

Job Description: Alternate Presiding Election Official

The City of North Vancouver is seeking reliable, civic-minded individuals to serve as Election Workers for the 2026 Municipal Election. Selected applicants will be hired as casual/auxiliary exempt City employees for the election period.

Position Summary

The Alternate Presiding Election Official (APEO) – supports the Presiding Election Official by assisting with many voting day responsibilities. This is a great opportunity for persons with previous experience to build their skills.

Successful candidates will have the skills and professionalism to effectively support the management of operations at the voting place.

Work Schedule

- **General Voting Day – Saturday, October 17, 2026**
Alternate Presiding Election Officials are required to work on General Voting Day from 6:30 am to 9:00 pm (or longer as operationally required).
- **Advance Voting – October 7, 10, 13, 14 and 15, 2026**
Alternate Presiding Election Officials are required to work one or more Advance Voting shifts, based on the schedule and their availability. If scheduled, the shift is estimated to be 3-4 hours, or longer, if operationally required and available.

Training Requirements

- Alternate Presiding Election Officials are required to complete the following mandatory training below:
 - 1 -2 hours of online training (self-paced).
 - In-person training at North Vancouver City Hall on September 29, 2026 from 6:00 pm - 9:00 pm for PEOs and APEOs. This training covers election rules, procedures, equipment and hands-on practice with the election software.
 - In-person training at North Vancouver City Hall on October 1, 2026 from 6:00 pm - 9:00 pm for all Election Workers. This training covers election rules, procedures, voting equipment, safety procedures and hands-on practice with the election software.

Note: If you cannot access the online training or attend the in-person training, additional options may be available.

Pay and Compensation

- Rate is \$32.00 per hour. Overtime rates will be paid after 8 hours worked in a day.
- Estimated pay based on working the below election shifts:
 - Training
 - 1 Shift of Advance Voting (4 hours)
 - General Voting Day= approximately \$1,031.00
- 4% vacation pay will be paid on total election wages.
- Online training will be paid for 2 hours.
- You will receive one lump sum payment after the conclusion of the election through the scheduled payroll period.
- Statutory deductions will be applied at source as applicable.
- Existing City employees must take the day off from their home position when a voting shift falls on one of their regularly scheduled workdays. Managerial approval is required. Banked time may be used.

Responsibilities

- Contact and liaise with assigned election team members one week prior to the voting day.
- With the PEO, arrive promptly at the scheduled time on October 17 at the assigned voting location to supervise final voting location set-up.
- Assist with the supervision of all voting activities and Election Workers, including providing guidance and support to the election team and managing team schedules, task assignments, and rotation of duties.
- Monitor the ballot tabulator.
- Administer solemn declarations for Election Workers and voters as required.
- Assisting voters and completing the necessary forms.
- Confirm voter eligibility, register new voters and update the Voters List as needed.
- Complete all required forms and documentation in accordance with legislation.
- Ensure voters read the eligibility declaration and sign the voting book.
- Perform accurate electronic strike-off procedures, maintain the voting book and issue ballots.
- Ensure that no political campaign materials (buttons, badges, or signs, etc.) are worn, displayed, or left inside the voting location or within 100 metres of the site.
- Monitor candidate representatives in the voting location.
- Ensure voting books, forms, and required documentation are completed accurately and follows legislation.
- Foster a positive voter experience and ensure traffic flow concerns are managed efficiently.
- Maintain communication with Headquarters at City Hall to address and resolve any issues.
- Track and reconcile ballots throughout the day and upon close of voting, monitor voting book entries and the Voters' List to ensure accuracy and balance.

- Accurately complete the official results upload using the designated software.
- Supervise the pack up of the voting location, ensuring materials are properly accounted for.
- Transport the tabulator, ballots, paperwork, and supplies to Headquarters and delivery to the custody of the Chief Election Officer or designate.

Qualifications*

- Ability to meet legislated requirements under the *Local Government Act* including a solemn declaration to:
 - Perform duties impartially;
 - Preserve the secrecy of the ballot; and
 - Not be or become a candidate, candidate representative, or financial agent while serving as an election worker.
- Ability to remain neutral, avoid campaign discussions, and treat all candidates, scrutineers, and voters consistently.
- Demonstrated supervisory and leadership experience with the ability to direct a team.
- Ability to anticipate, assess and resolve issues in a timely manner.
- Strong attention to detail, including accuracy in following procedures and strong numeracy skills for completing election forms and reconciliation tasks.
- Excellent communication and customer-service skills to support voters in a professional, patient, and respectful manner.
- Computer proficiency, including the ability to use voting software to look up voters, register voters, and record voter participation.
- Dependability and professionalism, including punctuality, patience, and being able to collaborate as a team.
- Reliable transportation to the assigned voting location.
- Ability to work extended hours, including a full Election Day (approximately 14 hours).
- Physically capable to stand or sit for extended periods and assist with light physical setup at the voting location.
- Ability to safely lift up to 25 lbs.
- Ability to read, write and speak English; additional languages are an asset.
- Previous election experience is an asset.
- Previous experience working in a City of North Vancouver election is an asset.
- Knowledge of City of North Vancouver municipal boundaries is an asset.
- Existing City employees require managerial approval to take leave from their regular position when a voting shift falls on one of their regularly scheduled workdays.

**Preference will be given to applicants who have prior local government election experience and who hold a valid BC Driver's Licence with access to a vehicle.*

Working Conditions

- You will receive two paid meal breaks. Please bring non-perishable meals and beverages, as you are required to stay at the voting location for the entire shift. The voting location may not have a microwave or refrigerator.

Conditions of Employment

1. Completing all mandatory training as determined by the Chief Election Officer;
2. Signing the declaration required under the BC *Local Government Act*;
3. Completing all necessary City onboarding forms;
4. Reference checks may be required; and
5. Signing an employment agreement for this position.

Additional Information

The City of North Vancouver welcomes applications from all qualified candidates. Please apply through the Election Worker application process at <https://www.cnv.org/ElectionWorkers>. Due to the volume of applications, only successful candidates will be contacted. The posting will close on July 6, 2026.

If you have questions, please contact us at elections@cnv.org or 604-982-3953.

Thank you for your interest in the City of North Vancouver 2026 Local Election.

We respectfully acknowledge that we live and work on the traditional and unceded territories of the Sḵw̱x̱w̱ú7mesh Úxwumixw (Squamish Nation) and sə̱ilwətał (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.

Posting: 2026-E001