



2020

AGM  
Annual General Meeting

## Notice of 2020 AGM of the Residents in Rayleigh

The Annual General Meeting (AGM) will be held on **November 20, 2020 (Friday) at the Heffley Creek Community Hall (the Hall) at 7:00 p.m.** We request that residents allow some time for registration/attendance checking prior to 7:00 p.m.

### **AGM Agenda**

AGM Agenda will be posted in the website or emailed (for those who subscribed to receive notifications) a week before the AGM. You may also request an electronic copy by emailing [admin@rwwd.ca](mailto:admin@rwwd.ca).

### **RSVP to the AGM**

We request that the residents RSVP to the AGM so that adequate seating can be prepared and to ensure attendance will not be over the 50-person limit. RSVP may be done through emailing [admin@rwwd.ca](mailto:admin@rwwd.ca).

### **Participation and voting at the AGM**

Participation and voting at the AGM shall follow procedures that comply with COVID-19 restrictions.

### ***Safety measures at the AGM***

- The Hall will be monitored to ensure physical distancing is observed at all times
- Seating arrangements will strictly follow the 6-foot rule.
- Hand sanitizing is required upon entering the Hall. Hand sanitizing station (s) will be provided.
- Face masks will be available but we highly recommend attendees to wear their own masks upon entering the Hall.
- Collection of contact information\* of attendees will be conducted, in case contact tracing is necessary.

### ***Nominations***

Please see enclosed Trustee Nomination documents. Completed nomination documents can be submitted via email, mail, or hand delivery to RWWD Admin Office. Submissions may be done prior to the 2020 AGM call to order, but nominations submitted one week prior to the AGM will be highly appreciated. Submissions received earlier this year will also be considered.

### ***Voting***

- Sanitization and wearing a mask are required upon entering the Hall.
- A voters' list based on assessment roll will be available, rather than same-day registration to reduce line-up and contact intensity.
- Presentation of ID is required. The elector places their ID on the table and steps back while the election official inspects the ID.

### ***Voter eligibility***

- 1) Canadian citizen;
- 2) 18 years of age or older;
- 3) A resident of British Columbia for the past 6 months;
- 4) Be an owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land;
- 5) Not otherwise be disqualified from voting under section 29 of the Election Act; and,
- 6) Have not voted before in the same election.

### ***\*Freedom of Information and Protection of Privacy Act***

The Freedom of Information and Protection of Privacy Act (FOIPPA) applies to local public bodies – this includes improvement districts. The FOIPPA establishes the right of the public to access records held by improvement districts, the process for accessing those records and prevents the unauthorized collection, use or disclosure of personal information by improvement districts.

The contact information collected by improvement districts under the PHO Order is subject to FOIPPA as well as any internal document retention policies and practices an improvement districts may have in place.

# Notice of 2020 AGM of the Residents in Rayleigh (continued)

AGM is a great opportunity for residents to become informed on business that has transpired throughout the 2019-2020 year. If you haven't been able to make the previous AGM's, the minutes will be posted on the website along with the previous years' Chairman's report for you to read at your leisure.

AGM is a chance for residents to voice questions and concerns to the trustees and an opportunity to be involved in the review of the yearly financials statements that will be provided to you by Brent Ashby of KPMG. This is also the time when the ensuing year's auditor will be chosen.

AGM is a great opportunity to meet the current board of trustees. The trustees this year are as follows:

- James Kowalchuk, Chairman
- Ben Pergent, Trustee
- Glen Desjardine, Trustee. Glen's term expires in 2020.
- Brian Samila, Trustee. Brian's term expires in 2020.
- Russel Hay, Trustee. Russ's term expires in 2020.

This year there are three seats that are coming to an end. If you are interested in joining the board of trustees, you may fill out the enclosed nomination forms. Again, submissions may be done prior to the 2020 AGM call to order, but nominations submitted one week prior to the AGM will be highly appreciated. Submissions received earlier this year will also be considered.

**In the light of the recent pandemic, if your answer is "yes" to any of the following questions, we recommend that you stay home and do not attend the AGM:**

1. Do you have a fever or have felt hot or feverish anytime in the last 2 weeks?
2. Have you been in contact with any confirmed COVID-19 positive patients, or persons self-isolating because of a determined risk for COVID-19?
3. Have you returned from travel outside of Canada in the last 14 days?
4. Have you returned from travel within Canada from a location known affected with COVID-19?
5. Are you working in an environment that is considered a high risk?
6. Do you have any underlying medical conditions such as heart disease, lung disease, kidney disease, diabetes or any auto-immune disorder?
7. Are you experiencing the most common symptoms of COVID-19 which include the following:
  - Fever
  - Chills
  - Cough or worsening of chronic cough
  - Shortness of breath
  - Sore throat
  - Runny nose
  - Headache
  - Fatigue
  - Diarrhea
  - Loss of appetite
  - Nausea and vomiting
  - Muscle aches
  - Loss of sense of smell or taste

