

Running for City Council

Everything you need to know
about running for Municipal
Office in Cranbrook

Council reflects the diversity of views and opinions
that naturally reside within the Municipality.

As a Mayor or Councillor you have a chance
to be a leader in your community



MOUNTAINS OF OPPORTUNITY

CRANBROOK

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About the City of Cranbrook

The City of Cranbrook was incorporated as a municipality on November 1, 1905.

With a population of 20,499, Cranbrook is the largest city in the East Kootenay and serves as its regional hub. The “Key City” is also considered the gateway to British Columbia as the first major destination along Highway 3.

Cranbrook is nestled within the 1,600 km Rocky Mountain Trench, which stretches

from Montana's Flathead Lake north to the British Columbia-Yukon border.

Home to abundant outdoor recreation opportunities, Cranbrook boasts a 2,000 ha Community Forest with over 100 km of hiking and mountain biking trails. Cranbrook also has the Elizabeth Lake wetland, Idlewild Park, Moir Park, and downtown Rotary Park for residents to enjoy.

About the City of Cranbrook

VALUES

Transparency

We are accountable to those we serve, and we will ensure that we communicate and engage with our citizens on important decisions wherever possible and appropriate.

Integrity

We will hold ourselves and our staff to the highest standards of personal conduct and treat one another and the public with respect and dignity.

Innovation

We will take a creative and forward-thinking approach to decision-making with the future of our community in mind.

Service Excellence

We are committed to ensuring that our citizens receive high quality and timely municipal services.

Responsiveness

We will listen carefully to the concerns and priorities of our citizens to ensure that our plans align with community needs. We will communicate regularly with those we serve so they understand why we make the choices we do.

Running for City Council

Council reflects the diversity of views and opinions that naturally reside within Cranbrook. As a Mayor or Councillor you will have a chance to be a leader in the community.

There are no special qualifications legislatively required to be a Councillor. However, visionary thinking, strong communication skills, enthusiasm, conflict resolution skills, and an ability to accept opposing views are great attributes to bring to the Council table.

SKILLS & KNOWLEDGE

To run as a candidate, it is not crucial to have an education or experience in a government setting.

Most candidates have skills, knowledge and abilities that are transferable to an elected official's role. Undertake a

self-assessment of your skills prior to running for elected office. Think about volunteer experience, community involvement, work experience, membership in different organizations, and family life.

Running for City Council

INFORMED DECISION

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local council members have the opportunity to significantly influence the future of the community. This can make a council member's job both demanding and rewarding.

Before submitting nomination papers, it is important to figure out whether or not you have adequate time to devote to the position, and to make sure the job will meet your expectations.

As an elected official, you will:

- bring the perspectives of your demographic to the decision-making table;
- influence changes that benefit the community and ensure its sustainability;
- put forward new ideas for debate and possible implementation and change;
- make a positive difference in the quality of life in the community;
- provide a voice for the community with other levels of government; and
- be part of a team that makes decisions that affect all aspects of community life.

ELIGIBILITY & REQUIREMENTS

Section 81 of the *Local Government Act* and covers the eligibility requirements for municipal candidates.

A person is eligible to be nominated for office and elected to hold office if they meet all of the following requirements:

1. 18 years of age or older on general voting day
2. Canadian citizen
3. Resident of British Columbia for at least 6 months
4. Must not be disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office

Section 81 and 82 of the *Local Government Act* covers the conditions for disqualification of municipal candidates.

A person is disqualified to be nominated for office and elected to hold office if they:

1. Are an employee of the City of Cranbrook (unless granted leave of absence)
2. Are a judge of the Court of Appeal, Supreme Court or Provincial Court
3. Are disqualified under the Community Charter for:
 - a. Division 6 [Conflict of Interest]
 - b. Section 120 (1.1) [failure to make oath of office]
 - c. Section 125 (5) [unexcused absence from council meetings]
 - d. Section 191 (3) [unauthorized expenditures]
4. Are disqualified under Division 18 [Election Offences]
5. Are disqualified under the Local Elections Campaign Financing Act
6. Are disqualified from any other enactment

Running for City Council

COMMITMENTS TO COUNCIL

Mayor and Councillors will serve a four-year term if elected. The 2022 Council of the City of Cranbrook will be sworn in a week after the general election and serve office until October 2026. Consider the time required as a member of Council and as a member of the community to balance Council commitments with a personal life, work life, volunteer hours, and other priorities.

