

District of Barriere
REPORT TO COUNCIL
Request for Decision

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| Date: February 2, 2026 | File: 530.20/Rpts |
| To: Council | From: Chief Administrative Officer & Corporate Officer |
| Re: Election Bylaw Updates and 2026 Election Official Appointments | |
| Recommendations: THAT Council: 1. Repeal and replace District of Barriere Election Procedures Bylaw No. 84 by giving 1 st , 2 nd and 3 rd readings to Draft Elections Procedures Bylaw No. 271; 2. Give 1 st , 2 nd and 3 rd readings to Draft Election Officials Remuneration Bylaw No. 84, Amendment Bylaw No. 272; and 3. Appoint Tasha Buchanan as Chief Election Officer for the 2026 General Local Election. 4. Appoint Jamie Mosdell as Deputy Chief Election Officer and Daniel Drexler as Deputy Chief Election Officer for the 2026 General Local Election. | |

Purpose

The purpose of this report is to seek Council direction and approval to modernize the District's election framework by:

- Updating election procedures to reflect **current best practices and the current legislative framework of the Local Government Act**;
- Amending the remuneration structure for Election Officials to reflect **regional comparability and operational realities**; and
- Appointing qualified election officials to ensure a **well-supported and legislatively compliant 2026 General Local Government Election**.

Background

1. Election Procedures Bylaw

The District's current *Election Procedures Bylaw No. 84* was adopted in 2011 and has not been comprehensively updated since that time, with the exception of a 2014 amendment to reflect provincial legislative changes that:

- Extended the local government election cycle from three (3) years to four (4) years, and
- Changed General Voting Day from November to October.

Since 2011, the *Local Government Act* has undergone numerous substantive amendments, and election

administration best practices have evolved. Draft *Elections Procedures Bylaw No. 271* has been prepared to repeal and replace the existing bylaw in its entirety and align the District's procedures with current legislation and practice.

Key Differences Between Bylaw No. 84 and Draft Bylaw No. 271

| Topic | Bylaw No. 84 (2011) | Draft Bylaw No. 271 (2026) |
|--------------------------|--|---|
| Legislative Alignment | Based on pre-2014 Local Government Act | Fully aligned with current Act |
| Election Cycle | Updated only to reflect 4-year term | Fully current and future-proofed |
| Registration of Electors | Not explicitly modernized | Confirms registration at time of voting |
| Voting Opportunities | <ul style="list-style-type: none"> Prescriptive locations and times. Includes Mail-Ballot Voting | <ul style="list-style-type: none"> Provides authority to CEO to establish additional voting opportunities Does not include Mail-Ballot Voting |
| Ballots | Limited direction | Explicit authority for ballot form and format |
| Scrutineers | Not clearly limited | Clearly limits scrutineers per ballot box |
| Tie Votes | Not clearly addressed | Explicit process following judicial recount |
| Drafting Style | Outdated structure | Modern, streamlined, and clearer language |

Mail-Ballot Voting

In the 2025 By-Election and 2022 General Local Election, zero (0) mail-ballots were requested. In 2018 the District had two (2) returned mail-in ballots and in 2014, only (1) returned mail-in ballot.

Due to the extensive time it takes for election staff to create the mail-in ballot packages that consist of:

- ✓ five (5) uniquely printed envelopes each,
- ✓ the necessary recording sheets,
- ✓ separate ballot box,
- ✓ the timing challenges to prepare the packages (waiting until the finalized ballots are produced & delivered),
- ✓ mail-out and receive mail-in ballots back in time before the close of voting,
- ✓ the frequency of Canada Post delays seen lately due to Collective Bargaining, along with
- ✓ the extremely low participation of the voting option,

the option of mail-in voting has been removed from the proposed Bylaw for Council consideration.

Mail-ballot voting is infrequently offered by smaller local governments and removing the option is not outside of the norm.

The new bylaw also includes updated severability and repeal provisions to ensure long-term enforceability and clarity.

2. Election Officials Remuneration Amendment – Draft Bylaw No. 272

The District of Barriere originally adopted a Bylaw for the remuneration of its Election Officials for Municipal Elections (General and Special Elections) shortly after incorporation in 2008 and the remuneration amounts were updated in April of 2022.

The original remuneration from 2008 to 2022 was set as follows:

- a. **Chief Election Officer - \$600** (for the course of the Election which includes 3 Voting Days)
- b. **Deputy CEO - \$500** (for the course of the Election which includes 3 Voting Days)
- c. **Elections Officials - \$250**/per day

In April of 2022, Council repealed and replaced the Election Remuneration Bylaw to reflect the following updated amounts:

- a. **Chief Election Officer: \$800** (total for all 3 days)
- b. **Deputy Chief Election Officer: \$650** (total for all 3 days)
- c. **Election Officials: \$350**/per day
- d. **Counters: \$60** (for General Election Day counting)

Each voting opportunity (2 Advance Poll Days and one General Voting Day) consists of the following (approx.) hours:

- Advanced Voting Days: 12.5 hours
- General Voting Day: 14-15 hours on average. (up to 16.5hr for CEO)

Discussion: The attached, draft Bylaw, proposes updating these figures to more accurately reflect comparable remuneration with other local governments, who are also in the process of updating their policies.

