

NO: R129

COUNCIL DATE: June 27, 2022

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **June 23, 2022**

FROM: **General Manager, Corporate Services**

FILE: **3900-01**

SUBJECT: **Local Government and School Trustee Election Agreement**

RECOMMENDATION

The Corporate Services Department recommends that Council:

1. Receive this report for information; and
2. Authorize the City Clerk to sign on behalf of the City the Local Government and School Trustee Election Agreement between the City of Surrey (the "City") and Surrey School District No. 36 (the "School District"), attached as Appendix "I".

INTENT

To seek Council authorization for the City Clerk to sign on behalf of the City an agreement with the School District for the purpose of conducting trustee elections in conjunction with the 2022 General Local Election.

DISCUSSION

Pursuant to the *School Act*, if a trustee electoral area is all or part of a single municipality, the municipal council must conduct the trustee elections in the trustee electoral area. Pursuant to the *Local Government Act*, the costs of an election may be shared under an agreement between the local government and the board of education for the conduct of the election.

A board of education that is party to such an agreement may approve a board bylaw that provides for any election bylaws of the municipality or regional district to apply to trustee elections conducted under the agreement. Accordingly, the Surrey Board of Education approved their "2022 Trustee Election Procedures – City of Surrey Bylaw No. 340" at the June 8, 2022, Regular Board Meeting. The board bylaw, in accordance with the *School Act*, identifies the procedures to be used in conducting the October 2022 election of School District Trustees.

The Local Government and School Trustee Election Agreement, attached as Appendix "I" permits the City to access and utilize forty-five (45) of the School District's elementary and secondary schools for voting locations, including access and use of the location, equipment and support for advance voting and general voting day, in exchange for the City conducting the School District Trustee election in October 2022.

Similar to previous elections, the access and use of the School District's schools by the City for the purpose of the 2022 General Local Election will be at no cost to the City in exchange for the City to conduct their election for school trustee.

Legal Services Review

This report has been reviewed by Legal Services.

CONCLUSION

The City of Surrey and School District No. 36 Board of Education have a long-standing agreement whereby, the City on behalf of the Board, will conduct the election of Trustees in conjunction with the local government election. In exchange, the School District will provide access and use of the School District's elementary and secondary facilities, equipment and support for voting locations at no charge. Council is requested to authorize the City Clerk sign on behalf of the City an agreement with Surrey School District No. 36 for the purpose of conducting trustee elections in conjunction with the 2022 General Local Election.

Rob Costanzo
General Manager, Corporate Services

Appendix "I": Local Government and School Trustee Election Agreement

**LOCAL GOVERNMENT AND SCHOOL TRUSTEE
ELECTION AGREEMENT**

THIS AGREEMENT MADE THE _____ DAY OF _____, 2022.

BETWEEN:

CITY OF SURREY

having its offices at 13450 -104 Avenue, in the
City of Surrey, Province of British Columbia
(the "City")

AND

SURREY SCHOOL DISTRICT NO. 36

having its offices at 14033 92 Avenue, in the
City of Surrey, Province of British Columbia
(the "School District")

WHEREAS the City will be conducting the local government general election in 2022; and

WHEREAS Section 37 of the *School Act* requires that the City conduct the school trustee elections for a trustee electoral area within a single municipality; and

WHEREAS the School District is responsible for providing facilities to the City in relation to conducting the school trustee elections;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

VOTING LOCATION REQUIREMENTS:

1. The School District agrees and hereby permits the City to access and use the School District's elementary and secondary schools listed in Appendix 1 of this agreement (the "voting location schools") for voting locations in the 2022 General Local Election in October 2022, including access and use by the City for advance voting and general voting at the date and times indicated in this Agreement. Such use and access (*i.e.*, "general use and access") will be provided to the City for each school of:
 - a. the gymnasium for voting proceedings;
 - b. onsite parking facilities;
 - c. staffroom and kitchen facilities, where possible;
 - d. washroom, waste disposal, and recycling facilities;
 - e. secured storage facilities that are sufficient to contain all of the City's election supplies;
 - f. areas reasonably required by the City for the posting of election signs; and
 - g. any other school grounds for use in the manner and duration reasonably deemed necessary by the Chief Election Officer.

