

**INFORMATION FOR
CANDIDATES**



**LOCAL BY-ELECTION
SATURDAY, JUNE 5, 2021**

ABOUT THIS GUIDE

The information contained in this guide has been compiled by the City of Terrace to complement Local Elections in British Columbia 2018: What Every Candidate Needs to Know, by providing information specific to the City of Terrace that may be relevant to prospective candidates in the upcoming Local By-Election. Nothing contained herein, however, relieves the candidates from the responsibility of seeing that they are fully qualified in accordance with the Local Government Act, the Local Elections Campaign Financing Act, the Local Elections Statutes Amendment Act, or other relevant statutes or regulations.

Full copies of the appropriate statutes are available from:

Crown Publications Inc.
106 Ontario Street
Victoria, B.C. V8V 1M9
Telephone: 250-386-4636 Fax: 250-386-0221
Web Site: www.crownpub.bc.ca

or on the Provincial Government website at:

http://www.qp.gov.bc.ca/statreg/stat/L/96323_00.htm

If you are interested in running for Councillor for the City of Terrace, and you have questions about the material in this information guide or have other questions related to the Local Election process, please contact Alisa Thompson, Corporate Administrator, at 250-638-4721 or Cathy Jackson, Chief Election Officer, at 250-635-1907.

The necessary forms for the filing of nominations will be available on line at <https://www.terrace.ca/city-hall/mayor-council/election-information> and at Terrace City Hall, 3215 Eby Street, Terrace, BC during normal office hours as of March 23, 2021. Nomination forms may be filed at the office of the City Clerk at the same address during the period of **9:00 a.m., Tuesday, April 20, 2021 to 4:00 p.m., Friday, April 30, 2021.**

NO NOMINATIONS WILL BE ACCEPTED AFTER 4:00 P.M., FRIDAY, APRIL 30, 2021.

CALENDAR OF RELEVANT DATES*

| | |
|-------------------|--|
| April 20 | <ul style="list-style-type: none"> ➤ Nomination Period Begins (9:00 a.m.) ➤ Voters' List is Available for Public Inspection ➤ Period of Objection to Registered Electors (voters) begins |
| April 30 | <ul style="list-style-type: none"> ➤ Nomination Period Ends (4:00 p.m.) ➤ Declaration of Candidates ➤ Period of Objection to Registered Electors Ends |
| May 4 | <ul style="list-style-type: none"> ➤ Deadline for Challenge of Candidate's Nomination |
| May 7 | <ul style="list-style-type: none"> ➤ Deadline for Decision on Challenge of Candidate Nomination ➤ Deadline for Withdrawal of Candidate ➤ Deadline for Withdrawal of Candidate Endorsement ➤ Deadline for Receipt of Originals of Faxed Nomination Papers |
| May 10 | <ul style="list-style-type: none"> ➤ Declaration of Election by Voting (or Acclamation) |
| May 26 and June 2 | <ul style="list-style-type: none"> ➤ Advance Voting Opportunity (8:00 a.m. to 8:00 p.m.) Terrace Sportsplex |
| June 5 | <ul style="list-style-type: none"> ➤ GENERAL VOTING DAY (8:00 a.m. to 8:00 p.m.) Terrace Sportsplex Main Arena |
| June 6 | <ul style="list-style-type: none"> ➤ Deadline for Removing Election Signs |
| June 9 | <ul style="list-style-type: none"> ➤ Deadline for Declaration of Official Results |
| June 9 | <ul style="list-style-type: none"> ➤ First Day to apply for a Judicial Recount |
| June 13 | <ul style="list-style-type: none"> ➤ Last Day to apply for a Judicial Recount |
| June 18 | <ul style="list-style-type: none"> ➤ Deadline for Completing Judicial Recount |
| June 15 | <ul style="list-style-type: none"> ➤ First Day Candidate Elected by Voting can Make Oath of Office |
| June 28 | <ul style="list-style-type: none"> ➤ First Regular Council meeting |
| July 9 | <ul style="list-style-type: none"> ➤ Last Day for Application to Invalidate the Election |
| September 3 | <ul style="list-style-type: none"> ➤ Last Day to Submit Campaign Financing Disclosure Statements |

* The information provided is for your convenience, and is current as known on March 15, 2021. Please refer to the legislation, or contact the City of Terrace at 250-638-4721 or the Chief Election Officer at 250-635-1907 to verify the information as required.

Election Signs:

A sign permit is required for displaying election signs in the public right-of-way. A permit is not required for election signs displayed on private property. There is no cost for a permit for election signs. There is a \$100 refundable security deposit that will be held to ensure the removal of the signs are removed the day after the election (June 6, 2021). The permit will be good for no more than 36 days, so keep this in mind when planning your signs.

