ELECTION PROCEDURE

PROCEDURE TITLE: **DESIGNATION OF VOTING PLACE BOUNDARIES**

PROCEDURE NO.: **EPRO-023**

Section:	Elections		
Effective Date:	Sep 21, 2018	**Date of Last Review:**	April 1, 2026
Approval Authority: City Clerk / Returning Officer		**Procedure Owner:** City Clerk / Returning Officer	

PROCEDURE STATEMENT

A procedure providing for the designation of the boundaries of voting places established by the City Clerk in respect to the conduct of voting in a municipal election.

PURPOSE

The *Municipal Elections Act, 1996* (the "Act") requires the clerk of the municipality to establish voting places for the conduct of voting at a municipal election. The Act extends the designation of a voting place to include any place in the immediate vicinity of the voting place designated by the clerk, for the purposes of a prohibition on campaign activities and distribution and display of campaign material. The objective of this procedure is to set out the boundaries of any voting place so designated by the City Clerk.

SCOPE

This procedure applies to all persons who enter, attend or remain at or in a voting place designated under this procedure.

LEGISLATIVE AUTHORITY AND REQUIREMENTS

Municipal Elections Act, 1996:

Powers of clerk

12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

(a) is not otherwise provided for in an Act or regulation; and

(b) in the clerk's opinion, is necessary or desirable for conducting the election.

1996, c. 32, Sched., s. 12 (1).

Advance vote

43 (1) Before voting day, each local municipality shall hold an advance vote on one or more dates. 2016, c. 15, s. 32.

Same

(2) Subject to subsection (3), the clerk shall establish,

(a) the date or dates on which the advance vote is held;

(b) the number and location of voting places for the advance vote; and

(c) the hours during which the voting places shall be open for the advance vote, which may be different for different voting places. 2016, c. 15, s. 32.

Number and location of voting places

45 (1) The clerk shall establish the number and location of voting places for an election as he or she considers most convenient for the electors. 1996, c. 32, Sched., s. 45 (1).

Prohibition

48 (1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes. 1996, c. 32, Sched., s. 48 (1).

No election campaign material

(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place. 1996, c. 32, Sched., s. 48 (2).

Interpretation

(3) For the purpose of this section,

"voting place" includes any place in the immediate vicinity of the voting place designated by the clerk. 2002, c. 17, Sched. D, s. 18.

DEFINITIONS

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City Clerk: The City Clerk appointed by Council in accordance with Section 228 of the Municipal Act, 2001, S.O. 2001, c.25 or their designate.

Voting place: A place designated by the City Clerk for the purposes of holding a vote in respect of a municipal election as set out in Sections 43 and 45 of the *Municipal Elections Act, 1996*.

PROCEDURE

1. General

1.1. The boundaries of a designated voting place shall include the entire building, including all common areas and the entire property on which the building is located, and which has been permitted or leased to the City Clerk for the purposes of conducting a municipal election.

1.2. For the purposes of multi-residential properties (including condominiums, apartment complexes, long-term care facilities, seniors residences, retirement homes, etc.) the boundaries shall not include residences on the property.

ADMINISTRATION			
Administered by the Office of the City Clerk			
Review Schedule:	3 Years	**Next Review Date:**	January 2, 2029
Related Policy(ies):	None		
Related By-Law(s)	None		
Procedural Document:	None		
Revision History			
Date:	**Description:**		