Council Meetings

Regular Council

- every second Monday of each month
 - delegations, public hearings, bylaws, business, petitions, administration updates, correspondence, reports and inquiries
- organizational meeting in December
 - Council meeting dates for upcoming year
 - Acting Mayor appointments
 - appointments to committees
- excludes holiday Mondays and the month of August

Special Council

- as required
 - information and potential decisions for Council
- budget deliberations in October, November, and December

Committee of the Whole

- as required
 - information for Council

Personnel Committee of the Whole

- as required
 - labour relations and grievances

Board and Committee Meetings

Individual Councillors and the Mayor are appointed to represent Council on internal and external committees, boards

or agencies. Meetings vary from each committee, board, or agency and can be held either bi-weekly, monthly, or as required.

Conferences and Training

The City of Cranbrook is part of the Association of Kootenay and Boundary Local Governments (AKBLG), the Union of BC Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). The AKBLG, UBCM and FCM hold annual conferences and conventions that may require attendance. Each Councillor will also be required to attend various training opportunities organized by the City of Cranbrook including but not limited to Council Orientation, Elected Officials Training, Media Training, and more.

Travel Requirements

Requiring to travel for other Council duties is unlikely. However, Councillors have had opportunities to travel to neighbouring communities in the East Kootenay to learn about specific projects, inter-community objectives and initiatives, or other related partnerships with other local governments. The Mayor has been required to travel to Victoria or Vancouver, on occasion, to meet with other government officials.

Running for City Council

Social Events

Mayor and Councillors will be required to occasionally attend social functions and other events to represent the City of Cranbrook. Although the Mayor typically has more responsibility to attend local fundraisers, conferences, and other special events, Councillors are also expected to represent the City for local photo opportunities, media relations, or other special events and opportunities.

Behind the Scenes

Mayor and Councillors are expected to attend each Council meeting fully prepared to make informed decisions for the benefit of the community. Background work will be required to thoroughly read agenda packages, prepare questions, and be knowledgeable about the

subject matter shared at Council. Mayor and Councillors will also meet with the Chief Administrative Officer (CAO) to discuss strategic priorities, directions for bylaw, policy, programs, and initiatives, as well as any ongoing problems, concerns, or questions.

Daily Life

Living in a smaller sized City means Council members are highly visible within the community. Members of the public will email, call, stop you at the grocery store, park, or hockey game to discuss ongoing City matters. Mayor and Councillors are never truly "off duty" as members of Council. The public will always be ready to present their views, ask questions, or inquire about City affairs.

Office of the Mayor

The Mayor is the head and the Chief Executive Officer (CEO) of the City of Cranbrook, as per Section 116 of the *Community Charter*.

MAYORAL DUTIES

In addition to the duties of a Councillor, the Mayor has the following legislated responsibilities and duties under the *Community Charter*:

- provide leadership to Council
 - recommending bylaws, resolutions and other measures that may assist the peace, order and good governance of the City
- to communicate information to Council
- to preside at Council meetings when in attendance
- to provide, on behalf of Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of Council
- to establish standing committees in accordance with Section 141 of the *Community Charter*
- to suspend municipal officers and employees in accordance with Section 151 of the *Community Charter*
- to reflect the will of Council and to carry out other duties on behalf of Council

A Mayor also has the following unlegislated responsibilities and duties:

