

Deep Bay Improvement District

Election Procedures Policy

Policy Number: 10-01-01

1. INTRODUCTION

This policy is intended to provide the policies and procedures necessary to conduct a trustee election for the Deep Bay Improvement District (DBID). This policy is designed to:

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

2. NOTICE PROVISION

As per Letters Patent, notification of any election whether held at the 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

3. PERSONS ENTITLED TO VOTE

- a) Persons entitled to vote at an election must meet all of the following requirements:
 - A Canadian citizen
 - Eighteen years of age, or older
 - An owner of land in the improvement district
 - 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.
- b) 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.
- c) 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.

4. OFFICER PRESIDING AT ELECTIONS

The Board of Trustees has appointed Leslie Carter as the Returning Officer for the DBID.

5. NOMINATIONS

- a) As per Letters Patent, nominees must meet voter eligibility (see Section 3. Persons Entitled to Vote) or be the spouse of a qualified voter
- b) Advance nominations to be filed in writing at the DBID Office prior to the Annual (or Special) General Meeting (date to be specified in mail out).

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- c) Nominations will be accepted from the floor at the Annual (or Special) General Meeting (nominations do not require seconding).
- d) Nominees need not be present at the time of the election but written evidence must be presented that the nominee has accepted the nomination.

6. 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.

7. VOTERS LIST

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

8. VOTING

- a) Only persons attending the election and meeting the requirements are entitled to vote
- b) Persons not attending the election in person cannot vote by proxy.
- c) Voting will be done by secret ballot and placed in a sealed ballot box.
- d) The ballot will be dated and have the appropriate number of blanks, candidate names to be written in by voter.
- e) For multiple positions, completed ballots can have names up to but not exceeding the number of vacancies.
- f) Ballots will be counted at the close of the election by the Returning Officer and witnessed by the scrutineers.
- g) Results will be announced by the Returning Officer. Voter tally will not be publicly announced unless it is specifically requested at the meeting.
- h) Ballots will be kept in the DBID safe for two weeks after the election and then destroyed.

9. ELECTIONS FOR VACANCIES WITH DIFFERENT TERMS

- a) Where a trustee position become 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.
- b) 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.

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I hereby certify that the foregoing is a true copy of Policy DBID 10-01-01 as amended by the Deep Bay Improvement District and sealed with the District seal on the 21st day of May, 2014.

Chair of the Trustees

Board Administrator

Approval History

Policy originally adopted by Board:	January 20, 2010
Policy amended:	May 21, 2014