

# **CHERRY CREEK WATERWORKS DISTRICT**

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Tuesday - Thursday 9:30am – 2:00pm

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## NOTICE OF ELECTION

### TWO TRUSTEES FOR A THREE-YEAR TERM

An election will be held on Wednesday, June 4<sup>th</sup>, 2025 at the Annual General Meeting. Wes Kovacs has been appointed the Returning Officer for the Cherry Creek Improvement District.

Eligibility criteria for trustees, nominees, nominators, and voters:

- A Canadian Citizen;
- Aged 18 years or older;
- Entitled to be registered as a voter under the Election Act of British Columbia; **AND**
  - An owner of land within the Improvement District (name must appear on the land title);
  - A resident of the Province for the prior six months. (This is a Requirement stated in the Elections Act)
- *NOTE: The only exception to the above requirements is; A spouse of a landowner is also eligible to be nominated as a trustee, even if they are not listed on the land title.*

Nominations will be accepted from 9:30am May 13, 2025 until 2:00 pm on May 22, 2025.

Nomination packages can be picked up at the Water board Office during the business hours of 9:30 am – 2:00 pm, Tuesday to Thursday, at 5920 Cherry Creek Road. Nomination forms must be filled out in full, with the signature of both the nominee and nominator.

The Annual General meeting will be held on June 4, 2025 at the Cherry Creek Community Hall. *No nominations will be taken from the floor.*

Two pieces of I.D. will be required to vote, and your name must be listed on our Parcel Tax Listing.

In the event 2 or less nominations are received, candidates will be elected via acclamation and no formal election will take place. In the event an election is required, all election and voting information will be posted on the website by May 23, 2025.

Make sure to review the “Becoming a Trustee” Newsletter on the reverse if you are thinking about a trustee position.

## BECOMING A TRUSTEE

The Cherry Creek Waterworks District has the following Terms available for election; TWO TRUSTEES FOR A THREE-YEAR TERM

The District's trustees are elected officials who serve a three-year term on behalf of the District ratepayers. Elections take place at the Annual General Meeting –held each year.

### **Trustees receive a small honorarium for their services which include;**

- Attending one **or more** monthly board meetings. Meetings are held year-round. There is a regularly scheduled monthly meeting
- Additional meetings as necessary to facilitate decision making.
- Preparing for meetings by reviewing staff and/or consultants reports, customer correspondence and financial data prior to meetings
- Sometimes representing the District at various special interest group meetings either as an ongoing committee representative for the District or at one-time events.

Trustees do not do operations or administration-related work or studies on behalf of the District. That is the responsibility of paid staff, and, when required, expert paid consultants. The time commitment can vary from a few hours per month to several hours a week or more. It can be a significant, but interesting, year-round, commitment. Our Board has a good working relationship with District staff who are responsible for the day-to-day operations of the district, including operation of the water distribution system, budget preparation and reporting, human resources, report writing, daily government and inter-agency liaison, and many other activities. We are a very effective team.

### **BASIC QUALIFICATIONS**

To be eligible as a nominee; candidates must be a Canadian Citizen, 18 years of age or older, an owner or husband/wife of the owner of land in the Cherry Creek Waterworks District whose account is in good standing, and entitled to be registered as a voter under the Elections Act. Trustees are elected by the ratepayers of the District who are present at the Annual General Meeting to represent them and make decisions on their behalf for a term of three years.

### **Qualifications that are required to become a trustee:**

An ability to consider complex issues and make informed decisions based on what would be in the best interests of all district ratepayers, not personal desires. The ability to think strategically and see the big picture in the short and long term. The ability to work well as a team member.

Experience on a Board of Directors or Trustees is an asset. A willingness to understand the provincial laws by which an Improvement District is governed. All Trustees take an Oath of Office and are expected to abide by the District's Conflict of Interest & Commitment Policy.

### **Management-level experience that could include, but is not limited to, any of the following fields of expertise:**

- Strategic planning
- Financial management
- Law Education
- Public relations
- Local, municipal, provincial or federal government
- Operational management
- Engineering
- Science

To learn more about how Improvement Districts are run, the responsibilities of a Trustee and what a Trustee does please refer to the Improvement District Trustee's Handbook, which is available online. Individuals elected as trustees are REQUIRED to read this document. —> [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/improvement\\_district\\_trustees\\_handbook.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/improvement_district_trustees_handbook.pdf)

**Please submit nominations to the Cherry Creek Waterworks District Office by 2:00pm Thursday, May 22, 2025. Nomination forms can be picked up at the office starting May 13, 2025.**

**If required, elections will be held Wednesday, June 4<sup>th</sup>, 2025. Votes will be accepted from 8:00am – 8:00pm at the Cherry Creek Waterworks Office.**