

## Town of Naicam Policy Manual

<b>POLICY TITLE:</b> <b>MUNICIPAL ELECTIONS POLICY</b>	<b>POLICY NUMBER:</b> <b>01/2018</b>	<b>EFFECTIVE DATE:</b> February 13, 2018
<b>ORIGIN:</b> <b>Administration</b>	<b>ADOPTED BY COUNCIL ON:</b> February 13, 2018	<b>AMENDED:</b> Res: 2019-128 June 11, 2019

### **Purpose:**

To provide guidance regarding Municipal Elections for procedural items that are not otherwise determined or regulated by *The Local Government Elections Act, 2015*.

### **General Procedure:**

1. Remuneration shall be:
  - Returning Officer (RO): \$175.00
  - Deputy Returning Officer (DRO): \$175.00
  - Poll Clerk (PC): \$125.00
2. Remuneration rates:
  - include all applicable training, set up, clean up and election day polling hours.
  - are not payable to municipal staff during regular office hours, but are payable at a rate of \$15/hour for work outside of regular office hours.”
  - do not include the Advanced Poll. Advanced poll payment is paid hourly at the rate of \$15 per hour.
3. Advanced Poll is set by the Returning Officer shall be held at a date and time, subject to *The Local Government Election Act* and accompanying regulations, that also aims to be of the most benefit to the community for not less than 3 hours and not more than 5 hours, and held between the hours of 7 am and 9 pm.
4. The Polling Station shall be set at a wheelchair accessible location capable of hosting the election comfortably and with a high degree of public visibility. Preference for location is in the following order subject to location, logistics, accessibility, and availability: Town Office, Senior’s Centre, or Town Hall. In the case of an Advanced Poll, the Advanced Poll may also be held at Churchview Lodge or other care facility subject to a no-charge agreement.