

# 2022 Local Government Election

## Pre-Nominee Session

Tuesday, August 16, 2022

4:30 pm

CITY OF  
**Quesnel**

The logo for the City of Quesnel features the words "CITY OF" in a smaller, white, sans-serif font above the word "Quesnel" in a larger, white, sans-serif font. A stylized, light blue wave graphic is positioned below the letter "Q" in "Quesnel".

# Welcome to the Pre-Nominee Session



- City Manager Byron Johnson
- Director Corporate & Financial Services Kari Bolton
- Director Development Services Tanya Turner
- Chief Election Officer Rhya Hartley

# Information Session



1. The Levels of Government (BC)
2. What is Local Government?
3. Qualifications & Responsibilities of an Elected Official
4. Organizational Overview
5. Nominations
6. *Local Election Campaign Financing Act*
7. City of Quesnel Political Campaign Sign Bylaw 1875, 2019
8. Election Campaign Offenses
9. Important Dates
10. Contact Information
11. Homework
12. Questions?

# #1 - The Levels of Government (BC)



PROPOSING



STUDYING



DEBATING



VOTING



# #2 - What is Local Government in B.C.?



# #3 - Qualifications & Responsibilities of an Elected Official

- Term of Office
- Time Commitment
- Local Government Decision Making
- Responsibilities – Mayor & Councillors
- Ethics of Elected Office
- Remuneration

# Who May Run for Office (Qualifications)



To be a candidate for Mayor or Councillor you must:

- Be a Canadian Citizen
- Be 18 years of age or older on General Voting Day
- Have lived in BC for at least six months before filing nomination documents
- Not be disqualified by the *Local Government Act*, or other Act, or the Courts from voting in a general election
- Nominees must be nominated by at least two eligible\* Quesnel voters; resident or non-resident property electors

# Candidate Nominations in B.C. General Local Election 2022

Chief Election Officer (CEO)

Election Procedure Bylaw  
Number of Nominators  
Nomination Deposit  
Nomination Packages Available





# Term of Office



## 4 Year Term – November 2022 to November 2026

- Your term on Council starts when your Oath of Office is signed at the Inaugural Meeting/Swearing-In Ceremony and runs through to when the newly elected Council takes their Oaths of Office within the first 10 days of November 2026.

Inaugural meeting will be  
November 1, 2022 at 6 pm

# Time Commitment



- Regular Council Meetings and Public Hearings are generally held on Tuesday's at 6 pm and, as per City of Quesnel Council Procedure Bylaw 1920, 2022 s.5, meetings may run until 11:00 p.m., or continue after 11:00 p.m. with an affirmative vote by two-thirds of present Council members.
- If there is time sensitive business, a Special Open and/or Closed Meeting of Council will be called to address the business. Staff try their best to schedule these on Tuesdays before or after the Regular Council meeting, however, exceptions are sometimes required.
- You can expect a minimum of 2-3 Council meetings per month, 1 North Cariboo Joint Advisory Committee meeting and, in some months, upwards of 6 meetings, depending on Committee Appointments.

As per s. 141 and 142 of the *Community Charter*, the Mayor may establish and appoint members of Council to Standing and Select Committees. Additionally, the Mayor appoints an Acting Mayor and, representatives to the following external organizations – Cariboo Regional District Board, Municipal Insurance Association of B.C. and various community liaison, reference and advisory groups.

- See a list of [current appointments](#) on the City website

All of Council sit on the North Cariboo Joint Advisory Committee together with the four Cariboo Regional District Area Directors. The main focus is the North Cariboo Recreation and Parks service; responsible for jointly owned properties/facilities. This Committee meets once per month, or as required.

## *North Cariboo Recreation & Parks Service*

The City of Quesnel's Leisure Services Department manages the North Cariboo Recreation and Parks function on behalf of the CRD. Services provided include:

- The West Fraser Centre arena
- The Quesnel and District Arena 2
- The Quesnel Arts and Recreation Centre
- The Quesnel Indoor Sports Centre
- Community art, sport and general recreation programming
- Alex Fraser Park
- Pioneer Park
- Bouchie Lake Recreation Commission programs and facilities
- Parkland Community Association programs and facilities
- Barlow Creek Recreation Commission programs and facilities.