- considers and promotes the welfare and interest of the City of Cranbrook
- sits as a member of the Regional District of East Kootenay (RDEK) Board of Directors
- makes themselves available to interact with the public
 - emails, phone calls, voice mails,

face-to-face interactions in public and in private

- brings forward the views and opinions of residents to Council
- votes on bylaws, municipal policies, requests for decisions, and other motions made at Council meetings
- work closely alongside the CAO to monitor and respond to the organization's outcomes and goals
- directs questions and concerns regarding City administration to the CAO
- stays informed about relevant local issues and legislation
- attends and participates in community events, public functions, ceremonies, and other events
- liaise with elected officials from other municipalities and other levels of government regarding municipal issues
- communicate Council's decisions to the media and the public

REMUNERATION AND BENEFITS

The Mayor is paid a base salary of \$65,000 annually as per the Mayor and Councillor Indemnity Bylaw No. 3973, 2019. The salary includes an annual increase on January 1st by the BC Consumer Price index as reported by B.C. Stats in December of the preceding year.

The Mayor and their immediate family members have Dental, Extended Health and Medical Services Plan Benefits provided during the Mayor's term on Council as per the Council Dental, Extended Health and Medical Services Plan Benefits Policy No. 10-05.

Office of the Mayor

TIME COMMITMENT

Being elected as Mayor is generally considered to be a part-time commitment with the expectation of approximately 20-25 hours of work per week to perform the Mayor's various duties. Frequent evening hours and weekend work would be required.

At minimum, the Mayor would chair two Regular Council meetings per month as

well as attending the various internal or external board and committee meetings appointed.

The majority of the Mayor's time is spent working closely alongside Council, City administration, and community representatives to develop strategies, plans, policies, and initiatives that would be brought to Council meetings for consideration and decision.

The best place to live!!

Office of a Councillor

A Councillor is one of six elected officials that help form the Municipal Council of the City of Cranbrook, as per Section 115 of the *Community Charter*.

COUNCILLOR DUTIES

A Councillor has the following legislated responsibilities and duties under the *Community Charter*:

- consider the well-being and interests of Cranbrook and the community
- contribute to the development and evaluation of Cranbrook's policies and programs, respecting its services and other activities
- participate in Council meetings, committee meetings, and meetings of other bodies to which the Councillor is appointed
- carry out other duties assigned by Council

A Councillor also has the following unlegislated responsibilities and duties:

- considers and promotes the welfare and interest of the City of Cranbrook
- makes themselves available to interact with the public
 - emails, phone calls, voice mails, face-to-face interactions in public and in private
- brings forward the views and opinions of residents to Council
- votes on bylaws, municipal policies, requests for decisions, and other motions made at Council meetings
- work alongside the CAO to monitor and respond to the organization's outcomes and goals

Office of a Councillor

- directs questions and concerns regarding City administration to the CAO
- stays informed about relevant local issues and legislation
- attends and participates in community events, public functions, ceremonies, and other events

ACTING MAYOR

The Acting Mayor serves as the Mayor when the elected Mayor is absent, is otherwise unable to act and fulfill their duties, or when the office of the Mayor is vacant.

The duties and responsibilities of the Acting Mayor are typically rotated every two months amongst the elected Councillors.

In the Mayor's absence or vacancy, the Acting Mayor must fulfill all duties and responsibilities of the Mayor.

REMUNERATION AND BENEFITS

A Councillor is paid a base salary of \$23,700 annually as per the Mayor and Councillor Indemnity Bylaw No. 3973, 2019. The salary includes an annual increase on January 1st by the BC Consumer Price index as reported by B.C. Stats in December of the preceding year.

A Councillor and their immediate family members have Dental, Extended Health and Medical Services Plan Benefits provided during the Mayor's term on Council as

per the Council Dental, Extended Health and Medical Services Plan Benefits Policy No. 10-05.

TIME COMMITMENT

The Acting Mayor serves as the Mayor when the elected Mayor is absent, is otherwise unable to act and fulfill their duties, or when the office of the Mayor is vacant.

The duties and responsibilities of the Acting Mayor are typically rotated every two months amongst the elected Councillors.

In the Mayor's absence or vacancy, the Acting Mayor must fulfill all duties and responsibilities of the Mayor.

