

The Presiding Election Official (PEO) is responsible for the overall conduct of their assigned voting place including supervising election officials during advance voting opportunities and hiring and supervising election officials during General Voting Day. The PEO receives guidance and direction from the Chief Election Officer and reports any issues as they arise. The PEO is responsible for ensuring voting procedures are followed correctly, the voting place is safe and accessible, and issues related to voters and candidate representatives are managed and successfully resolved.

Duration

- Training session – Must be available to attend an in-person training session
 - September 14, 2026, 6 pm to 9 pm, **or**
 - September 16, 2026, 1 pm to 4 pm
- Advance Voting Opportunity – October 3, 6, and 7, 2026* – 7 am to approximately 9 pm
- General Voting Day – October 17, 2026 – 7 am to approximately 9 pm

***All PEOs will be required to work at least one (1) advance voting opportunity in any Election Official assignment, i.e., PEO, Alternate PEO, Election Official (greeter, registration clerk, list clerk, or machine attendant) in addition to their assignment as PEO on General Voting Day.**

Qualifications & Requirements

- Must be 18 years of age or older and legally entitled to work in Canada
- Excellent English literacy and language skills (other language(s) an asset)
- Successful completion of a Police Information Check
- Must be available to attend a mandatory in-person training session, no exceptions
- Not be related to any candidate running for office in the 2026 general elections
- Not be and will not become a candidate, candidate representative or financial agent; must not be actively working for any election campaign or any candidate
- Available to work from 7 am until the end of voting, clean-up and delivery of materials to Election Headquarters on advance voting opportunities and General Voting Day
- Have a working cell phone for use on advance voting opportunity and General Voting Day
- Must have valid BC driver's licence and access to a reliable vehicle

Experience & Skills Required

- Previous experience as a senior Election Official in a municipal, provincial or federal election (preference given to municipal experience)
- Knowledge of the election provisions of the *Local Government Act*
- Strong managerial and organizational skills – previous experience supervising approximately 6 to 15 staff

- Ability to deal tactfully and courteously with the public
- Ability to oversee, evaluate, anticipate and resolve challenging situations professionally and effectively
- Demonstrate a good understanding of the election process and ability to clearly explain election procedures
- Ability to be a non-partisan representative of the Election team and agree to maintain non-partisan stance on the election, candidates and related activity while working; this includes, but is not limited to digital presence (i.e., online and social media)
- Ability to multitask, identify and adapt to changing priorities
- Strong attention to detail and possess mathematical competence and clear writing skills
- Ability to follow directions and adhere to procedures and checklists

Duties Include but not limited to

Prior to Advance Voting Opportunity

- Attend mandatory training session
- Hire Election Officials for General Voting Day, arrange for them to attend pre-election training session and administer oaths to voting place Election Officials
- Submit staff list to Chief Election Officer
- Visit the voting location twice prior to voting day. Arrange for required access to the location two weeks prior to advance voting opportunity / General Voting Day to prepare the election station setup and submit the Work Plan and the Site Visit Worksheet to the CEO. The final location visit would take place on Friday, October 16, 2026, prior to General Voting Day
- Liaise with your election team one week prior to voting day

General Voting Day

- Arrive promptly at 7 am to designated voting location to oversee and lead the set up and opening of the voting place
- Coordinate all voting activities, provide clear guidance, supervision and assistance to election officials
- Maintain communication with Election Headquarters throughout advance voting opportunity and General Voting Day
- Ensure voting books, appropriate forms and documents are completed correctly, as required by legislation
- Ensure all election officials are accurately administering voter declarations
- Ensure secrecy of the ballot is maintained
- Assist electors in all facets of the voting process including responding to all enquiries
- Provide a positive voter experience and manage concerns tactfully and effectively
- Supervise overall conduct of voting place and staff with respect to breaks, rotation of duties, and assignment of tasks
- Accurately track and balance all ballots

- Monitor signatures in voting book throughout the day
- Maintain the integrity of the voting place including ensuring that there are no posters or literature of a political nature displayed in or within a 100-metre radius of the voting place
- Supervise the closing of the voting place, including conducting closing procedures on the vote counting unit/ballot box, running the results tapes for the voting place, delivering election equipment and supplies to Election Headquarters and reporting election results to the CEO
- Maintain PEO memo book
- Complete staff assessments

Compensation

Rate of Pay	\$38 per hour , 4% in lieu of vacation, plus overtime in accordance with <i>Employment Standards Act</i>
Training Session	\$75
Transportation	\$75
Cell Phone Use	\$20
Supervision of Election Officials	\$6/Election Official supervised

Working Conditions

- Hours of work are long, starting at 7 am until the end of voting and delivery of election supplies to Election Headquarters
- PEOs must bring their own meals and beverages - PEOs may not be able to leave their work stations for meal breaks and may not have access to kitchen facilities
- PEOs will be standing and sitting for long periods of time during the day - dress appropriately in comfortable and professional clothing
- PEOs may be required to perform physical duties, which can include lifting 30 lbs and/or carrying supplies (e.g. vote counting unit, ballot box, ballots, etc)