



Committee of the Whole Excerpts
May 14, 2024

2024 MUNICIPAL ELECTION BUDGET EXCERPT

The 2024 Municipal Election is a legislatively required action. Costs associated with the 2024 Municipal and CSAP election have been presented for consideration. The total budget for the 2024 Municipal and CSAP election is \$171,085.25. It was recommended that a 10% contingency (\$17,108.52) be added to cover any unexpected costs associated with increases as the 2024 elections are still a few months away. Total proposed spend would be \$188,193.78.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL DELEGATE TO THE CHIEF ADMINISTRATIVE OFFICER ITS AUTHORITY TO MAKE, REVISE AND AMEND THE TARIFF OF FEES AND EXPENSES AND PROVIDE FOR A METHOD OF RENDERING AND VERIFYING ACCOUNTS FOR PAYMENT RELATING TO THE MUNICIPAL ELECTION 2024.

COUNCIL APPROVES THE DRAFT BUDGET IN THE AMOUNT \$171,085.25 INCLUDING APPLICABLE TAXES FOR THE 2024 MUNICIPAL AND CSAP ELECTIONS AS PRESENTED AT THE MAY 14, 2024 COMMITTEE OF THE WHOLE MEETING.

COUNCIL APPROVES A 10% CONTINGENCY OF \$17,108.52 BE ADDED TO OFFSET INCREASED COSTS ASSOCIATED WITH INFLATION FOR AN ESTIMATED TOTAL COST OF \$188,193.78.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ×	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and members of WHRM Council

Submitted by: _____

Date: May 14th, 2024 Committee of the Whole

Subject: Proposed 2024 Municipal and CSAP Elections Budget

LEGISLATIVE AUTHORITY

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends....

1. COUNCIL DELEGATE TO THE CHIEF ADMINISTRATIVE OFFICER ITS AUTHORITY TO MAKE, REVISE AND AMEND THE TARIFF OF FEES AND EXPENSES AND PROVIDE FOR A METHOD OF RENDERING AND VERIFYING ACCOUNTS FOR PAYMENT RELATING TO THE MUNICIPAL ELECTION 2024.
2. COUNCIL APPROVES THE DRAFT BUDGET IN THE AMOUNT \$171,085.25 INCLUDING APPLICABLE TAXES FOR THE 2024 MUNICIPAL AND CSAP ELECTIONS AS PRESENTED AT THE MAY 14, 2024 COMMITTEE OF THE WHOLE MEETING.
3. COUNCIL APPROVES A 10% CONTINGENCY OF \$17,108.52 BE ADDED TO OFFSET INCREASED COSTS ASSOCIATED WITH INFLATION FOR AN ESTIMATED TOTAL COST OF \$188,193.78.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☐	Economic ×	Councillor Activity ☒
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The 2024 Municipal Election is a legislatively required action. Costs associated with the 2024 Municipal and CSAP election are included in the upcoming 2024-25 Operating Budget and are being presented for consideration prior to budget deliberations.

Returning Officer (RO) must be appointed by Council.	March 15, 2024	☒
Polling districts must be divided into divisions and reported to Council and must be available for public inspection.	March 31, 2024	☒
Council must direct the RO to conduct enumeration or use recent elections list as the basis for the preliminary electors list.	April 15, 2024	☒
No special election is required to be held unless council or the Minister determines otherwise.	April 19, 2024	☒
The RO must prepare a preliminary list of electors for each polling division.	July 31, 2024	
Last day to establish procedures and forms for the conduct of voting in accordance with the by-law.	August 20, 2024	
Nomination Day	September 10, 2024	
First Advance Polling Day	October 10, 2024	
Second Advance Polling Day	October 15, 2024	
Ordinary Polling Day	October 19, 2024	

Tariff of Fees and Expenses

The Municipal Election Act (MEA) states council must approve a Tarff of Fees and Expenses to be paid to people and for other expenses in connection with an election; and if the actual expenses incurred are more than approved, council may authorize the additional expenses.

OR

Per section 139 (1A) Municipal Elections Act, that Municipal Council delegate to the Chief Administrative Officer its authority to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the Municipal Election 2024.

DISCUSSION

As identified in the January 9, 2024 report to Committee of the Whole, Municipalities continue to express concerns around securing available election staff for all 2024 elections. It is still expected there will be trouble finding knowledgeable workers and if successful; pay rates are expected to be significantly higher than in previous years to meet current demands.

