

Information Meeting for Potential Council & School Trustee Candidates



Welcome & Introductions

Ceri Marlo

Manager of Legislative Services

Chief Election Officer



Agenda

- Election Process – Ceri Marlo
- Maple Ridge Overview – Jim Rule
- Local Government Legal Perspectives - Ceri Marlo
- School Board Information – Don Woytowich
- Responsibilities of Council Members – Ceri Marlo

Questions & Answers - everyone

Election Process

Candidate Eligibility

- Must be an individual who is, or who will be on general voting day for the election, age 18 or older
- Must be a Canadian citizen
- Must have been a resident of British Columbia for at least 6 months immediately before the election

Candidate Eligibility

- Must not be disqualified by a Provincial Act
- At any one time a person may not be nominated for or hold more than one elected office in the same local government

Nominations

Nomination packages are available
at the Municipal Hall

or

on-line at

<http://www.mapleridge.ca>



Nominations

- Must be in writing by two persons who are electors in Maple Ridge and include:
 - the full name of the person nominated
 - the usual name of the person nominated, if preferred
 - the office for which the person is nominated
 - endorsement by an elector organization, if applicable
 - the residential address of the person nominated
 - the names and residential addresses of the nominators
 - a statement signed by the nominators that the person is qualified

Nominations

- Nomination must be accompanied by:
 - your written consent to the nomination
 - your solemn declaration that:
 - you are qualified to hold office
 - the information provided is true
 - you fully intend to accept the office if elected
 - your financial disclosure statement
 - endorsement by an elector organization, if applicable

Nominations

- A nominator may sign as many nomination documents as there are persons to be elected to fill the office for which the election is being held
- Nominations are accepted at Municipal Hall during regular office hours between:

**Tuesday September 30 at 9:00 a.m., to
Friday, October 10 at 4:00 p.m.**



Nominations

- The Chief Election Officer accepts all nominations which are completed and submitted on time
- Nominations may be challenged by an elector, another nominee, or the Chief Election Officer by filing with the Provincial Court by October 14, 2008 at 4:00 p.m.

Campaign Financing/Disclosure

- There are extensive requirements relative to Campaign Financing and Disclosure
- Amendments to the Local Government Act extend campaign finance rules to “campaign organizers”
- The Nomination Packages have information regarding the Financial Disclosure Act
- Candidates’ Guide is available on the Provincial Government website

Election Signs

- Regulated by the Sign Bylaw
 - can be placed after October 20, 2008 (4:00 PM)
 - no larger than 3 square metres (32.3 sq. ft.) in area
 - must be removed by November 29, 2008
- Can be placed on Municipal rights of way but cannot obstruct views to pedestrians and traffic. If they do, the candidate will be telephoned and asked to immediately remove it, otherwise Municipal staff will do so.

Election Signs

- Election signs and paraphernalia cannot be within 100 metres of a voting place on:
 - Advanced Poll days, November 5 & 8, 2008
 - General Voting Day, November 15, 2008
- If signs are posted within these areas, they will be immediately removed.

Election Advertising

On General Voting Day

(November 15, 2008)

- No campaigning within 100 metres of a voting place
 - Recommend candidates vote at an advance voting opportunity
- Must not conduct election advertising
 - Newspaper, magazine, radio, television
- Recommend taking websites off line that day



