



# **Nominating Committee Report**

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

August 2021



## Report of the UBCM Nominating Committee



**Mayor Maja Tait, Chair  
UBCM Past President**

UBCM has undertaken actions to hold its AGM and Annual Convention in a virtual format once again for 2021. As a result, a number of UBCM's policies and procedures have been revised to accommodate this new format, as it was in 2020. One of the processes affected has been the UBCM Executive Nominations and Elections. While the process and rules are similar to 2020, there are some new rules related to video messages and campaigning that have been introduced for 2021. The full details are outlined in the 2021 Call for Nominations found in the Appendix to this report.

The UBCM Executive appointed three (3) members of the Presidents Committee to serve as the Nominating Committee. As Immediate Past President, I was asked to Chair the Nominating Committee supported by Councillor Brian Frenkel, President and Councillor Craig Hodge, GVRD/ Metro Vancouver Representative. We were selected due to the fact that none of us are seeking re-election to the UBCM Executive.

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

I wish to thank my Committee members for their assistance. Please contact me if there is any aspect of the procedures that you would like clarified.

mtait@sooke.ca  
250-514-6466

**Summary of Nominations for UBCM Executive Positions  
Received as of July 30, 2021**

(\* ACCLAIMED)

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

President	Councillor Laurey-Anne Roodenburg*	City of Quesnel
First Vice-President	Councillor Jen Ford*	Resort Municipality of Whistler
Second Vice-President	Councillor Ken Herar	City of Mission
	Mayor Ange Qualizza	City of Fernie
Third Vice-President	Councillor Claire Moglove*	City of Campbell River

**For Directors at Large (elect five):**

Councillor Tyler Brown	City of Nanaimo
Councillor Sadie Hunter	City of Kamloops
Councillor Gord Klassen	City of Fort St. John
Councillor Amy Lubik	City of Port Moody
Mayor Sarrah Storey	Village of Fraser Lake
Mayor Gaby Wickstrom	Town of Port McNeill

**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.

Councillor Sarah Fowler*	Village of Tahsis
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**For Electoral Area Representative (elect one):**

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

Director Grace McGregor*	Kootenay Boundary Regional District
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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.

Councillor Trish Mandewo*	City of Coquitlam
Mayor Val van den Broek*	City of Langley

## Nominated for:

President



**Councillor Laurey-Anne Roodenburg**  
**City of Quesnel**

Laurey-Anne is a proud Quesnel citizen, inspired by her community and driven to further support economic growth, inclusion and communication. Her passionate voice has been recognized by her colleagues and is appreciated by her constituents.

Throughout her time as an elected official Councillor Roodenburg has held positions of leadership on various committees and is an experienced City Council Member with 12+ years of service and a demonstrated history of working in the government administration industry. She is also a board member with the Business Improvement Areas of British Columbia (BIABC) and the past-president of the North Central Local Government Association (NCLGA).

Laurey-Anne was elected 1st Vice-President of the Union British Columbia 2020 – 2021, following to her 2nd Vice-President residency from 2019 – 2020. During this time, she spoke to such issues as connectivity in communities, supporting the significance of connecting virtually and the importance of economic recovery & business support methods used during and after the Pandemic.

Laurey-Anne is skilled in corporate communications, organizational development, social media, volunteer management, and public speaking and is a strong business development professional.

“As we move out of the pandemic era, Local Governments are set to lead the way into economic recovery. When we are given the tools, LG has the ability to move our communities forward. We need to work together, as a Province in all aspects of governance, including the harder discussions around what Reconciliation looks like. We can do this, and we will be a better province for it.”



## First Vice-President

### **Councillor Jen Ford Resort Municipality of Whistler**

Chair, Squamish Lillooet Regional District  
Councillor, Resort Municipality of Whistler

Jen is serving her second term as municipal councillor in the Resort Municipality of Whistler and recently elected by her peers to Chair of the Squamish Lillooet Regional District. The Regional District is very diverse, with 4 member municipalities and 4 Electoral areas that could not be more different than one another. With an eye to tourism, resource management, agriculture, an ocean gateway, mountain culture and wonderful scenery, the region has something for everyone.

Jen holds a Municipal portfolio of Social Services and Regional Cooperation and has been an active participant on the UBCM as Second Vice President 2020-2021. As a mom of a 7-year-old son, she brings the unique perspective of working families, the difficulty of finding affordable childcare, and the real struggle of finding affordable housing solutions. Jen works full time in her capacity of Councillor, Regional District Chair, and appointed to over 12 boards and committees.