Polling Staff

Each district will require a deputy returning officer (DRO) and a poll clerk and the same team can be used for all three days if the individuals have availability.

It is being proposed that District 7 have two teams, both pairs working election day and one of the two advance poll days. An explanation of the reasoning will follow in the Polling District Divisions section.

District 1	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 2	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 3	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 4	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 5	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 6	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 7	2 Poll Clerks and 2 Deputy Returning Officers (2 Teams)
District 8	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 9	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 10	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)
District 11	1 Poll Clerk and 1 Deputy Returning Officer (1 Team)

Ballot boxes would be sealed and securely stored at the end of each voting day. Should a ballot box become close to being full, it would be sealed and a new one started.

Polling District Locations

District 1

Bramber New Horizons Hall, 6943 Hwy 215, Bramber	First Advance Poll Day Location
Centre Burlington Hall 3554 Hwy # 215, West Hants	Second Advance Poll Day Location

Summerville and District Volunteer Fire Department, 59 Summerville Wharf Rd, Summerville	Ordinary Poll Day
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District 2

District 2 presented some unique challenges as to suitable locations that were also central and convenient for voters. Brooklyn Civic Centre was selected for one advance poll and election day because despite being slightly outside the district, it was geographically central to it and convenient for the largest number of voters. It is also a location historically used in both federal and provincial elections for electors in many of these areas.

Avondale Community Hall, 50 Avondale Cross Road, Avondale	First Advance Poll Day Location
Brooklyn Civic Centre, 995 Hwy 215, Brooklyn	Second Advance Poll Day Location
Brooklyn Civic Centre, 995 Hwy 215, Brooklyn	Ordinary Poll Day

District 3

Using Sweets Corner as one of the advance polls should making voting more convenient for voters in the western end of the district.

Sweets Corner Community Hall, 6351 Hwy 14	First Advance Poll Day Location
Brooklyn Civic Centre, 995 Hwy 215, Brooklyn	Second Advance Poll Day Location
Brooklyn Civic Centre, 995 Hwy 215, Brooklyn	Ordinary Poll Day

District 4

Ardoise and Ellershouse are both good options for polls. Ellershouse was selected for election day because it already has wifi.

Ardoise Community Recreation Centre, 3 Ardoise School Road, Ardoise	First Advance Poll Day Location
Ellershouse Community Hall, 429 Ellershouse Road	Second Advance Poll Day Location
Ellershouse Community Hall, 429 Ellershouse Road	Ordinary Poll Day

District 5

Looking at the population distribution and what is available in the district as locations, Three Mile Plains Hall seems the best option for all three days.

Three Mile Plains Community Hall, 4474 Hwy 1, Three Mile Plains	First Advance Poll Day Location
Three Mile Plains Community Hall, 4474 Hwy 1, Three Mile Plains	Second Advance Poll Day Location
Three Mile Plains Community Hall, 4474 Hwy 1, Three Mile Plains	Ordinary Poll Day

District 6

Glad Tidings Church is geographically central to the district and has wifi. The firehall in Garlands Crossing has been used in the past as a location but with the population growth in that immediate area we have been finding it small during both the past provincial and federal elections.

Glad Tidings Worship Centre, 5398 Chester Rd, Windsor	First Advance Poll Day Location
Glad Tidings Worship Centre, 5398 Chester Rd, Windsor	Second Advance Poll Day Location
Glad Tidings Worship Centre, 5398 Chester Rd, Windsor	Ordinary Poll Day

District 7

Since the District is divided into A and B, electors requiring paper ballots will need to vote at the polling district that their name is on the list for. Since there is a bridge and part of District 5 separating them, we are not anticipating this to be a problem. Although the Falmouth Hall is in District 9, it is historically where these voters are used to going.

Southwest Hants Fire Society Hall, 1884 Hwy 14, Vaughan	First Advance Poll Day Location (A)
Falmouth Community Hall, 147	Second Advance Poll Day Location (B)
Southwest Hants Fire Society Hall (A), 1884 Hwy 14, Vaughan and Falmouth Community Hall (B), 147 Falmouth Back Road	Ordinary Poll Day

A. will consist of:

Leminster	82
Panuke Lake	0
Upper Vaughan	151
Vaughan	394
Wile Settlement	55
Total population	682

B. will consist of:

The portion of Falmouth assigned to district 7	229
Upper Falmouth	456
Total population	685

District 8

The new Baptist Church Hall is centrally located, accessible and has wifi. Using Ground Search and rescue in Mount Denson for an advance poll should be convenient for those residents.

