



June 2, 2021

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Mayor Maja Tait
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.

Due to the pandemic, the nominations and elections process will be similar to the amended process adopted in 2020 in order to work within the virtual format for the 2021 Convention.

The deadline for **all** nominations is **Friday July 30, 2021 at 4:00 pm.**

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)

The nominations form is attached as Appendix A. 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.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

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/First Nation, using the attached nomination and consent form (Appendix A). The attached forms require the signatures of two elected officials; however, given that there are possible barriers in obtaining physical signatures during the pandemic, **UBCM will allow nominators to send their confirmations by email if required, so long as the nominators clearly indicate in their email the name and title of the candidate they are nominating, and for what Executive position.**

The Nominating Committee reviews the qualifications of each candidate and oversees the election process at the UBCM Convention. Similar to 2020, the UBCM Executive has chosen to follow the same process by appointing three (3) members of the Presidents Committee to serve on the 2021 Nominating Committee. These members were chosen, as they are not seeking re-election on the UBCM Executive.

The members of the 2021 Nominating Committee are:

- Mayor Maja Tait, Immediate Past President, UBCM, Chair
- Councillor Brian Frenkel, President, UBCM
- Councillor Craig Hodge, GVRD/Metro Vancouver Representative

4. 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 prepared and posted to the UBCM website in mid-August for members to review. To be included in this report, nominations must be received by **Friday July 30, 2021 at 4:00 pm.**

5. Nominations Off the Floor

Due to the virtual format of the 2021 Convention, nominations will **NOT** be accepted off the floor. **All interested candidates must submit their nominations by July 30, 2021 at 4:00 pm.** Since there is no opportunity to run off the floor, the Report on Nominations will also indicate which candidates are acclaimed and which candidates will be in an election situation.

6. Candidate Speeches at the UBCM Convention

Candidates will be asked to prepare a pre-recorded 2-minute video message that will be uploaded to the virtual Convention website for viewing by Convention delegates. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

During the virtual Convention, candidates will not be permitted to use the "Chat" feature to undertake campaigning activities. The chat feature will be monitored by UBCM staff and any campaigning in that feature will be deleted.

7. Election Oversight

To ensure a fair and independent elections process, the Chief & Deputy Chief Scrutineer will be invited to the meetings of the Nominating Committee, and scrutineers will review and confirm the votes at the virtual Convention.

8. 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:

Mayor Maja Tait
Chair, Nominating Committee
60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Chair email: mtait@sooke.ca
Chair tel: 250-514-6466

UBCM Contact:

Marie Crawford
General Manager, Richmond Operations

Email: mcrawford@ubcm.ca
Tel: 604-270-8226 ext. 104