception, treatment or vocational training of members or former members of the Canadian Forces;
2. An institution in which, on September 1, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm; and
3. A retirement home in which, on September 1, 50 or more beds are occupied.

In addition to the provisions of the MEA, the Elections Office considered several factors to ensure equitable access for all electors and prevent undue hardship when participating in the democratic process of electing their representative in the 2025 Osgoode By-election.

In accordance with the above-noted provisions, the Elections Office identified six institutions and retirement homes that met this threshold in Ward 20 Osgoode. This included multi-residential facilities that provide care that do not meet the “bed count” threshold set out in the legislation but have been historically used as voting places in previous municipal elections.

As in previous elections, the Elections Office reviewed the accessibility of every location that was used as a voting place. Staff conducted a comprehensive review of the built environment of each location and completed a detailed accessibility checklist to ensure that all voting places were accessible to electors and candidates with disabilities.

The accessibility checklist was previously developed in consultation with staff in the City's Corporate Accessibility Office and the City's former Planning, Infrastructure and Economic Development Department, and includes the evaluation of features such as parking, elevators, ramps, handrails, lighting, and door widths.

Steps taken to remediate barriers in voting places included:

- Hiring additional election workers to work in voting places without automated power doors or to direct electors to the voting place and propping doors open, where possible.
- Creating accessible parking spaces at voting places by installing temporary signage in parking lots, ensuring a reasonable travel distance for electors.
- Installing extra exterior signage to direct electors to the accessible entrance of a voting place.
- Installing extra interior signage to direct electors to the voting place inside the building or facility.

A copy of the accessibility checklist is attached as Appendix A for reference.

Feedback and next steps – Voting places

Assessing the built environment of locations is paramount to the Elections Office when selecting voting places. As noted in the Plan, the Elections Office reviewed the accessibility of each location to be used as a voting place by completing extensive accessibility checklists.

Feedback from election workers suggest that some electors expressed accessibility concerns such as the need for clearer signage, particularly for voters with disabilities, and improved guidance within voting places.

The Elections Office recognizes that consulting and collaborating directly with persons with disabilities and the organizations that represent them is a key factor in making municipal elections accessible. Staff will continue to work with internal and external

partners to review and enhance election processes to ensure accessibility issues are discussed, identified, and addressed in preparation for future elections.

The Elections Office will review feedback received and work with internal and external stakeholders where required to update the voting place accessibility checklist, election worker training materials, and signage within voting places.

Section 3 – Accessible voting tools and services

To ensure that the in-person voting process was accessible for all, the Elections Office offered several accessibility tools that allowed electors to mark their ballot privately and independently.

A list of the accessible voting tools that were available at each voting place was listed on the “Where do I vote?” tool and in the “Accessible municipal elections” section on ottawa.ca/vote. Electors could also contact the Elections Office for this information by emailing elections@ottawa.ca or by calling 613-580-2660. Information about the tools available was also conveyed through the Elections Office’s social media accounts by way of social media messages and pictures that demonstrated the availability of the tools including:

- Large print ballots;
 - A larger replica of the ballot that may be used as a guide for an elector with low vision.
 - Large print ballots were available at all voting places and could be used upon request.
- Magnifying sheets;
 - Magnifying sheets that could be used to read ballots and other election-related documents.
 - Magnifying sheets were available behind every voting screen, at every voting place.
- Braille listing of candidates and braille ballot templates; and
 - Electors with vision related disabilities could choose to use these tools together, by matching the braille on the listing of candidates to the corresponding braille on the template.

- An elector could also choose to use the template on its own. For example, an elector can ask the elections worker to read the candidates' names in order and out loud from the other side of the voting screen, while they use the braille template to feel for the corresponding holes and mark the ballot as desired.
- Braille listing of candidates and braille ballot templates were available at all voting places and could be used upon request.
- A cell phone with elections call centre staff on standby.
 - Electors could use this feature to call elections staff to have their ballot read to them over the phone.
 - A cell phone was available at all voting places and could have been used upon request.

Accessible Vote Tabulator

In the 2025 Osgoode By-election, all voting places offered Accessible Vote Tabulators (AVT). The AVT allows electors with disabilities to vote privately and independently by using its accessible features, which include:

- Bilingual visual support through a 19-inch screen with zoom with high contrast features;
- A braille keypad;
- Left-right paddles (colour-coded left and right paddles);
- A sip 'n' puff device; and
- Bilingual audio through headphones.

