

<b>Use of School Facilities – Election Day</b>	
<b>Adopted:</b> September 27, 2010	<b>Last Reviewed/Revised:</b> March 21, 2025
<b>Next Scheduled Review:</b> 2027-2028	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-01 Use of School Grounds and Community Use of School Facilities</a> <a href="#">VI-64 Community Use of School Facilities</a> <a href="#">II-35 Access to School Premises</a> <a href="#">VI-30 Access to School Premises</a>	

## Purpose

To provide guidelines for all Halton Catholic District School Board (HCDSB) schools designated to accommodate electoral polling stations on Election Days.

## Application and Scope

This procedure will be in effect for all HCDSB schools to accommodate electoral polling stations for any federal, provincial, or municipal elections.

## References

[Canada Elections Act](#)

[Education Act](#)

[Election Act R.S.O.](#)

[Municipal Elections Act](#)

## Requirements

- The process of electing officials at the Federal, Provincial and Municipal levels is supported through specific legislation, including the Canada Elections Act, the Election Act and the Municipal Elections Act.
- In the event that appropriate security is not assigned to the school by the election Returning Officer, the Superintendent of Facility Management Services will assign additional custodial or

security staff to assist schools with election polling stations during school hours on Election Days.

- The assigned additional custodial or security personnel will be stationed outside of the polling station room to greet and direct visitors to the polling station and ensure that no voters or visitors go in the out of bounds areas of the school.
- The Election Day plan is to be developed for each school designated to accommodate an election polling station(s) in consultation with the Principal/designate, the Superintendent of Facility Management Services or designate, or the Family of School's Superintendent as appropriate and the election Returning Officer or designate.
- An Election Day plan is to be developed to accommodate polling station needs such that the disruption to normal school operations is mitigated as reasonable as possible. In addition, potential student interaction with the general public is to be prevented to the extent possible.
- The Election Day plan is to include a school site plan and school floor plan(s) that identify the following:
  - Convenient designated parking area for election staff and voters;
  - Voter entry/exit door location;
  - Election Day greeter location;
  - Polling station location(s);
  - Designated washroom facilities for election staff and voter use to mitigate visitors walking through the school building;
  - School out of bounds areas;
  - Other school strategies as determined by the School Administrator.
- The Election Day plan will adhere to any Provincial guidance pertaining to the use of schools for election purposes that may be provided to school boards.
- The Principal/designate and the election Returning Officer or designate should meet at least three (3) weeks prior to Election Day to review and confirm safety/security concerns and the Election Day safe school procedures for the school.
- The election Returning Officer or designate is to provide and review the safe school Election Day plan with all on-site election personnel prior to their arrival at the school on Election Day.
- The Principal/designate is to inform their school community that their school will be used as an election polling station and is to advise staff, students and parents of the Election Day plan procedures.
- The Principal/designate is to review with school staff the emergency plans for lockdowns, evacuations, and related guidelines prior to Election Day and is to modify the school's emergency plan to accommodate the presence of the election polling operations.

- The day before the Election Day, the Principal/designate is to brief school staff on the security procedures and the need for staff to be extra vigilant and highly visible on Election Day.
- On Election Day, the Principal/designate should meet with the custodial/security staff and the onsite election Poll Supervisor to review and confirm the Election Day plan for the school.
- The Principal/designate and polling station staff are to ensure that signage is clearly posted to direct voters to the appropriate voting areas at the school, per the Election Day plan. Signage will be provided by the election Returning Officer.
- Volunteers utilized by the Returning Officer will be clearly identified by an identification badge or tag.
- Persons accessing HCDSB schools must comply with HCDSB policies and procedures.
- All doors in elementary schools are to be locked at all times on Election Day except for the doors designated to allow voter access. Any doors which are kept open for student entry or dismissal must be supervised by a school staff member.
- In the event of inquiries from the public regarding poll open hours, etc., the Principal/designate is to direct the individual to the election Returning Officer.

APPROVED:                      Regular Meeting of the Administrative Council

AUTHORIZED BY:                      \_\_\_\_\_  
*Director of Education and Secretary of the Board*