



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 7**  
**Halifax Regional Council**  
**March 26, 2024**

**TO:** Mayor Savage and Members of Halifax Regional Council

Original Signed

**SUBMITTED BY:**

\_\_\_\_\_  
Cathie O'Toole, Chief Administrative Officer

**DATE:** March 14, 2024

**SUBJECT:** **2024 Municipal and Conseil scolaire acadien provincial (CSAP)  
Election Polling Divisions & Tariff of Fees and Expenses**

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### **INFORMATION REPORT**

#### **ORIGIN**

Staff initiated, updates to the municipality's electoral district boundaries will take effect for the upcoming 2024 Municipal and CSAP Election.

#### **LEGISLATIVE AUTHORITY**

*Municipal Elections Act*, sections 9 and 139 subsections (1) (1A) as follows:

9 (1) On or before the thirty-first day of March in a regular election year, the returning officer shall divide the polling districts in the municipality into such divisions for purposes of better taking the vote as he deems necessary, and shall forthwith report the divisions to the council.

139 (1) The council shall, by resolution, make a tariff of fees and expenses to be paid to any person for his services and expenses under this Act and may similarly revise and amend the tariff and provide for a method of rendering and verifying accounts for payment.

(1A) The council may delegate 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 pursuant to subsection (1) to the clerk or chief administrative officer.

#### **BACKGROUND**

Section 9 of the *Municipal Elections Act* (MEA) requires that for the convenience of voting, that municipal polling districts are divided into smaller parts known as polling divisions. The list of electors used at a polling station is made up from qualified electors in the polling division. The MEA requires that by March 31<sup>st</sup> in an election year, the returning officer divide each polling district in the municipality into polling

divisions and that the polling divisions be reported to council. The main factors the Returning Officer must take into account when establishing polling divisions are as follows:

- geographical and other factors that may affect the convenient conduct of an election;
- the desirability of the territorial limits of the divisions conforming as nearly as possible with those established for the last federal, provincial or municipal election;
- incorporation, where practical, of approximately 700 electors in a division;
- desirability of incorporating a hospital, a sanatorium, a home for the aged, a licensed nursing home or an institution for the care and treatment of chronic diseases into a division;
- option to designate a multiple unit residential building of any size as a separate polling station, even if the approximate amount of electors would exceed 700;
- the establishment of a separate polling division for each home for the aged approved and each nursing home licensed under the Homes for Special Care Act and in which ten or more electors reside;

where, by reason of an established practice or other special circumstances, it is more convenient to establish a polling division containing substantially more than seven hundred electors and to divide the list of electors for the polling division between two or more polling stations, the returning officer may establish a polling division which contains as nearly as possible some multiple of seven hundred electors.

On December 12, 2023, Halifax Regional Council delegated the authority to the Returning Officer to make, revise and amend the Tariff of Fees and expenses for the 2024 Municipal and CSAP election in accordance with section 139 of the *MEA*. In November 2023, the Election Office requested a review of the 2020 Tarriff of Fees and Expenses by Total Rewards and Compensation to account for inflationary changes since the last election and Council's direction on living wage policies for HRM employees.

## **DISCUSSION**

Beginning in 2022 and concluding in 2023, the municipality engaged in a thorough and collaborative review of existing electoral boundaries. The NSUARB released their boundary review decision on Dec. 21, 2023, with updated electoral boundaries in the Halifax Regional Municipality going into effect for the 2024 Municipal and Conseil scolaire acadien (CSAP) Election. The final order from the NSUARB was issued on January 12, 2024.

The Election Office collaborated with staff from GIS and the Office of Diversity and Inclusion to create polling divisions for the 2024 regular election that take into account the considerations required in section 9 of the *MEA* and the direction provided by the NSUARB in establishing the new electoral districts for the HRM coming into effect on October 19, 2024. Factors such as voter accessibility, geography, and the maintenance of similar divisions to those used in previous municipal/provincial and federal elections were considered in establishing the polling divisions for the 2024 Municipal and CSAP election. Maps of the polling divisions are included as attachment 1 of this report.

Additionally, staff have also provided the 2024 Tarriff of Fees and Expenses as outlined in attachment 2 of this report. The Tarriff of Fees and Expenses has been reviewed by staff in Total Rewards and Compensation and reflects a 7.6 percent increase to the rate of pay for election workers as a result of changes in the Consumer Price Index for Nova Scotia since the last review conducted ahead of the 2020 Municipal and CSAP election. This increase in pay scales for Election Workers within the Tarriff of Fees and Expenses is similar to the process undertaken by Elections Nova Scotia when revising its Tarriff of Fees and Expenses in 2023 ahead of the Preston By-election.

## **FINANCIAL IMPLICATIONS**

The municipal election operating budget (A125) is pending approval of the 2024/25 operating budget and if approved will have a withdrawal of \$3.5 million from Q511, the Election Reserve. The 7.6% CPI increase

included within the 2024 Tarriff of Fees and Expenses has an estimated budget impact of \$497,020 and has been incorporated with the proposed 2024/25 municipal election operating budget.

**COMMUNITY ENGAGEMENT**

No community engagement was required.

**ATTACHMENTS**

Attachment 1 – 2024 HRM Polling Districts and Divisions

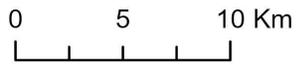
Attachment 2 – 2024 Municipal and CSAP Election – Tarriff of Fees and Expenses

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by:       Liam MacSween, Elections & Special Projects Manager, Phone 902.233.5207

