



## **POLICY NO. 33**

### **POLICY RE: RETURNING OFFICER**

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1. An individual will be engaged to perform the duties of Returning Officer (Registrar and Revising Officer) for the Municipality of the District of Barrington. Duties of the Returning Officer will be carried out as defined in the Municipal Elections Act.
- 1a. The Returning Officer is excluded from standing for election to Municipal Council or School Board.
2. All fees paid to Returning Officer, Deputy Returning Officer, Poll Clerk, etc. will be set by resolution of Council.
3. All out-of-pocket expenses, for which receipts have been provided, will be reimbursed.
4. Reimbursement will not be made for noon hour meals during days which attendance at the Municipal Office is required for Returning Officer duties.
5. Reimbursement will not be made for travel from place of residence to the Municipal Office and return, during days which attendance is required at the Municipal Office.
6. Reimbursement will be made for meals and travel required in the performance of Returning Officer duties, from place of residence and return, except to the Municipal Office on days attendance there is required.
7. Travel will be paid at the current municipally approved travel rate.
8. Reimbursement will be made for all telephone costs incurred, relating to the Municipal Election.
9. Cost of typing of the Voter's List, as required, is included in the fee for the Returning Officer.
10. An office, together with a telephone and all necessary supplies will be provided in the Administrative Centre, for use by the Returning Officer in the performance of his/her duties.
11. Funds received by the Returning Officer will be turned over to the Tax Clerk, upon receipt, for deposit.

12. The following days require the attendance of the Returning Officer at the Municipal Office:
  - Days required for revision by Returning Officer.
  - Days the Returning Officer is required to meet with election workers such as Enumerators, Poll Clerks, etc.
  - Entire week preceding and including Nomination Day.
  
13. The Returning Officer must be available by telephone within the municipality, for all working days, from August 30<sup>th</sup> to the end of the Municipal Election.

Approved by Council	April 23, 1997
Approved by Council	December 8, 1999
Approved by Council	April 23, 2003
Approved by Council	November 28, 2011