

Candidate Information Session

2022 Mackenzie General Local Election

August 23, 2022

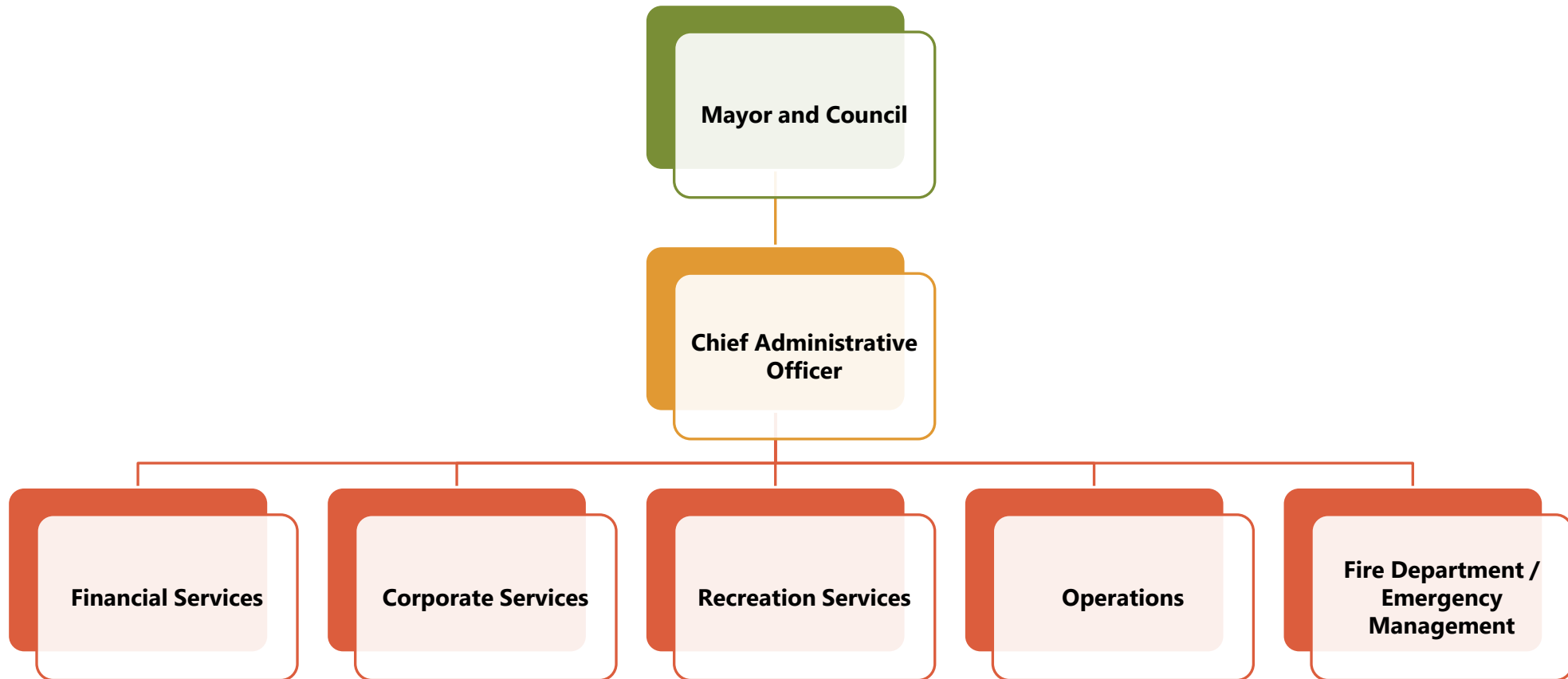
Agenda

- **Introductions**
- **Overview of the District of Mackenzie**
- **Candidate Information**
 - Role and responsibilities of the different positions
 - Time Commitment
 - Pay and Expenses
 - Council Code of Conduct
- **Election Information**
 - Key Dates and Deadlines
 - What you need to prepare
 - Election Signs and Campaigning
 - Resources and Important Legislation
- **Question and Answer Period**