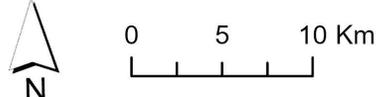
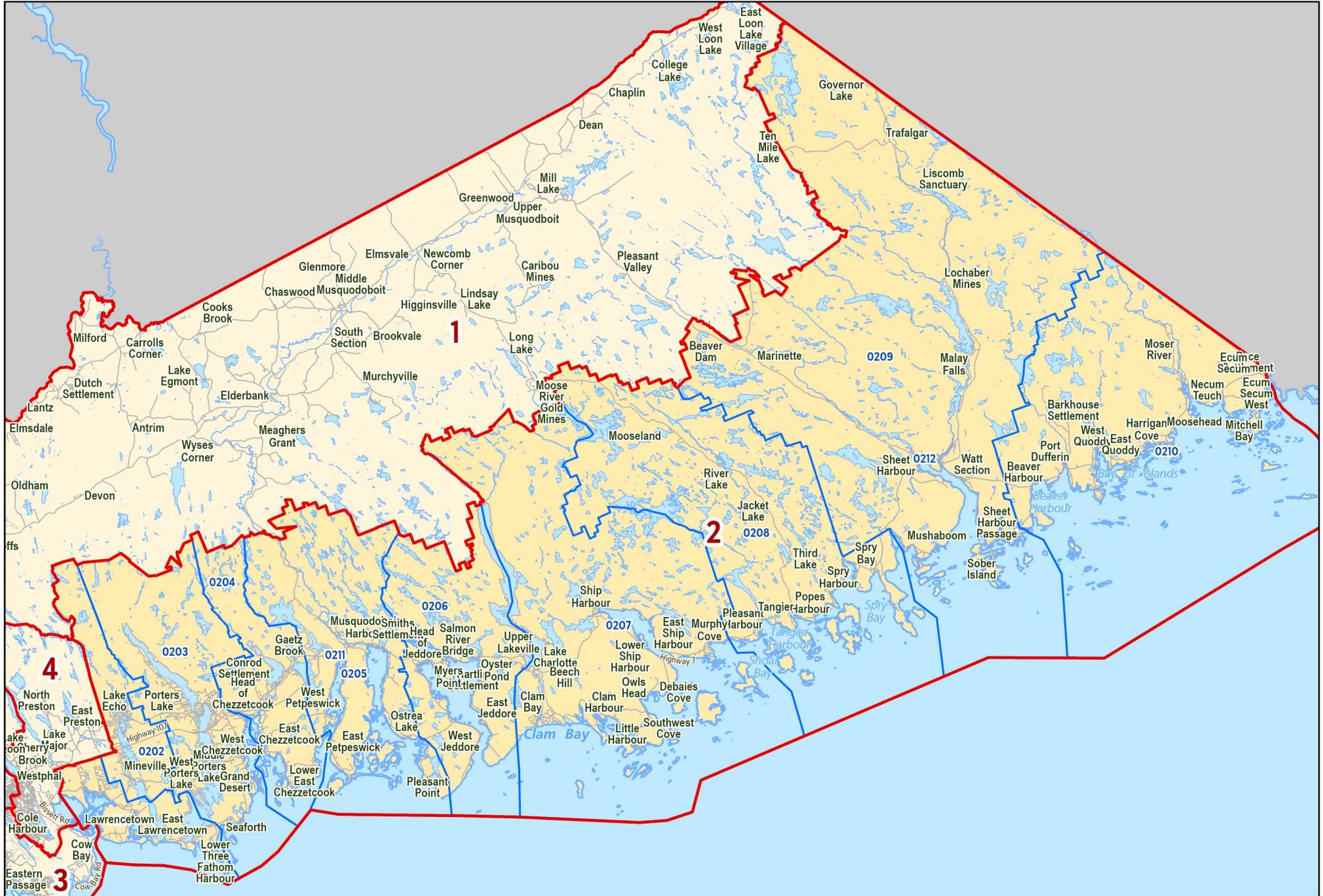
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-  Polling District
-  Polling Division

This electoral district boundary map was last updated on Jan. 12, 2024 and will be the applicable electoral district boundary map for the upcoming 2024 Municipal and CSAP Election. It will first come into effect during the voting period for the 2024 Municipal and CSAP Election. Learn more: [halifax.ca/election](http://halifax.ca/election)

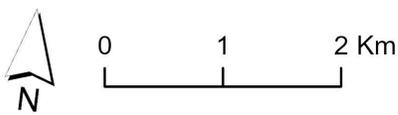
# Electoral District 2



 Polling District  
 Polling Division

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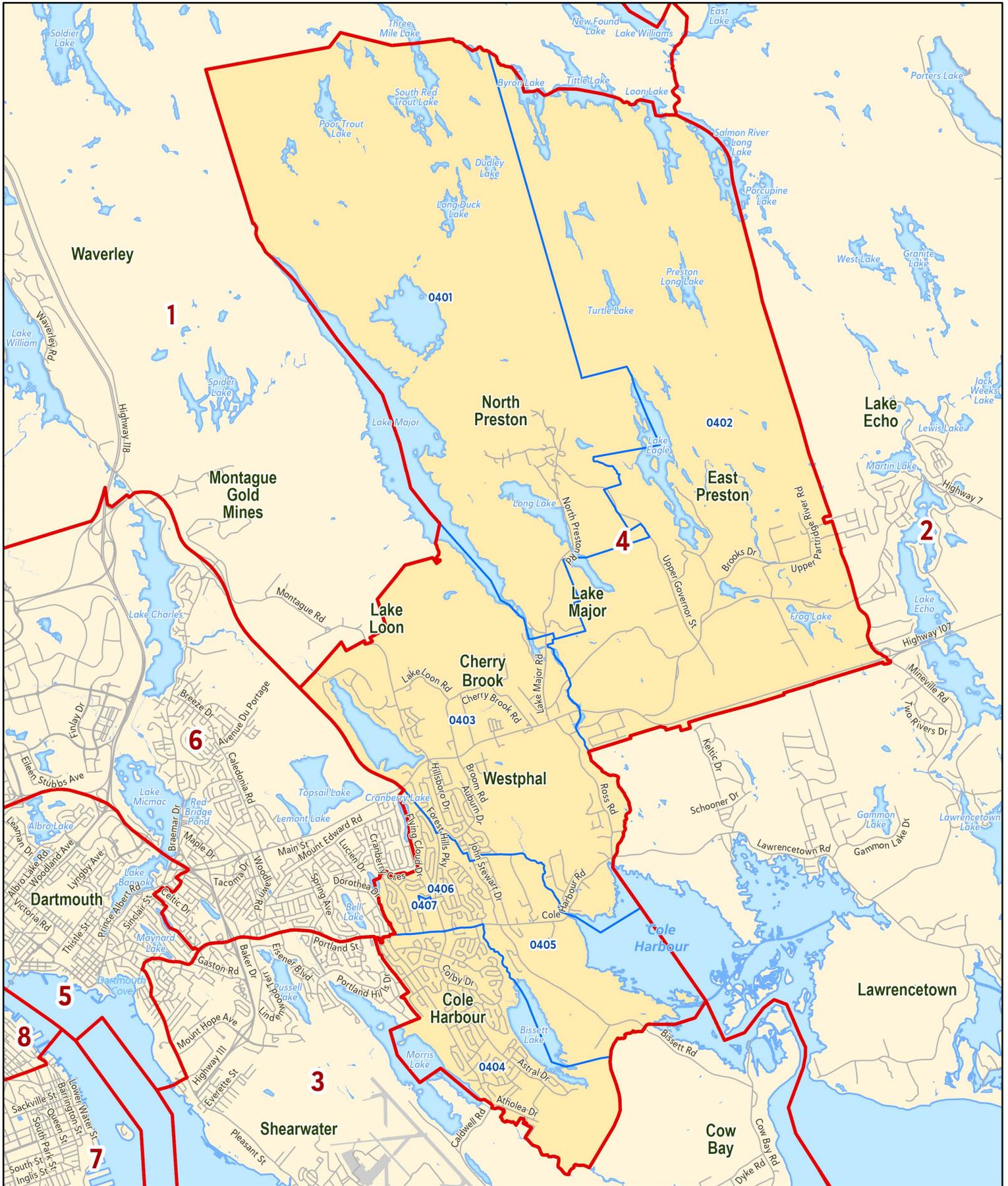
# Electoral District 3



