



ELECTIONS CANADA

POLLING STATION ESTABLISHMENT AUTHORIZATION

Form Reference: EC-PS-2025-002

Date Prepared: _____

Electoral Event: ☐ Federal Election ☐ By-Election ☐ Referendum

POLLING STATION INFORMATION

Polling Station Number: _____ **Division Number:** _____

Electoral District: _____

Station Type: ☐ Regular Polling Station ☐ Advance Polling Station ☐ Mobile Polling Station ☐ Special Ballot Office

Proposed Location Name: _____

Complete Address:

Street: _____

City: _____ Province: _____ Postal Code: _____

GPS Coordinates: Latitude: _____ Longitude: _____

FACILITY ASSESSMENT

Building Owner/Contact: _____

Phone: _____ **Email:** _____

Available Dates: From: _____ To: _____

Operating Hours: _____

Room/Space Details:

- **Primary Voting Area:** _____
- **Secondary Space (if required):** _____
- **Storage Area:** _____

Capacity Assessment:

- **Registered Voters:** _____
- **Expected Turnout:** _____ %
- **Voting Booths Required:** _____

ACCESSIBILITY AND COMPLIANCE

Accessibility Features:

- ☐ Wheelchair Accessible Entrance ☐ Accessible Parking ☐ Accessible Washrooms
- ☐ Level Entry or Ramp ☐ Wide Doorways ☐ Elevator Access (if multi-level)
- ☐ Designated Accessible Voting Booth ☐ Audio Assistance Available

Safety and Security:

- ☐ Adequate Lighting ☐ Fire Safety Compliance ☐ Emergency Exits Clearly Marked
- ☐ Security System Available ☐ Secure Storage for Ballots ☐ CCTV System

Utilities and Services:

- ☐ Electrical Supply Adequate ☐ Heating/Cooling System ☐ Telephone Service
- ☐ Internet Connectivity ☐ Backup Power Available ☐ Custodial Services

AUTHORIZATION SIGNATURES

SECTION A - SITE ASSESSMENT OFFICER

I have conducted a thorough assessment of the proposed polling station location and certify that it meets all Elections Canada requirements for accessibility, security, and operational functionality.

Assessment Officer Name: _____

Employee ID: _____ **Date of Assessment:** _____

Signature: _____ **Date:** _____

Assessment Notes: _____

SECTION B - FIELD LIAISON OFFICER APPROVAL

I have reviewed the site assessment and confirm that this location is suitable for use as a polling station for the specified electoral event.

Field Liaison Officer Name: _____

Region: _____

Signature: _____ **Date:** _____

SECTION C - ASSISTANT RETURNING OFFICER VERIFICATION

I verify that all logistical requirements have been met and this polling station can be established as proposed.

Assistant Returning Officer Name: _____

Electoral District: _____

Signature: _____ **Date:** _____

SECTION D - RETURNING OFFICER AUTHORIZATION

I hereby authorize the establishment of this polling station for the specified electoral event, subject to all conditions and requirements outlined herein.

Returning Officer Name: _____

Electoral District: _____

Signature: _____ **Date:** _____

Official Seal: [ELECTIONS CANADA OFFICIAL SEAL]

SPECIAL CONDITIONS AND REQUIREMENTS

Facility Use Agreement: ☐ Signed ☐ Pending ☐ Not Required

Insurance Coverage: ☐ Confirmed ☐ Pending ☐ Waiver Required

Special Instructions:

Equipment Requirements:

- ☐ Voting Booths (Qty: _____) ☐ Tables (Qty: _____) ☐ Chairs (Qty: _____)
☐ Ballot Boxes ☐ Signage ☐ Privacy Screens ☐ Generator ☐ Extension Cords

Staffing Assignment:

- **Deputy Returning Officer:** _____
- **Poll Clerk:** _____
- **Information Officer:** _____

POST-AUTHORIZATION CHECKLIST

Setup Inspection: ☐ Completed **Date:** _____ **Inspector:** _____

Final Approval: ☐ Granted **Date:** _____ **Approver:** _____

Issues/Concerns: _____

Authorization Valid From: _____ **To:** _____

Form Completion Date: _____

Reference Number: EC-PS-2025-_____

This authorization is specific to the electoral event and location detailed above. Any changes require re-authorization.

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Distribution:

☐ Returning Officer ☐ Assistant Returning Officer ☐ Field Operations ☐ Central Registry ☐ Facility Owner