

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy # GG – 007

RETURNING OFFICER

Effective Date:
July 11, 2011

Revision Date:

1. An individual will be engaged to perform the duties of Returning Officer (Registrar and Revising Officer) for the Town of Lockeport.

Duties of the Returning Officer will be carried out as defined in the Municipal Elections Act.

(a) The Returning Officer is excluded from standing for election to Town Council or School Board.
2. A flat rate will be paid to the individual carrying out the duties and responsibilities of Returning Officer.
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 Town Office is required for Returning Officer duties.
5. Reimbursement will not be made for travel from place of residence to the Town Office and return, during days which attendance is required at the Town 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 Town Office on days attendance there is required.
7. Travel will be paid at the current Provincial approved travel rate.
8. Reimbursement will be made for all telephone costs incurred, relating to the Town Election.
9. Cost of typing of the Voter's List, as required, is included in the fee for the Returning Officer.

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10. An office, together with a telephone and all necessary supplies will be provided in the Town Hall for use by the Returning Officer in the performance of his/her duties.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

I certify that this Policy was adopted by Council as indicated above.

Joyce Y. Young

Town Clerk/Treasurer

July 12, 2011

Date