**Red line** Polling District  
**Blue line** Polling Division

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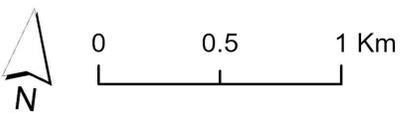
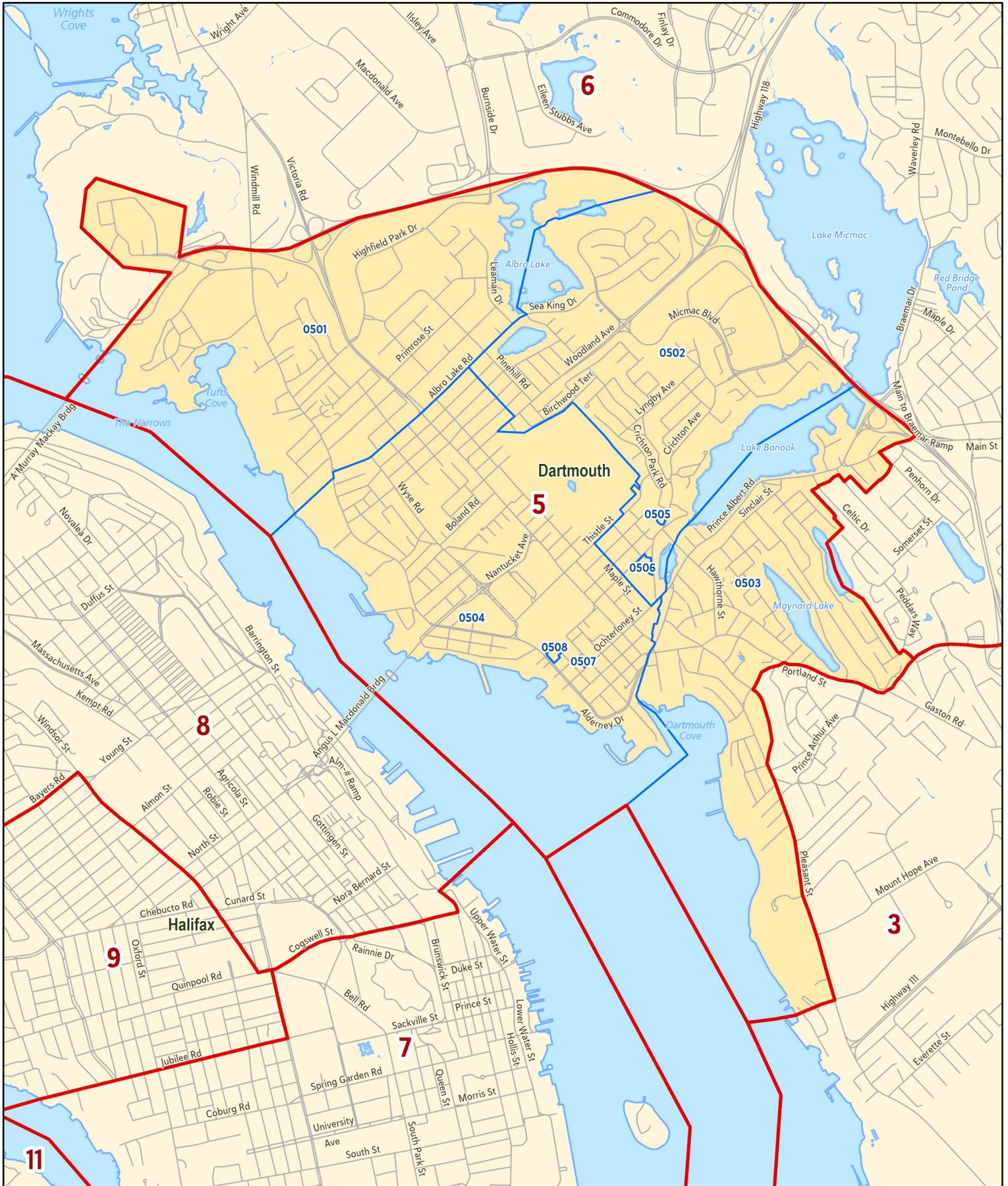
# Electoral District 4



