

MBWD

Mill Bay Waterworks District

PO Box 58, 875 Deloume Rd
Mill Bay BC V0R 2P0
Tel: 250.743.9023 Fax: 250.743.9065
mbwd@shaw.ca

2021 AGM and Trustee Election

**THIS INFORMATION AND ANY UPDATED INFORMATION WILL BE AVAILABLE ON
WWW.MILLBAYWATERWORKS.CA**

According to Ministerial Order No. M336 and Guidance for Improvement Districts Holding Annual General Meetings and Elections, Mill Bay Waterworks District will be holding our Annual General Meeting and Trustee Election separately. Trustee voting will occur on **March 27, 2021**, between 10 am and 2 pm, at Mill Bay Waterworks offices, 875 Deloume Rd.

Current COVID-19 Protocols restrict our ability to hold sizeable gatherings. Therefore the following information about the 2021 AGM is **TENTATIVE** and will be dependant on restrictions being lifted. The AGM will be held at Mill Bay Waterworks District Office, 875 Deloume Road, on **March 30, 2021**, at 1 pm. Our meeting will be held outside; therefore, it must be held during daylight hours to have adequate lighting. Further information regarding this can be located under the Attendance heading.

The 2021 Annual General Meeting Agenda, Annual General Meeting 2020 Minutes, 2020 Financial Reports, and the Chairman's Report will be available at www.millbaywaterworks.ca for review prior to the AGM.

Attendance:

Please note that attendance will be limited. RSVP to participate must be received by **March 8, 2020**. Attendees will be treated on a first-come, first-served basis. Requests to attend the AGM must be submitted through email, dropped off at our office or by mail and contain the following information:

- First and Last Name(s)
- Address
- Telephone Number

All parties who wish to attend must RSVP no later than **March 8, 2020**.

Any updates in restrictions requiring a change in date/time of the 2021 AGM will be communicated to attendees that RSVP.

The Annual General Meeting will be held at Mill Bay Waterworks District Office, 875 Deloume Road.

Attendees must follow COVID-19 protocols from the BC Provincial Health Officer regarding gatherings and events. Physical distancing will be required, hand sanitizer will be provided, spacing directions identified, and masks are mandatory.

Attendees are required to provide their own seating and weather protection due to our outdoor location. Parking at our site will be limited.

RSVP IS REQUIRED TO ATTEND. NO LATECOMERS WILL BE ACCEPTED

Trustee Election:

Trustee voting will take place on **March 27, 2021**, in advance of the AGM. The 2021 Trustee Election will be held separately from the 2021 AGM. Trustee positions to be filled are:

- Two terms from March AGM 2021 to March AGM 2024

Trustee Eligibility:

The eligibility requirements to be a trustee on an Improvement District Board are the same as the eligibility requirements to vote in an Improvement District election. (see below). Trustee candidates are required to be nominated. Mill Bay Waterworks District's nomination form is attached hereto.

Nominator Eligibility:

There is no requirement that a nominator is an eligible elector. However, nominators *may not* be registered on the same title of land as the nominee.

Nominations for Trustees must be submitted through email, dropped off at our offices, or received by mail no later than **March 1, 2021**. Nominee and one nominator must sign the Trustee nominations form.

Trustee nominations will be posted on our website on **March 8, 2021**, along with a short bio. If there are no more than two (2) nominations, they will go through by acclamation to fill the two positions, and on March 27, 2021, voting will not be required. If there are more than two (2) nominations, the election will occur on March 27, 2021, at the MBWD office, 875 Deloume Road, from 10 am to 2 pm. Voting protocols are explained on the MBWD Trustee Nomination Form.

Voting:

Voting will only be required if there are more than two (2) nominations.

The polling station will be open on March 27, 2021, from 10 am to 2 pm at Mill Bay Waterworks District Office, 875 Deloume Rd. The returning officer, polling officer, and scrutineer(s) will provide instructions, accept ballots and tabulate the election results as per the Ministry of Municipal Affairs and Housing directive.

Voter Eligibility:

- Canadian citizen
- 18 years of age, or older
- A resident of BC for at least six months prior to the vote
- Own land in the Improvement District

If more than one person is registered on title as a landowner, each person may vote as long as they meet the other voter eligibility requirements. Voters will be required to show ID and make a legal verbal statement on eligibility.

2021 Important Dates:

| | |
|------------------------------|--|
| March 1st | Trustee nomination deadline |
| March 8th | RSVP request to attend deadline for the 2021 AGM Nominee/Trustee Bios and Trustee acclamation or list of nominees will be published on our website. |
| March 27th | Polling station open 10 am to 2 pm (Unless acclamation occurs) |
| March 29th | 2021 Trustee Election results posted on MBWD's website |
| March 30th | 2021 Annual General Meeting (1 pm at Mill Bay Waterworks District Office) |

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MBWD TRUSTEE NOMINATION FORM

Name of Nominee*: _____

Address of Nominee: _____

Phone Number of Nominee: _____

Status of Nominee*:
 Landowner & Serviced by District
 Landowner & NOT Serviced by District

Signature of Nominee:
(Consenting to the Nomination) _____

Name of Nominator: _____

Address of Nominator: _____

Phone Number of Nominator: _____

Signature of Nominator: _____

All Trustees are expected to abide by the District's Conflict of Interest & Commitment Policy, the Trustee Handbook and BC Provincial Improvement District Manual.

Please review the eligibility requirements on the reverse of this form.

Office use only

Eligibility Verification: _____

** to be posted for voter information*

Trustee Eligibility:

To be eligible to be a candidate for Trustee, a person must be eighteen years of age, a Canadian citizen, an owner of land in the Improvement District and a BC resident for the previous six months. The candidate must be nominated. The candidate is not required to be present at the time of the election. Still, it would be necessary to have evidence that the selected candidate has accepted the nomination and agrees to have their name stand.

Voting Protocol:

Unless otherwise stated by the Nominee as to which position length they are standing for, the number of votes received by each Nominee will match concurrently to the length of term available. In a tie for any given position, the nominee terms will be decided upon at the next Board of Trustee meeting through voluntary withdrawal or standing Trustee vote. Newly appointed Trustees through by acclamation, will have their term agreed upon at the next board meeting. If a decision cannot be reached, acclamation terms will be decided through standing Trustee vote.

Responsibilities of a Trustee

Being an MBWD Trustee requires taking on responsibilities in the best interest of the District. The list below are examples of responsibilities and duties that are included, but are not limited to:

- an MBWD Trustee represents the interests of everyone in the Mill Bay Improvement District, not just a specific group
- an MBWD Trustee may need to attend additional meetings over and above the regular Board Meetings held every second Tuesday of the month at 2:00 pm
- an MBWD Trustee is a policy and lawmaker and a steward of public service to the community of Mill Bay
- an MBWD Trustee ensures MBWD's resources are used effectively and for the long-term benefit of the landowners in the District
- an MBWD Trustee must be accountable, transparent, ethical and respectful of the rules of law
- an MBWD Trustee must work in a collaborative manner with the other Trustees
- an MBWD Trustee must become familiar with the legislation, insurance, property assessment, taxation, meeting procedures, basic water system design, water quality standards, fire protection, labour relations and bylaw enforcement.

Please see the MBWD Board of Trustee Handbook for more information at

https://www.millbaywaterworks.ca/documents/407/Mill_Bay_Waterworks_District_Trustee_Handbook_Jul2019.pdf or call the office.