

TOWNSHIP OF WAIN FLEET - ELECTIONS 2026

JOB DESCRIPTION

POLL CLERK



Pursuant to the Municipal Elections Act, 1996, the following general duties and responsibilities shall be carried out by the Election Official as appointed by the Clerk to assist in the conduct of the municipal election. The various tasks shall be undertaken in accordance with the law as well as training and instructions provided by the Clerk.

DUTIES AND RESPONSIBILITIES:

1. Administer declarations on elections forms.
2. Perform election related clerical duties, as required.
3. Respond to public inquiries.
4. Distribute election information and forms.
5. Receive and administer election forms.
6. Assist the Clerk with revisions to the List of Electors
7. Assist the Clerk with election night responsibilities and duties.
8. Assist the Clerk with any other duties as assigned.
9. Attendance at training session(s), if required.

TOWNSHIP OF WAINFLEET - ELECTIONS 2026

JOB DESCRIPTION

ELECTION ASSISTANT



Pursuant to the Municipal Elections Act, 1996, the following general duties and responsibilities shall be carried out by the Election Assistant as appointed by the Clerk to assist in the conduct of the municipal election. The various tasks shall be undertaken in accordance with the law as well as training and instructions provided by the Clerk.

DUTIES AND RESPONSIBILITIES:

1. Perform election related clerical duties, as required.
2. Respond to public inquiries.
3. Distribute election information and forms.
4. Assist the Clerk with revisions to the List of Electors
5. Assist the Clerk with election night responsibilities and duties.
6. Assist the Clerk with any other duties as assigned.
7. Attendance at training session(s), if required.

MUNICIPAL ELECTION 2026

APPLICATION FOR EMPLOYMENT



31940 HIGHWAY 3, WAINFLEET, ONTARIO, L0S 1V0
Phone (905) 899- 3463 ext 224, Fax (905) 899- 2340, Email clerk@wainfleet.ca

ARE YOU A CANDIDATE OR THE SPOUSE OF A CANDIDATE OR AN IMMEDIATE FAMILY MEMBER OF A CANDIDATE OR A THIRD PARTY ADVERTISER IN THE 2026 MUNICIPAL ELECTION?

(CIRCLE ONE)

YES

NO

NOTE: IF YOU ANSWERED YES TO THE ABOVE NOTED QUESTIONS

Please be advised that a Candidate and/ or a Candidate's Spouse and/ or an immediate family member of a Candidate running in the municipal election and/or a Third Party Advertiser is not permitted to work for the Election Office.

IF YOU ANSWERED NO TO THE ABOVE NOTED QUESTIONS – Please proceed.

NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____

POSTAL CODE: _____ PHONE NUMBER: _____

EMAIL: _____

ELECTION EXPERIENCE (CIRCLE ONE OF EACH)

MUNICIPAL YES NO What position? _____

PROVINCIAL YES NO What position? _____

FEDERAL YES NO What position? _____

POSITION PREFERRED (CIRCLE ONE)

POLL CLERK

ELECTIONS ASSISTANT

GREETER

ARE YOU 18 YEARS OF AGE OR OLDER?	YES	NO
ARE YOU LEGALLY ENTITLED TO WORK IN CANADA?	YES	NO
ARE YOU ABLE TO READ/ SPEAK/ UNDERSTAND ENGLISH?	YES	NO
ARE YOU ABLE TO READ/ SPEAK/ UNDERSTAND FRENCH?	YES	NO
I AM ABLE TO WORK FROM 9:00AM ON MONDAY, OCTOBER 26, 2026 TO AFTER THE POLLS HAVE CLOSED AT 8:00PM AND UNTIL ALL OF MY DUTIES HAVE BEEN COMPLETED.	YES	NO

PLEASE ADVISE IF YOU HAVE ANY SPECIFIC ACCOMMODATION REQUIREMENTS
(please specify):

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

Signature: _____ Date: _____

We thank all applicants that apply; however, only successful applicants will be contacted further by this office after receipt of their application.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and is solely for the purpose of appointing personnel for Voting Day position for the 2026 Municipal Election as require under the Municipal Elections Act R. S.O. 1990, Chapter M. 53. Questions about the collection of personal information should be directed to:

Township Clerk, Township of Wainfleet, 31940 Highway 3, Wainfleet, ON, L0S1V0,
(905) 899- 3463, ex. 224.

PLEASE NOTE: All election workers must attend a two hour mandatory training session during regular office hours.