Nominating Committee Report

Presentation of the Results of
A Call for Nominations
for the UBCM Executive

August 2017
NOTICE TO CANDIDATES

Please note the following Executive Policy related to campaigning during Convention:

9.2 Campaigning During Convention
Candidates for Executive positions will be permitted to distribute campaign materials on site but are not permitted to post material on the walls or on easels within the Convention venue. In the event of non-compliance, any damages will be the financial responsibility of the candidate. Candidates for Executive positions are not permitted to distribute campaign materials at meal functions during Convention.

(Amended 2015)
The Nominating Committee was formed according to the bylaws and Executive procedures and is composed of myself and the following representatives:

- Chair Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities
- Councillor Jason Lum, Lower Mainland Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Councillor Laurey-Anne Roodenburg, North Central Local Government Association

We authorized circulation of a Call for Nominations and preparation of associated material (see Appendix). The results of the call are summarized on the next page and full biographical materials submitted by the candidates begin on the page following.

It is important to recognize that the role of the Committee is to review credentials and prepare this report. It is not the role of the Committee to recommend any one nomination. We are to ensure nominations are complete and according to policies and procedures.

Further nominations can be received at the Convention following the procedures set out in the Appendix.

Please contact me if there is any aspect of the procedures that you would like clarified.
Summary of Nominations for UBCM Executive Positions
Received as of July 31, 2017

**For Officer Positions (elect one each):**

<table>
<thead>
<tr>
<th>Position</th>
<th>Nominee</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Director Wendy Booth</td>
<td>Regional District of East Kootenay</td>
</tr>
<tr>
<td>First Vice-President</td>
<td>Councillor Arjun Singh</td>
<td>City of Kamloops</td>
</tr>
<tr>
<td>Second Vice-President</td>
<td>Mayor Maja Tait</td>
<td>District of Sooke</td>
</tr>
<tr>
<td>Third Vice-President</td>
<td>Councillor Phil Brienesse</td>
<td>Town of Smithers</td>
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<td></td>
<td>Mayor Sharon Gaetz</td>
<td>City of Chilliwack</td>
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**For Directors at Large (elect five):**

<table>
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<tr>
<th>Nominee</th>
<th>Location</th>
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<tbody>
<tr>
<td>Councillor Brian Frenkel</td>
<td>District of Vanderhoof</td>
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<tr>
<td>Mayor Debra Kozak</td>
<td>City of Nelson</td>
</tr>
<tr>
<td>Councillor Kevin Murdoch</td>
<td>District of Oak Bay</td>
</tr>
<tr>
<td>Director Alison Sayers</td>
<td>Central Coast Regional District</td>
</tr>
<tr>
<td>Mayor Gerry Taft</td>
<td>District of Invermere</td>
</tr>
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**For Small Community Representative (elect one):**

Note: Only elected representatives of a small community may run and vote for the Small Community Representative which is defined as a member of a council of a Village or a municipality with a population not greater than 2,500.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Location</th>
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<tbody>
<tr>
<td>Mayor Darcy Repen</td>
<td>Village of Telkwa</td>
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**For Electoral Area Representative (elect one):**

Note: Only Electoral Area Directors may run and vote for the Electoral Area Representative.

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<tr>
<th>Nominee</th>
<th>Location</th>
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<tbody>
<tr>
<td>Director Art Kaehn</td>
<td>Fraser-Fort George Regional District</td>
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**For Vancouver Metro Area Representative (elect two):**

Note: Only elected representatives from a GVRD member local government or a GVRD electoral area may run or vote for the (2) positions defined as Vancouver Metro Area Representative.

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<tr>
<th>Nominee</th>
<th>Location</th>
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<tbody>
<tr>
<td>Vacant</td>
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<td>Vacant</td>
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Nominated for:

President

Director Wendy Booth
Regional District of East Kootenay

Having served on the Executive for the past several years, recently as First Vice President, I'm seeking your support as President. Currently, I'm the Chair of the Resolutions Committee and a member of the Presidents Committee. In the past I have been on the Community Economic Development & Convention Committee, as well as participated in Advocacy Days, in which we meet with various Ministers and MLA's to promote the priorities of UBCM.

After growing up in Toronto, completing a business degree in Quebec, the mountains were calling. An avid skier and golfer, my husband and I call Fairmont home, a resort community in the Kootenays. Owning a successful whitewater rafting company for 20 years, I decided to enter politics, because I cared. I was first elected as an EA Director in 2008, currently Vice Chair of the Regional District of East Kootenay.