West Hants Ground Search and Rescue, 821 Hwy 1, Mt. Denson	Advance Poll Location
Hantsport Baptist Church, 6 Willow St. Hantsport	Advance Poll Location
Hantsport Baptist Church, 6 Willow St. Hantsport	Ordinary Poll Day

District 9

Falmouth Community Hall, 147 Falmouth Back Road	Advance Poll Day Location
Falmouth Community Hall, 147 Falmouth Back Road	Advance Poll Day Location
Falmouth Community Hall, 147 Falmouth Back Road	Ordinary Poll Day

District 10

Windsor Community Centre is central and where voters in the district are used to going.

Windsor War Memorial Community Centre, 78 Thomas St, Windsor	Advance Poll Day Location
Windsor War Memorial Community Centre, 78 Thomas St, Windsor	Advance Poll Day Location
Windsor War Memorial Community Centre, 78 Thomas St, Windsor	Ordinary Poll Day

District 11

Windsor Community Centre is central and where voters in the district are used to going.

Windsor War Memorial Community Centre, 78 Thomas St, Windsor	Advance Poll Day Location
Windsor War Memorial Community Centre, 78 Thomas St, Windsor	Advance Poll Day Location
Windsor War Memorial Community Centre, 78 Thomas St, Windsor	Ordinary Poll Day

Mobile Poll

Traditional paper ballots would be used for mobile polls in the 2024 Municipal and CSAP election. Mobile polls will be offered to the residents of the following locations upon approval of their administrators.

- District 9 - Windsor Elms Village for Continuing Care Society
- District 10 - Haliburton Place and Victoria Park Guest House
- District 11- Dykeland Lodge

Additionally, e-voting would be offered to patients who are residents of West Hants in unit 200 (acute care unit) and 500 (patients waiting to go into long term care) upon approval of their administrators. Patients in both units are still assigned to their home addresses.

Proposed Budget for the 2024 Municipal and CSAP Elections

Hall Rentals

Advanced Polls - Hall Rentals (18 locations @\$200.00/location)	\$3,600
Ordinary Polls - Hall Rentals (9 locations @\$200.00/location)	\$1,800
Total Costs	\$5,400

Payroll Expense

Returning Officer	\$32,500 (previously approved)
Assistant Returning Officer	\$3,000
Auditor	\$575 (incl hst)
IT Support	\$4,600 (incl hst)
Total Costs	\$40,857

Poll Workers – Advance Poll Day (DRO 's responsible for polling stations)

12 DRO's proposed (Total of 11 districts and District 7 will require 2 DRO's based on having polling stations) @ \$200/person/day) X (2 Advance Poll dates)	\$4,800
12 Poll Clerk's proposed (Total of 11 districts and District 7 will require 2 DRO's based on having polling stations) \$200/day	\$4,800
Total Costs	\$9,600

Poll Workers – Ordinary Poll Day (DRO 's responsible for polling stations)

12 DRO's proposed (Total of 11 districts and District 7 will require 2 DRO's based on having polling stations) \$250/day	\$3,000
12 Poll Clerk's proposed (Total of 11 districts and District 7 will require 2 DRO's based on having polling stations) \$250/day	\$3,000
Total Costs	\$6,000

Mobile Poll Workers

4 workers x \$150.00/per day	\$600
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Standby/back up DRO's and Poll clerks

28 in total x \$60.00/per day	\$4,800
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Training

44 in total (includes DRO's, Poll Clerks, back up DRO's and Poll Clerks, RO and ARO) - Election Training (\$70) and 12 First Aid Training (\$185)	\$5,280
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Advertising

Based on 8 ads	\$8,000 (25 % increase and additional advertising may be needed to inform voters of alternate voting option)
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Travel Allowance (Meals and Mileage)

Based on current mileage and per diem rates	\$5,000
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Printing Costs

Ballot boxes, signage, seals, etc.	\$5,215
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Supplies

Poll books, ballots, envelopes, ballots boxes, security seals, voting screens	\$6,500
Laptop Kits (\$1220.00/unit x 12 units)	\$14,640
Mobile Internet – Cellular (\$596.00/unit x 2 units)	\$1,192.00
Mobile Internet – Starlink (\$959.00/unit x 2 units)	\$1,918.00
Mobile Phone + Service (\$755.00/unit x 6 units)	\$4,530.00
Total Costs (incl hst)	\$28,780 (\$4,317 tax) = \$33,097

Alternative Voting

Intelivote	\$47,236.25 (incl hst) previously approved
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Total budget for the 2024 Municipal and CSAP election is **\$171,085.25**.