For a comparison:

Clearwater: (*these are their remuneration figures in 2022 which are currently under review*)

Chief Election Officer: \$625/per day (2 Advanced Poll days and 1 General day = \$1,875 total)
Deputy CEO: \$531/per day (2 Advanced Poll days and 1 General day = \$1,593 total)
Election Officials: \$325 per day
Counters: \$100 (for General Election Day counting)

Sun Peaks: (*these are their remuneration figures in 2022 which are currently under review*)

Chief Election Officer: \$1200 (for the 3 days – or the equivalent hours, approx. 38-40hrs, off in-lieu at the choice of the Official)
Deputy CEO: \$1100 (same parameters as above)
Election Officials: Employee's current hourly wages plus overtime

TNRD: Chief Election Officer: \$1375 plus mileage and time-off in lieu for overtime hours

Deputy Chief Election Officer: \$955 (same parameters as above)
Election Officials \$415.09/day

Cache Creek: (currently under review)

Chief Election Officer: \$650 per day (1 Advance Poll and 1 General Day = \$1300)
Deputy Chief Election Officer \$650 per day (1 Advance Poll and 1 General Day = \$1,300)

Therefore, the following amendments that are proposed for the District of Barriere while keeping in mind the fiscal responsibility the District is committed to its taxpayers, are as follows:

1. **Chief Election Officer: \$2,000**
2. **Deputy Chief Election Officer: \$1,500** (*excluding CAO if performing Deputy Chief Election Officer duties*)
3. **Election Officials: \$350**/per day
4. **Counters: \$80** (for General Election Day counting)

These proposed increases can be incorporated within the 2026 Election Budget without any increase.

3. Appointment of Chief Election Officer and Deputy Chief Election Officers – 2026

Section 41 of the *Local Government Act* requires that Council appoint a Chief Election Officer and a Deputy Chief Election Officer to conduct the 2026 General Election. Election Day is October 17, 2026.

Chief Election Officer

Tasha Buchanan, Corporate Officer, has had significant experience working municipal elections in the capacity of Deputy Chief Election Officer from 2008-2018 as well as serving as the municipality's Chief Election Officer for both the 2022 General Local Election and 2025 By-Election. She has taken a number of the Election training opportunities provided by the Local Government Management Association and is prepared to once again serve the District as Chief Election Officer in this upcoming Election.

Deputy Chief Election Officer

As a general standard, the District's Deputy Corporate Officer (DCO) is appointed Deputy Chief Election Officer. This will be the first election for the District's DCO, Jamie Mosdell. Both Mr. Drexler, CAO, and Ms. Buchanan, CO, are fully confident in Ms. Mosdell's capability to support the Chief Election Officer in their duties of this upcoming Election. Election training and mentorship will be provided to the DCO. The DCO gaining experience serving in this capacity will prove valuable to the District by providing sound succession planning.

For this election, it is recommended that Council appoint the CAO as a secondary Deputy Chief Election Officer in order to provide experienced back-up and support to the DCO should the Chief Election Officer be incapacitated at any point of time during the election period.

Summary

This approach provides operational continuity, mentorship for emerging staff, and experienced back-up support should it be required during the election period.

Benefits or Impact

General

- Ensures election administration reflects current legislation and best practices
- Improves clarity, consistency, and operational flexibility
- Supports staff capacity and succession planning

Finances

- Remuneration changes are included within the draft 2026 Election budget
- No unbudgeted financial impacts anticipated

Strategic Impact

N/A

Risk Assessment

Compliance: Low risk. Adoption ensures compliance with the current Local Government Act.

Risk Impact: Failure to update election bylaws may increase procedural risk and administrative uncertainty.

Internal Control Process: Clear authority and procedures strengthen oversight and election integrity.

Next Steps / Communication

- Adoption of bylaws and appointments will allow staff to proceed with election planning for 2026
- Updated procedures will be used for future elections and other voting events

Attachments

- Draft Elections Procedures Bylaw No. 271
- Current Elections Procedures Bylaw No. 84
- Draft Election Officials Remuneration Bylaw No. 213, Amendment Bylaw No. 272
- Current Election Officials Remuneration Bylaw No. 213

Recommendations

THAT Council:

1. **Repeal and replace District of Barriere Election Procedures Bylaw No. 84 by giving 1st, 2nd and 3rd readings to Draft Elections Procedures Bylaw No. 271;**
2. **Give 1st, 2nd and 3rd readings to Draft Election Officials Remuneration Bylaw No. 84, Amendment Bylaw No. 272; and**
3. **Appoint Tasha Buchanan as Chief Election Officer for the 2026 General Local Election.**
4. **Appoint Jamie Mosdell as Deputy Chief Election Officer and Daniel Drexler as Deputy Chief Election Officer for the 2026 General Local Election.**

Alternative Options

1. Council could choose not to proceed with the bylaw updates. This is not recommended as it would result in continued reliance on outdated election procedures.
2. Council could choose to make amendments to the proposed bylaw drafts, for example – relating to mail-ballot voting, prior to 2nd & 3rd readings.
3. Council could choose to make alternate Election Official(s) appointments.
4. Council could defer one or more components of the recommendations to a later date. This is not recommended for the Election Official appointments as election planning is necessary to begin immediately.

