



Province of Alberta

ELECTION ACT

FEES AND EXPENSES REGULATION

Alberta Regulation 173/2004

With amendments up to and including Alberta Regulation 26/2012

Office Consolidation

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(Consolidated up to 26/2012)

ALBERTA REGULATION 173/2004

Election Act

FEES AND EXPENSES REGULATION

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Returning officer fees

- 1** A returning officer may be paid the following:
 - (a) a monthly honorarium of \$150;
 - (b) a fee of \$1640 for each year in which the register of electors is updated through an enumeration plus \$0.17 per name collected or confirmed for the register of electors;
 - (c) a fee of \$200 per day for each day of attendance at a sitting to revise the register of electors prepared following an enumeration;
 - (d) a fee of \$200 per day for each day of attendance at training sessions called by the Chief Electoral Officer;
 - (e) a fee of \$400 for training staff to conduct an enumeration;
 - (f) a fee of \$1750 if a writ of election is issued but no poll is held;
 - (g) a fee of \$5750 if a writ of election is issued and a poll is held, including training of election staff, the conduct of

the official count and the post-election update of the register of electors;

- (h) a fee of \$0.20 per name included in the list of electors on polling day;
- (i) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*;
- (j) a supplemental fee of \$25 for every 100 km, or portion thereof, travelled in excess of the first 100 km of travel during an enumeration or an election;
- (k) if a returning officer
 - (i) elects to use the returning officer's personal residence as an office, a maximum rental of \$500 per month with a rental period not exceeding 2 months, unless otherwise approved by the Chief Electoral Officer, or
 - (ii) elects to use commercial space as an office, the most economical rate available with a rental period not exceeding 2 months, unless otherwise approved by the Chief Electoral Officer;
- (l) a fee of \$750 for revisions to the electoral division map showing subdivision boundaries and to the register of electors when directed by the Chief Electoral Officer;
- (m) an additional fee of \$750 for the review of the electoral division map and register of electors performed after an Electoral Boundaries Commission Report.

AR 173/2004 s1;103/2007;226/2011

Enumerator fees

2 An enumerator may be paid the following:

- (a) a basic fee of \$120;
- (b) a fee of \$1 per name collected or confirmed for the register of electors;
- (c) a fee of \$50 for attending a class of instruction;
- (d) a fee of \$35 for verifying the accuracy of the revised register of electors;

- (e) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*;
- (f) a supplemental fee of \$11 for every 100 km, or portion thereof, travelled in excess of the first 100 km of travel during an enumeration.

AR 173/2004 s2;103/2007

Election clerk fees**3** An election clerk may be paid the following:

- (a) a fee of \$1455, where a writ of election is issued and no poll is held;
- (b) a fee of \$3850 if a writ of election is issued and a poll is held, including training of election staff, the conduct of the official count and the post-election update of the register of electors;
- (c) a fee of \$0.17 per name included in the list of electors on polling day;
- (d) a fee of \$200 for attending a class of instruction called by the Chief Electoral Officer;
- (e) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*;
- (f) a supplemental fee of \$19 for every 100 km, or portion thereof, travelled in excess of the first 100 km of travel during an election.

AR 173/2004 s3;103/2007;226/2011

Administrative assistant fees**4** An administrative assistant may be paid the following:

- (a) a fee of \$3220 for duties performed on a full-time basis in the returning officer's office where a writ of election is issued and a poll is held, including the post-election update of the register of electors;
- (b) a fee to be prorated at a daily rate, as approved by the Chief Electoral Officer, for duties performed on a part-time basis in the returning officer's office;

- (c) a fee to be prorated at a daily rate, as approved by the Chief Electoral Officer, if a writ of election is issued but no poll is held;
- (d) a fee of \$175 for attending a class of instruction;
- (e) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*.

AR 173/2004 s4;103/2007;226/2011

Supervisory deputy returning officer fees

5 A supervisory deputy returning officer may be paid the following:

- (a) a basic fee of \$290 for duties performed on polling day or on each advance polling day;
- (b) a fee of \$60 for attending a class of instruction;
- (c) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*.

AR 173/2004 s5;103/2007;226/2011

Registration officer fees

6 A registration officer may be paid the following:

- (a) a basic fee of \$230 for duties performed on polling day or on each advance polling day;
- (b) a fee of \$60 for attending a class of instruction;
- (c) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*.

AR 173/2004 s6;103/2007;226/2011

Deputy returning officer fees

7 A deputy returning officer may be paid the following:

- (a) a basic fee of \$240 for duties performed on polling day or on each advance polling day;
- (b) a fee of \$60 for attending a class of instruction;

- (c) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*.

AR 173/2004 s7;103/2007;226/2011

Poll clerk fees

8 A poll clerk may be paid the following:

- (a) a basic fee of \$200 for duties performed on polling day or on each advance polling day;
- (b) repealed AR 103/2007 s9;
- (c) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*.

AR 173/2004 s8;103/2007;226/2011

Data entry operator fees

9 A data entry operator may be paid the following:

- (a) a fee of \$17 for every complete poll or equivalent number of names entered;
- (b) a fee of \$0.15 per name included in the list of electors for specific polling subdivisions;
- (c) a fee of \$30 for a self-training session;
- (d) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*.

AR 173/2004 s9;103/2007

9.1 Repealed AR 26/2012 s2.

Additional fees

10(0.1) This section applies with respect to an election under the *Election Act* and to an election under the *Senatorial Selection Act* held in conjunction with a general election under the *Election Act*.

(1) The following fees and expenses may be paid:

- (a) a maximum of \$180 per day for the rental of a building where one poll is held and \$90 per day for each additional

poll held in the same building or part of the building, which includes the cost of utilities, janitorial services and the supply of all necessary furniture;

- (b) telephone installation, service and toll charges at prevailing rates, on submission of the invoices or receipts for the installation, service and toll charges;
- (c) support staff, including, but not limited to, messengers, special constables and interpreters, at a rate approved by the Chief Electoral Officer;
- (d) printing costs for lists of electors, proclamations, ballots, forms and any other printing or photocopying required by a returning officer, at the most economical commercial rate available;
- (e) publication costs for
 - (i) proclamations,
 - (ii) maps of electoral divisions showing boundaries of polling subdivisions,
 - (iii) list of names and addresses of candidates' agents, and
 - (iv) any other matter required to be published under the Act,at the current rate of the newspaper in which publication actually occurs;
- (f) costs for the collection and the data entry of address based information at a rate approved by the Chief Electoral Officer.

(2) The maximum polling place rental referred to in subsection (1)(a) may be adjusted only in extraordinary circumstances with written approval of the Chief Electoral Officer.

(3) If, in the opinion of the Chief Electoral Officer, an emergency exists, or a circumstance for which no adequate provision of fees exists, the Chief Electoral Officer may fix the appropriate fee for the situation.

AR 173/2004 s10;214/2004;103/2007;226/2011

Prorated fees

11 The fees under this Regulation may be prorated at the discretion of the Chief Electoral Officer.

AR 173/2004 s11;103/2007

Repeal

12 The *Fees and Expenses Regulation* (AR 19/2000) is repealed.



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