

UNION BAY IMPROVEMENT DISTRICT(UBID)	ELECTION POLICY 1-B-11	Effective Date: Feb. 15 th , 2012
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POLICY
UBID Board appoints the Administrator as its Returning Officer to preside over elections and the Board establishes voting procedures and requirements as follows:
LEGISLATION/REFERENCE
Union Bay Improvement District Letters Patent (1960) s 4-8 BC Election Act Freedom of Information and Protection of Privacy Act Local Government Act (Part 23, s. 737)

PROCEDURE	
Number of Trustees	The Board consists of five (5) elected Trustees for 3 year terms. Each year vacancies are identified on a rotational basis as follows: 2 – 2 – 1.
Frequency of Elections	Elections are carried out at the Annual General Meeting. By-elections if required may occur at a Special General Meeting that has been duly called.
Notices	Notice of an Annual General Meeting or Special General Meeting shall be posted at least 28 days in advance on the Union Bay Improvement District website www.union-bay.ca ; and posted in at least 3 conspicuous places within the district. Additional notices may be placed in local newspapers, and/or given to the landowners in the form of a newsletter or notation on correspondence/invoicing that is mailed.

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Annual General Meeting dates	Annual General Meetings must be held at a date determined by the Board between January 1 and April 30 each year.
Eligibility to be a Trustee	<p>Persons entitled to be a trustee must meet all of the following requirements:</p> <p>A Canadian citizen,</p> <p>Eighteen years of age, or older</p> <p>An owner of land in the improvement district on title</p> <p>A resident of the province for the prior six months,</p> <p>Entitled to be registered as a voter under the Election Act.</p>
Nomination Form	<p>Candidates must declare their willingness to stand as a trustee by completing a Nomination Form and submitting it to the administrator.</p> <p>The nomination form must be signed by two registered electors</p> <p>Where there are insufficient nominations prior to the Annual General Meeting, and when nominations are allowed from the floor, two registered electors must nominate the candidate.</p> <p>Nominations will close 21 days prior to the Annual General or Special Meeting.</p>

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Multiple owners of land	If more than one person is registered as a landowner on title, 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.
Eligibility to vote	<p>Persons entitled to vote at an election must meet all of the following requirements:</p> <ul style="list-style-type: none"> • A Canadian citizen – proof or declaration may be requested • Eighteen years of age, or older • An owner of land in the improvement district on title, or the person must be designated – in writing – to act as an authorized agent by a board or corporation • 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 • Entitled to be registered as a voter under the Election Act.
Voters List	<p>The administration prepares a voters' list which indicates property owners qualified to vote in the Improvement District. A notation of the source of the list must be indicated and recorded.</p> <p>The voters list is not available to candidates.</p>

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Acclaim	<p>If there is only one candidate for a position on the board, then that person is elected by acclamation and they take office immediately (in the case of a by-election) or at the end of the annual general meeting in the case of an election.</p>
Same day voter registration	<p>For the purposes of all elections a person may register as an elector only at the time of voting. By registering, an elector is attesting that they are eligible to vote.</p> <p>Registration as an elector is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting</p> <p>The Returning Officer or other appointed election official will require eligible voters to sign a voters list and will issue ballots upon registration</p>
Advanced voting opportunities	<p>An advance voting opportunity will be provided on a day 10 to 14 days before the general voting day which will be the Annual General Meeting.</p> <p>The Board authorizes the Returning Officer to establish the voting place for the advance voting opportunity and the hours for advance voting.</p> <p>The Returning Officer shall seal and safe guard the ballot box after the advance poll until the AGM. Each scrutineer will have an opportunity to seal and initial the ballot box for safekeeping.</p>

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Ballot Counters	There shall be two separate individuals to count the ballots appointed by the Returning Officer prior to the election date. The individuals cannot be candidates or trustees.
Appointment of scrutineers	Candidates named on the ballot may be permitted one scrutineer each to attend the advance poll, election poll and counting of the ballots. A scrutineer must not be a candidate or a trustee. A scrutineer may observe the voting process but may not handle any election document or ballot.
General rules for the conduct of the election	<p>Candidates will be allowed to speak for 2 minutes at the AGM.</p> <p>The Returning Officer shall be responsible for the distribution of the ballots, the collecting and supervising the count of the ballots.</p> <p>The Returning Officer shall announce the number of ballots cast and the number of votes for each candidate.</p>
By Election	<p>If a trustee resigns their position before the end of their three-year term, then a by-election must be held and the person elected to that position serves for the remaining portion of the three-year term.</p> <p>A by-election must be held at a special general meeting and on a date and location determined by the Board – usually within 60 days of the vacancy.</p> <p>There shall be no advance poll for a by-election.</p>
No requirement for a by-election	A by-election does not have to be held if a trustee resigns within the 60 days prior to the AGM.

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Trustee who ceases to be a landowner	A trustee who ceases to be a landowner can continue to hold office until their term ends, but they are disqualified from being a candidate for trustee again.
Challenging an election	An election can only be challenged in accordance with Section 737 of the Local Government Act within two weeks of the election by application to the Supreme Court of BC.
Safe Keeping Ballots	<p>The ballots, unopened or resealed certification and secrecy envelopes, ballot accounts, voting books and lists of voters used in conducting an election, and other materials specific to the election, must be retained by the Returning Officer for 60 days after general voting day for that election.</p> <p>It is the responsibility of the Returning Officer to safe guard the security of the ballot box at all times.</p>
Insufficient nominations	<p>If there are insufficient or no nominations for the number of vacancies at the end of the nomination period a subsequent nomination period is opened for a 3 day period.</p> <p>If reasonably possible, the Returning Officer gives notice to the public of an extended time for receiving nominations.</p> <p>If at the end of an extension and if there are still no candidates then the Board may accept nominations from the floor at the Annual General Meeting or Special General Meeting where the vote is being held. If this is necessary the Returning Officer will call for nominations from the floor three times.</p>

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CROSS REFERENCE	Nomination Form Privacy of Personal Information Policy
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APPROVED	DATE <i>Feb 22/12</i>
SIGNATURE <i>B. Melatod, Khan</i>	
REVISION/REVIEW DATE: Election of Trustees 04-08-15 – July 2008 - revised Election of Trustees #11A-0014 – April 20, 2011 - replaced	