 Polling District  
 Polling Division

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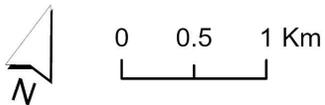
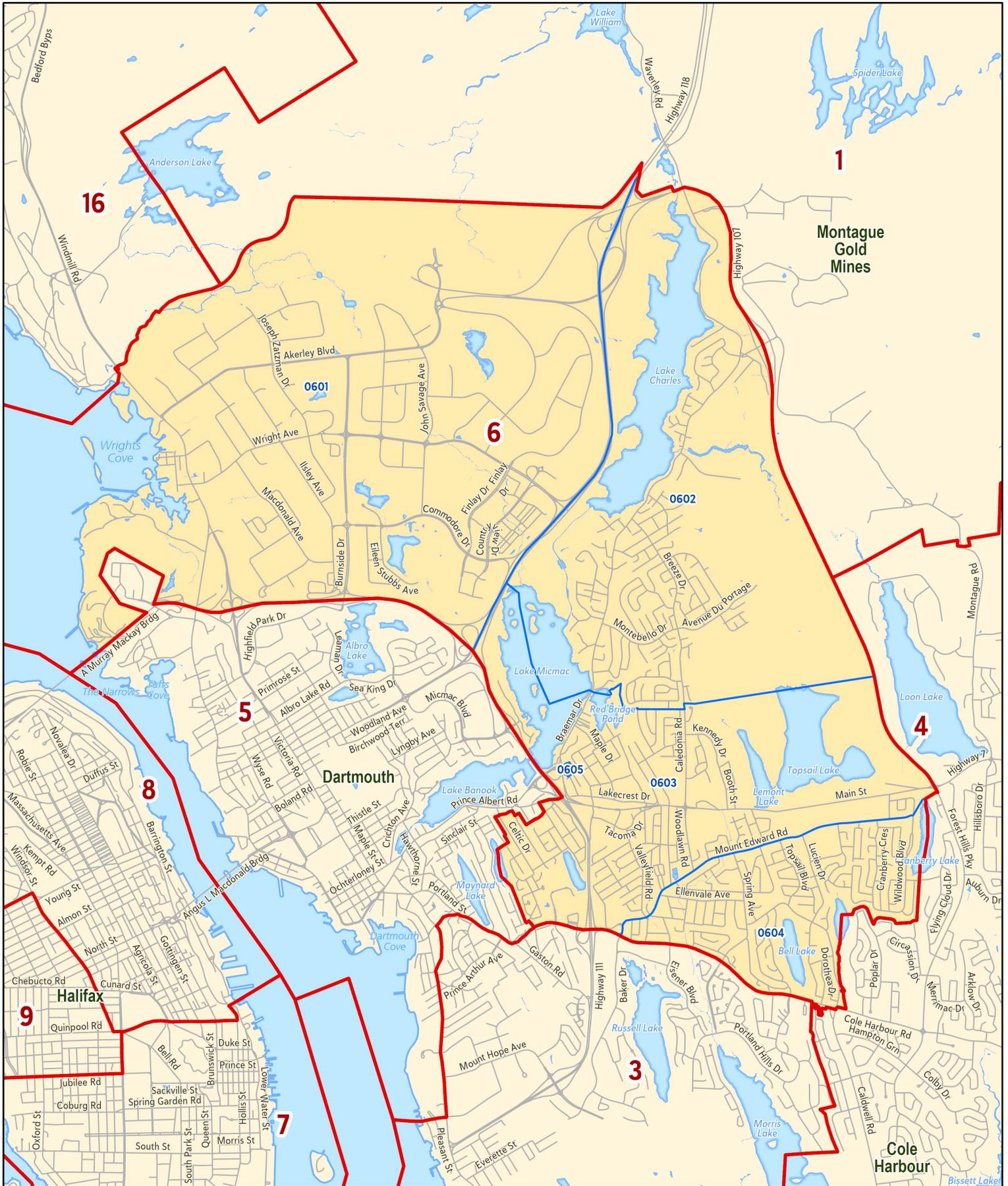
# Electoral District 5



 Polling District  
 Polling Division

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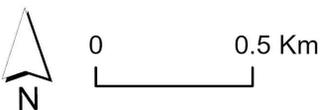
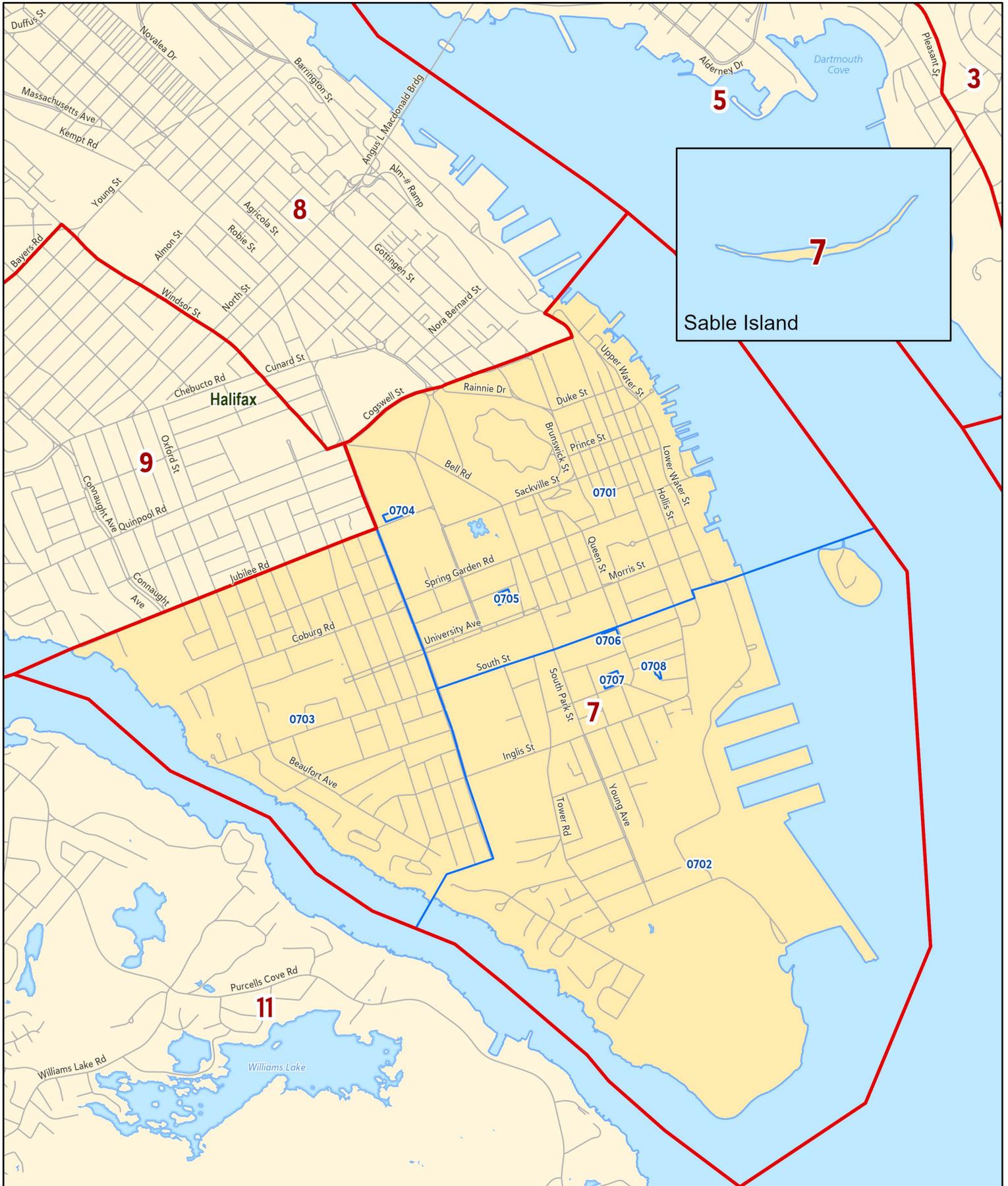
# Electoral District 6



