

Gabriola Fire Protection Improvement District

Policy Name: Election Procedures Policy	
Policy Number: G1-26	Policy Type: Governance
Approval Date: November 5, 2025	Review: Before December 31st 2026
Revised: August 5, 2026	

Policy Statement: This policy is implemented by the Board of Trustees of the Gabriola Fire Protection Improvement District (GFPID) as a process to determine the conduct of Elections and Byelections.

DEFINITIONS (temporary until Universal Definitions have been compiled)

1. Corporate Officer means the Corporate Officer of the Gabriola Fire Protection Improvement District.
 - Determining Voter and Candidate Eligibility
 - Managing Nominations and Ballots
 - Post-Election Administration
 - setups and opening of the voting place and ensure the voting proceeds in an orderly and safe fashion.
2. Assistant to the Corporate Officer (external from GFPID & GVFD) means assisting the Corporate Officer with the administration of the election.
3. Poll Clerk (external from GFPID & GVFD)
 - confirms an individual's identity and residential address and therefore their eligibility to vote.
 - may assist with the counting of ballots
4. Returning Officer (external from GFPID & GVFD)
 - is appointed by the Board of Trustees of the Gabriola Fire Protection Improvement District.
 - shall oversee the voting process and counting of ballots.
 - shall assist poll clerks in determining the eligibility of a voter.
 - setups and opening of the voting place and ensure the voting proceeds in an orderly and safe fashion.
 - Reports to the Chair, unless a candidate, then delegate any electoral process issues.
5. Scrutineer
a person to represent the candidate by observing the conduct of voting and counting proceedings for the election.

PROCESS ELECTION

1. The date and time for the Annual General Meeting and Election or a Special General Meeting will be called by the Board of Trustees of the Gabriola Fire Protection Improvement District at a public meeting and in a manner consistent with the Letters Patent.
2. Once the election is called, the Corporate Officer shall give notice of the election by a notice in the local paper and/or on our website setting out the date, time, and place for the meeting.
3. Nominations shall follow the process as set out in the Nomination Process of this policy. They must be received by the Corporate Officer no later than 21 calendar days before the election.
4. The time and dates of voting shall be set out by the Board of Trustees and be included in the notice of the meeting.
5. The election results shall be announced at the end of the Annual General Meeting or the Special General Meeting if the Special General Meeting includes voting.

PROCESS BYELECTION

1. The date and time for the byelection will be called by the Board of Trustees of the Gabriola Fire Protection Improvement District at a public meeting and in a manner consistent with the Letters Patent (Within 60 days following the trustee resignation).
2. Byelection does not have to be held if a trustee position becomes vacant within the 60 days prior to the annual general meeting.
3. Once the election is called, the Corporate Officer shall give notice of the election by a notice in the local paper and/or on our website setting out the date, time, and place for the election.
4. Nominations shall follow the process as set out in the Nomination Process of this policy. They must be received by the Corporate Officer no later than 14 calendar days before the election.
5. The time and dates of voting shall be set out by the Board of Trustees and be included in the notice of the meeting.
6. The byelection results will be announced directly after the voting count is completed.

NOMINATION PROCESS

1. The nomination period shall be set out in the first Notice of Election in the local paper and/or on our website.
2. The candidate cannot self-nominate but must be nominated by one person.
 - a. An individual may nominate only one candidate in any election.
 - b. To be a nominator, an individual must:
 - be a Canadian citizen.