Being elected as a Councillor is generally considered to be a part-time commitment with the expectation of approximately 15-20 hours of work per week to perform the Councillor's various duties.

At minimum, a Councillor would attend two Regular Council meetings per month as well as attending the various internal or external board and committee meetings appointed.

The majority of a Councillor's time is spent preparing for meetings, liaising with City administration, doing research, attending public events, meeting with the public, and attending a variety of other related meetings.

Role of City Council

The best way to fully understand the role of City Council is to witness City Council fulfilling its duties and responsibilities.

Regular Council Meetings are held every second Monday of the month at 6:00 p.m. at the Manual Training School (1212 2nd Street N) and are livestreamed (<https://cranbrook.ca/livestream/>). Typically, all Council meetings are held in the Council Chamber at City Hall (40 – 10 Avenue South), but the Council Chamber and City Hall are being renovated from April 2022 to December 2022, making the space temporarily unusable.

COUNCIL'S POWER AND DUTIES

The powers of all municipal governments are delegated from higher levels of governments. In Cranbrook, Council's legislative authority comes from the Province of BC.

There are several provincial acts that apply to municipalities, however the *Community Charter* and the *Local Government Act* are the major pieces of legislation that delegate authority, power, duties, and responsibilities of local government.

The City of Cranbrook, as a municipality, has a purpose and fundamental powers under Section 7 and Section 8 of the *Community Charter*.

The purpose of the municipality is to provide good government for the community, provide services and laws for the community's benefit, provide stewardship

Agenda packages and minutes for all Council meetings are published online (<https://cranbrook.civicweb.net/portal/>) and are easily accessible for the public. All other information on the City of Cranbrook and City business can be found at the City's official website (<https://cranbrook.ca/>).

Any direct questions about the roles and responsibilities of Council can be forwarded to the City's CAO, Mark Fercho by phoning (250) 489-0211 or emailing mark.fercho@cranbrook.ca.

of the public assets of the community, and foster the economic, social and environmental well-being of the community.

The fundamental powers of a municipality include the authority to provide any service that Council considers necessary or desirable for the community. Council can regulate, prohibit, and impose requirements in relation to municipal services, public places, protection of people or property, enhancement of well-being, public health, amongst other regulations through adopted bylaws.

At its core, Council is to make sure the powers, duties, and functions of the municipality are carried out and that the City employs a Chief Administrative Officer (CAO). The CAO is ultimately responsible for implementing the programs and policies of the City. As the administrative

Role of City Council

leader of the City, the CAO is the person to whom all City employees ultimately report.

Every decision made by Council is made through a majority vote of those present at a public Council meeting. The Mayor and each Councillor represents a single vote on any given item for consideration. In order for Council to fulfill its functions, at least four of the seven Council members must be present at any given Council meeting to vote.

Individual Council members do not have the power and authority to personally direct the activities of City employees, programs, or initiatives. The majority of Council decides on the direction of staff to implement bylaws, policies, and other directions or initiatives, with the CAO ultimately seeing those matters through to completion.

Any candidate intending to run for Council because of a singular particular issue affecting the City is strongly encouraged to become familiar with the legislation and history surrounding that specific issue.

Council develops and evaluates the City's programs and policies in a variety of ways. From approving the City's Five-Year Financial Plan (<https://cranbrook.ca/our-city/city-departments/finance/>

budget/) on an annual basis, which encompasses all City finances, Council also outlines strategic priorities (<https://cranbrook.ca/our-city/2020-2024-strategic-plan/>) which provides direction for City staff to explore and investigate projects, programs, or write public policy.

Adopting Bylaws

While Council won't write or develop individual bylaws, they do set the direction for staff to bring bylaws forward for consideration. Upon adoption, bylaws formulate "local law" in the City which are enforceable by Bylaw Officers and other authorities, if so given.

Bylaws are fundamental pieces of public policy that regulate, prohibit, and impose regulations or requirements within the community. Some bylaws are mandatory as per the Community Charter while others are discretionary and depend on Council's intention to enforce or regulate a specific issue in the community.

