

From: "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

To: "Direct to Mayor and Council - DL"

CC: "City Manager's Correspondence Group - DL"

"Naklicki, Andrew" <andrew.naklicki@vancouver.ca>

Date: 10/8/2020 1:46:44 PM

Subject: Staff Voting Hours during Provincial Election - Sat, Oct 24, 2020

Attachments: Memo - Provincial Election - staff hours - 2020.10.pdf

Dear Mayor and Council,

The attached memo relates to the upcoming Provincial Election on October 24, 2020 and ensuring that all employees have a four hour period to vote. A brief summary is as follows:

- The *Elections Act RSBC [1996]* Chapter 106 requires an employer to ensure that an employee has four (4) consecutive hours free during the time polls are open (8:00 am to 8:00 pm) on General Voting Day for the purpose of voting.
- The General Voting Day is set for a Saturday which means that City Hall, West Annex and Crossroads Building will not be open to the public, but staff who are working in those facilities or in other work locations whose hours of work are between 8:00 am and 8:00 pm must be permitted four (4) consecutive hours to vote at the end of the day.
- Employees will not lose pay for leaving to vote before the end of their shift if it is within the four-hour period. Managers are required to approve the time away from work and provide appropriate coverage.

Please let me know if you have any questions.

Best,
Sadhu

Sadhu Aufochs Johnston | City Manager
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Pronouns: he, him, his



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.

MEMORANDUM

October 8, 2020

TO: Mayor and Council

CC: Paul Mochrie, Deputy City Manager
Karen Levitt, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Rena Kendall-Craden, Civic Engagement and Communications Director
Rosemary Hagiwara, Acting City Clerk
Anita Zaenker, Chief of Staff, Mayor's Office
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office

FROM: Sadhu A. Johnston, City Manager

SUBJECT: Provincial Election – Saturday, October 24, 2020

Dear Mayor and Council,

The *Elections Act RSBC [1996] Chapter 106* requires an employer to ensure that an employee has four (4) consecutive hours free during the time polls are open (8:00 am to 8:00 pm) on General Voting Day for the purpose of voting. The Act allows the employer to set this four-hour voting period. If an employee's working hours allow for four (4) hours free from work during the time polls are open, then no further arrangements need to be made.


The General Voting Day is set for a Saturday which means that City Hall, West Annex and Crossroads Building will not be open to the public, but it is imperative that any staff who are working in those facilities or in other work locations whose hours of work are between 8:00 am and 8:00 pm are permitted four (4) consecutive hours 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 four consecutive hours free between 8:00 am and 8:00 pm.

Employees will not lose pay for leaving to vote before the end of their shift if it is within the four-hour period. Managers are required to approve the time away from work and provide appropriate coverage.

Civic Engagement and Communications staff 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.

Best,



Sadhu A. Johnston
City Manager

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