

CANDIDATE NOMINATION PACKAGE

Use the Candidate Cover Sheet and Checklist Form C1 to ensure that the Candidate Nomination Package is complete and meets the legislative requirements of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form C1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form C1 (Section B), the relevant form is completed and attached.

The Candidate Cover Sheet and Checklist Form C1 are for the Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package.

Completing only the Candidate Cover Sheet and Checklist Form C1 **does not** constitute completion of the Candidate Nomination Package, nor does it satisfy the legislative requirements set out in the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Record the office for which the Candidate is seeking election.
3. Use section B of the Candidate Cover Sheet and Checklist Form C1 to identify which forms have been completed and are included in the Candidate Nomination Package.
4. Return the completed package to the Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the Chief Election Officer:
C2 – Nomination Documents (only page 3);
C3 – Other Information Provided by Candidate; and,
C4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to documents previously provided to Elections BC to:

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6
Toll-free fax: 1-866-466-0665
Email: electoral.finance@elections.bc.ca

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR) Cariboo Regional District Director – Electoral Area A		

SECTION B

This nomination package includes the following completed forms, appointments, consents and declarations:

- C2 – Nomination Documents**
- C3 – Other Information Provided by Candidate**
- C4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- C5 – Appointment of Candidate Official Agent** (if applicable)
- C6 – Appointment of Candidate Scrutineer** (if applicable)
- Statement of Disclosure: *Financial Disclosure Act*** (required under the *Financial Disclosure Act*)

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Candidate Nomination Package; however, the forms are not a substitute for provincial legislation and/or regulations.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for applicable election-related provisions and requirements.

CANDIDATE NOMINATION PACKAGE

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)
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We, the following electors of the above-named jurisdiction, hereby nominate:

NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
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USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT

RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
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MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
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As a Candidate for the office of:

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR) Director	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) Cariboo Regional District Electoral Area A
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Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
4. Is not 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 or be otherwise disqualified by law.

A Nominator MUST be Qualified Under the *Local Government Act* or *Vancouver Charter* to Nominate a Nominee for Office

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators (e.g., 10) are required. For local governments that require 25 nominators attach an additional sheet(s) as necessary.

I consent to the above nomination for office:

NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)
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CANDIDATE NOMINATION PACKAGE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE
NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE
NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE
NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 81 of the *Local Government Act* to be nominated, elected and to hold the office of
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)
Director, Cariboo Regional District Electoral Area A
2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by 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, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY/MM/DD)

I am acting as my own Financial Agent

I have appointed as my Financial Agent

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

CANDIDATE NOMINATION PACKAGE

C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR) Director	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) Cariboo Regional District	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA) Electoral Area A
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

I am acting as my own Financial Agent

I am not acting as my own Financial Agent

**Please ensure that name and mailing address information is the same as that
entered on FORM C2 – NOMINATION DOCUMENTS**

CANDIDATE NOMINATION PACKAGE

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR) Director	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) Cariboo Regional District	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA) Electoral Area A
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/02/21	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY/MM/DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

I hereby consent to act as the Financial Agent for the above-named Candidate for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/02/21	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY/MM/DD)	

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR) Director	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) Cariboo Regional District	ELECTION AREA (NAME OF MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA) Electoral Area A
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/02/21	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> I hereby delegate to the above-named official agent the authority to appoint scrutineers.		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR) Director	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) Cariboo Regional District	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA) Electoral Area A
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/02/21	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	



CARIBOO REGIONAL DISTRICT

BYLAW NO. 5515

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to establish procedures, conditions and amounts for Directors' remuneration and expenses.

The Board of the Cariboo Regional District in open meeting assembled enacts as follows:

1. **TITLE:**

This bylaw shall be cited as "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5515, 2025".

2. **PRINCIPLES**

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. **DEFINITIONS:**

In this bylaw, unless the context otherwise requires:

- (A) **Board Day** means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.
- (B) **Board Retreat/Strategic Planning Session** means the day(s) designated by the Board to deal with strategic planning issues, set long-term goals and objectives, or to attend to other business of a corporate nature.
- (C) **Special Board Meeting** means a Board meeting other than on a Board Day. If a special in-camera Board meeting is held in conjunction with a special Board meeting, they shall be deemed to be one meeting for the purposes of this bylaw. For clarity, a vote conducted under the authority of the *Regional District Special Voting Regulation*, does not constitute a Special Board meeting and is not eligible for meeting remuneration.
- (D) **Commission** means a body or group of people appointed by the Board, officially assigned the duty of carrying out a particular task or tasks.
- (E) **Committee** means a Committee to which a Director has been appointed by either the Board or the Chair of the Cariboo Regional District.
- (F) **Committee of the Whole Meeting** means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the CRD Board on broad regional topics such as policy issues, etc.
- (G) **Delegate** means a Director authorized to attend a sanctioned meeting as defined in section 3(H).
- (H) **Sanctioned meeting** means a meeting which is identified in Schedule B as eligible for meeting remuneration.
- (I) **Meals** means food and non-alcoholic beverages consumed by individual Directors while attending a sanctioned meeting within the Region on such occasions when the meal service is not already provided.
- (J) **Miscellaneous Expenses** means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

- (K) **Per Diem Rates** means the daily rate a Director may charge for meals and incidentals while on Regional District business outside of the District as per Section 8(E) (no receipt required).
- (L) **Sub-region** means the normal boundaries of the North (Electoral areas A, B, C, I, City of Quesnel & District of Wells), Central (Electoral areas D, E, F, J, K & City of Williams Lake) and South (Electoral areas G, H, L & District of 100 Mile House) regions of the Cariboo Regional District, as applicable.

4. INTERPRETATION AND APPLICATION

- (A) The Cariboo Regional District Staff will be responsible for ensuring that Directors' Remuneration and Expense Reports are consistent with this Bylaw.
- (B) The Cariboo Regional District Chief Administrative Officer will be responsible for ensuring that the CRD Chair's Remuneration and Expense Reports are consistent with this Bylaw.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Cariboo Regional District Policy Committee for resolution. If the dispute is not resolved at the Policy Committee, the matter shall be forwarded to the Cariboo Regional District Board.

5. REMUNERATION

- (A) Subject to a suspension of remuneration under the Board's Code of Conduct, remuneration shall be paid to Directors for the discharge of the duties of office, and shall be comprised of the following:
 - (i) **Directors, Chair and Vice Chair, Standing Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this Bylaw; and,
 - (ii) **Remuneration for attendance at sanctioned meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this Bylaw.
- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.
- (C) Remuneration shall be paid on a bi-weekly basis, in conjunction with the established staff pay periods.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this Bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Clause 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

- (A) Transportation Costs
 - (i) Whenever practical, every Director is encouraged to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved as well as associated ground transportation costs.
 - (ii) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Cariboo Regional District business conducted:
 - a) within the Director's electoral area or sub-region;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-noted approved travel shall be the amount concurrent with federal rates to the Public Service.

The District shall not reimburse the Director for stand-by charges of their personal vehicle while they are attending a meeting. Stand-by refers to the privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting

point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en route.

No additional allowances are payable for carrying passengers.

- (iii) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board on the Road meetings, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the corporation. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Cariboo Regional District business. The private accommodation rate shall be the rate paid by the Federal Government to the Public Service.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses Within the CRD

While attending sanctioned meetings within the District, Directors are entitled to reimbursement for the actual cost of meals not to exceed the per diem rates, provided such meals have not been provided by the region or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Cariboo Regional District business.

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3(J) shall be reimbursed at actual cost.

(E) Per Diem in Lieu of Actual Costs of Meals and Incidentals

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized regional district business outside of the District, Directors may elect to utilize a per diem rate concurrent with the amount paid by the federal government to the Public Service.

If the period of travel includes partial days, the per diem shall be prorated.

(F) Authorization for Out-of-District Travel

- (i) In general, out of district travel will be authorized by the Board.
- (ii) In the absence of Board authorization, the Chair, or in his/her absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Cariboo Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.
- (iv) If requested, Directors may receive up to 75% of anticipated expenses for out-of-district travel in advance of the date of travel. The remaining balance, if any, will be paid upon the submission of an expense report and approval of the Chief Financial Officer. If the advance should exceed the total allowable expenses incurred, the overage shall be deducted from the next expense claim.

(G) Extraordinary Expenses

Extraordinary expenses which are more than the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review and approval by both the Chair of the Board and the Policy Committee Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Cariboo Regional District will be reimbursed for expenses in accordance with Schedule B.

(I) Newly Appointed Alternate Directors

Reimbursement for travel expenses is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

(J) Registration Fees

Registration at conventions, conferences and workshops will be booked and paid directly by staff on behalf of Directors in time to take advantage of reduced "early-bird" rates. Where increased registration costs are incurred as a result of a late request for registration by a Director, the Director shall be responsible for the additional cost. A Director who does not attend a convention, conference or workshop at which they have asked to be registered, shall be responsible for the cost of the unused registration, accommodation, and airfare. The Board Chair may waive these requirements where there are extenuating circumstances.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring his/her vehicle for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal

vehicles, for claims arising from use of the vehicle while on CRD business.

10. REVIEW

This bylaw shall be reviewed by the Board at least once in every election (4-year) term.

11. REPEAL

Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5451, 2023 is hereby repealed in its entirety.

READ A FIRST TIME this 15th day of August, 2025

READ A SECOND TIME this 15th day of August, 2025

READ A THIRD TIME this 15th day of August, 2025

ADOPTED this 15th day of August, 2025 by at least 2/3rds of the votes cast.

Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5515 cited as "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5515, 2025", as adopted by the Regional District Board on the 15th day of August, 2025.

Corporate Officer

SCHEDULE A
Chair and Directors' Remuneration

1) Directors' Remuneration

A) Electoral Area Director Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Cariboo Regional District shall be paid \$1,189.49 bi-weekly thereafter, to be increased annually on January 1st, based on the previous year's consumer price index, as basic remuneration, for completion of their duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year. For clarity, an alternate director is not entitled to receive the monthly stipend.

B) Municipal Director Remuneration

Effective upon adoption of this bylaw, each Municipal Director of the Cariboo Regional District shall be paid \$531.89 bi-weekly thereafter, to be increased annually on January 1st, based on the previous year's consumer price index, as basic remuneration, for completion of their duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year. For clarity, an alternate director is not entitled to receive the monthly stipend.

2) Chair and Vice-Chair Remuneration

- A) The Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 1.5 times the basic remuneration.
- B) The Vice-Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 0.75 times the basic remuneration.

3) Standing Committee/Portfolio Chair Remuneration

- A) The Chair of any of the Standing Committees or Portfolios appointed by the Board Chair shall receive the basic remuneration as a Director plus an amount equal to 0.25 times the basic remuneration.
- B) There is no additional remuneration provided where a Director is Chair of more than one Standing Committee and/or Portfolio.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this

schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$50 for their services in chairing the Board meeting.

5) Emergency Response Pay

Where the Province or Regional District has declared a State of Local Emergency, and where there is an active CRD response to the emergency, the Chair (or the Vice Chair in the Chair's absence) and any Director whose Electoral Area has an evacuation order(s) in place is eligible to claim remuneration in the amount of \$120.00 per week (or portion thereof) during the time the evacuation order is in effect. The claim for remuneration must be submitted to the Board for consideration of approval.

6) Technology/Office Allowance

Directors are entitled to a Technology/Office Allowance in the amount of \$57.69 bi-weekly to help pay for the costs of cellular (\$50) and internet services (\$50) as well as managing home offices (\$25). The CRD reserves the right to request receipts as proof of cellular and internet services from Directors receiving the allowance, for the Finance Chair's review from time to time.

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings" as referred to in 3(H).
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.

In situations where the $\frac{1}{2}$ day rate may apply, and there are two meetings on the same day which are therefore considered one meeting, for the purpose of Directors' remuneration, meeting time will be calculated from the start time of the first meeting to conclusion of the second meeting, including the time in between the end of the first meeting and commencement of the second.

- (D) Each of the joint municipal/regional district committees and each rural caucus is limited to twelve meetings per year for the purposes of remuneration. Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration.

