



2021 Municipal Election Candidate Information



SAINT JOHN

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This information session is designed to give prospective candidates an understanding of the following topics:

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Elections NB – Running for Municipal Council

Who is eligible to run?

- A Canadian citizen who is 18 years old on or before election day
- A resident of the municipality at least 6 months prior election day
- Candidates for ward Councillors must be a resident of that ward when they are nominated

Elections NB – Running for Municipal Council

Who is not eligible to be a municipal candidate?

- A full-time municipal employee cannot be a candidate in that municipality
- A judge, an election officer, or a person who has been disqualified for municipal office by law

Elections NB – Running for Municipal Council

- Candidate must complete the Nomination paper and return it to the Municipal Returning Officer
- Returning Office opens on March 22nd and Closes at 2:00p.m. on April 9th

Contact: Elections NB for further information

Council Positions in the 2020 Election

Mayor

2 Councillors-at-Large

2 Councillors Ward 1

2 Councillors Ward 2

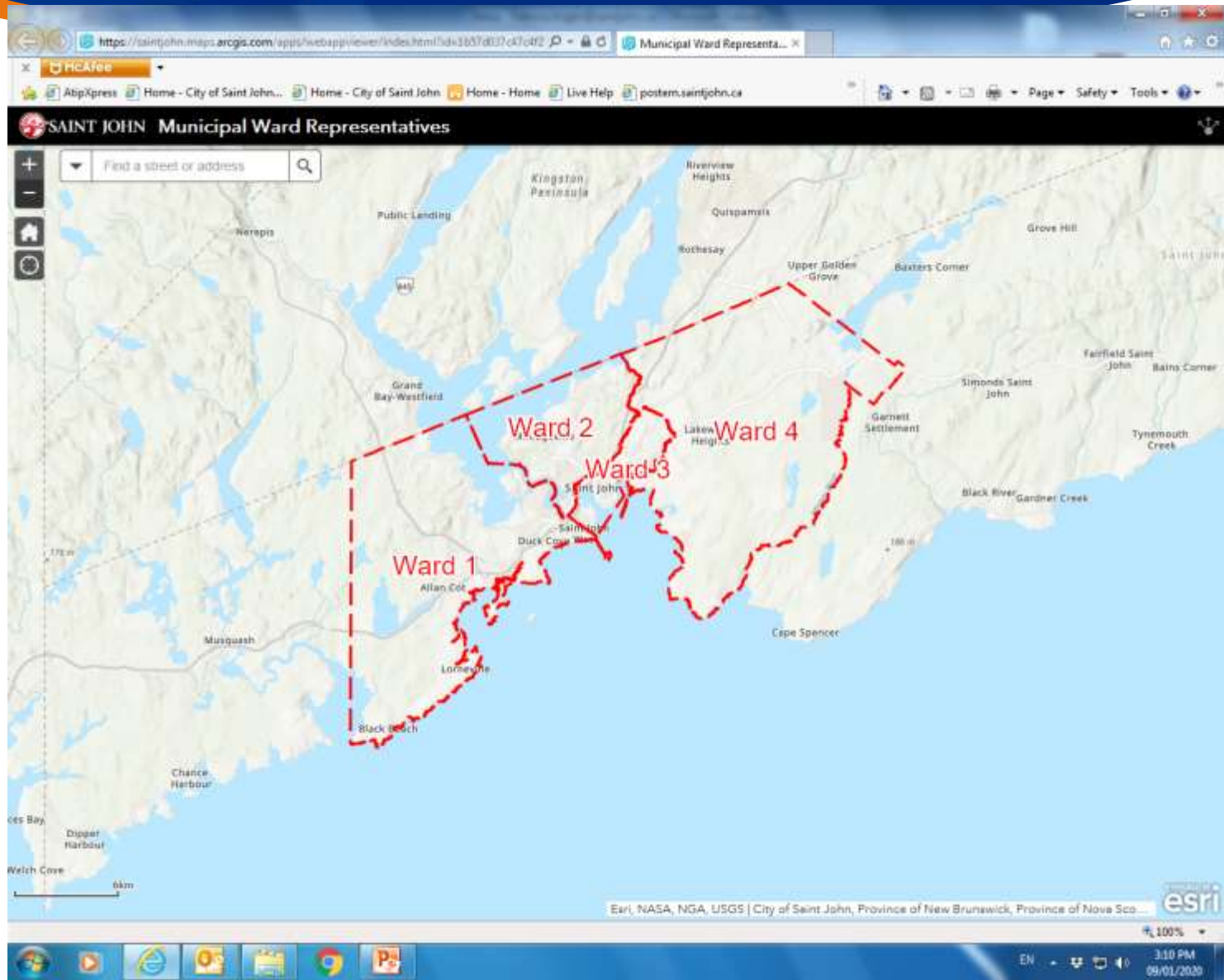
2 Councillors Ward 3

2 Councillors Ward 4



Council is responsible for appointing Councillor as Deputy Mayor. The practice in Saint John has been to appoint the Councillor who received the highest number of votes in the election.

The City's Ward System



Responsibilities and Powers of Local Government

Local Governance Act:

- The Local Governance Act is the main piece of legislation governing the powers, responsibilities and general operations of local governments in New Brunswick
- The Act addresses items such as:
 - Role of the Mayor, Deputy Mayor, a Councillor and Council as a Whole;
 - Open and Closed Meetings of Council and Committees
 - Conflict of Interest
 - Bylaw making authority



Role of Local Government

Provide services:

- drinking water, sewer and waste
- snow removal, parks, recreation
- garbage removal, recycling
- transportation, parking
- create agencies to manage services: SJ Energy, Canada Games Aquatic Centre, Saint John Board of Police Commissioners, Parking and Transit Commission, Saint John Free Public Library (23 ABCs)

Keep communities safe:

- police, fire, building inspections

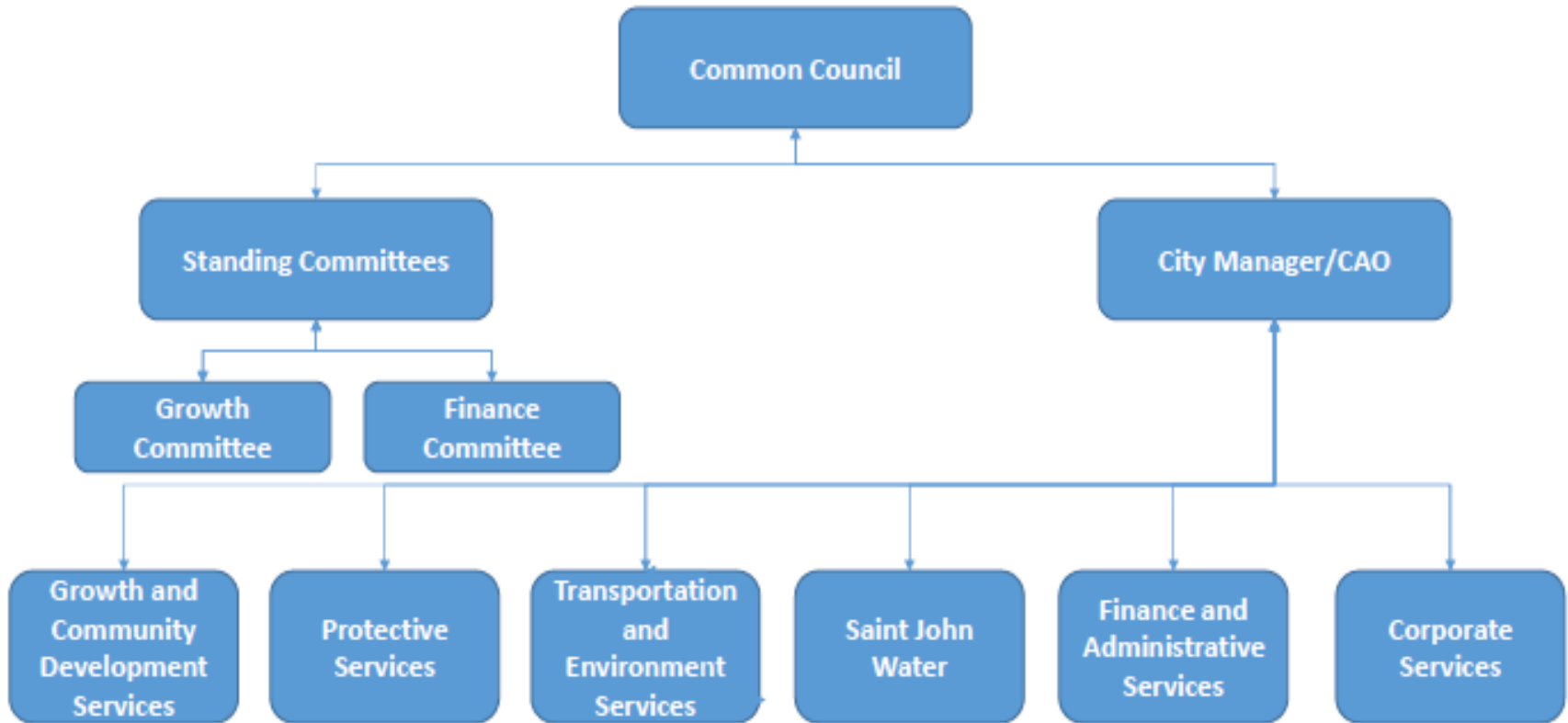
Maintain public assets:

