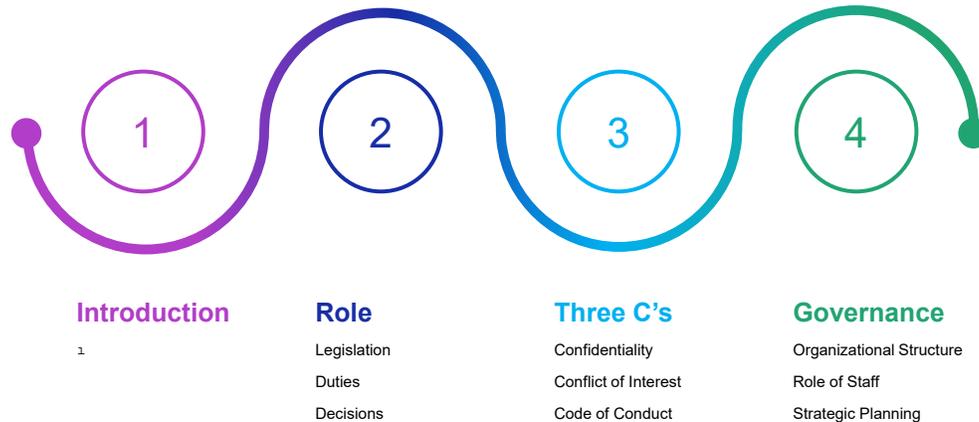


CANDIDATE INFORMATION SESSION



Good evening my name is Linda Brick I am the Municipal Coordinator for the Village of Lions Bay and it is my pleasure to present to you this evening. I have worked in local government for 28 years and served in 4 communities.

In my experience elected officials enter political life for a variety of reasons: some have an issue they are passionate about and want to work at it from a seat at the council table; others have the goal of entering provincial or federal politics.

The reasons for entering politics is as varied as the people who are in politics.

The 2 things that candidates generally have in common

- 1) is a desire to serve their community,
- 2) a strong sense of civic responsibility.

Tonight we are going to walk through

- what the role of a council is,
- discuss some of the key topics that are important for elected officials to understand in the performance of their duties,
- and discuss the governance model.

As this session is also virtual I request that you save questions until the end, I have 14 slides and will take about 30 minutes to go through them.

INTRODUCTION



Saturday, October 15, 2022

1 Mayor, 4 Councillors, 5 School Trustees

Four-year term – November 2022 to 2026

Election Staff

- 1) Peter DeJong, Chief Election Officer
- 2) Linda Brick, Deputy Chief Election Officer
- 3) Hayley Cook, Deputy Chief Election Officer
- 4) Pam Rooke, Deputy Chief Election Officer

Nomination Period

August 30, 2022 at 9 am to September 9 at 4 pm

Withdrawal Period

Until 4 pm on September 16, 2022

In BC we hold elections every four years on the 3rd Saturday in October

On October 15 Electors will be voting for 1 mayor, 4 councillors and 5 school trustees.

The term of office is 4 years commencing in November 2022 and continuing until November 2026.

Our election team is Peter DeJong is the Chief Election Officer
Pam Rooke, Hayley Cook and myself are serving as Deputy Chief Election Officers.

Individuals who want to put their names on the ballot must complete a nomination package and gather at least two signatures from eligible electors that reside in or own property in the Village of Lions Bay. We suggest you get a few extra just in case there is an issue with a nominators eligibility.

The packages are available on our website or from the village office.

The completed packages must be submitted to the Village Office before 4 pm on September 9.
Please do not leave this to the last minute as the deadline cannot be altered or extended!

If you are submitting your paperwork electronically – originals must be received by the CEO no later than the end of day September 16.

For any candidates who have second thoughts after submitting their names there is a withdrawal period which runs from September 9-16.

