



STAFF REPORT

TO: Chief Administrative Officer

FROM: Roni-Lee Roach, Executive Secretary

SUBJECT: Appointment of Chief Election Officer and Deputy Election Officer – 2026 General Local Election

MEETING DATE: April 14th, 2026 – Committee Of The Whole

PURPOSE

The purpose of this report is to request Council to appoint the Chief Election Officer and Deputy Election Officer for the Town of Lake Cowichan's 2026 General Local Election to be held on October 17th, 2026.

BACKGROUND

Under Section 52 of the Local Government Act, General Local Election for the offices of Mayor and Councillors are held every four years on the third Saturday in October. The last General Local Election was held in 2022 and the next scheduled General Local Election will be held on Saturday, October 17th, 2026.

Section 58(1) of the Local Government Act requires that all local governments appoint a Chief Election Officer and Deputy Election Officer to conduct the General Local Election. The legislative requirements to appoint both a Chief and Deputy is in place should either officer be unable to carry out their duties under the Local Government Act, under Part 3 [Electors and Elections]. Early appointment of election officials allows for the initiation of election planning and administration which includes but not limited to; timely preparation of activities, recruiting election workers, reviewing elections procedures and development of public education materials

Historically, Council has appointed staff to these positions; the Chief Administrative Officer has served as the Chief Election Officer for the local elections, by-elections and assent voting opportunities with the Director of Finance or Executive Secretary serving as the Deputy Election Officer.

IMPLICATIONS

a. Financial:

Remuneration for election officers and other election officials is included within the approved budget of \$40,000 for 2026.

b. Policy/Legislation:

- Establishment of an Election Pay Rates Policy for the remuneration of election rate(s) of pay.
- Election Bylaw amendment required to ensure automated vote counting system(s) and/or mail-in ballot option.
- Section 58(1) of the Local Government Act requires that all local governments appoint a Chief Election Officer and Deputy Election Officer to conduct the General Local Election.

c. Strategic Priority:

N/A.

d. Sustainability:

N/A.

e. Communication:

None required for Appointment of Election Officer(s). General Election Day information will be communicated to the public through social media and the Town's website.

f. Staffing Implication:

Substantial increase to regular work loads of staff; CAO office and Administrative staff.

Options:

- 1) That Council appoint John Thomas, Chief Administrative Officer, as the Chief Election Officer for the 2026 General Local Election; and

That Council appoint Roni-Lee Roach, Executive Secretary, as the Deputy Chief Election Officer for the 2026 General Local Election.

- 2) That staff be directed to seek a candidate to serve as the Chief Election Officer for the 2026 General Local Election;

That Council appoint Roni-Lee Roach, Executive Secretary, as the Deputy Chief Election Officer for the 2026 General Local Election.

- 3) That staff be directed to seek a candidate to serve as the Chief Election Officer for the 2026 General Local Election; and

That staff be directed to seek a candidate to serve as the Deputy Chief Election Officer for the 2026 General Local Election; and

That staff be directed to report back to Council for its action.

RECOMMENDATION

Staff is recommending Option 1 and/or 2

That staff be directed to seek a candidate to serve as the Chief Election Officer for the 2026 General Local Election;

That Council appoint John Thomas, Chief Administrative Officer, as the Chief Election Officer for the 2026 General Local Election unless or until another candidate is engaged and appointed accordingly;

That Council appoint Roni-Lee Roach, Executive Secretary, as the Deputy Chief Election Officer for the 2026 General Local Election.

Signed:

Roni-Lee Roach

Roni-Lee Roach, Executive Secretary

Concurrence:

John T

John Thomas, Chief Administrative Officer