*“Dear friends and esteemed colleagues,*

*I hope that you are well and rested for the work ahead as we emerge from the Pandemic and into the final year of this term of office. I would like to serve as First Vice President for the UBCM Executive. I believe in the good work that the UBCM does on behalf of all communities in British Columbia. Working together, we can all find resilience in this changing world. Serving my community as both a council member and as a director for the regional district is an extraordinary honor, and I believe that my time on these boards has given me a unique perspective which would continue to be a great asset to the UBCM board.”*

## Second Vice-President

**Councillor Ken Herar  
City of Mission**



As a lifetime resident born and raised in Mission, British Columbia, I'm a proud member of a pioneer family with strong roots in the region.

I am currently serving as a councillor with the City of Mission and a regular public speaker on topics of race-relations and cultural polarization issues. My experience includes several television and radio appearances. In 2007, I received the "Champion of Diversity" at the Fraser Valley Cultural Diversity Award. I've also received the Arts and Culture Service Award and a Certificate of Accomplishment from the District of Mission. I was extremely honoured to be the recipient of the Queen Elizabeth II Diamond Jubilee Medal from Her Majesty in 2012 for multiculturalism and public service.

I was proud to receive the Community/Literary Ambassador Award, from the Writer's International Network in 2014. I also received the Breaking Barriers recognition at the 8th Annual South Asian Darpan ExtraOrdinary Awards. I was bestowed with the Paul Harris Fellow recognition from Rotary International. I am a multi award winning athlete, an active tennis player in which I hold a former provincial and national ranking. I have earned a Bachelor's Degree in Sociology/Anthropology from the University of the Fraser Valley and completed a second Bachelor's Degree from Simon Fraser University in General Studies. I am the founder and current director of the Cycling4Diversity Foundation in which we speak with citizens promoting diversity and inclusion. As of current, we've had the pleasure of presenting to over 150 public schools over the past decade. We celebrated this anniversary last May by Spinning4Diversity virtually.

As I have enjoyed my time serving as a councillor, I feel my future objective is to relay and share ideals of diversity and inclusion within the Municipal Governance.



**Nominated for:**

**Second Vice-President**

**Mayor Ange Qualizza  
City of Fernie**

Ange holds two degrees in economics and has been using her policy and governance background to advocate for the needs of local government, supporting strong collaborative approaches to advocacy. Economics is a field that specializes in scarce resources, and as local governments face increasing demand on our own scarce resources, it has never been more important to find creative solutions to build sustainable communities.

Prior to being elected Mayor of the City of Fernie, Ange served one-term as a Councillor. Ange served the board of the Association of Kootenay Boundary Local Government Association for six years in a variety of roles; as Policy Committee Chair, AGM Committee member, Resolutions Chair and Virtual AGM Chair.

Building capacity, and sharing knowledge are foundational to Ange's approach in government and it was with that enthusiasm that she worked with the Federation of Canadian Municipalities Sustainable and Inclusive Communities Latin America program as a technical expert to help build more sustainable and inclusive communities. Working with rural communities in Colombia in advocacy was very much aligned to the important work of our own regional local government associations in BC.

Ange is currently serving a second term on the UBCM Local Government Contract Committee which is working to ensure local governments are represented under the provincial agreement under which RCMP provide local police services.

Ange is running for 2<sup>nd</sup> Vice-President to support and build a better recovery plan for our communities as we drive out of a Covid-19 environment. Working together, sharing successes and challenges, and making sure every corner of our Province is represented is critical to our success.

Thank you for your consideration,

Ange Qualizza



## Nominated for:

### Third Vice-President



**Councillor Claire Moglove**  
**City of Campbell River**

I would be honoured to take on the role of 3rd Vice President for UBCM. I served on the UBCM Executive from 2012 – 2014 and 2019 - 2020 and have come to truly appreciate the hard work and dedication of the staff and executive members. Debate and discussion around the table is topical, respectful and goal oriented.

I practiced as a family law lawyer/mediator in Vancouver and Campbell River for over 30 years, retiring in 2014.

I took the plunge and ran for Campbell River City Council in 2008 and served two terms. After a 4-year hiatus, I returned to City Council in 2018. During my early days on Council, I became very interested in the role of Area Associations, UBCM and FCM because it was apparent that our communities have so many issues in common. Currently, housing availability and affordability, mental health and addiction issues and climate change are the focus for many communities. Solutions to these issues, and others, need a joint advocacy effort as afforded by UBCM.

