

# Sample Script

## Election of Local Service District Committees

This is a sample script to assist with the election of a local service district committee. While it provides guidance on the election process and highlights certain legislative requirements, it may not be applicable in every instance and is not a substitute for the **Towns and Local Service Districts Act** (TLSDA) and the **Local Service District Regulations, 2024** (Regulations). In the event this document conflicts with the TLSDA or Regulations, the TLSDA or Regulations shall prevail.

This document is supplemented by other guidance material and forms provided by the Department of Municipal Affairs and Community Engagement.

Note: All speaking points are delivered by the presiding officer. For clarity, each begins with a bullet and is in quotation marks. Explanatory notes are in boxes and provided to assist the presiding officer but not be read aloud. It will be helpful for the presiding officer to be familiar with this script and relevant legislative provisions prior to the election meeting.

### Opening the Meeting

#### Presiding Officer:

- “Welcome everyone to the meeting to elect the Local Service Committee for the Local Service District of (name of local service district) as per section 223 of the **Towns and Local Service Districts Act**. This will be the only order of business today.”
- “My name is (name of presiding officer). I will be the presiding officer for the purpose of this election.”
- “Did everyone sign the attendance sheet? If you have not, please do so.”
- “If there are any other issues or concerns, they may be brought to the next public meeting for discussion with the new committee.”
- “It is important to elect the new committee so that local service district business can be dealt with.”

## Determining Committee Size

### Presiding Officer:

- “The first order of business is whether residents want a five-member or seven-member committee. That is the choice of the people present here, as per section 225(1)(2) of the **Towns and Local Service Districts Act**.”
- “We will take a vote by show of hands.”
  - “Those who want five members, please raise your hand.”
  - “Those who want seven members, please raise your hand.”
- “Let the minutes reflect that (number of votes for five members) people voted for five members and (number of votes for seven member) people voted for seven members.”
- “Based on the majority there will be a (number of members) member committee elected.”

**Note:** Record the number of votes for five members and seven members in the minutes.

## Nomination Process

### Qualification of members

#### Presiding Officer:

- “To begin the nomination process, I will read the qualifications to be a candidate as set out in section 226 of the **Towns and Local Service Districts Act**.”
- “A person is qualified to be elected as a committee 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.”
- “The Local Service District Regulations define a “resident” as a person who:

- is 18 years of age and older, and
- lives in the local service district on a full-time basis.”

## Nominations

### Presiding Officer:

- “We will now begin the nomination process. I ask that the person making the nomination state their name and the name of the person they are nominating. Please note that the nominee must be present to accept the nomination.”
- “The floor is now open for nominations to the committee.”

**Note:** Pause and wait for a nomination.

- “(Name of nominee) has been nominated for the committee.”
- Do you (name of nominee) accept the nomination?”
- “Are there any further nominations for the committee?”

**Note:** Call for nominations until there are no nominations coming forward. When there appears to be a pause in nominations make the call three more times.

- “Last call for nominations to the committee.” (Repeat three times.)
- “Nominations for the committee of the Local Service District of (name of local service district) are now closed.”

**Note:** The meeting minutes must clearly record the name of each nominee and the individual who made the nomination.

Ask each nominee if they accept the nomination. If they decline, document in the minutes that they have declined the nomination.

**Note:** Once all nominees have either accepted or declined, compile a final list of candidates (LSDEF-03 in the tool kit may be used here). This list can assist voters in identifying the candidates during the voting process. It is recommended to prepare multiple copies of the form. Suggested placements include, on the table behind the voting screen, taped inside the screen at eye level, posted on a nearby wall. Keep two copies (one to keep and one for the Department of Municipal Affairs and Community Engagement).

## How to Know if a Vote Will Occur

- A. If the number of nominees received is the exact number required for the committee, then proceed to **acclamation**.
- B. If the number of nominees received is **less than** the number required for the committee, **acclaim those nominees that have accepted**. The committee then needs to reach out to the Department of Municipal Affairs and Community Engagement for assistance.
- C. If more nominations are received than the number required for the committee, then proceed with an **election**.

### List of Candidates

- “The list of candidates for the Local Service District of (name of local service district) are: (list names of candidates).”

