

Rural Municipality of West River

Election Officials Fee Policy

Policy # 2022-01

BE IT ENACTED by the Council of the Rural Municipality of West River as follows:

1. Title

1.1 This Policy shall be known as, and may be cited as, the " Election Officials Fee Policy."

2. Background

2.1 The municipality needs to hire additional short-term staff for by-elections and during the general municipal election. This policy outlines the payment and process and fees of election officials, including the Municipal Electoral Officer (MEO) and Deputy Municipal Electoral Officer (DMEO).

3. Purpose

3.1 The purpose of the policy is to outline the Rural Municipality of West River's rate of pay for election officials.

4. Policy Statement

4.1 Rural Municipality of West River acknowledges the need for temporary staff during elections and outlines the elections fee schedule in appendix A.

5. Definitions

5.1 "Act": Means the Municipal Government Act.

5.2 "Deputy Municipal Electoral Officer": A deputy electoral officer may perform all the duties of an election clerk, or a poll clerk as described in the Regulations, and if there is no

election clerk or poll clerk appointed, the deputy municipal electoral officer shall perform those duties.

- 5.3 "Election Clerk": May assist the returning officer in the performance of their duties as described in the Regulations.
- 5.4 "Election Officials": Means any persons appointed to assist in the administering of a municipal election; includes but is not limited to the municipal electoral officer, deputy-municipal electoral officer, returning officers, deputy returning officers, poll clerks and election clerks.
- 5.5 "Municipal Electoral Officer": A municipal electoral officer shall exercise general direction and supervision of the administration and conduct of the election. The municipal electoral officer shall ensure fairness, impartiality, and compliance by election officials with the Act, and perform their duties in accordance with the regulations and any election bylaw; and issue to election officials the instructions that are necessary to ensure the effective execution of Part 3 of the Act, the Regulations and any election bylaw.
- 5.6 "Poll Clerk": Shall amongst other duties described in the Regulations, be delegated the responsibility of administering the official list of electors.
- 5.7 "Regulations": Means the Municipal Election Regulations.
- 5.8 "Returning Officer": Shall be delegated the responsibility for administering the electoral process in the municipality as well as conducting the ballot count and shall be responsible for election materials and supplies received and shall prevent any unauthorized person from having access to them; amongst other duties described in the Regulations.

6. Scope

- 6.1 This policy applies to paid election officials only; it does not include regular municipal staff or volunteers – unless otherwise noted.

7. Responsibilities

- 7.1 The Chief Administrative Officer and the Municipal Electoral Officer are responsible for upholding, monitoring, and administering this policy.

8. Guidelines and Procedures

- 8.1 Council shall appoint both the municipal electoral officer and the deputy municipal electoral officer by resolution, on or before the second Monday in May of each election year; or as required in the case of a byelection.
- 8.2 The municipal electoral officer shall appoint the returning officer in writing, as required, before the election.
- 8.3 The returning officer shall appoint any other election officials such as poll or election clerks, required to run the election in writing; these officials must be appointed by the 14th day before the election.
- 8.4 The returning officer, and all other officials appointed by the returning officer, shall sign a declaration that they shall faithfully and impartially perform their duties in the administration of the election, upon their appointment.
- 8.5 Prior to the appointment of any election official, they will be made aware of the fee schedule and the rate of pay they are eligible for by the appointer.

9. Policy Review

- 9.1 Council may revise "Appendix A" to this policy by resolution; and should ensure that "Appendix A" is updated at least every four years, prior to the general municipal election.

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Appendix A
Officials Fee Schedule

1. Municipal Electoral Officer Minimum wage + \$10 an hour
2. Deputy Municipal Electoral Officer Minimum wage + \$8 an hour
3. Returning Officer Minimum wage + \$10 an hour
4. Deputy Returning Officer Minimum wage + \$8 an hour
5. Poll Clerk Minimum wage + \$5 an hour
6. Election Clerk Minimum wage + \$5 an hour
7. Training Hourly rate (respectively 1-6) for a minimum of 4 hours.
8. Reimbursement:
 - a. Travel according to Travel and Expense Policy # 2021-01 section 5.3.
 - b. Meals \$35.00 per day (including \$8.00 - Breakfast, \$14.00 - Lunch and \$13 – Dinner).
9. Miscellaneous expenses are covered subject to Municipal Electoral Officer and Chief Administrative Officer approval.