

Standard Operating Procedure



Emergency Procedures

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	AE – Audit & Enforcement
SOP Number:	022
Effective Date:	January 1, 2022
Last Revision Date:	May 31, 2022

Purpose

Outlines the authorization of City Clerk to declare and make arrangements in an emergency in accordance with the Municipal Elections Act.

Application

This procedure applies to all eligible electors, candidates, scrutineers and election officials.

Procedure

- a) The City Clerk may declare an emergency, in accordance Section 53 of the Act, if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted.
- b) In the event of a declared emergency, the City Clerk may notify the City's Community Emergency Management Coordinator.
- c) Upon declaring an emergency, the City Clerk is authorized to make any arrangements they consider advisable for the conduct of the election.
- d) The arrangements made by the City Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- e) If made in good faith, the City Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- f) The emergency continues until the City Clerk declares that it has ended.

Definitions

"Act" means the [Municipal Elections Act, 1996, S.O. c 32](#) as amended.

"City Clerk" means the Clerk of the municipality, responsible for conducting election duties as outlined in the Elections Act.

References

[Municipal Elections Act, 1996.](#)