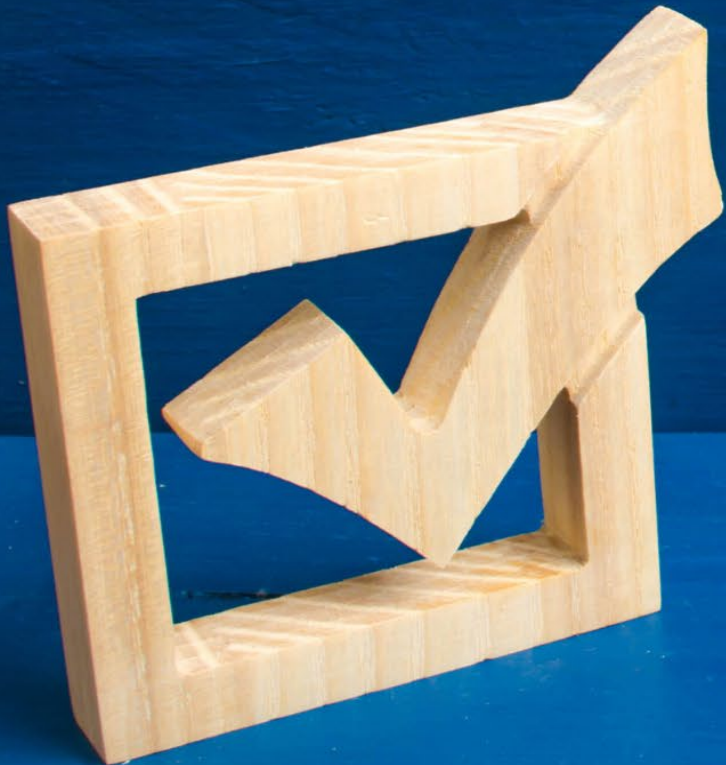


# 2024 Municipal Election

Candidate Information Session  
August 28, 2024

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# Election 2024

- October 19, 2024
- Nomination Day – September 10, 2024
- Phone or Online voting (\*Please note voting at Polling stations will be electronic, there are no paper ballots for the 2024 Municipal Election)
- Voting starts October 10<sup>th</sup>

## Eligibility

- Be a Canadian Citizen
- Be 18 years old on nomination day (September 10, 2024)
- Be a resident of the municipality for a period of six months preceding Nomination Day (by March 9, 2024)
- Not disqualified under Section 18 of the Municipal Elections Act
- Candidates must have municipal charges such as taxes and liens, fully paid.

# Information Election 2024

- [Candidate Guide to Municipal Elections](#)
- [Municipal Website Election Page](#)
- [Guide for New Municipal Councillors](#)
- [Municipal Elections Act](#)
- New Councillor Orientation (Halifax - Nov 4-5)
- Internal Orientation





# You Won! Now What?

Your role as a Councillor is to represent the constituents within your District at the Council table. This is done through participating in decisions made by Council. It is important to note that decisions are made by Council (majority vote). Direction can only be given by Council. Section 14 of the MGA states:

“The powers of a Municipality are exercised by the Council”.

