



Administration

Presented by: Corporate Officer
Jo-Anne Frank

Sechelt: The inside story

Who does what?

District of Sechelt	Sunshine Coast Regional District (SCRD)	Province
<ul style="list-style-type: none"> • Sechelt roads • Sechelt sewers • Parks • Beach trails • Trails • Garbage & recycling pickup • Business licensing • Sechelt Library (shared with SCRD) • RCMP • Dog licenses • Development permits 	<ul style="list-style-type: none"> • Water supply and distribution • Recreation facilities & programs • Transit • Emergency planning • Parks and trails (outside of municipalities) • Landfill • Recycling depots • Building inspection (outside of municipalities) • Rural land use planning • Civic addressing • Regional Hospital District • Library services (shared funding) 	<ul style="list-style-type: none"> • Provincial parks • Highways and ferries • Healthcare and Hospitals • Homelessness • Groundwater • BC Building Code • Education • Driver's licenses • Gaming • Landlord tenant relations • Property Assessments • Liquor laws

The Corporation of the District of Sechelt

- **Population:** 10,216 (2016 Census)
- **Growth Rate:** 10% (2011 Census)
- **Dwellings:** 4,855 (occupied private dwellings)
- **Area:** 39 sq. km.
- **2018 Operating Budget:** 11.8 million
- **No. of Employees:** 66 (full/part time/casual)

Services

- Land Use Planning / Subdivision Approval
- Community Sewer
- Parks, Beach Accesses and Trails
- Solid Waste Management, Recycling
- Police Services
- Airport
- Animal Control, Bylaw Enforcement
- Financial Control and Budgeting
- Administration / Legislative / Corporate Services

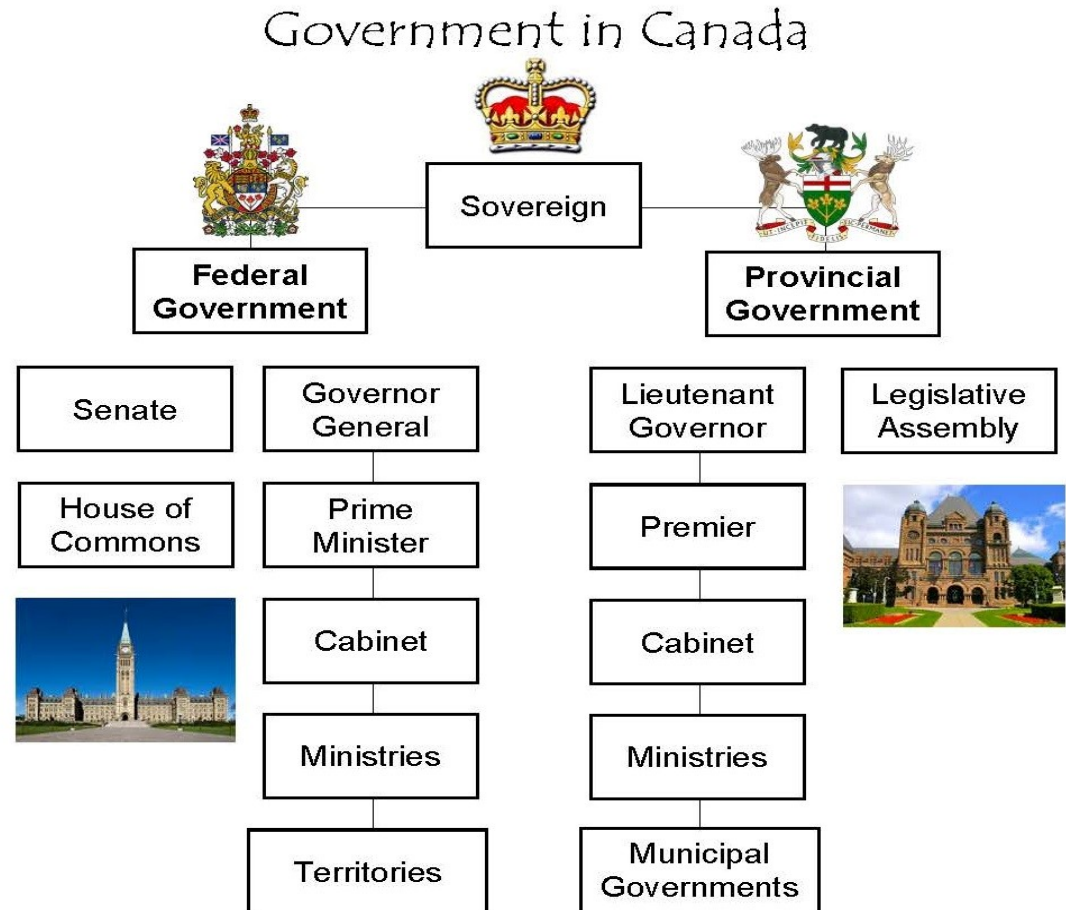
Chief Executive Office

- 7 member Council: 1 Mayor and 6 Councillors
- Member municipality of the Sunshine Coast Regional District
- 2 Sechelt Councillors appointed to SCRD Board

Enabling Legislation

Statutory Basis of Local Government

- Federal Government
- Provincial Government
- Local Government



Letters Patent

- Local Governments are incorporated and given their powers and authority by Letters Patent and Supplementary Letters Patent which are issued by the Province of BC

Letters Patent

- The District of Sechelt was incorporated and issued its Letters Patent in 1986
- Before that it was the Village of Sechelt, since 1956



Letters Patent

- On May 3, 1986 a Referendum was held to expand the boundaries of the Village
 - Results - 1409 votes cast
 - “Yes” votes - 52.31 %
 - Turnout: 47% of eligible voters



BRITISH COLUMBIA

984

APPROVED AND ORDERED MAY 15, 1986

Al Bous
Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA MAY 14, 1986

W

On the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that Letters Patent in the form attached issue incorporating the District of Sechelt on and from the 30th day of June, 1986, and that the Letters Patent of The Corporation of the Village of Sechelt be revoked on and from the 30th day of June, 1986.