Curbside voting

If an elector was physically unable to go inside the voting place, they could request to have their ballot brought to their vehicle, outside of the building, or to another area within the voting place. Electors could have notified election workers that they wished to curbside vote when they arrived at the voting place by calling the Elections Office or a friend or support person could notify election workers inside the voting place.

Voting in institutions and retirement homes

As previously noted, Subsection 45(7) of the MEA states that, on Voting Day, a voting place shall be provided in the premises of institutions in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirm and a retirement home in which 50 or more beds are occupied.

Election workers that worked in institutions or retirement homes assisted electors in casting their ballot by their bedside if the elector was unable to make it to the designated voting area.

Voting place disruptions

In the event of a disruption in service related to accessibility, the City has a legal obligation to provide notice to electors, as per the requirements of the IASR. Disruptions of service include, but are not limited to:

- an elevator under repair;
- renovations that limit access to an area; and
- technology that is temporarily unavailable (for example, an accessible vote tabulator).

During a voting event, Notice of Temporary Disruption signs are provided to all Supervisor Deputy Returning Officers. In the case of a temporary disruption, election workers must complete the blank fields on the sign, indicating the following:

- Reason for the disruption;
- The date(s) of disruption;
- Its anticipated duration; and
- A description of alternative facilities or services.

Election workers were to post the sign in a highly visible location, with consideration of electors who are affected by the disruption. Supervisor Deputy Returning Officers were to notify the Elections Office of the disruption in service so that it might take additional measures to provide notice, such as positing information on ottawa.ca/vote and/or social media, depending on the circumstances.

While no such incidents were reported during the 2025 Osgoode By-election, it is important to note that a process is in place to assist electors who may need help marking their ballot, particularly if technologies, such as an accessible vote tabulator, become temporarily unavailable. Electors can be accompanied by a family member, friend, support person, or request assistance from an election worker. Before assisting an elector, the support persons must take an oral oath to maintain the secrecy of the vote.

Feedback and next steps – Accessible voting tools and services

While no feedback concerning the accessible voting tools and services noted in this report and the Plan was received for the 2025 Osgoode By-election, the Elections Office remains committed to providing accessible voting tools and services for future municipal elections.

Staff will continue to research accessibility initiatives, voting initiatives, and emerging tools and technologies. In addition, staff are reviewing ways to increase information on the availability of accessible voting tools and services to electors for future municipal elections.

Section 4 – Transportation

For the 2025 Osgoode By-election, electors could request accessible transportation to voting places on voting days through the following community support service agencies that support Osgoode ward:

Rural Ottawa South Support Services

Serving Osgoode and Rideau-Goulbourn

<https://rosss.ca/>

Telephone: 613-692-4697 ext. 240

Email: info@rosss.ca

Eastern Ottawa Resource Centre

Serving Gloucester, Orléans, Cumberland, Sarsfield, Navan and Vars

<https://eorc-creo.ca/>

Telephone: 613-741-6025 ext. 300

Email: css@eorc-creo.ca

Requests for transportation had to be made at least seven days in advance and were subject to the agency's regular service fees.

Feedback and next steps – Transportation

The City of Ottawa's diverse geography (urban, suburban, and rural) creates unique challenges in offering accessible transportation to voting places in rural wards. Some rural voting places may not be easily accessible without a personal vehicle or public transit.

Recognizing that the availability of accessible transportation on voting days is a concern for many persons with disabilities, the Elections Office will continue to work with OC Transpo, Para Transpo and the Accessibility Advisory Committee to identify and remove barriers in future municipal elections to ensure electors can access their voting place.

Section 5 – Election workers

Given the expedited legislative timelines when administering a by-election, and as was done for the 2020 Cumberland By-election, voting places were staffed by City staff only. Using City staff was necessary to support the “anywhere voting” model as election workers were required to use and be familiar with City assets to access the electronic Voters' List.

In addition, using City staff provided the Elections Office with additional flexibility when providing training options to election workers and ensured that each voting place had bilingual staff as well as staff who have already completed the City's mandatory Accessibility for Ontarians with Disabilities Act (AODA) training. As part of the hiring process, accommodations for election workers are considered to ensure an inclusive and supportive work environment. A prompt on the application form encourages applicants to identify any accommodation needs, which are addressed in advance of voting days.

Every election worker also participated in mandatory training prior to working on voting days. This training provided an overview of the AODA and emphasized accessible service delivery to all electors. In keeping with the AODA and the City's [Accessibility Policy](#), the training program covered various processes to ensure that electors with disabilities have equal opportunity to cast their ballot independently and privately, including how to:

- Assist electors through the voting process
- Assist electors at their bedside in institutions

- Assist electors who cannot physically enter the voting place through curbside voting
- Assist electors with a support person
- Assist electors with a service animal

Election workers are trained to apply dignity, equality of opportunity, independence, and integration, except where alternate means are necessary to meet the needs of people with disabilities, as the four guiding principles when serving electors with disabilities.