Meeting Remuneration	Meeting Rate	Travel Time	Vehicle Allowance	Expenses	Comments
Category 1: Board Activities					
a) Sanctioned Business Meetings					
Board meeting	206/129	✓	✓	✓	
Special Board meeting	206/129	✓	✓	✓	
Committee of the Whole	206/129	✓	✓	✓	
Budget Meeting	206/129	✓	✓	✓	
Strategic planning / retreat	206/129	✓	✓	✓	
Director orientation	206/129	✓	✓	✓	
<i>Notes:</i>					
<i>*For sanctioned business meetings, the lower rate of \$129.00 shall apply to any meetings less than 4 hours duration</i>					
b) Sanctioned Non-Business Meetings*					
LGLA seminars	133/83	✓	✓	✓	
Electoral area forum	133/83	✓	✓	✓	
Community to Community Meetings	133/83	✓	✓	✓	
Treaty Advisory Meetings	133/83	✓	✓	✓	
NCLGA convention	133/83	✓	✓	✓	
UBCM convention	133/83	✓	✓	✓	
FCM convention	133/83	✓	✓	✓	
Attendance at meetings hosted by Federal/Provincial Representatives where the issue discussed is a priority to the Board.	133/83	✓	✓	✓	
<i>Notes:</i>					
<i>*For sanctioned non-business meetings, the lower rate of \$83.00 shall apply to any meetings less than 4 hours duration.</i>					
Category 2: External Appointments					
Fraser Basin Council	133/83	✓	✓	✓	
Barkerville Heritage Trust	133/83	✓	✓	n/a	
Category 3: Sub-Regional Committees					
Rural Caucus/Joint Committee	133/83	✓	✓	✓	
NC Airport Advisory Committee	n/a	n/a	✓	n/a	
Category 4: Standing Committees					
As established and appointed by the Chair.	83	✓	✓	✓	
Category 5: Commissions					
Advisory Planning Commission	83	n/a	✓	n/a	

Category 6: Development Applications					
Public Hearing	83	n/a	✓	n/a	
Public information meeting	83	n/a	✓	n/a	(development applications)
Category 7: Miscellaneous Functions					
CRD Board Chair	133/83	✓	✓	✓	For representing CRD at external meetings
CRD Board Vice-Chair	133/83	✓	✓	✓	For representing CRD at external meetings
Treaty Table	133/83	✓	✓	✓	For representing CRD at treaty table meetings

Schedule C
Travel Time Remuneration

1. Travel time remuneration shall apply to:
 - A) All travel by Board Chair or Vice-Chair when representing the CRD;
 - B) Travel by Directors to sanctioned meetings; and
 - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
2. Travel time remuneration shall be \$28.50 per 100 kilometres driven, with an annual adjustment based on the previous year's consumer price index.
3. For commercial travel, remuneration is \$28.50 per hour, with an annual adjustment based on the previous year's consumer price index, calculated from the time of departure (usually from home) to the time of arrival at the destination, and the reverse for the return trip. For clarity, travel by personal vehicle to the airport is calculated on a per hour basis rather than a per kilometre basis; furthermore, payment for commercial travel shall not exceed six hours total.

Cariboo Regional District Electoral Area Director Time Commitments

The time required to fulfill the duties of an Electoral Area Director is significant. The information below is intended to provide an estimate of the time commitment required.

- Attendance at Board meetings as per the schedule included in this package (one full day per meeting)
- Attendance at rural caucus meetings/joint committee meetings approx. 10 times per year (30 minutes – 3 hours per meeting)
- Attendance at Advisory Planning Commission (APC) meetings. Frequency depends on number of land use applications in your electoral area (length of meetings varies)
- Attendance at public hearings (varies, but generally a limited number – length of meetings varies)
- Attendance as CRD representative on committees as appointed by the Chair or Board (length of meetings varies)
- Attendance is encouraged at the following annual conferences:
 - Union of BC Municipalities (5 days including travel)
 - North Central Local Government Association (4 days including travel)
 - Local Government Leadership Association/Electoral Area Directors Forum (1 week)
- Attendance at community functions depending upon invitation and availability
- Ability to attend other conventions such as the Federation of Canadian Municipalities and the BC Natural Resources Forum (multiple days plus travel)

General information on local governments, including regional districts, can be located at the following link:

<https://www2.gov.bc.ca/gov/content/governments/local-governments>

Cariboo Regional District 2026 Meeting Schedule

Meeting Date	Meeting Type	Time	Location
January 15, 2026	FIN	TBA	WL
January 16, 2026	CCRHD/BOARD	9:30/9:45 am	WL
February 6, 2026	CCRHD/BOARD	9:30/9:45 am	WL
February 26, 2026	FIN	TBA	WL
February 27, 2026	CCRHD/BOARD	9:30/9:45 am	WL
March 19, 2026	COW	TBA	WL
March 20, 2026	CCRHD/BOARD	9:30/9:45 am	WL
April 10, 2026	CCRHD/BOARD	9:30/9:45 am	WL
May 1, 2026	CCRHD/BOARD	9:30/9:45 am	WL
May 29, 2026	CCRHD/BOARD	9:30/9:45 am	WL
June 18, 2026	COW	TBA	TBA
June 19, 2026	CCRHD/BOARD	9:30/9:45am	TBA
July 10, 2026	CCRHD/BOARD	9:30/9:45 am	WL
August 14, 2026	CCRHD/BOARD	9:30/9:45 am	WL
September 10, 2026	COW	TBA	WL
September 11, 2026	CCRHD/BOARD	9:30/9:45 am	WL
October 2, 2026	CCRHD/BOARD	9:30/9:45 am	WL
November 13, 2026	CCRHD/BOARD	9:30/9:45 am	WL
December 3, 2026	COW/FIN	TBA	WL
December 4, 2026	CCRHD/BOARD	9:30/9:45 am	WL

Meeting Types:

- BOARD – CRD Board of Directors
- CCRHD – Cariboo Chilcotin Regional Hospital District
- FIN – Finance/Budget Committee
- COW – Committee of the Whole

Abbreviations:

- CRD – Cariboo Regional District
- TBA – To be announced
- WL – CRD Boardroom – CRD office, 180D North Third Ave., Williams Lake, BC

Other Conference Dates to Note:

- EA Directors Forum: March 10-11, 2026
- Local Government Leadership Academy Conference: March 11-13, 2026
- North Central Local Government Association Conference: May 20-22, 2026
- Federation of Canadian Municipalities Conference: June 4-7, 2026
- Union of British Columbia Municipalities Conference: September 14-18, 2026

Cariboo Regional District
Statement of Financial Information
Schedule of Directors' Remuneration & Expenses
Financial Information Regulation, Schedule 1, Section 6
for the Year Ended December 31, 2024

Directors	Status	Remuneration	Expenses	Total
ANDERSON, BETTY	current	42,853.98	9,209.04	52,063.02
BACHMEIER, BARBARA	current	42,338.02	18,687.07	61,025.09
COLEMAN, EDWARD	current	14,944.72	0.00	14,944.72
DE VRIES, ERIC	current	42,860.86	13,764.59	56,625.45
FORSETH, STEVEN	current	36,834.87	1,268.07	38,102.94
GLASSFORD, JIM	current	50,244.94	11,472.42	61,717.36
LEBOURDAIS, MAUREEN	current	48,723.25	11,666.70	60,389.95
MASSIER, JOHN	current	51,242.22	13,410.71	64,652.93
NEUFELD, MELYNDA	current	70,950.52	10,884.79	81,835.31
PARE, TOLIN	current	51,850.95	18,615.60	70,466.55
PAULL, RON	current	5,620.00	0.00	5,620.00
PINKNEY, MAUREEN A	current	19,382.32	0.00	19,382.32
RATHOR, SURINDERPAL	current	19,325.35	0.00	19,325.35
RICHMOND, ALLAN	current	75,884.68	12,240.35	88,125.03
SJOSTROM, MARY	current	56,877.53	7,801.55	64,679.08
WAGNER, MARGO	current	91,780.43	24,648.74	116,429.17
Sub-Total		721,714.64	153,669.63	875,384.27
Alternate Directors	Status	Remuneration	Expenses	Total
BULLINGER, CARLA		329.72	0.00	329.72
FUNK, DOROTHEA		2,431.31	307.12	2,738.43
KURTA, CHARLOTTE		436.30	0.00	436.30
NELSON, SCOTT		412.00	0.00	412.00
ROODENBURG, LAUREY-ANNE		11,938.64	153.56	12,092.20
SMITH, JAMES		4,287.48	0.00	4,287.48
Sub-Total		19,835.45	460.68	20,296.13
Grand Total		741,550.09	154,130.31	895,680.40



Statement of Disclosure

Financial Disclosure Act

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

**("local government" includes municipalities, regional districts and the Islands Trust)*

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the *Act*, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act (Canada)* to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input style="width: 200px; border: 1px solid black; height: 20px; vertical-align: middle; margin-bottom: 5px;" type="text"/>	<i>last name</i>	<input style="width: 200px; border: 1px solid black; height: 20px; vertical-align: middle; margin-bottom: 5px;" type="text"/>	<i>first & middle name(s)</i>	
Street, rural route, post office box:	<input style="width: 400px; border: 1px solid black; height: 20px; vertical-align: middle; margin-bottom: 5px;" type="text"/>				
City:	<input style="width: 150px; border: 1px solid black; height: 20px; vertical-align: middle; margin-bottom: 5px;" type="text"/>	Province:	<input style="width: 150px; border: 1px solid black; height: 20px; vertical-align: middle; margin-bottom: 5px;" type="text"/>	Postal Code:	<input style="width: 100px; border: 1px solid black; height: 20px; vertical-align: middle; margin-bottom: 5px;" type="text"/>
Level of government that applies to you:	<input style="width: 20px; height: 20px; border: 1px solid black; vertical-align: middle; margin-right: 10px;" type="radio"/> provincial	<input style="width: 20px; height: 20px; border: 1px solid black; vertical-align: middle; margin-right: 10px;" type="radio"/> local government			
	<input style="width: 20px; height: 20px; border: 1px solid black; vertical-align: middle; margin-right: 10px;" type="radio"/> school board/ francophone education authority				

If sections do not provide enough space, attach a separate sheet to continue.

Assets – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

--	--

<i>signature of person making disclosure</i>	<i>date</i>
--	-------------

Where to send this completed disclosure form:

Local government officials:

... to your local chief election officer

- with your nomination papers, and

... to the officer responsible for corporate administration

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/Francophone Education Authority directors:

... to the secretary treasurer or chief executive officer of the authority

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

CARIBOO REGIONAL DISTRICT

CANDIDATE INFORMATION RELEASE AUTHORIZATION

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form allows your local government to provide additional information, as appearing below, to the public and / or media. **All fields are optional.**

I, _____
(please print name of person nominated)

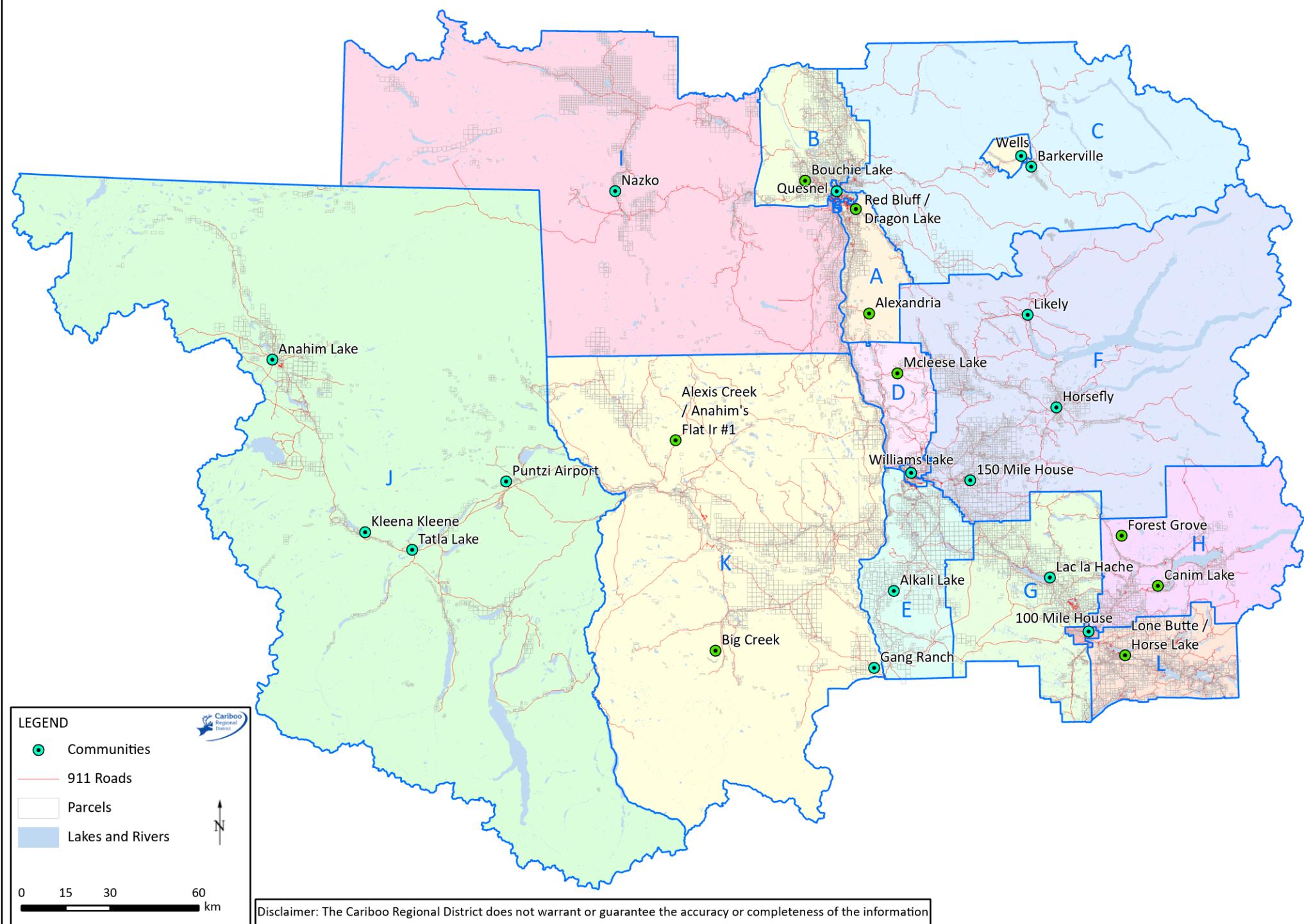
having submitted nomination documents for election to the office of Cariboo Regional District Director – Electoral Area A, hereby give my consent to share the following information. This information may be shared by email, posting on a website, phone, or by any other means of electronic communication.

