

From: ["Mochrie, Paul" <Paul.Mochrie@vancouver.ca>](mailto:Paul.Mochrie@vancouver.ca)

To: ["Direct to Mayor and Council - DL"](#)

Date: 9/10/2021 4:31:07 PM

Subject: Memo: Federal Election - Sept 20, 2021

Attachments: CMO - Memo re Federal Election - Sept 20, 2021 -signed PM.pdf

Dear Mayor and Council,

Please see the attached memo regarding the upcoming Federal Election on September 20, 2021.

- The *Canada Elections Act* states that an employer must provide employees with three consecutive hours to vote between 7:00 am and 7:00 pm on the federal election day.
- City Hall, West Annex, and Crossroads will be closed at 4:00 pm on Monday, September 20, 2021.
- A news release will be distributed to inform the media and the public of this one-time change and signage will be posted at entrances.

Best,

Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətaʔ (Tsleil-Waututh) Nations.

MEMORANDUM

September 10, 2021

TO: Mayor and Council

CC: Karen Levitt, Deputy City Manager
Katrina Leckovic, City Clerk
Lynda Graves, Administration Services Manager, City Manager's Office
Maria Pontikis, Director, Civic Engagement and Communications
Anita Zaenker, Chief of Staff, Mayor's Office
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office

FROM: Paul Mochrie, City Manager

SUBJECT: Federal Election – September 20, 2021

The *Canada Elections Act* states that an employer must provide eligible employees with three consecutive hours to vote between 7:00 am and 7:00 pm on the day of the federal election.

The *Act* allows the employer to set this three-hour voting period. We have chosen to close City Hall, West Annex and Crossroads buildings at 4:00 pm on Monday, September 20, 2021, to allow employees whose hours of work are between 7:00 am and 7:00 pm to vote at the end of the day. In departments where it is not operationally possible to close at 4:00 pm, or where shift arrangements are in place, please ensure that employees have three consecutive hours free between 7:00 am and 7:00 pm.

Employees will not lose pay for leaving to vote before the end of their shift if it is within the three hour period, and Managers must approve schedules and provide appropriate coverage.

Corporate Communications will send out a news release to inform the media and the public of this one-time change in operating hours, and signage will be posted at door entrances.

Thank you for supporting our employees as they exercise their right to vote.



Paul Mochrie
City Manager

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