

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: December 29, 2021

TO: MAYOR AND COUNCIL

NAME AND TITLE: WALTER BABICZ, CITY MANAGER

SUBJECT: Appointment of Chief and Deputy Chief Election Officers for the 2022 General Local Election

ATTACHMENT(S): None.

RECOMMENDATION:

That Council **APPOINTS** pursuant to Section 58(1) of the *Local Government Act*, for the 2022 general local election:

- a) Maureen Connelly, Manager of Legislative Services/Corporate Officer as Chief Election Officer; and
- b) Joan Switzer, Supervisor of Information, Privacy and Records Management as Deputy Chief Election Officer.

PURPOSE:

As required by the Local Government Act, Council must appoint a Chief Election Officer and Deputy Chief Election Officer for general local elections.

BACKGROUND:

The duties and powers of the Chief Election Officer are set out in Section 58 and 59 of the *Local Government Act* (the “Act”) and further defined in the “Election and Other Voting Procedures Bylaw No. 6067, 1993”. The Chief Election Officer is responsible for the appointment of other election officials, designating voting places and ensuring the conduct of the election complies with the requirements of the Act.

The Legislative Services Division has administered past City elections and has the expertise and experience to organize and administer the general local election to be held on October 15, 2022. These appointments are required at this time to commence preparations for the general local election and will allow staff to begin securing voting places, hiring staff and reviewing bylaws and administrative procedures for the upcoming election.

STRATEGIC PRIORITIES:

General local elections align with the myPG strategic plan priority pillar of “City Government and Infrastructure” and further relates to the goal of “Effective Governance.”

BUDGET/FINANCIAL CONSIDERATIONS:

Administration is seeking a budget of \$130,000 for the upcoming election. The proposed budget will be provided to Council for consideration during budget deliberations on January 24 and 26.

An increase to the regular \$100,000 election budget allocation is requested mainly due to the rental of new electronic voting units to replace the City's current units that were purchased more than ten years ago. There are also uncertainties related to staffing levels, signage and the potential for pandemic related expenses that may increase costs.

SUMMARY AND CONCLUSION:

The *Local Government Act* requires that Council appoint a Chief Election Officer and Deputy Chief Election Officer. It is recommended that Council appoint Maureen Connelly and Joan Switzer to these roles. Administration will be undertaking a review of the election related bylaws and other procedure and guideline documents for any updates that need to be made as a result of changes in legislation and procedures. Any proposed amendments will be returned to Council for consideration in the next two to three months.

RESPECTFULLY SUBMITTED:

Walter Babicz, City Manager

Meeting Date: [2022/01/10]