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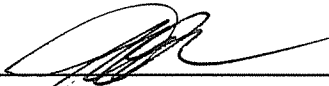


PO Box 1749  
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**Halifax Regional Council**  
**March 9, 2004**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
George McLellan, Chief Administrative Officer

**DATE:** March 3, 2004

**SUBJECT:** Municipal and School Board Elections - October 16, 2004

**ORIGIN**

There is a statutory requirement to conduct Municipal and School Board Elections throughout the Halifax Regional Municipality on Saturday, October 16, 2004.

**RECOMMENDATION**

It is recommended that Council:

Approve the appointment of Jan Gibson, Acting Municipal Clerk, as Returning Officer to conduct the municipal and school board elections on October 16, 2004, and approve the appointment of Linda Grant to act as Assistant Returning Officer.

Set the date of Saturday, October 9, 2004, as the first Advance Poll Day. The second Advance Poll Day of Tuesday, October 12, 2004 is mandatory under the Municipal Elections Act.

**BACKGROUND**

Pursuant to Section 4(1) of the Municipal Elections Act, "Council shall appoint a returning officer, who may be the clerk, another municipal employee or another person who is not a municipal employee, to conduct all regular and special elections required under [the] Act." In addition, the Act permits Council to appoint an Assistant Returning Officer to assist the Returning Officer in carrying out the duties should the Returning Officer be absent. Given the scope of the upcoming election, it is prudent to appoint an Assistant Returning Officer in the event the Returning Officer is absent from the municipality for a period of time during critical phases of the election process.

There is a requirement under the Section 114(4) of the Municipal Elections Act to conduct advance polls, one of which is Tuesday, the fourth day before Ordinary Polling Day (mandatory) and a day "fixed by Council" which is either the "Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day." The practice in HRM has been to hold the optional Advance Poll on Saturday, the week before Ordinary Polling Day.

**BUDGET IMPLICATIONS**

Funds have been identified in the 2004-2005 Elections Operating Budget to conduct the municipal and school board elections.

**FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

The election has no impact on the Multi-Year Financial Strategy as it is an activity that has effect only on this year's Election Operating Budget as stated above.

**ALTERNATIVES**

There are no alternatives. This activity must be carried out in accordance with statute.

**ATTACHMENTS**

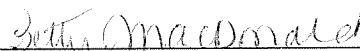
None.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Jan Gibson, Acting Municipal Clerk

Ph: 490-6483

Report Approved by:



Betty MacDonald, Director, Governance & Strategic Initiatives