**Red line** Polling District  
**Blue line** Polling Division

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# Electoral District 7

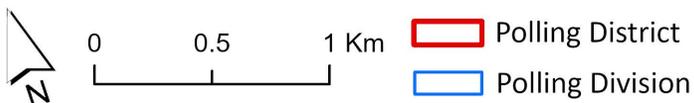
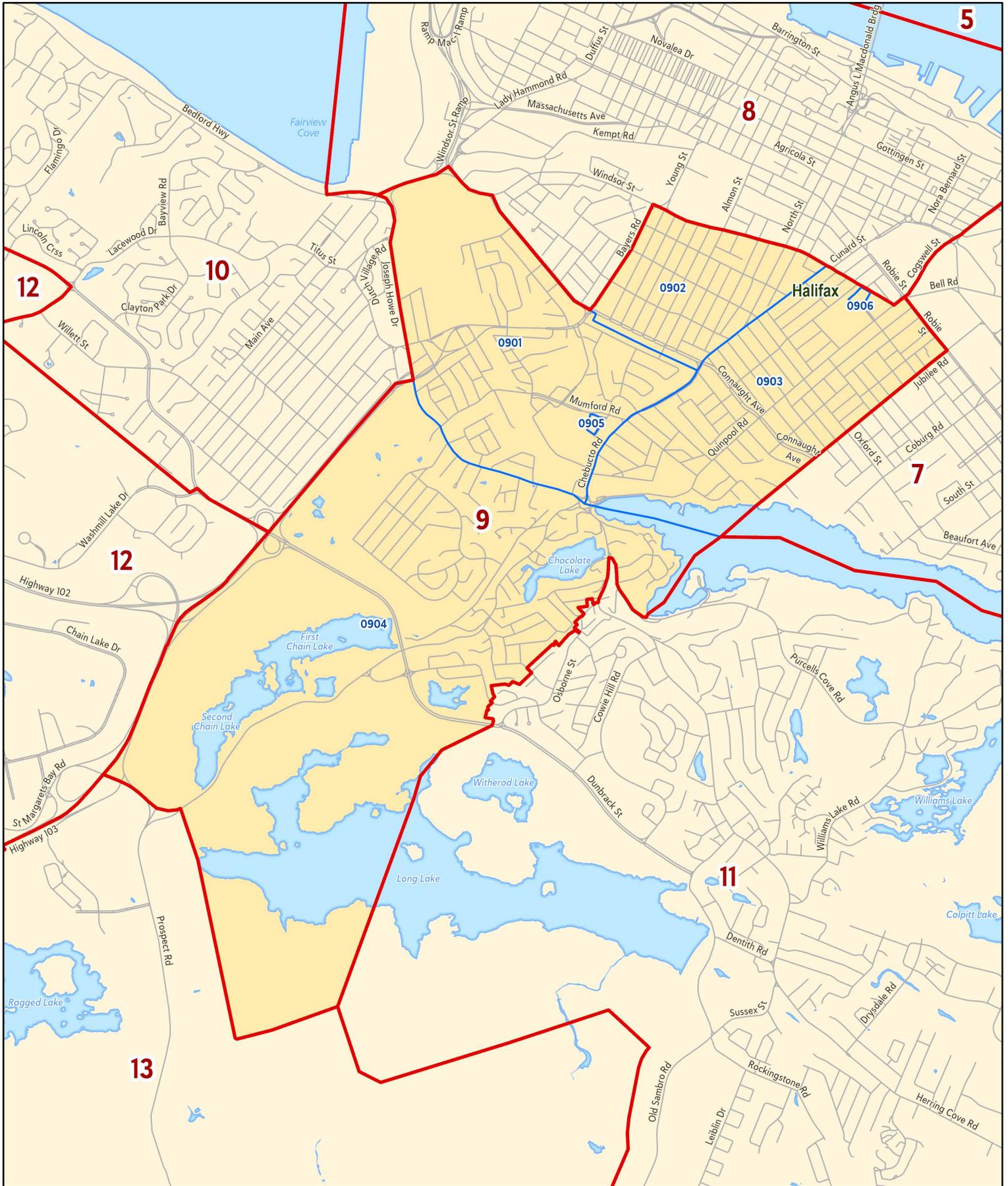


-  Polling District
-  Polling Division

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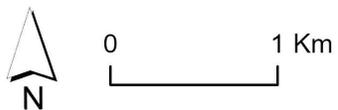
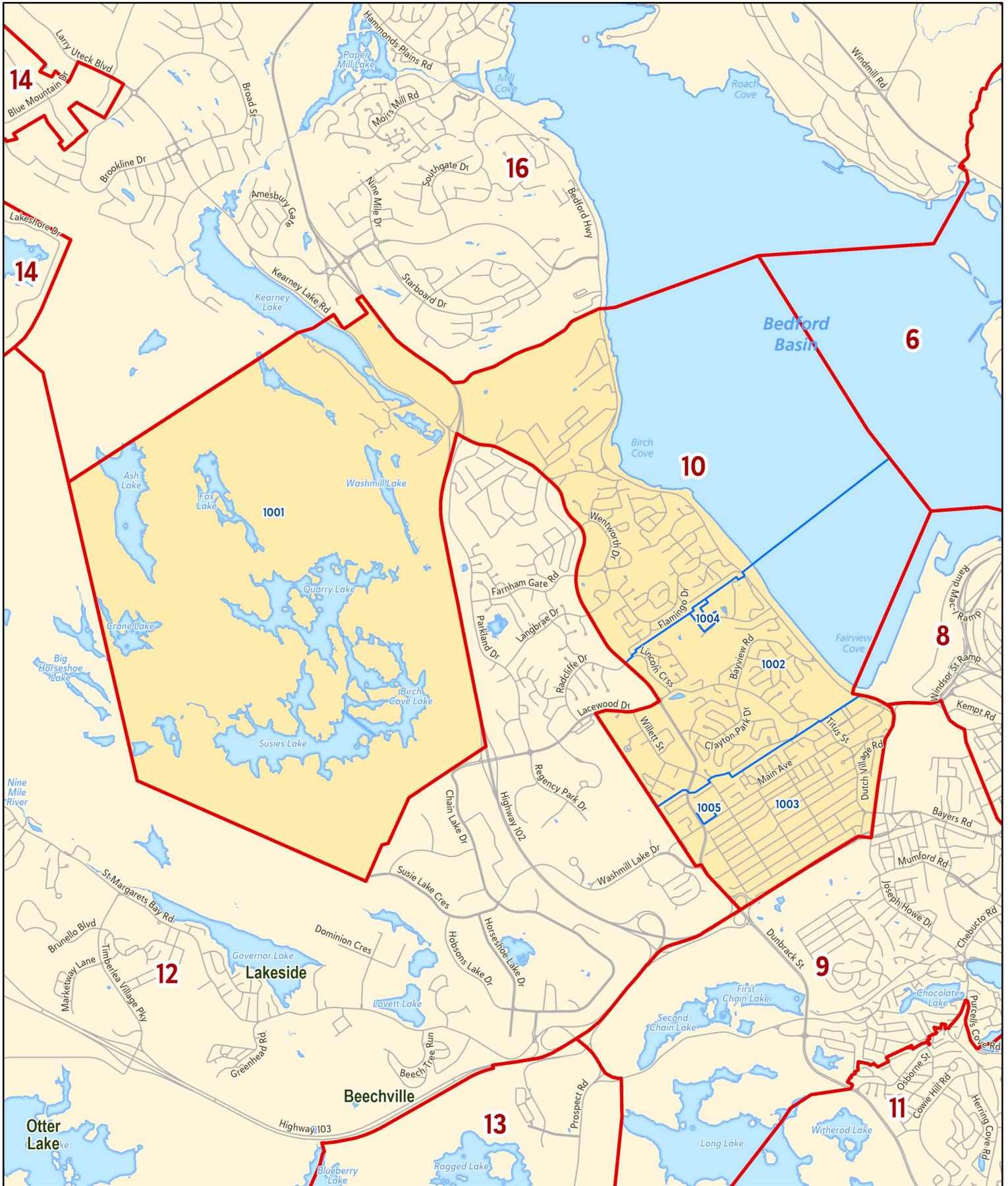