I'm a member of The Columbia Basin Trust board. This experience has taught me the ability to work effectively with others in a respectful manner and am able to look at issues from different perspectives.

I enjoy asking the tough questions and look for solutions that meet the needs of Local Government.

Relationships, partnerships and collaboration are key to being successful. These are traits that I use in every day life. These are strengths that I would bring to the position of President.

Should I be elected as your President, I look forward to continuing to serve all local governments in British Columbia. This role is truly an honour and one that I take seriously. Having been mentored by several past UBCM Presidents I feel that I am ready to serve in these shoes.

I thank the membership for your support in the past, and I am hopeful that I can count on it once again.
My deep gratitude to you for allowing me the opportunity to serve for the past four years as one of your representatives on the UBCM board. I really believe in UBCM’s mission - to serve, in a non partisan fashion, the great diversity of communities in our incredible province and to bring us together on issues of importance to all.

I value the strong relationships I have enjoyed with many of you over the past years. I appreciate it when you share ideas and concerns with me and I commit to continue my communication with you.

In my first two years, as a Director at Large, I served on the Convention, First Nations, and Environment Committees. These were invaluable learning experiences and great opportunities to contribute to specific UBCM activities.

In the last two years, as your Third and Second Vice President, I have had the honour of chairing the Environment committee and serving on the Presidents committee. At the Presidents committee, we have the opportunity to go more in-depth into the major issues and oversee the day-to-day work of the organization.

I have been one of the UBCM appointees on the Local Government Leadership Academy board since 2014. This is an amazing organization dedicated to providing ongoing education for elected officials.

The UBCM full board represents our diversity very well. We work to take your policies, duly passed at the convention resolutions sessions, to the Provincial and Federal government. We are, by no means, perfect but I believe we have worked hard to be faithful to the will and expectations of the membership.

As your First Vice President, I would work to continue to serve you as faithfully as I am able.

Very best,

Arjun Singh
250 320 6532 / @arjunsingh / asingh@kamloops.ca
Maja was first elected to the District of Sooke Council in 2008, and served two terms as a Councillor before elected as Mayor in 2014. When she is not wearing her Chain of Office, Maja works in property management and enjoys spending time outdoors with her young son, or exploring the Sooke Hills on her mountain bike.

In 2016, Maja was elected to the UBCM Executive as Third Vice President. She has proudly served as a member of the Presidents Committee and Vice-Chair of the Healthy Communities Committee for the past year.

Both as Mayor of Sooke and as a member of the UBCM Executive, Maja is passionate about building healthy communities. One issue she holds very close to her heart is improving access to local services that allow people to thrive. As a mother of a young child and a daughter to aging parents in a small community, Maja sees that access to programs, services and resources that support families is one of the key factors in improving the overall quality of life for residents of her community.

As the Chair of Sooke’s Primary Health Working Services Group, a representative on the Victoria Regional Transit Commission and as a Director on the Capital Regional District Board, Maja is a tireless advocate for her community.

By working together as a collective voice, Maja believes that the UBCM is a powerful advocacy resource for its member local governments. Her collaborative spirit, intuitive approach and commitment to inspire change are all strengths she hopes to continue to offer as Second Vice President.
Like many people involved in local government, I entered politics because I wanted to make a difference. The longer we are involved though, the easier it seems to be to fall into familiar routines, to choose the safe route, to forget to take the chances that can truly create change and affect lives. UBCM is a great organization for building strong partnerships between communities. I think our approach to advocacy can be more effective. In any large organization there is a danger of stagnation, of doing things a certain way because it’s the way they have always been done, and of going with the status quo.

The current political situation in BC presents an unparalleled opportunity for UBCM to work across party lines and advance our membership’s policies. We have an opportunity to work more closely and more frequently with all three parties to build consensus. This is not the approach we have taken in the past but this is not the majority government of the past either.

This approach will require creativity and dynamic leadership. I would like to bring my energy to the Presidents Committee and see if we can’t shake things up in the relationship between the province and local governments. In particular I think there is a great opportunity to advance the ideas put forward in the “Strong Fiscal Futures” policy paper, to do real, meaningful work on climate action and to address housing affordability.

