



## **FAQ – Election staff recruitment September 8, 2025**

### **Recruitment of election staff to fill open positions for the 2025 Municipal election.**

#### **Background**

The Town of Mount Royal is looking to recruit nearly 200 people to fill positions required for the election process, which will take place on October 24, 25, and 26, and November 2, 2025, inclusively.

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#### **A. QUESTIONS AND ANSWERS**

##### **Available Positions**

##### **1. What are the positions available?**

###### **a) Welcome Staff**

- Welcomes voters at the entrance to the polling station, informs them that they must present valid identification and directs them to their polling station.

###### **b) Deputy Returning Officer (DRO)**

- Addresses voters, gives them their ballot papers and counts the votes.
- Important: Polling station clerks working on October 24, 25 and 26 must count their ballot boxes on November 2, at 20:00. You will be compensated for this task.

###### **c) Poll Clerk**

- Checks the electoral roll to see which voters have cast their ballots. Assists the Polling station clerk and counts the votes.
- Important: Polling station secretaries working on October 24, 25 and 26 must count their ballot boxes on November 2, at 20:00. You will be compensated for this task.

###### **d) Chairperson and member of an identity verification panel**

- Verifies the voter's registration and identity, administers the oath if necessary, and completes the identity register and the Attestation.

#### e) Substitute

- The electoral substitute is a person trained to replace an electoral staff member, if necessary, in various positions during polling day, depending on absences or the needs of the polling station.

### Training

#### 2. When are the mandatory training sessions? Will I be paid for this training?

Mandatory training sessions will be held in Schofield Hall at Town Hall, on the following dates:

- October 21, 2025, at 19:00:
  - o Poll Clerk and DRO who will be working on October 24, 25, and 26.
- October 22, 2025, at 19:00:
  - o Welcome Staff
- October 22, 2025, at 20:00:
  - o Chairpersons and members of the identity verification panel
- October 29, 2025, at 19:00:
  - o Poll Clerk and DRO who will be working on November 2.

Training compensation is included in the lump sum.

This information will be provided upon confirmation of hire.

### Work Schedule

#### 3. How many hours will I have to work during the election period?

The number of hours to be worked will depend on the role assigned and the availability of each candidate hired. The minimum hours to be expected are as follows:

- Vote at the office of your Returning Officer and advance voting on October 24, 25, and 26, from 10:45 to 20:30.
- Voting on Election Day, November 2: from 8:45 until the end of the vote count.

#### 4. Is it possible to work more than one day?

The number of days worked will depend on the role assigned and the availability of each person hired. Please specify in your application if you wish to work more than one day.



## Compensation

### 5. What compensation can I expect to receive?

Compensation varies depending on the role assigned and the day worked. **You can view the compensation scale for more information.** Your compensation will be confirmed upon hiring.

The Poll Clerck and the DRO who will count the votes on November 2, 2025, at 20:00 will receive additional compensation for this task.

### 6. When and how will I be paid?

Salaries are usually paid two weeks after the end of the election; in this case, payment will be made around mid-November 2025.

## Working Days

### 7. Will I be able to use my cell phone or tablet to pass the time when things are less busy?

Devices such as cell phones and tablets **are always prohibited** during voting. You may bring books, games such as crossword puzzles, sudoku, etc. in paper format.

### 8. Will I have access to a microwave to heat up my meal?

No, you must bring a cold lunch, as access to a microwave at the polling station is not guaranteed. Please note that you will have to eat at your workstation.