- be at least 18 years of age, or if an election is in progress, be 18 years of age or more on General Voting Day for the election.
 - be an owner of land within the improvement district, or the authorized agent of any board or corporation that is the owner of such land, or the legal representative of any owner of such land who has died, become insolvent or insane, and is entitled to be registered as a voter under the Local Government Act.
 - have been or will have been a resident of B.C. for the immediately preceding six months on General Voting Day for an election; and
 - not be disqualified by the *Local Government Act*, or any other enactment, from voting in an election or from being nominated for, being elected to, or holding office, or otherwise disqualified by law.
3. The candidate must meet the following criteria
 - a Canadian citizen
 - eighteen years of age or older
 - an owner of land in the Gabriola Fire Protection Improvement District
 - a resident of the Province of British Columbia for the prior six months or a legal representative of a landowner in the Gabriola Fire Protection Improvement District who has died, become insolvent, or insane
 4. The candidate and nominator shall complete the Nomination Application Form. (*Appendix Form A*)
 5. A candidate continues to be a candidate until the date of the election, unless the individual is declared invalid by the courts, dies, or withdraws.
 6. Should there be a challenge raised against a candidate, the ELECTION ACT [RSBC 1996] CHAPTER 106 as amended shall apply
 7. If a candidate dies between the end of the nomination period and the close of final voting, the election is cancelled, and the election process must start again as if the election were called on the day on which the corporate officer received notification of death.
 8. Any time up to 48 hours before polls open, a candidate may withdraw from the election by delivering a signed withdrawal to the corporate officer.
 - a candidate's signature on a withdrawal must be witnessed by at least one other individual, who must sign the withdrawal as a witness
 - if only one candidate remains after a withdrawal, the remaining candidate shall be declared elected by acclamation
 9. The Candidate shall complete a Statutory Declaration. (*Appendix Form B*)

ACCLAMATION

If the number of candidates is the same as the number of positions available. The candidates will be acclaimed, and no vote will be necessary. A draw for terms will occur if the available terms differ, as outlined in the Ballot Counting, In the Event of a Tie process.

SCRUTINEERS

1. A candidate may appoint candidate representatives in accordance with this section to represent the candidate by observing the conduct of voting and counting proceedings for the election.
 - a. The appointment must be in writing and signed by the candidate and the Returning Officer or Corporate Officer. (*Appendix Form C*)
 - b. The appointment shall include what duties the scrutineer will perform.
 - Observing the election
 - Ballot counting
 - Both election observation and ballot counting
2. If more than one scrutineer is appointed, the date and times between which the duties shall be performed shall be noted.
3. There shall be only one scrutineer per candidate performing duties at any one time.
4. The scrutineer shall present their appointment papers (*Appendix Form C*) to the Returning Officer before commencing their duties.
5. Only a candidate or a scrutineer may be present during the vote count, not both
6. A candidate may not act as a scrutineer

BALLOTS

1. A ballot must not include any of the following:
 - an indication that a candidate is holding or has held an elected office.
 - a candidate's occupation
 - an indication of a title, honour, degree, or other decoration received or held by the candidate.
 - if two or more candidates have the same surnames and given names or, in the opinion of the corporate officer, the names are likely to cause confusion, the corporate officer may modify the names to include additional information to assist voters. The restrictions above shall apply.
2. Ballot control procedures
 - all ballots will be numbered
 - the Corporate Officer and the assistant to the Corporate Officer shall produce the ballots
 - ballots will remain in a locked location.

- ballots shall never be left unattended or unsecured
- ballots may be released in groups of 50 by the Corporate Officer to the Returning Officer or delegated person using a sign-out sheet. The designated person will take the signed-out sheet (*Appendix I*) and signed-out ballots to the Poll Clerks, who will sign for receipt of the ballots. The sign-out sheet will then be returned to the Corporate Officer
- poll clerks will not leave their station without having authorized backup to fill their station and maintain custody of ballots
- when voting closes, the assistant to the Corporate Officer or the Corporate Officer will collect all unissued ballots and deliver them to the Returning Officer
- the Returning Officer will take custody of the ballot box containing all votes and administer the vote count
- reconciliation of all used and unused ballots (*Appendix H*) will be performed by the Corporate Officer and the assistant to the Corporate Officer after the vote count is completed. Any discrepancies will be reported to the Chair.
- after the vote count is completed, all counted ballots will be placed into a sealed envelope, initialled, and given to the Corporate Officer for safekeeping
- after reconciliation, all unused ballots will be placed into a sealed envelope, initialled, and given to the Corporate Officer for safekeeping.