ROLE OF COUNCIL



Qualifications to Run for Council

- Must be 18 years of age or older on general voting day;
- Must be a Canadian citizen;
- Must have been a resident of British Columbia for at least 6 months;
- Must not be disqualified under this Act or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

Time Commitment

- Four-year term;
- Attend Council meetings;
- Appointment to Boards, Committees, Commissions;
- Respond to public inquiries via telephone, email, in person meetings.

To run for council an individual must meet the following four qualifications.

In addition to these qualifications candidates should also consider the impact being elected will have on them personally.

I want to be honest with you about the expectations of this role, it is a commitment of time and effort. To put it in perspective in 2021 Council held 34 meetings totaling approximately 105 hours of meeting time.

In 2022 Council has held 26 meetings with a combined total of approximately 70 hours.

This is in addition to serving on committees, preparing for meetings and responding to emails from members of the public.

The rules are that you can't miss 4 consecutive regularly scheduled meetings in a row as this is grounds for removal from office. BUT Council can provide relief if requested in advance!

Resigning from Council in the first three years of the term will trigger a by-election which has financial implications for the community.

Serving on Council is a paid position, the Mayor receives \$17,096.17 annually and Councillors receive \$8,548.09 - in addition there is some compensation for attendance at Metro Vancouver Board and Committee meetings as well.

Resigning from Council in the first three years of the term will trigger a by-election which has financial implications for the community.

Serving on Council is a paid position, the Mayor receives remuneration in the amount of \$17,096.17 annually and Councillors receive \$8,548.09 annually - in addition there is some compensation for attendance at Metro Vancouver Board and Committee meetings as well.

ROLE OF COUNCIL



What does Council do?

- Acts in the best interest of the community as a whole.
- Sets policy, evaluates programs and determines strategic priorities

Where does Council's mandate come from?

- Community Charter
- Local Government Act
- Other enactments:
 - Environmental Management Act,
 - Freedom of Information & Protection of Privacy Act,
 - Transportation Act

How are decisions made?

- Council Resolution
- Bylaw

Local Government provides a foundation of good government for the community through the establishment of services, laws and programs that benefit the community.

Council also provides stewardship of the public assets and foster the economic, social and environmental well-being of the community.

It is often said that we are a creature of the province as we are governed by legislation that is where we find our mandate. 2 pieces of legislation that figure most prominently in our daily lives are the Community Charter and the Local Government Act.

Other acts include:

- *Environmental Management Act* regulates the management of our liquid and solid waste
- *Freedom of Information and Protection of Privacy Act* regulates how we use, collect and store personal information.
- *Transportation Act* – regulates development near controlled access highways.

Municipalities can create bylaws relating to matters that are important to the community and are within their sphere of control however a provision of a municipal bylaw has no effect if it is inconsistent with a provincial enactment. Legislation grants municipalities the power to do what needs to be done and guides us to know where the boundaries are.

Council is a continuing body, this means that despite a change in membership, the council of a municipality may complete any proceedings started but not completed before the change.

The powers, duties and functions of a municipality are to be exercised and performed by its council. This is achieved through council meetings
Council makes decisions in two ways 1) by resolutions or 2) by adoption of bylaws.

ROLE OF COUNCIL



Duty of Councillors

Each member of Council has a responsibility:

- to consider the well-being and interests of the municipality and community;
- to contribute to the development and evaluation of policies and programs by voting on policies, bylaws, budgets and other motions at Council meetings;
- participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- interact with members of the public;
- stay informed on relevant local issues and legislation;
- attend community events and functions;
- to carry out other duties assigned by the council.

Each member of council has the following duties:

As I mentioned in the previous slide, decisions of council are made by resolutions or bylaws at council meetings.

The Council meeting schedule is produced each year in accordance with the Procedure bylaw. meetings are typically held twice a month on Tuesday evenings, except August, occasionally special meetings may be called to address emerging issues.

At a council meeting each member of council has a vote and the majority will make the decision of council.

