



## Town of Lake Cowichan

### Chief Election Officer

The Town of Lake Cowichan is seeking proposals from interested, experienced, and qualified individuals to conduct the local elections scheduled for October 2022. Reporting to the Chief Administrative Officer, the Chief Election Officer will oversee and coordinate all aspects of the election process.

In order to be considered for appointment as the Chief Election Officer (CEO) the successful individual must:

- Have direct experience as a Chief Election Officer or Deputy Chief Election Officer at the local government level in British Columbia and have sound experience in local government electoral procedures.
- Have current knowledge of the election's legislative requirements contained in the Local Government Act and the Community Charter.
- Be able to conduct all legislative requirements of the local election process from start to finish independently.
- Not directly or indirectly assist or be involved with a candidate's election campaign.
- Have the ability to also co-ordinate the election requirements of the School District and the Regional District.
- Possess a valid Class 5 BC Driver's License and vehicle

Qualified parties may submit a resume outlining their abilities and cost for providing this service, to the attention of:

Joseph A. Fernandez  
Chief Administrative Officer  
Town of Lake Cowichan  
PO Box 860  
39 South Shore Road  
Lake Cowichan, BC V0R 2G0 or by email to [jfernandez@lakecowichan.ca](mailto:jfernandez@lakecowichan.ca)

**All resumes must be received no later than April 29<sup>th</sup>, 2022.**