DISTRICT OF PORT HARDY

GENERAL INFORMATION
FOR THOSE CONSIDERING
NOMINATION FOR THE
GENERAL MUNICIPAL ELECTION
MUNICIPAL ELECTIONS
General municipal elections are held every three years in B.C. Elections are held at the same time for school boards and regional district directors from electoral areas.

All eligible voters are qualified to be nominated for election except for judges, employees of the municipality or the regional district of which the municipality is a member (unless they take a formal leave of absence) and people who are disqualified for other specified reasons, such as having voted as a councillor for an illegal expenditure.

To be eligible to vote, a person must be 18 years or older, a Canadian citizen, a resident who has lived in B.C. for at least six months and a resident of the municipality for the 30 days preceding registration. People who own property in the municipality but do not reside there may be eligible to vote if they meet the other age and citizenship qualifications.

Nominations
Nomination packages will be available beginning Friday, August 22, 2008 at the District office. The nomination period runs from 9:00 a.m. Tuesday, September 30 to 4:00 p.m. Friday, October 10, 2008.

The nomination package will include information on:
- All necessary documents for filing a nomination;
- Qualifications of nominators and nominees;
- Deadlines for completion and submission of nomination documents;
- Candidate representatives, scrutineers and financial agents;
- The date, time and place for the declaration of candidates;
- Challenge of nominations;
- Campaign and financial disclosures;
- Date and time for the determination and declaration of official election results.

Nomination documents are available for public inspection at the District office as soon as they have been received.

Nominators must be electors of the municipality. A person who is entitled to make a nomination may subscribe to as many nomination documents as there are persons to be elected to office.

Campaign Contributions and Election Expenses
All financial agents must open separate accounts at a bank or credit union in the name of the candidate’s or elector organization’s campaign. The accounts must be used exclusively for the election campaign. All contributions received and all expenses made to the election campaign must be processed through the campaign account.

A candidate or elector organization must not accept campaign contributions or incur election expenses except through their financial agent.

Campaign contributions must not be made except to the financial agent; anonymous contributions in excess of $50 are not permitted, whether in a single contribution or multiple contributions to a candidate or elector organization; third party contributions are not permitted.

When anonymous contributions in excess of $50 are inadvertently accepted by either a candidate or elector organization, the contribution must be given by the financial agent to the local government holding the election, for use at their discretion.
The financial agent must record the information outlined in s. 88(1) of the *Local Government Act* for each campaign contribution made, and maintain records of election expenses. The records of contributions and expenses must be kept by the financial agent, candidate or elector organization for seven years after general voting day.

Section 89 of the *Local Government Act* sets out the manner in which campaign contributions of property or services in kind must be valued. It also defines a volunteer for the purposes of valuing service.

Section 89.1 of the *Local Government Act* requires that a candidate’s surplus funds of $500 or more must be paid to the chief election officer. Surplus funds are funds remaining after paying election expenses and expenses incidental to the election campaign and reimbursing the candidate for any cash contributions made with the candidate’s own money. Surplus funds must be held in trust by the local government and are to be paid to the financial agent of the candidate if the person is declared a candidate in the next general election or by-election held before that time. If the candidate does not run again, the funds revert to the local government.

**Voting Opportunities - 2008**

General voting day is Saturday, November 15th from 8:00 a.m. to 8:00 p.m.

Advance polls will be held
  - Wednesday, November 5th from 8:00 a.m. to 8:00 p.m.
  - Monday, November 10th from 8:00 a.m. to 8:00 p.m.
  - Wednesday, November 12th from 9:00 a.m. to 4:00 p.m.
  - Thursday, November 13th from 9:00 a.m. to 4:00 p.m.
  - Friday, November 14th from 9:00 a.m. to 4:00 p.m.

Special Voting Opportunities will be held:
  - At the Port Hardy Hospital from 2:00 – 2:30 p.m. on Friday, November 14, 2008. Only patients may vote.
  - At the Port Hardy Senior Citizen Centre (9150 Granville Street) from 3:00 to 3:30 p.m. on Friday, November 14, 2008. Only citizens over the age of 65 years may vote.

**COUNCIL**

Port Hardy Council is made up of a Mayor and six Councillors. Council makes the major policy decisions for the District.

The most important roles for Council are consideration and passage of municipal bylaws, budget approval, appointment of representatives to the Regional District of Mt. Waddington Board and the Vancouver Island Library Board, appointment of administrative officials and determining the basic internal organization of the municipality.

Councillors are appointed to sit, as a representative of Council, on various internal committees – Joint Parks and Recreation Commission, Joint Advisory Planning / Harbours Commission Port Hardy Museum Society, Chamber of Commerce, Senior Citizens/Senior’s Housing, Fire Department, PEP, Committee to Approve Public Events (CAPE), etc. Other appointments include Mid-Coast Ferries, Inner Coast Natural Resource Centre, Treaty Advisory Committee, North Island College Learning Centre Advisory, Vancouver Island North Visitor’s Association, Family Place Partnership, Tourism Port Hardy, Community Friendship Circle Society and the Coastal Communities Network.
It is important to note here that, while a Councillor may be representing Council on these committees and commissions, they cannot make a decision on behalf of Council. In many cases a Councillor will sit on these committees/commissions as a non-voting member. Municipal Council speaks with one voice. The mayor or an individual member cannot bind Council to any decision or action.

