

**TICA SPECIAL GENERAL MEETING
SEPTEMBER 26, 2020**

**MEETING INFORMATION AND PROTOCOLS
(AGENDA TO COME)**

MEETING

1. There will be three sessions as follows:
 - Session 1: 11 a.m. to noon.
 - Session 2: 12:30 -1:30 p.m.
 - Session 3: 2:00– 3:00 p.m.
2. Sessions will be held on the tennis court with a maximum 50 people at each session (including volunteers and panel members)
3. Members must pre-register for the meeting to ensure that (a) we don't have more than 50 people at each session and (b) that we only hold the number of sessions needed to accommodate all those wishing to register. If the first session is not full, members who register for the second session will be asked to attend Session 1. Similarly, with Sessions 2 and 3. If there is no need for all three meetings, the extra one's will be cancelled.
4. Register at hall@thetisland.net or by contacting Teresa Moore at 250-246-2557 by 5 pm **Wednesday, September 23th**. When registering please provide your name and phone contact. This is required for COVID contact tracing.
5. Sessions will be confirmed by email to members by Friday September 25th.

PARKING

1. Please park on Mission Road.

ONSITE REGISTRATION

1. Enter the tennis courts through the entrance on Mission Road across from the fire hall.
2. There will be three desks set up in the tennis court for members to confirm their attendance at the meeting. Please do not attend a meeting for which you have not been registered. We must abide by the 50-person maximum.
3. There will be a sanitation station at registration.

SEATING

1. Seating will be arranged as per social distancing requirements.
2. Chairs will be pre-sanitized before each session.
3. Masks are mandatory.
4. Please bring an umbrella if required.

MEETING FORMAT (Agenda to come)

1. There will be a short presentation followed by open questions from the floor.
2. A mike will be set up for members with questions. Please respect social distancing when lining up at the mike.
3. Members of the Project Management Team, Fund Development Committee and Board will be present to answer questions related to their particular area of expertise.
4. A full agenda will be mailed the week of the meeting.
5. Sessions will not go over the one-hour allocation.

VOTING

1. Voting will take place from **11 a.m. to 3:30 p.m.**
2. Members **do not need to attend the sessions to vote.** Members will identify themselves to the voting attendants to verify their TICA membership and receive a ballot.
3. Drive-by and walk-by voting will be held on the driveway of Forbes Hall. Please enter off North Cove Road, and exit onto Mission Road. Obey all traffic control. Masks are mandatory for drivers and walkers, please wear them within 2 metres of the voting kiosk and volunteers, or when unable to maintain physical distancing at any point. Pedestrians are asked to walk on the left-hand side of the driveway, so as not to cross in front of traffic.
4. Drivers: please use caution and be aware of pedestrians. Pedestrians: please use caution and be aware of vehicles.