**Municipal Election Officials Fee Policy Template**

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| **Title** | Election Officials Fee Policy | |
| **Policy #:** |  | |
| **Approved by Council:** | *Date:* | *Resolution #:* |
| **Implementation Date:** |  | |

**Background:**

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 MEO and DMEO.

**Purpose:**

The purpose of the policy is to outline [municipality name]’s rate of pay for election officials.

**Policy Statement:**

[municipality name] acknowledges the need for temporary staff during elections and outlines the elections fee schedule in appendix A.

**Definitions:**

“the Act”: Means the *Municipal Government Act*.

“the Regulations”: Means the *Municipal Election Regulations*.

“Election Officials”: Means any persons appointed to assist in the administrating 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.

“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 theAct, 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 theAct, the Regulations and any election bylaw.

“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.

“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.

“Poll Clerk”: Shall amongst other duties described in the Regulations, be delegated the responsibility of administering the official list of electors.

“Election Clerk”: May assist the returning officer in the performance of their duties as described in the Regulations.

**Scope:**

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

**Responsibilities:**

The Chief Administrative Officer and the Municipal Electoral Officer is responsible for upholding this policy.

**Guidelines and Procedures:**

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.

The municipal electoral officer shall appoint the returning officer in writing, as required, before the election.

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.

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.

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.

**Policy Review:**

The policy is subject to change and should be reviewed at least every four years, prior to the general municipal election.

**Sample Appendix A: Fee Schedule for Municipal Election Officials**

**[DISCLAIMER: Sample Appendix A: Fee Schedule]**

**[This appendix contains a recommended fee schedule from the PEI *Election Act Tariff of Fees and Expenses Regulations* which is used during Provincial elections. These rates are subject to change and should be reviewed. Below is a link to the Provincial pay rates for election officials and posted Treasury Board rates for travel and meals. Council may opt not to use this recommended schedule and implement an original fee schedule instead. In that case, this appendix should be replaced with the appropriate rate information.]**

<https://www.princeedwardisland.ca/sites/default/files/legislation/E%2601-1T-Election%20Act%20Tariff%20of%20Fees%20and%20Expenses%20Regulations.pdf>

and

<http://iis.peigov/dept/tboard/manual/pdf/SEC1702-2021MAIN.pdf>

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 in accordance with the posted PEI *Election Act Tariff of Fees and Expenses Regulations,* and the posted PEI Treasury Board rates.

***Officials Fee Schedule***

*Municipal Electoral Officer …………. Minimum wage + $6.14 an hour*

*Deputy Municipal Electoral Officer ……….. Minimum wage + $2.15 an hour*

*Returning Officer …………. Minimum wage + $2.15 an hour*

*Poll Clerk …………. Minimum wage + $0.65 an hour*

*Election Clerk …………. Minimum wage + $0.15 an hour*

***Officials Reimbursement Schedule***

*As of December 1, 2021*

*Cents per KM of travel …………. 47.1*

*Meals …………. $34.00 per day*

*1. Breakfast …………. $8.00*

*2. Lunch …………. $10.00*

*3. Dinner …………. $16.00*

*Travel Rates* *…………. The Chief Administrative Officer will authorize and reimburse all travel for election officials at the current Treasury Board rate per kilometre.*

*Meal Rates …………. The Chief Administrative Officer will authorize all reimbursement for the meals of election officials at the posted Treasury Board rates*