

Establishing voting places	City Clerk's Office – Election Services
	Policy No.: POL-GVD-004

1. Policy

The City Clerk shall establish the number and location of voting places for an election as she considers most convenient to electors. In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

The City Clerk may establish a voting place in any location she considers convenient to electors, including, but not limited to, residential buildings, churches or other religious facilities, private schools or legions, in addition to facilities owned or leased by municipalities, school boards and provincially funded institutions.

2. Application

This policy applies during City of Toronto municipal elections and/or by-elections.

3. Authority/Legislative reference(s)

Sections 45(1) to 45(7) of the Municipal Elections Act, 1996 (MEA) outline the City Clerk's authority and requirements in establishing the number and location of voting places for an election.

4. Implementation

In addition to the requirements set out in the MEA, when establishing the number and location of voting places, the City Clerk, where possible, shall:

- (a) not have electors travel a distance greater than an 800 metre radius of the voting place;
- (b) provide space in residential buildings containing 300 or more dwelling units, or fewer units where the area facility does not have the infrastructure to accommodate the increased number of electors from the building;
- (c) not have electors cross major arterial roads, valleys, rivers or other human-made or natural boundaries, unless pedestrian access is available via a traffic light, crosswalk, pathway, or bridge; and

(d) consider buildings with residents with accessibility requirements and buildings with a high percentage or number of senior residents.

(e) consider the following criteria when selecting voting places:

- i. adequate interior lighting
- ii. adequate heat
- iii. on-site washroom for use by election staff
- iv. unencumbered access
- v. accessible to electors with disabilities
- vi. a minimum space of 400 sq feet
- vii. ensures the safety of election staff
- viii. electrical outlet within 50 feet
- ix. cooperation by landlord or board of management for use

Note: Locations used during the previous regular election that do not meet the criteria for selection may be grandfathered at the discretion of the City Clerk.

Date Approved: March 2018