

Submit to:
Laura Long, Chief Election Officer
410 Kinchant St, Quesnel, BC, V2J 7J5
250-992-2111 | elections@quesnel.ca
www.quesnel.ca

Election Official Application Information

Introduction

The City of Quesnel is seeking twenty-five (25) Election Officials to assist with the October 17, 2026 Local Government Election and/or Additional Voting Opportunities, as determined.

Responsibilities

As a condition of working for any local government election, pursuant to the Local Government Act, all election official workers are required to make a solemn declaration that they will faithfully fulfill their duties. Election official workers must not be related to any candidate running for office; nor must they be actively working for any election campaign nor for any candidate in the Local Government Election.

The election officials will be responsible for checking in voters, determining electoral eligibility, using a paper-based voter's registration book, issuing ballots, automated voting machines, and counting ballots at the close of voting on General Voting Day.

Those applicants selected must attend a mandatory training session. The City of Quesnel is required to issue a T4 slip for each election official earning \$500 or more in accordance with Canada Revenue Agency Regulations.

Election Official: A person appointed by the CEO to perform required duties at an assigned voting place. Election Officials may include the following positions and roles:

- Registration Clerk
- Information Clerk
- Vote Tabulation Machine Clerk
- Relief Clerk (Floater)

Requirements

- 18 years of age or older;
- a Canadian citizen;
- a resident of British Columbia for at least six months;
- legally entitled to work in Canada;
- not affiliated with any candidates

An Election Official's job duties include legibly registering voters, recording and confirming voter's identification, identifying voter's place of residence or location of property, issuing ballots, and using the Automated Voting Machines.

This is an application only and it does not guarantee employment. Following initial review of the entire application process, only shortlisted applicants will be contacted by the City of Quesnel. All shortlisted applicants will be asked to complete a RCMP Criminal Record Check.

Remuneration

Election Official: \$350.00 per day

City of Quesnel Employees

Any election officials currently on the City of Quesnel regular payroll will be paid the election official flat rate of pay (i.e. no overtime, bank time etc.). Election official duties are considered outside of the City of Quesnel employee's regular job duties, and all regular payroll deductions will be applied.

Applicant Information

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other Are you over the age of 18? ☐ Yes ☐ No

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Mandatory Training Session

Those applications selected must attend a mandatory training session before working a voting opportunity. After successful completion of training, each Election Official will be appointed by the Chief Election Officer and required to sign a Appointment/Declaration of Election Official. Each successful Election Official will be given an Election Official Training Manual.

Please choose a mandatory training session to attend:

☐ Wednesday, September 9, 2026 from 5 pm - 7 pm at City Hall Council Chambers

☐ Wednesday, September 23, 2026 from 2 pm - 4 pm at City Hall Council Chambers

Voting Opportunity Locations

If selected, what voting opportunity location(s) do you prefer to work at? You must be able to remain on site the entire shift.

General Voting Day

Saturday, October 17 | 7:30 am - 9 pm (or later)

☐ Quesnel City Hall
410 Kinchant Street

☐ Correlieu Secondary School
850 Anderson Drive

☐ Dragon Lake Elementary School
2655 Quesnel-Hydraulic Road

Advance Voting Days

Wednesday, October 7 | 7:30 am - 8:30 pm

☐ Quesnel City Hall
410 Kinchant Street

Saturday, October 10 | 7:30 am - 8:30 pm

☐ Quesnel City Hall
410 Kinchant Street

Requirements

If selected to work as an Election Official, I agree to the following:

☐ Remain on site throughout the entire day.

☐ Have access to a cellphone throughout the entire day.

☐ Be responsible for your own meals and beverages.

☐ Have access to a vehicle throughout the entire day.



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Qualifications

Do you have a criminal record: ☐ Yes ☐ No Have you ever been prevented by law from voting? ☐ Yes ☐ No

Are you related or will you be campaigning for a candidate? ☐ Yes ☐ No

Will you be working for an Electoral Organization (a group that officially endorses a candidate)? ☐ Yes ☐ No

Spoken and written language(s) - Check all that apply:

☐ English ☐ French ☐ Other: _____

Occupation: _____

Do you have previous election experience? Check all that apply:

☐ Federal ☐ Provincial ☐ Municipal ☐ Other: _____

If yes, please specify:

Year(s)	Duties involved

Please provide any further information on previous work/life/personal attributes which would make you suitable to work in a voting place:

Acknowledgment

Personal Information provided on this form is collected under the authority of the *Community Charter/Local Government Act* and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

By submitting this application, I am indicating that to the best of my knowledge, I am able to perform the official roles and work terms as they are stated and I am physically able to fulfill the duties of an election official.

Applicant Name (Print)

Signature

Date