**Note:** Proceed to **Scenario One** if the number of nominees is the same as the number required for the committee. Proceed to **Scenario Two** if the number of nominees is less than the number required for the committee. Proceed to **Scenario Three** if the number of nominees is more than the number required for the committee.

## Scenario One - Exact Complement of Members Nominated

### Result: Committee Acclaimed

- “Nominations have now closed. We have received the exact number of nominations required to fill the committee positions, as previously determined. As a result, a vote is not required, and the nominees are declared elected by acclamation.”
- “The members of your new committee are (list names of committee members).”
- “Our order of business is now concluded. We thank you for attending this meeting. We will post for our next public meeting when a date is chosen. May I have a motion to adjourn?”
- “Seconder?”

- “All in favor?”
- “Meeting adjourned.”

## **Scenario Two - Fewer than Full Complement of Members Nominated**

### **Result: Committee Acclaimed, Seek Ministerial Direction on the Remaining Vacancies**

#### Presiding Officer:

- “We have not received enough nominations to form a full committee through this election. As a result, we will be contacting the Department of Municipal Affairs and Community Engagement to request ministerial direction. Once a response is received, the committee will provide an update to all residents.”
- “The members nominated have been elected by acclamation.”
- “The members of your new committee are (list names of committee members).”
- “Our order of business is now concluded; we thank you for attending this meeting. We will post for our next public meeting when a date is chosen. May I have a motion to adjourn?”
- “A seconder?”
- “All in favor?”
- “Meeting adjourned.”

**Note:** List the acclaimed members in the minutes and add the motion to adjourn including seconder and motion carried.

**Note:** If nominations cease and less than the number required for quorum have been nominated, those nominated are acclaimed.

Section 236(3) of the **Towns and Local Service Districts Act** states that where the number of members in office is less than a quorum, the members in office shall notify the minister within 48 hours and the minister may authorize those members to perform all of the functions of the committee as the minister may determine until members are either elected or the minister appoints a sufficient number of members.

## **Scenario Three - More than Full Complement of Members Nominated**

### **Result: Vote for Committee Members**

- “We have more than the required number of nominations required for the committee so we will proceed with a secret ballot for (number of vacancies) committee members. As the committee is limited to (number of members), you may only vote for (x) number of candidates.”
- Each resident will be given a ballot to mark in secret behind the screen. When you have marked your ballot, please place it in the ballot box.”
- “The candidates are (list name the candidates).”

**Note:** Read out all names who have been nominated for the committee. Recommended to be alphabetical by surname. A list of candidates should be placed in view for voters so they know who they may choose from.

- “Before we begin the election process, I will read the qualifications to be a voter, as per section 223(2) of the **Towns and Local Service Districts Act**.”
- Only residents of a local service district may vote in an election of members.

### **Voting**

- “Each voter is permitted to have one ballot and may vote for a maximum of (state the number) people”.
- When electing a five-member committee, the maximum number of people to vote for is five. When electing a seven-member committee, the maximum number of people to vote for is seven.

**Note:** Conduct the election by secret ballot (LSDEF-04 in the tool kit may be used here). After the vote is completed, count all votes using a tally sheet. (LSDEF-05 in the tool kit may be used here). It is recommended that the person conducting the election read out each ballot and have one person in attendance use the tally sheet to keep the count.

- “The results of the election, conducted by secret ballot, are as follows”: **(state the name and number of votes received)**

- “The top (five or seven) candidates with the highest number of votes are: **(list the candidates' names)**. I will now read out the list of elected candidates.”

**Note:** Start with the candidate with the highest number of votes.

- “We extend our sincere thanks to all other candidates for their interest and participation in the election process.”
- “We have completed our election process.”
- “Our order of business is now concluded. Thank you for attending this meeting. The committee will post the date for the next public meeting when a date is chosen. All candidates are required to complete an Oath of Office within 30 days. The required form is available from the Local Service District Committee.”
- “May I have a motion to adjourn?”
- “A seconder?”
- “All in favour?”

**Note:** List the elected members in the minutes and add the motion to adjourn including seconder and motion carried.

- “Meeting Adjourned”