Annual contribution agreements are also in place with the Alex Fraser Park Society to support management of the Alex Fraser Park, and with the Quesnel Youth Soccer Association to support management of the indoor and outdoor soccer complex.

The Service also provides capital support to the Quesnel River Archers to manage Pioneer Park on Dragon Lake, and provides funding for community use of school facilities through a Joint Use Agreement with School District 28.

Other community initiatives, such as neighborhood outdoor rinks, trails and bike parks are supported on a project-by-project basis.

# Current Council Committees/Liaisons Appointments



## **Council Committees**

Chair and/or Councillors are appointed by Mayor. Each Committee reviews specific business and provides recommendations to Council.

## **Council Appointments include:**

- **Standing Committees – Appointment of Chair & 2 Councillors**

The Chair, sets the agenda with Staff, prepares & presents a report and any recommendations at the next scheduled Council meeting. The Current Standing Committees are:

- Executive
- Financial Sustainability and Audit
- Policy and Bylaw
- Public Safety and Policing

# Select/External Committees, Liaison Appointments, Reference/Advisory Groups and Initiatives

## Appointment of a Council representative only

- **Select Committee(s)**
  - Airport Advisory Committee
- **External Committees**
  - Cariboo Regional District
  - Northern Development Initiative Trust
  - Municipal Insurance Association of B.C.
  - Air Quality Roundtable
  - Quesnel Healthier Communities
  - Community Connections
- **Liaison Appointments**
  - Business Improvement Associations
  - Chambers of Commerce
  - North Cariboo Seniors' Council
- **Reference/Advisory Groups**
  - Housing
- **Initiatives**
  - Volunteer Recognition, Heritage & Museum, Accessibility & Inclusion

# Elected Officials and Local Government Staff Roles



- Elected Officials are decision-makers, and set strategic policies and priorities for the local government.
- The Mayor and Council have one employee – the City Manager.
- The City Manager directs Staff, who:
  - Provide recommendations and options for Council consideration; and
  - implement policies and decisions of Council.





# Responsibilities - Mayor



The Mayor is the head and chief executive officer of the municipality. The Mayor has all the responsibilities of a councillor plus a number of additional responsibilities. Under the *Community Charter* the mayor must:

- Provide leadership to council including recommending bylaws, resolutions and other measures that may assist in the peace, order and good governance of the municipality
- Reflect the will of council and carry out other duties on behalf of council, such as attending ceremonies and meetings of other bodies
- Communicate information to council, for example from the chief administrative officer or from meetings with other bodies
- Chair council meetings, including overseeing their conduct, maintaining order and knowing the rules of governing meetings
- Establish standing committees and appoint people to those committees
- Provide, on behalf of council, general direction to the Corporate Officer about implementation of municipal policies, programs and other council directions

# Responsibilities - Councillors



Under the *Community Charter* a municipal Councillor must:

- Consider the well-being and interests of the municipality and its community
- Contribute to the development and evaluation of municipal policies and programs respecting its services and other activities
- Participate in council and committee meetings and contribute to decision making
- Carry out other duties as assigned by the council, such as heading committees or being the liaison to a particular Business Improvement Associations in the municipality
- Follow the rules in legislation, bylaws and council policies that establish any additional duties and set how council members exercise their authority

# Ethics



- Elected officials must conduct themselves in an open, transparent and accountable manner and avoid situations that may bring their integrity, or the integrity of Council, or the integrity of the corporation into question.
- Conflict of Interest – Council members must not vote on, or participate in discussions about, any matter where they have a direct or indirect financial interest that is not shared with the broader community.

- [Council Code of Conduct & Ethics IWC-4](#) – If elected, Mayor & Councillors sign the Code of Conduct, which will be retained on file.
- [Statement of Disclosure](#) - The intent of the Financial Disclosure Act is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and to ensure the public has reasonable access to the information.

