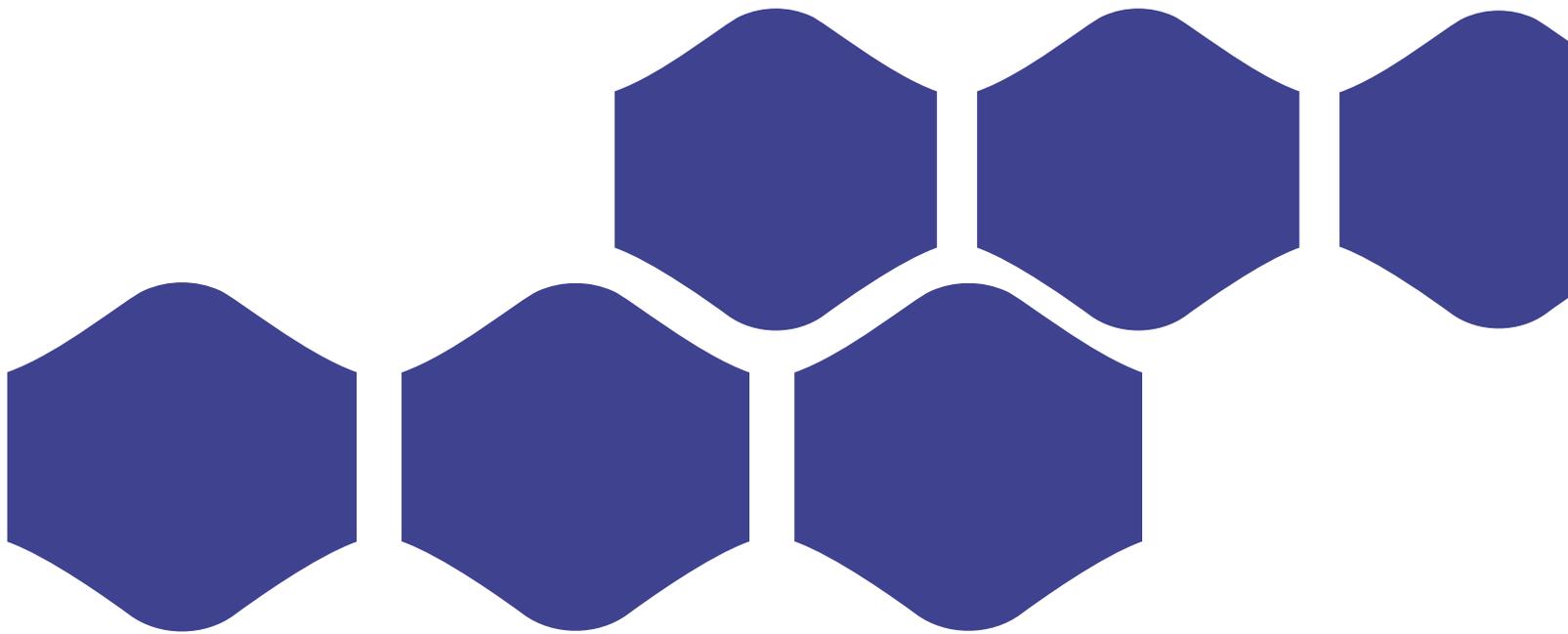




WELCOME TO THE CRD

A GUIDE FOR BOARD OF DIRECTORS CANDIDATES

2022 LOCAL GOVERNMENT ELECTION



building communities together

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Meet the Cariboo Regional District!