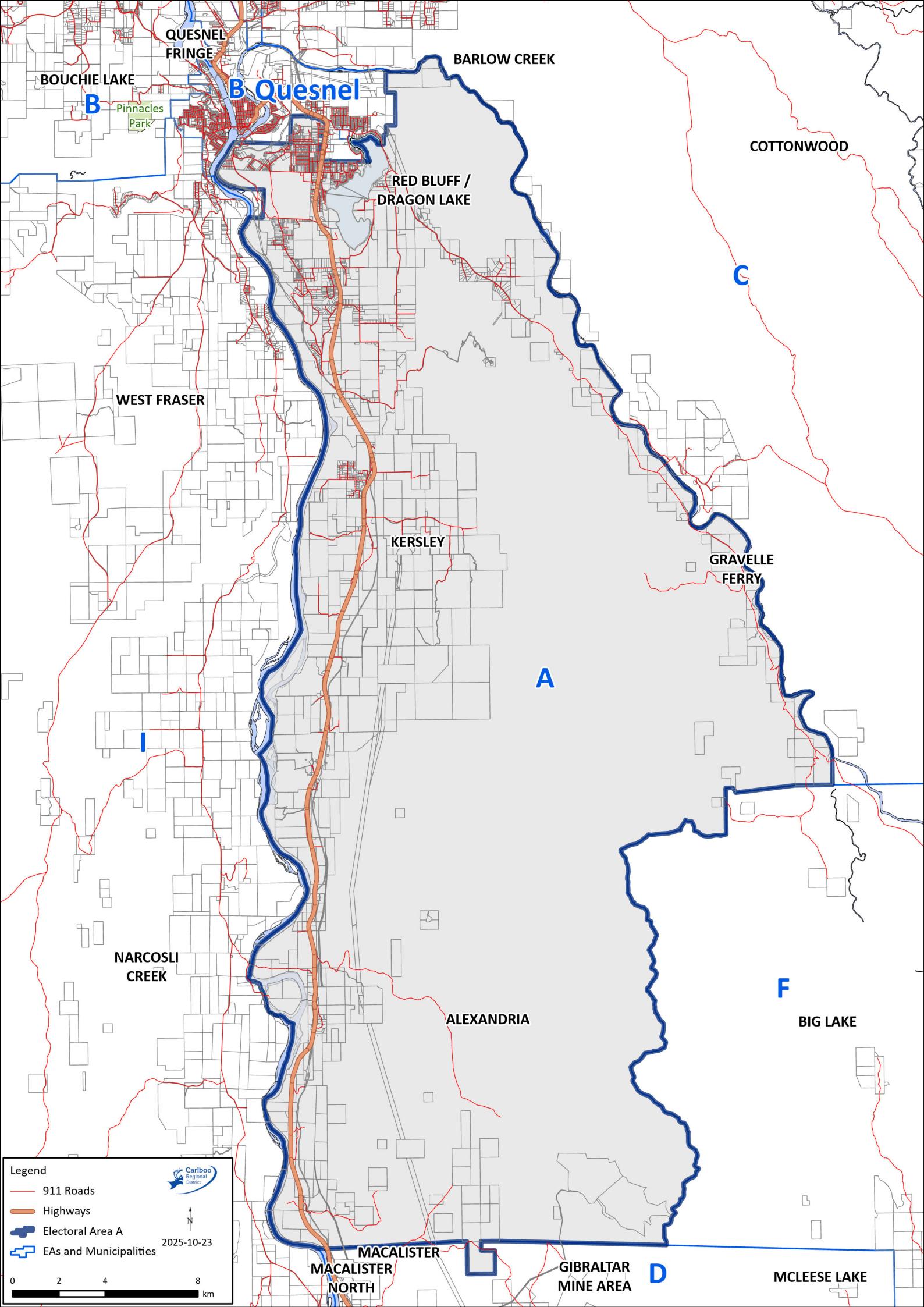
Address:	
Primary Phone:	Alternate Phone:
Email:	
Website:	Instagram:
Twitter:	Facebook:

Previous Elected Experience (Check one):

- Served as the Electoral Area Director in this area, but not during the past term.
- No experience as the Electoral Area Director for this area, but has been elected to office elsewhere (local, provincial, or federal).
- None.

(Signature of Candidate)







CARIBOO REGIONAL DISTRICT 2026 ELECTORAL AREA A BY-ELECTION

NOMINATION PACKAGE

To assist all individuals either running for office or nominating an individual to run for Electoral Area A Director of the Cariboo Regional District, please find enclosed the following Nomination Documents and Information:

1. General Information: (left pocket of package)

- Thinking of Running for Local Office?
- General Local Elections 101
- Candidate's Guide to Local Elections
- Notice of Nomination
- Map of the Cariboo Regional District
- Map of Electoral Area A
- Summary of Director time commitments
- Schedule of 2026 Board meetings
- Cariboo Regional District Remuneration Bylaw No. 5515
- Schedule of 2024 Directors' Remuneration & Expenses
- Voter's Guide to Local Elections brochure
- Voter's Guide for Electors Living on Reserve
- Scrutineer's Guide to General Local Elections

2. Nomination Documents: (right pocket of package)

In accordance with the Notice of Nomination, the Nomination Documents listed below **MUST BE DELIVERED** to the Chief Election Officer/Deputy Election Officer at the CRD office in Williams Lake between 9:00am January 6, 2026 and 4:00pm January 16, 2026. ***Nomination Documents will not be received after 4:00 p.m. on January 16, 2026.***

Nomination Documents may be delivered by hand, mail, facsimile or other delivery service. Originals of faxed or emailed Nomination Documents ***must be*** received by January 23, 2026 at 4:30 pm at the Cariboo Regional District office in Williams Lake. A Nomination Deposit is not required.

Forms to be Completed

1. C2 - Nomination Documents
2. C3 – Other Information Provided by Candidate
3. C4 – Appointment of Candidate Financial Agent (If Candidate is not acting as own Financial Agent)
4. C5 – Appointment of Candidate Official Agent (If applicable)
5. C6 – Appointment of Candidate Scrutineer (If applicable)
*NOTE: Each candidate may appoint one scrutineer for each ballot box in use.
Extra appointment forms are available on request.*
6. Statement of Disclosure
7. Candidate Information Release Authorization (optional)

Note: Forms are also available from the Chief Election Officer for **Elector Organizations** and **Campaign Organizers** (if applicable) as they are also required to complete campaign financing disclosure statements.

PLEASE TAKE NOTICE THAT it is your responsibility to familiarize yourself with all relevant and applicable legislation associated with the 2026 Electoral Area A By-Election. The Chief Election Officer is available to answer general enquiries only. The Chief Election Officer will not provide Candidates or their Representatives with legal opinions or legislative interpretations. Candidates should consult a solicitor in these regards.

Should you have any general enquiries regarding the 2026 Electoral Area A By-Election, please contact:

Alice Johnston, Chief Election Officer or
Lore Schick, Deputy Chief Election Officer
Cariboo Regional District
180-D North Third Avenue
Williams Lake, BC V2G 2A4
Telephone: 250-392-3351 or 1-800-665-1636 (toll free)
Email: mailbox@cariboord.ca
Fax: 250-392-2812
Website: www.cariboord.bc.ca

Other references:

For Local Government Elections Information through the Ministry of Housing and Municipal Affairs:
<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>

The *Financial Disclosure Act* can be accessed at:
www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96139_01

The *Local Government Act* can be accessed at:
http://www.bclaws.ca/civix/document/id/complete/statreg/r15001_00
(See Part 3 regarding elections)

CARIBOO REGIONAL DISTRICT

2026 ELECTORAL AREA A BY-ELECTION

PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:

NOTICE OF NOMINATION

Nominations for the office of Electoral Area A Director (one person to be elected) will be received by the Chief Election Officer or a designated person, as follows:

By hand, mail or other delivery service: Cariboo Regional District Suite D, 180 North Third Ave. Williams Lake, BC V2G 2A4	From 9:00 am Tuesday, January 6, 2026 To 4:00 pm Friday, January 16, 2026
By fax to: (250) 392-2812 By email to: mailbox@cariboord.ca	From 9:00 am Tuesday, January 6, 2026 To 4:00 pm Friday, January 16, 2026 Originals of faxed or emailed nomination documents must be received by the Chief Election Officer by 4:30 pm on Friday, January 23, 2026.

Interested persons can obtain information on the requirements and procedures for making nominations including nomination forms on the Cariboo Regional District website www.cariboord.ca as well as at Cariboo Regional District offices during regular office hours (shown below) from December 9, 2025 to the close of the nomination period at 4:00 pm January 16, 2026 (please note that all offices will be closed between December 25, 2025 and January 1, 2026, inclusive):

Suite D, 180 North 3rd Avenue
Williams Lake, BC V2G 2A4
8:00 am – 4:30 pm
Monday to Friday

#102-410 Kinchant St
Quesnel, BC V2J 7J5
8:00 am – 4:00 pm
Tues, Wed, Thurs
(Closed 12 – 1 for lunch)

Unit 3 – 170 Cedar Avenue
100 Mile House, BC V0K 2E0
8:00 am – 4:00 pm
Monday to Friday
(Closed 12 – 1 for lunch)

QUALIFICATIONS FOR OFFICE

A person is qualified to be nominated, elected, and to hold office as a member of local government if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day (February 21, 2026);
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed; and
- not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 Electoral Area A By-election, the following expense limits for candidates during the campaign period apply:

Cariboo Regional District Director \$5,398.92

THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 Electoral Area A By-election, the following third party advertising limits apply:

Third party advertising limit	\$809.84
Cumulative third party advertising limit	\$161,967.47

For further information on the **nomination process**, please contact:

Alice Johnston, Chief Election Officer or
Lore Schick, Deputy Chief Election Officer
Phone (250) 392-3351 or 1-800-663-1636
mailbox@cariboord.ca

For further information on **campaign period expense limits and third-party advertising limits**, please contact Elections BC:

Toll-free phone: 1-855-952-0280

Email: lecf@elections.bc.ca

Website: www.elections.bc.ca/lecf



CANDIDATE'S GUIDE

TO LOCAL ELECTIONS IN B.C.



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Key Contacts

Ministry of Municipal Affairs

Contact the Ministry of Municipal Affairs (Ministry) for answers to questions about the material contained in this guide. Ministry staff can also provide additional information about local elections administration in British Columbia.

Ministry of Municipal Affairs

Governance and Structure Branch

PO Box 9839 Stn. Prov. Govt.

Victoria, BC V8W 9T1

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

Elections BC

Contact Elections BC for answers to questions about elector organization registration, election advertising, third party sponsors or campaign financing (including campaign contribution and expense limits).

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661 8683 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca>

Ministry of Education and Child Care

Contact the Ministry of Education and Child Care for answers to questions about school trustee elections and the *School Act*.

Ministry of Education and Child Care

Education Policy Branch

Phone: 250 387-8037

Email: EDUC.Governance.Legislation@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

Service BC Contact Centre (Enquiry BC)

Contact the Service BC Contact Centre (Enquiry BC) for answers to questions about Provincial Government programs and services.

Service BC Contact Centre (Enquiry BC)

In Victoria call: 250 387-6121

In Vancouver call: 604 660-2421

Elsewhere in B.C. call: 1 800 663-7867

Outside B.C.: 604 660-2421

Email: EnquiryBC@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/home/get-help-with-government-services>

Municipal and Regional District Information

Contact CivicInfoBC for local elections statistics, election results and local government mailing addresses, telephone numbers, email addresses and websites.

CivicInfoBC

Phone: 250 383-4898

Email: info@civicinfo.bc.ca

Website: www.civicinfo.bc.ca/directories

Other Resources

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. Statutes and Regulations is updated continually as new and amended laws come into force.

Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at: www.bclaws.ca

NOTE: The Province of British Columbia does not warrant the accuracy or the completeness of the electronic version of the B.C. Statutes and Regulations available online at BC Laws.

Elections Legislation

Printed versions of local elections legislation including the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available at public libraries in communities throughout British Columbia. Printed versions of the Acts are also available from Crown Publications, Queen's Printer for British Columbia at:

Crown Publications: Queen's Printer for British Columbia

563 Superior Street
Victoria, BC V8V 0C5
Phone: 250 387-6409
Toll Free: 1 800 663-6105
Fax: 250 387-1120
E-mail address: crownpub@gov.bc.ca
Website: www.crownpub.bc.ca/

Educational Materials

The Ministry of Municipal Affairs, Elections BC, the Union of B.C. Municipalities, the Ministry of Education and Child Care, and the BC School Trustees Association collaborated to produce educational materials and guides for the 2022 general local elections.