I have a passion for UBCM's advocacy role, and I believe that the best approach is collaboration, building relationships to ensure a solid basis for our advocacy work.

Besides my work on Council, I am one of our City's representatives to the Strathcona Regional District and I served as Chair of the Comox-Strathcona Regional Hospital Board for 3 years. I also served on the AVICC Executive from 2011-2014.

Outside of Council, I have served on a variety of Boards, including:

- Vancouver Island University.
- Vancouver Island Health Authority.
- Campbell River Community Foundation.
- Willow Point Supportive Housing Society

If elected, I look forward to serving all local governments in BC, large and small, urban and rural. I believe my experience and advocacy skills make me a strong candidate for the position.



**Nominated for:**

**Director at Large**

**Councillor Tyler Brown  
City of Nanaimo**

Tyler Brown is a Nanaimo City Councillor and Chair of the Regional District of Nanaimo. With a background in policy development and local government, he is on a mission to reform government to better respond to the environmental, social, and economic challenges of our time.

## Nominated for:

Director at Large

**Councillor Sadie Hunter**  
City of Kamloops



Having lived in both a small town and a city for extended periods of time, I know rural BC is much different than urban BC. I understand the complex challenges and needs of both types of community. My experience will provide me with the insight and ability to effectively represent the interests of all communities in BC. Communities and citizens need right-sized solutions, not a one-size-fits-all approach to policy.

I moved to Kamloops from a small town in the Peace River region in 2001, along with my son who was then three, with big ambitions to build a better life for my family. I subsequently completed a Bachelor of Journalism, Bachelor of Science in Environmental Biology and a Master of Science in Environmental Science – all while living below the poverty line as a single parent.

I'm passionate about finding ways to create community through conversation and dialogue. My background in both journalism and science offer me a unique perspective and understanding of complex issues. I look forward to bringing this perspective and my lived experience to the provincial conversation, with a focus on creating and advocating for inclusive and innovative policies and solutions.

Outside of my role as a City Councillor in Kamloops, I work as a communications and business development consultant. I spend my downtime with my family exploring the beautiful backyard we all share in BC.

I thrive in situations where strategic and adaptive thinking is required and in creating the connections needed to make things happen. I will continue to work hard to advocate for right-sized opportunities and policies for your community as a Director at Large.



## Nominated for:

Director at Large

**Councillor Gord Klassen**  
**City of Fort St. John**

Gord has a great love and appreciation for our great province of BC. He was born in Vernon, grew up in Fort St. John, lived and worked in the Lower Mainland for 10 years, and then returned to Fort St. John with his family, where he continues to enjoy life and service in his community. He has shown a commitment to community leadership and an interest in local government, and has served in many capacities locally, provincially, and nationally.

- School District #60 (Peace River North) Board of Education (2005-2011)
- Councillor, City of Fort St. John (2011-Present)
- North Central Local Government Association (2015-2020)
  - President of NCLGA (2018/2019)
- Union of BC Municipalities (2018-Present)
  - Resolutions Committee (Vice-Chair)
  - Community Safety Committee (Vice-Chair)
- Federation of Canadian Municipalities (2018-Present)
- Municipal Insurance Association of BC (2016-Present)
- BC Police Records Information Management Environment (PRIMECorp) (2019-Present)

*"I am passionate about the value and work of UBCM on behalf of its members. My desire and goal is to add my (northern) voice and engage in the work of UBCM to help strengthen all BC local governments, and make our communities better.*

*I am a person who likes to listen and learn before I speak. I enjoy the "big picture" perspective and seek to gain a broad understanding of issues before drawing any conclusions.*

*I believe we are more productive and more effective when we emphasize what we have in common rather than our differences, and I am convinced that we all benefit when we focus on solutions rather than the obstacles.*

*It has been a profound honour to serve on the UBCM Board for the past three years, and I am now seeking your continued support for this coming year!*

*Thank you for your consideration."*

**Nominated for:**

**Director at Large**



**Councillor Amy Lubik  
City of Port Moody**

Dr. Amy Anne Lubik, first term city councillor in Port Moody BC, is running for re-election as a director at large for UBCM. She has had the honour of sitting on the Environment and Health and Social Development Committees over the past year. During this time, she has brought the lenses of health and equity to every conversation to ensure that not only are our most vulnerable residents represented in policy, but that the different challenges faced by communities across BC are addressed equitably. Both locally and provincially, she has been a vocal advocate for climate change resilience, poverty reduction, health equity, as well as municipal finance reform.

