

2025

At a Glance

Local Service Districts Election of Committee Members

Pre-Election

Book your meeting location	August - September	Find a location that is accessible.
Determine the time of the election meeting		Set an appropriate time that enables residents to engage in the election.
Publish the Date, Time and Location Use Form LSDEF-01	September 25 (latest)	Must be posted 7 days before election day in at least 2 places in the local service district and in a local newspaper, if available.
Identify the Presiding Officer for the Election of Committee Members	Prior to Election Day	NOTE: The existing chairperson of the Local Service District cannot chair the meeting if being nominated for the new committee.
Identify a person to take Minutes	Prior to Election Day	Minutes are to be recorded.

Election Day - October 2, 2025

Task	Person Responsible	Process
Attendance List Use Form LSDEF-02	Presiding Officer	Ensure all residents sign the attendance list.
Call the meeting to order	Presiding Officer	A sample script is provided.
Determine the size of the Local Service District Committee	Residents	The Presiding Officer will ask the residents to vote on whether they want 5 or 7 members on the committee.
Record the results of the residents' vote on 5 or 7 members in the minutes	Minute Taker	These minutes are to be sent to the Department of Municipal Affairs and Community Engagement.

At a Glance

Local Service Districts Election of Committee Members

Begin the Nomination Process	Presiding Officer	Inform residents of the qualifications of committee member.*
*A person is qualified to be elected as a member where: the person is a resident of the local service district, is not in arrears of fees imposed by the committee for a prior financial year, and does not hold an office for which a salary or remuneration is payable out of the funds of the local service district.		
Nomination	Residents	Residents nominate a candidate. Nominee must be present.
Repeat the Nomination	Presiding Officer	Continue the process with the objective of providing everyone an opportunity to be nominated.
Compile list of Candidates Use Form LDSEF-03	Presiding Officer	<p>Prepare multiple copies of this form. Copies are to be sent to the Department of Municipal Affairs and Community Engagement and kept for the committee's files.</p> <p>Use the list for the voting process, if more than the required number of candidates come forward.</p>
Elected by Acclamation	Presiding Officer	If the number of nominees received is the exact number required for the committee, no election is required.
Vacant seats after nominations	Presiding Officer	If the full number of nominees are less than the required number agreed on for the committee, the Presiding Officer will declare those nominated as members. The committee will contact the Department of Municipal Affairs and Community Engagement for assistance in filling the vacant seats.

At a Glance

Local Service Districts Election of Committee Members

Vote for Committee Members	Presiding Officer	Presiding Officer makes a list of all candidates nominated and posts for all residents to see. A list is also posted inside the screen provided. The list is also read aloud to residents.
Qualifications of Voters	Residents	Only residents of the community can vote.
Ballots provided to residents Use Form LSDEF-04	Presiding Officer	Provide ballots to residents. Residents are required to list the names they wish to vote for on the ballot. Voting takes place in secret behind the screen provided.
Count the Ballots Use Form LSDEF-05	Presiding Officer	Votes are to be counted in front of residents for complete transparency.
Announce the results	Presiding Officer	Announce the names and corresponding vote counts, starting with the candidate that received the highest count and proceed in descending order.
Motion to Destroy the Ballots	Presiding Officer	Ask for a motion to destroy the ballots: a person to make the motion and a seconder.
Motion to Adjourn	Presiding Officer	Ask for a motion to adjourn the meeting: a person to make the motion and a seconder.
Election Report Use Form LSDEF-06	Elected Committee	Send the Election Report and a copy of the Minutes to the Department of Municipal Affairs and Community Engagement.
Oath of Office Use Form LSDEF-07	Elected Committee	All committee members must complete an oath of office within 30 days of the election and before performing the duties as a committee member.