The Ministry of Municipal Affairs' educational materials are available online at: www.gov.bc.ca/localelections

- Candidate's Guide to Local Elections in B.C.
- Elector Organization Guide to Local Elections in B.C. (Booklet)
- General Local Elections 101 (Brochure)
- Scrutineer's Guide to General Local Elections (Booklet)
- Supporting a Candidate for Local Elections in B.C. (Brochure)
- Thinking About Running for Local Office? (Brochure)
- Voter's Guide for Electors Living on Reserve (Brochure)
- Voter's Guide to Local Elections in B.C. (Brochure available in: Chinese-Simplified; Chinese-Traditional; English; Farsi; French; Korean; and, Punjabi)
- What Every Candidate Needs to Know (Brochure)

Candidates in elections conducted by the City of Vancouver must refer to the *Vancouver Charter* and its regulations for specific provisions regarding the City of Vancouver general local election.

Educational materials developed by Elections BC are available online at: <https://elections.bc.ca/local-elections/forms-and-guides/local-guides/>

- Elector Organization Annual Financial Report Completion Guide
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.
- Guide to Elector Organization Registration
- Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents
- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents

Fact Sheets

- Administrative monetary penalties
- Candidate quick reference sheet
- Elector organization quick reference sheet
- Election advertising
- Endorsed candidates and elector organizations
- Fundraising functions
- Shared election expenses
- Third party sponsor quick reference sheet

Educational materials developed by the Ministry of Education and Child Care are available online at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

- School Trustee Election Procedures in British Columbia

Educational materials developed by the BC School Trustees Association are available online at: <https://bcsta.org/resources-and-services/trustee-elections/>

- BCSTA Guide to School Trustee Candidates

Disclaimer

The information contained in the *Candidate's Guide to Local Elections in B.C.* (guide) is provided as general reference and while all attempts have been made to ensure the accuracy of the material – the guide is not a substitute for provincial legislation.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for specific election-related provisions and requirements within the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act*.

NOTE: The *Candidate's Guide to Local Elections in B.C.* was prepared to help candidates understand the electoral process and legislation regarding local elections in British Columbia. Each candidate must refer to the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the *Offence Act* for specific provisions related to local elections.

Terms in **boldface** font are further explained in the Glossary.

New Elections Legislation – Shared Roles and Responsibilities

The *Local Elections Campaign Financing Act* – enacted in 2014 – was created to enhance campaign financing rules and ensure greater accountability and transparency in local elections.

The *Local Elections Campaign Financing Act* separates the rules that regulate election advertising, campaign contribution and election expense limits and campaign financing disclosure from the more procedural rules that apply generally to local elections.

In 2021, the *Local Elections Campaign Financing Act* was amended to:

- establish a pre-campaign period that lengthens the time election advertising is regulated from 29 to 89 days. During the pre-campaign period election advertising, such as billboards or commercials, must include sponsorship information;
- require elector organizations to register with Elections BC before accepting a campaign contribution, incurring an election expense or endorsing a candidate; and,
- provide Elections BC with additional investigative and enforcement tools to ensure compliance with the campaign financing and advertising rules in the *Local Elections Campaign Financing Act*. Elections BC can issue monetary penalties for a wide range of contraventions, including exceeding campaign contribution limits or expense limits.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and campaign financing and advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

Chief Election Officers appointed by local governments continue to be responsible for local government elections administration, including receiving nomination documents, declaring **candidates**, administering voting opportunities, counting ballots and declaring election results.

Chief Election Officers also work with Elections BC to monitor compliance with election advertising rules and may assist Elections BC to address incidents of non-compliance. In this way, the practical, on the ground presence and knowledge of Chief Election Officers has been combined with the expertise of Elections BC to create an effective approach to administering the local elections campaign financing and election advertising rules.

See Appendix A for more information about local election partner roles and responsibilities.

Candidates must be familiar with the *Local Elections Campaign Financing Act* and its requirements. The *Local Elections Campaign Financing Act* is available online at BC Laws (www.bclaws.ca).

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#), the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#), the [Guide for Local Elections Third Party Sponsors in B.C.](#) and the [Guide to Elector Organization Registration](#) for detailed information and instructions about registration, the campaign financing disclosure process and requirements and rules related to third party sponsors.

Introduction

Local elections are the foundation of democratic local governments in British Columbia (B.C.).

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, and the business community – **municipal councils, regional district boards, boards of education, Islands Trust, local community commissions, specified parks boards** and other local bodies influence jobs, create safe communities for British Columbians and shape the long-term vision for their community.

The local elections process enables residents and property owners to determine the body of individuals who will make decisions and govern on their behalf following **general voting day**.

Local governments (**municipalities** and **regional districts**) have roles that include:

- acting as a political forum through which citizens, families and business owners within the local community express their collective vision; and,
- providing services and programs to the community.

General local elections for **mayors, councillors, electoral area directors, school trustees, Islands Trust local trustees, local community commissioners** and **specified parks board commissioners** in B.C. are held every four years.

Local governments hold **by-elections** to fill council and regional district board vacancies that occur between **general local elections**.

The *Candidate's Guide to Local Elections in B.C.* (guide) provides those considering running for elected office, **candidates**, election officials, **financial agents** and the general public with comprehensive, detailed information about the local elections process.

The guide provides: general information about local elections in B.C.; the key participants in local elections (e.g., electors, candidates, candidate representatives, **third party sponsors** and **elector organizations**); the key administrators in local elections (e.g., local government election officials and **Elections BC**); elected officials' responsibilities; and, who is qualified to run for office.

The major elements of the local elections process – the call for nominations; **election campaigns**; candidate representatives; what happens on general voting day; and, how successful candidates take office are also described in the guide.

The guide focuses primarily on candidates for **municipal councils** and **regional district boards**; however, the information in the guide may also be applicable to candidates for the **Islands Trust Council**, **local community commissions** and **specified parks boards**.

The [School Trustee Election Procedures in British Columbia, for School Trustees](#) has been published by the Ministry of Education and Child Care and is available online.

Elections BC has published the [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#), the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#), the [Guide for Local Elections Third Party Sponsors in B.C.](#) and the [Guide to Elector Organization Registration](#) that describe the campaign financing and election advertising rules and disclosure requirements.

Local Elections Generally

Local Government Act – sections 59, 65, 66, 92 and 104–110

Local Elections Campaign Financing Act – sections 17, 31–41 and 73–79

An election bylaw enables a municipal council or regional district board to make decisions about election administration, such as whether: voting machines will be used; mail ballot voting will be available; additional advance voting opportunities will be offered; voter registration will be conducted in advance or on voting day only; and/or, nomination deposits will be required.

Each local government (**municipality** and **regional district**) is responsible for running its own **local election**. Local governments may also run school trustee elections on behalf of **boards of education**.

Municipal councils and regional district boards appoint a **Chief Election Officer** to run the local election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, the *Offence Act* and the local government's **election bylaw**.

The elections legislation contains provisions that must be consistently applied to all local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct elections in a manner that suits local circumstances (e.g., using the Provincial Voters List, and/or drawing by lot to break a tie between two or more candidates).

Voting Opportunities

General voting day is usually the most publicized or widely known voting opportunity **resident electors** and **non-resident property electors** have to cast their ballot in local elections.

An **advance voting opportunity** must also be available whereby eligible **electors** may cast their ballot in local elections. Two other types of voting opportunities may also be available to eligible electors: special voting; and, mail ballot voting.

Local governments have the authority to increase **elector** access to the voting process by offering mail ballot voting (to all electors) and holding additional voting opportunities for their citizens. Providing for mail ballot voting and increasing the number of voting opportunities may positively impact voter turnout and increase overall access to the electoral process.

General Voting Day

General voting day is the primary opportunity for **candidates** seeking office as a **mayor**, **councillor**, **electoral area director**, **Islands Trust local trustee**, **local community commissioner** or **specified parks board commissioner** to be elected to office by eligible electors. Voting places are open from 8:00 a.m. to 8:00 p.m. local time on general voting day.

Advance Voting

An **advance voting opportunity** must be held 10 days prior to general voting day. This required advance voting day allows eligible electors who may not otherwise be able to vote on general voting day to cast their ballot. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.

Local governments may set out in their election bylaws whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the required additional advance voting opportunity will be waived.

Special Voting

Special voting opportunities may be held in any location – inside or outside the local government boundary – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots during local elections.

Special voting opportunities are generally held in hospitals, long-term care facilities or other locations where electors' mobility may be impaired. Only designated **electors** are eligible to vote at special voting opportunities – for example, a local government may decide only patients and staff would be entitled to vote during a special voting opportunity held at a hospital.

Electors may not cast their ballot on the Internet or by telephone.

Mail Ballot Voting

Mail ballot voting provides *all* electors who are unable to attend a special, advance or general voting opportunity the ability to vote in local elections. Local governments must have provided for mail ballot voting in their election bylaw.

Key Participants

Electors, candidates, financial agents, official agents, scrutineers, **volunteers**, **third party sponsors** and **elector organizations** are the key participants in the local elections process.

Electors

The right to vote in local elections is conferred on **resident electors** and **non-resident property electors**.

Resident electors are those people that may be eligible to vote in local elections based on where they reside. Non-resident property electors are those people that reside in one **jurisdiction** and own property in a different jurisdiction where they can also vote if they are eligible.

A resident elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- be a resident of the **jurisdiction** when registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election or be otherwise disqualified by law.

Refer to the [Local Government Act, s.67](#) for the rules for determining B.C. residency.

A non-resident property elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- have owned real property in the **jurisdiction** for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election or be otherwise disqualified by law.

Candidates

A candidate is an individual seeking election as a **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner or specified parks board commissioner** within a **municipality, regional district electoral area**, Trust area, community commission area or specified parks board jurisdiction.

A candidate must have been nominated by eligible electors and have been declared a candidate by the **Chief Election Officer** in order to run for elected office.

Financial Agents

A financial agent is a representative that candidates are legally required to have during an election campaign. The financial agent is legally responsible for ensuring that the financial aspects of the candidate's election campaign comply with the *Local Elections Campaign Financing Act*.

Financial agents have a number of obligations under the *Local Elections Campaign Financing Act*, including opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions; and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

A candidate is their own financial agent unless they appoint another individual to the position. The appointment of a financial agent by a candidate must be made in writing and the person must consent to the appointment.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may act as a campaign manager or spokesperson or be the point of contact for the people helping on a candidate's election campaign.

Scrutineers

Scrutineers represent candidates at advance, special and general voting opportunities and observe voting procedures and scrutinize the ballot-counting process after the close of voting on general voting day. Scrutineers are also known as "candidate representatives" in provincial legislation.

Volunteers

Volunteers are individuals who provide services, such as preparing and distributing flyers, canvassing, phoning eligible voters, handling logistics and taking on other election campaign-related activities. Candidates and elector organizations may enlist volunteer services.

A volunteer must not receive any payment or remuneration for their services.

Contact Elections BC by phone at: 250 387-5305 or elsewhere in B.C. call: 1 800 661-8683 (Toll-free) or by email at: electoral.finance@elections.bc.ca for answers to questions about being a volunteer for an election campaign.

Further information about scrutineers is available in the [Scrutineers Guide to Local Elections in B.C.](#)

Third Party Sponsors

A third-party sponsor is an individual or organization that sponsors election advertising independently from candidates and elector organizations.

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the **campaign period**, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization. Third party sponsors must register with Elections BC before conducting advertising during the **pre-campaign** and campaign periods.

Refer to Elections BC's [*Guide for Local Elections Third Party Sponsors in B.C.*](#) for more information about third party sponsors.

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in local elections. Elector organizations may be referred to as “civic political parties.”

Fundamentally, elector organizations endorse candidates. Elector organizations may have their name, abbreviation or acronym shown on the ballot beside their endorsed candidate(s) name and generally promote their endorsed candidate(s) or the organization’s viewpoints during an election campaign.

Elector organizations must register with Elections BC and comply with the contribution and expense limits as well as the campaign financing disclosure requirements under the *Local Elections Campaign Financing Act*. Elector organizations must also file annual financial reports about their financial activities outside of election years with Elections BC.

Refer to the [*Elector Organization Guide to Local Elections in B.C.*](#) for more information about elector organizations.

Key Election Administrators

Local governments and **Elections BC** administer local elections in B.C.

Election Officials

Municipal councils and regional district boards appoint a **Chief Election Officer** to administer local elections. The Chief Election Officer may be a senior local government employee (e.g., **Corporate Officer**) or a private contractor hired to conduct the election on the local government’s behalf.

Generally, Chief Election Officers are responsible for overseeing all local election administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. The Chief Election Officer is also responsible for training the Deputy Chief Election Officer, Presiding Election Officials and any additional election officials required to conduct local elections.

The Chief Election Officer must conduct the election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, the *Offence Act* and the local government’s **election bylaw**.

The *Local Elections Campaign Financing Act* refers to local Chief Election Officers as “local election officers.” Local Chief Election Officers and local election officers perform the same role and function during local elections.

Elections BC

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including expense limits, campaign contribution limits and election advertising rules under the *Local Elections Campaign Financing Act*. Elections BC also has the authority to conduct investigations of any matter that might contravene the *Local Elections Campaign Financing Act* and levy administrative monetary penalties for non-compliance with the *Local Elections Campaign Financing Act*.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#), the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#), the [Guide for Local Elections Third Party Sponsors in B.C.](#) and the [Guide to Elector Organization Registration](#) for more information about campaign financing and third party advertising rules.