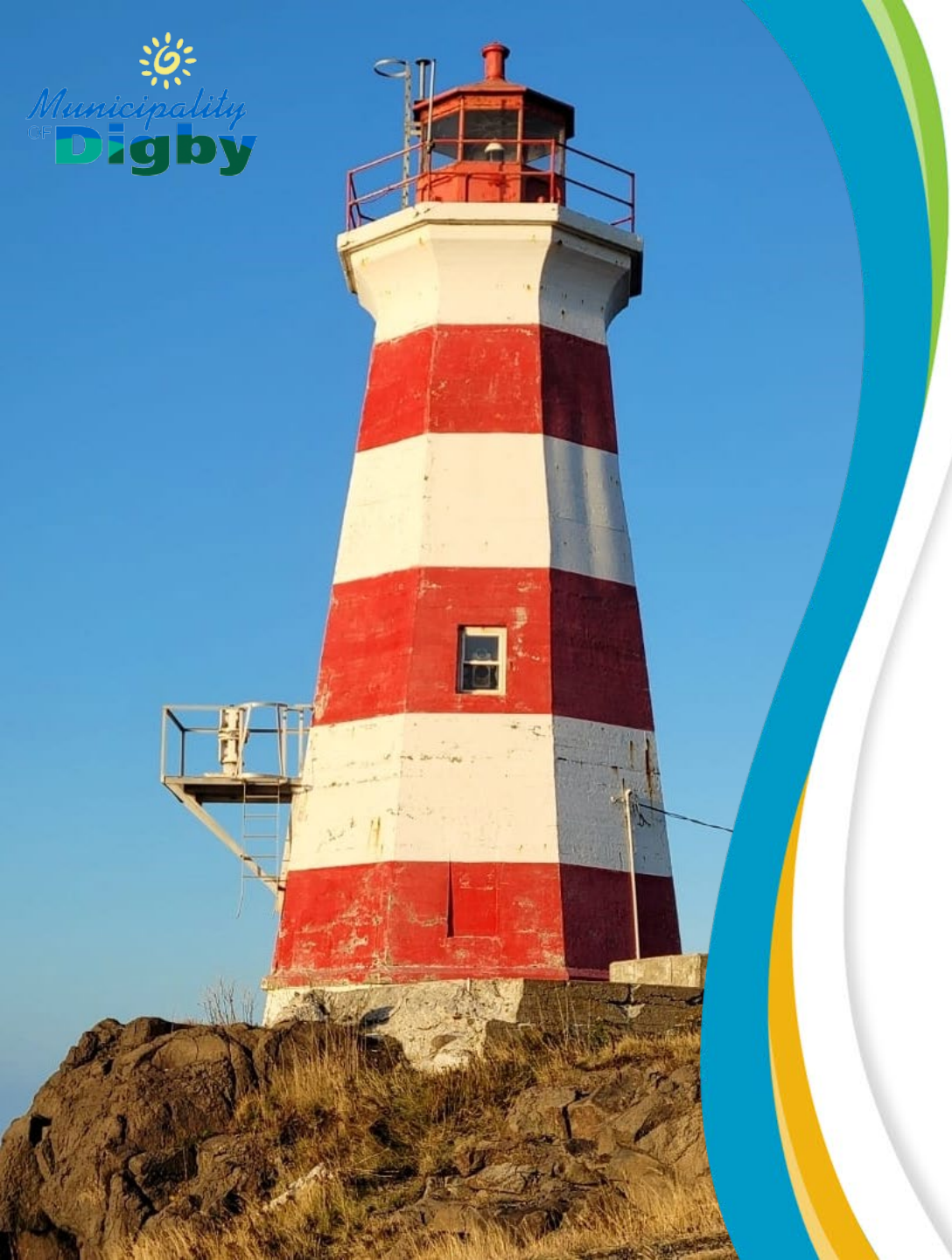
Your roles will include:

- Executive Committee Meetings – As needed
- By-Law & Policy Meetings
- Committee of the Whole Meetings
- Council Meetings
- Extra budget meetings (March to June)
- Intermunicipal, Advisory, & External Committee Work
- Agenda Packages – Come prepared
- Compensation every 2 weeks
  - Base salary \$29,535



## Committees of Council

- **Municipal Council** – 4<sup>th</sup> Tuesday of every month
- **Committee of the Whole** – 2<sup>nd</sup> Tuesday of every month
- **By-Law & Policy** – 1<sup>st</sup> Tuesday of every month
- **Transportation & Infrastructure Renewal** – Quarterly
- **Audit Committee** – Three times a year
- **Executive Committee** – As needed



# Committees of Council

There are other Committees of Council that meet and report to Council on their own schedules or as needed in meetings:

## ADVISORY COMMITTEES

- Heritage Advisory Committee – Quarterly
- Regional Emergency Management Advisory Committee – Quarterly
- Fences & Arbitration Committee – As Needed
- Planning Advisory Committee – Quarterly (More if Needed)
- Joint RCMP Advisory Board – Quarterly
- Marketing Levy & Promotions Committee – Quarterly

