



**Policy Number:** 2021-02

**Date of Issue:** February 16, 2021

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**Motion Number:** 2021-47

**Policy Subject/Title:** MUNICIPAL ELECTIONS POLICY

*Ed Chow*

**Signature of Approval by Authorized Personnel:**

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Ed Chow, CAO

**Supersedes:** November 5, 2002  
Date of Last Update

Motion #2002-427  
Title & No. of Previous Policy if Applicable

## **POLICY STATEMENT:**

The purpose of this policy is to provide guidelines for appointing of municipal election officials and to establish the honorariums and compensation that will be paid to these individuals.

## **PROCEDURES:**

### **APPOINTMENT OF OFFICIALS**

That in order to avoid any misinterpretation as to the proper conduct of a municipal election, vote for a bylaw or question or any other voting required to be conducted under the provisions of the Local Authorities Election Act, Town employee spouses will not be allowed to fill the positions of Returning Officer, Substitute Returning Officer, Deputy Returning Officer, Election Worker or Election Counter.

It is the responsibility of the Returning/Substitute Returning Officer to hire a sufficient number of workers required for proper and efficient conduct of the voting.

### **HONORARIUMS**

Returning/Substitute Returning Officer                      \$300.00

Deputy Returning Officer    \$150.00

## COMPENSATION

Election Worker

\$30 per hour

Town employees that act as a Returning Officer, Substitute Returning Officer, Deputy Returning Officer or Counters for Advance Elections or on Election Day will receive Time in Lieu for work outside of regular working hours.

On voting day, the Town will provide the lunch and supper meals for the Election Workers, Deputy Returning Officers, Returning/Substitute Returning officers working the election.