Feedback and next steps – Election workers

During the 2025 Osgoode By-election, the Elections Office prioritized accessibility during recruitment and accommodations were made on a case-by-case basis. For example, one election worker was managing a back injury and was assigned a voting assignment that allowed them flexibility in sitting and standing.

The Elections Office will continue to offer accessibility accommodations during the election worker recruitment for future municipal elections.

Section 6 – Information for electors and candidates

Information about the 2025 Osgoode By-election, including information about accessibility tools and initiatives, was communicated to electors and candidates through a number of bilingual and accessible communications platforms, as set out below.

Online content

The Elections Office works closely with Service Ottawa to ensure that all content and materials posted to ottawa.ca/vote was accessible and in compliance with the IASR of the AODA. Web content exceeded minimum standards as stated below.

The Elections Office had a section on ottawa.ca/vote dedicated to providing information about accessibility in the 2025 Osgoode By-election. This included information regarding the accessibility of the voting process, voting tools and voting options for electors.

The Elections Office also regularly communicated information about the election, including information about accessibility, on its official X account (formerly Twitter), [@ottawavote](https://twitter.com/ottawavote), and official Facebook account, [Elections Ottawa](https://www.facebook.com/ElectionsOttawa).

Online tools

The Elections Office continued to offer several online tools on ottawa.ca/vote for the 2025 Osgoode By-election to convey information and assist electors throughout the elections process. These applications allowed electors to:

- Verify when and where they could vote
- Verify, add, or amend their information on the Voters' List
- View a list of candidates running in the ward
- Apply for a special mail-in ballot

The online tools were developed and tested to ensure that they met the Web Content Accessibility Guidelines (WCAG) 2.1 AA standards.

It is important to note that the online tools did not replace the availability of paper forms, and inquiries were still received over the phone, by email, by mail and in person.

Outreach

The Elections Office worked with internal partners and collaborators, including the City of Ottawa's Corporate Accessibility Office, to provide information about the 2025 Osgoode By-election through various communication channels.

For example, information about voting options, accessibility tools, accessible transportation options to voting places, and the Accessibility Plan were issued to subscribers of the City's Accessibility Spotlight newsletter.

Voter notification letters

Electors that appeared on the Voters' List were issued a voter notification letter listing their voting options, dates and times for in-person voting. The voter notification letter advised that all voting places were accessible.

A brochure accompanied each voter notification letter and included information about applying to vote by special mail-in ballot, appointing a proxy, and voting in person. Information about available accessibility tools was included in the brochure.

In addition, if an elector added or amended their information on the Voters' List during the revision period (May 15 to May 23, 2025), they were issued an updated voter notification letter in the mail.

Examples of the bilingual 2025 Osgoode By-election voter notification letter and brochure are attached as Appendix B and C for reference.

Advertising

The Elections Office worked closely with Public Information and Media Relations staff to ensure that communications about the 2025 Osgoode By-election were available to members of the public in a variety of formats, including:

- Newspaper advertisements;
- Public service announcements;
- Online advertisements;
- Printed material including posters; and
- Social media posts that included graphics and promotional videos.

An example of the bilingual 2025 Osgoode By-election promotional material has been attached as Appendix D for reference.

Printed materials

The Elections Office worked closely with the City's Print, Mail and Operations Branch to ensure that election-related documents were designed to meet the CNIB's Clear Print Design Standard. This means that forms, signs, Voters' Lists, and other election-related documents were designed and reviewed to ensure that fonts, point sizes, colours/contrast, spacing and other formatting were accessible.

The Elections Office also worked with the City's Survey and Mapping Branch to make the electoral maps more accessible, including adjusting the line colour and thickness of the different types of boundaries. During the election cycle, the maps are available for download and printing on ottawa.ca/vote.

For the 2025 Osgoode By-election, candidates were provided with a printed copy of the ward map upon the filing of their nomination forms.

Information for candidates

The Elections Office provided candidates with a copy of the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) "Candidate's Guide to Accessible Elections" upon the filing of their nomination forms.

In addition, throughout the election cycle, information regarding accessible communications, selecting an accessible campaign office, and accessible customer service was provided to candidates through candidate updates and a candidate information session.

