



# REPORT

To: Lorraine Hilton  
Chief Administrative Officer

File: 4200-20  
Date: January 5, 2022

From: Melisa Miles  
Corporate Officer

To Council  
January 10, 2022

RE: 2022 General Local Election – October 15, 2022

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## General Local Election Voting Day

General Local Elections in B.C. take place on the third Saturday in October every four years. The next General Local Elections are scheduled for Saturday, October 15, 2022.

## Time and Place of Local Election

The General Local Election for 2022 will be held on October 15 from 8:00 a.m. to 8:00 p.m. at the District of Highlands Community Hall, 729 Finlayson Arm Road.

District of Highlands Election Bylaw No. 302 includes two advance polls, the required one being 10 days prior to voting day and the second one being three days prior to voting day. All eligible electors may participate in advance voting.

For the 2022 General Local Election it is proposed that the location of the Advance Polls be held at different locations for the convenience of the voting community. It is suggested that the first (required) Advance Poll be held at the East Fire Hall, 3613 Woodridge Place and the second Advance Poll at the Community Hall, 729 Finlayson Arm Road. The date of the first Advance Poll is Wednesday, October 5, 2022 – 8:00 a.m. to 8:00 p.m., and the date of the second Advance Poll is Wednesday, October 12, 2022 – 8:00 a.m. to 8:00 p.m.

As required by legislation the Advance Polls and General Local Election dates, times and locations will be advertised; including advertisements in the Goldstream Gazette and on the District of Highlands website.

## Chief and Deputy Election Officer

Pursuant to Section 58 of the Local Government Act, for the purposes of conducting an election, the local government must appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer (DCEO).

It is recommended that Melisa Miles be appointed the Chief Election Officer for the 2022 General local election. Ms. Miles has previous election experience starting in Silverton BC, where she served as Deputy Chief Election Officer in 2011 and Chief Election Officer in 2014, and then again as Chief Election Officer in Logan Lake in 2018.

It is further recommended that Liz Condon be appointed Deputy Chief Election Officer for the 2022 General Local Election. Ms. Condon has had previous experience serving as Deputy Chief Election Officer for the District of Highlands.

As in past General local elections, the District of Highlands will be working with the CEO(s) for both School Districts (60 and 61) and assisting with their School Board Trustee Elections. As in the past, the School Districts will cost share for staffing and other various election expenses.

**Remuneration for CEO / DCEO and Election Staff**

Should District staff be appointed as the Chief Election Officer or Deputy Chief Election Officer they would be remunerated as per employee policy.

The Local Government Act further grants authority to the Chief Election Officer to appoint Election Officials required for the administration and conduct of the election.

Compensation for these positions is proposed as follows:

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|--|------------------|
| Presiding Election Official:             | \$430.00 per day |
| Election Officials (poll clerks)         | \$325.00 per day |
| Additional person(s) for Ballot Counting | \$40.00 per hour |

Should District staff be appointed by the Chief Election Officer as poll clerks or additional person(s) for ballot counting, they would be remunerated at their annually approved rate of pay.

**RECOMMENDATIONS:**

- 1) That the 2022 General Local Election Voting Day be held on Saturday, October 15, 2022 from 8:00 a.m. to 8:00 p.m. at the District of Highlands Community Hall located at 729 Finlayson Arm Road.
- 2) That the first and required Advance Poll be held on Wednesday, October 5, 2022 from 8:00 a.m. to 8:00 p.m. at the East Fire Hall, 3163 Woodridge Place.
- 3) That the second Advance Poll be held on Wednesday, October 12, 2022 from 8:00 a.m. to 8:00 p.m. at the District of Highlands Community Hall located at 729 Finlayson Arm Road.
- 4) That the rate of pay for election officials outside of members of staff be set at:

|                                       |                  |
|---------------------------------------|------------------|
| Presiding Election Official:          | \$430.00 per day |
| Election Officials (poll clerks)      | \$325.00 per day |
| Additional person for Ballot Counting | \$40.00 per hour |

and,

- 5) That Council appoint Melisa Miles as the Chief Election Officer and Liz Condon as Deputy Chief Election Officer.

Respectfully submitted,



Melisa Miles  
Corporate Officer

CAO Concurrence



Lorraine Hilton  
Chief Administrative Officer