## INTERMUNICIPAL COMMITTEES

- Atlantic Mayors Congress
- Digby Area Recreation Committee - Monthly
- Digby Development Agency (Industrial Commission) – Monthly or as needed
- Digby Library Committee – As Needed
- Digby Municipal Fire Association – Monthly
- Kings Transit Authority - Monthly
- Senior Safety Committee - Monthly
- Tideview Terrace - Monthly
- Waste Check - Monthly
- Western Counties Regional Library - Monthly
- Western Regional Enterprise Network Liaison and Oversight Committee - Quarterly

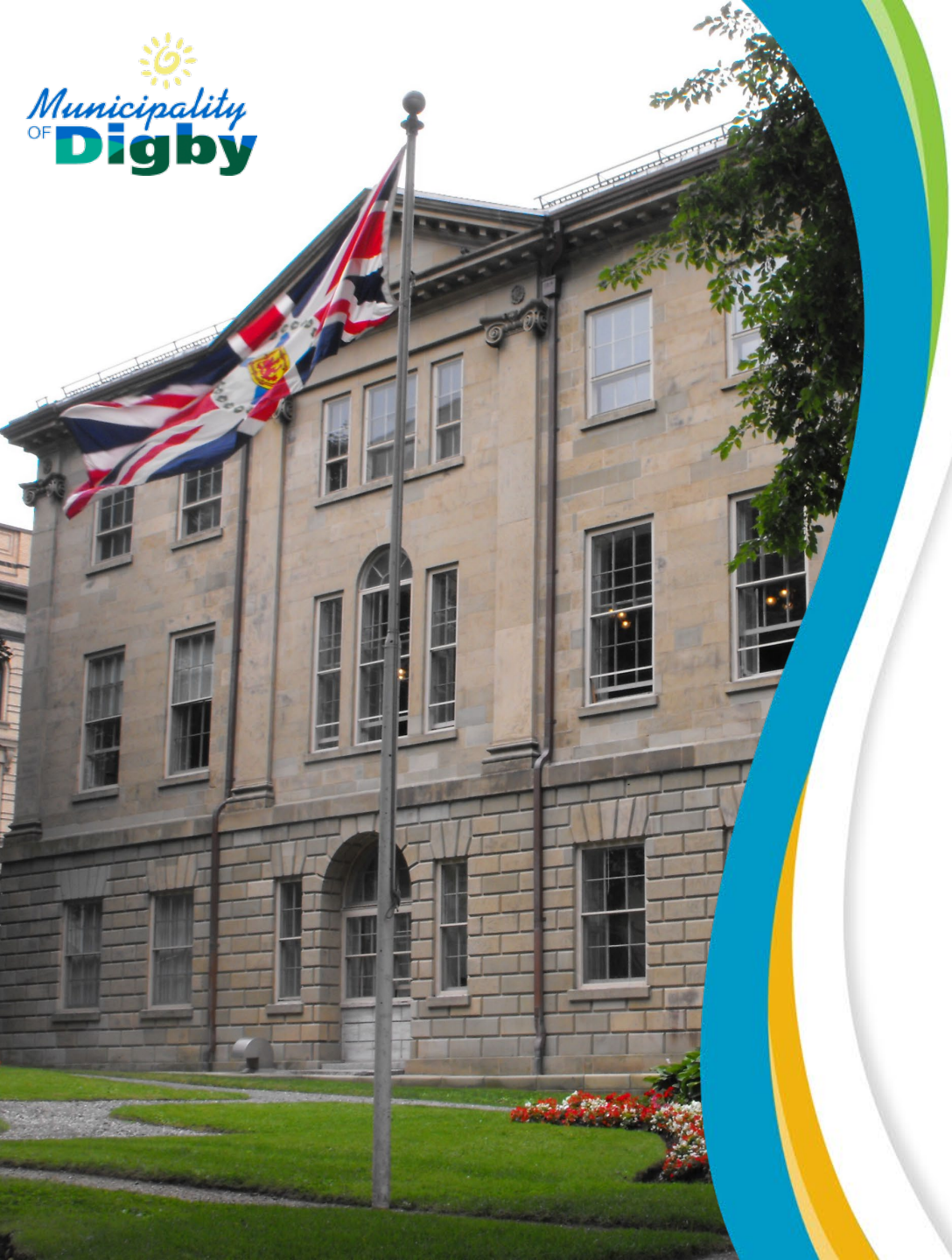
\*Each Councillor, on average sits on 12 Committees (including the 6 standing committees)