With your vote I look forward to re-energizing UBCM and creating exciting, meaningful change for our communities — the kind of change we thought possible when we first entered politics.
Nominated for:

Third Vice-President

Mayor Sharon Gaetz
City of Chilliwack

• Is the Mayor of the City of Chilliwack for a third term
• Served as Councillor for 12 years
• Is married to her high school sweetheart, Jim, and they recently celebrated their 43rd wedding anniversary
• Served in many roles on the LMLGA’s Executive for five years, including President
• Serves on UBCM’s Resolutions Committee and Community Safety Committee
• Former Chair (five years) of Fraser Valley Regional District and current Board Director
• Serves as MFA Trustee
• Was awarded the Queen’s Golden Jubilee Medal for community service and the Queen’s Diamond Jubilee Medal for contributions made to the community and to all of Canada
• Is a retired Minister and Family Counsellor
• Enjoys paddleboarding, walking, bicycle rides, swimming, hiking, listening to music and catching up on her social media accounts. She also enjoys an annual polar swim and cigar.

“I have enjoyed serving you on the Executive of the UBCM for 10 years and ask for your support to return to the Executive table as Third Vice President and to represent your views to senior levels of government. I am grateful to be part of an organization that has 100% local government membership. We have also welcomed a growing number of First Nations into our association and are an effective lobbying voice for every area of our province. I look forward to the opportunity for UBCM to work with our new provincial government to strengthen our communities. I am proud of the leadership UBCM has shown in local government matters and would like to continue to serve you in this organization. I ask for your consideration in electing me to represent you as Third Vice President!”

Sharon

Thank you
Nominated for:

Director at Large

Councillor Brian Frenkel
District of Vanderhoof

Brian Frenkel is a British Columbian-born, forestry and environmental consultant, politician and advocate for communities. For the past 30 years, Brian has worked with all levels of government to help provide process driven solutions to many resource sectors, regional districts and communities. Brian has two grown children and two grandchildren. He lives in Vanderhoof with his wife of 33 years, Nadine.

Brian realizes the impact and strain felt by many communities and believes that communication between communities, local governments and the Province is crucial and should be at the forefront of every decision. Brian advocates for more community input in all land base activities, but recognizes that no single approach fits every situation.

Brian’s ongoing mission is to promote positive community and economic growth within our province. Brian has served;

• 16 years Councillor- District of Vanderhoof
• 8 years Executive - North Central Local Government Association
• 6 years Executive - Municipal Insurance Association of BC
• 3 years Executive - UBCM- Director at Large and Area association Representative.
  • Community Economic Development Committee
  • Environment Committee

Through Brian’s work as a Councillor and as a Board member of the NCLGA, MIABC and UBCM, he has worked to ensure community engagement is a reality. Communities should be intricately involved in the policies and decision making of the economy that surrounds their community and have equal say in land base decisions. Brian is optimistic about the future of British Columbia and strongly believes there is a need to have the Provincial government include communities as partners, when shaping policy and legislation.

Brian understands that change can be a slow process but with community involvement and perseverance, each community can provide a stable and lasting economic environment for decades. He is tireless in his efforts to seek new opportunities for progressive action. Brian brings a strong voice to the Provincial table and has proven that he is dedicated and determined to advocate for all communities in BC.
Nominated for:

**Director at Large**

**Mayor Debra Kozak**
City of Nelson

Deb Kozak is a current member of the UBCM Executive and Vice-President of the Municipal Insurance Association of BC.

Before becoming the first woman to serve as Mayor of Nelson in 2014, Deb served three terms on City Council. She is the Past-President of the Association of Kootenay and Boundary Local Governments and chairs the Columbia River Treaty Local Governments Committee. Deb is passionate about the future of the Columbia Basin and has engaged in conversations with elected representatives and citizens on both sides of the border with the intention to promote understanding of issues and cooperation between communities and nations.

Deb is a Director of the Regional District of Central Kootenay and is one of the founding members of the Nelson and Area Economic Development Partnership.

Prior to being elected, Deb has professional work experience in both the private and non-profit sectors. She has served on volunteer organizations at local, provincial and national levels.

Deb serves on the Healthy Communities and Safe Communities committees for UBCM and looks forward to continuing to work with the Executive on issues that affect all local governments and communities.
Nominated for:

Director at Large

Councillor Kevin Murdoch
District of Oak Bay

My goal is to help build on UBCM’s past successes and see the organization better advocate priority local-government issues with the Province. There is a strength in our united voice that can be stronger.

