

FORM 1

Subsection [10(1)]

APPOINTMENT OF SENIOR ELECTION OFFICIAL (S.E.O.)

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS Section 10(1) of The Municipal Councils and School Boards Elections Act requires each municipality to appoint a senior election official (SEO) who will be responsible to manage and conduct all aspects of municipal elections;

AND WHEREAS the municipality is required to establish the rate of remuneration for the SEO;

NOW THEREFORE BE IT RESOLVED that John Doe is hereby appointed to the position of SEO for the Town of Somewhere;

AND FURTHERMORE BE IT RESOLVED that John Doe will be paid the following rates of remuneration to perform the duties of the SEO as set out in *The Municipal Councils and School Boards Election Act*:

\$ _____ per year in the year of a regular election; payable in four equal installments to be issued on the first day of June, August, October and December;

\$ _____ per by-election, payable in one installment after the by-election is completed;

\$ _____ per year in a year when there is neither a regular election or a by-election, payable in one installment on the first day of September.

Council shall reimburse the SEO at the rate of ____ cents per kilometer for each kilometer actually travelled in the performance of the duties of the SEO. The SEO is required to record and present a travel expense sheet to Council for their review and approval prior to payment being issued for mileage expenses.

AND FURTHERMORE BE IT RESOLVED that Reeve and Chief Administrative Officer are hereby authorized to sign the attached agreement with Mr. John Doe, establishing the duties and the remuneration of the SEO.