

The Alternate Presiding Election Official (APEO) reports directly to the Presiding Election Official (PEO) and assists with the overall conduct of the voting place. The APEO ensures voting procedures are followed correctly and voting places are safe and accessible. This role is responsible for problem solving and managing issues related to voters, the voting place, candidate representatives, and election officials in their assigned duties.

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 APEOs will be required to work at least one (1) advance voting opportunity in any Election Official assignment, i.e., PEO, APEO, Election Official (greeter, registration clerk, list clerk, or machine attendant) in addition to their assignment as APEO 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 election
- 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

- Make contact with the Presiding Election Official and if requested, visit the voting place prior to advance voting opportunity and/or General Voting Day
- Attend mandatory training session

General Voting Day

- Arrive promptly at 7:00 am to designated voting location to support the CEO and lead the set up and opening of the voting place Assist with the opening and set up of the voting place
- Provide clear guidance and support to all election staff
- Supervise new elector registrations
- Assist with ensuring voting books, appropriate forms and documents are completed correctly, as required by legislation
- Verify identification and check registration forms of new electors
- Register new electors
- Read the voter declaration to the voter aloud and have the voter sign the voter book
- Issue ballot and demonstrate how to mark the ballot
- Assist with ensuring all election staff 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
- Assist with accurately tracking and balancing all ballots
- Assist with monitoring signatures in voting book throughout the day
- Assist with supervising overall conduct of voting place and staff with respect to breaks, rotation of duties and assignment of tasks
- Assist with maintaining the integrity of the voting place including ensuring that there are no posters or literature of a political nature displayed in or within 100 metres of voting place

- Assist with 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, and the packing/cleaning of the voting place

Compensation

Rate of Pay	\$33 per hour , 4% in lieu of vacation, plus overtime in accordance with <i>Employment Standards Act</i>
Training Session	\$75
Cell Phone Use	\$20

Working Conditions

- Hours of work are long, starting at 7 am until the end of voting and delivery of election supplies to Election Headquarters
- APEOs must bring their own meals and beverages - APEOs may not be able to leave their work stations for meal breaks and may not have access to kitchen facilities
- APEOs will be standing and sitting for long periods of time during the day - dress appropriately in comfortable and professional clothing
- APEOs 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)