

Scott Point Waterworks District



Policy Number: 001

Revision: 2

Date: March 4, 2020

Election of Trustees Policy

Applicable to: Trustees of Scott Point Waterworks District

1. The election of trustees will normally take place at the annual general meeting of the improvement district. A special general meeting may be held if a vacancy arises more than 2 months prior to the annual general meeting, or if the number of trustees falls below 2.
2. In the event there is are two or more vacancies for trustee with different term expiry dates, a separate election will be held for each vacancy.
3. Nominations must be received in writing by the improvement district at least 5 business days in advance of the meeting where election is to be held. Nominations must indicate that the candidate agrees to serve and is: a landowner, or spouse of landowner in the improvement district; 19 years of age or older; a Canadian citizen; and entitled to vote under the Election Act.
4. Elections for trustee will be held by ballot.
5. The Chair of the trustees is appointed as the returning officer. The Chair of the trustees has the authority to delegate any person as returning officer in his or her place.
6. Only eligible voters present at the general meeting will be able to cast a ballot. No ballot may be cast by proxy or agent. Eligible voters must be landowners in the District and be entitled to vote under the Election Act.
7. The list of eligible voters will be drawn from the assessment role and may be verified using the provincial voters list at the discretion of the trustees. If there is any double regarding the eligibility of a voter, the returning officer may require the person to complete a statutory declaration.
8. Each candidate for election as trustee may appoint a scrutineer which may not be themselves or their spouse and who shall be a trustee or another eligible voter.
9. The election or vote will be conducted using printed ballots to be marked with an X. The ballots will be placed in a sealed ballot box and counted by the returning officer in the presence of appointed scrutineers.

Scott Point Waterworks District



10. The returning officer will announce the results of the election or vote as soon as practical after completion of counting of the ballots.
11. The counted ballots will be retained by the returning officer in a secure location for two weeks following the announcement of the successful candidate, after which the ballots are to be destroyed.