

Remuneration of Election Officials	Policy	E3
	Effective Date	April 2002
	Revision Date	June 2009
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	Approval	Harvey Bostrom

What is the policy?

This policy outlines the minimum amounts to be paid to election officials.

Election officials shall be paid a rate determined by council that is not less than minimum wage. Council may wish to set a flat rate per day as opposed to an hourly rate. The term "day/days" is defined on an accumulative basis of a normal eight-hour period.

- **Senior Election Official (S.E.O.)**
The normal functions require 1.5 days where there is an acclamation, and up to five days otherwise.
- **Assistant S.E.O.**
The normal functions of an assistant S.E.O. would require from 1.5 to three days' work depending on whether an enumeration is conducted or not.
- **Voting Official**
The voting official shall be paid an hourly rate. Voting officials are appointed by the senior election official to assist at the voting station at election time. The assistant S.E.O. may be asked to act as voting official by the senior election official if deemed necessary.
- Where one official is required to fulfill the duties of another official, the rate of pay shall be in accordance with the position filled.
- Remuneration is payable when the election official has **completed all** official election duties.
- Any cost incurred by election officials through official duties should be submitted to council for approval prior to incurring the expense (ex: mileage). Where council has no established rates, government rates may be used for calculation.

Community responsibilities

- The community should maintain appropriate records and issue payment in accordance with this policy.
- Trust communities, should forward time sheets to the department for payment.