# Electoral District 9



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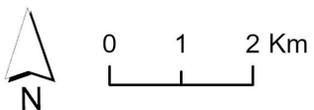
# Electoral District 10



-  Polling District
-  Polling Division

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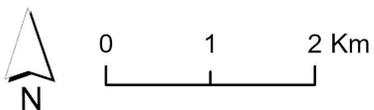
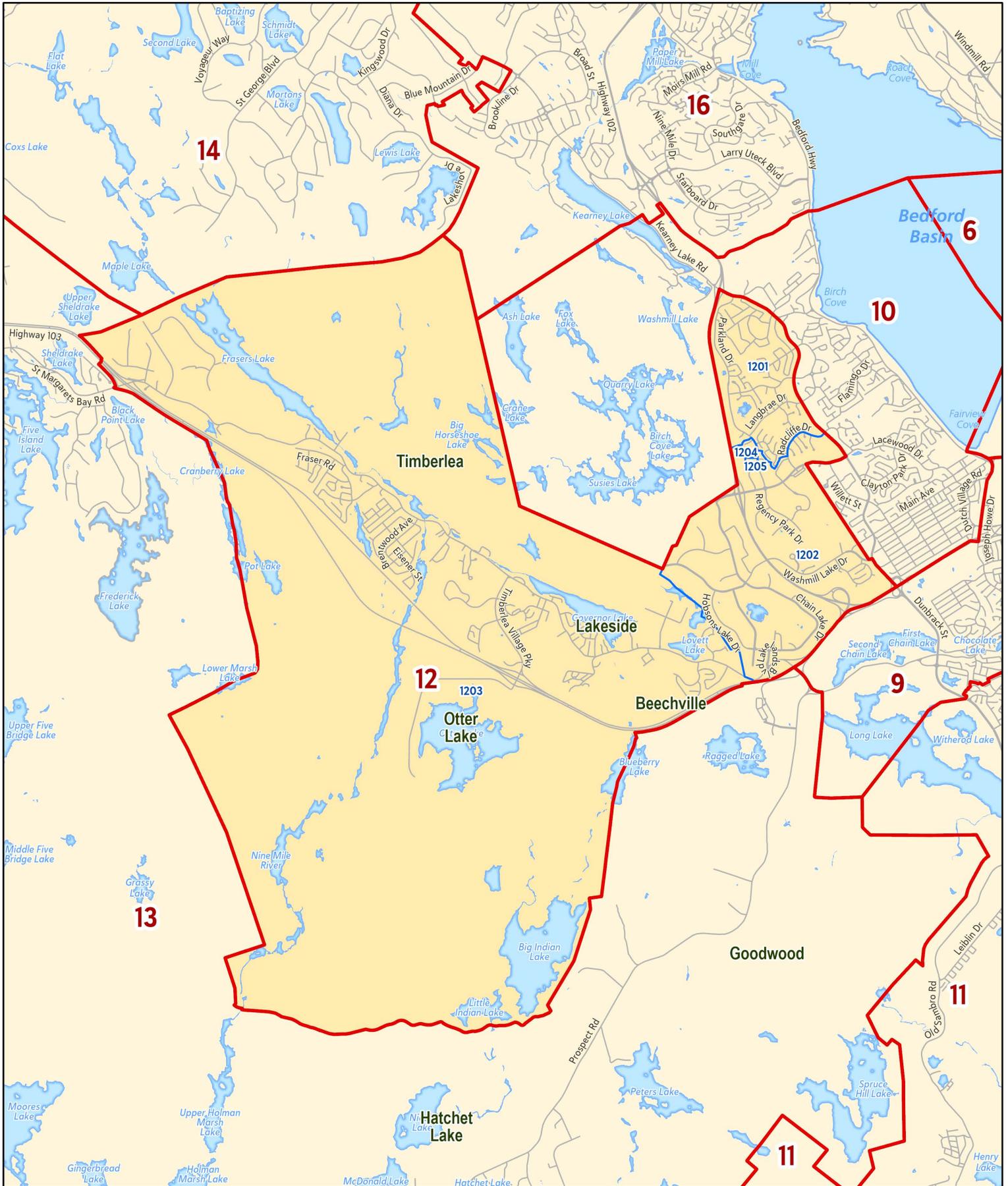
# Electoral District 11



