



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** March 2, 2021
From: Anthony Capuccinello Iraci **File:** 12-8125-85-18/Vol 01
General Manager, Law and Legislative Services
Re: **2021 Local By-Election - Appointment of Chief Election Officer and Deputy
Chief Election Officer and Setting of By-Election Date**

Staff Recommendations

1. That Claudia Jesson be appointed as Chief Election Officer for the 2021 Local By-Election;
2. That Matthew O'Halloran be appointed as Deputy Chief Election Officer for the 2021 Local By-Election; and,
3. That the date of Saturday, May 29, 2021 for the 2021 Local By-Election General Voting Day be approved.

Anthony Capuccinello Iraci
General Manager, Law and Legislative Services
(604-247-4636)

REPORT CONCURRENCE
APPROVED BY CAO 

Staff Report

Origin

With the resignation of Cllr. Kelly Greene on November 17, 2020, the City of Richmond is required to hold a By-Election to fill one seat for the Office of Councillor.

In accordance with the *Local Government Act*, the timing of the by-election is determined by the appointment of the Chief Election Officer (CEO). The Chief Election Officer must be appointed as soon as practicable after a vacancy occurs. A By-Election must be held within 80 days following the Chief Election Officer's appointment.

The purpose of this report is to recommend the appointment of the Chief Election Officer and a Deputy Chief Election Officer for the 2021 By-Election. In addition, this report recommends that Council approve the date of Saturday, May 29th as the General Voting Day for the 2021 By-Election.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

Analysis

Traditionally, and in accordance with the Officer and General Manager Bylaw No. 8215, the Director, City Clerk's Office is responsible for the administration of civic elections as the Chief Election Officer (CEO). All past City elections and by-elections have been administered through the City Clerk's Office and the current staff have the expertise and experience to organize and administer the 2021 local by-election.

It is recommended that Claudia Jesson, Director, City Clerk's Office, be appointed as the Chief Election Officer. It is further recommended that Matthew O'Halloran be appointed as the Deputy Chief Election Officer (DCEO). As per the *Local Government Act*, Council is required to appoint a Deputy Chief Election Officer who acts if the Chief Election Officer is absent or unable to act.

Once the appointments of the CEO and DCEO are approved by Council, the By-Election timeline starts, triggering the 80 day countdown to when an election must be held. Should Council appoint the CEO and DCEO as recommended, staff proposes that the General Voting Day for the 2021 By-Election be set for Saturday, May 29th. Staff recommends that Council approve the proposed By-Election date.

With the proposed By-Election date of May 29th, 2021, the key important dates would be as follows:

- April 13 – Nomination Period Begins
- April 13 – List of Electors Available for Public Inspection
- April 23 – Nomination Period Ends
- April 30 – End of Election Period
- May 1 – Start of Campaign Period
- May 3 – Declaration of Election by Voting
- May 15, 19, 20, 22 – Advance Voting Opportunities
- May 29 – General Voting Day
- June 2 – Declaration of Official Election Results

It should be noted that for the proposed By-Election date of May 29th, 2021, staff have commenced advance planning and work on the various election program components. Of primary importance, staff have confirmed the critical components pertaining to availability of voting locations and the sufficient supply of the specific vote tabulation units for the proposed By-Election date.

Financial Impact

None.

Conclusion

As required by the *Local Government Act*, Council must appoint a Chief Election Officer and Deputy Chief Election Officer. It is recommended that Claudia Jesson, Director, City Clerk's Office and Matthew O'Halloran, Manager, Legislative Services, be appointed to these roles. In addition, it is recommended that Council set and approve the date of Saturday, May 29th, 2021 for the 2021 By-Election.



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