

## Municipal Election Pay Rate

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Policy Number: 2021-001

Resolution Number: 2021-08-16-215

Date Approved: August 16<sup>th</sup>, 2021

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### **Objective:**

The purpose of this policy is to provide fair and concise pay structure for Municipal Election Workers for the Town of Gambo Municipal Election

### **Scope:**

This policy applies to the Municipal Election workers for the Town of Gambo Municipal Election.

### **Definitions:**

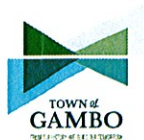
- a. "Act" means the Municipalities Act, 1999 as amended;
- b. "Approved" means to consent or to agree to;
- c. "Advanced" means ahead or further along in time;
- d. "Council" means the Town Council of the Town of Gambo;
- e. "Day" means a work day equal to 14 hours;
- f. "Deputy" means a person appointed or authorized to act as a substitute;
- g. "Election" means the selection of a person or persons for office by vote;
- h. "List" means a series of names or other items written or printed together in a grouping or sequence to form a record;
- i. "Nomination" means an act or instance of nominating, especially to office;
- j. "Poll" means the place where votes are taken;
- k. "Rate" means the amount of a charge or payment;
- l. "Voter" means a person who has the right to vote;
- m. "Town" means the Town of Gambo;
- n. "Town Clerk" means the Town Clerk/Manager or his/her designate

### **Responsibility:**

It is the responsibility of Town Council to determine a rate of pay for Municipal Election Employees. This rate of pay should be designed to meet or exceed the Provincial Minimum wage pay rate.

### **POLICY:**

This policy reflects the duties and responsibilities of Municipal Election Employees with respect to preparation of the election; by preparing the voters list, nomination day, advance voting day, election day, preparation of polling stations, tally of votes at each polling station, and public announcements.



### **Municipal Election Pay Rate**

The responsibilities and duties of the Municipal Election Employees shall follow the guidelines presented by the Municipal Elections Act of Newfoundland and Labrador (Assented to May 24, 2001).

### **Returning Officer Wage**

The Town Clerk shall ensure that the Returning Officer wage is paid at \$295.00 per day.

### **Deputy Returning Officer Wage**

The Town Clerk shall ensure that the Deputy Returning Officer wage is paid at \$240.00 per day.

### **Poll Clerk Wage**

The Town Clerk shall ensure that the Poll Clerk wage for the day shall be \$210.00 which meets the minimum wage pay rate in the province of Newfoundland and Labrador at the date of this policy.

### **Door Guard**

The Town Clerk shall ensure that the Door Guard wage for the day shall be \$185.00 which meets the minimum wage pay rate in the province of Newfoundland and Labrador at the date of this policy.

### **Typing and Updating Voters List Wage**

The Town Clerk shall ensure that the town employee who updates the voters list and types the voter's list is paid a wage of \$0.30 per name for updating and \$0.15 per name for typing.

### **Non-Compliance:**

Failure to pay the minimum of the minimum wage as set by the province of Newfoundland and Labrador shall be subject to disciplinary action as determined by the Ministry of Labour.

### **Reservations or Rights:**

The Town of Gambo reserves the right to change, modify or cancel this policy at any time as it deems necessary.

<b>Approved By:</b> Mayor Craig Lush	<b>Witnessed By:</b> Town Clerk/Manager Lorne Greene
Author: C.C.	



## Municipal Election Pay Rate

### REVISION HISTORY:

Revision:	Resolution:	Change Made:	Date:
1	17-10-23-188 to 190	Format & Rate of Pay	October 23, 2017
2	20-09-14-195	Rate of Pay	September 14, 2020
3	2021-08-16-215	Rate of Pay	August 16, 2021

Signature: [Signature]

Mayor

Date: August 23/2021

Signature: [Signature]

Town Clerk/Manager

Date: August 23/2021