Maple Ridge Overview

Jim Rule

Chief Administrative Officer



Maple Ridge Overview

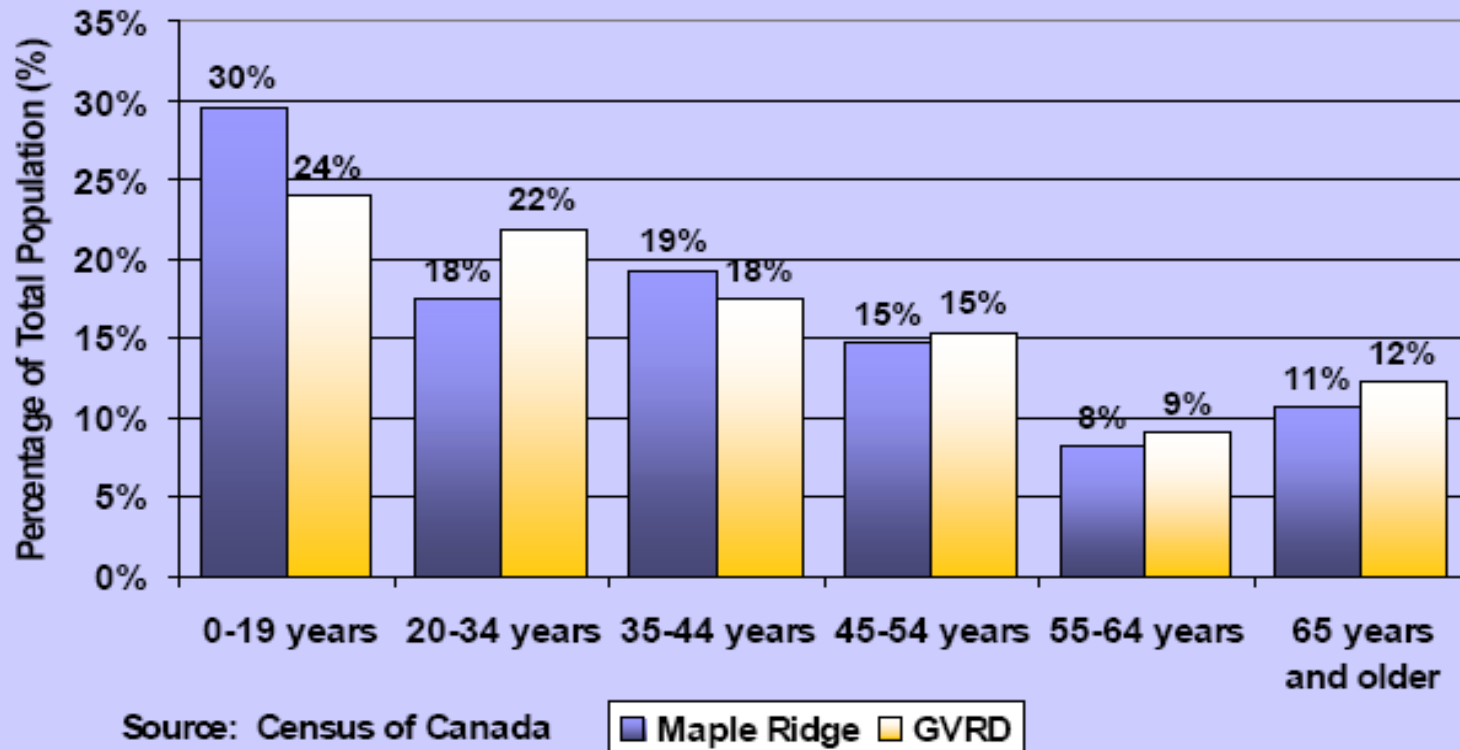
- Local Government is a “creature of the Province” (delegated authority)
- 155 municipalities Province-wide
- 27 Regional Districts
- Member of Metro Vancouver (22 members)
- Member of Union of BC Municipalities and Federation of Canadian Municipalities



Maple Ridge Overview

- Current Population: 73,250 (est. 2007)
- Percentage under age 19: 27%: (2006)
- Percentage over age 65: 11% (2006)
- Approx. percentage living within urban boundary: 84%
- Anticipated average annual growth rate for the next five years: 2 %
- Land Area 26,709 ha: (100 sq. miles)

Population by Selected Age Groups, 2001



Maple Ridge Overview

- Total Budget: \$100 million
 - 2/3 Operating Budget
 - 1/3 Capital Budget
- 2005 Municipal Election turnout as a percentage of voters on the list: 30.5 %
 - 2005 Provincial turnout: 58.19%
 - 2006 Federal turnout: 64.7%
- Largest Local Employer: School District 42
- District of Maple Ridge
 - 350 full-time employees
 - 250 part-time employees
 - 600 total employees