Apply for a sign permit at the Public Works/Development Services building at 5003 Graham Avenue during regular business hours. If the sign contains the name of a political candidate then that candidate must make the application for the sign permit. Questions about signs can be directed to the Development Services Department at 250-615-4000.

The maximum size of an election sign on private property is 1.5 square metres. Election signs are not permitted on City-owned lots, public zones, sidewalks, bridges and other highway structures, or attached to any public utility infrastructure (i.e. streetlight poles).

Election signs may be placed on the Grand Trunk Pathway between Frank Street to Emerson Street. The size of these signs cannot be larger than 0.5 square metres, and no digging or stakes are permitted. No more than 10 election signs can be installed by a candidate in this location and signs must have a minimum of 10 metres distance between signs. No more than 30 signs may be erected under one sign permit for election signs.

Sign Bylaw No. 2102-2016 can be viewed or downloaded from the City's website at www.terrace.ca.

Remuneration:

Current remuneration (2021 rates) paid to Councillors for the City of Terrace is \$17,840/year.

Remuneration is adjusted annually effective January 1, by an amount equal to the B.C. Consumer Price Index (CPI) for the previous calendar year. Usually in the spring there is an adjustment to the remuneration, retroactive to the beginning of the calendar year.

Time Commitment:

Being a member of Council can be very time consuming. Regular Council meetings are held on the second and fourth Monday of every month. When the Monday is a holiday, the Council meeting will be held on the Tuesday after. In addition to this, Special Council or Committee of the Whole meetings can also be scheduled as required, and as an elected official you will be expected to sit on a number of special committees, boards, or commissions that also require a significant amount of your time. Elected officials are also appointed as liaisons to community groups and organizations. Time is also required in preparing for meetings and working with the public who may approach elected officials with their opinions or questions.

Office of a Councillor

There are six Councillor positions on Terrace Council.

The duties of a Councillor are:

- To consider the well-being and interests of Terrace and its community;
- To contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- To participate in Council meetings, committee meetings, and meetings of other bodies to which the member is appointed;
- To carry out other duties as assigned by the Council; and
- To carry out other duties assigned under the Community Charter or any other Act.

You should be prepared to interact with the public and bring the views of residents forward during Council meetings. Councillors vote on bylaws, municipal policies, requests for decisions, the municipal budget, and other motions at Council meetings. Any questions or concerns regarding the City of Terrace's administration are directed to the Chief Administrative Officer (CAO). Council members should stay informed on relevant local issues and local legislation and participate in community events and functions.

Office of the Mayor

The Mayor is the head and Chief Executive Officer of the municipality. The Mayor's responsibilities include the duties of a Councillor plus some additional responsibilities.

The additional duties of a Mayor include:

- To provide leadership to the Council;
- To communicate information to Council;
- To preside at Council meetings when in attendance;
- To provide, on behalf of Council, general direction to municipal officers respecting the implementation of municipal policies, programs, and other directions of Council;
- To establish standing Committees;
- To suspend municipal officers and employees; and
- To reflect the will of the Council and carry out other duties on behalf of Council.

The Role of City Council

To get a taste of what it would be like to sit on Council, view a Council meeting or two. Regular meetings are held on the second and fourth Monday of the month in Council Chambers at City Hall (3215 Eby Street). Council meetings are webcast and these webcasts, along with the Council meeting agendas and minutes, are available on the City's website www.terrace.ca. Due to the COVID-19 pandemic, the members of the public may not be permitted in Council Chambers. The City has set up the option of electronic participation for those who wish to ask questions at the end of the meeting. Check the City's website for information regarding how to participate.

<https://www.terrace.ca/city-hall/participate-public-council-meetings>

What are Council's powers and duties?

All powers of municipal governments are delegated from higher levels of government. The Community Charter and the Local Government Act are two legislative works that empower municipalities in British Columbia.

Simply put, the Community Charter empowers Council to develop and evaluate the programs of the municipalities and make sure the powers, duties, and functions of the municipality are carried out. Council employs a Chief Administrative Officer (CAO) to implement the programs and policies of Terrace. All other City employees ultimately report to the CAO.

What are the individual powers of the Mayor or a Council member?

Your individual influence on the future of Terrace will depend on your ability to persuade other members of Council to adopt your point of view. Most decisions of Council are made through a majority vote of those present at a Council meeting, although some decisions require more than a simple majority. Each member of Council, including the Mayor, represents one vote. So, at a typical meeting, at least four of the seven members of Council must vote in favour of a decision for it to pass.