-  Polling District
-  Polling Division

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# Electoral District 12

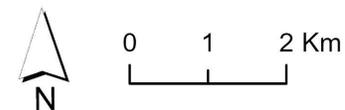
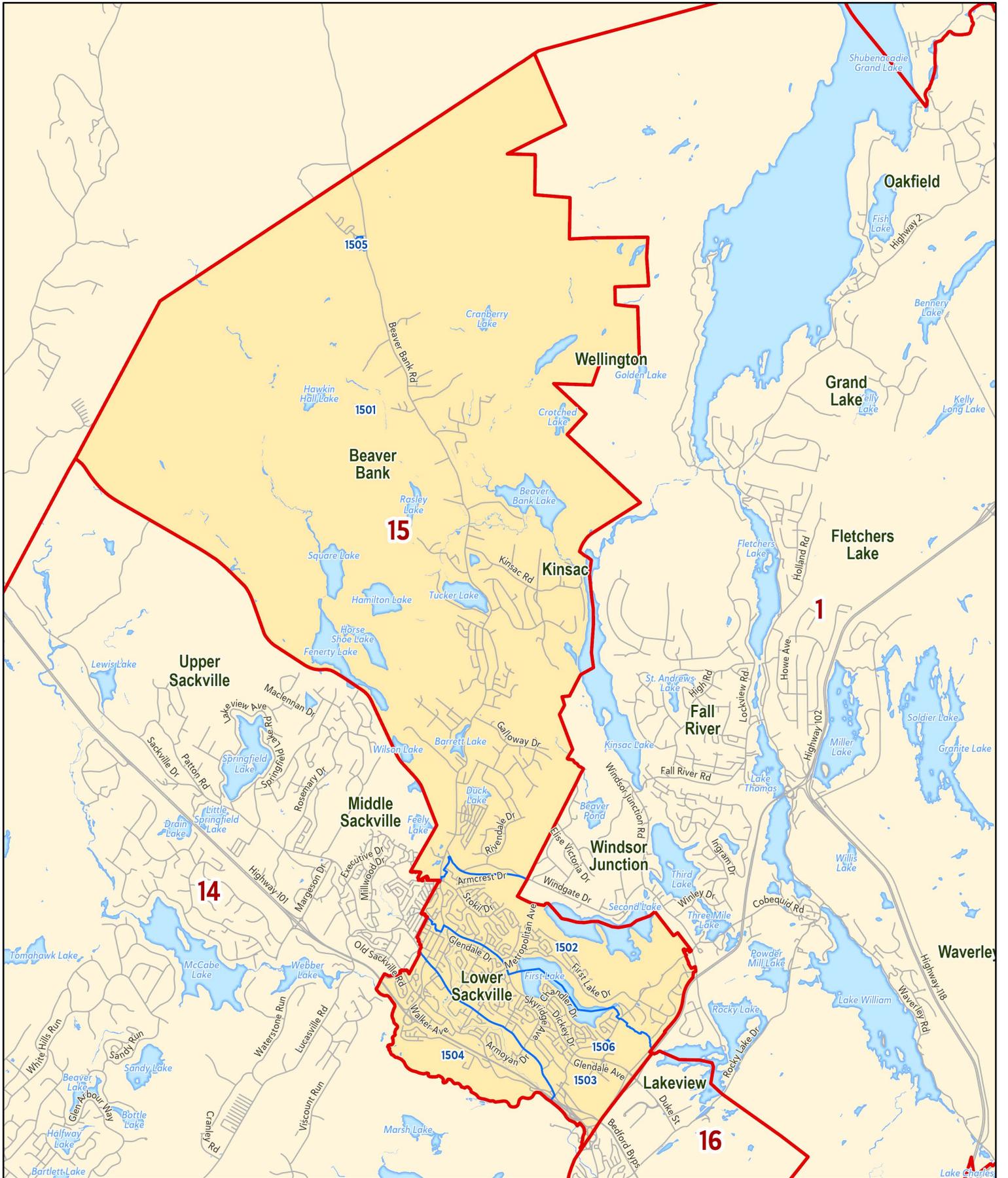


 Polling District  
 Polling Division

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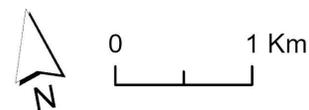
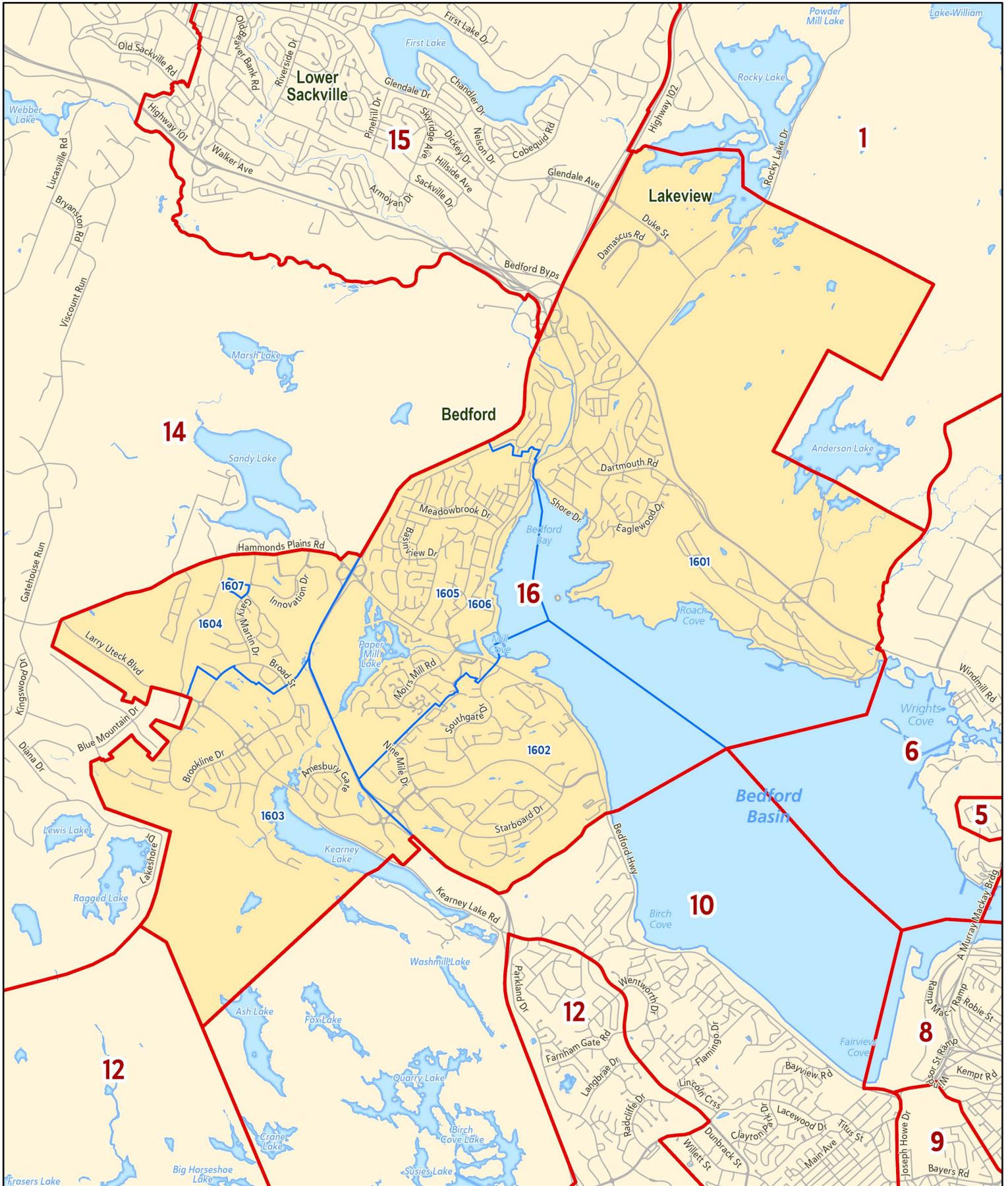