**COUNCIL MEETINGS**

Regular meetings of Council are held the second and fourth Tuesday of each month, beginning at 7:00 p.m. These meeting are open to the public. Agendas for upcoming meetings and minutes that have been approved by council are posted on the District website (www.porthardy.ca). Council may, by resolution, cancel meetings and is known to do so in the summer months and in December.

Committee of the Whole (COTW) meetings are a somewhat less formal format that allows for greater interaction between Council, speakers and staff to address issues. Council may, during any meeting, by motion, resolve itself into Committee of the Whole to consider specific matters. COTW meetings are open to the public.

In-Camera meetings often precede regular meetings and are normally held from 6:30 to 7:00 p.m. Special meetings of Council may be called by the mayor or by two or more council members. In camera meetings are closed to the public and can deal only with land, legal and personnel matters.

If you would like a hard copy of the Council or Committee of the Whole agenda, with all attachments, you may contact this office to make arrangements, prior to printing, to have an extra copy printed for you. Cost is 25¢ per page or $10.00 per agenda.

**LEGISLATION GOVERNING COUNCIL**

The *Local Government Act* and the *Community Charter* govern all acts of Council and some parts of the administration of the District, particularly finance. This legislation regulates meetings, conflict of interest, financial disclosure, elections, etc. While it is important that all members of Council be aware of the legislation as it affects them, you are not required to be conversant on this legislation. The District CAO and Director of Corporate Services can assist you with any questions you may have on legislation. You may view these acts online at www.legis/gov.bc.ca and follow the legislation links.

**UBCM and AVICC**

The Union of British Columbia Municipalities (UBCM) and the Association of Vancouver Island and Coastal Communities (AVICC) are two important organizations that the District belongs to.

**DISTRICT ADMINISTRATIVE ORGANIZATION**

Chief Executive Officer
The mayor is the head and chief executive officer of the municipality. The mayor is to provide leadership to the council, communicate information to them, preside at council meetings, provide (on behalf of the council) general direction to municipal officers, establish standing committees, suspend municipal officers and employees, reflect the will of council and carry out other duties on behalf of council.

Chief Administrative Officer
The CAO reports to mayor and council. Duties include administration and supervision of municipal affairs; personnel matters including recommendations for appointment, promotion,
demotion or dismissal of all directors and senior staff; attending meetings of council and committees as required; maintain contact with other municipalities and other levels of government; represent council when requested in public capacities; direct long range planning and analysis of same and additional duties as may be requested by mayor and council.

Director of Corporate Services
The DCS reports to the CAO. Duties include the statutory duties as prescribed by both provincial and municipal legislation; attend meetings and record proceedings; record minutes; advise council and department heads on matters of legislation; record management; preparation of bylaws, contracts and leases; recommend appointment, suspension, demotion or dismissal of staff in the Corporate Service Department; receive and process Board of Variance appeals and applications to vary land use; cemetery administration; elections; freedom of information matters and additional duties as may be requested by the CAO and council.

Director of Financial Services
The DFS reports to the CAO. Duties include the statutory duties as prescribed by both provincial and municipal legislation; administer the financial affairs of the District including preparation of the provisional and annual budget estimates and the five-year capital program; act as Collector; direct and coordinate proper accounting and internal audit procedures; coordinate the District’s purchasing system, accounts payable, receivable and payroll systems; advise council on borrowing bylaws; monitor budgets; all matters relating to taxation including tax sale of properties; year-end financial reporting; recommend appointment, suspension, demotion or dismissal of staff in the Finance Department and additional duties as may be requested by the CAO and council.

Unions
District staff is represented by two unions – Canadian Union of Public Employees (C.U.P.E.) represents recreation staff and the International Union of Operating Engineers (I.U.O.E.) represents public works staff. District Office staff is not unionized.

FUNCTIONS OF THE DISTRICT
Functions of the District of Port Hardy include:

- Arena and sports facilities
- Business licensing
- Economic Development
- Emergency planning
- House numbering
- Industrial park
- Land development
- Noise control
- Parks
- Public Works
- Regulation of nuisances
- Street cleaning
- Tax collection
- Water supply and distribution
- Building and plumbing inspection
- Cemetery
- Elections
- Fire protection
- General administration – purchasing, Contracting, labour relations, etc
- Liquid waste management
- Parking regulations & facilities
- Planning and zoning
- Recreation facilities and programs
- Storm drainage
- Subdivision control
- Traffic planning and control

The above is a very short synopsis of election procedures and municipal operations. We invite you to attend Council meetings and talk to the mayor and councillors about their duties.
I am available to discuss any of these matters with you and will hold your name in confidence until such time as you file nomination papers. Call me at 949-6665 if you require more information.

Gloria Le Gal
Chief Election Officer