Overview of the District of Mackenzie

Organizational Chart



2021 – 2025 Council Strategic Priorities

**Community and Social
Development**

Environmental Sustainability

Strong Governance and Finances

Economic Vitality

Full Document:

<https://mackenzie.civicweb.net/filepro/documents/16/?preview=57227>

More Information

Council Portal: <https://mackenzie.civicweb.net/Portal/>

DoM Website: www.districtofmackenzie.ca

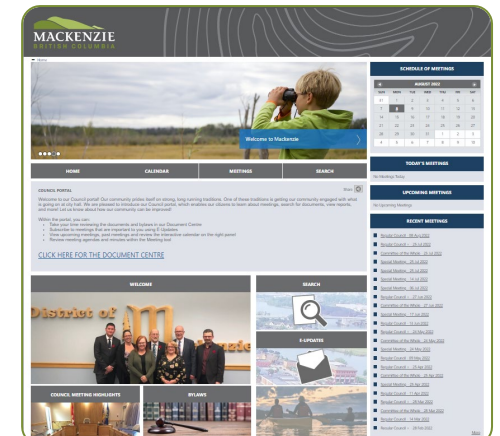
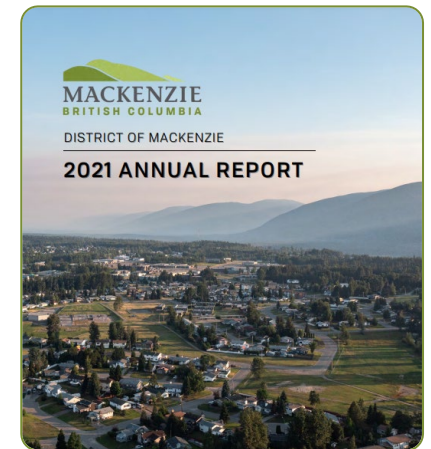
DoM Document Centre:

<https://mackenzie.civicweb.net/filepro/documents/>

Annual Reports:

<https://mackenzie.civicweb.net/filepro/documents/37056/>

Let's Chat Mackenzie: www.letschatmackenzie.ca



An aerial photograph of a suburban town, likely in the Pacific Northwest, showing a mix of residential neighborhoods, green fields, and dense evergreen forests. In the background, a range of mountains is visible under a clear sky with a hint of sunset or sunrise. The text "Candidate Information" is overlaid in the lower-middle section of the image.

Candidate Information

Elected Official Roles

- Local government elections occur every four years on the third Saturday in October.
- Mackenzie voters elect:
 - 1- Mayor
 - 6 - Councillors
 - 1 - School District 57 Board Trustee

Council Member Responsibilities

Participate in Council and committee meetings and contribute to decision making

Adopt Bylaws

Approve budgets and provide direction to the Chief Administrative Officer

Ensure that succession plans are in place

Approve annual salary and benefits programs

Carry out other duties, such as heading committees

Mayor's Responsibilities

- The Mayor has all the responsibilities of a Councillor plus:
 - to provide leadership to Council including recommending bylaws, resolutions and other measures that may assist in the good governance of the municipality
 - to represent Council at ceremonies and meetings
 - to communicate information to Council
 - to chair Council meetings, including overseeing conduct, maintaining order and knowing the rules of governing meetings
 - to establish and appoint people to standing committees
 - to provide general direction to municipal officers about implementation of municipal policies, programs and other Council directions

Time Commitment - General

- If you are considering running for office, candidates must be able to commit to:
 - A four-year term (2022 – 2026)
 - Daytime and evening meetings
 - Reviewing bi-weekly meeting packages
 - Responding to inquiries and concerns from the public (ongoing)
- Mayor: 25+ hours a week
- Council Members: 5 – 8+ hours per week
- Travel has not been included in this time estimate as not all is mandatory.
 - The Mayor will be required to attend multiple meetings out of town, mainly in Prince George.
 - Councillors are not required to attend out-of-town commitments if they do not wish.