-  Polling District
-  Polling Division

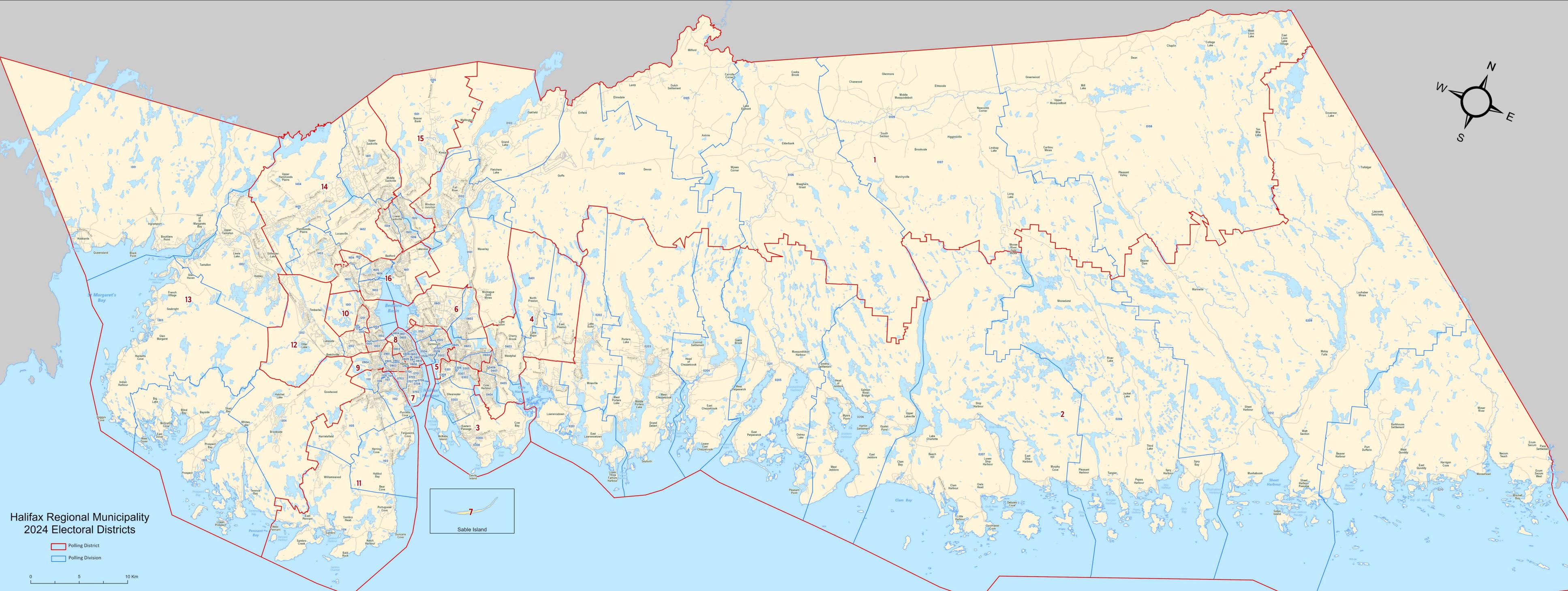
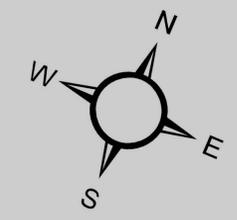
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# Electoral District 16



 Polling District  
 Polling Division

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### Halifax Regional Municipality 2024 Electoral Districts

- ▭ Polling District
- ▭ Polling Division



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## Attachment 2

### Tariff of Fees and Expenses – 2024 Municipal & CSAP Election

In accordance with Section 139 (1) that, Council shall by resolution, make a tariff of fees and expenses to be paid to persons for service and expenses under the Municipal Elections Act and may similarly revise and amend the tariff and provide for a method of rendering and verifying accounts for payment and,

In accordance with Section 139 (1A) that Council may delegate 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. That Council, by resolution duly passed on December 12, 2023, delegated the authority to "make, revise and amend the tariff of fees and expenses and provide for the method of rendering and verifying accounts for payment to the Municipal Clerk.

The following tariff of fees and expenses shall be in effect for the 2024 Municipal and CSAP Election as required, until such time as they are revised by the Municipal Clerk.

**Supervising Deputy Returning Officer (SDRO) - \$355/poll day** (1 hour prior to opening of poll to reporting of all polls/tables at the polling location)

**Deputy Returning Officer (DRO) – \$269/poll day** (1 hour prior to opening of poll to reporting of the poll for which the DRO is responsible)

**Poll Clerk (PC) - \$264/poll day** (1 hour prior to opening of poll to reporting of the poll at which the poll clerk is working)

**Information Officer (IO) - \$264/poll day** (1 hour prior to opening of poll to reporting of the poll at which the information officer is working)

**Cleaners - \$247/day** (1 hour prior to opening of poll to reporting of the poll at which the cleaner is working)

**Drivers - \$247/day** if personal vehicle is used the driver will also be compensated based on the kilometer rate driven in accordance with the HRM local travel policy. (Drivers must have a valid driver's license for the vehicle operated, a safe driving record, 3 party liability and vehicle insurance coverage and sign a waiver for use of personal vehicle when applicable).

**Training: \$59.** A mandatory election training event (estimated at 2.5 hours) is required of all election workers.

**Deputy Returning Officer/Poll Clerks (DRO/PC) - *During Advance Voting Period*** shall be paid at a rate of **\$20.00/hour plus 4% vacation pay** for hours worked in the advanced poll locations. Attendance at vote count on Election Day will be paid at the same hourly rate to a maximum of 3 hours.

**Supervising Deputy Returning Officer (SDRO) - *During Advance Voting Period*** shall be paid at a rate of **\$22.00/hour plus 4% vacation pay** for hours worked in the advanced poll locations.

**Cleaners - *During Advance Voting Period*** shall be paid at a rate of **\$15.00/hour plus 4% vacation pay** for hours worked in the advance poll locations. (1 hour prior to opening of poll to close of poll)

**Standbys (all positions for Advance and Poll Dates) - Standby rate of \$86.** If assigned a specific position the staff will be paid at the position rate instead of standby rate.

All payments shall be made in accordance with the policies of the Halifax Regional Municipality and Revenue Canada.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Iain MacLean**  
**Returning Officer/Municipal Clerk**