

CITY OF CRANBROOK
CHIEF ELECTIONS OFFICER

The City of Cranbrook will be accepting letters of interest for the position of Chief Elections Officer for the 2018 General Local Election and School District No. 5 Trustee Election, and if applicable, referendum to be held on October 20, 2018. If you are interested, please submit a letter of interest and resume outlining your experience and qualifications to:

City of Cranbrook
Clerk's Office
40 10th Ave S
Cranbrook, BC V1C 2M8
Email: marnie.dueck@cranbrook.ca

Applications may be dropped off at City Hall or emailed. Applications must be received **no later than Friday, February 16, 2018 at noon local time (MST)**.

Qualified individuals who submit an application will be invited to submit a proposal for Council's consideration. Details and specifications can be found on the City's website: www.cranbrook.ca.

2018 GENERAL LOCAL ELECTION SERVICES

The Contractor shall provide Administration Services for the 2018 General Municipal Election, including the School District No. 5 Trustee Elections, and, if applicable, referendum(s) including those of Chief Election Officer and Deputy Chief Election Officer.

Services will include but are not limited to the following:

- Carries out all statutory responsibilities of the Chief Election Officer and Deputy Chief Election Officer in accordance with the *Local Government Act* and the City of Cranbrook Election Bylaw.
- Provides information to the candidates and public as required
- Prepares the election schedule, election forms, notice, etc.
- Coordinates newspaper advertising and public notices
- Arranges for ballot printing and voting places
- Coordinate mail ballot voting
- Appoint voting officials as required for the administration and conduction of the election/referendum
- Provides training and instruction to election officials
- Process payroll for voting officials
- Supervises and coordinates voting and count procedures
- Declares election/referendum results,
- Acts as necessary in any post-election/referendum procedures such as recounts or challenges
- Liaise and coordinate with Elections BC regarding Campaign Financing requirements under the new legislation