Tie votes automatically mean a defeat of the motion and the only way to abstain is by not being present. If you are present and try to abstain, you are deemed to have voted in favour of the motion. It is the responsibility of council to be informed on the items that are brought forward for consideration.

Council meetings are structured so questions can be asked of staff by council, debate between members of council can occur to provide all voices with an equal opportunity to be heard.

Members of the public have an opportunity to provide input on matters before council. The public can request to appear as a delegation, provide input at the beginning or end of meeting or submit letters to Mayor and Council. Members of the public provide input but do not participate in the debate or voting during the proceedings.

In addition to serving on Council and attending and preparing for council meetings, members of council may also be appointed one of the 5 council committees.

Attendance at conferences and training opportunities are beneficial as they create opportunities to connect with other council members, to learn and to network.

The local government community is very small and we all work within the same legislation, it is beneficial to have connections in other communities to reach out and ask how they have addressed various issues that you may encounter and to not have to reinvent the wheel which saves time and money in the long run, especially for a small community like Lions Bay.

ROLE OF COUNCIL



Duty of Mayor

The mayor has all of the same responsibilities as a member of council with the added responsibility of being the head of the organization and

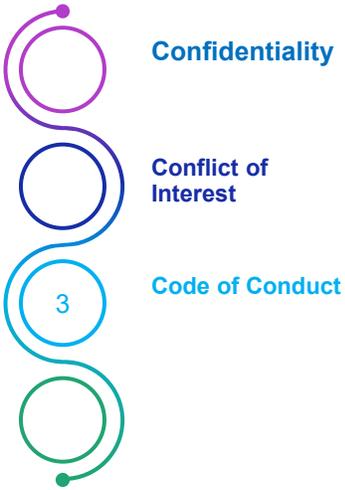
- (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- (b) to communicate information to the council;
- (c) to preside at council meetings when in attendance;
- (d) to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- (e) to establish standing committees;
- (f) to suspend municipal officers and employees;
- (g) to reflect the will of council and to carry out other duties on behalf of the council;
- (h) to carry out other duties assigned under this or any other Act.

The Mayor must do all that a council member does in addition to serving as the head of the corporation.

In the event of an emergency it is important that the Mayor is comfortable communicating with media and the public to relay information as it evolves.

The Mayor is responsible for ensuring that Council meetings are run in a fair and equitable manner with an opportunity for all voices to be heard while maintaining respect for all council members and staff.

THREE C'S



Three key concepts that are vital to local government and the governance structure.

These are confidentiality, conflict of interest, and conduct of council.

CONFIDENTIALITY



- 1) A council member or former council member must, unless specifically authorized otherwise by council
 - (a) keep in confidence any record held in confidence by the municipality, until the record is released to the public as lawfully authorized or required, and
 - (b) keep in confidence information considered in any part of a council meeting or council committee meeting that was lawfully closed to the public, until the council or committee discusses the information at a meeting that is open to the public or releases the information to the public.
- 2) If the municipality suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the municipality may recover damages from the person for the loss or damage.

As members of council you will have access to information that is confidential,

It is important to keep in mind that:

- this information does not belong to the individual and is not yours to distribute.
- You may not benefit from any of the information that you receive in confidence.
- Confidential information must be kept in confidence even after your term in office unless the information is released by Council to the public

Council as a whole can release information by resolution, you as an individual may not.

CONFIDENTIALITY



The Community Charter section 89

- (1) A meeting of council must be open to the public, except as provided in this Division.
- (2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

The Community Charter section 90 identifies matters that can be considered in closed session.

- Land
- Labour
- Legal

As part of a good governance model we strive to create an environment where there is transparency and open governance therefore all council meetings are open to the public; however, there are matters that may require discussion in a closed session for a variety of reasons. These matters generally fall into the categories of land, legal or labour matters.

Before a council meeting is closed to the public the council must state by resolution in an open meeting

- 1) that the meeting is going to be closed
- 2) the basis under section 90 of the community charter what the meeting is being closed under.