In Port Moody, she currently holds the role of vice-chair of the Climate Action Committee, chair of the Environmental Protection Committee, Co-chair of the Tri-Cities Healthy Community Partnership Table, Chair of Tri-Cities Food Council, for which she helped organize and attain a regional submission to the UBCM Poverty Reduction Granting Stream for a food security gap analysis study, and served on the age-friendly planning steering committee and the affordable housing task force. She is also a member of the Climate Caucus and has been volunteering with PACE-BC to advocate to the Province of BC to change legislation to allow wide-scale retrofits. She has a solid track record of collaboration across local governments and organizations to make positive change.

By day she is a policy analyst for a regional Health Authority with a background in health equity, promoting healthy environments, alleviating social isolation, and adapting to climate change. She holds a PhD in cancer research, is an alumna of the Canadian Centre for Policy Alternatives NextUp program, a member of the Canadian Associations of Physicians for the Environment, the Public Health Association of Canada, and Amnesty International.



## **Nominated for:**

**Director at Large**

**Mayor Sarrah Storey  
Village of Fraser Lake**

Sarrah has served on the Village of Fraser Lake Council since 2015, becoming their first female Mayor in November of 2018. During her tenure on council, she has served on many boards including the North Central Local Government Association (NCLGA) now for 5 years. In May of 2021 she completed her term as President of NCLGA, and will remain the Past President until May of 2022. In that capacity, she accepted a one-year term acting as an Area Association Appointee with UBCM.

Sarrah was born in North Vancouver and raised in Squamish for 2 years, where soon she was trekked to Prince George where she lived for 26 years before venturing to Fraser Lake where she has lived for the last 15 years.

Sarrah has been married to her husband Jim for 13 years and is the proud mother of two young boys aged 9 and 11. She thoroughly enjoys the outdoors, sports and reading. Sarrah is an avid outdoors woman who loves hunting, kayaking, fishing and rock hunting.

Currently, she works for the United Way of BC as a Regional Community Developer under Population Health where she supports programs that assist older adults to age in place.

Sarrah endorses activities that provide opportunities for social development, wellness and mental health and is an active volunteer who enjoys coordinating community and sporting events.

Always thinking outside the box for solutions, she believes in making vital connections that support our communities in B.C.

Sarrah holds onto the values that “It takes doing more than your share, to make our communities healthy, vibrant and strong.” Striving to leave the world a better place, she is driven to make sure that B.C. is sustainable and successful for future generations.

## Nominated for:

Director at Large



**Mayor Gaby Wickstrom  
Town of Port McNeill**

My name is Gaby Wickstrom, and I am seeking re-election for the position of Director-at-Large.

It has been a pleasure working with the Executive this past year, and though we have all only met in person once, still formed relational bonds with each other. We worked well as a team and always put the needs of the UBCM membership first.

I bring a unique urban/rural lens as I have lived in both large metropolitan areas like Surrey and more rural areas like Port McNeill. As both Mayor and Chair of the Vancouver Island Regional Library, I have learned the importance of listening and creating space for people to respectfully share viewpoints. I often seek out others with common visions and values recognizing when we work together, urban and rural, our voice is stronger, and we can accomplish much more.

This is why I have enjoyed the UBCM Executive so much. We tackle concerns that are the most important to our membership and bring our diverse perspectives to the table to try to advance issues such as climate change, community safety, social development, and meaningful Indigenous relations, to name a few. With so many of our local government colleagues having transitioned into Provincial politics, it puts UBCM in a unique position of advocacy with provincial leaders who truly understand the challenges Municipalities and Regional Districts face.

It would be a privilege to serve you again and I hope to have your support to be re-elected as Director-at-Large for the 2021/2022 term.

Sincerely,

Mayor Gaby Wickstrom  
Town of Port McNeill



## Nominated for:

### Small Community Representative

#### **Councillor Sarah Fowler Village of Tahsis**

Sarah Fowler has been honoured by the opportunity to spend the last year learning what might be going on in small communities in British Columbia.

Learning the different ways we engage each other and express the concerns of our residents.