# Remuneration



Council remuneration effective Jan 1, 2022 – paid monthly

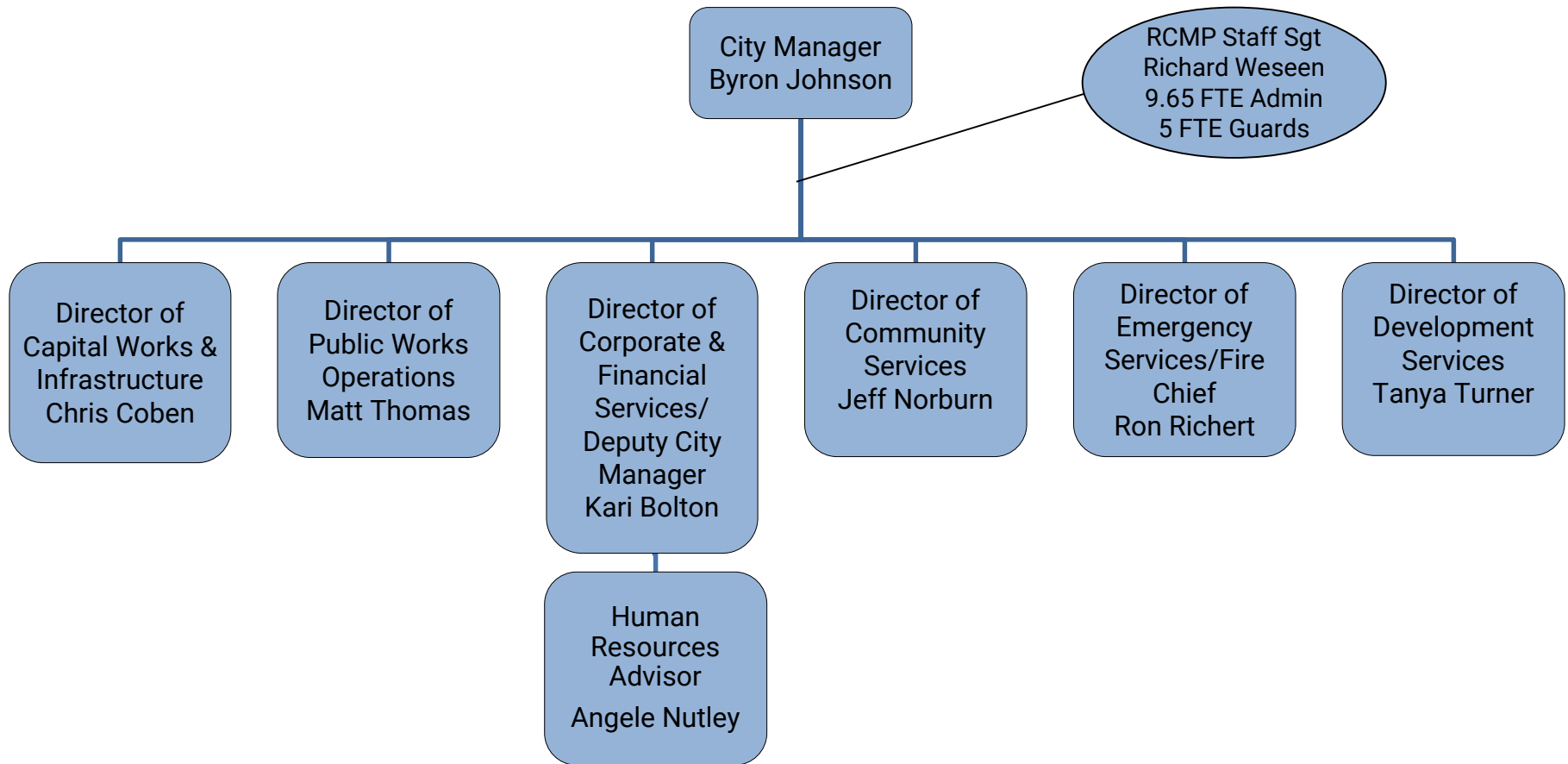
- Mayor           \$59,636.37 per year
- Councillor     \$20,185.84 per year
  
- Additional remuneration for Acting Mayor and Committee Chairs per month.

