

REPORT

Department Name

To: Mayor Johnstone and Members of Council
Date: November 20, 2023

From: Peter DeJong, Corporate Officer
File:
Item #: [Report Number]

Subject: 2024 School Board By-Election: Officer Appointments and Timeline

RECOMMENDATION

THAT pursuant to Section 58(1) of the *Local Government Act*, Council appoint Mark Brown, as Chief Election Officer, and Kelly Wharton, as Deputy Chief Election Officer for the 2024 School Board By-Election.

PURPOSE

To recommend appointments of Chief Election Officer (CEO) and Deputy Chief Election Officer (DCEO) for the 2024 School By-Election and provide Council and the community the legislative timeline of the election.

BACKGROUND

On September 26th the School Board announced that Trustee Beattie was resigning her seat. In accordance with the *School Act* the School District informed the City by letter on October 25, 2023. This letter was presented to Council at the October 30th, 2023 evening council meeting.

In accordance with section 36(3.1) of the *School Act*, the City has 30 days from receipt of the letter to appoint a Chief Election Officer.

The City has contracted out the role of Chief Election Officer and hired a temporary Deputy Chief Election Officer in response to the current City work load challenges and in response to Council's desire that the election not prevent the important work of the strategic plan from moving forward.

DISCUSSION

With the appointment of the Chief Election Officer the *School Act* in Section 36(4) requires: “a general voting day for the trustee election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed.”

This provides the following timeline for the election:

Date	Event
November 20	Appointment of the CEO and DCEO
December 19	Start of Nomination Period
December 29	End of Nomination Period
January 6	Start of Campaign period
January 8	Declaration of Election by Voting (date when signs can be displayed under the City’s Sign Bylaw)
January 24	Advanced Voting
January 31	Advanced Voting
February 3	General Voting Day

For a detailed timeline see attachment 1.

The City is also hiring an election assistant for assist the CEO and the DCEO.

FINANCIAL IMPLICATIONS

The *School Act* section 38(3) makes the costs of holding this by-election the School Board’s. However, given the unplanned nature of this by-election the city staff and the CEO will work with the School Board to reduce costs to the extent possible.

While the majority of the work for the election will be completed by election staff, city staff with specialized skills in election related tasks will support the work. Their time is being minimized and billed to the School District.

The tentative budget for the election is \$300,000.

OPTIONS

There are two options for Council's consideration:

1. **THAT** pursuant to section 36(3.1) of the *School Act*, Mark Brown, be appointed Chief Election Officer, and Kelly Wharton be appointed Deputy Chief Election Officer for the purpose of conducting the 2024 School Board By-Election.
2. That Council provide staff with other direction.

Staff recommend option 1.

CONCLUSION

This reports provides for the appointment of the CEO and the DCEO for the upcoming School Board by-election and provides transparency to the community about the critical dates of the election.

This report was prepared by:
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This report was reviewed by:

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