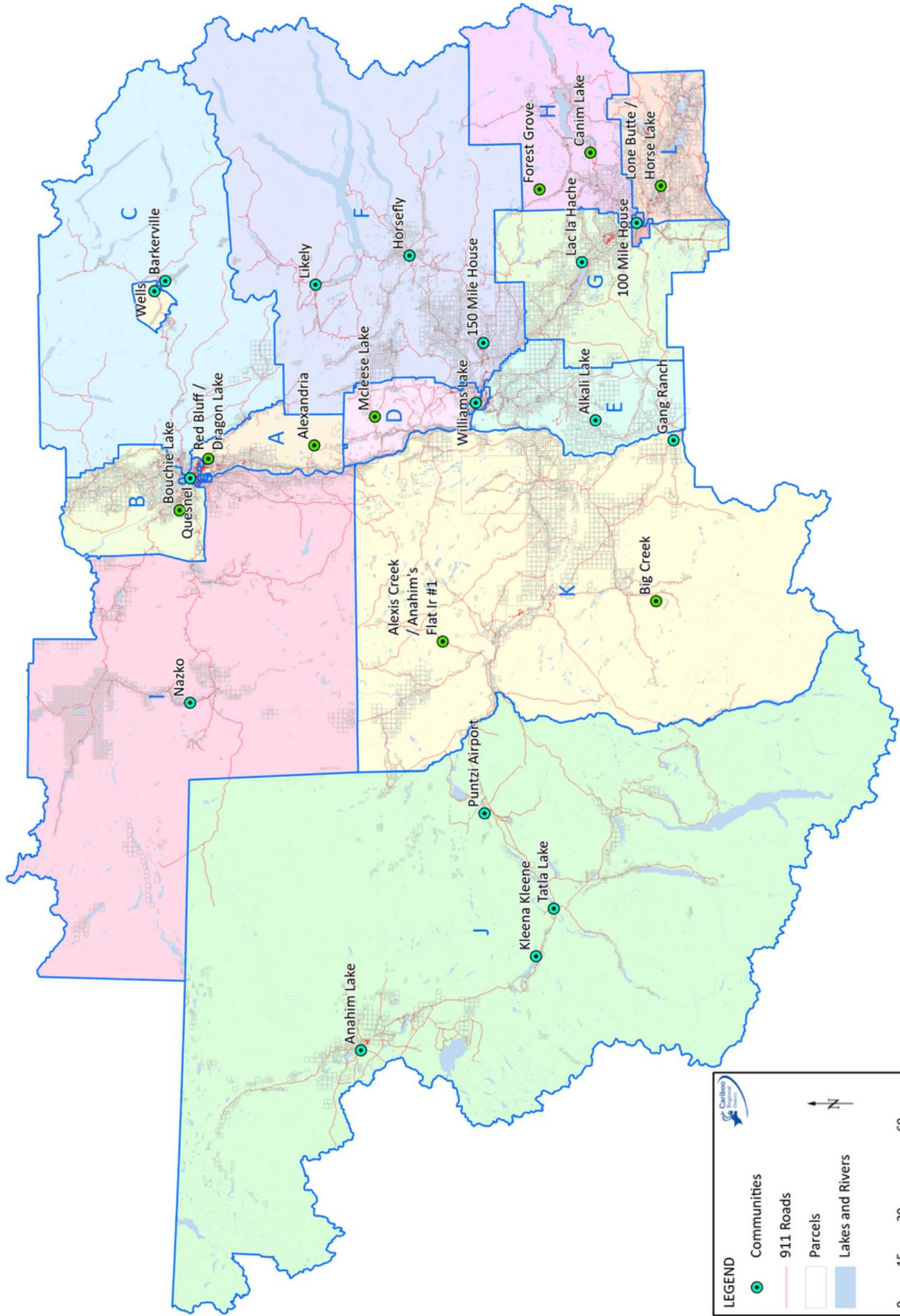
As the fourth largest regional district in B.C., the Cariboo Regional District is 80,000 square kilometers in size – nearly twice the size of Switzerland! Nestled between the Cariboo and Coastal mountain ranges, the region is home to diverse, beautiful terrain and resilient, innovative communities.

Since its incorporation in 1968, the mission of the CRD has been to work in partnership with communities, large and small, to make the Cariboo Chilcotin a socially, economically and environmentally desirable region to live, work, and play. Guided by the values of honesty, fiscal responsibility, accountability, responsiveness, and environmental sustainability, the CRD strives to achieve its vision of building communities together.

