

# District of Barriere

# REPORT TO COUNCIL

<b>Date:</b> December 16, 2024	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Tasha Buchanan, Corporate Officer
<b>Re:</b> Appointment of 2025 By-Election Officers	

**Background:**

Section 54(4)(a) of the Local Government Act requires that Council appoint a Chief Election Officer and a Deputy Chief Election Officer to run a 2025 By-Election and Section 54(5) requires the Chief Election Officer (CEO) schedule the by-election no later than 80 days after the appointment.

**Discussion:**

Tasha Buchanan, Corporate Officer, has had significant experience working municipal elections in the capacity of Deputy Chief Election Officer since 2008 and as the Chief Election Officer in 2022. She has taken numerous Election training courses provided by the Local Government Management Association over the years with the most recent being taken online which was offered by the LGMA specifically for by-elections due to a number of local governments ending up in this position due to the Provincial election. Therefore, Ms. Buchanan is prepared to act as Chief Election Officer for this necessary by-election and Daniel Drexler, Deputy Corporate Officer and CAO, (who also has experiencing working General Elections) is prepared to act as Deputy Chief Election Officer.

As previously reported, it is the CEO's intention (if and when appointed) to schedule a by-election for **Saturday, March 1<sup>st</sup>, 2025**. Immediately upon this appointment, the CEO will notify the Minister of Municipal Affairs and the BC Chief Electoral Officer of the by-election as required by legislation.

Should Council approve this appointment, the key dates will be advertised as follows:

January 2, 2025	Nomination packages available
January 14, 2025 – January 24, 2025	Nomination period (begins at 9:00am January 14th and ends at 4:00pm January 24th)
February 1, 2025 – March 1, 2025	Campaign period
February 15, 2025	Advance Voting Day
February 19, 2025	Advance Voting Day
March 1, 2025	General Voting Day
March 2, 2025	First day candidate elected via acclamation can take oath of office
March 24, 2025	Anticipated Inaugural Council Meeting
May 30, 2025	Financing disclosure statement deadline
June 29, 2025	Financing disclosure statement late filing deadline with \$500 late filing fee

**Recommendation: That Tasha Buchanan be appointed Chief Election Officer and that Daniel Drexler be appointed Deputy Chief Election Officer for the 2025 Municipal By-Election.**

Attachments: Previous November 4, 2024 Memo to Council re: Potential By-Election Timeline

Prepared by: *Tasha Buchanan, Corporate Officer*  
 Reviewed by: *Daniel Drexler, CAO*

**District of Barriere**  
**MEMO TO COUNCIL**

<b>Date:</b> November 4, 2024	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Tasha Buchanan, Corporate Officer
<b>Re:</b> By-Election Process	

**Background:**

Section 54(4) of the Local Government Act (LGA) provides the legislative framework for municipal by-elections when a vacancy occurs within a Council. As Ward Stamer has resigned as Mayor from the District of Barriere Council on October 21, 2024, a by-election will be required in order to fill the resulting vacancy. The LGA requires that Council appoint a Chief Election Officer and a Deputy Chief Election Officer as soon as “reasonably” possible after a vacancy to run a 2024 By-Election.

**Discussion:**

Section 54(5) of the LGA requires the Chief Election Officer (CEO) schedule the by-election no later than 80 days after their appointment. Due to the upcoming holiday season and the complex legislative timing calculations, staff have reviewed a number of possible Council Meeting dates that Council could choose to appoint a CEO, and the resulting nomination periods and election dates that the CEO would therefore schedule as per legislation:

<b>CEO APPT. MEETING DATE</b>	<b>RESIGNATION DEADLINE FOR ANY COUNCILLORS CHOOSING TO RUN FOR MAYOR</b>	<b>80 DAY DEADLINE DATE</b>	<b>RESULTING ELECTION DATE</b>
November 18, 2024	Mon. December 2 <sup>nd</sup>	Thurs. February 6 <sup>th</sup>	Sat. February 1 <sup>st</sup>
December 16, 2024	Mon. December 30 <sup>th</sup>	Mon. March 6 <sup>th</sup>	Sat. March 1 <sup>st</sup>
January 6, 2025	Mon. January 20 <sup>th</sup>	Thurs. March 27 <sup>th</sup>	Sat. March 22 <sup>nd</sup>
January 20, 2025	Mon. February 3 <sup>rd</sup>	Thurs. April 10 <sup>th</sup>	Sat. April 5 <sup>th</sup>
February 10, 2025	Mon. February 24 <sup>th</sup>	Thurs. May 1 <sup>st</sup>	Sat. April 26 <sup>th</sup>
February 24, 2025	Mon. March 10 <sup>th</sup>	Thurs. May 15 <sup>th</sup>	Sat. May 10 <sup>th</sup>

**Resulting Nomination Periods**

<b>GENERAL ELECTION DATE</b>	<b>NOMINATION START DATE @9am</b>	<b>NOMINATION END DATE @4pm</b>
February 1 <sup>st</sup> , 2025	Friday, December 27 <sup>th</sup> , 2024	January 6 <sup>th</sup> , 2025
March 1 <sup>st</sup> , 2025	Tuesday, January 14 <sup>th</sup> , 2025	January 24 <sup>th</sup> , 2025
March 22 <sup>nd</sup> , 2025	Tuesday, February 4 <sup>th</sup> , 2025	February 14 <sup>th</sup> , 2025
April 5 <sup>th</sup> , 2025	Tuesday, February 18 <sup>th</sup> , 2025	February 28 <sup>th</sup> , 2025
April 26 <sup>th</sup> , 2025	Tuesday, March 11 <sup>th</sup> , 2025	March 21 <sup>st</sup> , 2025
May 10 <sup>th</sup> , 2025	Tuesday, March 25 <sup>th</sup> , 2025	April 4, 2025

It would be reasonable for Council to wait to appoint a CEO until at least its December 16<sup>th</sup> Regular Council Meeting as any earlier would result in a nomination period over the holiday season where many residents, potential candidates and staff may be on holiday or otherwise unavailable.

Council could consider it reasonable to delay the appointment until early in the new year, however, this could result in staff level conflicts during budget season during the election process and/or the newly elected candidate missing much of the Financial Plan and Tax Rate Bylaws review process.

Therefore, unless directed otherwise, it is staff's intention to place the CEO appointment consideration on the December 16, 2024 Regular Council Meeting agenda in order for that appointed CEO to be able to schedule a by-election for **Saturday, March 1<sup>st</sup>, 2025**. After that appointment, the CEO will notify the Minister of Municipal Affairs and the BC Chief Electoral Officer of the by-election as required by legislation.

If the appointment is made on December 16<sup>th</sup>, the simplified by-election timeline would look as follows:

January 6, 2025	Nomination packages available
January 14, 2025 – January 24, 2025	Nomination period (begins at 9:00am January 14th and ends at 4:00pm January 24th)
February 1, 2025 – March 1, 2025	Campaign period
February 15, 2025	Advance Voting Day
February 19, 2025	Advance Voting Day
March 1, 2025	General Voting Day
March 2, 2025	First day candidate elected via acclamation can take oath of office
March 11, 2025 – April 19, 2025	First (if no application for judicial recount has been made) and last day candidate elected via voting can take oath of office
May 30, 2025	Financing disclosure statement deadline
June 29, 2025	Financing disclosure statement late filing deadline with \$500 late filing fee

***\*Submitted for information***

Prepared by: *Tasha Buchanan, Corporate Officer*  
 Reviewed by: *Daniel Drexler, CAO*