I am an advocate for multi-municipal / regional effectiveness, and as a Councillor have worked hard to strengthen regional organizations. I recently completed the maximum allowable term as Chair of the Greater Victoria Public Library Board (GVPL), serving 10 municipalities and contributing feedback on the Province’s “Inspiring Libraries, Connecting Communities” strategic plan. I currently Chair the Greater Victoria Labour Relations Association Board (GVLRA), responsible for negotiating over $200 million in labour contracts on behalf of 14 local municipalities and public employer institutions; working, for example, to contain protective services costs.

Other areas of regional contribution have included: Capital Regional District (CRD) Alternate Director; Director of Greater Victoria Coalition to End Homelessness, and Director of CRD Climate Action Committee. Within my community I have served as Council Liaison to Oak Bay Environmental Committee, Heritage Commission, Heritage Foundation, and Archives.

I have also chaired a number of working groups, responsible for completing critical municipal projects; these projects were as diverse as a building a new municipal Web site and architecting new residential zoning bylaw regulations.

I have spent my 25 year professional career in the high-tech industry, in both technical and business roles. I bring to UBCM experience in finances, project management, partnership development, communications, and labour relations. As an elected official I have demonstrated a strong work ethic, local and regional leadership, and non-partisan focus on achieving goals.

If you have any questions, please contact me any time before or during the UBCM conference (kevin@kevinmurdoch.ca). I appreciate your support for my nomination as UBCM Director at Large.
Alison has served two terms as UBCM Director at Large and is Chair of Central Coast Regional District. She resides in the remote Bella Coola Valley, the inner coast gateway to the Great Bear Rainforest. Having lived almost exclusively in small rural communities, Alison has a deep understanding of the challenges, benefits, and uniqueness of life far from urban centres.

With a MA in Behavioural Science, and a background in tourism, mental health, and outdoor education, Alison has 15 years' experience as an organization development consultant, facilitator, trainer, and mediator, for multi-stakeholder groups, municipalities, grassroots committees, nonprofits, and small businesses. She is currently enrolled in the Women In Leadership certificate program at Cornell University.

She brings dedication, leadership, and appreciation of diversity to her work, and has influenced policy in many areas, including marine planning and transportation, First Nations relations and reconciliation, protection of the Agricultural Land Reserve, emergency management, transparency in government, and women in politics.

- UBCM Director At Large (2015-16, 2016-17)
  - First Nations Relations Committee; Resolutions Committee; and Convention Committee
- Central Coast Regional District
  - Chair (2015-present)
  - Vice Chair (2014-15)
  - Marine Planning Partnership Local Government Representative (since 2013)
  - Northern Development Initiative Trust Northwest Regional Advisory Committee
- Select Facilitator/Moderator/Trainer experience:
  - Bella Coola Conference on Rural/Remote Health Care Policy
  - School District 49 Aboriginal Education Enhancement Agreement Advisory Committee
  - Nuxalk Nation Comprehensive Community Plan
  - Bella Coola Harbour Authority Five Year Strategic Plan
  - Bella Coola Forum on Rural and Remote Farm Gate Meat Sales Licensing

Alison also co-owns and manages an organic farm with her husband and two young sons. They are well-known throughout their community for grass-fed lamb, pigs, cows, free range chickens, produce, and berries.

She would be honoured to continue serving all BC local governments on the UBCM Executive.
Nominated for:

**Director at Large**

Mayor Gerry Taft  
District of Invermere

**Political History**

- First elected to District of Invermere Council 2002, at the age of 20
- First elected as Mayor and began serving on the Regional District of East Kootenay in 2008
- Ran in the Provincial election, May 2017 (did not win)

Over the last 15 years in local government, I have been a strong advocate for local government, in addition to being very involved in issues related to urban deer, and resort municipalities, I have held these official positions:

- Director and later Vice-President of AKBLG (2011 to 2015)
- Serving two terms on UBCM Executive, 14/15 & 15/16 (the first representing AKBLG, the second as an elected Director at Large)

I most recently served on the Environment and Resolutions Committees for UBCM Executive. During my time on UBCM I fought for a better deal for communities with Provincial Government and worked on improving resolutions. I did not run last year for a UBCM position because I was running in the May 2017 Provincial election.

