

Establishing voting places	City Clerk's Office – Toronto Elections
	Policy No.: POL-ELER-001-PBE

1. Policy

The City Clerk shall establish the number and location of voting places for an election as they consider 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 they consider convenient to electors, including, but not limited to, multi-residential buildings, places of worship, 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 Toronto elections and/or by-elections.

3. Authority/Legislative reference(s)

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

4. Administration

In addition to the requirements set out in the Municipal Elections Act, 1996 when establishing the number and location of voting places, the City Clerk, where possible, shall:

- (a) not have electors travel an unreasonable distance to vote;
- (b) consider voting places in multi-residential buildings, in cases where the primary voting place is at, or nearing, functional capacity and is unable to accommodate the proposed voter population from the building;

- (c) endeavour to ensure established pedestrian routes to voting places are available and not unnecessarily complicated or hindered by having to navigate human-made or natural obstacles and/or boundaries;
- (d) consider voting places in buildings with residents who have accessibility needs and buildings with a high percentage or number of senior residents; and,
- (e) consider the following criteria when selecting voting places:
 - i. adequate interior and exterior lighting
 - ii. adequate heating and ventilation
 - iii. on-site washroom for use by election staff
 - iv. unencumbered access
 - v. safety and security of election supplies, election staff and electors
 - vi. electrical outlet within 50 feet
 - vii. cooperation by landlord for use

5. Related Policies and Procedures

Voting place boundaries

Date Approved: January 2025