Bylaws can range from direct enforcement, fees and fines, to regulations surrounding land use, private property, local business, cemeteries, parks, or other public spaces in the community.

The City's current bylaws can be found at the City's website (<https://cranbrook.civicweb.net/filepro/documents/2/>).

Role of City Council

ADOPTING BYLAWS

While Council won't write or develop individual bylaws, they do set the direction for staff to bring bylaws forward for consideration. Upon adoption, bylaws formulate "local law" in the City which are enforceable by Bylaw Officers and other authorities, if so given.

Bylaws are fundamental pieces of public policy that regulate, prohibit, and impose regulations or requirements within the community. Some bylaws are mandatory as per the Community Charter while

others are discretionary and depend on Council's intention to enforce or regulate a specific issue in the community.

Bylaws can range from direct enforcement, fees and fines, to regulations surrounding land use, private property, local business, cemeteries, parks, or other public spaces in the community.

The City's current bylaws can be found at the City's website (<https://cranbrook.civicweb.net/filepro/documents/2/>).

APPROVING POLICY

Policies are discretionary forms of legislation that outline the duties, standards, and performance of City staff in regards to a specific task. They are either imposed by legislation or imposed by the City to perform its various duties.

Cranbrook's policies include a Policy Statement that is approved by Council, providing an overall scope and vision for the policy. The Procedure attached to the policy is approved by the CAO and

provides the operational tools for City staff to fulfill the task or duty.

Policies can range from travel claim and expenses, water restrictions, and cemetery operations, to staff's use of City technology, progressive discipline of employees, or Council's Code of Conduct.

The City's current policies can be found at the City's website (<https://cranbrook.civicweb.net/filepro/documents/59752/>).

Boards & Committees

On an annual basis, Mayor and Councillors are appointed to various boards and committees within the community. The appointments are made at the annual Organizational Meeting of Council which is held the first Regular Council in December.

If a 4-year term on Council does not seem to be the right fit for you, you can still participate in local government by being a public member on one of the City's boards or committees.

The following is a list of boards and committees that Mayor and Councillors will be appointed to serve and participate:

- Advisory Planning Commission
 - Two Council members (non-voting)
- Cranbrook Public Library Board
 - One Council member
- Cranbrook History Centre Board
 - One Council member
- Community Social Planning Society of Cranbrook and Area
 - One Council member
- Cranbrook and District Chamber of Commerce
 - One Council member
- Cranbrook Tourism Society Board
 - One Council member (non-voting)
- Ktunaxa Kinbasket Treaty Advisory Committee
 - One Council member
 - One appointed alternate
- Personnel Committee (Committee of the Whole)
 - All Council members
- Regional District of East Kootenay (RDEK) Board
 - Mayor (5 votes)
 - One Councillor (4 votes)
 - Two appointed alternates
- Kootenay East Regional Hospital District (KERHD) Board
 - Mayor (5 votes)
 - One Councillor (4 votes)
 - Two appointed alternates

Ethics & Standards

DISCLOSURE & CONFLICT OF INTEREST

As an elected official for the City of Cranbrook, you are held to a high standard to protect the best interests of Cranbrook. It is imperative Council operates in an open and transparent manner with the public.

Legally, you are required to disclose any interests that may cross paths with your role on Council that would monetarily affect you or your immediate family. That also includes gifts over the amount of \$250 in value.

The Mayor or Councillor must declare the conflict of interest by disclosing the general nature of the pecuniary interest, abstaining from voting on and discussing the issue, and leaving Council Chambers until the matter is concluded before Council.

Pecuniary interest, conflict of interest, gifts, insider information and more are covered under Part 4 [Public Participation and Council Accountability] - Division 6 [Conflict of Interest] of the Community Charter.

CIVIL LIABILITY

A Council member can be held liable for numerous reasons, and any candidate should make themselves aware of the ramifications for contravening the Community Charter or Local Government Act.

