Municipal Election Procedure	
Procedure Name:	Designation of Voting Place
Procedure Number:	CLK MEP-10
Creation Date:	March 11, 2026

1. Purpose

The purpose of the Procedure is to establish clear guidelines for the designation of voting places for the 2026 Municipal and School Board Election and to ensure voting places are administered in a manner that maintains order, accessibility, neutrality, and compliance with the *Municipal Elections Act, 1996* (the Act).

For the purposes of this and other Clerk's Procedures and communications, hereafter, voting place and voting location are interchangeable and carry the same meaning.

2. Responsibilities

2.1. Clerk

The Clerk shall:

- designate all voting places for advance voting and Voting Day;
- determine the location and layout of the voting places;
- define the boundaries of each voting place;
- ensure voting places meet accessibility and operational requirements;
- communicate voting locations to the public and candidates; and
- ensure that election officials understand the designated voting place boundaries and restrictions.

2.2. Election Officials

Election officials shall:

- ensure that activities within the voting place comply with election procedures;
- monitor the interior and exterior of the voting place to ensure prohibited activities do not occur; and
- report any concerns regarding election conduct at the voting place to the Clerk.

3. Designation of Voting Locations

Voting locations shall be designated by the Clerk for both advance voting and Voting Day.

A voting place is deemed by the Clerk to include the entire building and the property on which voting is taking place.

A voting place may therefore include, but is not limited to:

1. The building in which voting is conducted;
2. The lobby, entranceway, and main floor areas;
3. The designated voting room;
4. Hallways, stairways, and elevators providing access to the voting area; and/or
5. The exterior property surrounding the building, including parking lots, fields, walkways and fences.

Notwithstanding the above, the Kinsmen Room, located within the Meridian Community Centre, which will host the candidates' results viewing event, shall be exempt from these restrictions. Candidates attending the event will be permitted to wear campaign materials, such as buttons or clothing. However, the display or placement of campaign signage will not be permitted at any time.

This exemption shall take effect at 7:00 p.m. on Voting Day.

4. Restrictions at Voting Locations

To maintain the integrity and neutrality of the voting process, the following restrictions shall apply within the voting place:

1. Election campaigning or the display of campaign materials shall not be permitted within the voting place boundary;
2. Media presence shall not be permitted within the building where voting is taking place; and
3. Exit polling of electors shall not be permitted at the voting place during advance voting or on Voting Day.

Election officials shall monitor voting locations to ensure compliance with these restrictions and may request individuals to leave the voting place area where necessary.