Closed meetings serve an important role in good governance, they provide council the opportunity to dive deeply into matters, get legal or other confidential advice, and explore options that are often in the early stages of development before determining which course of action to bring forward at an open meeting and which direction they would like to go with and seek further input from members of the public.

CONFLICT OF INTEREST



A member of Council may not vote or influence the decision if they have a direct or indirect pecuniary or non-pecuniary interest in the matter that is being considered by Council.

Council members who find that they are in conflict of interest must declare that they have a conflict, the general nature of the conflict and excuse themselves from the meeting.

A member of Council must not participate after declaration of conflict unless they get legal advice that they were not correct in declaring the conflict and that they may participate – they must provide a statement to explain.

Contravention of this rule can result in disqualification from office.

Conflict of interest arises occasionally in the performance of a council members duties, it simply means that your personal and professional life are intersecting.

It is your responsibility to be aware when this is happening and to act accordingly if you are in conflict.

- 1) Make a public declaration that you perceive that there may be a conflict of interest,
- 2) Briefly state why you believe this to be the case;
- 3) Excuse yourself from the meeting – meaning leave the room, you will be called back when the item is finished;
- 4) Do not participate in the vote, try to influence the vote, nor discuss the mater with other members of council;
- 5) If you receive written legal advice that you were not correct in declaring the conflict and may participate in the discussion you must provide a statement to explain this fact.

Being in conflict of interest and not acting accordingly could mean disqualification from office. Please be very diligent about this matter.

CODE OF CONDUCT



Policy 1501 – Respectful Workplace Policy

Policy 1801 – Code of Conduct

Council is required to consider either writing a code of conduct or reviewing an existing code of conduct within six months of taking office.

A code of conduct assists Council in establishing a respectful working environment by setting the guidelines for how to proceed and the expectations that are agreed to.

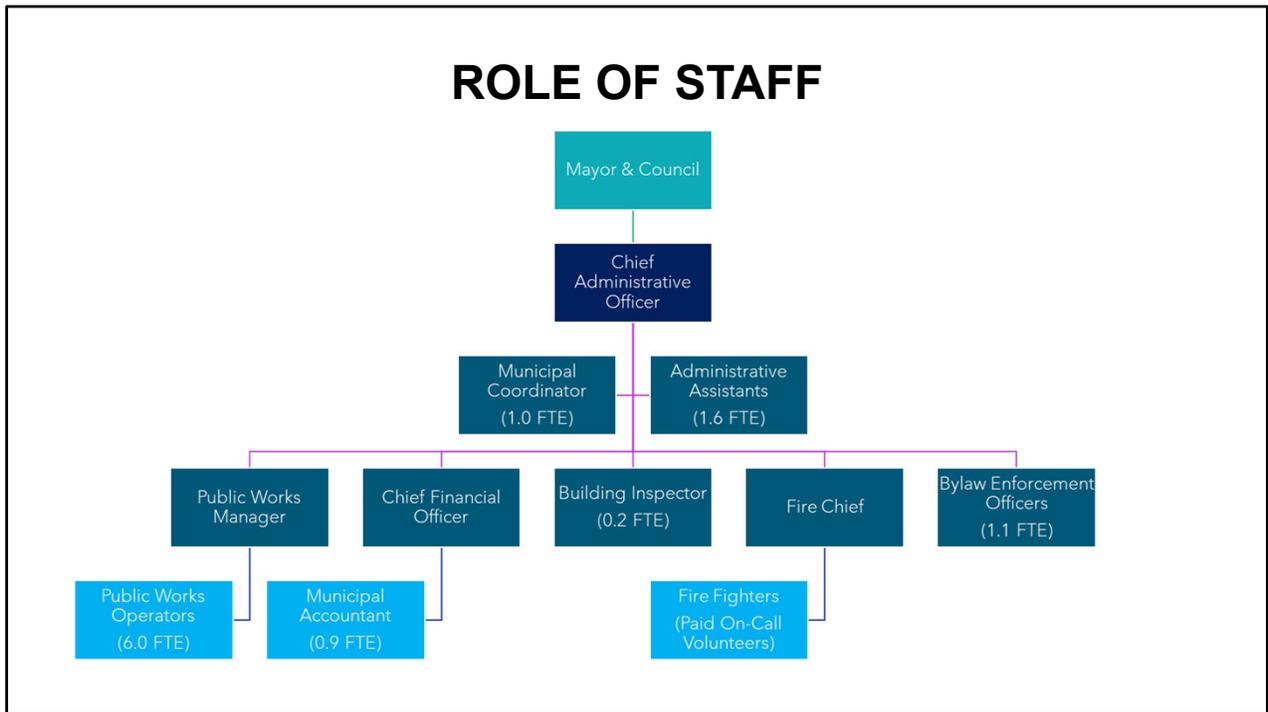
One of the tenets of public office is the ability to discuss differing points of view in a civil and respectful manner.