B.C. CHIEF ELECTORAL OFFICER

The B.C. Chief Electoral Officer's role is different from the Chief Election Officer's role. The *B.C. Chief Electoral Officer* is an independent officer of the Legislature who oversees the provincial electoral process in B.C. The *Local Elections Campaign Financing Act* gives the B.C. Chief Electoral Officer the additional role of overseeing campaign financing and election advertising in local elections and ensuring compliance with the *Local Elections Campaign Financing Act*.

About Being an Elected Official

*Local Government Act – sections 198-199, 204 and 207
Community Charter – sections 81, 119, 123 and 125*

Vancouver Charter – sections 9, 139 and 145.1

There are responsibilities and restrictions prospective **candidates** may wish to consider before they decide to run for elected office – these include the term of office, time commitment, remuneration, voting, financial disclosure, privacy, ethics, responsible conduct and the respective roles of elected officials and local government staff.

Term of Office

Candidates elected in **general local elections** serve a four-year term. This term begins at the first **municipal council** or **regional district board** meeting following general local elections. The term ends immediately before the first council or regional district board meeting following the general local elections four years later.

Time Commitment

Holding local office can represent a significant time commitment. Councils usually hold one meeting every week or two and regional district boards generally hold one meeting each month. Elected officials are expected to be prepared for meetings so that they can participate in an informed way and contribute to collective decision-making.

Councillors and regional district board members may also sit on special committees, boards or commissions that may require additional meetings and time commitment, along with attending public hearings and community engagement activities.

Council may also appoint members to the regional district board based upon whom it believes best represents the municipality's regional interests. Candidates elected as **electoral area directors** and municipal council members who are appointed as **municipal directors** serve together on the regional district board. Councillors and electoral area directors may also serve on committees or commissions that require an additional time commitment to the regional district board.

A mayor or councillor may be appointed to the regional district board.

Absences from Meetings

An elected official absent from meetings for 60 consecutive days or four consecutive regularly scheduled council or board meetings (whichever is longer) may be disqualified from office. This does not apply when the elected official has been absent because of illness or injury, when the municipal council or regional district board has given the individual permission to be absent or because the elected official is on a mandatory leave of absence.

Remuneration

Elected officials generally receive honouraria or other financial compensation while in elected office. Remuneration varies from community to community – in some communities, elected officials may be compensated for part-time hours and find they sometimes work full-time hours. Local governments have the legislative authority and are responsible for setting the remuneration for elected officials.

Prospective candidates may wish to contact the local government to determine the remuneration elected officials receive in a given community.

Obligation to Vote

Every elected official present at a municipal council and regional district board meeting must vote “for” or “against” a motion. The official meeting record will show that those councillors or board members that did not expressly vote “yes” or “no” voted in favour of the motion. The only exception would be when an elected official has declared a conflict of interest related to the matter being voted upon – the elected official would then be prohibited from voting and must leave the meeting until after the vote had been taken.

Ongoing Financial Disclosure

The *Financial Disclosure Act* is administered by the Ministry of Attorney General. Refer to [Municipal officials – financial disclosure](#) for more information about ongoing financial disclosure.

Elected officials are required under the *Financial Disclosure Act* to file a **financial disclosure statement** at the time they submit nomination documents, each year while holding office and shortly after leaving office.

The *Financial Disclosure Act* disclosure statement details an elected official’s corporate and personal holdings and must be available for public inspection.

Prospective candidates are required to file a financial disclosure statement at the time they submit nomination documents. The financial disclosure statement must be filed with the local government **Corporate Officer**. Failure to file a financial disclosure statement carries a penalty of up to \$10,000.

The *Financial Disclosure Act* disclosure statement is not the same as the candidate campaign financing disclosure statement required under the *Local Elections Campaign Financing Act* that each candidate must file after general local elections.

Privacy

Elected officials perform many of their duties in the public eye. Social media has increased the amount of exposure and feedback elected officials receive. As such, aspects of an elected official’s life may become a matter of public interest and may result in a loss of privacy.

The Ethics of Elected Office

Elected officials are entrusted with significant decision-making authority. Mayors, councillors and regional district board members have a great deal of influence over, and responsibility for, the services and programs that citizens receive.

Elected officials must conduct themselves in an open, transparent and accountable manner and avoid situations that may bring their integrity or the integrity of the municipal council or the regional district board into question.

Responsible Conduct

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed. An elected official’s relationships with their colleagues, local government staff and the public play a significant role in helping carry out their responsibilities.

Elected officials who demonstrate *integrity, accountability, respect, leadership and collaboration* with other elected officials and local government staff are essential to the effectiveness and success of a local government.

- *Integrity* means being honest and demonstrating strong ethical principles:
 - Upholding the public interest, serving citizens diligently to make decisions in the best interests of the community, and behaving in a manner that promotes public confidence in local government.
- *Accountability* means an obligation and willingness to accept responsibility or to account for one's actions.
 - Being transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties; listening to and considering the opinions and needs of the community in all decision-making; and, allowing for discourse and feedback.
- *Respect* means having due regard for others' perspectives, wishes, and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.
 - Treating every person, including other members of the council/board, staff and the public, with dignity, understanding and respect, and valuing the role of diverse perspectives and debate in decision-making.
- *Leadership and Collaboration* means an ability to lead, listen to and positively influence others; coming together to pursue a common goal through collective efforts.
 - Calmly facing challenges and providing considered direction on the issues of the day, while empowering colleagues and staff to do the same; creating space for open expression by others; taking responsibility for one's own actions and reactions; and, accepting the decisions of the majority.

Further information about [responsible conduct](#) and expectations for B.C.'s locally elected officials is available online.

Many local governments across B.C. utilize various tools to support responsible conduct including code of conduct bylaws, procedure bylaws and WorkSafeBC harassment and anti-bullying policies.

Characteristics of an Effective Locally Elected Official

The most effective locally elected officials:

- **DILIGENT** – are prepared for meetings, ask questions and participate respectfully in discussions to contribute to a positive environment so that effective decisions can be made;
- **RESPONSIBLE** – understand the role of a locally elected official, and municipal council (council) and regional district board protocols and the legislative requirements that apply to locally elected officials, councils and regional district boards, and the local government system as a whole;
- **PROACTIVE** – address community and council and regional district board issues proactively by working to find collective solutions and being able to make informed decisions;
- **COMMITTED** – have the time, energy and motivation required to be effective and responsive to the community's needs;
- **PATIENT/TOLERANT** – have patience and tolerance for others' points of view, and for the council or regional district board's processes and procedures;
- **INFLUENTIAL** – build relationships; provide facts; explain points of view; listen to concerns and provide real examples of the impact of not taking action; and,

<p>A council or regional district board must decide whether to establish a code of conduct or, if one already exists, whether to update it within six months of the first regular council or board meeting following general local elections.</p>	<ul style="list-style-type: none"> • SELF-AWARE – assess their strengths and weaknesses; know their biases and the types of behaviours and comments that can cause upset; are aware of their impact on others. <p>Codes of Conduct</p> <p>Many local governments have created codes of conduct to assist elected officials to conduct themselves in an appropriate manner. A code of conduct is a set of rules outlining how elected officials must behave when carrying out their elected duties. Codes of conduct provide guidance in addition to the obligations elected officials have under legislation, bylaws, policies and other legal rules.</p> <p>Codes of conduct can also promote a positive, ethics-focused organizational culture and create a shared understanding about the roles and responsibilities of locally elected officials and local government staff, and what they can and cannot do.</p> <p>The guide <i>Forging the Path to Responsible Conduct in Your Local Government</i> provides further information about responsible conduct and codes of conduct.</p> <p>There are new code of conduct requirements for local governments following the 2022 general local elections. Within six months of its first regular meeting following the general local elections, local governments will have to consider whether to establish a code of conduct or, if one already exists, whether to update it.</p> <p>If a local government decides not to establish or review a code of conduct, it will have to make available, upon request, a statement respecting the reasons for its decision.</p>
<p>CONFLICT OF INTEREST</p> <p><i>Local Government Act</i> section 205</p> <p><i>Community Charter</i>, sections 100-109</p> <p><i>Vancouver Charter</i>, sections 145.2-145.92</p>	<p>Conflict of Interest and Other Ethical Standards</p> <p>Disclosure of Conflict</p> <p>The <i>Community Charter</i> conflict of interest rules set out that locally elected officials who have a financial (pecuniary) interest in a matter that will be discussed or voted upon at a municipal council or regional district board meeting must declare that interest in the matter. Following their declaration, they may not participate in discussions, vote or exercise influence on that matter.</p> <p>Elected officials must not vote on, or participate in discussions about, any matters where they have a direct or indirect financial interest that is not shared with the broader community.</p> <p>Municipal councils or regional district board members who believe they have a financial interest in a matter under discussion, must:</p> <ul style="list-style-type: none"> • declare their interest in the matter; • withdraw from the meeting; • not participate in the discussion or vote; and, • not attempt to influence, in any way, the voting of other elected officials on the matter. <p>An elected official who has a direct or indirect financial interest in a matter and has participated in discussions or attempted to influence the vote or votes on the matter, may be disqualified from office.</p> <p>Given that conflict of interest is complex and dependent on the particular facts in a given circumstance, conflict of interest can only be decided by the courts; ultimately the courts have the expertise to apply the law to the facts of a specific situation.</p> <p>If an elected official was unsure about whether they were in a conflict of interest, it would be best for that elected official to seek independent legal advice.</p>

SCENARIO – CONTRACTUAL CONFLICT?

Aaron Michaels owns Arrow Landscaping, a local gardening and landscaping company – he is also a municipal councillor.

Arrow Landscaping holds a contract with a nearby municipality and does not currently have a contract with the municipality where Aaron is a councillor – although the company did submit a bid the last time there was a request for tenders.

The current municipal landscaping contract is about to expire, and council is considering whether to extend the current contract or put the contract out to tender.

Councillor Michaels has a *direct and/or indirect financial interest* in this matter and is likely to be in a conflict of interest if Councillor Michaels participated in any discussions or votes related to the landscaping contract.

Councillor Michaels would have a *direct financial interest* if Arrow Landscaping submitted a bid for the municipal landscaping contract. If only a small number of landscaping companies operate in the region, Councillor Michaels also has an *indirect financial interest* in decisions that affect the companies that compete with Arrow Landscaping for business – even if Arrow Landscaping did not submit a bid to provide services to the municipality.

Councillor Michaels must inform council about his connection to the contract and excuse himself from further debate and discussion by leaving the room until the council moves on to another topic, to avoid any perception of influencing or affecting council's decision.

Inside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation, or action to be made or taken on a matter at a council or committee meeting, or by officers and employees of the local government. For example, a councillor would likely be in contravention of the inside influence restriction if they lobbied the municipal approving officer regarding an application to subdivide land owned by that councillor.

Outside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation, or other action to be made or taken on a matter by any other person or body. For example, a councillor would likely be in contravention of the outside influence restriction if they lobbied a provincial regulator on behalf of a business partner using the municipality's letterhead in correspondence with the provincial regulator.

Accepting Gifts

Elected officials must not accept a fee, gift or other personal benefit that is directly connected to the performance of their duties as a municipal council or regional district board member. Elected officials may, however, accept gifts or other personal benefits received as a matter of social obligations or protocol related to their position (such as a gift from a visiting delegation from another government) and compensation authorized by law.

An elected official who received such a gift must file a disclosure statement with the local government **Corporate Officer**. The statement must include: the nature of the gift; its source; when it was received; and, the circumstances under which it was given and received. The statement must be filed as soon as possible after the gift was received.

Disclosure of Contracts

Elected officials must publicly disclose any contract in which they have a monetary interest. This requirement applies to contracts between the local government and elected official, as well as to contracts between the local government and persons or companies with whom the elected official is connected. For example, this would include contracts with a company in which the elected official is a director, officer, significant shareholder or senior employee.

Use of Insider Information

An elected official must not use information that is not otherwise available to the general public for gaining or furthering a monetary interest. The *Community Charter* does not specify a time limit for this restriction. As such, the restriction applies indefinitely – or until the information is made available by the municipal council or regional district board to the general public.

Voting for an Illegal Expenditure

Elected officials must not vote for a bylaw or resolution authorizing the expenditure, investment, or other use of money contrary to the *Community Charter*, *Local Government Act*, or the *Vancouver Charter*.

Consequences

Elected officials who contravene any of the conflict of interest provisions may be disqualified from holding office and may be required to pay the local government for any financial gain as a result of the contravention.

Confidentiality

Past and present elected officials are required to keep confidential information private until such time as that information is made publicly available by the municipal council or regional district board.

Information contained in records that have not been released to the public, and information discussed in closed meetings must be kept confidential until that information is released in an open meeting. A local government may recover any damages that result from an elected official, or former elected official, who intentionally disclosed confidential information.

Elected Officials and Local Government Staff

Elected officials perform a role that is distinct from the role of the Chief Administrative Officer, or **Corporate Officer**, and other local government staff. Elected officials are decision-makers and set strategic policies and priorities for the municipality or regional district – they do not implement policies and decisions or otherwise administer the local government.

