



Establishing Voting Places	City Clerk – Election Office
	Policy No.: EO-30-23

1. Purpose

- 1.1 This policy governs the establishment of voting places for an election by the City Clerk.

2. Application

- 2.1 This policy applies during City of Hamilton elections and/or by-elections.

3. Legislative Authority

- 3.1 The City Clerk is required to establish the number and location of voting places for an election in accordance with the requirements of the *Municipal Elections Act, 1996* (“MEA”) and is authorized to request the use of space in certain buildings for use as a voting place. *Reference: MEA 45(1) to 45(7).*

4. Policy

- 4.1 When establishing the number and location of voting places, the City Clerk, shall:
- a. consider convenience for the electors including the distance electors will have to travel to the voting place; *Reference: MEA 45(1)*
 - b. ensure that all voting places are accessible to electors with disabilities; *Reference: MEA 45(2)*
 - c. consider establishing voting places in multiple dwelling residential buildings and condominiums (except that such space shall not be within a dwelling unit), 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; *Reference: MEA 45(6)*

- d. establish a voting place on the premises of:
 - i. each institution for the reception, treatment or vocational training of members or former members of the Canadian Forces,
 - ii. institutions which, on September 1, have 20 or more beds occupied by persons who are disabled, chronically ill or infirm, and
 - iii. retirement homes which, on September 1, have 50 or more beds occupied. *Reference: MEA 45(7)*
- e. endeavor 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;
- f. consider voting places in buildings with residents who have accessibility needs and buildings with a high percentage or number of senior residents; and,
- g. 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

4.2 To determine the suitability and accessibility of a location as a voting place prior to its selection, election staff will physically inspect the location and complete a 'Voting Place Location Checklist' (Appendix 'A').

- 4.3 The 'Voting Place Location Checklist' was developed through consultation with City and community groups, as well as federal, provincial, and municipal election offices, and is updated prior to each election event.
- 4.4 Despite all efforts to identify suitable voting locations well in advance of municipal elections, it should be noted that the Clerk has the authority to request, free of charge, a space for use as a voting place up until 14 days prior to the election from the following:
- 4.4.1 Landlords of buildings containing 100 or more dwelling units.
 - 4.4.1.1 Condominium corporations managing buildings containing 100 or more dwelling units.
 - 4.4.2 Municipalities.
 - 4.4.3 School Boards.
 - 4.4.4 Provincially-funded institutions. *Reference MEA s.45(4), (5), (6).*

5. Legislation

Municipal Elections Act, 1996, S.O. 1996, CHAPTER 32

6. Revision History

Policy Approved	October 2023
Policy Reviewed	January 2026

Ward:

Poll:

Completed by:		Date:		
Section 1: Building Information				
Building Name				
Building Address				
On-site contact				
Tel & Fax				
Contract (if information is different from above)				
Corp/Owner Name				
Contact Name				
Email				
Section 2: Building Type				
School		Private Facility	City Facility	
<input type="checkbox"/> School <input type="checkbox"/> EP <input type="checkbox"/> ES <input type="checkbox"/> FP <input type="checkbox"/> FS <input type="checkbox"/> Other _____		<input type="checkbox"/> Church <input type="checkbox"/> Banquet Hall <input type="checkbox"/> Other _____	<input type="checkbox"/> Arena <input type="checkbox"/> Community Centre <input type="checkbox"/> Library <input type="checkbox"/> Other _____	
Section 3: Building Exterior				
Signage				
1) Does the location have signs for the street address and/or building name that are clearly visible from the street and well-lit during evening events?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:	
2) Is the main entrance easy to find when entering the site?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:	
Parking				
Question		Yes	No	Notes
3) Is Parking available onsite? Note # of spaces				
4) Is the parking lot paved?				
5) Parking lot general condition observation? Note: poor, average, good				

6) Are Accessibility parking spaces available (identified with accessible parking signage)? Note # of spaces			
7) Are the accessible parking spaces located as close as possible to the main entrance?			
8) Do sidewalks have curb cuts at locations near parking and along the route to the accessible entrance?			
9) Is on-street parking available?			
10) Is on-street accessible parking available?			
11) Is the location accessible by DARTS?			
12) Is there an area for passenger drop-off/pick-up?			
13) Is the location on a bus route?			
14) Is there a place to securely store bicycles?			
Access to the Building			
Question	Yes	No	Notes
15) Do sidewalks, walkways, pathways to the main entrance surfaces appear firm, stable, slip resistant?			
16) Sidewalks, walkways, pathways to the main entrance general condition observation? Note: poor, average, good			
17) Are there sudden level, or slope changes to the main entrance?			
18) Is there an accessible route of travel from the parking lot to the main entrance?			
19) Accessible route of travel from the parking lot to the main entrance general condition observation? Note: poor, average, good			
20) Do sidewalks, walkways, pathways appear appropriate widths? (allowing two persons to pass each other easily)			
21) Are there low hanging signs or other impediments restricting accessible access to the building?			
22) Are there stairs leading to the main entrance? If present, - Surface appear firm, stable, slip resistant - Uniform risers and runs (steps) - Have tactile walking surface indicators at the top of flight - High tonal contrast strip on leading edge of stairs			

