

# Wikwemikong Unceded Indian Reserve No. 26

19 A Complex Drive, P.O. Box 112  
Wikwemikong, Ontario P0P 2J0

## Call for Tender - Electoral Officer

The Wikwemikong Unceded Indian Reserve is seeking an Electoral Officer for the next election of Chief and Council on **Saturday, August 17, 2024.**

Wikwemikong Unceded Indian Reserve is issuing a tender call for interested and qualified individuals to ensure all aspects of the First Nation Election process are conducted and followed accordingly.

Preference will be given to applicants who are of Aboriginal Descent.

**MINIMUM EDUCATION** - Grade 12 diploma

### QUALIFICATIONS:

- Demonstrated communications skills,
- Demonstrated ability to work independently and in varying environments
- Demonstrated ability to organize teams and projects
- Advanced keyboarding skills
- Working knowledge of MS Word, Excel and database programs
- A valid Ontario driver's license and have own transportation
- Working knowledge of elections process as it pertains to the registration of eligible voters and voting
- Demonstrated knowledge of the Wikwemikong Unceded Indian Reserve government

### DUTIES:

- Electoral Officer is to enforce the election rules of the Indian Act
- Conduct an orderly voting process, along with the registration of eligible on and off-reserve band members
- Work independently as the senior elections officer to clarify voters' lists, identify voting anomalies, and coordinate and confirm times dates and locations for voting
- Ensure that as many eligible First Nation voters as reasonably possible are included in the voter registration process;
- Maintain a system to accurately track all communications with eligible voters and voter registrations;
- Ensure the capacity for handling all requirements of the election vote at the First Nation level and prepare and establish alternate voting arrangements as required;
- Arrange and manage the logistics for the elections vote (i.e. renting space, printing ballots, procuring ballot boxes, etc.);
- Develop and implement contingency plans for unforeseen circumstances regarding the voters and voting process (i.e. ferry breakdown, arranging for water taxis, etc.)
- Preparing complete and accurate reports on the results of the ratification process and the ratification vote.

**IMMEDIATE SUPERVISOR:** Wikwemikong Director of Operations

Applications shall be sealed and delivered to the front desk at the Wikwemikong Unceded Indian Reserve Administration Building. Executive Administrative Assistant to Chief and Council **No later than MARCH 08, 2024, @ 4:00 PM** Tender Packages must consist of the following: **Cover letter, resume and at least two current letters of reference, proposal, workplan and budget.** Your Tender package must be clearly marked with your name Tender Reference Name. Faxed or e-mailed tenders is acceptable. We thank all who apply, however, only those selected for an interview will be contacted. – **EMAIL** – Executive Administrative Assistant to Chief and Council at [marilynjacko@wiikwemkoong.ca](mailto:marilynjacko@wiikwemkoong.ca)

Website @[wiikwemkoong.ca](http://wiikwemkoong.ca)  
Telephone: (705) 859-3122  
Fax: (705) 859-3851

# Electoral Officer Scope of Work

**Location:** Wikwemikong Unceded Indian Reserve

**Period of Performance:** May 1, 2024 to August 2024

**Scope of Work:** The appointed Electoral Officer will be responsible for all aspects of the election, including confidentiality and providing necessary notice to Wiikwemkoong Anishinaabek, conducting a nomination meeting, conducting the election itself and reporting to Indigenous Service Canada.

The Electoral Officer shall be recognized as the authorized person to conduct the entire administration process of the election.

**Duties include:**

- Photocopying, printing and posting of Notices
- Obtaining any required information and materials from WUT Administration, including Membership Office
- Preparing and posting the WUT Voters List.
- Manages the revision and the printing of the lists i.e. spelling of names
- Communicates information to the public in a timely and accurate manner
- Recruits, appoints and trains election staff
- Manages election related content /material and human resources effectively
- If Advance Polling will be taking place, ensuring the time and location is posted and set out in the Notice.
- Develop and implement contingency plans for unforeseen circumstances regarding the voters and voting process (i.e. ferry breakdown, arranging for water taxis, power outages, etc.)

**Applicable Requirements and Standards:**

- Advanced keyboarding skills
- A valid Ontario Driver’s License and have own transportation
- Working knowledge of elections process as it pertains to the registration of eligible voters and voting
- Knowledge of Wiikwemkoong Unceded Territory government
- Ability to speak Anishinaabemowin is an asset

**Deliverables Schedule:**

Date	Deliverable
June 06, 2024	Posting of Nomination Meeting 30 days posting prior to Nomination Meeting Day
Saturday July 6, 2024	Nomination Meeting Day Nomination Meeting to remain open for at least 3 hours. 9 am to 12 pm.
Thursday July 11 , 2024	Withdrawal of Candidates to remove candidates name on the ballot. Candidate must withdraw his/her name, no less than 37 days from Election Day.
Saturday July 13, 2024	Polling Notice Mailing out to off-reserve members and posting of the Polling Notice, no less than 35 days before Election Day.
Wednesday August 14, 2024	Advance Polling at Council Chambers
Saturday August 17, 2024	Election Day
Sunday August 18, 2024	Election Results Votes Counted
Sunday August 18, 2024	Ratification Report ISC approval

**Requirements for RFP**

- Individual/Company Information
- Methodology and Workplan
- Final Pricing, including HST if applicable
- References

**Schedule of Work**

Deadline for Submission:

Proposals must be received by fax, email or delivered at the address specified below no later than March 08, 2024 at 4:00 pm

**Delivery Schedule**

The successful consultant will complete all work on or before August 26, 2024

**Queries and Clarifications Regarding the RFP please contact:**

Sheri Wabanosse, Governance Unit Manager

Wikwemkong Unceded Territory

19A Complex Drive

Wikwemikong, Ontario

POP 2J0

705-859-3122 ext.310

[sheriwabanosse@wiikwemkoong.ca](mailto:sheriwabanosse@wiikwemkoong.ca)

**SEND ALL RFPS TO:**

c/o Executive Administrative Assistant

RE: 2024 WUT ELECTION TENDER

P.O. Box 112, 19A Complex Drive, Wikwemikong, Ontario POP 2J0

Or by email: [marilynjacko@wiikwemkoong.ca](mailto:marilynjacko@wiikwemkoong.ca)

Or hand delivered to 19A Complex Drive, Wikwemikong, Ontario POP 2J0 Main Reception