The CRD has 12 electoral areas and 4 incorporated municipalities, including the City of Williams Lake, the City of Quesnel, the District of 100 Mile House and the District of Wells. The region's boundaries sit on the traditional territories of the Dakelh, Secwépemc, and T̓silhqot'in.

The CRD serves a growing number of 65,000 residents, including First Nations communities within the region.





Disclaimer: The Cariboo Regional District does not warrant or guarantee the accuracy or completeness of the information

What is the role of the Cariboo Regional District?

The legislative powers and requirements for regional districts are contained mainly in the *Local Government Act* and the *Community Charter*.

Regional districts were established by legislation in 1965 to ensure that all residents in BC had access to an elected and representative form of local government. The formation of regional districts ensured that services were provided to areas outside of municipalities and enabled municipalities and the outside areas to provide services on a joint or cooperative basis.

Regional Districts:

- Provide regional governance and services
- Provide a political forum for representation of regional residents and communities
- Provide for stewardship of the public assets of its community
- Foster the current and future economic, social and environmental well-being of its community
- Advance the interests of the region as a whole

The role of the CRD is to provide local government services to residents in the area. Some of these services include fire protection, emergency planning, land-use planning, and invasive plant management. The CRD also provides access to libraries and recreation facilities.

The regional district board is ultimately responsible for the services provided and actions taken by the regional district.

What is role of the Cariboo Chilcotin Regional Hospital District?

Health care in the region is the responsibility of the Interior Health and Northern Health Authorities. The Cariboo Chilcotin Regional Hospital District (CCRHD) shares costs with the Ministry of Health for acute care and extended care purchases.

The Cariboo Chilcotin Regional Hospital District is composed of all CRD Directors and one representative from the Thompson-Nicola Regional District.

Taxation in the CRD

In a municipality, services are provided to and paid for by all taxpayers within the municipal boundary. By contrast, regional districts are set up to provide a mechanism to deliver different services in different areas, based on the needs and desires of residents and property owners within each area. There are specific services that every Regional District is required to deliver, including General Government Administration, Electoral Area Planning, and Solid Waste Management. Many other services exist and may be delivered locally to individual jurisdictions, while others are provided to and on behalf of groups of municipalities and electoral areas which jointly choose to receive the service.

The CRD administers three different types of services:

Region-wide services (library services):

- CRD taxpayers contribute to the cost; and
- Have equal access to the service.

Sub-regional services (recreational facilities):

- Municipal and rural residents supply the services in partnership.

Local services (street lighting and fire protection):

- Local residents receive specific services in their area
- Only those taxpayers benefiting from the service pay for the cost.

Meet the Board of Directors

Cariboo Regional District Board of Directors

The CRD is governed by a Board of Directors. There are [16 Directors](#), including 12 electoral area directors for areas A through L, and 4 municipal directors for the incorporated municipalities in the region - the District of Wells, the City of Quesnel, the City of Williams Lake and the District of 100 Mile House.

Electoral area directors represent unincorporated areas and are elected directly to the regional district board by their constituents, while municipal directors are appointed to the board from among the municipality's elected council.

Cariboo Chilcotin Hospital Regional District

All CRD Directors sit on the CCHRD. They are joined by one representative from the Thompson-Nicola Regional District.

Chair and Vice-Chair

The board is led by a chair and vice-chair, elected by a majority vote of all elected directors each year.

The board chair is the head and chief executive officer of the regional district. The chair has all the responsibilities of a director, plus several additional responsibilities.

Committees

A board chair may decide to establish committees to provide advice or undertake work on the board's behalf. Committees are generally used when it may be more effective for a subset of the board to address an issue directly or where specific community involvement is warranted.

CRD Governance

Collectively, the CRD's board of directors have authority to make decisions through resolutions and bylaws, consistent with the purposes of the regional district.

