



Information for Election Officials

ALL election employees are required to attend one mandatory training session in advance of the election.

If you are unable to attend on any of the three dates, we will not be able to consider your application. Election Manuals will be distributed at the training session. Wages are based on your assigned position and included on the attached policy.

The workday for election officials is typically 12 hours and may be up to 15 hours a day, so be prepared to stay at the voting station and bring any items you may need. Dress neatly, comfortably and use layers as the temperature may fluctuate. Due to scheduled break coverage, we will not be able to allow you to leave your polling station for errands, pet care, etc. As a condition of employment, pursuant to the Local Government Act, all election staff are required to make a solemn declaration that they will faithfully and impartially fulfill their duties, and that they are not personally connected with any candidate in the election.

General Voting Day: Saturday, October 17, 2026

Voting Hours:	8:00 am to 8:00 pm
Locations:	Recreation Complex, 3310 37 Avenue Fulton Secondary School, 2301 Fulton Road Vernon Secondary School, 2303 18 Street

ADVANCE VOTING OPPORTUNITIES (2)

Dates:	Wednesday, October 7, 2026
Voting Hours:	8:00 am – 8:00 pm
Location:	Schubert Centre 3505 – 30 th Avenue, Vernon

Dates:	Wednesday, October 14, 2026
Voting Hours:	8:00 am – 8:00 pm
Location:	City Hall, Council Chambers 3400 30 th Street, Vernon

Compensation Information:

Click here to review the "[Election, Referendum & Assent Vote Compensation](#)" policy.

Please send your completed application form to
elections@vernon.ca

Thank you for your interest in working the 2026 General Election. Please note that only those applicants selected will be contacted regarding next steps.



CITY OF VERNON
APPLICATION TO WORK AS AN ELECTION OFFICIAL

Position Applying For: _____ One Mandatory Training Session Required – ***indicate your availability***

- | | |
|--|--|
| ☐ Election Official (EO) | ☐ Monday, Sept. 21 - 5:30pm to 7:30 pm |
| ☐ Presiding Election Official (PEO) | ☐ Tuesday, Sept. 22 - 5:30pm to 7:30 pm |
| ☐ Either EO or PEO, Preferred Position: _____ | ☐ Thursday, Oct. 1 - 5:30pm to 7:30 pm |

- Availability (select all that apply):
- ☐ Wednesday, Oct. 7 – 8:00 am to 8:00 pm
 - ☐ Wednesday, Oct. 14 – 8:00 am to 8:00 pm
 - ☐ Saturday, Oct. 17 – 8:00 am to 8:00 pm

Name: _____

Address: _____

Primary Phone: _____ Alternative Phone: _____

Email Address: _____

Have you previously worked in an election: ☐Yes ☐No

If yes, select all that apply:

- ☐ Local Government (please specify municipality: _____)
- ☐ Provincial
- ☐ Federal
- ☐ Other: _____

Position(s) Held: _____

Are you able to provide voter assistance in a language other than English?

- ☐ No
- ☐ Yes (please specify): _____

Please confirm the following:

- ☐ I am at least 18 years of age
- ☐ I am legally entitled to work in Canada
- ☐ I have read the Election Official Duties attached to this application
- ☐ I am not and will not become a candidate, candidate representative, financial agent, election volunteer, or otherwise involved in the campaign of a candidate or issue that is subject to an assent vote during this election.

Applicant Signature: _____ Date: _____

CITY OF VERNON
ELECTION OFFICIAL DUTIES

ALL election employees are required to attend one mandatory training session in advance of the election

Election Official Duties:

- Directs voters and provides information on the process
- Registers, confirms identity and issues ballots to voters
- Attends the ballot box
- Supervises the ballot box and voting booths
- Assists with curbside voting
- Assists with set up and take down of the voting station equipment
- Other duties as assigned

Presiding Election Official in addition to the duties listed above:

- Is responsible for overall management of the voting place in conjunction with the Chief Election Official (CEO) and Deputy Chief Election Official (DCEO)
- 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
- Assists with non-resident voters
- Other duties as assigned

Required Knowledge, Skills and Abilities:

- To be an impartial and neutral representative on the election team;
- Excellent verbal communication skills to welcome and provide instructions to voters;
- Basic English literacy and language skills; fluency in a second language may be beneficial;
- Basic arithmetic and analytical skills;
- Ability to understand and follow oral directions, written instructions, or follow checklists;
- To have the stamina and patience to interact with a variety of people throughout a very long day (see attached information sheet for more details);
- Responsible for professional conduct including exercising good judgement in the performance of duties;
- To do repetitive work accurately and efficiently;
- Good attention to detail;
- To have good interpersonal skills for dealing with variety of people;
- If a presiding election official, required to have some experience supervising people.