



Come Lead Our Election Team!

Chief Election Official

Contract Type: Independent Contractor

Appointment: Council Appointment pursuant to the *Local Government Act*

Term of Contract: Upon Council Appointment to December 31, 2026

Compensation: Fixed contract fee not to exceed \$15,000

inclusive of all professional fees, travel, incidental expenses, and GST (if applicable).

Make a big impact on a small Town!

The Town of Gibsons is seeking to engage a qualified, experienced and impartial professional to serve as its Chief Election Officer for the 2026 General Local Election.

The Town recognizes that election administration is a collaborative effort and has undertaken preliminary planning and administrative preparations in advance of the election. Upon appointment, the successful proponent will assume responsibility for administering the election as Chief Election Officer, building upon the work completed to date while ensuring the integrity of the election process and fulfilling all statutory responsibilities.

The successful candidate will be appointed by Town Council as Chief Election Officer pursuant to the Local Government Act. Acting independently in this statutory role, the Chief Election Officer will administer the election in a fair, transparent and impartial manner while ensuring compliance with the Local Government Act, all other applicable legislation, and Elections BC requirements.

This is an independent contractor appointment and is not a position of employment with the Town of Gibsons.

About the Contract

The contract will commence upon Council appointment and continue through December 31, 2026, encompassing all planning, administration and completion of the 2026 General Local Election, including any required post-election reporting, retention of election materials, and fulfillment of statutory responsibilities.

The coordination of the School Trustee election with School District No. 46 will also form a portion of this contract.

With much of the preliminary work already complete, the total contract value will not exceed \$15,000, inclusive of all professional fees, travel, incidental expenses and GST (if applicable).



Town Support

Administrative and logistical support will be provided as appropriate, including assistance with communications, procurement, records management, facilities, and election supplies, while respecting the Chief Election Officer's statutory independence.

Scope of Work

The Chief Election Officer will provide overall administration, direction, and statutory oversight of the 2026 General Local Election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, and other applicable legislation.

Required Qualifications

The successful applicant will possess previous experience serving as a Chief Election Officer or Deputy Chief Election Officer for a British Columbia local government (or equivalent senior election administration experience), along with thorough knowledge of the *Local Government Act*, the *Local Elections Campaign Financing Act*, and related provincial election legislation.

The role requires strong project management, communication, and organizational skills; sound judgment and strict political neutrality; proficiency with Microsoft Office and election-related systems; and the demonstrated ability to interpret and apply legislation in an operational context.

Experience administering BC local government elections will be considered a significant asset.

Contract Requirements

The successful contractor must be eligible for appointment as Chief Election Officer under the *Local Government Act* and maintain strict political neutrality and confidentiality throughout the term of the appointment.

The contractor must be available during all legislated election periods, including evenings and weekends as required for nomination periods, advance voting opportunities, General Voting Day, and vote counting.

The contractor will provide services as an independent contractor rather than an employee of the Town and is responsible for holding any required licences or business registrations to provide professional services.

How to Apply

Qualified applicants are invited to submit a proposal that includes a covering letter outlining their experience and qualifications, as well as their proposed fee structure, for the Town's consideration.

Proposals should be submitted to:

Chief Administrative Officer
Town of Gibsons
HR@gibsons.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.