**Personal History**

Born and raised in Invermere BC, moved back home after attending college in Kamloops. Graduated with a diploma in Hotel/Restaurant Management. Owned and operated my own gelati shop & cafe, having just recently sold the business. With my partner Nozomi, we have a two and half year old son, a lazy dog, and another baby on the way.

**Reason for Running**

I have experience and I have passion. The hardest part about deciding to run Provincially was giving up on serving on UBCM Executive. I am excited to apply my skills and fight for local communities and ensure we get the tools and resources we need.
I am excited to have the opportunity to run for election to the UBCM Board of Directors as the Small Community Representative. As a lifelong ‘small town British Columbian’ I am passionately engaged in exploring the many opportunities for small rural communities in the future development of our province. I am convinced that our communities are a critical ingredient for a healthy and sustainable future for BC, and I see the opportunities for cutting edge economic development in rural BC to reinforce the longstanding foundation of our primary resource industries.

Rather than focusing here on who I am and what I’ve done, I believe it’s more important to emphasize why I am seeking election to the UBCM Board and what I intend to do if elected.

My fundamental reason for running is my belief that rural BC is in a transitional period. Many of our communities are struggling with increasing administrative challenges, provincial downloading of responsibilities, funding challenges for infrastructure and services, and transitioning economies. These challenges are often more acute for small communities, due to our inherent lack of resources. At the same time, improved transportation and communications infrastructure presents new opportunities for rural economic development that previously had been restricted to urban areas.

As Small Community Representative, I would work to represent our communities’ unique challenges and opportunities at the UBCM Board. I would also open direct lines of communications via e-mail updates and encourage feedback and direction at all opportunities from the sixty-two Villages and Regional Municipalities (and the City of Greenwood) regarding UBCM initiatives. My overarching goal would be to strengthen the voice of BC’s smallest communities at the provincial level, emphasizing that our communities are a worthwhile and secure investment.

Thank you for considering my candidacy.

Sincerely,

Darcy Repen
Nominated for:

Electoral Area Representative

Director Art Kaehn
Fraser-Fort George Regional District

As the Electoral Area “E” Director, Art Kaehn represents the unincorporated communities of Woodpecker and Hixon within the Regional District of Fraser –Fort George. Also, he serves on the Fraser-Fort George Regional Hospital District, the Northern Development Initiative Trust’s Prince George Regional Advisory Committee and more recently on the Lheidli T’enneh Treaty Ratification Committee.

As Electoral Area Representative for the past five years, Art continues to keep an ear to ground when it comes to UBCM matters affecting all electoral areas. He actively participates on your behalf on several UBCM Working Group Committees and Groups – the Community Economic Development Committee, ORV Framework Joint Advisory Group, Local Government Advisory Group, Environment Committee and Ad-hoc Committee on Alternate “Unelected” Electoral Area Directors.

With the change in government it is vitally important to get the word out that remote and rural places contribute significantly to the socio-economic and environmental well-being of the Province of British Columbia. The work of the Electoral Area Representative is to bring forward all electoral area issues, in a collaborative and constructive way, to the attention of the Provincial and Federal governments. Once again Art looks forward to the privilege of providing a balanced and experienced voice in representing your interests as Electoral Area Directors and in tackling the challenges facing all of the electoral areas within the Province of British Columbia.

Leslie and Art have two grown-up daughters, Sarah and Emily, and two very active and lively grandsons, Kevin and Jason.
2017 Nominating Committee Report
Appendix

• Call for Nominations, June, 2017
• Background Information for Candidates to the UBCM Executive
• Nominations and Elections Procedures
• Nomination and Consent Form for the 2017/2018 UBCM Executive
• Background Information on UBCM Nominations and Elections: Extracts from the Bylaws
TO: UBCM Members  
ATTN: ELECTED OFFICIALS

FROM: Chair Al Richmond  
Chair, Nominating Committee

RE: Call for Nominations for UBCM Executive

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is Monday July 31, 2017.

