



June 3, 2022

TO: UBCM Members  
**ATTN: ELECTED OFFICIALS**

FROM: Councillor Brian Frenkel  
Chair, UBCM 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. The deadline for advance nominations is **Friday July 29, 2022 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 Nomination and Consent 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. The relevant extract from the UBCM Bylaws is attached as Appendix D.

## 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.

The Nominating Committee reviews the qualifications of each candidate. The members of the 2022 Nominating Committee are:

- Councillor Brian Frenkel, Immediate Past President, UBCM, Chair
- Director Steve Forseth, North Central Local Government Association
- Councillor Lori Mindnich, Southern Interior Local Government Association
- Mayor Clara Reinhardt, Association of Kootenay & Boundary Local Governments
- Councillor Laura Dupont, Lower Mainland Local Government Association
- Director Penny Cote, Association of Vancouver Island & Coastal Communities

### 4. Advance Nominations / Nominating Committee Report / Candidate Video Messages

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 distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Friday July 29, 2022**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

As well, candidates meeting the advance nominations deadline will have the opportunity to submit a pre-recorded 2-minute video message that will be uploaded to the 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

### 5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation.

All candidates, advance and off the floor, who are not acclaimed will have an opportunity to

make a candidate speech during the designated time noted within the Convention program prior to the elections process.

## **6. 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:

Councillor Brian Frenkel  
Chair, Nominating Committee  
60-10551 Shellbridge Way  
Richmond BC V6X 2W9

Chair email: [bfrenkel13@gmail.com](mailto:bfrenkel13@gmail.com)  
Chair cell: 250.567-8620

### **UBCM Contact:**

Marie Crawford  
General Manager, Richmond Operations

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

2215/60/Call for Nominations-Items/Call for Nominations

## 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 Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

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

#### May/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 29, 2022

Advance nominations close.

## APPENDIX C

Following the advance 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 advance nominations deadline will be included in the Report on Nominations. Candidates meeting the advance nominations deadline will also have the option of submitting a 2-minute candidate video message that will be posted on the UBCM website.

### 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

### On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

## ELECTION PROCESS

### Step 1 – Election of Table Officers

#### **WEDNESDAY, SEPTEMBER 14**

- 9:20 am Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 am Nominations from the floor for Table Officer positions.
- 2:30-2:45 pm Candidate speeches (*if there is more than one candidate for a position*).
- 2:45-5:00 pm Elections for Table Officer positions (*if there is an election*).

#### **THURSDAY, SEPTEMBER 15**

- 8:00-9:00 am Elections continue for Table Officer positions (*if there is an election*).

### Step 2 – Election of Remaining Executive Positions

#### **THURSDAY, SEPTEMBER 15**

- 8:30 am Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:30-11:35 am Nominations from the floor for the remaining Executive positions.
- 11:35-12:00 pm Candidate speeches (*if there is more than one candidate for a position*).
- 2:00-5:00 pm Elections for the remaining Executive positions (*if there is an election*).

#### **FRIDAY, SEPTEMBER 16**

- 7:30-8:30 am Elections continue for the remaining Executive positions (*if there is an election*).

*For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee. Please review the Convention Program for final timing of events.*