VOTING

1. The polling location shall be arranged in accordance with the directions of the Returning Officer.
2. Poll clerks shall be appointed by the Corporate Officer and approved by the Returning Officer. Poll Clerk Solemn Declaration (*Appendix Form E*) and Poll Clerk Approval Forms (*Appendix Form F*) shall apply.
3. Poll clerks will confirm the eligibility of the voter. Any questions regarding eligibility shall be directed to the Returning Officer.
4. Voting eligibility criteria:
 - a Canadian citizen
 - 18 years of age or older
 - resided in the Province of British Columbia for at least six months before voting day, or the authorized agent or legal representative
 - be a registered owner of real property in the Gabriola Fire Protection Improvement District.
 - not be disqualified by this Act or any other enactment from voting in the election or be otherwise disqualified by law.
 - not previously voted in this election.
5. The following forms of identification are not acceptable

- scanned copy of identification on cell phones or other electronic devices
 - photocopies or scanned versions of documents that were not issued electronically. i.e., passport, driver's licence
6. If the voter presents themselves as an agent of a Board or Corporation or legal representative, the Voter must also present formal documentation supporting that the individual has been assigned authority as agent for that Board or Corporation interest or legal representative in property owned within the Gabriola Fire Protection Improvement District. Only one agent per Board or Corporation will be permitted to vote. The poll clerk will identify the voter to the Returning Officer, who will
 - ask the Voter to fill out and sign the Property Owner elector Solemn Declaration (*Appendix J*) as to property ownership and identity, attaching a copy of the Board or Corporation's authorization as agent or legal representative documentation
 - send the voter back to the poll clerk with a colored paper to verify the Returning Officer's approval to vote
 7. If the voter presents themselves as an individual voter, a poll clerk will confirm that the identification produced is valid and acceptable. The second poll clerk will be provided with the voter's name.
 - the second poll clerk checks the name and address of the voter, strikes through the entire name and address on the assessment roll
 - the voter will then be asked to "Please read the declaration regarding eligibility criteria on the desk (*Appendix Form G*) and if the information is correct and true, then you can sign to attest it is correct and true"
 - the voter will then sign the declaration /voter list
 - the poll clerk will prepare and initial the back of the ballot
 - the voter will then be instructed to
 - go behind the voting screen
 - mark up to "XX = number of vacant positions" candidate boxes
 - do not make any other markings on the ballot
 - when complete, place the vote in the ballot box and leave the voting place
 8. Poll clerks should not touch the ballot after it has been issued.
 9. Mail-in ballots are not permitted.

COMPLAINTS

Any concerns regarding the conduct of an election should, where practicable, be raised promptly with the Returning Officer and/or the Corporate Officer so that they may be addressed during the election process. Early resolution is encouraged, as many procedural issues can be resolved immediately.

If an individual is unable or unwilling to raise the matter at the time, or if the issue is not resolved to their satisfaction, they may submit a formal written complaint to the Returning

Officer, the Corporate Officer, or the Board of Trustees, as appropriate. The complaint should describe the nature of the concern, the relevant facts, and any supporting evidence.

To ensure fairness and impartiality, the Board of Trustees will not directly investigate or adjudicate formal complaints concerning the conduct or outcome of a trustee election. Where a formal review is warranted, the Board shall refer the matter to an independent third party to investigate and provide findings and recommendations.

Individuals are also encouraged to provide feedback on the election process, even where the matter would not affect the outcome of the current election. Such feedback may assist the Board in identifying opportunities to improve election policies, procedures, and future election administration.

Nothing in this policy limits or replaces any rights or remedies available under applicable law. Where a dispute cannot be resolved through the Improvement District's administrative processes, the ultimate determination of the validity of a trustee election rests with the Supreme Court of British Columbia.

BALLOT COUNTING

1. Only the Returning Officer, Corporate Officer, Assistant to the Corporate Officer, Poll Clerk(s), and candidates or appointed scrutineers are present at the count.
2. A candidate OR their scrutineer, but not both, may observe the ballot count proceedings to ensure a transparent and consistent process is followed and that the Returning Officer rules on any potentially spoiled ballots in a fair and consistent manner.
3. The Returning Officer shall open the sealed ballot box
4. The Returning Officer shall read the ballots (and show to scrutineers upon request), and the Corporate Officer, the assistant to the Corporate Officer, and one poll clerk will mark the tally sheets. Scrutineers can have tally sheets if they wish.
 - a ballot will be counted when it clearly selects not more than the number of vacant positions.
 - a tick mark or filled-in box will be accepted if the intent of the elector is clearly indicated and,
 - any writing, drawing, or distinguishable markings on the face will spoil the ballot, and the ballot will not be counted towards the total vote.
5. Record the total ballots cast, the ballots counted, and the ballots rejected/spoiled
6. Declaration of voting results by the Returning Officer
 - eligible votes cast and number of spoiled ballots
 - the candidate(s) with the greatest number of votes cast will be elected to the vacant trustee positions, based on the vote count
 - if there is a vacancy for different term lengths, the candidate with the greatest number of votes cast will hold office for the longest term. The candidate with the second greatest number of votes cast holds office for the next longest term.

