

2022 Municipal and School Board Trustee Election Positions

The Municipality is looking to fill positions at the poll for the upcoming Municipal Election on Monday, October, 24, 2022. Opportunity will also be available on October 20 and 21, 2022 for the advanced poll dates. There are a number of opportunities at the poll and this is your chance to get involved.

How to apply:

Applications will be accepted until September 30, 2022 at 4:00 p.m. If you are interested, please complete an application form and return it to Human Resources at hr@northgrenville.on.ca or in person at:

Municipality of North Grenville
285 County Rd. 43
Kemptville, ON K0G 1J0

Only successful applicants will be contacted for interviews later in the summer.

Election Job Descriptions:

Deputy Returning Officer/Revision Officer
\$240/day

- Deputy Returning Officers (DRO) are responsible for striking voters off the Voters' list and for distributing the appropriate ballot to each elector.
- DRO will assist electors who are not on the Voter's list to add themselves or alter their information on the Voter's List
- DRO will assist electors who do not have proper identification to complete a Declaration of Identify.
- Once identification has (again) been verified, the DRO will strike the voter from the Voters' list and give them their ballot. The voter will then be directed to the Voting screens or to the Accessible Voting machine where they will mark their ballot.
- Should a friend or interpreter be accompanying a voter, the DRO will first issue an oral oath of secrecy to the helper and will then proceed through the regular steps to issue a ballot to the elector.
- DRO will accept Voting Proxy forms from individuals appointed as a proxy, and issue ballots accordingly.
- DRO will provide curbside voting opportunities to individuals requiring that accommodation
- Assists in the setting up and closing of the voting location

Required

- Excellent communication skills

- Excellent customer service skills
- Ability to accurately follow procedures
- Ability to effectively provide instruction
- Strong organizational, mathematical, and analytical abilities, including the ability to print and complete forms legibly
- Ability to multi-task and handle stress
- Strong computer skills required locate and strike off voters from the electronic Voters' list
- Ability to explain/educate electors on the Voters' List and identification requirements
- Strong computer skills required to add voters to, and/or make corrections on the Voters' list

Greeter/Screeener

\$160/day

- Should be at or outside of main entrance
- First point of contact for voters
- Should assist with directing to the polls/assisting with doors as required
- May be required to ask COVID screening questions before allowing voters to enter the poll (subject to Provincial and Local Regulations at the time of Election Day)
- Can verify that voters are in the correct location/have VINs and ID ready if lineups exist
- To help streamline the process, these individuals will ask voters if they have their Voters cards and ID, ensuring that they have them ready for when they approach the Election Assistant table
- Will assist with parking duties should issues arise
- Assists in the setting up and closing of the voting location
- If lineups exist, they will ensure chairs are available for those who may require them
- Responsible for disinfecting/cleaning as required, ensuring 2m distance maintained
- Assists in the setting up and closing of the voting location

Required

- Excellent inter-personal and communication skills
- Ability to follow direction
- No previous Election experience required

Training

Training will take place in early October, in person. You will be contacted with specific details closer to that time.

Payment

- **Payment Schedule** - Election pay cheques are mailed out after the election day. The target date for cheque mail out is approximately six to eight weeks after election day, October 24, 2022.
- **Deductions and Income Tax** - Election Officials who work a minimum of 35 hours or earn \$500 or more will have Federal and Provincial income tax, Employment Insurance (EI), and Canada Pension Plan (CPP) premiums deducted from their pay. T4 slips are only issued if you earned more than \$500 or worked more than 35 hours.
- **Accommodations** - The Municipality is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you require accommodations and we will work with you to meet your needs.

Contact Us

For questions, contact:

Phone: 613-258-9569

Email: NGVotes@northgrenville.on.ca