
Town of Mulgrave Returning Officer Policy

Title:

1. This Policy is entitled the "*Returning Officer Policy*".

Interpretation

2. An individual will be engaged to perform the duties of Returning Officer (including duties of the Registrar and Revising Officer) for the Town of Mulgrave. Duties of the Returning Officer will be carried out as defined in the *Municipal Elections Act*.
3. An honorarium will be paid to the individual carrying out the duties and responsibilities of Returning Officer. The amount of this honorarium will be decided by resolution of council.
4. All out-of-pocket expenses for supplies, for which receipts have been provided, will be reimbursed and travel expenses required in the performance of Returning Officer duties will be paid at the current council approved mileage and meal rates.
6. A work space, 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.
7. Funds received by the Returning Officer will be turned over to the Accounts Payable staff, upon receipt, for deposit.
8. The Returning Officer must be available by telephone within the municipality, for all working days, from August 30th to the end of the Municipal Election.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: September 29, 2008

Date of Passage of Current Policy: October 6, 2008

I certify that this "*Returning Officer Policy*" was adopted by Council as indicated above.

Jeff Aitkens
Municipal Clerk

October 6th, 2008
Date