7. In the event of a tie, the result of the election shall be determined by lot as follows
 - the names of the candidates are to be written on separate pieces of paper as similar as possible to the other pieces of paper.
 - the pieces of paper are to be folded uniformly 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
 - the Returning Officer will direct one person who is not a candidate or a candidate representative to withdraw one piece of paper
 - the Returning Officer shall then declare the elected candidate whose name appears on the paper

RETENTION AND DESTRUCTION OF ELECTION DOCUMENTS

1. The Corporate Officer is responsible for the retention of documents following the election.
2. Until the end of the appeal period, 14 days after the election, the Corporate Officer
 - must keep the sealed ballot package in their custody
 - is responsible for retaining the nomination documents for the election proceedings
 - is responsible for retaining the remainder of the election materials
3. The Corporate Officer and the Returning Officer shall destroy the following material as soon as practicable, within 60 days after the expiry of the appeal period or a court decision has been made regarding an appeal
 - nomination documents
 - ballots used in the election proceedings
 - any copies of the list of electors used for voting proceedings
 - any voting books
 - any solemn declarations and any written statements or declarations in relation to voting proceedings

PROHIBITIONS

1. While voting is being conducted at a voting place, an individual, group, or organization must not do any of the following in or within 100 metres of the building where the voting is being conducted:
 - post, display, or disseminate
2. campaign period, election advertising, or
3. any material that identifies a candidate, registered political party, or group, unless this is done with the authorization of the Returning Officer

- canvass or solicit votes or otherwise attempt to influence how a voter votes
- carry, wear, or display a flag, badge, or other thing indicating that the individual using it is a supporter of a particular candidate, group, or registered political party
- post, display, disseminate, or openly leave a representation of a ballot marked for a particular candidate, group, or registered political party

*All sample forms are subject to change without notice.

I Hereby Certify that the foregoing is a true copy of Policy No. G1-26 as adopted by the District and sealed with the district seal on August 5, 2026.

GFPID Chair

Gabriola Fire Protection Improvement District Board of Trustees Candidate Nomination Application Form

How to become a candidate

To become a candidate, you must:

- meet all the qualifications (see below);
- file a Nomination Application (this form) with the Corporate Officer of the Gabriola Fire Protection Improvement District no later than 21 calendar days before an election, and 14 calendar days for a byelection.

You will not become a candidate until a complete nomination has been submitted, accepted, and you have received an email notification of candidacy from the Corporate Officer.

Once filed, your nomination documents are available to the public. You may request to keep some of your information private.

Changes to nomination documents after filing:

- You may amend matters of fact that have changed since the time of filing by notifying the Corporate Officer.

Nominators

Your nomination requires the signed declaration of at least one nominator. A candidate cannot self-nominate. To see qualifications for a nominator, please see the Board of Trustees Candidate Nominator Form.

To qualify for nomination as a candidate, you must:

- be a Canadian citizen
- be 18 years of age or older, or if an election is in progress, be 18 years of age on General Voting Day for the election
- be an owner of land within the Improvement District.
- have been a resident of British Columbia for at least six months immediately before becoming a candidate
- not be disqualified by the *Local Government Act*, or any other enactment from voting in an election or from being nominated for, being elected to, or holding office, or otherwise disqualified by law

Once filed, your full nomination, including the information below, is available to the public. You can keep some of your information private by checking the appropriate box.

What is your full (legal) name?

Last Name	First Name	Middle Name(s)

What name do you want to appear on the ballot?

Ballot Last Name	Ballot First Name

Where do you live?

Address	
Town	Postal Code

Keep my address private. ☐

What is your mailing address?