Feedback and next steps – Information for electors and candidates

The Elections Office recognizes the importance of providing information about municipal elections that is accessible and easy to navigate. In addition, staff will prioritize increasing the awareness of the accessibility tools and initiatives available.

Election workers reported that some electors mentioned they were unaware that the voter notification letter received by mail could be scanned at the voting place to streamline the voting process. Elections Office will continue to explore communication tactics in accessible formats to ensure that information about the use of the voter notification letter is more broadly circulated and reaches a wider range of electors in future municipal elections.

Staff will also ensure that accessibility information, particularly materials that highlight the various voting tools and services available, is more broadly circulated in future election communications. This approach aims to reach persons with disabilities who are not associated with an organization, as well as individuals who do not identify themselves as having a disability but may encounter barriers to voting.

In addition, staff are reviewing the formats, display, and effectiveness of how information is communicated to electors, candidates, and third party advertisers and will make improvements when possible for future municipal elections.

Section 7 – Conclusion

Experiences in the 2025 Osgoode By-election reinforced the importance of collaborating directly with persons with disabilities, the City's Accessibility Advisory Committee, and the Corporate Accessibility Office when planning and conducting elections. Accessible election plans will continue to be updated and enhanced through the valuable input and feedback provided by our partners, electors and the organizations that represent them.

The Elections Office welcomes feedback on how we can improve the delivery of accessible elections. Feedback can be submitted at anytime to the Elections Office.

City of Ottawa Elections Office contact information

Address:

1221 Cyrville Rd, Unit B
Ottawa, ON K1J 7S8

Business hours: Monday to Friday, from 8:30 am to 4:30 pm.

Telephone: 613-580-2660 (TTY: 613-580-2401, VRS 613 580-2400)

Fax: 613-580-2661

Email: elections@ottawa.ca

Facebook: [@ElectionsOttawa](https://www.facebook.com/ElectionsOttawa)

Twitter: [@ottawavote](https://twitter.com/ottawavote)

Book an appointment to meet with staff

To ensure staff is available to answer your questions, please contact our office to schedule an appointment:

- Telephone: 613-580-2660 (TTY: 613-580-2401, VRS 613 580-2400)
- Email: elections@ottawa.ca

Appendix A

2025 Voting Place Information – Accessibility Checklist

Building Information	
Area to be used	
For retirement homes only: Is there a requirement for a mobile voting station?	Yes or No
Provide Mobile Voting Station Details:	
Entrance to be used	
Is the Voting Place Agreement signed by the Grantor?	Yes or No
Is the Voting Place Agreement scanned and filed?	Yes or No

Transportation	
Is the Voting Place on a Bus Route?	Yes or No
Bus No.	

Exterior Signage	
Is the building identifier (name and address) clearly visible from the street and sidewalk	Yes or No
Comments	
Is the building name the same as what is indicated on the sign?	Yes or No
Comments	
Are additional exterior yellow signs required	Yes or No
How many signs?	
Where to place signs?	
Building picture taken?	Yes or No
Comments?	

Parking	
Is there an appropriate number of accessible parking spaces with at least 3.4 m (3,400 mm) in width?	Yes or No
Number of accessible parking spaces	
Is there appropriate signage (floor and panel) spaces?	Yes or No
Accessible Parking Space Signage Comments	
Accessible parking signs to order	
Are the accessible parking spaces close to the entrance (30m or less from parking or drop off area)?	Yes or No
Is there a need to create temporary accessible parking spots?	Yes or No
Number of accessible parking spaces required	
Where to create temporary accessible parking spaces	
Are the parking spaces firm and level?	Yes or No
Where should election workers park on voting day?	
Parking picture taken?	Yes or No
Comments	

Exterior Accessible Route	
Is the pedestrian path entrance accessible to parking and drop-off areas?	Yes or No
Does the pedestrian path entrance include appropriate curb cuts (13 mm)	Yes or No
Is ramp required?	Yes or No
What is the ramp height required?	
What is the ramp height required?	
Is the pedestrian pathway an appropriate width of 180 cm?	Yes or No
Pedestrian pathway measurements	
Are there any abrupt changes in the level of the pedestrian pathway?	Yes or No
Where level changes are?	
Are there any protrusion hazards?	Yes or No
Where protrusion hazards are?	
Are there any drainage gratings within the pedestrian pathway?	Yes or No
Are the drainage gratings less than 13 mm wide?	Yes or No
Drainage gratings measurements	
Drainage gratings description	
Is the approach to the voting area easy to travel in and in good condition (no broken pavement slabs, gravel, potholes)?	Yes or No
Voting area approach description	
Are there curb cuts where danger exists with vehicular traffic? (easy access to sidewalk)	Yes or No
Where are the curb cuts?	
Curb cuts description	
Exterior route picture taken?	Yes or No
Comments?	

