

2021 ELECTORAL STAFF

Positions, schedule and remuneration

Before applying, candidates must be sure that they are available on the scheduled days, as well as to attend the training session (approximately three hours) and study the guidelines that will be made available to them. Before applying, it is important to take into account that certain positions require proficiency in office software.

BOARD OF REVISORS: October 18-19 and 20, 2021

Position	Hourly rate	Other rate	Notes
Chairman	\$35		
Revisor	\$30		
Secretary	\$33		Proficiency in office software required
Reception clerk	\$22		
Revising agent	\$25		Allowance for every kilometre
Substitute		\$65	On call

The board of revisors is composed of three members whose mandate is to:

- Verify the electoral list.
- Receive citizens making applications for entry, deletion or correction.
- Review applications.
- Receive depositions on oath from citizens who wish to be heard and, if necessary, hear witnesses.
- Accept or reject each application submitted to them.
- Prepare an abstract of changes and certify the number of electors entered on the list.

The person who serves as a poll clerk for the board of revisors must use software specially designed for this purpose in order to:

- Fill out the applications for entry on the electoral list.
- Find on the electoral list the electors whose entry must be corrected or deleted, and fill out applications for these purposes.
- Write abstracts of changes.
- Record all decisions made by the Board.

The reception clerk duties are to receive and inform citizens who come to the location where the Board will be sitting.

The Board has at least one revising agent. This person is responsible for carrying out the necessary verifications so that the Board can review applications for entry, deletion and correction that are submitted and render a ruling: this person serves notices to the citizens in question and must have a car.



ADVANCE POLLING: Two days to be determined between October 29 and November 7
VOTING AT THE OFFICE OF THE RETURNING OFFICER: One day to be determined between October 29 and November 7

POLLING DAY: NOVEMBER 7, 2021

Poste	Hourly rate	Other rate	Notes
Officer in charge of polling site		\$475/day	
Officer in charge of information and order		\$375/day	
Deputy returning officer		\$335/day	
Poll clerk		\$315/day	
Reception clerk (computerized)		\$275/day	Proficiency in office software required
Substitute		\$125	On call

The deputy returning officer is responsible for the following:

- Seeing to the arrangement of the polling station;
- Ensuring that the polling is properly conducted and maintaining order;
- Facilitating the exercise of the right to vote and ensuring the secrecy of the ballot;
- Proceeding with the counting of the ballots;
- Transmitting the poll results to the officer in charge of the polling site and remitting the ballot box.

The poll clerk is responsible for the following:

- Assisting the deputy returning officer;
- Entering in the "poll book" the particulars relating to the conduct of the polling;
- Indicating on the list of electors that an elector has voted.

The reception clerk (computerized) is responsible for the following:

- Receiving electors and confirming their identity;
- Checking that electors have brought their reminder card;
- Using a scanner to read the barcode printed on the reminder cards, printing coupons that contain relevant information and remitting them to the electors who come to the polling station;
- Searching the computerized list of electors by entering the "elector's name" or the "elector's address" in order to find an elector, their polling subdivision and the number line of their entry;
- Directing the electors to their polling station;
- Printing the list of electors who voted.

The officer in charge of the polling station and the officer in charge of information and order have the following responsibilities :

- Ensuring the accessibility of the polling station and facilitating the circulation of the electors;
- Receiving the electors outside and inside the building where the polling stations are located;
- Ensuring that only one person at a time is admitted inside a polling station;
- Ensuring that only persons authorized to be at the polling station are on the premises;
- Ensuring that only the electors present at the polling station at closing time are eligible to vote;
- Ensuring that only persons authorized to be present at the polling station are on the premises at closing time;
- Receiving candidate representatives, verifying their power of attorney and directing them to the polling station indicated on the power of attorney;
- Receiving the people responsible for receiving the lists, verifying their power of attorney and directing them, at specific times during the day;
- Communicating any situation that requires intervention.

Remuneration

The above-mentioned daily rates include training. For positions remunerated on the basis of an hourly rate, the training session will be paid at the established hourly rate.

This remuneration is, like any other, taxable, therefore at the beginning of 2022, the City of Pointe-Claire will issue a T4 slip and a Relevé 1 to be included in the income tax returns prepared for the Canada Revenue Agency and Revenu Québec.

Partisan work prohibited

As soon as any election officer has been sworn in, he or she must, on penalty of dismissal or legal proceedings, abstain from “partisan work,” meaning:

- Working for or against a potential or declared candidate in this election;
- Supporting or soliciting support for a potential or declared candidate in this election;
- Discrediting or denigrating a potential or declared candidate in this election;
- Engaging in activities, assuming responsibilities or making public statements indicating their position in favour of or against a potential or declared candidate in this election;
- Soliciting, receiving, distributing or administering money from the election fund of a candidate in this election;
- Performing official duties for a candidate in this election.