
ELECTION PERSONNEL REMUNERATION POLICY

1. PURPOSE

This policy establishes standardized remuneration for individuals employed by the Corporation of the District of North Cowichan (the "Municipality") to support elections and other voting processes.

2. SCOPE

This policy applies to all individuals appointed as Election Personnel for local government elections as well as for any other voting opportunities.

3. DEFINITIONS

"ALTERNATE PRESIDING ELECTION OFFICIAL" or "APEO" are individuals appointed by the CEO to carry out required duties at the designated voting place, and who may also be designated by the PEO to assist in managing the voting place and assume the responsibilities of the PEO when required.

"CHIEF ELECTION OFFICER" or "CEO" is an individual appointed by North Cowichan Council to administer and oversee local government elections and other voting opportunities.

"DEPUTY CHIEF ELECTION OFFICER" or "DCEO" are individuals appointed by North Cowichan Council to assist the CEO in administering local government elections and other voting opportunities, and to carry out the duties of the CEO in their absence or as delegated.

"DUTIES" are responsibilities assigned to Election Personnel to support the lawful, orderly, and secure administration of an election or other voting opportunity.

"ELECTION OFFICIAL" or "EO" are individuals appointed by the CEO to carry out required Duties at the designated voting place, as assigned and directed by the PEO.

"ELECTION PERSONNEL" includes the CEO, DCEO, PEO, APEO and EO.

"EMPLOYEE" and "EMPLOYEES" mean a person or persons currently employed by the Municipality, including full-time, part-time, and casual employees.

"MUNICIPALITY" means the Municipality of North Cowichan.

"NON-EMPLOYEE" and "NON-EMPLOYEES" mean a person or persons who are not employed by the Municipality.

"PRESIDING ELECTION OFFICIAL" or "PEO" are individuals appointed by the CEO who are responsible for the overall conduct of the voting place and who supervise all election officials assigned to that location.

“TRAINING SESSION” means a mandatory training session prescribed by the CEO that Election Personnel are required to attend as a condition of appointment to their role.

“VOTING LOCATION SET-UP” means the preparation and setup of a prescribed voting location on the evening before an advance voting day or general voting day.

4. POLICY

4.1. Remuneration Rates

Election Personnel appointed by the Municipality shall receive the following remuneration:

Position	Remuneration
Chief Election Officer	\$7,500 Flat Fee
Deputy Chief Election Officer	\$3,000 Flat Fee
Presiding Election Official	\$600 per day
Alternate Presiding Election Official	\$450 per day
Election Official	\$300 per day
Voting Location Set-Up	\$40 per 2-hour set-up
Mandatory PEO Training Session for PEO and APEO	\$50 per 2-hour training session
Mandatory EO Training Session for EO	\$40 per 2-hour training session
Meals (lunch and dinner)	\$23 (tax free) per meal based on Canada Revenue Agency Meal Stipend

4.2. Remuneration Payment

4.2.1. Employees

- (1) Current employees of the Municipality will be compensated through their regular payroll cycle and in accordance with Canada Revenue Agency regulations.

4.2.2. Non-Employees

- (1) Individuals who are not employed by the Municipality will be required to complete the Municipality’s “Accounts Payable – Supplier/Customer Form” to receive payment and in accordance with Canada Revenue Agency regulations.
- (2) The Form will be supplied to the Non-Employee by the CEO or DCEO.

APPROVAL HISTORY

WRITTEN BY: Legislative Services	APPROVED BY: Mayor & Council	DATE: April 1, 2026
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