

## **TDSB Permit Information for Returning Officers**

Under the Elections Act of Ontario, school boards are required to provide space in schools for polling stations. Returning Officers seeking the use of school facilities must obtain a permit to do so.

Please follow the process outlined on the TDSB website for obtaining all necessary permits for an election. Note the important information below regarding furniture and safety.

### **Furniture**

If the requested number of tables and chairs are not available at the school, it is the responsibility of the Returning Officer or designate to order furniture, make arrangements for delivery and pickup and pay the vendor directly. It is recommended that furniture deliveries arrive at the schools prior to 2:30 p.m. on the previous business day. A notation should be included on the permit application, noting either (1) the school has sufficient furniture or (2) furniture will be ordered by the Returning Officer.

### **Safety**

On-site Returning Officers are responsible for maintaining order and appointing persons for that purpose on the polling day, including security guards. Returning Officers must ensure that election-day staff are positioned appropriately to enable voters to enter and exit and do not have access to any other open areas of the school.