

BY-LAW NUMBER 270

FIXING THE WAGES PAYABLE TO THE MEMBERS  
OF THE ELECTION OR REFERENDUM STAFF

**WHEREAS** section 580 of the *Act respecting elections and referendums in municipalities* (CQLR, chapter E-2.2) stipulates that the *Ministère des Affaires municipales et de l'Habitation* (MAMH) establishes, by way of regulation, the wages or expense allowances received by election and referendum staff for the performance of their duties.

**WHEREAS** the wages established by the MAMH are based on the minimum hourly wage in effect.

**WHEREAS** the indexation notice for the 2025 fiscal year for these wages was published in Part 1 of the *Gazette officielle du Québec* on December 28, 2024, on pages 775 and 776.

**WHEREAS** section 88 of the said *Act* allows municipal councils to establish, by way of a by-law, an adapted wage or allowance specific to its territory.

**WHEREAS** the Council wishes to ensure appropriate wages for the members of the election staff.

**WHEREAS** the notice of motion and the presentation of this by-law were given by Councillor Daniel Leduc at the regular meeting of the Council on June 2, 2025.

**WHEREAS** a copy of the by-law was given to the members of the Council 72 hours before the meeting for the adoption of this by-law.

**WHEREAS** copies of the by-law were made available to the public at the beginning of the meeting.

**WHEREAS** the Mayor presents the by-law in accordance with the requirements of the Municipal Code of Québec (C-27.1).

**THEREFORE**

IT IS **MOVED** BY: Councillor Anik Korosec  
**SECONDED** BY: Councillor Anselmo Marandola  
AND **RESOLVED** unanimously by Councillors (5):

**THAT** this by-law be adopted.

**ARTICLE 1        PREAMBLE**

The preamble forms an integral part of this by-law.

**ARTICLE 2        SCOPE**

- 2.1 This by-law applies to all general elections or by-elections and to any referendum procedure held within the municipality, in accordance with the provisions of the *Act respecting elections and referendums in municipalities* (CQLR, chapter E-2.2).
- 2.2 It provides structure for the wage and allowances applicable to members of the election and referendum staff in the context of these elections.

**ARTICLE 3        WAGES PAYABLE TO RETURNING OFFICER**

- 3.1 When a list of electors is drawn up and revised, the returning officer is entitled to remuneration equal to the greater of:
- a. a lump sum of \$ 671,
  - b. an amount calculated from of the number of electors registered on the list of electors on the day the list comes into force, according to the following formula:
    - \$0.505 per elector for the first 2 500 registered
    - \$0.149 per elector for each additional registrant over 2 500
- 3.2 When no list of electors is drawn up and the existing one is revised, the greater of the sum of \$ 400 or an amount calculated at \$ 0.299 per registered elector.
- 3.3 When an election is held, the returning officer is entitled to receive a remuneration of \$ 671 for the duties they perform on election day.
- 3.4 The returning officer is entitled to receive a remuneration of \$ 447 for each of the advance poll’s days, including voting days held at the office of the returning officer and those for the mobile vote, for the duties they perform on those voting days.
- 3.5 When voting by mail is authorised, the returning officer is entitled to receive a remuneration of \$ 447 for each of the mail-in vote days.
- 3.6 Should the electoral process be initiated without a poll being held, the returning officer is authorized to receive remuneration equivalent to the amount provided for in section 3.1. If the revision of the list of electors is not carried out, the number of electors is deemed to be the number registered on the most recently revised list.
- 3.7 The remuneration provided for in sections 3.1 to 3.6 is in addition to the regular hourly rate applicable under the normal working conditions of the municipal employee holding the position of returning officer.

- 3.8 Additional remuneration is paid to the returning officer for excess hours worked in the course of their duties, including training courses, meetings or other related activities, including those held outside normal working hours. This remuneration is calculated at the regular hourly rate applicable to the municipal employee concerned.
- 3.9 Remuneration is paid gradually according to the progress of work completed for the election process.

**ARTICLE 4            REMUNERATION PAYABLE TO THE ELECTION CLERK**

- 4.1 The Election Clerk is entitled to remuneration equivalent to three-quarters (3/4) of that paid to the Returning Officer, excluding any additional remuneration calculated on an hourly basis.
- 4.2 The remuneration provided for herein is in addition to the regular hourly rate applicable to the normal work hours of the municipal employee holding the position of election clerk.
- 4.3 Additional remuneration is paid to the election clerk for excess hours worked in the course of their duties, including training courses, meetings or other related activities, including those held outside normal working hours. This remuneration is calculated at the regular hourly rate applicable to the municipal employee concerned.

**ARTICLE 5            REMUNERATION PAYABLE TO THE RETURNING OFFICER’S ASSISTANT**

- 5.1 The assistant to the returning officer is entitled to remuneration equivalent to one-half (1/2) of that paid to the returning, excluding any additional remuneration calculated on an hourly basis.
- 5.2 The remuneration provided for herein is in addition to the regular hourly rate applicable to the normal work hours of the municipal employee holding the position of assistant to the returning officer.
- 5.3 Additional remuneration is paid to the assistant to the returning officer for excess hours worked in the course of their duties, including training courses, meetings or other related activities, including those held outside normal working hours. This remuneration is calculated at the regular hourly rate applicable to the municipal employee concerned.

**ARTICLE 6            REMUNERATION PAYABLE TO MEMBERS OF THE BOARD OF REVISORS**

- 6.1 The secretary and all members of the board of revisors of the list of electors are entitled to receive a wage of \$ 23.00 for each hour that they perform their duties.
- 6.2 Every revising agent working for the board of revisors of the list of electors is entitled to receive a wage of \$ 20.00 for each hour that they act as an agent.

