



# Election Official/Staff Application for In-Person Voting

Applications due: Monday, August 17, 2026, by 4:00 p.m.

Thank you for your interest in the Township of Severn’s 2026 Municipal Elections. Please complete this application form and upload it with your resume at [severn.ca/jobs](https://severn.ca/jobs). You can also drop off your completed application and resume at the Township’s Administration Office at 1024 Hurlwood Lane.

## In-Person Voting

| Date                                      | Location                                                       | Time                    |
|-------------------------------------------|----------------------------------------------------------------|-------------------------|
| Saturday, October 17                      | Township Administration Office, 1024 Hurlwood Lane             | 12:00 p.m. to 6:00 p.m. |
| Tuesday, October 20                       | Coldwater and District Community Centre, 11 Michael Anne Drive | 2:00 p.m. to 8:00 p.m.  |
| Friday, October 23                        | Washago Community Centre, 4361 Hamilton Street                 | 2:00 p.m. to 8:00 p.m.  |
| <b>Election Day</b><br>Monday, October 26 | All three locations listed above                               | 10:00 a.m. to 8:00 p.m. |

| Part 1 – Personal/Contact Information |               |
|---------------------------------------|---------------|
| First name                            | Last name     |
| Mailing address                       |               |
| City/town                             | Postal code   |
| Home phone                            | Cell phone    |
| Ward                                  | Email address |

| Part 2 – Preferred Election Position<br>(rank preference 1 to 5 with 5 being least preferred) (interviews and testing may be done depending on position)                                                                                                                                                                           | Rank |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Poll Supervisor:</b> Responsible for overall operation of the voting location, including overseeing all staff, dealing with issues, regular communication with the Returning Officer. Has authority to redistribute staff within the voting location as needed. (prior election experience required, computer skills required). |      |
| <b>Deputy Returning Officer:</b> Responsible for electronic voter strike off using computer, processing additions/changes to the voters, providing paper ballots or tablet to voter (prior election experience required, computer skills required).                                                                                |      |
| <b>Election Official:</b> Assists the Deputy Returning Officer with all responsibilities listed above (prior election experience preferred, computer skills required).                                                                                                                                                             |      |
| <b>Tabulation Official:</b> Responsible for all aspects of operating the tabulator, including setup, operation and shutdown, as well as providing assistance to voters (prior election experience preferred, computer skills preferred).                                                                                           |      |
| <b>General Election Official:</b> Responsible for greeting voters and providing general assistance. Also acts as backup for any other positions to provide lunch and break coverage (no election experience required, computer skills preferred).                                                                                  |      |



| Part 3 – General Information and Availability (Check Yes or No)                                                                    | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Are you a candidate, the spouse or family member of a candidate running in the 2026 Municipal Election in the Township of Severn?  |     |    |
| Are you actively involved in the campaign of a candidate running in the 2026 Municipal Election in the Township of Severn?         |     |    |
| Have you worked on a municipal election before?                                                                                    |     |    |
| Do you have a valid driver’s licence?                                                                                              |     |    |
| Will you have reliable transportation at your disposal to attend voting locations?                                                 |     |    |
| Are you available to work the Advance Vote on October 17, 2026 – 12:00 p.m. to 6:00 p.m. (Township Administration Office)?         |     |    |
| Are you available to work the Advance Vote on October 20, 2026 – 2:00 p.m. to 8:00 p.m. (Coldwater and District Community Centre)? |     |    |
| Are you available to work the Advance Vote on October 23, 2026 – 2:00 p.m. to 8:00 p.m. (Washago Community Centre)?                |     |    |
| Are you available to work the Election Day on October 26, 2026 – 10:00 a.m. to 8:00 p.m.?                                          |     |    |
| Are you comfortable with operating a computer?                                                                                     |     |    |
| Do you have experience with completing online forms?                                                                               |     |    |
| Do you feel comfortable using automatic vote-counting equipment (tabulators)?                                                      |     |    |

| Part 4 – Training and Availability                                                                                                                                            | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Once selected for a position, attendance at an election training session is mandatory for all election personnel. What is the best time for you to attend a training session? |     |    |
| Thursday, October 8, 2026                                                                                                                                                     |     |    |
| Friday, October 9, 2026                                                                                                                                                       |     |    |

| Part 5 - Declaration                                                                                                                                                                                                                                                |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| I declare that the information provided by me in this application for employment is, to the best of my knowledge, an accurate statement of the facts. I understand that falsified statements on this application shall be considered sufficient cause of dismissal. |      |
| Signature                                                                                                                                                                                                                                                           | Date |

| Part 6 (Office Use Only) |                   |
|--------------------------|-------------------|
| Home Voting Subdivision  |                   |
| Assigned Voting Place    | Assigned Position |



### **Important notes**

- The telephone numbers and emails of election personnel will be shared with voting place staff for contact purposes only.
- Election personnel are asked to vote online or on one of the scheduled advance voting days.
- Election personnel should expect to have to attend voting locations longer than set voting hours to help with the setup and closing of the voting locations.

### **Contact information**

Township of Severn

c/o Michelle Prophet-Healy, Manager of Human Resources/Health and Safety

P.O. Box 159

Orillia, Ontario L3V 6J3

Email: [hr@severn.ca](mailto:hr@severn.ca)

Phone: 705-325-2315

Fax: 705-327-5818

Township of Severn is committed to an inclusive, barrier-free environment.

Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Director of Corporate Services/Clerk at the Township of Severn.