Decisions are made by majority vote, with the ability to have the minority be heard and to have their opposition noted for the record.

The Village of Lions Bay has adopted both a code of conduct and a Respectful Workplace policy.

These policies ensure that there is guidance available for members of Council and staff to fulfill obligations and discharge duties in accordance with the highest ethical standards of conduct.

It is important for good governance to be able to hear all points of view and hear dissenting opinions in a respectful and courteous manner.



In BC municipalities operate under the one employee model - meaning that CAO is the single employee of the Mayor and Council.

The CAO is in turn responsible for managing the full and part time employees and through the fire chief who perform statutory duties, day-to-day operations and advance the strategic priorities of council.

Much of the work that staff do involves maintaining facilities and infrastructure, accepting and processing applications, preparing and processing legislative requirements such as bylaws, minutes, and agendas.

Allocations of staff time and resources are set based on the strategic priorities of council.



Council’s governance role focuses on four key components:

- Setting the corporation’s strategic direction
- Allocating the organization’s resources both financial and human;
- Managing risks to the organization and
- Oversight and reporting.

Strategic planning supports council in fulfilling their governance role; it helps by focusing the strategic direction of the organization and communicating that direction to staff so they can fulfil their operations and implementation roles.

It is easy for councils to get distracted and staying focused on the most important things rather than operational matters can be challenging for many elected officials.

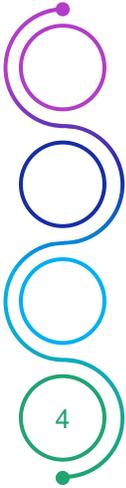
Strategic planning helps keep the focus on the Council priorities. Council identifies their goals, priority actions and target timelines.

Annually council affirms their priorities and allocates resources to them through the budget process. The action items are then developed into staff work plans in the various departments.

This process provides Council with the surety that priority items are being addressed and staff with the direction to make plans for the year and allocate the appropriate resources to those projects.

A strategic planning session will be held early in the new term to provide council with the opportunity to identify the priorities that they wish to focus on throughout their term.

CONCLUSION



Next steps

Nomination Packages

Resources – Municipal World <https://www.municipalworld.com/>

Contact information

election@lionsbay.ca

604-921-9333

Questions

Lions Bay election website: www.lionsbay.ca/22Election

4

Thank you

This brings me to the end of my presentation, before I close I want to remind you that nomination packages are available here on the table, from the village website or from the village office during operating hours. If you have any questions about the election process or the nomination forms, please do not hesitate to reach out and ask either Peter, Hayley, Pam or myself. We can be reached by telephone or email.

In an effort to provide all candidates with the same information all questions that are posed will be posted on our website under the frequently asked question section. I encourage you to visit the website to learn more about becoming a candidate and the election process.

Thank you so much for your time tonight, I hope you have gained a deeper understanding of the role of council and how you can become an active member of the process. I look forward to receiving your nomination packages.

Before I end I want to open the floor to any questions you may have.