- roads, water and sewer lines, water facilities, buildings, fleet

Overview of City of Saint John Services

- Maintain over **600 km** of streets and **250 km** of sidewalks
- Engage with over **140** sports, arts and culture, community and neighbourhood groups to create a livable, vibrant City
- Respond to over **2,600** emergency response and fire service calls annually in addition to **4,400** medical first responder calls
- Maintain over **2,200** acres of natural parkland and **56** km of trails for recreational and leisure purposes
- Maintain **4** ice surfaces and over **124,000** square meters of sports turf
- Collect over **15,000 tonnes** of refuse and compost
- Maintain over **500 km** of water transmission and distribution mains
- Manage over **\$200 million** in operating expenditures and **\$40 million** in capital investment

Local Government Structure: Council - CAO (City Manager) Model



Local Government Structure: Council – CAO (City Manager) Model

The Council-chief administrative officer system is based upon the principle of separation of policy from administration: Council is responsible for setting policy and staff (through the CAO) is responsible for administration.

The City Manager/CAO is responsible for:

- Ensuring Council policies and decisions are followed and carried out by staff
- Supervising department heads/staff and overseeing the administration of all city services
- Coordinating the various branches of the administration
- Preparing and presenting reports to Council
- Overseeing the annual budgets
- Keeping Council apprised of all matters of importance to the community
- Keeping Council apprised with respect to the administration of the municipality

The Office of the City Clerk

Functions of the Office of the City Clerk:

- Official link between the public and Council
- Manages Council and Committee meetings (scheduling, agendas, minutes)
- Required by legislation to attend all meetings of Council and record decisions
- Provides procedural advice to Council and staff
- Provides administrative support to Mayor and Council
- Helps to ensure meetings are conducted in accordance with the relevant legislation and bylaws
- Provides secretarial support to several civic committees (Growth and Finance Committees, SJ Energy, Pension board, Regional Facilities)
- Manages the applications and appointments to all civic agencies, boards and commissions
- Manages corporate records and information
- Manages the City's Access and Privacy program (Right to Information/Freedom of Information)

Common Council Roles and Responsibilities

Role of Council:

- Determining services/service levels (police protection, fire protection, roadway maintenance, recreation programs and facilities, garbage collection, etc.)
- Policy Making (by-laws, policies, Council resolutions, setting priorities)
- Political / Representative Role

Council Roles and Responsibilities: Mayor

The Mayor:

- Presides at meetings of Council (Chairs)
- Provides leadership to Council
- Communicates information and recommends actions to Council for the improvement of the municipality's finances, administration and government
- Speaks on issues of concern to the municipality on behalf of Council
- Key signing authority on all legal contracts, agreements, deeds
- Performs any other duties conferred upon him or her by Council or statutes
- Votes in the event of a tie

Council Roles and Responsibilities: Deputy Mayor & Councillors

The Deputy Mayor:

- If the Mayor is absent or the office of the Mayor is vacant, the Deputy Mayor assumes all the powers of the Mayor

Councillors:

- Serve the interests of the community
- Represent the community and their constituents
- Develop and evaluate policies and by-laws
- Attend Council and Committee meetings
- Financial role (approves city budgets)
- Other functions (sitting on committees/boards, attending community functions)

Council Roles and Responsibilities: All Council Members

In addition, Members of Common Council:

- Affirm the Oath of Office
- Follow the Council Members' Code of Conduct
- Declare conflicts of interest
- Attend council and committee meetings
- Vote on motions (with the exception of the Mayor)
- Maintain confidentiality of information
- Act in accordance with relevant legislation, by-laws and policies

Common Council Budget and Salaries

2020 Common Council Operating Budget:

Service Area	Wages/Benefits	Goods/Services	Total Budget
Common Council	\$366,240	\$182,827	\$549,067
Mayor's Office	\$154,807	\$61,300	\$218,130

Annual Council Member Salaries:

- Mayor \$88,000
- Deputy Mayor \$42,600
- Councillor \$32,600

Council Meeting Procedures: Agendas

Council Meeting Agendas:

- Prepared by the Common Clerk
- Two separate agenda packets prepared: Regular open session and Committee of the Whole
- Open session agenda packets contain: staff reports, motions of Council members, by-laws, public hearing materials, proclamations, general correspondence
- Committee of the Whole agendas are confidential; agenda materials reference relevant section of Local Governance Act(s.68)
- Submissions from Council members must include background information and a proposed motion
- Council receives agendas electronically the Thursday before the meeting
- Complete Regular open session agenda packet published on city's website the Friday preceding the Council meeting

Common Council Meeting Procedures: Regular and Special Meetings

Regular meetings of Council:

- Held bi-weekly on Monday evenings (6pm start time – typically 2-3 hours);
- Preceded by a Closed session Committee of the Whole meeting (4:30 -6pm)
- Official city business is conducted; public hearings scheduled
- Quorum of Council needed to commence (6 Council members)
- Mayor is the Chair
- Council's Procedural by-law is followed (based on Robert's Rules of Order)
- Council decisions made: resolutions and by-laws
- Meetings are open to the public (press attend, broadcast/webcast)

Special or Emergency meetings Council:

- Can be called by the Mayor or by three members of Council to address urgent matters (24 hour notice is required) - Can be open or closed session

Common Council Meeting Procedures: Committee Meetings

Committee of the Whole meetings:

- More informal with fewer procedural restrictions
- Scheduled on an as needed basis
- May be open to the public, or may be held in closed session
- Agenda items may be discussed but no formal decisions are made

Committee of the Whole Closed session meetings (criteria):

- Confidential information protected by law
- Personal information
- Information that could cause financial loss or gain to the municipality
- Land transfers

Council Meeting Procedures: Closed Session Meetings

Closed session meetings (criteria) continued:

- Legal opinions; labour and employment matters
- Information gathered by police
- Litigation or potential litigation affecting the municipality
- Information that could violate confidentiality of information obtained by other levels of government
- Access to, or security of buildings, other structures or systems, including computer or communications systems

No decisions can be made at a closed session meeting with the exception of:

- Procedural matters
- Direction to an officer of the municipality
- Directions to a solicitor for the municipality

Committee Meetings

- In addition to Common Council meetings, Council members must also attend Council's Finance and Growth Committee meetings (typically monthly, 2-3 hours per meeting)
- Council members also sit on a number of the City's Agencies, Boards, and Commissions (Transit, Parking, Police, Saint John Energy, DevelopSJ, Discover SJ, Aquatic Centre, TD Station, etc.)
- The time commitment for each board differs as well as the meeting time (mornings, lunch, evenings)

Final Thoughts for Potential Candidates to Consider

- Do I have the necessary time to commit to this role?
- Am I available to attend all meetings (Council, Committees and boards). Sometime involving long hours and weekends?
- Is my employer flexible to allow me to attend daytime meetings when necessary?
- Am I willing to hear on a regular basis from citizens (phone calls, letter, emails)?
- Can I support decisions that not everyone agrees with?
- Can I deal with several issues at once?
- Do I mind being in the public eye / Can I deal with criticism?
- Can I work effectively as part of a team to accomplish Council's priorities?
- Am I willing to accept a decision of Council once it's made?

Q & A

