

ITEM 11  
MANAGER'S REPORT NO. 76  
COUNCIL MEETING 1978 10 30

RE: 1978 DEPUTY RETURNING OFFICER TRAINING COURSE

Following is a report from the Municipal Clerk regarding a Training Course for Deputy Returning Officers.

RECOMMENDATION:

1. THAT the report of Municipal Clerk be received for information purposes.

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TO: MUNICIPAL MANAGER  
FROM: MUNICIPAL CLERK  
SUBJECT: 1978 DEPUTY RETURNING OFFICER TRAINING COURSE

DATE: 1978 October 25  
FILE: 2114

Classes for the 1978 Deputy Returning Officers were held Tuesday, Wednesday, Thursday and Friday, 1978 September 12, 13, 14 and 29 in the Fourth Floor Conference Room with a total attendance of one hundred and sixteen persons.

The purpose of the classes was to upgrade the election staff and make them fully conversant with the procedures of the Municipal Act relating to elections. The subjects covered were: Staff Selection; Supplies; Setting Up A Polling Station; Election Procedures; Closing Of The Poll; Ballot Count and Return Of Supplies. All the foregoing subject matters were discussed and practical demonstrations held followed by question periods after each subject. Following the three-hour classes a one-hour written examination was held.

Prior to 1978, all Deputy Returning Officers automatically retained their positions from year to year. It is now a requirement that all persons who desire to act in the capacity of Deputy Returning Officer attend a class and achieve a passing grade with candidates being restricted to Burnaby residents who are of the full age of nineteen years and not beyond sixty-five years of age.

There are nineteen Deputy Returning Officers returning to their original positions with seventeen Deputy Returning Officers having been newly appointed from the class attendees. The changeover in this position has resulted from the age requirements, permanent employment, moving out of Burnaby, and by choice.

It is proposed in future annual election years to hold similar classes to make election staff aware of legislation changes and to review procedures found to be deficient by means of the examination process.

*James Hudson*  
MUNICIPAL CLERK

JH/dew