Same as residential address ☐

Mailing Address	
Town	Postal Code

What is the address of a property you own within the improvement district, or for which you are the authorized agent or legal representative?

Address

How can we contact you?

Primary Phone Number (required)
Secondary phone number (optional)
Email

Keep my primary phone number private. ☐

Keep my secondary phone number private. ☐

Keep my email address private. ☐

Allow email address release to media. ☐

I, the undersigned, declare that:

- I am qualified for nomination as a candidate for election as a Trustee of the Gabriola Fire Improvement District.
- I consent to my nomination as a candidate and that if elected, I will serve as Trustee.
- that all information contained in this application is, to the best of my knowledge and belief, true and correct; and
- I will accept documents delivered or served to my postal address and can be contacted at the primary phone number provided with this application.

Signature of Candidate: _____ Date: _____

To be completed by the Corporate Officer

Eligibility Confirmed: ☐

Nominator Form Received: ☐

Email Confirmation Sent: ☐

Signature of Corporate Officer: _____ Date: _____

Gabriola Fire Protection Improvement District Board of Trustees Candidate Nominator Form

To be a nominator, an individual must:

- be a Canadian citizen
- be at least 18 years of age, or if an election is in progress, be 18 years of age or more on General Voting Day for the election
- be an owner of land within the improvement district, or the authorized agent of any board or corporation that is the owner of such land, or the legal representative of any owner of such land who has died, become insolvent or insane, and is entitled to be registered as a voter under the Local Government Act
- have been or will have been a resident of B.C. for the immediately preceding six months on General Voting Day for an election; and
- not be disqualified by the *Local Government Act*, or any other enactment, from voting in an election or from being nominated for, being elected to, or holding office, or otherwise disqualified by law.

Nominators may only nominate one individual in an election. Nominators must provide their residential address. Mailing addresses are NOT acceptable and may invalidate your nomination.

I, the undersigned, nominate _____ as a candidate for Trustee of the Gabriola Fire Protection Improvement District. I declare that I have not nominated another candidate and that, to the best of my knowledge and belief, the candidate is qualified to be nominated.

This form is available for public inspection. If requested, addresses may be obscured, but names and signatures remain publicly available.

Name of Nominator	
Residential address	
City	Postal Code
Address of property owned within the Improvement District	
Phone Number:	
Signature X	Date signed

Keep the above addresses private ☐

Eligibility Confirmed: Signature of Corporate Officer

_____ Date: _____

"Appendix Form B – Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Candidate Statutory Declaration

In the matter of the Local Government Act and the election of trustees for the Gabriola Fire Protection Improvement District:

I, _____ a resident of Gabriola Island, British Columbia, Canada, DO
SOLEMNLY DECLARE that I meet the eligibility requirements for Trustee candidacy in the above stated improvement district by virtue of the following set of criteria:

A Canadian citizen;

18 years of age or older;

A resident of British Columbia for the past 6 months;

Be an owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land;

Not otherwise disqualified from voting under section 29 of the Election Act

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

Signature of Declarant Date Signed

Signature of Witness Date Signed

Signature of Returning Officer or Corporate Officer Date Signed

"Appendix Form C - Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Appointment of Candidate Scrutineer

Name of Candidate Scrutineer: _____

Email address of Scrutineer: _____

Candidate's Name: _____

I hereby appoint the above-named individual to act as Scrutineer.

For (circle applicable)

- Advanced polls (if applicable)
- Election day

Duties include (circle one):

- Observing the election
 - *If more than one Scrutineer, please indicate between the hours of:*
- Ballot counting
- Both the election and the ballot counting
 - *If more than one Scrutineer, please indicate between the hours of:*

The candidate and scrutineer will be required to come in together during a designated time and have the form witnessed by the Returning Officer or the Corporate Officer.

Signature of Candidate: _____ Date: _____

Signature of Returning Officer or Corporate Officer

_____ Date: _____

“Appendix Form D - Sample Form”

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Scrutineer Code of Conduct

As a Scrutineer, I shall:

- Comply with the Scrutineer Code of Conduct;
- Complete a Solemn Declaration before the Corporate Officer;
- Present a properly completed Appointment of Candidate Scrutineer form to the Returning Officer at the time of entering the voting place;
- Perform my duties with honesty and integrity and in a manner that is helpful, respectful, and courteous;
- Be guided at all times by the values of respect, integrity, and professionalism when dealing with members of the public, electors, election officers, colleagues, and all election stakeholders;
- Remain in the designated area for scrutineers to observe the voting proceedings;
- Be in the voting place before the end of voting to observe the count;
- Carry a copy of my appointment papers.

