

# **TRUSTEE REPRESENTATIVE ELECTION DUTIES**

**ROLE AND RESPONSIBILITIES**

Gabriola Fire Protection  
Improvement District



# Board of Trustee Representative for Election Process

(Draft, April 2026)

This guide outlines the role of the Board-designated representative in supporting the election process. It is intended to provide clear direction, maintain consistency, and ensure that responsibilities are understood from the outset. A structured approach helps reduce confusion, supports accountability, and ensures that the election is conducted in a fair and organized manner.

## Board of Trustee Representative

When the current Chair is completing their term and intends to run in the upcoming election, they must step away from all election-related duties. A Trustee is then appointed by the Board to act as the Board-designated representative. This role helps maintain a single point of contact between the Board, the Corporate Officer, and the Returning Officer, supporting a smooth and organized process.

- Confirm Chair is stepping away from election duties
- Board appoints a Trustee as Board-designated representative
- Ensure role is clearly communicated to all Trustees before the election
- Trustee representative completes “Transfer of Chair Duties” form

## Election Planning and Setup

Once the election date has been set by Board motion, the Board-designated representative meets with the Corporate Officer and Returning Officer to establish the election timeline and overall calendar. This step ensures that all key dates, responsibilities, and requirements are clearly understood from the outset. All required Solemn Declarations are completed and properly filed at this stage.

- Confirm election date has been set by Board motion
- Meet with Corporate Officer and Returning Officer
- Establish election timeline and overall calendar
- Complete all required Solemn Declarations
- File declarations and provide copies as required



## Election Budget Awareness

The Corporate Officer prepares an estimated election budget based on previous election costs. The Board-designated representative should be aware of this budget to understand the scope of the election and support overall awareness of the process.

- Review estimated election budget provided by Corporate Officer
- Understand general cost expectations based on previous elections

## Ongoing Coordination

The Board-designated representative works closely with the Corporate Officer and Returning Officer throughout the election process. This helps maintain consistency, supports clear communication, and ensures the process remains organized and on track.

- Maintain regular communication with Corporate Officer and the Returning Officer
- Support consistent and organized election process

## Board Communication

To support clarity and consistency, the Board-designated representative will coordinate with the Corporate Officer and the Returning Officer as needed to obtain clear, authoritative responses to questions or comments about the election.

Where questions are more detailed or complex, Trustees will be directed to contact the Returning Officer directly, as they are best positioned to provide precise and technically accurate guidance. Maintaining this structure also helps prevent triangulation, where a Trustee or Board-designated representative becomes caught between differing messages or partial information. By keeping communication clear and properly routed, the process remains fair, transparent, and focused on consistent application of the rules.

- Seek clarification from Corporate Officer or Returning Officer when needed
- Refer **detailed questions** Returning Officer when required

## Public Communication

Members of the public are encouraged to contact the Board-designated representative with general questions about the election process. Where questions are more detailed or complex, the public will be directed to contact the Returning Officer directly. The website should also be maintained for the public to ensure material is accessible, consistent, and up to date for all electors. This helps reduce confusion, minimizes repeated inquiries, and provides a reliable reference point throughout the election period.

- Receive general election inquiries from the public
- Provide information or direction as appropriate
- Refer **detailed questions** to Corporate Officer or Returning Officer when required

## Purpose of the Role

This approach supports a clear and consistent election process. Having a single Board-designated representative helps avoid confusion, reduces duplication, and ensures that communication flows in an organized and respectful way throughout the election.

- Maintain a single, consistent point of contact
- Avoid multiple or conflicting directions
- Support an organized and efficient election process



**Please contact the Corporate Officer if you have questions/comments.**