Prepared by:

D. Drexler, Chief Administrative Officer
and T. Buchanan, Corporate Officer

DISTRICT OF BARRIERE

DRAFT - BYLAW NO. 271

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING AND TO REPEAL BYLAW NO. 84, (District of Barriere Election Procedure Bylaw No. 84)

In accordance with the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the administration and conduct of local government elections and other voting.

Council wishes to establish various procedures and requirements under that authority.

The Municipal Council of the District of Barriere, in an open meeting assembled, enacts as follows:

1. Citation

1.1 This bylaw may be cited as the "General Local Government Election Bylaw No. 271".

2. Definitions

In this by-law:

2.1 "CHIEF ELECTION OFFICER" means the person appointed by the Council of the District of Barriere for the purposes of conducting a local election under Section 58 of the *Local Government Act*.

2.2 "ELECTOR" means a resident elector or non-resident property elector of the jurisdiction as defined under the *Local Government Act*.

2.3 "GENERAL VOTING DAY" for other voting means the date set under Section 162 of the *Local Government Act*.

2.4 "OTHER VOTING" means voting on a matter referred to in Section 158 of the *Local Government Act*.

3. Access to Nomination Documents

3.1 As authorized under Section 73 of the *Local Government Act*, public access to nomination documents will be provided at the District Office at 4936 Barriere Town Road, during the period from the delivery of the nomination documents until 30 days after the declaration of the election results under Section 136.

4. Register of Electors

4.1 As authorized under Section 69 of the *Local Government Act*, the District of Barriere shall use the method of registration of Electors to registration at the time of voting.

5. General Election and Advance Voting Opportunities

5.1 As authorized under Section 106 of the *Local Government Act*, Council authorizes the Chief Election Officer to establish additional general voting opportunities for General Voting day for each election or specified election or Other Voting and to designate the voting places for these voting opportunities.

5.2 Advance voting opportunities will be held for an election by voting on the tenth day before general voting day and on the second Saturday before general voting day between the hours of 8:00 a.m. and 8:00 p.m.

6. Ballots

6.1 Pursuant to Section 114 of the *Local Government Act*, the Chief Election Officer shall establish the form of ballots to be used in the general local election or other voting. Such determination includes the utilization of printed ballot as follows:

(a) printed ballots shall be in the form prescribed in Section 114 and 115 of the *Local Government Act*;

7. Order of Names on Ballot

7.1 The order of names of candidates on the ballot will be determined by alphabetical order in accordance with Section 116 of the *Local Government Act*.

8. Number of Scrutineers at Voting Places

8.1 As authorized under Section 120 (2) (d) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

9. Resolution of Tie Votes after Judicial Recount

9.1 In the event of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

10. General

10.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

10.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

11. Repeal

11.1 “*District of Barriere Election Procedures Bylaw No. 84*” all its amendments are hereby repealed.

Read a first, second, and third time by the Municipal Council this _____ day of _____, 2026.

Finally Adopted this _____ day of _____, 2026

Mayor Rob Kerslake

T. Buchanan, Corporate Officer

DISTRICT OF BARRIERE
DRAFT - BYLAW NO. 272

A BYLAW TO AMEND ELECTION OFFICIALS BYLAW NO. 213

WHEREAS Council wishes to establish remuneration rates for municipal officials,

NOW THEREFORE, The Council of the District of Barriere, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as the "*Election Officials Bylaw No.213, Amendment Bylaw No. 272*".
2. Bylaw No. 213 is hereby amended by replacing its existing Section 4.1:
 - 4.1 Election Officials shall be remunerated as follows:
 - a) Chief Election Officer - \$800.00
 - b) Deputy Chief Election Officer - \$650.00
 - c) Election Officials - \$350.00/day
Including Advance Poll Staff
 - d) Counters - \$60.00 – General Election Day

with:

- 4.1 Election Officials shall be remunerated as follows:
 - a) Chief Election Officer - \$2,000.00
 - b) Deputy Chief Election Officer - \$1,500.00
 - c) Election Officials - \$350.00/day
Including Advance Poll Staff
 - d) Counters - \$80.00 - General Election Day

Read a first, second, and third time by the Municipal Council this _____ day of _____, 2026.

Finally Adopted this _____ day of _____, 2026

Mayor Rob Kerslake

T. Buchanan, Corporate Officer