Maple Ridge Overview

- Elected officials set policy
- District staff provide policy options and recommendations
- District staff provide local services in accordance with Council policy
- Staff organized into Divisions
 - Administration
 - Community Development, Parks , and Recreation
 - Corporate & Financial Services
 - Public Works & Development Services



Maple Ridge Overview

■ Service provision

- Policing
- Fire Protection
- Parks and Recreation
- Recycling
- Water, sanitary and storm sewers
- Local roads, sidewalk, street lights
- Library
- Cemetery
- Transit
- Emergency Planning
- Community Programs

Maple Ridge Overview

■ Regulation

- Business licensing
- Building permits and inspection
- Commercial vehicle licensing (taxis, trucking, movers)
- Dog licensing

■ Land Management

- Official Community Plan
- Zoning Bylaw
- Regional Growth Strategy



Maple Ridge Overview

■ Funding Sources

- Property Taxes
- Grants from other levels of government
- Special user charges
- Partnerships

■ Budget Controls

- Business Planning Process
- Five year financial plan
- Balanced budget (no deficit financing)
- Annual Report to citizens



Local Government Legal Perspective

Ceri Marlo

Manager of Legislative Services



Mayor

- Head and Chief Executive Officer
- Presides at all meetings of Council when in attendance
- Ex officio member of all committees
- No special weight attached to vote
- May compel council under certain conditions to reconsider a vote
- Creates standing committees (Committee of Whole)

Council

- Most important decision-making entity in the municipality
- No powers for individual councillors
- Every elected official present for a vote must participate

Disqualification from Office

- Sections 110 to 113 of the *Community Charter*
- Failure to take oath of office
- Absent from meetings for 60 consecutive days or for 4 regularly scheduled meetings, whichever is longer, unless due to illness or with leave of council
- Application to Supreme Court by group of electors for specific reason

Breach of Trust

- Elected officials expected to perform their duties competently, efficiently and honestly
- Municipally elected officials held up to more scrutiny because constituents so close
- Municipal Corruption an indictable offence under Section 123 of Criminal Code
- Disqualification from holding office
- Restitution

Conflict of Interest

- Sections 100 to 109 of *Community Charter*
- Cannot be in position where interests and duty will be in conflict
- Direct or indirect financial interest
- Decision of individual
- Must declare possibility of conflict and give a general reason
- Must leave meeting – not able to vote, participate in discussion and must not attempt to influence how others vote

Ethical Conduct

- Rules regarding
 - acceptance of gifts (only through protocol or social obligation in performance of duty)
 - use of insider information
 - disclosure of contracts with the local government

Financial Disclosure Act

- Must disclose annually in writing information about financial interests
 - shareholdings
 - businesses owned or involved with
 - property ownership within the municipality (except personal residence)
 - who creditors are within the municipality
- Available to the public

Personal Liability

- Unless action was illegal or malicious cannot be personally liable for anything done or not done
- Section 287 of *Local Government Act* and Municipal Officials Indemnification Bylaw provide protection when acting in good faith in performance of duties or powers

School District 42

Don Woytowich
Secretary-Treasurer



Responsibilities of Council Members

Ceri Marlo

Manager of Legislative Services



Term of Office

- 3 Year Term
- Begins on Monday, December 1, 2008 and ends on Monday, December 5, 2011
- To take office, an oath must be sworn

Remuneration

- Mayor \$89,744
- Councillor \$36,248
- Car allowance for local travel
- Mileage allowance for travel outside the GVRD

Responsibilities

- Consider the well-being and interest of the municipality and its community
- Contribute to the development and evaluation of policies and programs respecting services and other activities
- Maintain the financial integrity of the municipality
- Participate in meetings
- Carry out other duties assigned by Council
- Carry out other duties assigned or under the *Community Charter* or any other Act

Expectations

- Make decisionslots of decisions! (some very difficult decisions which affect residents' lives) along with six other people
- Work for consensus wherever possible
- Represent the entire community in the decision making process