Any Councillor could be held civilly liable for defamation as well as making expenditures not authorized in the

budget or approved by Council, voting to spend money borrowed or from a grant on something else, or voting in favor of a loan, borrowing guarantee which exceeds the City's debt limit.

Further information on liability is detailed in Section 191 of the Community Charter.

DISQUALIFICATION

The Community Charter also outlines the grounds for a Council member to be disqualified from holding office. While disqualification is severe, a Mayor or Councillor can be disqualified if they contravene:

- Division 6 [Conflict of Interest]
- Section 120 (1.1) [failure to make oath of office]
 - Councillor does not make required oath or affirmation of office within time established
- Section 125 (5) [unexcused absence from council meetings]
 - Councillor is absent from Council meetings for a period of 60 consecutive days or 4 consecutive regularly scheduled Council meetings, which is longer, unless the absence is for illness, injury, or with leave of Council
- Section 191 (3) [unauthorized expenditures]

Ethics & Standards

COUNCIL-CAO COVENANT

WE, as Members of the City of Cranbrook Will:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- make decisions which we believe to be in the best interests of the citizens of our jurisdiction
- review the background information and advice made available to us by the administration prior to rendering a decision
- seek further input from our CAO when we are unsure of the issues or uncertain as to the preferred course of action
- refer any complaints, either written or verbal, about the decisions of the Council or the actions of administration, to the CAO for review, comment and follow-up (as appropriate)
- refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately
- seek to participate actively in the decision-making process as it occurs at the Council table; make decisions at the table and not away from the table
- refrain from any public or private criticism of our administration wherein individual employees are identified
- act as good stewards of the City and as public servants of our citizens through ethical conduct
- provide effective leadership through guiding the corporation of the City through annual or longer-term goals and priorities (the Council's Business Plan), through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens
- ensure that we formally evaluate the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment.

Signatures:

Mayor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Ethics & Standards

I, the Chief Administrative Officer Will:

- conduct myself as your chief policy advisor in an honest and ethical manner
- ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments
- provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council
- forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured
- ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your CAO
- seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of other levels of government
- admit to any mistakes of substance made by myself or my staff and take corrective action
- listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis
- ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Signature:

CAO _____



Election Calendar

ELECTION PERIOD

Saturday, January 1, 2022

– Friday, September 16, 2022

Period beginning January 1 of an election year until 29 days before General Voting Day. Campaigns must report all expenses incurred during the election period.

NOMINATION PERIOD

Tuesday, August 30, 2022 • 9:00am

– Friday, September 9, 2022 • 4:00pm

The period for candidates to submit their nominations to local election officials.

PRE-CAMPAIGN PERIOD

Monday, July 18, 2022

– Friday, September 16, 2022

At the beginning of this period election advertising rules come into force and continue through General Voting Day.

CAMPAIGN PERIOD

Saturday, September 17, 2022

– Saturday, October 15, 2022

The period that begins on the 28th before General Voting Day and ends at the close of voting on General Voting Day.

Candidate and third-party expense limits apply during this period.

ADVANCED POLL #1

Wednesday, October 5, 2022

8:00am - 8:00pm

Cranbrook Seniors Centre

ADVANCED POLL #2

Wednesday, October 12, 2022

8:00am - 8:00pm

Cranbrook Seniors Centre

GENERAL VOTING DAY

Saturday, October 15, 2022

8:00am - 8:00pm

Laurie School Gymnasium

Day where electors cast ballots and determine results of the election

CAMPAIGN FINANCING DISCLOSURE STATEMENT FILING DEADLINE

Friday, January 13, 2023

Deadline to file campaign financing disclosure statements

CAMPAIGN FINANCING DISCLOSURE STATEMENT LATE FILING DEADLINE

Monday, February 13, 2023

Final deadline to file campaign financing disclosure statements. Late filing before this deadline incurs a \$500 late filing fee.

Council Orientation

Following the election, all members of Council must participate in a mandatory Council Orientation to further learn in-depth about the roles, responsibilities, and duties of Council. Orientation will cover all topics of the municipality and provide an introduction of Council to each City department function.