Time Commitment - Meetings

Types	When	Topics	Time	# Meetings in 2021
Regular	7:15 pm, typically the 2 nd and 4 th Monday of the month	Correspondence, Presentations, Administrative Reports, Bylaws	1.5 - 2 hrs	23
Committee of the Whole	7:00 pm, typically the 4 th Monday of the month	Month-End Reports	15 mins	11
Special	As needed	Public Engagement, Regular Business	15 mins - 2 hrs	8
Closed	As needed. Combine with a Regular meeting where possible.	Must meet <i>Community Charter</i> requirements – ex. legal, land, and HR	30 mins - 1 hr	24
Committees	Monthly or Quarterly	Various	1 – 4 hrs	4 – 12 per committee

- The Regular and Committee of the Whole meeting packages are published on the Thursday prior to the meetings. It is expected all Councillors to read the package prior to the meetings.
- Council members are asked to provide a monthly report (1 page or verbal) on their activities. This is included as part of the Regular Council Agenda.
- Regular agendas, typically the largest, range from 50 to 250 pages in length. Samples can be found here: <https://mackenzie.civicweb.net/Portal/>

Time Commitment - Meetings

- With some exceptions, if a Council member is absent from **four (4)** consecutive Regular Meetings, the Council member is disqualified from holding office.
- Early 2022, Council approved electronic attendance. If a Councillor must be away from the community or are feeling unwell, they may participate by Zoom or phone.
- Although electronic attendance is allowed, a meeting can only be held if the majority of Council members are present in Council Chambers
 - Exception: When a special “electronic meeting” is called. For example – if COVID-19 Health Orders restricted in-person meetings, Council would still be able to conduct meetings entirely virtually.
- Councillors cannot participate in Closed Council Meetings electronically.

Time Commitment - Committees

- The District has **8 committees** of Council and at least one member of Council is appointed to each.
- In addition, a member of Council is appointed to an additional **10 external boards and committees** such as Regional District of Fraser-Fort George, Mackenzie Library Board, CNC Advisory Group, among others.
- Each of these positions involve attending meetings, reviewing materials and providing Council with guidance on the activities of these committees and boards.
- Some meetings will require out-of-town travel, however most are conducted in Mackenzie or virtually.
- The Mayor, in collaboration with Councillors, will make Liaison Appointments annually.
 - Current liaison roles include – Agricultural Opportunities and Food Security, Forestry, Indigenous Relations and Reconciliation, and Mining.
 - Example of 2022 appointments: <https://mackenzie.civicweb.net/FileStorage/14112B957E724D3DAAAAC7006E8E00F0-2022%20Council%20Liaison%20Appointments.pdf>