What is the role of staff at the CRD?

The roles and responsibilities of elected officials and local government staff are distinct, yet interdependent. The Board provides governance and policy direction, while staff manage and implement the regional district board's decisions and direction.

Per the *Local Government Act*, all local governments must have at least two officer positions: one responsible for the local government's corporate administration and the other responsible for its financial administration. At the CRD, this requirement is met by the Manager of Corporate Services and Chief Financial Officer. The CRD also has a Chief Administrative Officer, who is hired directly by the regional district board. The CAO acts as a liaison between staff and the Board and vice versa.

Staff at the CRD are organized by departments, headed by Managers. Some departments at the CRD include Communications, Emergency Programs, Environmental Services, Library Services, Protective Services, Community Services, Procurement, Planning, and Building Inspection.



Voting and voting strength

The CRD Board makes decisions via voting. **There are two types of votes.**

Weighted votes are when board directors representing densely populated areas have more votes than those board members representing less densely populated areas. **Unweighted votes** are when each director on the board has one vote.

Generally, region-wide issues are decided by unweighted voting, while budgetary matters are decided using a weighted vote.

At the CRD, weighted votes are as follows: the City of Williams Lake representative cast 5 votes, the City of Quesnel representative casts 4 votes, the area directors for area A and G cast 3, the area directors for area B, D, E, F and L are weighted at two, while representatives for the District of Wells, District of 100 Mile House, area C, H, I, J and K each get one weighted vote.

Electoral Area	Unweighted vote	Weighted vote	Population (per 2021 Census)
A	1	3	6,169
B	1	2	3,864
C	1	1	1,239
D	1	2	2,870
E	1	2	4,112

Electoral Area	Unweighted vote	Weighted vote	Population (per 2021 Census)
F	1	2	4,792
G	1	3	5,312
H	1	1	1,884
I	1	1	1,485
J	1	1	616
K	1	1	447
L	1	2	4,769
City of Williams Lake	1	5	10,947
City of Quesnel	1	4	9,889
District of Wells	1	1	218
District of 100 Mile House	1	1	1,928

Roles, Responsibilities & Remuneration

Term of Office

Candidates elected to the CRD Board serve a four-year term. This term commences at the first regional district board meeting following general local elections and ends at the first regional district board meeting following the general local elections four years later.

Roles and Responsibilities

Ultimately, a director is responsible to the constituents who have elected them. As director, you are expected to **connect with your constituents** through **attendance at community functions**, as well as **represent their interests, concerns, and perspectives at CRD meetings**, while prioritizing the region as a whole.

Directors also have an **obligation to vote**. This means that every elected official present at a regional district board meeting must vote “for” or “against” a motion they are entitled to vote on. The only exception would be when an elected official declares a conflict of interest related to the matter being voted upon.

As per the Financial Disclosure Act, directors must **provide a disclosure statement** that details their corporate and personal holdings.

Directors are also expected to serve as **CRD representative on committees**. As of 2021/22, committees of the CRD Board include: Finance, Solid Waste Management, Protective Services, First Nations Relationships, and Policy.

Other meetings directors are expected to attend include **rural caucus meetings/joint committee meetings** approximately 10 times per year. Directors also **attend Advisory Planning Commission meetings**. Finally, **attendance is also encouraged for conferences**, such as the Union of BC Municipalities, North Central Local Government Association and newly elected officials training (once at the start of term). Directors may have additional responsibilities, such as chairing public hearings in their respective electoral areas.

Time Commitment

As you can tell, holding local office can represent a significant time commitment. While there are exceptions in the case of illness, injury, or special permission, if directors are absent from meetings for 60 consecutive days or four consecutive regularly scheduled board meetings, they may be disqualified from office.