COUNCIL ORIENTATION CALENDAR

Introduction Dinner

Wednesday, October 26, 2022

Swearing-In Ceremony

Thursday, October 27, 2022

Day 1 (Modules 1-2)

Monday, October 31, 2022

- Overview, Core Services, Employment

Day 2 (Modules 3-4)

Tuesday, November 1, 2022

- Land Use Applications, City Tour

Day 3 (Module 5)

Wednesday, November 2, 2022

- Council Orientation (Governance)

Day 4 (Modules 6-11)

Thursday, November 3, 2022

- Council Orientation (Legal),
Staff Support, Office Procedures,
Information Technology,
Media Relations, Meeting Procedures

Day 5 (Modules 12-14)

Friday, November 4, 2022

- Finance 101, Economic Development,
City's Governance Structure

Inaugural Council Meeting

Monday, November 7, 2022

Special Council

Wednesday, November 16, 2022

- Senior Team Budget Meeting

Regular Council

Monday, November 21, 2022

Organizational Council Meeting

Monday, December 5, 2022

- Appoint Mayor and Councillors to
Committees

Special Council

Wednesday, December 14, 2022

- Budget Meeting Presentations (Day 1)

Special Council

Thursday, December 15, 2022

- Budget Meeting Presentations (Day 2)

Council Meeting Calendar

2022 REGULAR COUNCIL MEETING DATES

Council Chambers

Monday • 6:00 pm

January 10

January 24

February 7

February 28

March 14

March 28

April 11

April 25

December 5

- Organizational Meeting

Manual Training School

Monday • 6:00 pm

May 9

May 30

June 13

June 27

July 11

July 25

September 19

October 3

November 7

- Inaugural Council Meeting

November 21

Resources & References

CONTACTS

Sarann Press, Chief Elections Officer

Phone (Toll-Free): 1-866-210-4373

Email: elections.officer@cranbrook.ca

Mark Fercho, Chief Administrative Officer

Phone: (250) 489-0211

Email: mark.fercho@cranbrook.ca

City of Cranbrook Council Meeting Calendar

2022

Regular Meetings are schedule for 6:00 p.m.

Regular Meeting	Statutory Holiday	UBCM Convention	General Election	Inaugural Meeting	Swearing In Ceremony	Orientation Week (mandatory)
Special Meeting (Budget)	Special Meeting					

January

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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August

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November

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Resources & References

ONLINE RESOURCES

City Website • <https://cranbrook.ca/>

City Election Information

- <https://cranbrook.ca/our-city/city-departments/corporate-services-1/elections-start/>

Council Meeting Agendas & Minutes • <https://cranbrook.civicweb.net/portal/>

City Council Livestream • <https://cranbrook.ca/livestream/>

City Bylaws • <https://cranbrook.civicweb.net/filepro/documents/2/>

City Policies & Procedures • <https://cranbrook.civicweb.net/filepro/documents/59752/>

Five-Year Financial Plan

- <https://cranbrook.ca/our-city/city-departments/finance/budget/>

Strategic Plan (2020-2024) • <https://cranbrook.ca/our-city/2020-2024-strategic-plan/>

Community Charter

- https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_10

Local Government Act

- https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00

Elections BC • <https://elections.bc.ca/>

- <https://elections.bc.ca/local-elections/2022-general-local-elections/>
- <https://elections.bc.ca/local-elections/who-does-what-in-local-elections/>
- <https://elections.bc.ca/local-elections/local-candidates/candidate-information/>
- <https://elections.bc.ca/local-elections/forms-and-guides/local-guides/>

B.C. Government – General Local Elections

- <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>
- <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running>
- <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/deciding-to-run>

Association of Kootenay & Boundary Local Governments • <https://akblg.ca/>

Union of BC Municipalities • <https://www.ubcm.ca/>

Federation of Canadian Municipalities • <https://fcm.ca/en>

2021 Census Profile (Statistics Canada)

- <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Cranbrook&DGUIDlist=2021A00055901022&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

