

Introduction

The City of Quesnel is seeking one (1) Deputy Chief Election Officer and twenty-five (25) Election Officials to assist with the October 15, 2022 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.

Deputy Chief Election Officer – This position will assist the Chief Election Officer and, if required, assume the role of Chief Election Officer, in the event the CEO is unable to perform his/her duties.

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; and
- proof of vaccination.

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

DCEO:	\$1500.00 contract fee + per diem for each poll worked
Election Official:	\$250.00 per day, plus \$35.00 meal allowance.
Mandatory training session (1.5 hrs):	\$25.00

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.

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

Applicant Information

Mr. Mrs. Ms. 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:

Thursday, September 15, 2022 from 5 pm - 7 pm at City Hall Council Chambers

Tuesday, October 11, 2022 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

General Voting Day

Saturday, October 15 | 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 5 | 7:30 am - 8:30 pm

Quesnel City Hall
410 Kinchant Street

Saturday, October 8 | 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.



Election Official Application

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:

Are you willing to comply to all voting place, City, Provincial, Federal health and safety regulations in place at the time of voting. This includes wearing a mask, if required.

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