



## **Municipal Election Workers (up to 18)**

The Township of Stone Mills is a lower-tier municipality located in central Lennox and Addington County.

The Township is presently accepting applications for Municipal ***Election Workers*** (up to 18) for the 2026 Municipal election. Successful applicants would be required to work at one of the following voting locations in Tamworth, Yarker, Centreville or Newburgh on October 26, 2026 from approximately 8:00 a.m. – 9:00 p.m.

Applicant requirements:

- At least 18 years of age or older on Voting Day, October 26<sup>th</sup>, 2026
- Legally eligible to work in Canada
- Cannot be a candidate, related to a candidate, campaigning for a candidate or providing an endorsement signature to a candidate running in the October 26, 2026, Municipal Election
- Must attend a mandatory training session on Wednesday October 21, 2026 from 9:00 a.m. to 1:00 p.m.
- Commit to working 12-14 hours
- Able to lift up to 30 lb.
- Experience using computers and comfortable using web-based software

Successful candidates will be required to attend a one-day training session held on October 21, 2026 between 9:00 a.m. and 1:00 p.m. at the Municipal Office located in Centreville.

Interested applicants are requested to submit a letter of interest and/or resume highlighting their past election or relevant experience, identify their knowledge of computer-based systems and their preferred voting location by 11:59 p.m. on Sunday, September 27, 2026.

Please send to:

Township of Stone Mills  
Brandi Teeple, Returning Officer/Clerk  
4504 County Rd. 4  
Centreville, On  
K0K 1N0  
[elections@stonemills.com](mailto:elections@stonemills.com)

*We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.*

## **Positions Available**

### **Managing Deputy Returning Officer (MDRO) Pay: \$375**

The duties of the MDRO are:

- Responsible for the overall operations of the assigned voting location and ensures that the election officials and candidates' representatives follow legislation and procedures
- Administers oaths or affirmations, signs off on documentation
- Require an elector to swear an oath or affirm, either verbally or in writing, as to their identity and qualifications to be an elector
- Monitoring the Voting Location and reporting back to the Returning Officer/Township Clerk for assistance with supplies and issues
- Accept and certify Applications to Amend Voters List
- Maintain overall custody and control of ballots
- Issue ballot to electors
- Operate the vote tabulators at the assigned voting location
- Maintain custody and control of cancelled and declined ballots at the vote tabulator
- Provides replacement ballots for cancelled ballots at the tabulator
- Reconciles unused, cancelled, and declined ballots at the close of voting
- Provide instructions on how to vote, if necessary
- Complete and certify all forms required to account for all ballots and validate the votes cast at the assigned voting location
- Undertake other duties that the Returning Officer/Township Clerk may from time to time assign or other duties as outlined
- Manage Election staff at assigned location, ensuring all positions are covered
- Assist with voting location opening and closing procedures
- Ensuring that results are successfully transmitted to Elections Headquarters on election night

### **Qualifications**

- Experience in a leadership role is preferred
- Successful completion of elections training
- Must be proficient in reading, speaking and writing the English language
- Must be able to assist with the set up and take down of the voting location which may include lifting up to 55 lbs and must be able to sit/stand for extended periods of time
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner
- Must consistently demonstrate good judgement and problem-solving skills
- Must be able to work well as a member of a team
- Must have experience setting up laptops
- Must have the ability to use a laptop for prolonged periods of time
- Must have strong computer and data entry skills
- Must have a valid driver's licence and access to a vehicle on Election Day
- Must be able to set aside personal political preferences and deal with electors and candidates in a non-partisan manner
- Must have a personal email address to receive correspondence from the Elections Office

## **Deputy Returning Officer (DRO) Pay: \$350**

The duties of the DRO are:

- Ensure staffing resources, supplies and voting location layout conforms with 2026 Municipal Election Procedures
- Ensure the voting location is accessible to the electors
- Assist electors, if required and ensure the voting location is accessible to the electors, and assist electors with any accessibility needs
- Verify elector identification and qualifications to vote
- Complete revisions and additions of eligible electors on the electronic Voters List
- Ensure the voting location is free of any partisan campaign materials
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting locations
- Issue ballots to eligible electors
- Maintain custody and control of ballots for the voting locations
- Assists with the custody and control of the Vote Tabulating Machine during the vote
- Insertion of ballots into the ballot box through the Vote Tabulator and ensure that the vote tabulators are operating properly throughout the day
- Place cancelled, declined, unused ballots in appropriate envelopes
- Initial and issue appropriate ballots to voters
- Help to communicate the results to the Elections Headquarters
- Maintain custody and control of Secrecy Folders
- Complete the paper-based Ballot Statement form after the closing of the voting location
- Assist MDRO with location set-up, opening and closing of the voting location
- DRO's will pick up their ballots and election supplies at Election Headquarters on Election Day (October 26, 2026) at a time established by the Returning Officer/Clerk
- Assist in other duties as assigned by the Supervisory Deputy Returning Officer.

## **Qualifications**

- Experience working in a municipal election preferred
- Successful completion of the elections training
- Must be proficient in reading, speaking and writing the English language
- Must be able to assist with the set up and take down of the voting location which may include lifting up to 55 lbs and must be able to sit/stand for extended periods of time
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner
- Must consistently demonstrate good judgement and problem-solving skills
- Must be able to work well as a member of a team
- Must have experience setting up laptops
- Must have the ability to use a laptop for prolonged periods of time
- Must have strong computer and data entry skills
- Must be able to set aside personal political preferences and deal with electors and candidates in a non-partisan manner
- Must have a personal email address to receive correspondence from the Elections Office

## **Election Official (EO) Pay: \$300**

The duties of the Election Official are:

- Ensure staffing resources, supplies and voting location layout conforms with 2026 Municipal Election Procedures
- Greet voters and verify elector identification and qualifications to vote
- Ensure the voting location is accessible to the electors
- Assist electors, if required and ensure the voting location is accessible to the electors, and assist electors with any accessibility needs
- Complete revisions and additions of eligible electors on the electronic Voters List
- Direct voters to DRO for ballots
- Updates the Municipal VoterView software at the voting location
- Perform manual revisions and electronic additions to the Voters' List
- Keep track and manage the records of all Applications to Amend Voter's List and Declarations of Identity
- Manage a large flow of electors within a voting location
- Ensure the voting location is free of any partisan campaign materials
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting locations
- Resolve any issues at the voting location and escalate to MDRO as they arise
- Ensure assigned voting location promptly closes on time, and that all electors that entered the voting location prior to closing can mark and cast their ballot to vote
- Complete the paper-based Ballot Statement form after the closing of the voting location
- Assist in communicating the information to the Elections Headquarters
- Remove all posters and signage after closing on election day
- Assist to ensure election supplies from the voting locations are returned to the Elections Headquarters after closing on election day
- Assist in other duties as assigned by the MDRO

## **Qualifications**

- Experience working in a municipal election preferred
- Successful completion of the elections training
- Must be proficient in reading, speaking and writing the English language
- Must be able to assist with the set up and take down of the voting location which may include lifting up to 55 lbs and must be able to sit/stand for extended periods of time
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner
- Must consistently demonstrate good judgement and problem-solving skills
- Must be able to work well as a member of a team
- Must have the ability to use a laptop for prolonged periods of time
- Must have strong computer and data entry skills
- Must be able to set aside personal political preferences and deal with electors and candidates in a non-partisan manner
- Must have a personal email address to receive correspondence from the Elections Office.

## **Standby Officer (SO) Pay: \$75**

The duties of the standby officer are:

- Meets all of the qualifications and understands the duties for all election positions and is prepared to be deployed to fill any position at any voting location
- Remain available and accessible by phone on Voting Day
- Should a Standby Officer be called upon, they will be compensated the rate for the position they have filled

## **Hours of work**

Election workers will report to their voting locations by 9:00 a.m. on Monday, October 26. Some positions will be required to attend the Election Headquarters at 4504 County Rd. 4 in Centreville prior to 9:00 a.m. to pick up election supplies.

All election workers must remain at the voting place for the entire day. You will be expected to stay until the voting location closes at 8:00 p.m. and all ballot counting and cleanup is completed. You will normally leave by 9:00 p.m. but you may need to stay longer until released by the Managing Deputy Returning Officer.

## **Training**

Successful applicants will be required to complete a mandatory training session and job specific training which will take place at the Township Offices prior to Voting Day. Pay is contingent on you completing both required training and duties on Voting Day. Election worker pay includes time spent on training and equipment pickup (where required).