

TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2021 October 05

FROM: CITY CLERK

SUBJECT: **2022 GENERAL LOCAL ELECTION OFFICERS' APPOINTMENTS AND COST-SHARING AGREEMENT WITH SCHOOL DISTRICT 41**

PURPOSE: To recommend appointments of the Chief Election Officer and the Deputy Chief Election Officers for the 2022 City of Burnaby general local election, and, seek Council authorization for the Chief Election Officer to enter into a cost-sharing agreement with School District 41.

RECOMMENDATIONS:

1. **THAT** Lynne Axford be appointed Chief Election Officer for the 2022 City of Burnaby general local election.
2. **THAT** Blanka Zeinabova be appointed Deputy Chief Election Officer for the 2022 City of Burnaby general local election.
3. **THAT** Samantha Thompson be appointed Deputy Chief Election Officer for the 2022 City of Burnaby general local election.
4. **THAT** Council authorize the Chief Election Officer to enter into a cost-sharing agreement with School District 41, as outlined in Section 4.0 of this report.

REPORT**1.0 INTRODUCTION**

Per Section 52 of the *Local Government Act (LGA)* and Section 35 of the *School Act*, general local elections for the Office of Mayor, Office of Councillor, and Office of School Trustee must be held every fourth year on the third Saturday in October of the election year. The last general local election was held in 2018. In accordance with the legislation, the next general local election will be held on Saturday, 2022 October 15.

Section 57(2) of the *LGA* authorizes the City of Burnaby and Burnaby School District 41 to enter into a cost-sharing agreement for the conduct of the election by one party for the other or in conjunction with an election of the other.

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The purpose of this report is to recommend appointments of the Chief Election Officer and the Deputy Chief Election Officers for the 2022 general local election, and seek Council authorization for the Chief Election Officer to enter into a cost-sharing agreement with School District 41.

2.0 POLICY SECTION

Initiatives outlined in the report are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan:

- A Connected Community
 - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Thriving Organization
 - Communication – Practice open and transparent communication among staff, Council and the community

3.0 APPOINTMENTS OF CHIEF ELECTION OFFICER AND DEPUTY CHIEF ELECTION OFFICERS

Traditionally, the Clerk's Office in the Corporate Services Department is responsible for the administration of local government elections. In the past, Council has appointed the Chief Election Officer and the Deputy Chief Election Officer approximately 15 months prior to the general local election to conduct comprehensive planning and administer electoral process.

It is recommended that Lynne Axford be appointed as Chief Election Officer. Ms. Axford has worked as Administrative Officer 1 in the Clerk's Office prior to her retirement in 2016. Ms. Axford began working on Burnaby elections in 2005, and worked as Deputy Chief Election Officer in 2011 and Chief Election Officer in the 2014 election. In 2018, Ms. Axford was assisting with the local government election in Surrey.

It is recommended that Blanka Zeinabova be appointed as Deputy Chief Election Officer. Ms. Zeinabova has worked in the Corporate Services Department since 2001 and is currently the City Clerk. Ms. Zeinabova worked during the 2011, 2014 and 2018 elections in various roles.

It is recommended that Samantha Thompson be appointed as the Deputy Chief Election Officer. Ms. Thompson has worked in the Corporate Services Department (Archives and Clerk's Offices) since 2018, and has served as Deputy Chief Election Officer in the 2021 Burnaby by-election.

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Following Council approval of their appointments, Ms. Axford, Ms. Zeinabova and Ms. Thompson will immediately assume the roles of Chief Election Officer and Deputy Chief Election Officers respectively.

4.0 COST-SHARING AGREEMENT WITH THE BURNABY SCHOOL DISTRICT

Historically, the City has administered election for Office of School Trustee on behalf of the School District. Collaboration between the School District and the City is formalized through a cost-sharing agreement. In accordance with the agreement, the School District provides in-kind services (i.e. elementary and secondary schools and staff time) to cover a portion of election costs directly attributed to the election of school trustees.

The School District has confirmed it would like the City to organize the 2022 election for Office of School Trustee. Subject to Council approval, the City will commence negotiations regarding the cost-sharing agreement with the Burnaby School District in October 2021, and staff will provide an update to Council in a future report. The Chief Election Officer requires Council's authorization to enter into the cost-sharing agreement with the School District.

5.0 RECOMMENDATIONS

It is recommended that Council appoint Lynne Axford as Chief Election Officer, and Blanka Zeinabova and Samantha Thompson as Deputy Chief Election Officers, and authorize the Chief Election Officer to enter into a cost-sharing agreement with School District 41 for the 2022 City of Burnaby general local election to be held on 2022 October 15.


Blanka Zeinabova
CITY CLERK

Copied to: Deputy CAO / CFO
Director Corporate Services
Director Engineering
Director Human Resources
City Solicitor

Director Parks, Recreation and Cultural Services
Director Planning and Building
Director Public Safety and Community Services
Chief Information Officer