

## Spences Bridge Improvement District Election Procedure

for purposes of holding a by-election to fill two trustee vacancies

1. Fred Banham is the returning officer, as appointed by the Inspector of Municipalities on June 13, 2017.
2. The election will be carried out under the direction of the returning officer.
3. The election will be held Tuesday, July 18th, 2017. Voting will take place between 11:00 a.m. and 1:00 p.m. and again between 5:00 p.m. and 7:00 p.m. at the Spences Bridge Improvement District Office Building located at 4800 School Street, Spences Bridge, British Columbia.
4. The returning officer will provide advance public notice of the date, time and place of the election as follows:
  - At least 14 days' notice must be given
  - Notice must be provided in the following manner:
    - o Notification by mail to all landowners within the improvement district
    - o Publication in two consecutive issues of a newspaper circulated in the community
    - o Notice posted in a number of conspicuous places, including the community bulletin board
5. The returning officer will advertise a call for nominations as follows:
  - At least 14 days' notice must be given
  - Notice must be provided in the following manner:
    - o Notification by mail to all landowners within the improvement district
    - o Publication in two consecutive issues of a newspaper circulated in the community
    - o Notice posted in a number of conspicuous places, including the community bulletin board
  - Nominations will be accepted up to 7 days prior to the election date
  - Candidate nomination papers will be available from and are to be returned to the returning officer
  - If there are insufficient nominations for the two vacancies then the Office of the Inspector of Municipalities must be notified by the returning officer and proceedings may be re-visited.
6. Notices may be combined, at the discretion of the returning officer.
7. The returning officer will develop the policy and procedures for appointment of scrutineers.
8. Election will be by secret ballot.
  - The returning officer is responsible for determining the form of the ballot, ballot boxes, preserving the secrecy of the ballot and procedures for counting the votes.
    - o Candidate names must be placed on the voting ballot in last name, alphabetical order.

Wednesday, June 21, 2017

- Each elector may make two marks (X) on their ballot to indicate their two choices for Trustee.
  - Only generic, non-unique markings may be accepted as a vote on the ballot, two ✕ or ✓, or /; no initials, drawings or other marks will be acceptable voting marks.
9. In the event of a tie, the results of the election are to be determined by lot as follows:
- The name of the candidate(s) to be written on a separate piece of paper as similar as possible to other pieces of paper;
  - The pieces of paper are to be folded in an uniform manner in such a way that the names of the candidates are not visible;
  - The pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for this purpose;
  - Returning officer is to direct a person who is not a candidate to withdraw one piece of paper;
  - Returning officer is to declare the elected candidate whose name is on the paper that was drawn;
    - In the case of tie vote with more than two candidates the returning officer will direct an individual who is not a candidate to withdraw a second name from the container and the returning officer will declare the elected candidate whose name is on the paper that was drawn.
10. The candidate elected for whom the greatest number of votes is cast holds office until the 2019 Annual General Meeting (two-year term). The candidates elected for whom the second greatest number of votes is cast holds office until the 2018 Annual General Meeting (one-year term).
11. All candidates must sign a solemn declaration with their nomination papers as to the person's eligibility to hold office as trustee.
- That the person solemnly declares: they meet the eligibility requirements in accordance with the *Local Government Act* (LGA) and Spences Bridge Improvement District's Letters Patent.
12. Before voting, all voters must sign a solemn declaration as to the person's eligibility to vote or entitlement to vote.
- That the person solemnly declares: they meet the eligibility requirements in accordance with the LGA and Spences Bridge Improvement District's Letters Patent and that they have not voted before in the same election and will not vote again in the same election.
13. An election can only be challenged in accordance with section 684 of the LGA, RSBC 2015, c. 1.
14. Materials relating to the election proceedings must be kept safe by the returning officer for at least two weeks after the election and be destroyed as soon as practicable after that.

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