1. Positions Open to Nomination
The following Executive positions are open for nomination:
- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office
Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process
A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).
The Nominating Committee reviews the qualifications of each candidate. The members of the 2017 Nominating Committee are:

- Chair Al Richmond, Immediate Past President, UBCM, Chair
- Councillor Laurey-Anne Roodenburg, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Chair Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Jason Lum, Lower Mainland Local Government Association
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate’s option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Monday July 31, 2017**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate’s advantage to submit an advance nomination, since the candidate’s name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated “off the floor” at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Chair Al Richmond  
Chair, Nominating Committee  
60-10551 Shellbridge Way  
Richmond BC V6X 2W9  
Chair email: arichmond@cariboord.bc.ca  
Chair tel: 250.395.0841 (cell)  
250.791.5477 (home)

**UBCM Contact:**

Marie Crawford  
Associate Executive Director  
Email: mcrawford@ubcm.ca  
Tel: 604-270-8226 ext. 104
1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive
- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:
- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:
- Friday, the last day of the Annual Convention (1 hour)
- 2\textsuperscript{nd} or 3\textsuperscript{rd} week of November (2 days)
- 2\textsuperscript{nd} or 3\textsuperscript{rd} week of January (2 days)
- 2\textsuperscript{nd} or 3\textsuperscript{rd} week of April (2-3 days)
- 3\textsuperscript{rd} full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees’ activities require attendance at meetings or conferences throughout the year.

Executive members’ travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.
UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (5 positions)
Small Community Representative
Electoral Area Representative
Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
Vancouver Representative
GVRD (Metro Vancouver) Representative
Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a Nominating Committee is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The Nominating Committee reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee’s mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2017

Advance nominations close.
Following the July 31st advance nominations deadline, the Nominating Committee will review nominees’ qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

<table>
<thead>
<tr>
<th>Step 1 – Election of Table Officers</th>
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<tbody>
<tr>
<td><strong>WEDNESDAY, SEPTEMBER 27</strong></td>
</tr>
<tr>
<td>9:20 a.m.</td>
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<tr>
<td>11:55 a.m.</td>
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<tr>
<td>1:45 p.m.</td>
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<td>2:30-5:00 p.m.</td>
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<tr>
<td><strong>THURSDAY, SEPTEMBER 28</strong></td>
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<tr>
<td>8:00-9:00 a.m.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2 – Election of Remaining Executive Positions</th>
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<tbody>
<tr>
<td><strong>THURSDAY, SEPTEMBER 28</strong></td>
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<tr>
<td>8:30 a.m.</td>
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<tr>
<td>11:35 a.m.</td>
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<tr>
<td>11:40 a.m.</td>
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<tr>
<td>2:30-5:00 p.m.</td>
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<tr>
<td><strong>FRIDAY, SEPTEMBER 29</strong></td>
</tr>
<tr>
<td>7:30-8:30 a.m.</td>
</tr>
</tbody>
</table>

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.
NOMINATIONS FOR THE 2017/2018 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate a candidate and we nominate:

Name: ________________________________________________

Elected Position (Mayor/Chief/Councillor/Director): ________________________________________________

Mun/RD/First Nation: ________________________________________________

Nominated for: ________________________________________________

NOMINATED BY:

Name: ________________________________________________

Elected Position: ________________________________________________

Mun/RD/First Nation: ________________________________________________

Signature: ________________________________________________

Date: ________________________________________________

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws. I will also forward by July 31, 2017 to the Chair of the Nominating Committee, the following documentation:

• Nomination & Consent Form, completed and signed;
• Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
• Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: ________________________________________________

Elected Position: ________________________________________________

Mun/RD/First Nation: ________________________________________________

Nominated for: ________________________________________________

Signature: ________________________________________________

Date: ________________________________________________

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 31, 2017

---

1 Nominations require two elected officials of members of the Union [Bylaw 4(b)].
2 All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)]. Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.
UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives (“Vancouver Metro Area Representatives”) who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.
(d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
- amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
- in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.

(e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

(a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.

(b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:

- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
- encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;
• review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
• accept qualified nominees nominated by two elected officials of members of the Union;
• obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
• at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.

(c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:

• that sufficient nominations are received;
• that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

(d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.

(e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.

(f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.

(g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:

• Small Community Representative;
• Electoral Area Representative;
• for the five positions of Director at Large; and
• the two Vancouver Metro Area Representatives.
After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

(h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.

(i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.

(j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.

(k) Nominations shall require two nominators. The nomination shall state only the candidate’s name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

(a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.

(b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.

(c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.

(d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small
Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates’ names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours’ notice thereof following the time of the candidates’ speeches.

(e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.

(f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.

(g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.