As a Scrutineer, I shall not:

- Engage in any political campaigning or promotion for or against a candidate while performing my duties at a voting place;
- Display, distribute, or post any election advertising or any material that identifies a candidate or elector organization;
- Carry, wear or supply a flag, badge or other thing indicating support of a candidate, elector organization or result in the voting;
- Unduly interrupt the voting process or the orderly conduct of the election;
- Handle election documents;
- Make or accept cell phone calls, or texts in the voting place;
- Take any photographs in the voting place;
- Interfere with or assist a person marking a ballot;
- Attempt to discover how someone voted or marked their ballot;
- Engage in harassing ^[1] or discriminatory ^[2] behaviour; or
- Make abusive, derisive, threatening, insulting, offensive, or provocative statements or gestures to or about another person.

A Scrutineer who fails to comply with this Code of Conduct will be removed from the voting place if, in the opinion of the Returning Officer, the Scrutineer fails to comply with the Scrutineer Code of Conduct.

^[1] Harassment is any conduct by an individual that is directed at and offensive to another person in the voting place, and that the individual knows or ought reasonably to know would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, or any act of intimidation or threat.

^[2] Discrimination involves treating someone differently or unfairly because of a personal characteristic or distinction.

Name (Printed)

Witness Name (Printed)

Signature

Witness Signature

Date

Date

Signature of Returning Officer or Corporate Officer

_____ Date: _____

"Appendix Form E - Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Poll Clerk Solemn Declaration

I, the undersigned, solemnly declare that:

- I will exercise the powers and perform the duties of my office in an impartial manner and according to law;
- I will maintain and aid in maintaining the secrecy of the vote;
- I will not communicate or use the personal or other information obtained in the course of exercising my powers or performing my duties for purposes other than those related to the exercise of those powers or the performance of those duties;
- I will respect the confidentiality and security guidelines issued

Name (Printed)

Witness Name (Printed)

Signature

Witness Signature

Date

Date

Poll Clerk – contact information for payment

Email address: _____

Mailing Address: _____

Signature of Returning Officer or Corporate Officer

_____ Date: _____

“Appendix Form E - Sample Form”

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Returning Officer Solemn Declaration

I, the undersigned, solemnly declare that:

- to preserve and increase the **public’s confidence and trust** and in the integrity, objectivity, impartiality and transparency of the electoral process
- ensure that all the financial or commercial transactions in which you take part (whether public, private or otherwise) bear the closest **public scrutiny**
- ensure the **safety** of individuals, information and technology

In each interaction, the RO must respect human dignity and recognize the value of each person by:

- treating every person with respect and fairness
- valuing diversity and the benefit of combining the unique qualities and strengths inherent in a diverse workforce
- help to create and maintain safe and healthy workplaces that are free from bias, prejudice, harassment and discrimination
- working together in a spirit of openness, honesty and transparency that promotes engagement, collaboration and respectful communication

To minimize the possibility of conflicts of interest, or the appearance of such conflicts, arising between private interests and public duties, upon appointment and throughout your tenure as a RO you must arrange your private affairs in a manner that will prevent real or potential conflicts of interest, or the perception of a conflict of interest, from arising.

Impartiality, non-partisanship and neutrality are fundamental pillars in the administration of an election and are central to the performance of your duties as an RO. Therefore, you must not behave in a manner or capacity, take part in any activity (other than voting), or make a statement in any form, directly or indirectly, that may be reasonably construed as supporting or opposing any political entity or a candidate in an election. Without limiting the previous statement, as an RO you must:

- observe strict impartiality and neutrality, as your behaviour will affect the confidence of electors and political stakeholders
- make available to all political parties and candidates all information relating to electoral matters that you provided to any single political party or candidate

- be transparent and fair in all your dealings with political entities
- impartially investigate any complaints or concerns regarding polling clerks and scrutineers non-compliance with their respective declarations or codes of conduct prior to making decisions or judgements about their ongoing appointments.