Council Remuneration

MAYOR

2023 = \$29,697.52

COUNCILLOR

2023 = \$12,587.36

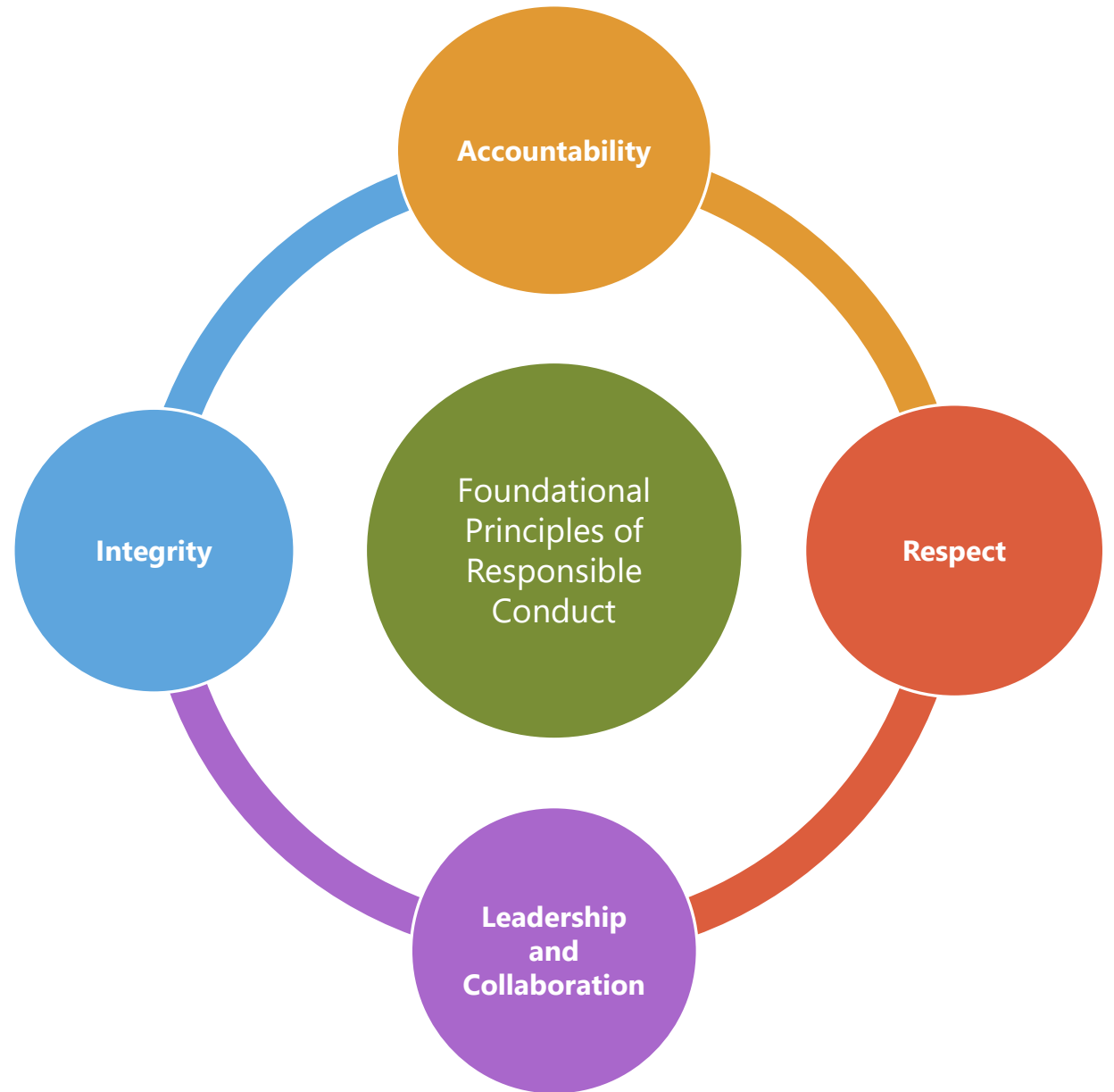
- Remuneration is reviewed every four years in conjunction with the CUPE Local 3706 contract negotiations.
- Annual % increases will follow the collective agreement.

Travel and Expenses

Types	When	Topics	Time
Union of BC Municipalities	September	Councils/Boards from across BC meet up for professional development, lobbying, and networking.	5 days
North Central Local Government Association	May	Councils/Boards from Northern BC meet up for professional development, lobbying, and networking.	3 days
Council of Forest Industries Conference	February	Forestry (Industry & Government)	3 days
Association of Mining Exploration Conference	January	Mining (Industry & Government)	3 days
Discretionary Training	Anytime	Any topic related to Council duties or liaison appointments – ie. webinars, meetings, conferences etc.	1 hr – 5 days

- Total travel/training budget is \$40,000 for Council. **\$10,000 is allocated to the Mayor and \$5000 to each Council Member.**
- Expenses for travel related to Council duties, training, or liaison appointments is reimbursed or paid directly by the District.
- Expenses for personal expenditures – ie. extra days in hotel, spouse/partner/family registration or travel expenses are not paid for by the District.
- Expense Account Regulations Policy 1.1: <https://mackenzie.civicweb.net/filepro/documents/447/?preview=37453>

Council Code of Conduct



Resource: Policy 1.23 – Council Code of Conduct

An aerial photograph of a suburban town, likely in a mountainous region. The town is characterized by numerous houses, streets, and green spaces. In the background, there are large, forested mountains under a clear sky. The text "2022 Election Information" is overlaid in the center of the image.

