

Qualicum Bay Horne Lake Waterworks District

Election Procedures Policy

Policy No. 19-01

This policy is intended to provide the policies and procedures necessary to conduct a trustee election for the Qualicum Bay Horne Lake Water District (QHBLWD) to;

- ensure that all elections meet the legal requirements as set out in the Improvement District Manual,
- ensure that all elections are conducted in an open, fair and honest process.

NOTICE PROVISION

As per Letters Patent, notification of any election whether held at the Annual General Meeting (AGM) or at a special meeting must be provided to all qualified voters 14 days before the date of the meeting by ordinary first class mail and will set out date, time and place of holding the meeting.

PERSONS ENTITLED TO VOTE

1. Persons entitled to vote at an election must meet all of the following requirements:
 - a. A Canadian citizen
 - b. Eighteen years of age, or older
 - c. An owner of land in the improvement district
 - d. A resident of the province for the prior six months, or legal representative of an owner of land in the improvement district who has died, become insolvent or insane.
2. One vote is also allowed for each board or corporation that owns land within the improvement district. The board or corporation must designate one person to act as an authorized agent to vote on its behalf. This must be done in writing so the returning officer can verify the vote.
3. If more than one person is registered on title as a landowner, each one can vote as long as they also meet the other qualifications. However, no person can have two votes unless they meet the qualifications to be an elector and are also an agent authorized to vote on behalf of a board or corporation.

OFFICER PRESIDING AT ELECTIONS

The Board of Trustees has appointed the Administrator as the Returning Officer for the QHBLWD.

NOMINATIONS

1. As per Letters Patent, nominees must meet voter eligibility (see Persons Entitled to Vote) or be the spouse of a qualified voter.
2. Candidates must declare their willingness to stand as a trustee by completing a Nomination Form and submitting it to the administrator no later than 21 days prior to the AGM or Special Meeting.

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3. Nominations will no longer be accepted from the floor at the Annual General Meeting, unless there are insufficient nominations prior to the AGM. (nominations do not require seconding).
4. Nominees need not be present at the time of the election but written evidence must be presented that the nominee has accepted the nomination.

SCRUTINEERS

Each candidate may appoint one person as their scrutineer to ensure that proper process is followed. The person appointed must not be a trustee or candidate. The scrutineer can be present while the ballots are distributed and at the final count but they should not participate directly in the election.

VOTERS LIST

1. The list of electors will be prepared from the assessment roll of the QBHLWD. This list will be used to verify the eligibility of the individual requesting a ballot.
2. Anyone other than the presiding officer is prohibited from having a copy of the list of electors.
3. Landowners will have the opportunity to be added to the list of electors by completing a Statutory Declaration.
4. Electors are not required to sign the voters list.

VOTING

1. Only persons attending the election and meeting the requirements are entitled to vote.
2. Persons not attending the election in person cannot vote by proxy.
3. Voting will be done by secret ballot and placed in a sealed ballot box.
4. For multiple positions, completed ballots can have names up to but not exceeding the number of vacancies.
5. No person may receive more than one vote on a ballot. Ballots will be rejected if the same name is registered more than once.
6. Ballots will be counted at the close of the election by the Returning Officer and witnessed by the scrutineers.
7. Results will be announced by the Returning Officer. Voter tally will not be publicly announced unless it is specifically requested at the meeting.
8. Ballots will be kept in the QBHLWD safe for two weeks after the election and then destroyed.
9. Ballots will be rejected if it differs physically from the official ballot or is marked inappropriately.

DETERMINATION OF RESULTS

1. In the event that an equal number of votes are validly counted for one or more candidates, the names of the candidates will be placed on separate pieces of paper by the Returning Officer. The papers will be folded and placed in receptacle so the names are not visible and a person who is not a trustee, candidate or the Returning

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Officer will retrieve a piece of paper from the receptacle and the candidate whose name appears on the paper will be declared elected.

2. Where the number of persons nominated and agreed to stand as candidates for the Board of Trustees is equal to or less than the number of trustee positions to be elected, that (or those) person(s) shall be acclaimed to the position.

ELECTIONS FOR VACANCIES WITH DIFFERENT TERMS

1. Where a trustee position becomes vacant before the end of the term, an election will be held to fill the vacancy. Should the position become vacant less than two months prior to the AGM, the election will be held at the AGM.
2. If this creates a circumstance that there are two different terms, a separate election will be held for each length of term with the longest term elected first.

I hereby certify that the foregoing is a true copy of Policy 19-01 by the Qualicum Bay Horne Lake Improvement District and sealed with the District seal on the _____ Day of _____, 2019.

Chair of the Trustees

Administrator