

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

**To:** "Direct to Mayor and Council - DL" <CCDTMACDL@vancouver.ca>

**Date:** 4/10/2017 11:45:57 AM

**Subject:** Provincial Election May 09, 2017

**Attachments:** HR - Memo to Mayor and Council - Provincial Election May 9 2017 - 2017-....pdf

Dear Mayor and Council,

Please see attached memo from Andrew Naklicki, Chief Human Resources Officer regarding the upcoming Provincial Election on May 9, 2017

A short summary of the memo is as follows:

- The Elections Act required an employer to ensure that employees have four consecutive hours to vote.
- The Act allows the employer to set this four-hour voting period. We have chosen to close City Hall, the West Annex and the Crossroads buildings at 4:00 pm on Tuesday, May 9, 2017, to allow employees whose hours of work are between 8:00 am and 8:00 pm 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, 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.

Please contact Andrew Naklicki at 604.873.7660 if you have any questions.

Best  
Sadhu

**Sadhu Aufochs Johnston** | City Manager  
City of Vancouver | 453 W 12<sup>th</sup> Avenue  
Vancouver | BC V5Y 1V4  
604.873.7627 | [Sadhu.johnston@vancouver.ca](mailto:Sadhu.johnston@vancouver.ca)  
Twitter: sadhuajohnston



CONFIDENTIALITY NOTICE: This message and any accompanying documents contain confidential information intended for a specific individual and purpose. This message is private and protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution, or the taking of any action based on the contents of this information, is strictly prohibited.



HUMAN RESOURCES  
Chief Human Resources Officer

VanRIMS No.: 01-9000-20

## MEMORANDUM

April 10, 2017

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Janice MacKenzie, City Clerk  
Lynda Graves, Manager, Administration Services, City Manager's Office  
Rena Kendall-Craden, Director, Communications  
Kevin Quinlan, Chief of Staff, Mayor's Office  
Katie Robb, Director, Communications, Mayor's Office  
Naveen Girn, Director of Community Relations, Mayor's Office  
Corporate Management Team

FROM: Andrew Naklicki, Chief Human Resources Officer

SUBJECT: Provincial Election - Tuesday, May 9, 2017

Dear Mayor and Council,

The *Elections Act RSBC* [1996] Chapter 106 requires an employer to ensure that an employee who is entitled to vote in an election or who, on registration, will be entitled to vote in the election is entitled to have four consecutive hours free from employment during voting hours for general voting.

The *Act* allows the employer to set this four-hour voting period. We have chosen to close City Hall, the West Annex and the Crossroads buildings at 4:00 pm on Tuesday, May 9, 2017, to allow employees whose hours of work are between 8:00 am and 8:00 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 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, and Managers must approve schedules and provide appropriate coverage.

City of Vancouver, Human Resources  
453 West 12th Avenue  
Vancouver, British Columbia V5Y 1V4 Canada  
tel: 3-1-1, Outside Vancouver 604.873.7000  
website: [vancouver.ca](http://vancouver.ca)



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.

A handwritten signature in black ink, appearing to read 'A. Naklicki', written in a cursive style.

Andrew Naklicki  
Chief Human Resources Officer

(T) 604.873.7660  
(E) [andrew.naklicki@vancouver.ca](mailto:andrew.naklicki@vancouver.ca)