Exterior Ramps	
Are there any exterior ramps?	Yes or No
Is the ramp gradient less than 5%?	Yes or No
Are there handrails and guards on both sides?	
Is the ramp width at least 150 cm between handrails?	Yes or No
Ramp width measurements	
Is there a level landing space at the top and bottom of the ramp?	
Is the curb ramp lip flush with the pavement?	
Exterior ramps picture taken?	Yes or No
Comments	

Entrances	
Are the entrances well marked and centrally located?	Yes or No
Comments	

Entrances	
Is extra blue accessible election signage required to indicate entrance?	Yes or No
How many blue signs?	
Where to place blue signs?	
Is extra yellow interior Voting Place sign required?	Yes or No
How many yellow signs?	
Where to place yellow signs?	
Is the exterior door accessible (includes a door opening width of 86 cm minimum)?	Yes or No
Exterior door measurement	
Is there a raised threshold that is more than 13mm high?	Yes or No
Threshold measurement	
Is ramp requirement?	Yes or No
What is ramp height required?	
Where ramp should be installed?	
Within the entrance vestibule (two doors in series) is there 150 cm of room between doors?	Yes or No
Room between doors measurement	
Are the exterior doors power-operated?	Yes or No
Are the controls at a suitable height?	
Is there enough timing for safe passage through doors (5 seconds)?	
Are there controls on both sides of the door (ext/int)?	
Are the interior doors power operated?	Yes or No
Can the interior door(s) be propped open?	Yes or No
Is the interior doorway opening 85 cm or more in width?	Yes or No
Interior doorway measurement	
Are the entrances well lit?	
Entrances picture taken?	Yes or No
Comments	

Interior Pedestrian Path the Travel	
Is the voting area severed by well designated and safe elevator or lift?	Yes or No
Are the elevators clearly marked?	
Are the controls accessible to wheelchair users and operable by one hand?	
Is the elevator door opening at least 85 cm in width?	Yes or No
Elevator door opening measurement	
Inside the elevator, is the side to side measurements at least 137 cm?	Yes or No

Interior Pedestrian Path the Travel	
Elevator side to side measurement	
Does the elevator require a key to operate?	Yes or No
Where to obtain elevator key?	
Is the elevator big enough for two people?	
Is the voting area severed by well designated and safe ramp?	Yes or No
Is gradient less then 5%?	Yes or No
Are there handrails?	
Is the approach to the voting area easy to travel in and in good condition (no uneven surfaces, tripping or slipping hazards)?	
Is there any objects protruding from the wall (more than 10 cm) or overhead signage that would cause an issue?	Yes or No
Protruding objects where	
Protruding objects description	
Is there a requirement for a rest area from the entrance to the voting area (i.e., long walk from the entrance to the voting area)?	Yes or No
Rest area where	
Are extra yellow arrow signs required to direct electors to the voting room?	Yes or No
Yellow arrows how many	
Yellow arrows where	

Stairs	
Are there stairs in the pedestrian path?	Yes or No
Are the stairwells easy to locate?	
Do the stairs have accessible handrails on both sides?	
Do the stairs have a non-skid surface?	
Is the nosing colour contrasted?	
Are the stairwells well illuminated?	

Lighting	
Are all areas well lit especially in the voting area?	Yes or No
Are any additional lights required?	Yes or No
How many additional lights are required?	
Where should the lights be placed?	

Service Animals	
Is the landlord or building owner aware that service animals are permitted to enter the building?	Yes or No

Information for Election Workers	
How will election staff access the facility on voting days?	
Facility access comments	
Are there kitchen facilities available to election workers?	Yes or No
Kitchen location	
Kitchen details	
Will washrooms be available to election workers?	Yes or No
Washroom location	
Are washrooms accessible?	
Washrooms comments	
Is route to washroom accessible?	Yes or No
Washroom route comments	

Emergency Information	
Location of Emergency phone	
Is there any emergency evacuation plan available?	Yes or No
How to obtain or where located	

Nursing / Retirement Home / Apartment Building	
Is there any other building(s) associated to the site and do the residents have access to the main building?	Yes or No
Associated buildings	


Accessibility Costs	
Amount spent to make location accessible	

Reviewed by: _____ **on** _____


Appendix B


2025 Voter notification letter – English


May 13, 2025

Elections
Ottawa 

City of Ottawa
Elections Office
613-580-2660
elections@ottawa.ca
ottawa.ca/vote





 200000001

JOHN DOE
1290 9TH LINE RD
EDWARDS ON K0A 1V0

This letter lists how your information appears on the Voters' List and the voting options available for the 2025 Osgoode By-election. You can bring this letter with you to assist with in-person voting but it is not required. This letter cannot be used as identification. Visit ottawa.ca/vote for a list of acceptable identification.