The information below is intended to provide an estimate of the time commitment required:

- Attendance at **Board meetings** as per the schedule included in the nomination package (one full day per meeting, approx. 15 meetings per year)
- Attendance at **rural caucus meetings/joint committee meetings** (30 minutes – 3 hours per meeting, approx. 10 times per year)
- Attendance at **Advisory Planning Commission** (APC) meetings. (Frequency depends on number of land use applications in your electoral area, length of meetings varies)
- Attendance at **public hearings** (varies, but generally a limited number – length of meetings varies)
- Attendance as **CRD representative on committees** as appointed by the Chair or Board (length of meetings varies)
- Attendance is encouraged at the following **annual conferences**:
 - Union of BC Municipalities (5 days including travel)
 - North Central Local Government Association (4 days including travel)
 - Local Government Leadership Association/Electoral Area Directors Forum (1 week)
- Attendance at **community functions** depending upon invitation and availability
- Ability to attend **conventions** such as the Federation of Canadian Municipalities and the BC Natural Resources Forum (multiple days)

Remuneration

CRD directors receive financial compensation, though remuneration varies by community, degree of commitment, travel and work undertaken by a director. Information about CRD directors' remuneration and expenses is found in the nomination package distributed to prospective candidates and is also released to the public annually prior to June 30th.

Alternate Directors

The regional district system requires that an alternate be appointed for each electoral area director (required) and each municipal director (optional) to stand in for them at regular meetings when the elected director is unable to attend.

Each electoral area director is required to appoint their own alternate to stand in for them. The alternate must meet the requirements for being nominated as a director in an election and must be appointed within 60 days of an electoral area director being elected or the office of the alternate becoming vacant (resignation, disqualification or death).



Expectations

Let's go over some expectations for directors at the CRD...

- Have a good understanding of community interests and issues
- Be informed and open to differing opinions
- Arrive to meetings prepared
- Be willing to collaborate and respectfully engage in discussion
- Understand the role of elected officials
- Have an interest in learning about legislation relevant to local government, such as the *Community Charter* and the *Local Government Act*

Code of Conduct & Questions to Consider

With great power comes great responsibility...

CRD directors are entrusted with significant decision-making authority. All elected officials have influence over, and responsibility for, the services and programs that citizens receive.

Elected officials who can lead with integrity, patience, accountability, respect and in collaboration with other elected officials and local government staff are essential to the effectiveness and success of the Cariboo Regional District.

Expectations for Directors' Code of Conduct

When thinking about expectations for directors, disclosing conflicts of interest is the first thing that comes to mind for many. The *Community Charter* provides that locally elected officials who have a financial interest in a matter that will be discussed or voted on at a regional district board meeting must declare that interest in the matter and may not participate in discussions or vote on the matter.

To mitigate conflicts of interest, elected officials must not accept a fee, gift or other personal benefit that is directly connected to the performance of their duties. They must also disclose any contracts in which they have a monetary interest.

Directors are also expected to keep confidential information about the CRD private until that information is made publicly available by the CRD.

Finally, the role of a CRD director is interconnected, yet distinct, from that of CRD staff. Elected officials do not have regular contact with local government staff and must not interfere with the work of local government staff.

Conflict of Interest

Elected officials are expected to act in a fair, transparent and accountable manner with the Regional District's best interests in mind at all times.

A Board member must declare a conflict of interest and not participate in discussion or voting if they:

- Have a direct or indirect financial interest in a matter under consideration
- Have some other, non-financial interest that places the person in a conflict position (e.g., bias). Examples of conflict of interest could include:
 - Topic would affect (positively or negatively) their employment at another organization
 - Rezoning application by a relative or close personal friend
 - Awarding a contract to themselves, a family member or close friend

Freedom of Information

The Freedom of Information and Protection of Privacy Act (FOIPPA) applies to all local governments in BC including elected officials. If specific records of individual Board members are requested, staff will work with Board members to obtain copies in order to respond to the FOI request.