Elected officials are not authorized to fulfill local government staff roles or duties.

Local government staff (e.g., Chief Administrative Officer and Corporate Officer) are responsible for implementing municipal council or regional district board decisions and providing advice to elected officials. The Chief Administrative Officer or Corporate Officer is the primary point of contact between elected officials and local government staff (e.g., land use planners, bylaw enforcement officers, public works staff) employed by the municipality or regional district.

Elected officials do not have regular contact with local government staff, nor do elected officials perform, or supervise, the roles or duties assigned to local government staff. An elected official *must not* interfere with, hinder, or obstruct the work of local government officers or employees.

Who May Run For Office

A person who has not been disqualified from seeking or holding elected office may become a **candidate** in local elections.

A candidate for **mayor, councillor, or electoral area director** must:

- be 18 years of age or older on **general voting day**;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before filing nomination documents; and,
- 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 the holding office, or be otherwise disqualified by law.

Prospective candidates for local office must be nominated by at least two eligible electors from the jurisdiction where the person is seeking election. Local governments may require 10 or 25 nominators for each prospective candidate.

Local Government Employees

Local government staff (e.g., officers and employees), who wish to run for office in the local government where they work must take a leave of absence in order to run and they must resign if elected.

The requirement for a salaried employee to take a leave of absence and resign if successfully elected may apply in the following circumstances, a:

- municipal employee running for elected office in the municipality in which they are employed;
- municipal employee seeking to be elected as an electoral area director for the regional district of which their municipal employer is a member;
- regional district employee seeking to be elected as a member of the board of the regional district in which they are employed; and,
- regional district employee seeking to be elected as the mayor or councillor of a municipality that is a member of the regional district.

Local government employees must take a leave of absence to run for elected office and must resign from their position if elected.

An employee who was not successful in their bid for local elected office would then return to the job from which they took the required leave of absence.

Local Government Volunteers

Generally, volunteers who do not receive monetary compensation for services provided to a local government are not “employees” for election purposes and would not be required to take a leave of absence or resign if elected.

A person may still be considered a volunteer if they are compensated for the requirements set out in the [Volunteer Eligibility for Office Regulation](#).

Further information about local government employees, local government volunteers, B.C. Public Service employees and Federal Government employees eligibility to run for office is [available online](#).

The requirement that a volunteer who received monetary compensation from the local government may need to take a leave of absence and resign if successfully elected will likely apply in the following circumstances:

- a paid municipal volunteer must take a leave of absence (and resign when elected) in order to run for and hold office in the municipality where they are volunteering;
- a paid municipal volunteer must take a leave of absence (and resign when elected) in order to run for and hold office in the regional district where the municipality is a member;
- a paid regional district volunteer must take a leave of absence (and resign when elected) in order to run for and hold office in a member municipality; and,
- a paid regional district volunteer must take a leave of absence (and resign if elected) in order to run for and hold office in an electoral area within the Regional District in which they serve.

B.C. Public Service Employees

B.C. Public Service employees may seek nomination as a candidate in local elections. The duties of elected office must not affect the employee's normal working hours and there must not be a conflict of interest between the employee's duties as an elected official and their duties as a B.C. Public Service employee.

Federal Employees

Federal public service employees may seek nomination as a candidate in local elections after they obtain permission from the Public Service Commission of Canada (PSC).

Federal employees must not be declared a candidate or undertake any candidacy-related activities unless they have first obtained permission from the PSC. The PSC may grant permission, with or without conditions, when it is satisfied that seeking nomination as, or being, a candidate will not impair or be perceived as impairing an employee's ability to perform their job-related duties in a politically impartial manner.

Visit: <https://www.canada.ca/en/public-service-commission.html> under the “Political Activities” section, or contact the PSC at 1 866 707-7152 (Toll-free), or by e-mail at cfp.activitespolitiques-politicalactivities.psc@canada.ca for further information.

Members of the Legislative Assembly of B.C. (MLAs) may seek nomination as a candidate in local elections. MLAs may hold office both provincially and locally, as long as the person can fulfill the duties of both offices.

Who May Not Run For Office

A person is not eligible to run as a candidate for any local government office if they:

- have been convicted of an indictable offence and are disqualified from the date of the conviction until the date on which they are sentenced;
- have been convicted of and sentenced for an indictable offence and are in custody;
- have been found guilty of an election offence, such as intimidation or vote-buying or other election offence, and are prohibited from holding office;
- are judges of the Provincial Court, Supreme Court or Court of Appeal;
- are involuntarily confined to a psychiatric facility or other institution;
- have been disqualified for specified reasons such as, failing to:
 - file a campaign financing disclosure statement in a previous election;
 - make an oath of office; or,
 - attend local government meetings in the manner and frequency required by the *Community Charter*; or,
- have been disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, elected to or holding office under the *Local Government Act* or be otherwise disqualified by law.

Nomination Period and Declaration of Candidates

The nomination period is the only time during which the **Chief Election Officer** is permitted to accept nomination documents and deposits (where applicable) from nominees for office. The nomination period begins at 9:00 a.m. local time on the 46th day before general voting day and ends at 4:00 p.m. local time on the 36th day before general voting day.

The Chief Election Officer is required to publish notice about the nomination period that includes: the offices for which candidates are to be elected; the dates, times and places at which nominations will be received; and, how interested persons can obtain information about the requirements and procedures for making a nomination.

It is the nominee's responsibility to ensure all the required information in the nomination documents are submitted to the Chief Election Officer (or designate) by the deadline and that the information is accurate and complete. A nominee officially becomes a **candidate** when they have submitted all the required information in the nomination documents and have been subsequently declared a candidate by the Chief Election Officer.

The Chief Election Officer officially declares the nominees who have met the candidacy requirements and have become candidates for the local government election after the end of the nomination period.

The Chief Election Officer may extend the nomination period until 4:00 p.m. local time on the third day after the end of the nomination period when there are fewer candidates than positions to be elected. Any subsequent nominees would be declared candidates at that time.

See *Appendix B: 2022 General Local Elections Key Dates for other key election dates*.

Who May Nominate

Prospective candidates for local office must be nominated by at least two eligible electors from the local government where the person is seeking election. Local governments have the ability to require, by bylaw, two, 10, or, in **jurisdictions** with populations greater than 5,000, 25 nominators for each prospective candidate.

A nominator must be eligible to vote in the jurisdiction as a **resident elector** or as a **non-resident property elector**. To nominate a candidate for local office, the nominator must:

- be 18 years of age or older when they register to vote or will be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of B.C. for at least six months before registering to vote;
- be a resident in the municipality or electoral area for which the nomination is being made, or in the case of a non-property resident property elector, own real property in the municipality or electoral area, for 30 days immediately before the day of registration; and,

- not be disqualified under the *Local Government Act* or any other enactment from voting in an election or be otherwise disqualified by law.

Prospective candidates may wish to consider having more nominators than are required by the local government in case one or more nominators is determined to be ineligible.

Contact the Chief Election Officer to determine the number of nominators required by the local government. Local government contact information is available from [CivicInfoBC](#).

Endorsement by an Elector Organization

A registered **elector organization** can endorse a candidate on the ballot by submitting all the required information in the **endorsement** documents to the Chief Election Officer and Elections BC during the nomination period.

Only elector organizations registered with Elections BC can file endorsement documents, receive campaign contributions and incur election expenses.

The elector organization must have a membership of at least 50 eligible electors (either resident electors or non-resident property electors) at the time it submits registration information to Elections BC.

An elector organization cannot endorse more candidates in an election than there are offices to be filled, and a candidate can only be endorsed by one elector organization. Candidates endorsed by elector organizations must indicate their consent to the endorsement by providing their signature as part of the endorsement documents submitted to the Chief Election Officer and Elections BC by the elector organization.

Refer to the [Elector Organization Guide to Local Elections in B.C.](#) and the [Guide to Elector Organization Registration](#) for more information about elector organization endorsements.

Nomination Documents

Nomination documents are generally available from local government offices during regular business hours two to four weeks before the nomination period begins and remain available until the nomination period ends.

Nomination documents must be submitted in writing to the Chief Election Officer – or a person designated by the Chief Election Officer and must include the following:

- the person's full name (first, middle, last);
- the person's usual name, if it is different from their full name and they would rather have that name appear on the ballot – e.g., Catherine instead of Cathy;
- the office for which the person is nominated (e.g., mayor, councillor, or electoral area director);
- the person's residential address;
- the person's mailing address, if different from their residential address;
- the names and residential addresses of nominators, and, if one or more of the nominators is a non-resident property elector, the address of the property owned by the nominator(s) in the jurisdiction; and,
- a statement signed by each nominator that, to the best of their knowledge, the person is qualified to hold local government office in British Columbia.

Do not put additional information on nomination documents (e.g., personal information not required by legislation).

Nominees must be aware of, understand and intend to comply with the *Local Elections Campaign Financing Act*.

The nomination documents must also include supporting information that demonstrates the person's consent and preparedness to run in general local elections, including:

- the person's written consent to the nomination;
- the person's financial disclosure statement, as required by section 2(1) of the *Financial Disclosure Act*;
- a signed declaration that either the person is acting as their own financial agent, or identifying the individual they have appointed as their financial agent;
- the person's **solemn declaration** that:
 - they are qualified to be nominated for office;
 - the information provided in the nomination documents is true;
 - they fully intend to accept the office if elected; and,
 - they are aware of the *Local Elections Campaign Financing Act*, understand the requirements and restrictions under the *Local Elections Campaign Financing Act* and intend to comply with the *Local Elections Campaign Financing Act*.

Nomination documents can be submitted to the Chief Election Officer, or other person designated for that purpose, in person, by mail, fax or email. The Chief Election Officer must receive original copies of any documents submitted by fax or email by 4:00 p.m. local time on **the 29th day before general voting day**. The nomination is not valid if the original nomination documents are not received by the deadline.

Any changes to the nomination document information that take place after the election results have been declared must be sent directly to Elections BC.

Standardized nomination forms are available from local governments across B.C.

SOLEMN DECLARATIONS

Candidates must make a number of "solemn declarations." **Solemn declarations** require the person making the declaration to attest to the truthfulness of a given statement – such as that a candidate is aware of certain legislative requirements or intends to take office if elected.

Solemn declarations are legal statements and the person making the declaration is responsible for ensuring that they are making true and accurate solemn declarations. A person who made a false or misleading solemn declaration has committed an election offence and is subject to penalties including fines of up to \$5,000 and/or imprisonment for up to one year.

Prospective candidates can make the required solemn declarations with a Commissioner for Taking Affidavits for B.C. (e.g., lawyer, notary public) or make a declaration before the Chief Election Officer when the prospective candidate submits their nomination documents to the Chief Election Officer or other person designated for that purpose.

Nomination Deposits

Local governments may require prospective candidates to pay a refundable nomination deposit of up to \$100 when they submit their nomination documents – the deposits are fully refunded when candidates file their campaign financing disclosure statement with Elections BC within 90 days following local elections.

The nomination deposit is refunded by the local government when a nominee withdraws their candidacy before the nomination period ends. The refund is returned after the nomination period closes.

Contact the Chief Election Officer to determine if a nomination deposit is required by the local government.

Challenge of Nomination

Nomination documents are available for public inspection in local government offices during regular office hours from the time they have been submitted until 30 days after the election results have been declared. Local governments may, by bylaw, choose to make the documents available during all or part of the time period. They may also choose to make the documents available to the public via other means, including on the Internet.

A person who inspects or accesses nomination documents must only use the information they contain for purposes related to:

- local election activities;
- the conflict of interest provisions in the *Community Charter, Vancouver Charter, and/or School Act*;
- the disqualification provisions in the *Local Government Act, Local Elections Campaign Financing Act, Community Charter and/or Vancouver Charter*; and/or,
- provisions in the *Freedom of Information and Protection of Privacy Act*.

An eligible **elector**, another nominee for office or the Chief Election Officer can challenge a prospective candidate's nomination when they believe the nomination documents are incorrect or the person is not otherwise eligible to be nominated for office. Nomination challenges must be made through an application to the Provincial Court.

The Provincial Court accepts challenges to nominations from the time the nomination documents were submitted to the Chief Election Officer (or their designate) until 4:00 p.m. local time on the fourth day after the nomination period ends. The application must briefly set out the facts upon which the challenge is based and be supported by an affidavit signed by the challenger. The Provincial Court is required to hear the challenge and make a ruling within 72 hours of the challenge period ending.

A prospective candidate whose nomination has been challenged is entitled to immediate notification of the challenge. They must receive a copy of the challenge of nomination application and the date and time of the Provincial Court hearing within 24 hours of the application being submitted to the Provincial Court. The prospective candidate is also entitled to an opportunity to prove their eligibility to be nominated for elected office. The Provincial Court decision on the challenge of nomination is final and may not be appealed.

Withdrawing a Nomination

Prospective candidates may reconsider and withdraw their candidacy during the nomination period and for seven days following the close of nominations. The prospective candidate must provide written notice of their withdrawal to the Chief Election Officer, and the Chief Election Officer must then remove the prospective candidate's name from the ballot.