2. The School District will ensure the City is provided access to Princess Margaret Secondary School and Semiahmoo Secondary School for advance voting on October 5, 8, 9 and 12, 2022 as follows:
 - a. Access to and use of secure storage for delivery of election supplies on October 4, 2022 from 7:30 am to 2:30 pm, except that deliveries will not be made during school recesses and lunch breaks. The School District shall provide the City with a schedule of the lunch breaks and recesses of each school by June 30 of the election year.
 - b. General use and access to be provided on October 4, 7, 11, 2022 from 3:00 pm until City election staff have completed set-up; and,
 - c. General use and access to be provided on October 5, 8, 9, 12, 2022 at 7:00 am to ensure the schools are ready to be open at 8:00 am for the start of the Advance Voting.
 - d. As a restriction to the City's general use and access, it is agreed that only the small gymnasium at each school will be available for Advance Voting.
3. The School District will ensure the City is provided use and access to all voting location schools as follows:
 - a. Access to secure storage for delivery of election supplies on October 14, 2022 from 7:30 am to 2:30 pm, except that deliveries will not be made during school recesses and lunch breaks. The School District shall provide the City with a schedule of the lunch breaks and recesses of each school by June 30 of the election year.
 - b. General use and access to be provided on October 14, 2022 from 3:00 pm until City election staff have completed set-up; and,
 - c. General use and access to be provided on October 15, 2022 at 7:00 am to ensure the schools are ready to be open at 8:00 am for the start of the voting.
4. The School District agrees to permit the City's election laptops and other election related equipment to connect wirelessly to the School District network. A dedicated, hidden, secure, wireless service set identifier (SSID) will be created by the School District for this purpose. In addition where sites have guest or public access, bandwidth will be limited by the School District to maintain election internet performance.
5. The School District agrees that the City has the right to determine the school voting locations for all future local government and school trustee elections, and that the School District will make these locations available to the City for this purpose wherever reasonably possible and excepting any sites that may be undergoing unexpected maintenance or repair work that prohibits use.
6. The School District will undertake maintenance checks of all voting location schools at least one week prior to October 4 2022, to ensure proper functioning of interior/exterior lighting, indoor heating and that all electrical outlets are in good working order for October 5, 8, 9, 12, and 15, 2022.

7. The School District agrees to provide emergency contact information to the City for the district's Team Leader, Facility Rentals who will assist with all emergency needs or requests for on site support during set up or election days. The Team Leader will be able to assess what support and what staff are required to provide support and will dispatch these School District staff immediately to help as needed.
8. The School District agrees to ensure the following will be implemented at all voting location schools:
 - a. Opening schools on October 4, 7, 11, and 14, 2022 at 3:00 pm to provide access to City election staff for set up and testing of voting locations;
 - b. Returning to voting location school to close the school upon completion of set up and testing in preparation of voting the next day;
 - c. Opening schools on October 5, 8, 9, 12, and 15, 2022 at 6:30 am to provide access to City election staff;
 - d. Ensuring kitchen facilities, where available, are accessible to City election staff;
 - e. Ensuring garbage and recycling containers are accessible to City election staff; and
 - f. Returning to voting location school at 8:00 pm in order to be on site to close the school at the completion of the voting process on October 5, 8, 9, 12, and 15, 2022.
9. The School District agrees to provide, at the School District's cost, the furniture (tables and chairs) required as per the written specifications provided by the City. The furniture will be made available for set-up at each voting location school by 3:00 pm on October 4, 7, 11, and 14, 2022.
10. The City agrees to provide its written specification for furniture to the School District by August 30 of the election year.
11. The City agrees to set up the furniture (tables and chairs) at all voting location schools and put away all furniture and equipment used at the school once the voting polls are closed, except on October 8, where the furniture and equipment will remain for voting on October 9.
12. The School District agrees to provide access to First Aid Kits and Hand Sanitizers at the gymnasium of each voting location.