- how hard it is to recruit volunteer firefighters and ambulance attendants in Zeballos, the smallest village in the province.
- about how my own TAAC Tahsis age friendly accessibility committee has been adapting, as the pandemic goes on to bring in food hampers and distributing them over the last mile to seniors, couples and families at risk, locally. It all involves collaborative partnerships and conflict resolutions. thankfully, small villages are filled with problem solvers.

To be on the UBCM Executive this past year has meant that I was able to better understand how the provincial government and the Union of BC Municipalities, regional districts and first nations communities form the service delivery infrastructure and systems that sustain our cultures and well-being. If this global crisis has taught us one thing it is how much humans need to connect and exchange with each other, not only for essential trading but to grow and weave the frayed fabric of social cohesions across ever widening divides. I would be happy to continue this journey, together, as your representative and invite people from any community, anywhere to reach out to talk to me about what motivates them to engage in our fragile democracy and dedicate themselves to fortify it with their vulnerabilities.

My name is Sarah Fowler and I stand for the nomination of Small Community Representative on the UBCM Executive of 2021-22.

**Sarah Fowler** *Councillor*

**Phone:** (250) 934-6344

**Email:** [sfowler@villageoftahsis.com](mailto:sfowler@villageoftahsis.com)  
(feel free to contact me as needed.)



## Nominated for:

### Electoral Area Representative



**Director Grace McGregor**  
**Kootenay Boundary Regional District**

Born and raised in Christina Lake BC, here for 35 years with my husband and I owned and operated Cascade Garage Ltd., a Service Station and Mechanical shop later Cascade Excavation and Erosion Control for the Forest Industry for 10 years. We have 2 sons and 3 grandchildren.

I was elected in 2005 as Area C Director for Christina Lake in the Regional District of Kootenay Boundary (RDKB). Since then I have had the pleasure of serving as RDKB Board Chair; Chair of the RDKB Boundary Economic Development Service; Chair of Personnel and Policy for the RD; Chair of the Association of Kootenay and Boundary Local Governments during which I sat at UBCM for one year; Chair of the Rural BC Steering Committee lobbying for Rural BC, resulting in the Rural Dividend.

I am a strong voice with energy and passion for the beautiful communities we call home. I have a track record of getting things done and I have the time to devote to UBCM.



## **Nominated for:**

### **Vancouver Metro Area Representative**

#### **Councillor Trish Mandewo City of Coquitlam**

Trish is a thought leader who is passionate about good governance and inclusive leadership. Her strong voice, openness and collaborative nature complemented by her unique perspective has been a welcome addition to UBCM.

Trish has served the Coquitlam City Council since 2018. She sits on various committees including Metro Electoral Area A, City of Coquitlam's Economic Development Advisory Committee, Cultural Services Advisory Committee and Parcel Tax Review Panel. She also served on the Lower Mainland LGA for two years.

Outside of public service, Trish is the founder and Principal of Synergy Executive and Boards consulting Group. She also consults as a Mentor/Entrepreneur in Residence and a Diversity & Inclusion strategist at Simon Fraser University's Chang Institute. When she is not consulting or governing, Trish enjoys spending time with her husband and daughter at home, on local trails or on the tennis court.

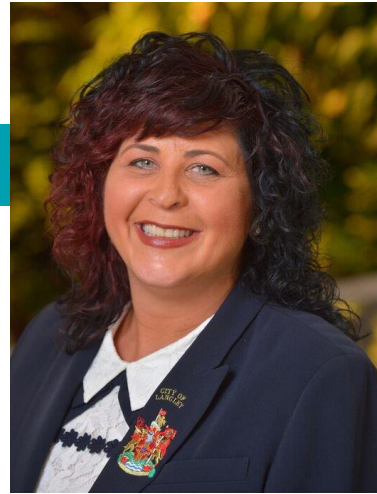
Trish has had the pleasure and honor of serving on the UBCM Executive for two years. As one of two Vancouver Metro Area Representatives, she sat on the Community Economic Development committee and chaired the Indigenous relations committee. With a year filled with complexities and disruptions from Covid 19, heat dome and residential schools' atrocities, Trish leaned on her belief that leaders need to listen and learn before leading. She also brought her voice from the extensive experience she has in the inclusion and entrepreneur space.

Colleagues, we have a lot of work ahead of us. The road ahead will be filled with economic recovery and reconciliation efforts. Your support and confidence in me will ensure that I continue to advocate and represent you. It would be a privilege to serve you one more year.