A prospective candidate may still withdraw their candidacy after the deadline by giving written notice to the Chief Election Officer. The Minister responsible for local government must approve the withdrawal before the Chief Election Officer can remove the prospective candidate's name from the ballot. The Minister is not obligated to approve the prospective candidate's withdrawal.

Any candidates who have withdrawn from **general local elections** after candidates have been declared by the Chief Election Officer are required to file a campaign financing disclosure statement with Elections BC – even if they received no campaign contributions and incurred no election expenses.

Candidates who fail to file a campaign financing disclosure statement, or do not obtain a Supreme Court order for relief from the obligation to file, forfeit their nomination deposit to the local government, are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections and potentially face additional penalties. A candidate declared elected also loses their seat and the seat then becomes vacant.

Campaign financing disclosure statements are not required when a prospective candidate withdraws before the declaration of candidates. Any nomination deposit paid by the prospective candidate is returned after the nomination period ends.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) for more information about campaign financing disclosure.

What are Election Campaigns?

An **election campaign** is a connected series of actions (e.g., advertising, canvassing, meetings and speeches) for the purpose of electing a **candidate** or a group of candidates to a **municipal council** or **regional district board**.

Typically, an election campaign involves candidates and/or elector organizations communicating with the electorate, through:

- public appearances and speeches;
- advertisements on television, radio, the Internet and social media (e.g., Facebook, Twitter, YouTube), in newspapers and in magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

An election campaign may be undertaken by a candidate or an elector organization during local elections. In some cases, candidates and elector organizations may work together on an election campaign where the elector organization has endorsed the candidate; in other cases, a group of candidates who are not endorsed by an elector organization may choose to work together to share costs.

ELECTION PERIOD, PRE-CAMPAIGN PERIOD AND CAMPAIGN PERIOD

The **election period** for general local elections begins at the start of the calendar year (January 1) in which the general local elections will be held and ends at the start of the campaign period (28 days before general voting day).

The **pre-campaign period** for general local elections begins on the 89th day before general voting and ends at the start of the campaign period (28 days before general voting day).

The **campaign period** for general local elections begins on the 28th day before general voting day and ends on the close of general voting day.

There are a number of election financing rules, including recording and disclosure requirements that apply to candidates, elector organizations and third party sponsors during the election, pre-campaign and campaign periods.

Candidate Election Campaigns

Candidates generally direct their own election campaigns during local elections. Candidates may retain an election campaign manager and campaign **volunteers** to prepare and distribute flyers, call eligible voters, handle logistics and take on other election campaign-related activities. Candidates have considerable flexibility in organizing their election campaigns, provided they avoid committing election and/or campaign financing offences.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) for more information about the election period, campaign period requirements, offences and penalties that apply to candidates.

Elector Organization Election Campaigns

Fundamentally, elector organizations endorse candidates. Elector organizations may have their name, abbreviation or acronym shown on the ballot beside their endorsed candidate(s) name and generally promote their endorsed candidate(s) or the organization's viewpoints during an election campaign.

Candidates and elector organizations may form mutually beneficial partnerships in order to realize a similar intended outcome – the election of the candidates endorsed by the elector organization.

Election campaigns for elector organizations are generally a connected series of actions designed to elect a candidate or a group of candidates to a municipal council, regional district board, Islands Trust local trust committee, specified parks board or board of education. Typically, an election campaign involves elector organizations and/or candidates communicating with the electorate through:

- public appearances and speeches;
- advertisements on television, radio, the Internet, in newspapers and magazines;
- social media (e.g., Facebook, Twitter, YouTube);
- brochures, signs, posters, billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

Elector organizations and candidates each direct their own separate election campaign; however, an endorsed candidate may decide not to run their own election campaign and instead rely solely on the elector organization to run campaign activities on the candidate's behalf.

Alternatively, a candidate and an elector organization may agree to run complementary campaigns in which both the candidate and the elector organization undertake election campaign activities designed to elect that candidate within a specific jurisdiction.

Refer to the [Elector Organization Guide to Local Elections in B.C.](#) for further information about elector organizations.

Campaign financing and election advertising rules apply to elector organization election campaigns. Every elector organization must appoint a **financial agent** to ensure the financial aspects of the election campaign are run in accordance with the *Local Elections Campaign Financing Act*.

All candidates endorsed by an elector organization must have a written campaign financing arrangement with the elector organization.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about the campaign financing rules, offences and penalties that apply to elector organizations.

Elector Organizations Must be Registered

Only elector organizations registered with Elections BC can file endorsement documents, receive campaign contributions and incur election expenses.

For more information visit [Elections BC online](#).

Third Party Sponsor Advertising

A **third party sponsor** is an individual or organization that conducts election advertising independently from a candidate or elector organization campaign. Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization.

Third party sponsors are required to register with Elections BC before undertaking election advertising during the **pre-campaign** and **campaign periods**.

Refer to Elections BC's [Guide for Local Elections Third Party Sponsors in B.C.](#) for more information about the campaign financing rules, offences and penalties that apply to third party sponsors.

Advertising Rules

New rules for third party sponsors are in effect for the general local by-election. There are limits placed on sponsorship contributions made by eligible individuals to third party sponsors. For more information about [third party advertising rules](#) visit Elections BC online.

Key Election Campaign Activities

Key campaign activities may include a planned set of actions, events or initiatives (e.g., canvassing, telephone banks, events and advertising) designed to promote a candidate or a group of candidates and communicate their election platform to the electorate during an election campaign.

Campaign activities usually trigger campaign financing rules and candidates must ensure they are aware of and follow the rules. A candidate that has failed to follow campaign financing requirements may have committed an offence and may be subject to penalties.

Contact Elections BC by phone at: 250 387-5305 or elsewhere in B.C. call: 1 800 661-8683 (Toll-free) or by email at: electoral.finance@elections.bc.ca for detailed information about campaign financing rules.

LIST OF REGISTERED ELECTORS (VOTER'S LIST)

Each candidate is entitled to one free copy of a list of registered electors (voter's list) if one is used by the local government to register electors and conduct the local election. Additional copies may be available to candidates at a cost determined by the local government. A list of registered electors is not available if the local government only permits registration on voting day (same day registration).

The list of registered electors must only be used by candidates for election campaign-related purposes – such as door-knocking, canvassing voters, flyer distribution, and/or calling eligible voters to remind them to “get out and vote.”

A candidate must agree, in writing, that the information provided on the list of registered electors will only be used for election purposes before receiving a copy of the list. Contact the local government for more information about how to obtain a copy of the list of registered electors.

A candidate using the voter's list must treat the personal information it contains carefully. The list must be returned to the local government or otherwise destroyed following the local elections.

The list of registered electors cannot be made available to the elector organization that is endorsing a candidate.

Canvassing

Candidates and campaign **volunteers** may canvass door-to-door throughout the community in order to raise awareness about the candidate or elector organization and their election platform, identify which issues are important to electors and determine elector support for a given candidate.

Candidates and their canvassers must have reasonable access to distribute candidate information at cooperative, strata and rental properties from 9:00 a.m. to 9:00 p.m. local time during the **campaign period**.

Government-issued photo ID and proof of candidacy, or written authorization to canvass on behalf of a candidate, must be made available upon request when a candidate and/or their canvassers are canvassing in a cooperative, strata or rental property.

Telephone Banks

Candidates may establish telephone banks as one aspect of their election campaign. Campaign volunteers may use the telephone bank to contact eligible **electors** to raise awareness about the candidate or elector organization, determine the level of support for their candidate and identify which issues are important to electors.

In-person telephone banks (as opposed to auto-dialing robocalls) may also be used by candidates or their representatives during advance and general voting opportunities to contact and remind eligible electors to “get out and vote.”

In-person Events

Candidates may hold “meet and greet” events (e.g., luncheons or fundraising dinners) where the electorate can listen to their platform or position on specific issues and ask questions.

Local governments, community groups and local media often provide opportunities for candidates to communicate their platform or position on specific issues to the electorate at “all-candidate” forums. Local governments are not obligated to organize, supervise or inform candidates of these events.

Advertising

Advertising is a key component in most local election campaigns. Subject to the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*, candidates, registered elector organizations and registered **third party sponsors** may use print, radio, television, the Internet and/or social media (e.g., Facebook, Twitter, YouTube) advertising to promote or oppose candidates, elector organizations or points of view during an election campaign.

Election advertising and campaigning of any sort is prohibited within 100 metres of a voting place during voting proceedings. This includes displaying signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing or soliciting votes, or otherwise trying to influence electors to vote for a particular candidate.

Refer to Elections BC’s [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about election advertising.

Signs

Signs play a significant role in election advertising. Candidates may have supporters display signs on their behalf in windows, on lawns, or post signs in other public places throughout the **jurisdiction**.

It is an election offence to transmit election advertising on general voting day.

Local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising – the rules may be quite different between local governments.

The Ministry of Transportation and Infrastructure regulates sign placement along Provincial highways, medians, bridges and along major roadways. Contact the local government or local [Ministry of Transportation and Infrastructure office](#) before placing election campaign signs on medians, bridges or along major roads.

Sponsorship Information

There are rules with respect to sponsorship information on election advertising during the pre-campaign and campaign period. Please refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about sponsorship information.

Local Election Offences and Penalties

Local Government Act – sections 161-166

Candidates and campaign workers convicted of vote-buying, intimidation, campaigning near a voting place during voting proceedings, providing or distributing false information, or conducting other activities contrary to the *Local Government Act* or *Vancouver Charter* may be subject to penalties.

Local Election Offences

Vote-buying

It is an election offence to offer incentives to an elector to vote or not to vote, or to vote for a particular candidate. Inducements can include offers of money, gifts, refreshments, entertainment, employment or any other benefit. It is also an offence for an elector to accept inducements to vote.

Vote-buying includes buying coffee for patrons or volunteering to drive an elector to a voting place in exchange for their vote. These activities are permitted as long as there is no obligation on the elector, whether overt or implied, to vote for a certain candidate(s).

Intimidation

It is an election offence to intimidate an elector, by action or threat, to compel the elector to vote, or to refrain from voting. It is also an election offence to punish an elector for voting or refraining from voting generally, or for voting for a particular candidate(s).

Other Election Offences

Other election offences under the *Local Government Act* include, and are not limited to:

- falsely withdrawing a candidate from an election, distributing a false statement that a candidate has withdrawn or falsely withdrawing an elector organization's candidate endorsement, consenting to nomination when ineligible to do so;
- participating in fraudulently voting (including voting more than once in an election or obtaining a ballot in the name of another person);
- interfering with the secrecy of the ballot, tampering with ballots or ballot boxes, or printing, reproducing, giving out or destroying ballots without authorization;
- campaigning and engaging in other activities that show support for one candidate over another, or for an elector organization, within 100 metres of a voting place during voting proceedings; and,
- providing false or misleading information when required, inspecting or accessing election materials or using the information for purposes not authorized under the *Local Government Act*; and, hindering or obstructing an election official in the performance of their duties.

Election offences are generally dealt with by the Supreme Court of B.C. Generally, local election offences are prosecuted if Crown counsel chooses to proceed with laying charges after the police have undertaken an investigation and made a recommendation to Crown counsel.

Reporting and Enforcement of Local Election Offences

The Chief Election Officer has the authority to enforce local election rules, such as the challenge of a candidate's nomination or elector eligibility and to maintain order at voting places. Local election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

If a person believes someone has committed an election offence, contact the police. The police are responsible for conducting an investigation and recommending to Crown counsel whether charges could be laid. Crown counsel makes the determination as to whether to proceed with a prosecution. Election offences are prosecuted through the courts.

The *Local Government Act* and *Vancouver Charter* provide that a person is not guilty of an election offence if they exercised due diligence to prevent the commission of the offence.

Local Election Penalties

Vote-buying, accepting an inducement to vote or intimidating an elector to vote for a particular candidate may result in penalties including fines of up to \$10,000, imprisonment for up to two years and/or disqualification from holding elected office in a local government, board of education (including on the francophone education authority) or the Islands Trust for up to seven years.

Individuals and/or elector organization representatives (e.g., the financial agent) may be subject to penalties that include fines of up to \$5,000 and/or imprisonment for up to one year if they are convicted of:

- a nomination-related offence, such as falsely withdrawing a candidate or an elector organization endorsement;
- a voting-related offence, such as voting when not entitled to do so;
- a ballot and/or ballot box offence, including interfering with ballots or ballot boxes;
- voting proceedings offences such as canvassing or soliciting votes or posting, displaying or distributing election advertising within 100 metres of a voting place where voting proceedings are being conducted; or;
- conducting any other activity contrary to the *Local Government Act* and/or the *Local Elections Campaign Financing Act*.

Local Election Officials' Authority

The Chief Election Officer and Presiding Election Officials must maintain the integrity and secrecy of the voting process.

The Chief Election Officer and Presiding Election Officials may restrict or regulate the number of people admitted to a voting place and remove or cover election advertising within 100 metres of a voting place during voting proceedings.

Elections BC can delegate authority to Chief Election Officers during the **campaign period** to enter onto property and remove, cover or destroy election advertising that contravenes the *Local Elections Campaign Financing Act*.

The Chief Election Officer and Presiding Election Officials may require a person to show identification when they believe the person is at a voting place when not permitted to be present, disturbing the peace and order of voting, interfering with voting proceedings or contravening elections legislation. They may also order anyone engaged in these activities, including **scrutineers**, to leave a voting place and remove, or have a peace officer remove, the person.

