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**Regional Council
September 4, 2007**

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Chief Administrative Officer



Geri Kaiser, Deputy Chief Administrative Officer - Corporate Services
and Strategy

DATE: August 15, 2007

SUBJECT: Reserve Withdrawal - 2008 Municipal and School Board Election
Project Manager

ORIGIN

On January 9, 2007 Halifax Regional Council approved an internet / telephone voting option, in addition to the present voting system, for advanced voting and status quo for election day for the 2008 Municipal and School Board election.

RECOMMENDATION

It is recommended that:

Regional Council approve a withdrawal from the Municipal Elections Reserve - Q313 to secure the services of a Project Manager for the 2008 Municipal and School Board Election as per the budget implications section of this report.

BACKGROUND

On February 10, 2004, Halifax Regional Council approved a motion requesting that staff examine complementary voting alternatives in preparation for the 2008 Municipal and School Board Election. Following this direction, staff submitted a report on January 9, 2007 outlining voting alternatives for Council's consideration. As a result, Council directed staff to proceed with the advanced internet / phone option, as well as to maintain the standard election requirements of site specific advance and election day voting for the 2008 Election.

DISCUSSION

Given the added complexity of the internet / phone options to the standard voting process, the role of the project manager is to manage the overall business and technical deliverables of the Municipal Election. Under the direction of the Municipal Clerk / Returning Officer, the Project Manager works to ensure that the business functions of the election meet the legal requirements necessary to carry out a Municipal and School Board Election successfully. The Project Manager would be responsible to plan, coordinate and direct project activities necessary to achieve the desired election results within the allocated election budget.

BUDGET IMPLICATIONS

The Municipal Elections Reserve was established in order to provide the resources and infrastructure to conduct Municipal and School Board elections. The projected balance on March 31, 2008 for the Municipal Elections Reserve is \$1.2m. There is sufficient capacity within the reserve to fund the Project Manager's estimated salary of \$44,000 to \$60,000. Only the funds required will be withdrawn from the Reserve.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation. If approved this project will increase withdrawals from Reserves.

ALTERNATIVES

Council may choose not to approve the position of Election Project Manager. This is not recommended since the added complexity of the voting alternatives and the commitment of the organization to continuous improvement of election services will require specific project resources.

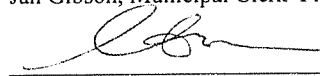
ATTACHMENTS

None

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Jan Gibson, Municipal Clerk Ph: 490-4210.

Financial Approval by:



Catherine Sanderson, Senior Manager, Financial Services, 490-1562