

TO: MUNICIPAL MANAGER DATE: 1990 SEPTEMBER 10

FROM: RETURNING OFFICER

SUBJECT: 1990 MUNICIPAL ELECTION DAY PAY RATES

PURPOSE: To obtain Council's approval of the Election Day pay rates for the 1990 Municipal Election.

RECOMMENDATIONS:

1. THAT the proposed 1990 Election Day pay rates as presented in the attached Schedule "A" be approved.
2. THAT the Burnaby School Board be requested to pay the costs of custodial services provided by School Board employees on Election Day.

R E P O R T

The proposed total Election Day payroll is significantly increased from the approximately \$57,000.00 figure for the 1987 election. In previous years the rates were adjusted in accordance with the yearly negotiated settlements of the Burnaby Civic Employees' Union. Staff deviated from this practice for the 1987 election when, in order to try and stem escalating election costs, no increase was given over the 1985 Election Day pay rates. This was accomplished through the general acceptance and understanding of the workers and the fact that Burnaby's pay rates were comparable to those paid by surrounding municipalities.

Subsequent to the 1987 election, the advent of electronic vote tabulating machines in the City of Vancouver and increases in wages paid by other municipalities, who continued to have elections in order to get on the the new three (3) year cycle, has resulted in our wage scale dropping below several others in the lower mainland.

The criteria used to set the rates being proposed for 1990 was based primarily on what other municipalities are paying or proposing to pay their Election Day staff. However had we adjusted the 1987 rates to reflect the 1986 and 1987 union increases and then made similar adjustments for 1988, 1989 and 1990 our rates would not have been dissimilar to those being recommended in the attached schedule. The requirement to pay competitive wages has become more important now that all municipalities will have the same voting day across the Province and each city or district will be attempting to recruit some of the same experienced staff which have traditionally been able to work for a number of municipalities in alternating years. The City of Vancouver has already been actively competing for our experienced polling day staff by offering higher pay and a much shorter work day as a result of their electronic vote tabulation program.

A further reason for the increase in our proposed payroll is the increase in the number of polling divisions from 31 to 37 and the resulting requirement to staff the new polling places. This additional cost is approximately \$15,000.00

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The one change being recommended in this report is to request the Burnaby School Board pay the costs associated with the opening, maintenance and closing of the schools where polling places will be located on Election Day. A recent survey of lower mainland municipalities indicates this is standard practice with the exception of the City of Vancouver and Burnaby. This approximate \$4,000.00 expense is the only cost the School Board is being requested to pay out of a total election budget of \$250,000.00

Funds have been provided in the Annual Budget with the exception of the \$15,000.00 required for the additional polling places. This adjustment will temporarily be financed out of the Operating contingency until it can be provided for in the 1990 Recast Budget.

In conclusion the staffing and rates of pay have been extensively reviewed to insure that the recommendations meet with Council's continued practice of controlled expenditure.



C.A. Turpin
Returning Officer

CAT/jr

cc Director Finance

SCHEDULE "A"

SALARY AND STAFFING REQUIREMENTS FOR THE 1990 MUNICIPAL ELECTION
 BASED ON THIRTY SEVEN (37) POLLING DIVISIONS

POSITION	NUMBER REQUIRED	PAY RATE	TOTAL
Returning Officer	1	\$600.	\$600.
Alternate Returning Officer	1	500.	500.
Assistant Returning Officer	2	575.	1,150.
Deputy Chief Returning Officer	6	435.	2,610.
Deputy Returning Officer (Regular Polls)	37	225. + \$25 Training & car allowance	9,250.
Deputy Returning Officer (Mobile Polls)	5	235. + \$25. Training & car allowance	1,300.
Deputy Returning Officer (Advance Poll)	1 (4 shifts of 7 hrs. per shift)	95. per shift	380.
	1 (4 shifts of 5 hrs. per shift)	70.	280.
Assistant Deputy Returning Officer	42	160. + \$15. Training allowance	7,350.
Poll Clerk	450	150.	67,500.
Tally Clerk Election Headquarters	1	125.	125.
Data Entry Clerk Election Headquarters	2	170.	340.
Office Assistance & Switchboard Operator Election Headquarters	4 shifts	170. per shift	680.
Security Services Election Headquarters	1	200.	200.
			<u>\$92,265.</u>
Janitorial Services	37	105.	<u>3,885.</u>
			<u>\$96,150.</u>
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