6.2.1 In addition to his hourly remuneration, revising agents are entitled to reimbursement for the mileage travelled using their personal vehicle when they are required to travel in the performance of their duties. This reimbursement is calculated from the place where the board of review is sitting, according to the optimal route necessary for the execution of the commission's mandates and the return to that place. The reimbursement rate is set at \$0.56 per kilometre driven.

**ARTICLE 7       REMUNERATION PAYABLE TO THE INFORMATION AND ORDER OFFICER (PRIMO).**

Every information and order officer are entitled to receive a remuneration of \$21 for each hour that they perform their duties on polling day, during the advance polls and mail-in voting, including counting votes.

**ARTICLE 8       REMUNERATION PAYABLE TO DEPUTY RETURNING OFFICER**

Every deputy returning officer is entitled to receive a remuneration of \$21 for each hour that they perform their duties on polling day, during the advance polls and mail-in voting, including counting votes.

**ARTICLE 9       REMUNERATION PAYABLE TO THE POLL CLERK**

The poll clerk is entitled to receive a remuneration of \$20 for each hour that they perform their duties on polling day, during the advance polls and mail-in voting, including counting votes.

**ARTICLE 10      REMUNERATION PAYABLE TO MEMBERS OF THE VOTER IDENTIFICATION VERIFICATION TABLE**

A member of an Identification Verification Table is entitled to receive a remuneration of \$20 for the duties they perform on polling day, during the advance polls and mail-in voting.

**ARTICLE 11      REMUNERATION PAYABLE SUBSTITUTES**

- 11.1 Any person identified as a substitute is entitled to receive remuneration of \$17/hour when they are present and available to fill in on days requested by the returning officer.
- 11.2 The substitute person may be called upon to do occasional tasks during the day if not assigned to a specific post.
- 11.3 When a substitute is called upon to replace a member of the election staff, they are entitled to the remuneration applicable to the position assumed, for the duration of the actual work performed in that capacity.

**ARTICLE 12      REGISTRY OFFICER**

- 12.1 Every person in charge of the register and his assistant, if any, who is an employee of the Municipality are entitled to receive remuneration for each hour that he performs his duties as a person in charge or assistant outside his or her usual working hours as a public servant in accordance with his or her remuneration and benefits provided for in his or her conditions of employment. He can also choose to keep the hours in a bank of times to be taken back.
- 12.2 Any registrar or deputy who is not an employee of the Municipality is entitled to receive a remuneration of \$ 23/h for each hour that they perform their duties.

**ARTICLE 13      REFERENDUM**

- The remuneration provided for in this by-law is applicable to a referendum taking into consideration the necessary modifications. For this purpose, the following definitions apply:
- "Election": referendum.
  - "Returning Officer" means the clerk-treasurer or their designated replacement.

**ARTICLE 14      REMUNERATION FOR ATTENDANCE AT A TRAINING SESSION**

- 14.1 Every member of the election staff except the returning officer, the election secretary and the president's assistant are entitled to receive hourly remuneration corresponding to that of the position they are hired for.
- 14.2 This remuneration is not paid if the staff member fails to present themselves on the day or days agreed upon with the returning officer for the performance of their duties.

**ARTICLE 15      ACCUMULATION OF FUNCTIONS**

When multiple functions, the remuneration of the higher position is applicable.

**ARTICLE 16      MEAL**

- 16.1 The Municipality provides meals as follows:
- Advance polling day: the evening meal.
  - Election day: lunch and dinner.
- 16.2 Meals provided to election staff are of the "lunch box" type and are delivered directly to the places where the staff members sit, so as not to disrupt the flow of voting operations. These meals must be consumed at the workplace, without resulting in a temporary pause in services.

**ARTICLE 17      TREASURER**

- 17.1 The remuneration of the treasurer is established as follows:
- \$50 for each return of election expenses form of an authorized independent candidate
  - For the election expenses return by an authorized party: \$25 per candidate of the party at the time of the election
  - \$30 for each financial return of an authorized independent candidate.
  - \$100 for each financial return of an authorized party.

The Treasurer's total compensation for this activity must not exceed \$5 000.

17.2 When the treasurer is not employed by the municipality and is summoned by the Chief Electoral Officer of Québec (DGEQ), or by a court of competent jurisdiction, with respect of a candidate's failure to file one of the above-mentioned returns, the treasurer is entitled, for the hours devoted to the summons, to remuneration equivalent to the greater of their current daily wage and the amount applicable at the time when they performed their electoral duties. Any accommodation, meal and travel expenses incurred in connection with this convening will be reimbursed in accordance with the conditions in force for municipal staff at the time of the said convocation.

**ARTICLE 18      PAYMENT METHOD**

Unless otherwise expressly provided, the remuneration of election officers shall be paid in a single payment, no later than one month after the date of the election.

**ARTICLE 19      REPEAL**

This by-law replaces and repeals any resolution on the same subject passed by the municipality.

**ARTICLE 20      COMING INTO EFFECT**

This by-law comes into effect in accordance with the law.

_____ Scott Pearce, Mayor	_____ Sarah Channell, Clerk-Treasurer
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NOTICE OF MOTION:	2025-06-02
PRESENTATION OF THE REGULATIONS:	2025-06-02
ADOPTION OF THE BY-LAW:	2025-07-07
NOTICE OF PUBLICATION:	2025-07-14
COMING INTO EFFECT:	2025-07-14