Expectations

- Listen carefully to all points of view prior to making a decision
- Contribute to Council's discussion of a subject by asking questions to ensure all points of view are explored
- Work hard for fair and consistent decisions
- Become increasingly knowledgeable about the community in general and Maple Ridge municipal government in particular (do lots of homework)



Expectations

- Represent the Municipality and its residents in various settings in a liaison capacity
- Be accessible to the general public and to senior staff as required
- Advise members of the public on how they can become involved in the political process

Council Meetings

- Council Workshop and Closed Council meetings every Monday during the day
- Council meetings second and fourth Tuesday evening
- Public Hearings third Tuesday evening
- Special meetings on occasion to complete strategic and business planning activities, may involve the odd weekend

Committee and Other Liaison Responsibilities

- May include a number of different groups
- May involve meetings and background work of up to ten hours per week
- Could involve groups such as the Economic Advisory Commission, GVRD committees, the Parks and Leisure Services Commission, the Regional Library Board, etc.

Examples of Council Appointments

- Acting Mayor
- Advisory Committee on Accessibility Issues
- Agricultural Advisory Committee
- Alouette River Management Society
- Audit & Finance Committee
- Bicycle Advisory Committee
- Community Heritage Commission
- Fraser Basin Council

Examples of Council Appointments cont'd

- Fraser Valley Regional Library
- GVRD - Labour Relations Bureau
- Labour Management Committee
- Lower Mainland Treaty Advisory Committee
- Parks & Leisure Services Commission
- Ridge Meadows Arts Council
- Social Planning Advisory Committee

Background Reading and Research

- involves reviewing agenda material and asking questions for clarification in advance of the meetings if possible (agendas are available at least three days in advance and may include 50 or 60 decision items).
- involves attending a variety of information sessions, workshops and other events like Chamber of Commerce meetings etc. which will ensure Councillors are up-to-date with what is happening in the community.



Orientation

- Council resource binder (s)
- Union of British Columbia Municipalities Newly Elected Officials Seminars



Time Commitment

- the overall time commitment for Councillors is approximately twenty to thirty hours per week.

Vacations

- must be coordinated to ensure we have a quorum in place for meetings.
- scheduled break for 3 weeks in August

Public Relations

- Inform the public in a variety of settings about the rationale for decisions
- Inform the public about the necessary processes by which their issues can be addressed either by the Chief Administrative Officer and staff, if that is appropriate, or by Council if Council involvement is appropriate
- You can expect to receive some calls at home or at your regular place of work

Important Dates

Nomination period begins
9:00 a.m. Tuesday, September 30

Nomination period ends & declaration of candidates
Council Chambers
Friday, October 10 4:00 p.m.

Deadline for challenge of nominations
Tuesday, October 14 4:00 p.m.

Deadline for withdrawal of candidates
Friday, October 17
4:00 p.m.

Declaration of election by voting
Council Chambers
Monday, October 20
4:00 p.m.



Important Dates cont'd

Required Advance Voting Poll

Wednesday, November 5

8:00 a.m. to 8:00 p.m.

Additional Advance Voting Poll

Saturday, November 8

8:00 a.m. to 8:00 p.m.

Local Government Election Day

Saturday, November 15

8:00 a.m. to 8:00 p.m.

Declaration of Official Results

Council Chambers

Wednesday, November 19

4:00 p.m.



Important Dates cont'd

Inaugural Meeting
Council Chambers
Monday, December 1
7:00 p.m.

Business Planning
Council Chambers
Monday, December 8 – Friday, December 12
8:00 a.m. – 4:30 p.m.



Helpful Links

Candidates Guide:

www.cserv.gov.bc.ca/lgd/governance/elections.htm

Municipal World: www.municipalworld.com/index.php

UBCM: www.civicnet.bc.ca

Federation of Canadian Municipalities: www.fcm.ca

Lower Mainland Local Government Association:

www.lgma.bc.ca

Ministry of Community Services, Local Government
Department: www.cserv.gov.bc.ca/lgd



Questions & Answers