Trish Mandewo

## Nominated for:

### Vancouver Metro Area Representative



**Mayor Val van den Broek**  
**City of Langley**

Langley City Mayor Val van den Broek 2018-Present

I'm an ambitious and focused individual who is very self motivated. I have 18 years experience working with municipal government & 20 years experience as a Federal Public Servant with Corrections Canada (worked at institutions & BC Headquarters) and RCMP (worked at Detachments & BC Headquarters). I've worked in areas such as Aboriginal Initiatives, Labour Relations, Administration, & Management Departments and I'm fluent in French & English.

I am on the following local and regional committees:

#### **LOCAL:**

Port of Vancouver Fraser River Mayors Committee - Member  
Fraser Health Municipal Regional Group - Member  
Lower Mainland District RCMP Mayors Forum - Member  
Healthier Community Partnerships - Co-Chair  
Foundry Langley Leadership Committee - Member  
Langley Local Immigration Partnership - Co-Chair  
KPU President's Community Advisory Council - Member  
Langley Senior Resources Society - Member  
Langley Christmas Bureau - Chair  
Langley City Community Grant Committee - Member  
Langley City Finance Committee - Member  
Langley City Committee of the Whole - Member  
Langley City Youth Advisory Committee - Vice-Chair

#### **METRO:**

Metro Vancouver Mayors Committee - Member  
Metro Vancouver Regional Planning Committee - Member  
Metro Vancouver George Massey Crossing Task Group - Member

#### **TRANSLINK:**

TransLink Mayors' Council on Regional Transportation - Member  
TransLink Regional Transportation Planning Committee - Vice-Chair

I've also been elected by my peers to the following:

#### **FCM:**

FCM BC Caucus - Member  
FCM Committee of the Whole - Member  
FCM Standing Committee on Community Safety and Crime Prevention - Member  
FCM Standing Committee on Increasing Women's Participation in Municipal Government - Vice Chair  
FCM Standing Committee on International Relations - Member

#### **UBCM:**

UBCM Executive - Member  
UBCM Community Safety Committee - Member  
UBCM Community Economic Development Committee - Member

# 2021 Nominating Committee Report

Appendix

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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](mailto:mtait@sooke.ca)  
Chair tel: 250-514-6466

### **UBCM Contact:**

Marie Crawford  
General Manager, Richmond Operations

Email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca)  
Tel: 604-270-8226 ext. 104

# **<sup>1</sup>NOMINATION & CONSENT FORM FOR 2021/2022 UBCM EXECUTIVE**

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

## **NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

\*\* In recognition that physical signatures may be difficult to obtain in the current pandemic, UBCM will accept an email confirmation from the nominator. Please email your confirmation, noting the candidate's name and position they are running for to [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca) \*\*

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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## **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<sup>2</sup>. I will also forward by **July 30, 2021 at 4:00 pm** 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](mailto:mcrawford@ubcm.ca)

**Submission Deadline: July 30, 2021 at 4:00pm**

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<sup>1</sup> Nominations require two elected officials of members of the Union [Bylaw 4(b)].

<sup>2</sup> 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.



## BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

### 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
- Health and Social Development
- 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<sup>nd</sup> or 3<sup>rd</sup> week of November (2 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of February (3 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of May (2 days)
- 3<sup>rd</sup> 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 NOMINATION & ELECTION PROCEDURES

## 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 **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

### 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 30, 2021 at 4:00 pm**

All nominations close. **Nominations will not be accepted off the floor at the virtual 2021 Convention.**

Following the July 30th 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 nomination 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

Since there is no opportunity to run off the floor at Convention, the Report on Nominations will also indicate which candidates are acclaimed and which candidates will be in an election situation.

### **On-Site at Convention**

As noted, nominations will not be accepted off the floor at the virtual 2021 Convention.

Elections will occur in one phase, so there is not the ability to drop down to another category if unsuccessful in securing a VP position.

Candidates running for office, who are not acclaimed, will be provided with an opportunity to upload a 2-minute pre-recorded video that will be shared with delegates in advance of voting for the Executive positions at the Convention. UBCM will reach out to the candidates in advance of Convention to ensure all candidates have the information necessary to complete this process. 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.

Delegates will be advised of the date and time for Executive voting once the Convention Program has been finalized. Only elected officials who are registered delegates for the 2021 UBCM Convention will be permitted to vote, as delegates will be assigned specific voting credentials as part of their convention registration.