2022 Election Information

Eligibility

- To qualify as a candidate, you must be:
 - 18 years of age or older as of general election day
 - A Canadian citizen
 - A resident of BC for 6 months before nomination date
 - Not subject to any of the disqualifications set out in s. 81 of the *Local Government Act*
- Candidates are not required to reside within Mackenzie to run for office in Mackenzie

What to Prepare

- Pickup a Nomination Package (DoM website or the Mackenzie District Office)
- Determine whether to appoint candidate representatives
 - Official Agent;
 - Financial Agent; or
 - Scrutineer
- Book a time with municipal election staff to submit your nomination package.
- Electronic copies of your election nomination papers are accepted; however, originals must be received by the Chief Election Officer by 4:30 pm on Friday, September 16, 2022.

Key Dates & Deadlines

Nomination Period	Opens: 9:00 am Tuesday, August 30, 2022 Closes: 4:00 pm Friday, September 9, 2022
Candidate Nomination and Endorsement Challenge <i>Last day to challenge a candidate nomination and endorsement.</i>	September 13, 2022
Candidate Withdrawal Last day to withdraw as a candidate	September 16, 2022
Campaign Period <i>Candidate and third party expense limits apply during this period. Election signage may be posted during this time.</i>	Opens: Saturday, September 17, 2022 Closes: Saturday, October 15, 2022
Advanced Voting Days	Wednesday, October 5, 2022 Friday, October 14, 2022
Special Voting Day <i>(only for patients and employees at the Mackenzie & District Hospital)</i>	Friday, October 14, 2022
General Election Day	Saturday, October 15, 2022
Campaign Financing Disclosure Statement Filing Deadline	January 13, 2023
Campaign Financing Disclosure Statement Late Filing Deadline with \$500 Late Filing Fee	February 13, 2023

Campaigning

- There are opportunities for candidates to provide the public with information on their perspective or proposed policies on hot topics or key issues in the community.
- All-Candidate Forums are typically hosted by local organizations in the community.
- These events can be added by groups/candidates to the Mackenzie Community Calendar at <https://districtofmackenzie.ca/discover-mackenzie/community-events/> so that voters can find this information in a central location.
- You may wish to create a space online (social media account, website, email account, etc.) where members of the public can find out more information about you and your platform/policies, and how to contact you.

Campaigning

- Be aware of the campaign financial requirements as laid out in *Local Elections Campaign Financing Act* (LECFA)
- Expense limits do apply during the Campaign Period
- More information on these requirements will be available in the candidate nomination package
- No campaigning can occur within voting places (including wearing campaign buttons or clothing)

Signage



- Permits are not required for election signs.
- Signs may only be installed starting September 17, 2022.
- Signs must be removed by October 22, 2022.
- Election signs may be located on private property with the permission of the property owner.
- The Ministry of Transportation and Infrastructure conditionally allows election signs on highway rights-of-way.
- Signage cannot be placed within 100 m of the entrance of the DoM Office or Mackenzie Legion on Advanced and General Voting days. Maps of restricted areas have been included in the nomination package.
- All candidates must fill out Form No-8-5 in the nomination package acknowledging their understanding of the sign regulations.

An aerial photograph of a suburban town, likely in the Pacific Northwest, showing a mix of residential houses, commercial buildings, and green spaces. In the background, a range of large, forested mountains is visible under a clear sky. A green speech bubble with a diagonal line pattern is overlaid on the right side of the image.

Questions?



Thank you!

PRE-CANDIDATE INFORMATION SESSION

EVENT INFO:

Tuesday, August 23, 2022

6:00 pm - 7:30 pm

Mackenzie Recreation Centre

Q – Would there be a conflict with running for Council if currently on a Board of Directors for an organization in Mackenzie?

A – No

Q - What are the expense limits for campaigning?

A -

- Mayor - \$10,797.83
- Councillor - \$5,398.92

Q – What are the expense limits for Corporate donations?

A –

- \$809.84 - Mayor
- \$809.84 - Councillor