# Municipal Government

- Municipalities are the only level of government without their own independent identity
  - Municipalities are “creatures of the Province”
  - We exist and operate within authorities and responsibilities set out in provincial legislation
- The Municipal Government Act (MGA) is the largest piece of legislation that governs Municipalities
- As an employer, Municipality must abide by the Labor Standards Code, Occupational Health Safety Act, Pensions Benefits Act and Workers Compensation Act
- The MGA gives the municipality authority to set policy and bylaws
- In many areas, the MGA is permissive but does not **REQUIRE** the Municipality to do certain things



# Legislation \*not an exclusive list

- Accessibility Act
- Assessment Act
- Building Code Act
- Conflict of Interest Act
- Dismantling Racism and Hate Act
- Emergency Measures Act
- Environment Act
- Fire Safety Act
- Fences & Impounding of Animals Act
- Freedom of Information & Protection of Privacy Act
- Heritage Property Act
- Land Registration Act
- Municipal Conflict of Interest Act
- Municipal Elections Act
- Municipal Finance Corporation Act
- Heritage Property Act
- Land Registration Act
- Municipal Conflict of Interest Act
- Municipal Elections Act
- Municipal Finance Corporation Act
- Municipal Government Act
- Municipal Grants Act
- Municipal Housing Corporation Act
- Police Act
- Utility & Review Board Act





# Municipal Government Services

- Building Permits & Inspection Services
- Emergency Management Services
- Land Planning (Zoning and Development)
- Development Control
- Civic Addressing
- Solid Waste Collection and Disposal
- Transportation Services (J-Class roads, sidewalks, streetlights, etc.)
- Fire Service Funding for Volunteer Departments
- Recreation, Parks and Leisure programming (parks/trails, DARC, grants, etc.)
- Police Services (RCMP)
- Economic Development
- Various Grant Programs - \$937,000 in 2023/2024





# **NOT** Municipal Government Services

- **Provincial Roads**
  - Maintenance
  - Crosswalks
  - Development Approvals
  - Stormwater management
  - Interchanges
- **Education Issues**
  - Bussing
  - School issues
- **Health Care**
  - Mental Health Care Direct Support
  - Doctor Recruitment
- **Housing**
- **Library Operations**
- **Stormwater Management between Neighbors**
- **Financing Businesses in any way**