As an RO, I shall not:

- Express opinions on social media that could impair your ability to be seen as performing your duties as a Returning Officer in an objective and impartial manner;
- Engage in any political campaigning or promotion for or against a candidate during the election process;
- Attend candidate meetings;
- Engage in harassing ^[1] or discriminatory ^[2] behaviour; or
- Make abusive, derisive, threatening, insulting, offensive, or provocative statements or gestures to or about another person.

A Returning Officer who fails to comply with this Solemn Declaration risks suspension or dismissal.

^[1] Harassment is any conduct by an individual that is directed at and offensive to another person in the voting place, and that the individual knows or ought reasonably to know would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, or any act of intimidation or threat.

^[2] Discrimination involves treating someone differently or unfairly because of a personal characteristic or distinction.

Name (Printed)

Witness Name (Printed)

Signature

Witness Signature

Date

Date

Signature of GFPID Chair (or Delegate)

_____ Date: _____

"Appendix Form E - Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Corporate Officer Solemn Declaration

I, the undersigned, solemnly declare that:

- I will exercise the powers and perform the duties of my office in an impartial manner and according to law;
- I will maintain and aid in maintaining the secrecy of the vote;
- I will not communicate or use the personal or other information obtained in the course of exercising my powers or performing my duties for purposes other than those related to the exercise of those powers or the performance of those duties;
- I will respect the confidentiality and security guidelines issued

Name (Printed)

Witness Name (Printed)

Signature

Witness Signature

Date

Date

Signature of Returning Officer

Signature

Date

"Appendix Form F – Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

Poll Clerk Approval Form:

Poll Clerk names and sample initials

Name	Initial

Returning Officer Name: _____

Returning Officer Signature: _____ Date: _____

"Appendix Form G – Sample Form"

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT			
VOTERS LIST {insert date}			
IN ORDER TO VOTE AT THIS ELECTION, AND SIGNING MY NAME BELOW, I DECLARE THAT I AM:			
A Canadian citizen; 18 years of age or older; A resident of British Columbia for the past 6 months; An owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land; Not otherwise disqualified from voting under section 29 of the Election Act; and, Have not voted before in the same election.			
#	PRINT NAME	PRINT ADDRESS	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT 202X Trustee Election

Ballot Reconciliation

Total # of ballots produced

A

Deduct:

Number of ballots remaining after count

serial #

Total unused ballots

B

Number of spoiled ballots

C

DIFFERENCE = Number of ballots cast / voted

D = A - B - C

Reconciliation performed by

Signature

Date

Witnessed by

Signature

Date

Authorized by, Title

Signature

Date

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT

Ballot Control Sheet {insert date}

Ballots released (Serial # range)	Time	Ballots Signed Out (Initial)	Ballots accepted (Initial)	Approved (Initial)

"Appendix Form J – Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM (date)

Voter Statutory Declaration

In the matter of the Local Government Act and the election of trustees for the Gabriola Fire Protection Improvement District:

I, _____ a resident of _____, British Columbia, Canada,
DO SOLEMNLY DECLARE that I meet the eligibility requirements for voting in the above stated
improvement district by virtue of **one** of the **three** following sets of criteria:

1. I am a Canadian citizen; eighteen years of age or older; I have resided in the Province of British Columbia for the previous six months; and I am the lawful owner of the following lands by virtue that under the terms of the said agreement for sale, deed, or lease, I am liable for all taxes levied against the said lands and that I have not disposed of, or assigned my interest in the said lands namely, _____.

OR

2. I am the authorized agent of a board or corporation namely, _____
that is an owner of land in the Gabriola Fire Protection Improvement District with offices at _____.

OR

3. I am the legal representative of an owner of land in the Gabriola Fire Protection Improvement District namely _____ who has died, become insolvent or insane and whose last address was, or whose current address is, _____.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

Signature of Declarant

I am satisfied that the information given above is correct, and the person stated appears qualified to vote. Declared before me this ____ day of _____, 20 ____.

Returning Officer

I Hereby Certify that the foregoing is a true copy of Policy No. 24-09 as adopted by the District and sealed with the district seal on November 5, 2025

GFPID Chair