

Policy Title: Election and Assent Voting Staffing and Remuneration		Policy Number: P153	
Policy Category: Personnel			
Approval Date: March 17, 2026		Policy Owner: Legislative Services	
Approved by: CVRD Board		File Reference: 0340-50	

PRINCIPLES

To establish consistency and clarity for the remuneration of election and assent voting workers.

PURPOSE

To set standard remuneration for personnel that work for the Comox Valley Regional District (CVRD) elections or assent voting opportunities.

DEFINITIONS

- a) **Chief Election Officer (CEO)** - Individual appointed by the CVRD Board to conduct elections and other voting opportunities, including assent voting.
- b) **Deputy Chief Election Officer (DCEO)** – Individual(s) appointed by the CVRD Board to conduct elections and other voting opportunities, including assent voting, under the direction of the CEO, or in the absence of the CEO.
- c) **Presiding Election Official (PEO)** – Individual(s) appointed by the CEO responsible for overall conduct of a voting place and supervision of election officials assigned to that voting place.
- d) **Deputy Presiding Election Official (DPEO)** – Individual(s) appointed by the CEO responsible for assisting the PEO in the overall conduct of a voting place and supervision of election officials assigned to that voting place.
- e) **Election Official (EO)** – Individual(s) appointed by the CEO to perform the required duties in the assigned voting place as determined and directed by the PEO or DPEO.

Living Wage – The living wage is the hourly amount that someone needs to earn to meet their basic expenses (including rent, food and transportation) once government taxes, credits, deductions and subsidies are taken into account in a specific geographical region. (www.livingwagebc.com)

ROLES AND RESPONSIBILITIES

1. The conduct of a local government election and assent voting is set out in the *Local Government Act*. Under the *Act*, the role of the Board is to appoint the Chief Election Officer (CEO) and the Deputy Chief Election Officer(s) (DCEO).
2. The CEO is responsible for appointing all other election officials as deemed appropriate by the CEO for the administration and conduct of elections or assent voting.
3. The CEO may invite applications from individuals to support the conduct of elections and assent voting opportunities in accordance with the roles and responsibilities as outlined in this policy. The selection of election workers is at the sole discretion of the CEO.

POLICY

Election officials appointed by the CVRD Board or the Chief Election Officer shall receive the following remuneration:

Position	Remuneration
Chief Election Officer	\$1,600 flat rate
Deputy Chief Election Officer	\$1,200 flat rate
Presiding Election Official	\$35.35 per hour or \$10 over the current living wage for the Comox Valley, whichever is greater.
Deputy Presiding Election Official	\$30.35 per hour or \$5 over the current living wage for the Comox Valley, whichever is greater.
Election Official	\$25.35 per hour or the current living wage for the Comox Valley, whichever is greater

Remuneration Payment

All persons that work an election or assent voting opportunity shall be paid in accordance with Canada Revenue Agency regulations and the *Employment Standards Act*.

REVISION HISTORY

Approval Date	Approved By	Description of Change