VOTING LOCATION TECHNICAL REQUIREMENTS:

13. The School District agrees to permit the City's election laptops and other election related equipment to connect to the internet via the School District's network at all voting location schools and the School District will open required firewall ports (port 443, 22 and port 80) for the City.
14. The City agrees that all election laptops that will be connected to the School District's internet will have anti-virus software installed and all necessary windows updates will be run against the operating system.

15. The School District agrees that the City of Surrey laptops and other related election equipment will connect to the School District network at voting location schools on October 4, 5, 7, 8, 9, 11, 12, 14 and 15, 2022 as outlined in Appendix 2.
16. The School District agrees to provide a minimum of three (3) 'network specialists' available for on-site support from 4:00 to 7:30 pm for October 4, 7, 11, and 14, 2022 and from 7:00 am to 9:00 pm for October 5, 8, 9, 12, and 15, 2022.
17. The School District agrees to guarantee a change freeze for network configuration at the voting location schools to remain as outlined in Appendix 2, for two weeks prior to the election (October 1-15, 2022, inclusive).
18. The School District and the City agree that a review of the proposed solution outlined in Appendix 2 will be jointly undertaken and signed off by authorized staff.
19. The School District and the City will execute a minimum of two (2) dry runs, one at an elementary school and one at a high school, testing the proposed solution outlined in Appendix 2.

ELECTION COSTS:

20. The School District agrees to provide the use of the voting location schools at no charge to the City for the conduct of the 2022 General Local Election.
21. The School District agrees to provide the custodian and network staff support and other support as outlined in this agreement at no charge to the City for the conduct of the 2022 General Local Election.
22. The parties will be responsible for their respective costs as set out in this Agreement and therefore will not seek reimbursement for costs from the other party.

FORCE MAJEURE:

23. The School District shall not be liable for any failure of or delay in the performance of this Agreement that is due to causes beyond its reasonable control, including strikes or labour disputes.

