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To: "Direct to Mayor and Council - DL"
CC: "City Manager's Correspondence Group - DL"
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Date: 9/24/2019 11:16:25 AM
Subject: Federal Election Oct 21 - City Hall Campus hours

Greetings Mayor and Council,

As you know, the Federal Election is taking place on Monday, October 21, 2019.

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, October 21, 2019**, 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.

Civic Engagement and 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.

Best,
Sadhu

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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.