As per Council's Policy Annual Review of Council Remuneration and Expenses IWC-8, Council's remuneration is adjusted each year based on BC Stats CPI Index for September. So next January will increase depending on the CPI in September.

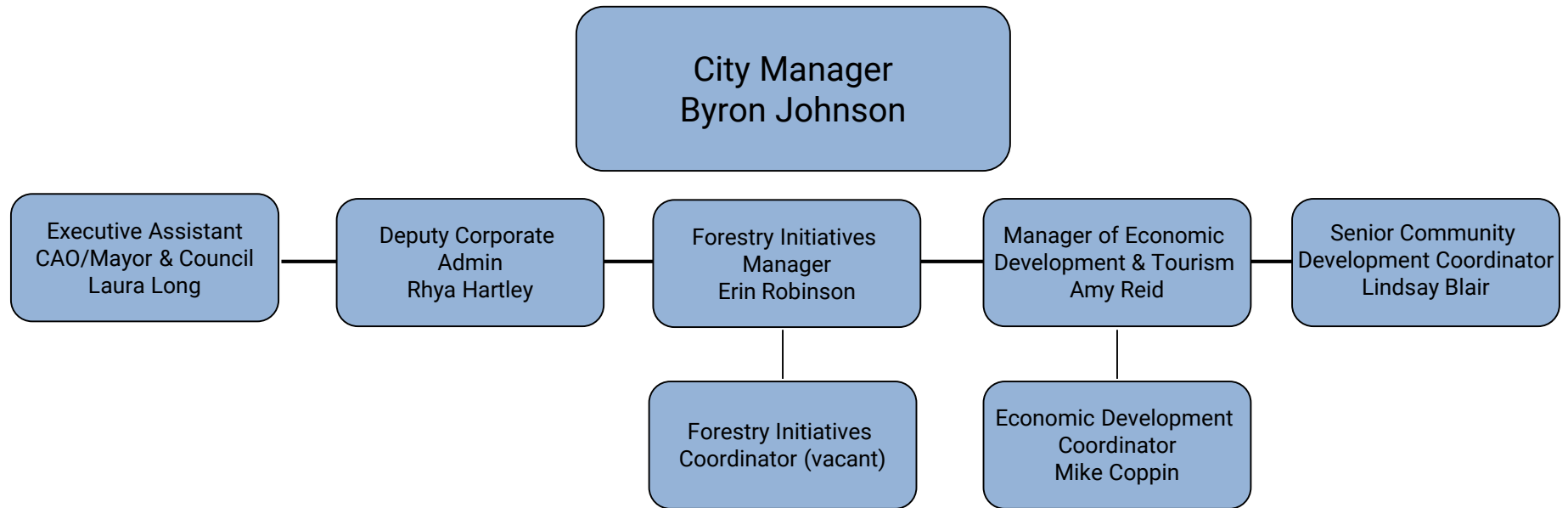
Reimbursement for travel on behalf of the City of Quesnel, as per [City of Quesnel Travel and Training Policy CF-5](#)

# **#4 - City of Quesnel Organization Overview**

# Org chart – Senior Staff



# Org Chart – Second Level City Manager Reports





As part of the Annual Report, the City is required to develop a strategic plan.

The 2022 Strategic Plan, incorporates:

- Housing Initiatives
- Community Development
- Community Health & Safety (Emergency services, Policing, Social planning)
- Environmental Leadership
- First Nations collaboration
- Community engagement
- Infrastructure Reinvestment
- Economic Development & Transition Planning
- Forestry Initiatives

# **#5 - Nominations**

# Nominations



- Nomination Period:  
9 am, August 30 to 4 pm, September 9
- Nominees are responsible to ensure all required documentation is submitted to the Chief Election Officer on time and is accurate.
- Nominees who have met the candidacy requirements will be listed on the Declaration of Candidates, to be released after 4 pm, September 16<sup>th</sup> after the nomination period closes.

