



STAFF REPORT

TO: Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: March 13, 2024

SUBJECT: **Municipal Elections 2024 – Service Providers**

ORIGIN

2024 Municipal Election preparations

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve:

- Wanda Atkinson be appointed as Returning Officer for the 2024 Municipal Election;
- Erin Hartley and Anita DeMings be appointed as Assistant Returning Officers for 2024 Municipal Election;
- Compensation be set as follows:
 - Returning Officer Up to \$8,000
 - Assistant Returning Officer (Anita Demings) Per Collective Agreement
 - Assistant Returning Officer (Erin Hartley) Per Non-Union Policies
- The Municipality enter into the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and
- The Municipality hire Invelivote Systems Inc. as the electronic elections service provider at an amount of \$9,625 plus HST.

DISCUSSION

Appointment of Returning Officer and Assistant Returning Officer

The Municipality recently requested proposals for the position of Returning Officer for the 2024 Municipal Election. The deadline for receiving proposals was February 16th. No proposals were received. The

Municipality re-issued the posting with an hourly wage of \$20/hour up to 400 hours (\$8,000) with a deadline of March 4th. Two resumes were received. One applicant has the required experience or qualifications. This applicant has already accepted the position of Returning Officer for the Town of Clarks Harbour, but is willing to do both. Provincial representatives were contacted to ensure that the same Returning Officer can be appointed for both units and it was noted that this is actually very common across the Province.

A Returning Officer must be appointed by Council by March 15, 2024.

It is also recommended that Anita DeMings and Erin Hartley be appointed as the Assistant Returning Officers who would act if the Returning Officer is absent or at the request of the Returning Officer. Mrs. DeMings and Mrs. Hartley have both acted in this capacity in past elections.

List of Electors

Legislation provides the Municipality with three options for the preparation for the Preliminary List of Electors:

- Enumeration;
- Use of a List of Electors from the most recent Provincial or Federal Election, or in an election pursuant to this Act; or
- Use of a permanent Register of Electors maintained for Provincial or Federal Elections.

Consideration has been given to all three options and it is staff’s recommendation that the most cost effective, efficient and accurate choice is the use the Provincial List of Electors from the most recent Federal Election.

In order to receive this information, the Municipality must enter into an agreement with Elections NS. The agreement will set out the conditions for sharing information and data with the Municipality, for maintaining the security and privacy of personal information contained within, as well as the methodology and timing for providing back to Elections NS all changes and additions to the Municipal Final List of Electors.

A decision on the Preliminary List of Electors must be made by April 15, 2024.

Service Provider

The Municipality of Shelburne recently requested three quotes for an electronic election service provider, they came in as follows:

Intelivote Systems Inc.	\$ 9,625
Simply Voting	\$ 9,380
Scytl	\$17,295

Staff are recommending Intelivote Systems Inc. as they are the provider used in the last election with great success. With such a minimal difference in costs between them and Simply Voting, it is felt that it is in the best interest of the Municipality to go with the company that we have experience with and confidence in their ability to work with us.

Budget

The \$25,000 budget includes the components mentioned in this report This amount is being recommended for consideration in the 2024/25 budget.