

Municipal Election Officials Fee Policy

Title	Election Officials Fee Policy	
Policy #:	E1-2026	
Approved by Council:	<i>Date: April 15, 2026</i>	<i>Resolution #: 2026:40</i>
Implementation Date:	Effective April 15, 2026	

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 Miltonvale Park's rate of pay for election officials.

Policy Statement:

The Rural Municipality of Miltonvale Park 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 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.

"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.

"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.

Appendix A: Fee Schedule for Municipal Election Officials

Officials' Fee Schedule

Municipal Electoral Officer Minimum wage + \$7 an hour
Deputy Municipal Electoral Officer Minimum wage + \$4 an hour
Returning Officer Minimum wage + \$3 an hour
Poll Clerk Minimum wage + \$2 an hour
Election Clerk Minimum wage + \$1 an hour

Training -will be paid at an hourly rate, with a minimum of three hours pay per session.

Travel Rates The Chief Administrative Officer will authorize and reimburse all travel for election officials at the current municipal rate per kilometre, for travel for training or to otherwise perform duties required for the municipal elections.
Travel will not be paid to election officials to work at the polls.

Meal Rates The Chief Administrative Officer will authorize all reimbursement for the meals of election officials at the municipal rates for training sessions or working at the polls, for sessions over five hours in length, if meals are not provided.