# Withdrawal of Nomination



- Candidates may reconsider and withdraw during the nomination period, and for seven days following the close of the nomination period by **4 pm, September 16**, by submitting written notice to the Chief Election Officer.
- If a candidate wishes to withdraw after September 16<sup>th</sup>, the Minister responsible for Local Government must approve the withdrawal. The Minister is not obligated to approve a request to withdraw.

***#6 - Local Elections  
Campaign Financing Act***

# Local Elections Campaign Financing Act



All inquiries should be directed to Elections BC

Elections BC oversees campaign financing and election advertising.

[Guide to Campaign Financing](#)

Candidates must prepare a Financial Disclosure and acknowledge with Elections BC that they understand the *Local Elections Campaign Financing Act*:

- Political Contribution Limits
- Restrictions on who can make political contributions
- Expense limits for campaign
- Election advertising/sponsorship information/sign requirements, and advertising expense limits.
- Election advertising on the internet
- Social Media Rules
- General Voting Day Rules

## Local Elections Campaign Financing Act

- Financial agents - A candidate is their own financial agent unless they appoint another person to be their financial agent. The financial agent is legally responsible for administering campaign finances in accordance with the Local Elections Campaign Financing Act (LECFA).
- The 2022 campaign expense limits are:
  - \$10,931.76            Mayor
  - \$5,465.88            Councillors
- Financial agents must understand their campaign financing responsibilities under LECFA. Financial agents are responsible for keeping complete and accurate campaign financing records of all transactions.
- **It is important** that each candidate fully understand the legal & financial responsibilities involved in running for local office.

**#7 - City of Quesnel Political  
Campaign Sign Bylaw 1875,  
2019**



# Sign Bylaw



- [City of Quesnel Political Campaign Sign Bylaw 1875, 2019](#), regulates election signs within City limits on both public and private lands.
- Each Candidate is allowed to have up to six election signs in public places within the City's boundaries.
- Install not more than 30 days before GVD & remove all signs the day after GVD.
- Please review the Bylaw to ensure you comply and, see the attached detailed maps which outline where candidates are permitted to place signs.

# #8 - Election Campaign Offences

Campaign Offences  
Campaign Penalties

# Election Campaign Offences



- Vote Buying (money, gift, valuable consideration, refreshment, entertainment, employment / placement)
- Intimidation (how to vote or not vote)
- Failure to file Campaign Disclosure Statement
- Failure to include sponsorship information on advertising
- Contravening Voting-Day Advertising Rules (i.e. Radio, Newspapers, Magazines on General Voting Day) Campaigning 100 meters within a voting place when voting is being conducted (canvass/solicit, display/distribute/post election advertising, or material that identifies a candidate or elector organization; wear/carry support for a particular candidate or electoral organizations)
- Contravening voting provisions (vote more than once, tamper with ballot box, etc..)
- Other election offences (Section 153 and 153.1 of LGA)

## Penalties include up to:

- Imprisonment up to two years
- Up to \$10,000 fine for a person, and up to \$20,000 fine for an organization
- Prohibited from holding elected office in Local Government for up to 7 years
- Prohibited from voting in a Local Government Election for up to 7 years

# #9 - 2022 Important Dates and Voter Information

Important Dates

Voting Opportunities

Voter Registration

# 2022 Important Dates



## Nomination Period

- August 30 (9 am) - September 9 (4 pm)

## Nomination Challenge Deadline

- September 13 (4 pm)

## Nomination Withdrawal Deadline

- September 16 (4 pm)

## General Voting Day

- Saturday, October 15 (8 am – 8 pm)

## Campaign Financial Disclosure Statements Due

- 90 Days after General Voting Day to Election BC (Jan. 15, 2022)