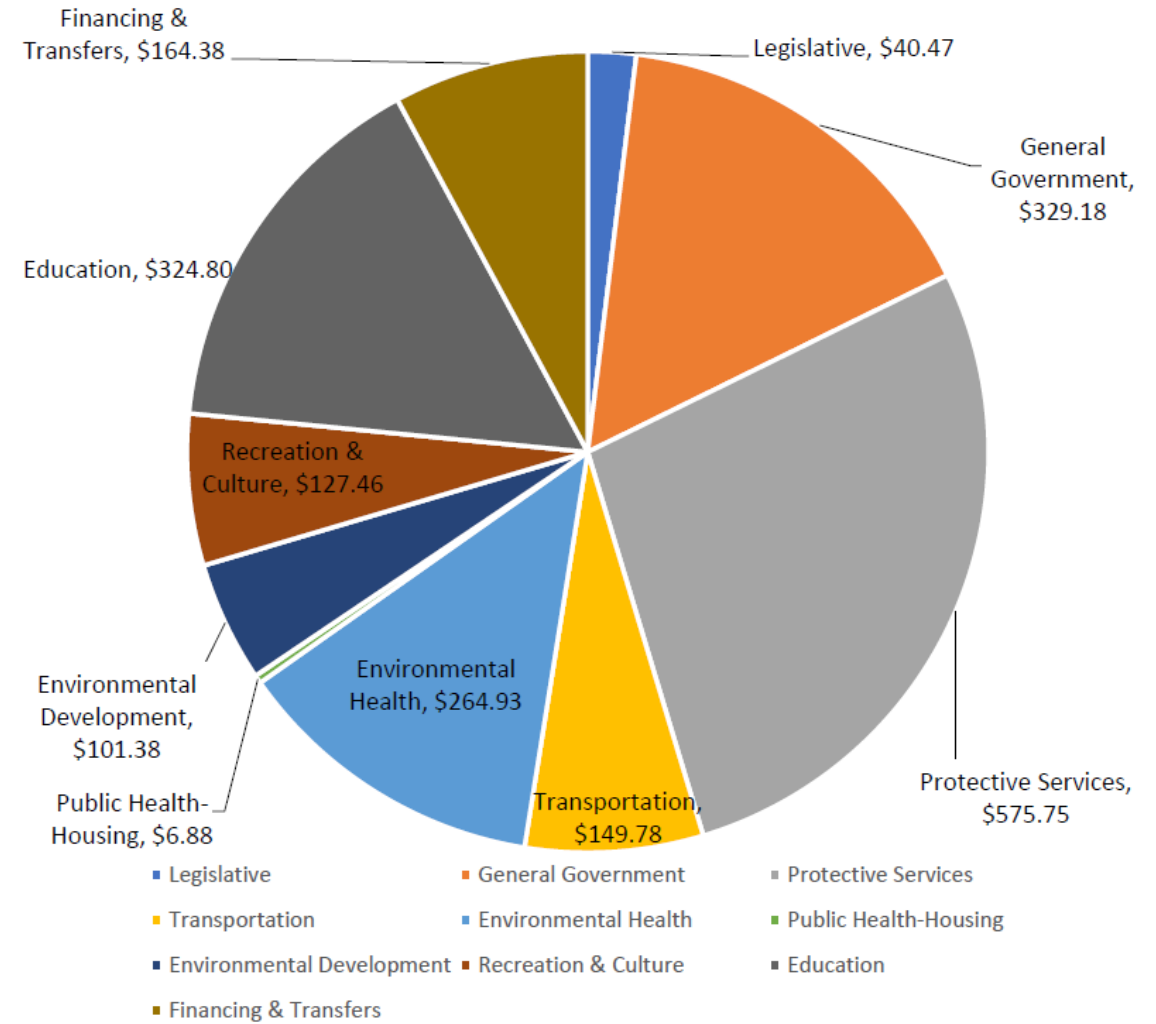


# Municipal Funding

- The budget is set every year which is approved by Council
- The MGA gives Council wide authority to decide the levels of taxation of it's property owners/residents
- Taxation reflects decisions made by Council around the level of service
- Taxes may be allocated on the basis of property value, per dwelling unit, per tax account and other basis determined appropriate by Council
- User fees are all determined by Council or delegated by policy to the CAO
- Capital Contribution from the senior levels of government

## General Tax Rate

- 33% of the General Tax Rate expenses are out of Council's control
- Mandatory Provincial Services
  - Education – Libraries – Roads
  - Protective Services







## Council...

- Approves the Strategic Plan & Holds CAO accountable to results
- Determines Level of Service
- Approves Annual Budget
- Approves Council policy (policy based governance)
- Adheres to a Code of Conduct (regulated)
- Has only one employee - the CAO

## CAO...

- CAO has broad authority and responsibility to run the organization
- Advises Council and carries out Council's wishes - Strategy
- Sets Administrative Policy to compliment Council Policy
- All staff of the Municipality are the responsibility of the CAO
- The CAO is the only staff member who is directed by Council



# Municipal Meeting Information

- Generally information is recorded & open to the public
  - Exceptions: personnel, legal, in-camera discussions
- Elected Officials must not “debate” outside of properly called meetings
- Once Council votes, Councillors speak with one voice
- Minutes are taken by staff and posted for the public to review once approved



