

APPLICATION TO WORK AS AN ELECTION OFFICIAL

Submit applications to elections@rdek.bc.ca, no later than August 14, 2026.

Name: _____

Address: _____

Phone Number: (Home or cell) _____

Email Address: _____

1. Have you work in an election before:

☐ Yes

☐ No

If yes, what type of election have you worked before? Check all that apply:

☐ Federal

☐ Provincial

☐ RDEK

☐ School Trustee

☐ Other local government _____

If yes, what position did you work? Check all that apply:

☐ Chief Election Officer

☐ Deputy Chief Election Officer

☐ Presiding Election Official

☐ Alternate Presiding Election Official

☐ Election Official

☐ Other _____

2. Which electoral area(s) would you prefer to work? Check all that apply:

☐ Electoral Area A

☐ Electoral Area B

☐ Electoral Area C

☐ Electoral Area E

☐ Electoral Area F

☐ Electoral Area G

Electoral Area Descriptions

Area A Elk Valley: rural Fernie, Sparwood and Elkford	Area C rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner	Area F rural Canal Flats to rural Invermere
Area B South Country: Jaffray, Elko, Baynes Lake, Grasmere	Area E rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck	Area G Wilmer to Spillimacheen

3. Are you available to work the full required schedule for election day and any mandatory training, including early morning setup, evening vote count, and travel to the assigned voting place if needed?

Note: Depending on the voting place, you may be scheduled to work all three voting opportunities or only general voting day.

☐ Yes

☐ No

☐ Only certain days. List days available: _____

Voting Dates & Training	Voting Opportunity	Approximate Hours
October 17, 2026	General Voting Day	7:30am – 8:00pm + time to complete ballot count.
October 13, 2026	Advance Voting Day	7:30am – 8:15pm
October 7, 2026	Advance Voting Day	7:30am – 8:15pm
October 5, 2026	Mandatory Training	10:00am – 3:00pm

4. Provide any other details that would be relevant to your application.

5. Confirm the following statements by checking the box:

☐ I am at least 16 years old;

☐ I am entitled to work legally in Canada;

☐ I have read the details provided on page 3 of this application; and

☐ I am not and will not become a candidate, candidate representative or financial agent, or be involved in a campaign for a candidate during the course of this election.

Signature: _____

Date: _____

Personal information requested on this form is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and will be used by the Regional District of East Kootenay (RDEK) for evaluation of this application and administration of the 2026 General Local Elections. Disclosure of personal information by the RDEK is subject to the requirements of *FOIPPA*. For questions about the collection, use or disclosure of your personal information by the RDEK, contact: Corporate Officer, RDEK, 19-24th Avenue South, Cranbrook, BC, V1C 3H8, 250-489-2791.

Required Knowledge, Skills and Abilities

- To be an impartial and neutral representative on the election team;
- To have excellent verbal communication skills;
- To have basic English literacy and language skills;
- To have basic arithmetic and analytical skills;
- To understand and follow oral directions, written instructions, or checklists;
- To have the stamina and patience to interact with a variety of people throughout a very long day;
- To do repetitive work accurately and efficiently;
- To conduct themselves in a professional and efficient manner;
- To act responsibly and exercise good judgment;
- To have good attention to detail;
- To have good interpersonal skills for dealing with variety of people;
- If a presiding election officials, to have some experience supervising people.

Election Official Duties

- Directs voters and provides information on the process
- Confirms identity of voters and issues ballots
- Attends the ballot box
- Registers new voters
- Supervise the ballot box and voting booths
- Other duties as assigned

Presiding Election Official Duties, in addition to the duties listed above

- Is responsible for overall management of the voting place
- Supervises the election officials at the voting place
- Deals with any concerns or issues arising at the voting place
- Keeps accurate records of any occurrences or issues
- Other duties as assigned

Election Officials will be compensated for the 2026 General Local Election as follows:

Election Official & Type	Remuneration
Presiding Election Official	\$475 / day
Alternate Presiding Election Official	\$400 / day
Election Official	\$375 / day
Training Session	\$200 / day
Mileage	claim for personal vehicle travel to and from voting location and /or training session at the per kilometer rate approved by Canada Revenue Agency.
Meals	no reimbursement.
Accommodation	Actual and reasonable cost, where required and at the approval of the Chief Election Officer.