Your information as it appears on the Voters' List

School Support	Ward	Qualifying Address
English Public	20 - Osgoode	1290 9TH LINE RD

If there are errors with the information above, including the spelling of your name in the address block, you can update your details by submitting an application to the Elections Office online or in person by 4:30 pm on May 23. After May 23, you can update your information at a voting place on voting days.

You have three options to vote in the 2025 Osgoode By-election:

1. **Vote by special mail-in ballot.** You can request to vote by special mail-in ballot by submitting an application online, by email, mail, or in person to the Elections Office from May 15 to May 23 at 4:30 pm.
2. **Vote by proxy.** You can appoint a proxy to vote on your behalf by completing the required forms and having them certified by City staff from May 15 to June 16 at 4:30 pm.
3. **Vote in person.** You can vote in person at any of the voting places listed below from 10 am to 8 pm on Advance Vote Day (June 6) or Voting Day (June 16). All locations will be fully accessible.

In-person voting opportunity	Voting places and addresses
Advance Vote Day June 6, 2025 10 am to 8 pm	Osgoode Village Community Centre, 5660 Osgoode Main Street Parkway Church, 7275 Parkway Road Carlsbad Springs Community Centre, 6020 Piperville Road
Voting Day June 16, 2025 10 am to 8 pm	Osgoode Village Community Centre, 5660 Osgoode Main Street Greely Community Centre, 1448 Meadow Drive St. Mark Catholic High School, 1040 Dozois Road Parkway Church, 7275 Parkway Road Metcalfe Community Centre, 2785 8th Line Road École élémentaire catholique Saint-Guillaume, 5750 Buckland Road Vernon Recreation Centre, 7950 Lawrence Street

For more information, see the enclosed brochure, visit ottawa.ca/vote, or contact the Elections Office by phone at 613-580-2660 or by email at elections@ottawa.ca.

This notification was issued by Caitlin Salter MacDonald, City Clerk.

2025 Voter notification letter – French

Le 13 mai 2025



Ville d'Ottawa
Bureau des élections
613-580-2660
elections@ottawa.ca
ottawa.ca/votez



JOHN DOE
1290 9TH LINE RD
EDWARDS ON K0A 1V0

Le présent avis indique la façon dont vos renseignements figurent sur la liste électorale et les options de vote disponibles pour l'élection partielle de 2025 à Osgoode. Vous pouvez apporter cette lettre avec vous pour faciliter le vote en personne, mais ce n'est pas obligatoire. Vous ne pouvez pas l'utiliser comme pièce d'identité. Consultez la page ottawa.ca/votez pour voir la liste des pièces d'identité acceptables.

Vos renseignements tels qu'ils figurent sur la liste électorale

Soutien scolaire	Quartier	Adresse habitante
Public anglais	20 - Osgoode	1290 9TH LINE RD

S'il y a des erreurs dans les renseignements ci-dessus, y compris l'orthographe de votre nom dans le bloc d'adresse, vous pouvez mettre à jour vos renseignements en soumettant une demande au Bureau des élections en ligne ou en personne avant 16 h 30 le 23 mai. Après le 23 mai, vous pouvez mettre vos renseignements à jour à votre bureau de vote pendant les jours de vote.

Vous avez trois options pour voter lors de l'élection partielle de 2025 à Osgoode :

- Par bulletin de vote spécial par la poste.** Vous pouvez demander à voter par bulletin de vote spécial par la poste en soumettant une demande en ligne, par courriel, par la poste ou en personne au Bureau des élections du 15 au 23 mai à 16 h 30.
- Par procuration.** Vous pouvez nommer un mandataire pour voter en votre nom en remplissant les formulaires requis et en les faisant certifier par le personnel de la Ville du 15 mai au 16 juin à 16 h 30.
- En personne.** Vous pouvez voter en personne à l'un ou l'autre des bureaux de vote suivants entre 10 h et 20 h le jour du vote par anticipation (le 6 juin) ou le jour du scrutin (le 16 juin). Tous les emplacements seront entièrement accessibles.