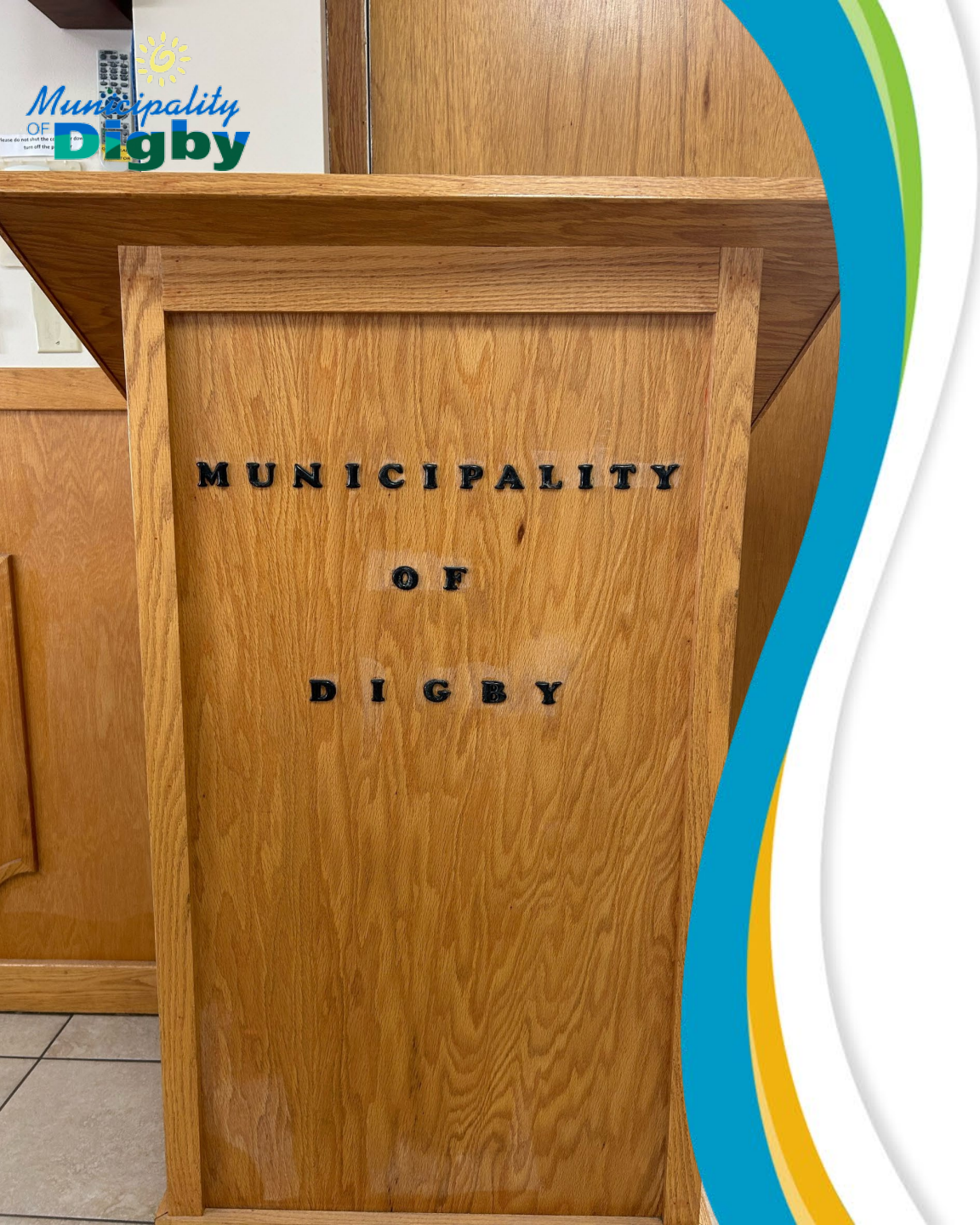


## Meeting Information – In Camera

The MGA outlines when Council can go into a private in-camera session. The legitimate reasons include:

- Acquisition, sale, lease and security of municipal property;
- Setting a minimum price to be accepted by the municipality at a tax sale;
- Personnel matters;
- Labour relations;
- Contract negotiations;
- Litigation or potential litigation;
- Legal advice eligible for solicitor-client privilege;
- Public security;
- Hearing from a developer BEFORE they submit an official application. (s. 203(1)(b))

**Most months there is one or more issues to be discussed “in camera”.**



# Ready for Municipal Council?

- Read technical reports written by staff?
- Prepare for meetings in advance?
- Provide public input & support?
- Speak for your district and the whole of the Municipality?
- Establish the vision for the Municipality of Digby and set the priorities to get there?

**Have more Questions?**

**Ask Away!**