Some questions you might want to ask yourself before running for office include:

- Why do I want to be a locally elected official with the CRD?
- How will I contribute to my community as a director?
- What are my objectives for holding office and do they reflect the needs of my community?
- How will I work with my colleagues even if we have different points of view?
- Am I prepared to potentially lose some personal and/or professional privacy if I am elected?
- Do I have the capacity to attend the many meetings, engagement events and other commitments associated with the director role?

From Eligibility to Election

Am I eligible to run for election to the CRD board?

A candidate for the CRD board must be 18 years of age or older on general voting day, be a Canadian citizen, and have been a resident of British Columbia for at least six months prior to filing nomination documents. They must also not be disqualified under the Local Government Act or any other enactment from being nominated for, being elected to, or holding office.

How are elections organized in the CRD?

The CRD appoints a local Chief Election Officer to run the elections process. The Chief Election Officer is responsible for overseeing all stages of local elections administration, from receiving nomination documents, declaring candidates, administering voting opportunities, counting ballots, to declaring election results.

Nomination Period and Declaration of Candidates

The first step to candidacy is nomination. Prospective candidates for local office must be nominated by at least two eligible electors from the jurisdiction where they are seeking election.

During the nomination period, prospective candidates must return a nomination package to the Chief Election Officer. All prospective candidates will be informed of the deadline for the nomination package.

Nomination Packages

Nomination packages are generally available from the CRD Williams Lake office approximately four weeks before the nomination period begins and until the nomination period ends.

Nomination documents include the following:

- The nominee's full name
- The nominee's "usual" name, if it is different from their full name and they would rather have that name appear on the ballot (e.g. Cathy, instead of Catherine)
- The office for which the nominee is being nominated for
- The nominee's residential address
- The names and residential address of nominators
- A statement signed by each nominator that, to the best of their knowledge, the nominee is qualified to hold local government office in British Columbia

The nomination documents must also include supporting information that demonstrates the nominee's consent and preparedness to run in general elections, including a financial disclosure statement.

Financial Agent

Candidates are legally required to have a financial agent during an election campaign. The financial agent is responsible for administering election campaign finances in compliance with the Local Elections Campaign Financing Act. A candidate is their own financial agent unless they appoint another individual to the position. This appointment must be signed by the candidate and submitted to the local Chief Election Officer in the nomination package before the nomination period ends.

The campaign trail begins...

A nominee officially becomes a candidate when they have submitted all the required information in the nomination package and have been declared a candidate by the local Chief Election Officer. Now their election campaign can begin!

Candidates can choose to take part in several kinds of campaign activities. These include door-to-door canvassing, attending in-person events, advertising subject to the Local Elections Campaign Financing Act, and finally, distributing signage to supporters in their jurisdiction.

Announcing results

The official election results may not necessarily be announced on general voting day but must be declared within four days after the close of voting on general voting day. The candidates with the most votes are elected.

Oath of Office

Within 45 days after election results are declared, every municipal councillor and electoral area director must make an oath of office before they can assume their position on the CRD board.

Taking office

The term of office for an individual elected to the CRD begins when they have made an oath of office as a regional district director.

Now it's time for the newly elected board of directors to get to work...

Key Dates

August 2nd

CRD nomination packages will be available for pick up

August 30th

Start of nomination period

September 9th

End of nomination period

October 5th

First CRD advance voting day

October 11th

Second CRD advance voting day

October 15th

General Voting Day - All municipalities, regional districts and school districts.



Contact Us

For more information, please contact the Chief Election Officer or the Deputy Chief Election Officer.

CRD Contacts for the 2022 Election

Alice Johnston, Chief Election Officer
Lore Schick, Deputy Chief Election Officer
Phone (250) 392-3351 or 1-800-663-1636
mailbox@cariboord.ca

CRD Elections Web page

www.cariboord.ca/en/regional-government/elections-and-assent-voting.aspx

Elections BC Contact for the 2022 Election

Toll-free 1-800-661-8683
Email electionsbc@elections.bc.ca
Website www.elections.bc.ca