Possibilités de vote en personne	Bureaux de vote et adresses
Jour de vote par anticipation Le 6 juin 2025 De 10 h à 20 h	Centre communautaire du village d'Osgoode, 5660, rue Osgoode Main Église du chemin Parkway, 7275, chemin Parkway Centre communautaire de Carlsbad Springs, 6020, chemin Piperville
Jour du scrutin Le 16 juin 2025 De 10 h à 20 h	Centre communautaire du village d'Osgoode, 5660, rue Osgoode Main Centre communautaire Greely, 1448, promenade Meadow St. Mark Catholic High School, 1040, chemin Dozois Église du chemin Parkway, 7275, chemin Parkway Centre communautaire Metcalfe, 2785, chemin 8th Line École élémentaire catholique Saint-Guillaume, 5750, chemin Buckland Centre récréatif de Vernon, 7950, rue Lawrence



Pour en savoir plus, consultez le dépliant ci-joint ou la page ottawa.ca/votez ou communiquez avec le Bureau des élections au 613-580-2660 ou par courriel à elections@ottawa.ca.

Le présent avis a été émis par Caitlin Salter MacDonald, greffière municipale.

Appendix C


Bilingual 2025 Municipal By-election brochure



 Elections Ottawa
Élections Ottawa
  @ottawavote
@ottawavote

Elections Ottawa


Vote on or before
June 16.



Élections Ottawa

Votez le 16 juin
ou avant.

Get ready to vote in the 2025 Osgoode By-election

Review your voter information 

Your information as it appears on the Voters' List is provided in the Voter Notification Letter that accompanied this brochure.


Update your information on the Voters' List for the 2025 Osgoode By-election

You can update your voter information by using the "Am I on the Voters' List?" tool or by completing an Application to add or amend my information on the Voters' List, available on ottawa.ca/vote, by 4:30 pm on May 23. After May 23, you can update your information at a voting place on voting days.

Update your school support for future municipal elections

The Municipal Property Assessment Corporation (MPAC) is responsible for collecting and maintaining information about an elector's school support. If you amend your school support for the 2025 Osgoode By-election, you are also encouraged to update your school support with MPAC for future municipal elections by using MPAC's online tool at school-support.mpac.ca.

Préparez-vous à voter à l'élection partielle de 2025 à Osgoode

Examinez vos renseignements d'électeur 

Vos renseignements tels qu'ils figurent sur la liste électorale sont fournis dans l'avis de scrutin de l'électeur qui accompagnait le présent dépliant.


Mettez à jour vos renseignements sur la liste électorale pour l'élection partielle de 2025 à Osgoode

Vous pouvez mettre à jour vos renseignements d'électeur en utilisant l'outil « Mon nom est-il sur la liste électorale? » ou en remplissant une Demande d'ajout ou de modification de mes renseignements sur la liste électorale, disponible sur ottawa.ca/votez, avant 16 h 30 le 23 mai. Après le 23 mai, vous pouvez mettre vos renseignements à jour à votre bureau de vote pendant les jours de vote.

Mettez à jour votre soutien scolaire pour les prochaines élections municipales


La Société d'évaluation foncière des municipalités (SEFM) est chargée de recueillir et de tenir à jour les renseignements sur le soutien scolaire des électeurs. Si vous modifiez votre soutien scolaire pour l'élection partielle de 2025 à Osgoode, nous vous encourageons à mettre à jour également votre soutien scolaire auprès de la SEFM pour les prochaines élections municipales en utilisant l'outil en ligne de la SEFM à school-support.mpac.ca.

View the list of candidates




A list of the candidates running for the Office of City Councillor for Ward 20 Osgoode in the 2025 Osgoode By-election is available on ottawa.ca/vote. You can also contact the Elections Office by phone, email, or in person to receive the candidate list.

Affichez la liste des candidats



Une liste des candidats au poste de conseiller municipal pour le quartier 20 - Osgoode à l'élection partielle de 2025 à Osgoode est affichée sur ottawa.ca/votez. Vous pouvez également communiquer avec le Bureau des élections par téléphone, courriel ou vous y rendre en personne pour recevoir la liste des candidats.



2025-07-08

Vote your way

You can choose to vote by mail, by proxy, or in person during the 2025 Osgoode By-election.

Vote by special mail-in ballot

Apply to vote by mail from May 15 to May 23 at 4:30 pm.

Apply online at ottawa.ca/vote, by mail, email, or in person at the Elections Office.

Check your mailbox. Special ballot voter kits will be mailed the week of May 26.