- Handrails on both sides			
23) Stairs general condition observation? Note: poor, average, good			
24) Is there an accessible ramp leading to the main entrance? If present, - Surface appears firm, stable, slip resistant - Running slope appears to meet 1:15 (every 1" in elevation, 15" in length) - Clear landing areas (the flat area at the top, bottom or turning transitions) - handrails on both sides			
25) Ramp general condition observation? Note: poor, average, good			
26) Is the main entrance equipped with automatic sliding doors? 27) Width – Narrow/Standard/Wide 28) Condition – Poor/Average/Good			
29) Entrance doors general condition observation? Note: poor, average, good			
30) Does the main entrance door(s) have a power or automatic door for entry?			
31) Is the door threshold more than ½ inch in height?			
32) Does the main entrance have an exterior canopy?			
Lighting			
Question	Yes	No	Notes
33) Is there lighting in the parking areas for the evening?			
34) Is there lighting to illuminate sidewalks, walkways, pathways to the main entrance?			
35) Is there lighting to illuminate the main entrance of this location?			

Section 4: Building Interior

Interior Access			
Question	Yes	No	Notes
36) Does this location have more than one level?			
37) Main entry and corridor flooring?			

<ul style="list-style-type: none"> - Firm, slip resistant, produce minimal glare - Carpet 			
<p>38) Are there any stairs?</p> <p>If present,</p> <ul style="list-style-type: none"> - Surface appear firm, stable, slip resistant - Uniform risers and runs (steps) - Have tactile walking surface indicators at the top of flight - High tonal contrast strip on leading edge of stairs - Handrails on both sides 			
<p>39) Stairs general condition observation?</p> <p>Note: poor, average, good</p>			
<p>40) Is there an accessible ramp(s)?</p> <p>If present,</p> <ol style="list-style-type: none"> a. Surface appear firm, stable, slip resistant b. Running slope appears to meet 1:15 (every 1" in elevation, 15" in length) c. Clear landing areas (the flat area at the top, bottom or turning transitions) d. Handrails on both sides 			
<p>41) Ramp general condition observation?</p> <p>Note: poor, average, good</p>			
<p>42) Is there an elevator(s)?</p> <p>If present,</p> <ul style="list-style-type: none"> - Door width, narrow, standard (36"), wide - Interior cab approx. 5'x5' or more - Illuminated buttons - Braille - Audible indicators & signals - handrails 			
<p>43) Elevator general condition observation?</p> <p>Note: poor, average, good</p>			
<p>44) Is there an accessible route of travel from the main entrance lot to voting location?</p>			
<p>45) Would you consider the width of the interior doors/passages to the voting location to be (add response in note):</p> <p>Narrow</p>			

Standard			
Wide			
46) Do any obstacles impede electors from reaching the voting location? Note impediment obstacles. If yes, will impediment obstacles be removed on election day?			
47) Is there a fire alarm system on site?			
48) Is there emergency lighting present?			
49) Is there access to public washrooms?			
50) Is there access to public accessible washroom(s)/stall(s)?			
Voting Location			
Question	Yes	No	Notes
51) Is the voting location within site of the main entrance?			
52) Is the voting location easy to find from the main entrance?			
53) General condition observation of voting location? Note: poor, average, good			
54) How many tables can be placed in the room using a standard poll setup?			
55) Is the heating that will be provided a comfortable amount of heat for the anticipated use?			
56) Is the air conditioning that will be provided a comfortable amount of cooling for the anticipated use?			
57) Is there natural lighting in voting location?			
58) Is there lighting in the voting location that will provide a comfortable amount of illumination for the anticipated use?			
59) How many electrical outlets are in the voting room?			
60) Electrical outlets present outside the voting room?			
61) Is there Wifi that is available to Elections in the location?			
62) Cell Network Speed #1			
63) Cell Network Speed #2			

