



Policy Number: 2025 – 08

Date of Issue: October 7, 2025

Page: 1 of 2

Motion Number: 2025 – 260

Policy Subject/Title: MUNICIPAL ELECTIONS

Signature of Approval by Authorized Personnel:


Karrie A. Gau, CAO

Supersedes: February 16, 2021
Date of Last Update

Policy 2021 – 02 Motion #2021 – 147
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

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

PROCEDURES:

APPOINTMENT OF OFFICIALS

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, spouses or common-law partners of Town employees 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 Officer and Substitute Returning Officer to hire a sufficient number of workers required for proper and efficient voting conduct.

HONORARIUMS

Returning Officer	\$400.00
Substitute Returning Officer	\$300.00
Deputy Returning Officer	\$150.00

COMPENSATION

Election Worker

\$30.00 per hour

Town employees that act as Returning Officer, Substitute Returning Officer, Deputy Returning Officer or Election Counter for Advance Voting Stations or on Election Day will receive time in lieu for work outside of regular working hours.

On Election Day, the Town will provide the lunch and supper meals for the Returning Officer, Substitute Returning Officer, Deputy Returning Officer and Election Workers while they work.

REVIEW CYCLE:

This policy will be reviewed every four (4) years.