



RFQ – Election Officer Services

Tsawwassen First Nation (TFN) is a proud Coast Salish nation whose land base is located south of the Fraser River along the Salish Sea. We are a self-governing modern treaty First Nation under the terms of a Final Agreement that became effective in 2009. Currently TFN has approximately 350 Members of voting age – this includes Members who live away from Tsawwassen Lands in Canada and the USA, who will require mail-in and online voting options.

TFN is seeking quotes for the services of an Election Officer for the next Tsawwassen General Election occurring on Saturday October 17th, 2026. In accordance with section 7 of the TFN *Elections Act (2025)*, the Election Officer must have the knowledge and experience to conduct an election, **cannot** be a Tsawwassen Member, and **cannot** be an employee of Tsawwassen First Nation or an employee of a Tsawwassen Institution. The duties of the Election Officer include, but are not limited to, the following:

- Receiving and confirming nominations, and vetting candidates for eligibility
- Preparing and posting a voters list
- Organizing Nomination and All-Candidates meetings
- Preparing, distributing and receiving mail-in ballots
- Managing in-person voting and counting of ballots
- Managing online voting including the set-up and configuration of an online voting platform
- Preparing a report on election results
- Compiling and delivering an election manual upon completion of the election

TFN's *Elections Act (2025)* is available to view on our website

<https://tsawwassenfirstnation.com/governance-overview/laws> Please note that the Regulations currently listed on the website are due to be replaced, and we anticipate that new Regulations will be approved by July 2nd 2026. Applicants can request draft versions of the new Regulations for review by contacting Jennifer Jansen (see below).

Interested candidates should submit a proposal via email to Jennifer Jansen, Manager of Government and Legislative Services (jjansen@tsawwassenfirstnation.com), **no later than 4:30 pm on Thursday June 25th 2026**. Please include your previous relevant experience, a complete list of anticipated fees and expenses, and a minimum of 2 references. Questions can be directed to Jennifer Jansen via email or by phone at (604) 880-1495.