Individual Council members do not have the authority to commit the Municipality to expenditures, nor can they personally direct the activities on City of Terrace employees. Any promise you make during your campaign involving these things can only be carried out if you convince the majority of Council that it is a good idea.

How does Council set policy?

Council develops and evaluates the programs and policies of the municipality in several ways. One way is through the approval of the annual operating and capital budgets. Through budget approval, Council decides which programs and projects will be supported by municipal revenue. Council also sets policy through bylaws, which are local laws.

Council sets strategic priorities for both themselves and staff through the strategic planning process at the beginning of the term of office. These priorities focus Administration's work and help Council allocate funding in the budget process. They also provide the community with information about the Council's progress.

Bylaws

The "by" in bylaw is an old Norse word that means "town". A bylaw is a local law. Bylaws can't be created out of thin air. Canadian municipalities do not have constitutional status of their own, so they can only pass laws authorized by other levels of government. Statutes like the Community Charter and the Local Government Act delegate authority for local bylaws.

Some bylaws are mandatory while some bylaws are required only if a municipality wants to carry out a certain type of activity. Bylaws can also customize provincial statutes. Some of the more commonly applied City of Terrace bylaws can be viewed at <https://www.terrace.ca/city-hall/bylaws>

Policies

Council policies are a specific type of document that set discretionary duties and/or standards of performance for the Municipality. Policies address recurring issues and provide guidelines setting out the level and way the Municipality will perform duties imposed upon itself or those imposed on the Municipality by legislation.

Being in the public eye

As a Council member, you should be prepared for some level of public speaking. You will need to be comfortable speaking at Council, Committee of the Whole, and other public meetings. You may also be interviewed by the media.

The Mayor is often asked to give speeches at public events held in Terrace, and make presentations at various events. As a Councillor, you may be asked to speak publicly in your capacity as Deputy Mayor.

Council members will find themselves talking to a lot of people they may not necessarily know, from residents to elected officials from other local governments, and government officials.

Committee Appointments

The Mayor and Councillors are appointed on an annual basis to various committees. These appointments are typically made at the December Council meeting and take effect for the preceding calendar year.

These committees could be a City-stuck committee, such as the Housing Committee. Council could be appointed to be a liaison to outside boards and agencies such as Kermodei Tourism Society and the Terrace Public Library.

Elected officials may be liaisons to community groups such as the Greater Terrace Beautification Society, and Terrace Downtown Improvement Area Society.

Pecuniary interest

As an elected official of the City of Terrace, you are held to a high standard relative to protecting the best interest of the Municipality and operating in an open and transparent manner. You have a duty to disclose interests you may have that cross paths with your municipal role that could monetarily impact you and your family. This is called pecuniary interest. A Councillor will have a pecuniary interest in a matter if the matter could monetarily affect the Councillor, the Councillor's family, or the Councillor's employer.

What to do?

In such a situation, the Councillor must disclose the general nature of the interest, abstain from voting on and discussing the issue, and leave the Council Chambers until the matter before Council is concluded.

Transparency

As a member of Council, you are required to annually disclose your income sources and real property investments. Any gifts or benefits with a value of over \$250 received in the course of duty must be disclosed. This could be several small gifts directly or indirectly from the same party that total over \$250 in value in a calendar year, expenses paid for on a trip, or an item over \$250.

City of Terrace Policy No. 63 – Council Code of Ethics:

The residents and businesses of the City of Terrace are entitled to have fair, honest, and open local government representation that has earned the public's full confidence for integrity. As such, all elected officials must sign an Affirmation Statement agreeing to uphold the Council Code of Ethics for their term of office.

A member of Council can be held liable for defamation. Parliamentary privilege does not extend to local governments.

Foundational Principles of Responsible Conduct has been developed by the Union of BC Municipalities, the Local Government Management Association of BC, and the Ministry of Municipal Affairs and Housing.

Disqualification

A Council member can be disqualified from sitting as a member of Council for several reasons, including:

- They were not eligible to be nominated.
- They failed to file a financial disclosure statement as required under the Local Elections Campaign Financing Act.
- They used insider information for their personal gain.
- They contravened conflict of interest rules.
- They received a gift or benefit illegally or have not disclosed gifts or benefits they have legitimately received in their duties as an elected official.
- They failed to make the Oath of Office within the applicable time limit.
- They had unexcused absences from Council meetings.
- They authorized expenditures contrary to the Community Charter or Local Government Act.
- They become an employee of the municipality.