Regional District of East Kootenay Board

- https://www.rdek.bc.ca/about/board_of_directors/

Kootenay East Regional Hospital District Board • <https://kerhd.ca/board/>



THE CORPORATION OF THE
CITY OF CRANBROOK

POLICY NO. 10-06

POLICY & PROCEDURES MANUAL

TITLE: Council Code of Conduct

SCOPE: Members of the City of Cranbrook City Council

It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, the public and all other levels of government.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial laws, as well as the bylaws and policies of the local government, the common law, and any other legal obligations which apply to members individually or as a collective council or board.

POLICY STATEMENT

As local government representatives, we recognize that responsible conduct is essential to providing good governance for the City of Cranbrook.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfil our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

POLICY APPROVAL

APPROVED BY COUNCIL

Resolution No. 165-20


CHIEF ADMINISTRATIVE OFFICER

AMENDS

Resolution No. _____

RESCINDS Policy No. _____

RESCINDED by Policy No. _____

POLICY & PROCEDURES MANUAL

TITLE: Council Code of Conduct

PRINCIPLES

Integrity	means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
Respect	means having due regard for other's perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and the rights of others and an understanding of the role of local government.
Accountability	means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when Council or board members, individually and collectively, accepts responsibility for their actions and decisions.
Leadership and Collaboration	means ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff, and public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.

POLICY & PROCEDURES MANUAL

TITLE: Council Code of Conduct

- Members will direct their minds to the merits of the decisions before them, ensuring that they act based on relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all their dealings.

Respect: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting, or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.

POLICY & PROCEDURES MANUAL

TITLE: Council Code of Conduct

- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will always recognize the importance of the role of the chair of the meetings and treat that person with respect.

PROCEDURE RESPONSIBILITIES

Adherence to the Code, Acts and Council Procedures

Each member of Council will:

- Follow all aspects of this Code of Conduct.
- Adhere to the requirements of and not directing staff to conduct themselves in a manner contrary to all local government legislation.
- Understand and follow the requirements of all Council policies and resolutions.

If a member of Council has a concern regarding a potential breach of the Code of Conduct, the issue should be raised at the next available Council meeting. Possible breaches of the Code of Conduct may be considered in-camera if Council so resolves provided that the subject matter relates to those matters listed in Section 90 of the *Community Charter*.

Conflict of Interest

All members of Council shall be familiar with, understand and act in accordance with the provisions set out in the conflict of interest section of the *Community Charter*. For reference, conflict of interest is dealt with under sections 100, 101 and 104 of the *Community Charter*.

Council Authorities and Powers

Each member of Council will respect the legislation which accords to Council the authority to make decisions which guide the action of the administration. This authority is vested in Council when it is convened as a body at a duly constituted meeting.

POLICY & PROCEDURES MANUAL

TITLE: Council Code of Conduct

Council members must not interfere with, hinder, or obstruct a municipal officer or employee in the exercise or performance of his or her powers, duties, or functions. This is consistent with Section 153 of the *Community Charter*.

Policy Role of Members of Council

Members shall respect and adhere to the Council - Chief Administrative Officer structure of municipal government as practiced by the City. In this structure, the Council determines the policies of the City with the advice, information and analysis provided by City administration. Members therefore shall not interfere with the administrative functions of the City or with the professional duties of administration, nor shall they impair the ability of staff to implement Council policy decisions.

Public Statements

Council members are not restricted in any public statement they choose to make; however, as a member of the Council they are expected to:

- Support the role of the Council and its administration.
- Support the current policies of the Council; and
- Support the decisions of the Council as a whole.

Any public statement made by Council members expressing an opinion on City policies, decisions of the Council as a whole, or any other City matters outside of these expectations, must clearly articulate that the opinions shared are their own and not that of Council.

Review

This policy is to be reviewed in October 2022 following the next regularly scheduled municipal election, after which this policy is to be reviewed every four years, following each scheduled municipal election period.