It is recommended that a 10% contingency (\$17,108.52) be added to cover any unexpected costs associated with increases as the 2024 elections are still a few months away. Total proposed spend would be **\$188,193.78**.

NEXT STEPS

Once all decisions to be determined by Council have been made, the Returning Officer and Assistant Returning Officer will proceed with the administration of the 2024 Municipal and CSAP election in accordance with the Municipal Elections Act.

CAO reviews and approves the tariff of fees and expenses.

Tariff of fees and expenses posted to municipal website.

FINANCIAL IMPLICATIONS

Section 48 (4) of the Education (CSAP) Act states that a municipality may recover the additional costs incurred for the inclusion of the election for a member of the school board with the regular election or special election of a school board.

The 2024 Municipal Election is a legislatively required action. The 2024 Municipal operating budget has yet to be presented for Council review and approval. Pending approval, the costs associated with the 2024 Municipal and CSAP election and identified within the report presented at the May 14, 2024 meeting will need to be considered during budget deliberations.

	2023-24 Approved	2024-25 Proposed
Budget	\$1,500.00	\$185,000.00
Expenses to Date	\$648.78	\$0.00
Remaining Budget	\$851.22	\$185,000.00

The 2024-25 Municipal Election is funded through general operations, with \$50,000 coming from the Elections Reserve.

ALTERNATIVES

- Council may choose to alter or not support any of the above-mentioned recommendations; however, this is not recommended by staff.

ATTACHMENTS

- Tariff of Fees and Expenses for the West Hants Regional Municipality Elections Pursuant to Section 139 of the Municipal Elections Act

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report shares all of the known components of the election to-date. The budget reflects the anticipated costs of delivering both a paper and electronic election.

I support the recommendations.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Office

**Tariff of Fees and Expenses for the West Hants Regional Municipality Elections
Pursuant to Section 139 of the Municipal Elections Act**

RETURNING OFFICER

For all services and expenses in connection with an election or plebiscite, an allowance of \$32,500.

ASSISTANT RETURNING OFFICER

For assisting the returning officer in connection with an election or plebiscite, and allowance of \$3,000.

Rental Space

Rental of a meeting hall or polling station \$200.00/day

REGISTRAR OF VOTERS

For all services and expenses in connection with an election or plebiscite, an allowance of \$1500.00

ENUMERATORS

For services and expenses required in the enumeration of electors, the sum of Flat Fee of \$300.00 plus \$0.50 per name.

POLL WORKERS

Salary in connection with an election or plebiscite for poll workers, an allowance of

a. Deputy Returning Officer \$250.00/day (Adv) - \$200.00/day (Ord)

b. Poll Clerk \$250.00/day (Adv) - \$200.00/day (Ord)

c. For standby services as a substitute \$60.00/day

SYSTEM ELECTION OFFICER

For all services related to an auditor to audit and monitor the performance of the system of alternative voting \$500.00 plus applicable taxes

TRAVEL ALLOWANCE

A Returning Officer, Assistant Returning Officer, Deputy Returning Officer and Poll Clerk are authorized to be paid a travel allowance for mileage at the Provincial mileage rate and reasonable expenses for meals while attending to their duties. A claim for the travel allowance must be submitted using an approved expense claim form with receipts.

RECOUNTS OR CONTROVERTED ELECTIONS

For required attendance by the Returning Officer, Assistant Returning Officer, Deputy Returning Officer and Poll Clerk at a recount or a court application regarding a controverted election, an allowance of \$200.00/day.

OTHER

Training Sessions \$70.00/session

All other fees and expenses in connection with an election or plebiscite will be at reasonable costs. Except for travel allowance expenses, the returning officer and assistant returning officer shall not be paid additional fees while performing the duties of the registrar of voters, enumerators, deputy returning officer, and poll clerk.

DELEGATION OF AUTHORITY

The Chief Administrative Officer has the authority to revise and amend the Tariff of Fees and Expenses to be paid as is reasonable to conduct an election or plebiscite.