CITY OF SURREY

SURREY SCHOOL DISTRICT NO. 36

Jennifer Ficocelli
City Clerk

Jon Harding
Secretary-Treasurer

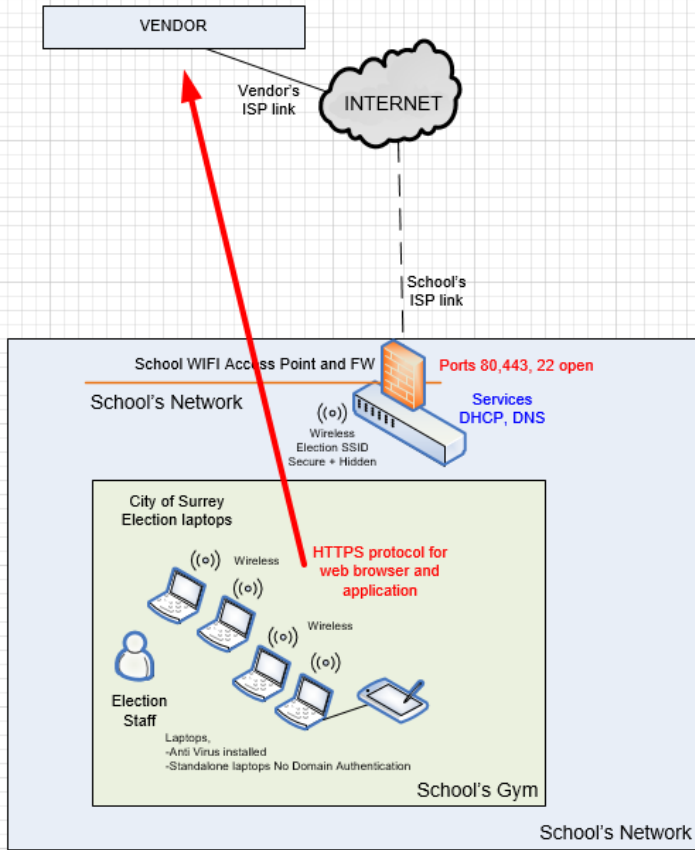
APPENDIX 1 – VOTING LOCATION SCHOOLS

Voting Location (45 Schools)	Address	Poll Location
A.H.P Matthew Elementary	13367 97 Avenue	Gymnasium
Adams Road Elementary	18228 68 Avenue	Gymnasium
Berkshire Park Elementary	15372 94 Avenue	Gymnasium
Bonaccord Elementary	14986 98 Avenue	Gymnasium
Bothwell Elementary	17070 102 Avenue	Gymnasium
Boundary Park Elementary	12332 North Boundary Drive	Gymnasium
Chimney Hill Elementary	14755 74 Avenue	Gymnasium
Coast Meridian Elementary	8222 168A Street	Gymnasium
Colebrook Elementary	5404 125A Street	Gymnasium
Cougar Creek Elementary	12236 70A Avenue	Gymnasium
Douglas Elementary	17325 2 Avenue	Gymnasium
East Kensington Elementary	2795 184 Street	Gymnasium
Ecole Panorama Ridge Secondary	13220 64 Avenue	Big Gymnasium
Ecole Woodward Hill Elementary	6082 142 Street	Gymnasium
Edgewood Elementary	16666 23 Avenue	Gymnasium
Elgin Park Secondary	13484 24 Avenue	Big Gymnasium
Fleetwood Park Secondary	7940 156 Street	Big Gymnasium
Frank Hurt Secondary	13940 77 Avenue	Big Gymnasium
Georges Vanier Elementary	6985 142 Street	Gymnasium
Goldstone Park Elementary	6287 146 Street	Gymnasium
Green Timbers Elementary	8824 144 Street	Gymnasium
Guildford Park Secondary	10707 146 Street	Big Gymnasium
Harold Bishop Elementary	15670 104 Avenue	Gymnasium
Jessie Lee Elementary	2064 154 Street	Gymnasium
Katzie Elementary	6887 194A Street	Gymnasium
Kennedy Trail Elementary	8305 122A Street	Gymnasium
LA Matheson Secondary	9484 122 Street	Big Gymnasium
Lena Shaw Elementary	14250 100A Avenue	Gymnasium
Maddaugh Elementary	19405 76 Avenue	Gymnasium
Maple Green Elementary	14898 Spenser Drive	Gymnasium
Morgan Elementary	3366 156A Street	Gymnasium
Newton Elementary	13359 81 Avenue	Gymnasium
Ocean Cliff Elementary	12550 20 Avenue	Gymnasium
Old Yale Road Elementary	10135 132 Street	Gymnasium
*Princess Margaret Secondary	12870 72 Avenue	Small Gymnasium and Big Gymnasium
Queen Elizabeth Secondary	9457 King George Boulevard	Big Gymnasium
Ray Shepherd Elementary	1650 136 Street	Gymnasium
Salish Secondary	7278 184 Street	Big Gymnasium
**Semiahmoo Secondary	1785 148 Street	Small Gymnasium and Big Gymnasium
South Meridian Elementary	16244 13 Avenue	Gymnasium
Strawberry Hill Elementary	7633 124 Street	Gymnasium
Surrey Centre Elementary	16670 Old McLellan Road	Gymnasium
Tamanawis Secondary	12600 66 Avenue	Big Gymnasium
Westerman Elementary	7626 122 Street	Gymnasium
William F. Davidson Elementary	15550 99A Avenue	Gymnasium

* Advance Voting Location (Small Gymnasium only); Election Day (Big Gymnasium only)

** Advance Voting Location (Small Gymnasium only); Election Day (both gymnasiums)

APPENDIX 2 – NETWORK CONFIGURATION



School Location with Internet Link

City Elections :: School Location with Internet :: Physical :: Future State :: Detail