

## Appendix 12: Voter Assistance Centre Power Outage Procedure

Procedure Number: ELEC-09  
Sub-Topic: Voter Assistance Centres  
Topic: Elections  
Applies to: Municipal Elections and By-Elections

### Purpose

In order to preserve the public trust and comply with the provisions of the Municipal Elections Act, 1996, (the “Act”) as amended, it is essential that the Town’s Elections staff make every effort to ensure uninterrupted access to Voter Assistance Centre’s in the event of a power outage when the Centres are open.

This policy creates a framework of responsibilities for a consistent approach to ensuring residents have uninterrupted access to Voter Assistance Centres during the voting period.

### Responsibilities

1. In accordance with the Emergency section in the Town’s Election Procedures:

Given the options available to Eligible Voters to vote from any device with an internet connection, any event that results in one or both Voter Assistance Centres becoming unavailable for use on the final Voting Day (i.e., October 24, 2022) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new Voter Assistance Centre, or extend the voting hours.

### Procedure

2. In case of a power outage, the designated Voter Assistance Centre Manager, will contact the appropriate IT staff to alert them of disruption of power at the facility.
3. The designated Voter Assistance Centre Manager will coordinate with Facilities staff, and if necessary contact the Town electrician to see if the disruption only impacts the facility or if the impact is a larger scale.
4. The designated Voter Assistance Centre Manager will remain in contact with Facilities staff to receive updates on the disruption.
5. The designated Voter Assistance Centre Manager will contact the Town Clerk or their designate to ensure that they are aware of the situation and that it is currently being addressed.

6. In the event an evacuation of the entire facility is required, the Centre Manager will follow the instructions of the facilities staff to evacuate the Centre in an orderly fashion, and:
  - a. The designated Voter Assistance Centre Manager will post signs at the Voter Assistance Centre to communicate the disruption.
  - b. The disruption will be communicated out to all parties (staff and voters) through the appropriate communications tools and channels to the discretion of Corporate Communications.
  - c. The designated Voter Assistance Centre Manager will work with the IT staff on site to ensure that all computers are closed and if necessary shutdown or unplug any equipment as necessary to prevent damage from power surges when the power comes back on.
  - d. The designated Voter Assistance Centre Manager will remain in communication with Facilities staff. If deemed necessary to close the facility, the Manager will follow their closing procedures for the Voter Assistance Centre and the facility to close the location.
  - e. The designated Voter Assistance Centre Manager will contact the designated Voter Assistance Centre Manager at the unaffected Voter Assistance Centre and if necessary deploy staff to that Centre.

## **Generators**

7. Ray Twinney Recreation Complex and Magna Centre will be equipped with two power generators each. These generators will be used in the event of a power outage, and at the discretion of Facilities staff and the Voter Assistance Centre Manager.
8. In case of a power outage, there may be a temporary interruption with voting when the power switches over to the generators. The Election staff will communicate with the voters and remind them to ensure that they receive their confirmation number after submitting their ballot.
9. If a voter is unsure that their vote has been successfully submitted, the Voter Assistance Centre Manager may ask the Revisions Officers to verify that the voters who are present in the location, during the power switch over to the generators, have been struck off the Voters' List.

## Returning to Normal Operations

10. If it is deemed necessary to close the facility, the Voter Assistance Centre will remain closed until the facility re-opens. When the facility re-opens, the Voter Assistance Centre will re-open at the next scheduled time unless the Town Clerk determines otherwise.
11. Communications will advise that the disruption has been resolved and inform voters of the hours of operation of the Voter Assistance Centre through the same communication channels used to communicate the disruption.

## Documentation

12. The designated Voter Assistance Centre Manager shall keep record of the time and date of any known power outages.

## Contact Information

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## Review Period

Periodic reviews of this procedure and process will be undertaken.

## Contact and Approval

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## Procedure Version History

Version	Date Effective	Sections Updated
1	October 10, 2018	Original
2	May 31, 2022	Dates