



Making a difference...together

Integrated Water Services
479 Island Highway
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SKANA WATER SERVICE COMMITTEE

IMPORTANT MEETING INFORMATION

Please be advised that at their meeting held July 8, 2020, The Capital Regional District Board passed a motion that permits the 2020 Annual General Meetings for the Local Service Area committees to be held electronically and to permit the election process for new committee members by way of mail-in ballot.

Member Nominations

Pursuant to Bylaw No. 3133 (Bylaw for the Establishment of the Skana Water Service Committee) owners or occupants in the Local Service Area are invited to submit nominations of members to stand on the committee for the upcoming term. Total membership on the committee is five (5); there are two (2) terms expiring this year.

Completed nomination forms (see attached) must be delivered to Capital Regional District, Integrated Water Services by the deadline **September 18, 2020, 4:30 pm**.

Nominations will not be received at the Annual General Meeting scheduled in November.

Methods of delivery include:

Email: IWSAdministration@crd.bc.ca
Mail or In Person: Annual General Meeting Administration
c/o Capital Regional District
479 Island Highway, Victoria, BC V9B 1H7

Personal Information

Personal information collected is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act*, for the purpose of administering the Skana Water Service Committee nominations and election process. Personal information submitted is kept secure and remains strictly confidential.

Nominees

Nominated property owner(s) or occupants(s) within the Service Area will be contacted to provide their written consent prior to proceeding with the election process.

Mail-in Ballots

In circumstances where the number of nominees in the applicable service area equals more than the number of positions available, mail-in ballot packages will be mailed to owners and occupants in the service in October. Detailed instructions on how to vote by mail will be included with the ballots at that time.

In the event of a tie, or where an insufficient number of ballots are received, the Electoral Area Director will appoint members to vacant positions.

Upcoming Notice of Meeting

The meeting for Skana Water service will be held electronically in November. A Notice of Meeting will be sent by mail to all owners and occupants within the applicable service announcing the time and date of the meetings and provide information on how to participate in those meetings.

Inquiries

Please do not hesitate to contact me at 250-474-9606 or via email at tduthie@crd.bc.ca should you have questions regarding the nomination process or about the collection, use and disclosure of personal information within the nomination form.

Sincerely,



Tanya Duthie
Manager, Integrated Water Services Administration

Attachment: Nomination Form

cc: Skana Water Service Committee
Ted Robbins, General Manager, Integrated Water Services
Matthew McCrank, Senior Manager, Wastewater Infrastructure Operations
Ian Jesney, Senior Manager, Infrastructure Engineering



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SKANA WATER SERVICE COMMITTEE COMMITTEE MEMBER NOMINATION FORM

Nominations must be submitted to Capital Regional District - Integrated Water Services and received by the deadline **September 18, 2020, 4:30 pm**.

Nominations will not be received at the Annual General Meeting.

Methods of delivery include:

Email: IWSAdministration@crd.bc.ca

Mail or In Person: Annual General Meeting Administration
c/o Capital Regional District
479 Island Highway, Victoria, BC V9B 1H7

NOMINEE INFORMATION	
Name	
Address	
Phone	Email
I confirm that: <ul style="list-style-type: none"> I am a resident or elector within the Skana Water Service and, I am prepared to stand for nomination to the Skana Water Service Committee. 	
_____	_____
Signature	Date

NOMINATOR INFORMATION	
Name	
Address	
Phone	Email
I confirm that I am a resident or elector within the Skana Water Service area:	
_____	_____
Signature	Date

NOTE: Please print legibly otherwise your submission will not be processed.

Bylaw No. 3133 is available for viewing on the CRD website at www.crd.bc.ca or by requesting a copy by contacting IWSAdministration@crd.bc.ca