Complete your special mail-in ballot and return it to the Elections Office or a Client Service Centre by 4:30 pm on June 16 to be counted.

The Elections Office is aware of a potential labour disruption of the Canadian Union of Postal Workers, which may affect the special mail-in ballot process. More information will be communicated to electors and on ottawa.ca/vote as it becomes available.

Vote by proxy

Appoint a proxy to vote on your behalf.

You and your proxy must fill out two copies of the Appointment for Voting Proxy - Form 3, available on ottawa.ca/vote. The proxy must take the completed forms to the Elections Office or any Client Service Centre during regular business hours, and have it certified by City staff from May 15 to June 16 at 4:30 pm.

The proxy brings the original copy of the certified form and a piece of personal identification to an in-person voting location on Advance Vote Day or Voting Day and casts your ballot.

Vote in person

There are two in-person voting days to choose from:

- Advance Vote Day on June 6
- Voting Day on June 16

Voting places are listed on the Voter Notification Letter that accompanied this brochure. For the 2025 Osgoode By-election, you can vote at any voting place listed, regardless of your address, from 10 am to 8 pm.

All voting places are fully accessible and offer several accessibility tools that allow electors to vote privately and independently, including:

- An accessible vote tabulator
- Large print ballots
- Magnifying sheets
- Braille listing of candidates and Braille ballot templates

For more information on the accessible voting tools available, visit ottawa.ca/vote.

Votez à votre façon

Vous pouvez choisir de voter par la poste, par procuration ou en personne à l'élection partielle de 2025 à Osgoode.

Votez par bulletin de vote spécial par la poste

Faites une demande de vote par la poste du 15 au 23 mai à 16 h 30.

Faites votre demande en ligne à ottawa.ca/votez, par la poste, courriel ou en personne au Bureau des élections.

Vérifiez votre boîte aux lettres. Les trousseaux de vote par bulletin spécial seront postés la semaine du 26 mai.

Remplissez votre bulletin de vote spécial par la poste et retournez-le au Bureau des élections ou dans un centre du service à la clientèle au plus tard à 16 h 30 le 16 juin, pour qu'il soit pris en compte.

Le Bureau des élections est au courant d'une possible interruption de travail du Syndicat des travailleurs et travailleuses des postes qui pourrait toucher le processus de vote spécial par la poste. Plus d'information sera communiquée aux électeurs et sur ottawa.ca/votez lorsqu'elle sera disponible.

Votez par procuration

Nommez un mandataire pour voter en votre nom.

Votre mandataire et vous devez remplir deux exemplaires du formulaire Nomination d'un mandataire – Formulaire 3 disponible sur ottawa.ca/votez. Le mandataire doit apporter les formulaires dûment remplis au Bureau des élections ou dans un centre du service à la clientèle pendant les heures normales d'ouverture, pour les faire certifier par le personnel de la Ville, entre le 15 mai et le 16 juin à 16 h 30.

Le mandataire apporte l'exemplaire original du formulaire certifié et une pièce d'identité personnelle à un bureau de vote en personne le jour de vote par anticipation ou le jour du scrutin et dépose votre bulletin de vote.

Votez en personne

Vous pouvez choisir l'un ou l'autre de ces deux jours de vote en personne :

- Jour de vote par anticipation le 6 juin
- Jour du scrutin le 16 juin

Les bureaux de vote sont indiqués sur l'avis de scrutin de l'électeur qui accompagnait le présent dépliant. Pour l'élection partielle de 2025 à Osgoode, vous pouvez voter à n'importe quel bureau de vote indiqué, peu importe votre adresse, entre 10 h et 20 h.

Tous les bureaux de vote sont entièrement accessibles et offrent plusieurs outils d'accessibilité qui permettent aux électeurs de voter en privé et de façon autonome, notamment :

- une tabulatrice de votes accessible;
- des bulletins de vote imprimés en gros caractères;
- des feuilles à effet de loupe;
- la liste en braille des candidats et des modèles de bulletin en braille.

Pour en savoir plus sur les outils de vote accessibles offerts, consultez ottawa.ca/votez.



Visit ottawa.ca/vote or contact the Elections Office by phone at 613-580-2660 or by email at elections@ottawa.ca for more information about the 2025 Osgoode By-election.

Pour en savoir plus sur l'élection partielle de 2025 à Osgoode, consultez ottawa.ca/votez ou communiquez avec le Bureau des élections par téléphone au 613-580-2660 ou par courriel à elections@ottawa.ca.

Appendix D

Examples of 2025 Municipal By-election promotional material