# Voting Opportunities



## **Advanced Voting**

- October 5/22 – 8 am to 8 pm – City Hall
- October 8/22 – 8 am to 8 pm – City Hall

## **Additional Advance Voting**

- CNC/UNBC Campus – date TBD

## **Special Opportunity Voting** – (Residents/Patients only)

- Dunrovin Park Lodge
- Maeford Place
- Fraser Village Senior Apartments
- G.R. Baker Memorial Hospital

## **General Voting Day**

- October 15/22 – 8 am to 8 pm – City Hall, Correlieu Secondary School, Dragon Lake Elementary School

## Mail Ballots

- Mail ballot voting is offered to all eligible voters and can be applied for by contacting the City's Chief Election Officer:

**Email:** [rhartley@quesnel.ca](mailto:rhartley@quesnel.ca)

**Phone:** 250-991-7471

- **Deadline to apply** to vote by mail and pick up a mail ballot package at City Hall is 4:30 pm on Thursday, October 13.
- **Deadline to submit** mail ballots to the Chief Election Officer is 4:00 pm on Friday, October 14, 2022. Ballots can be returned in person at City Hall or by mail.



# Voter Registration



- Electors register at the time of voting
- No Voters' List
- Golden Rule – One Vote Per Person
- All voters **MUST** be a Canadian Citizen, 18 years of age, lived in BC for last 6 months before voting, not prevented by law from voting

# Voter Registration – Resident Voters

**All voters must prove their identity and residential address before voting. There are three ways to do this.**

- **Option 1** - Show **one** of these pieces of ID:
  - A BC driver's licence
  - A BC Identification Card (BCID)
  - A BC Services Card (with photo)
  - Another card issued by the Government of B.C. or Canada that shows your name, photo and address
- **Option 2** - A Certificate of Indian Status Show any **two** pieces of ID or documents that both show your name. At least one must have your current address. Examples include:
  - **Government-issue identity documents**
  - BC CareCard
  - BC Services Card (without photo)
  - Birth certificate
- **Option 3** - Voters who don't have identification can have their identity vouched for by another person. The voucher must be:
  - a registered voter resident in the voter's electoral district, or
  - a spouse, parent, grandparent, adult child, adult grandchild or adult sibling of the voter, or
  - a person with the authority to make personal care decisions for the voter.

- Non-Resident Voters
  - **CONSENT FORM 2-8 – must be picked up from the Chief Election Officer/City Hall Front Desk in advanced of voting, signed by a majority of property owners for one property owner only to vote on that property**

# **#10 - Contact Information**

# Contact Information - CITY



- Rhya Hartley, Chief Election Officer  
991-7471 or [rhartley@quesnel.ca](mailto:rhartley@quesnel.ca)
- Laura Long, Executive Assistant  
250-991-7477 or [llong@quesnel.ca](mailto:llong@quesnel.ca)
- Tanya Turner, Director of Development Services  
991-2111 (Political Campaign Sign Inquiries)

# Contact Information - Other



- Elections BC  
1-800-661-8683 or [lecf@elections.bc.ca](mailto:lecf@elections.bc.ca)
- Ministry of Municipal Affairs & Housing  
1-800-663-7867 or [Lggovernance@gov.bc.ca](mailto:Lggovernance@gov.bc.ca)

# #11 – Homework

...familiarize yourself with the position you are applying for



## Review:

- The [Local Government Act](#) [RSBC 2016]
- The [Community Charter](#) [SBC 2003]
- The [Local Elections Campaign Financing Act](#) [SBC 2014]
- [The Provincial Government Local Government webpage](#)
- [Elections BC](#)
- The City of Quesnel website:
  - [City of Quesnel Council Procedure Bylaw 1920, 2022](#)
  - [Official Community Plan](#)
  - [2021 Annual Report and Financial Statements](#)
  - [Council Agendas, Minutes & Meeting schedule](#)

# #12 - Questions and Answers

Take the opportunity to sit in on a Council meeting:

- Tonight, August 16
- September 6