Sam Bouchie
Minister of Municipal Affairs.

W. R. Bennett
Presiding Member of the Executive Council.

(This part is for administrative purposes and is not part of the Order.)

Authority under which Order is made:
Act and section Section 7 -- Municipal Act
Other (specify) Village of Sechelt Incorporated February 15, 1956, Village
Municipalities Act
Statutory authority checked by *[Signature]*
(Name and typed or printed name of Legal Officer)

W-143



Local Government Act

- A Province of BC law that guides, limits and affects municipalities and regional districts

Community Charter

- Set of principles that recognizes municipalities as an ***order of government*** that is:
 - Autonomous
 - Democratically elected
 - Responsible
 - Accountable

Community Charter

- It's different from the *Local Government Act* as it gives municipalities broader powers
- Do not need the Province's approval to provide certain services or regulations

Community Charter

- These broad powers do have limits
- General Rule
 - The powers a municipality possess depend almost entirely on the powers the province wishes to grant it through legislation

Other Enabling Legislation

- There are many other Federal or Provincial statutes and regulations that either give powers or limit the exercise of powers of local governments

Other Enabling Legislation

- Where there is a conflict between a Federal or Provincial statute and a municipal bylaw, the statute prevails

Governance

Council

- Council is the governing body of the municipal corporation and the custodian of its powers
 - develops policies
 - adopts bylaws or resolutions
 - ensures they are executed by staff

CC – Sections 122-123 and 129

- Council can only exercise the powers of the municipal corporation in the **proper form**, either by bylaw or resolution passed at a regular or special meeting when a quorum is present

- “Proper Form” includes: seeking elector approval, Provincial approval, requirements for passing or amending bylaws, public notice

Mayor is Chief Executive Officer

- The Mayor is:
 - the head and CEO of the municipality and has specific duties prescribed under the CC
 - Is presiding member of meeting when in attendance
 - Can return matters for “reconsideration” by council
 - Establishes standing committees

Statutory Officers

- Two Officer positions must be established by bylaw:
 - Chief Financial Officer
 - Corporate Officer
- CC prescribes their duties

Officers

- Council can establish any other officer position such as a chief administrative officer (CAO) to manage overall operations
- The same person can be appointed to multiple positions, for example, be appointed as both CAO and Chief Financial Officer

Officers and Employees Bylaw No. 562, 2017

2. Officer Positions

2.1 The following positions are hereby established as officer positions of the District of Sechelt:

- a) Chief Administrative Officer
- b) Director of Corporate and Financial Services
- c) Director of Engineering and Operations
- d) Director of Planning and Development
- e) Corporate Officer

2.2 Nothing in this bylaw shall prevent the appointment of the same person to two or more officer positions.

Staff

- At the District of Sechelt, the CAO is Council's only employee
- All other staff fall under the CAO's responsibility
- Responsibilities and authority defined in employment contracts, collective agreement, bylaws and policies

Staff

- Ultimately, staff are responsible for carrying out Council's policies, bylaws and resolutions within the scope of legislation

Council Meetings

- Sechelt Council and committee meetings are scheduled in advance and are advertised and open to the public. Agendas are available on line at www.sechelt.ca
- Sensitive subject matters listed under *CC* section 90 are dealt with at a closed (in-camera) portion of the meeting
- Council must, by bylaw, establish the general procedures to be followed by Council and council committees in conducting their business

Minutes

- A Recording Secretary attends all Council and Committee meetings and records resolutions passed at the meetings. These minutes, once adopted by Council, form the official record of the meeting
- Minutes and YouTube videos of previous Sechelt Council meetings are available online at www.sechelt.ca

Community Engagement

- An important part of municipal governance is public engagement
- These opportunities assist Councils to better understand residents' views and help Council to set policies, adopt bylaws about an initiative before proceeding

Community Engagement

- Open Houses with developers
- Statutory Public Hearings for land use applications
- Public Meetings
- Booth at local venues
- Delegations to Council
- Alternative Approval process (AAP) or referenda

2018 Local Elections

2018 Local Elections

- General local elections in BC are held every four years on the third Saturday in October
- The *Local Government Act* sets the laws around Sechelt's role in election administration
- Municipality MUST hold elections, MUST appoint Chief Election Officer and Deputy
- MUST have a Voting Bylaw that establishes certain voting procedures

Sechelt Local Elections

- **Voting Day** is Saturday, October 20, 2018, 8 am to 8 pm at Sechelt Legion, Davis Bay Elementary, West Sechelt Elementary
- **Advance Voting:** October 10 and 16, 8 am to 8 pm at first floor, library/municipal hall building
- Sechelt does not require advance registration – eligible electors can register on voting day

Other Key Dates

- **September 4 to 14** – Nomination Period
- **September 18** – deadline to challenge nominations
- **September 21** – deadlines for:
 - Decision on challenge of candidate nomination
 - Withdrawal of candidate
 - Elector organization withdrawal of candidate

Local Elections Campaign Financing Act

- New provisions in force for 2018 elections
- Sets September 22 to October 20 as campaign period
- Sets election expense limits - \$10,000 Mayor and \$5,000 councillor
- Sets limits for Elector Organizations and Third Party Sponsors also
- Elections BC administers rather than CEO's

Municipal Governance

What is local government?

Province of BC video

Questions?

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www.sechelt.ca