Election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

In extreme cases the Chief Election Officer or Presiding Election Official may adjourn voting proceedings when they believe people's health or safety at the voting place or the integrity of the vote is at risk.

See *Appendix A for information about local elections partner roles and responsibilities*.

See *Appendix C for questions and answers about the Chief Election Officer's role and responsibilities*.

Candidate Representatives

Local Government Act – sections 102 and 103

Vancouver Charter – sections 53 and 54
Local Elections Campaign Financing Act – section 17

A **candidate** may appoint an individual or individuals to assist running an **election campaign** and to otherwise represent the candidate when the candidate is unable to appear in person. Each candidate may choose to appoint an official agent and/or **scrutineers**. Every candidate must have a **financial agent** – they are their own financial agent unless they appoint another individual to the position.

Each candidate representative who attends a voting place must have made a solemn declaration to preserve the secrecy of the ballot and not interfere with an elector marking a ballot. Official agents and scrutineers may attend a voting place once they have made their solemn declaration – financial agents must have permission from the Presiding Election Official to be present at a voting place.

Contact the local government for information about how candidate representatives make their solemn declaration.

Financial Agent

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes:

- opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account;
- maintaining records for campaign contributions, election expenses and all other campaign transactions; and,
- filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

A candidate is their own financial agent unless they appoint another individual to be their financial agent.

A candidate is their own financial agent unless they appoint another individual to the position. A candidate who chooses to appoint another person to act as their financial agent must make that appointment in writing. The appointment must include the:

- person's full name;
- effective date of the appointment;
- mailing address, **address for service**, telephone number and email address (if available) for the person appointed; and,
- person's signed consent to act as the financial agent.

The appointment must be signed by the candidate and submitted to the Chief Election Officer before the nomination period ends. The financial agent appointment information is then forwarded by the Chief Election Officer to Elections BC as soon as practicable after the appointment has been made.

Candidate representatives must carry copies of their appointment documents whenever they represent the candidate at an election proceeding.

A person may act as a financial agent for more than one election campaign. A person may act as the financial agent for an elector organization and all candidates that it has endorsed. However, each candidate election campaign may have only one financial agent at a time.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) and for information about the financial agent's role and responsibilities.

Official Agent

Candidates may appoint an official agent to represent them during the election process. The official agent can act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign. Official agents can appoint scrutineers to represent the candidate during voting proceedings.

A candidate must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Scrutineers represent candidates at voting opportunities by observing voting procedures and scrutinizing the ballot-counting process at the close of voting on general voting day. A candidate and/or their official agent may appoint scrutineers.

Each candidate is permitted under the *Local Government Act* or *Vancouver Charter* to appoint one scrutineer for each ballot box used at a voting place. A local government may pass a bylaw to permit each candidate to have more than one scrutineer present for each ballot box used at a voting place and establish specific restrictions and conditions in the bylaw as deemed necessary.

The scrutineer appointment must be made in writing and must include the person's full name and mailing address. The appointment must be signed by the candidate and submitted to the Chief Election Officer as soon as practicable after the appointment has been made.

Refer to the [Scrutineer's Guide to Local Elections in B.C.](#) for further information about scrutineers.

Voting Times

Voting places must be open from 8:00 a.m. to 8:00 p.m. local time on **general voting day**, the required **advance voting opportunity** and another advance voting opportunity (date can be determined by the local government) for local governments with populations greater than 5,000.

Local governments may set specific hours for any special voting opportunities or additional advance voting opportunities held during local elections.

All voting places must close by 8:00 p.m. local time on general voting day.

Voting places must be open from 8:00 a.m. to 8:00 p.m. local time on general voting day and the required advance voting opportunity.

Counting Ballots

Ballot counting begins after voting places close at 8:00 p.m. local time.

Candidates are entitled to be present during the ballot count and may assign one representative to each location where ballot counting takes place. Candidates or candidate representatives (e.g., scrutineer or official agent) must raise their objection to a ballot's acceptance or rejection with the Presiding Election Official supervising the ballot counting process.

Objections to the acceptance or rejection of a ballot must be raised while the ballot is being considered during the count. Objections to accept or reject a ballot and the Presiding Election Official's decision relative to the ballot in question are recorded and submitted with the ballot account for the voting place to the **Chief Election Officer**.

The Presiding Election Official's decision to reject or accept a ballot can only be overturned by the Chief Election Officer – or by the Provincial Court following a judicial recount.

Ballot accounts, that outline individual voting place results and reconcile the number of ballots distributed with the number of ballots cast in the local government election, are prepared at each voting place. Ballots are then packaged and returned to the Chief Election Officer at the local government office, where the official election results are then determined.

Each candidate is notified by the Chief Election Officer as to the time and location for the final ballot count and when the official election results will be declared. The official election results may not necessarily be announced on general voting day.

Conduct at Voting Places

The Chief Election Officer has the authority to establish the process and standards of conduct that voters, candidates and candidate representatives (e.g., scrutineers) must abide by at voting places during advance, special and general voting day opportunities.

Candidate Conduct

Candidates must not be present at a voting place during an advance or special voting opportunity or on general voting day except to cast their ballot. Candidates must not campaign within 100 metres of a voting place on general voting day – it is an election offence to do so. Candidates may wish to cast their ballot at an advance voting opportunity to avoid this situation.

Candidates are permitted to be present while ballots are being counted following the close of general voting. Candidates or candidate representatives (e.g., scrutineer or official agent) must not touch the ballots or ballot boxes or otherwise interfere with election officials during the counting process – except to object to a ballot's acceptance or rejection by an election official.

No one is permitted to enter or leave a voting place while the ballot count is in progress.

Scrutineer Conduct

Candidates (and/or their official agent) may appoint scrutineers to observe the voting and ballot counting process at voting places during advance, special and general voting opportunities.

Scrutineers must follow the legislation, the local government's election bylaw and the direction of the Chief Election Officer and Presiding Election Official at the voting place and during voting proceedings and the ballot counting process.

Scrutineers are not permitted to wear anything (e.g., shirt, cap, badge, button, pen or pin) that shows support for a particular candidate. Scrutineers must not interfere with the voting place routines and/or the election officials' duties. Scrutineers are not permitted to handle election documents.

Local governments, by bylaw, and Chief Election Officers have the authority to establish specific rules governing scrutineer conduct and responsibilities. Local governments may also permit more than one scrutineer for each candidate to be present per ballot box at a voting place during voting proceedings.

Scrutineers and election officials generally only communicate during times when no voters are present at the voting place – unless the scrutineer has challenged a voter's eligibility to receive a ballot. A scrutineer may challenge a voter's right to receive a ballot based on their belief that the elector is not entitled to vote or has accepted an inducement to vote. Challenges to a voter's eligibility to receive a ballot must be raised before the ballot is issued to the elector.

Scrutineers may also challenge a ballot's acceptance or rejection during the ballot counting process. The objection must be made to the Presiding Election Official supervising the ballot counting process. Objections to a ballot's acceptance or rejection must be raised while the ballot is being considered during the count.

Objections to the Presiding Election Official's decision relative to the ballot in question are recorded and submitted with the ballot account for that voting place to the Chief Election Officer.

Refer to the [Scrutineer's Guide to Local Elections in B.C.](#) for further information about scrutineer roles, responsibilities and conduct.

After General Voting Day

The *Local Government Act*, *Community Charter* and *Vancouver Charter* provide for several legislated procedures (e.g., breaking tie votes, taking the oath of office) that may or must be completed following **general voting day**.

Announcing Results

The official election results may not immediately be announced after the close of voting on general voting day – the **Chief Election Officer** may announce preliminary results after concluding the ballot count on general voting day and announce the official results at a later date.

The official election results must be declared within four days after the close of voting on general voting day. The Chief Election Officer must state the number of ballots cast in favour of each **candidate** for each position. Those candidates with the most votes would then be declared elected.

Judicial Recount

A judicial recount must be conducted if two or more candidates have the same number of votes following the determination of official election results.

An eligible elector, candidate, candidate representative (e.g., scrutineer or official agent), or the Chief Election Officer may apply to the Provincial Court for a judicial recount. An application for a judicial recount can only proceed on the basis that the:

- ballots were incorrectly accepted or rejected;
- ballot account does not accurately record the number of valid votes for a candidate;
- final determination of results did not correctly calculate the total number of valid votes for a candidate; or,
- same number of votes was received by two or more candidates.

The period to apply for a judicial recount begins as soon as the official election results have been declared and ends nine days after the close of general voting.

The applicant must notify candidates and the Chief Election Officer about the judicial recount application. The applicant, the Chief Election Officer, candidates and their official agents and legal counsel are entitled to be present during a judicial recount. The Provincial Court has the authority to determine any other people permitted to attend the recount.

Judicial recounts are based on the ballots and ballot boxes used in the local elections. The Provincial Court declares the election results at the completion of the ballot recount.

A tie between two or more candidates must be broken in accordance with the *Local Government Act* or *Vancouver Charter* and the local government **election bylaw**. The judicial recount must be completed within 13 days after the close of general voting.

Breaking Ties

There are two methods for breaking ties in a local election when two or more candidates have an equal number of votes – drawing by lot (a random draw) or by runoff election.

A local government must have passed an **election bylaw** that specifies that drawing by lot will be used as the method for breaking a tie. Otherwise, a runoff election must be held to break the tie.

A local government election bylaw that states ties will be broken by lot means that the names of the *ties candidates* are written on pieces of paper, placed into a container, and one name is drawn by a Provincial Court-appointed person. The Provincial Court then declares the candidate whose name was drawn to be elected to office.

A runoff election means that *all unsuccessful candidates* from the original election may run in a second election.

The Chief **Election Officer** is required to notify candidates that a runoff election has been called to break the tie. Candidates then have three days to notify the Chief Election Officer if they do not intend to run in the runoff election.

The Chief Election Officer must set a date for the runoff election for a Saturday no later than 50 days after the judicial recount was completed. Generally, runoff elections are conducted under the same rules as the original local election.

Invalid Election

A candidate, the Chief Election Officer or at least four eligible electors of the jurisdiction, may petition the Supreme Court to invalidate a local election.

A petition to invalidate a local government election may only be made on the basis that:

- an elected candidate was not qualified to hold office;
- the election was not conducted in accordance with elections legislation; or,
- a candidate committed an election offence such as vote-buying or intimidation during the local election.

A petition to invalidate a local election must be made within 30 days after the official election results were declared. The Supreme Court must set a date for the petition to be heard between 10 and 21 days after the petition was filed. The petitioner(s) must serve the local government with notice of the petition to declare the election invalid.

Oath of Office

Every **municipal councillor** must make an oath of office or solemn affirmation before they can assume their position on **municipal council**. Every **electoral area director** must also make an oath of office or solemn affirmation before they can assume their position on the **regional district board**.

The default oath of office requires elected officials to affirm:

- I am qualified to hold the office of[office]..... for the[jurisdiction]..... to which I have been [elected] [appointed];

- I have complied with the provisions of the[applicable Act].....in relation to my election to this office; [omit this point for persons who have been appointed];
- I will abide by all rules related to conflicts of interest under the..... [applicable Act]. ;
- I will carry out my duties with integrity;
- I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;
- I will be respectful of others;
- I will demonstrate leadership and collaboration; and
- I will perform the duties of my office in accordance with the law.

Municipal councillors appointed to the regional district board must make a second oath of office or solemn affirmation in addition to the oath of office or solemn affirmation they made before they assumed their position on the municipal council.

Candidates elected in general local elections must make their oath of office or solemn affirmation within 45 days after the official election results were declared. Acclaimed candidates must make an oath of office or solemn affirmation within 50 days of the date set for general voting – had voting been required.

The oath of office or solemn affirmation may be made before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. or the local government **Corporate Officer**. Candidates who fail to make an oath or affirmation of office are disqualified from holding office until after the next general local elections.

Taking Office

A candidate may take the oath of office or make a solemn affirmation as soon as they are declared elected by the Chief Election Officer; however, elected candidates do not take office immediately.

Municipal council members formally take office at the first regularly scheduled council meeting following general local elections.

The term of office for a municipal council member appointed to a regional district board begins when the person has made an oath of office or solemn affirmation as a regional district director.

The term of office for regional district **electoral area directors** begins at the first regularly scheduled board meeting in the calendar month after the month in which general local elections were held.

Campaign financing rules under the *Local Elections Campaign Financing Act* were established to create accountability and transparency around campaign financing.

Campaign Period Expense Limits

In 2016, the *Local Elections Campaign Financing Act* was amended to establish expense limits that would apply to the **campaign period** expenses of candidates and **elector organizations**. The amendments also established spending limits for **third party sponsors**.

Expense limits are determined using a consistent formula for all candidates and are generally based on the population of the election area where the elections are being held.

Campaign Contribution Limits

In 2017, the *Local Elections Campaign Financing Act* and the *Local Elections Campaign Financing Regulation* were amended to set campaign contribution limits for the election campaigns of candidates and elector organizations and to ban campaign contributions from organizations, including corporations and unions and contributions from outside of British Columbia in local elections.

Campaign contribution rules apply for the 2022 general local election. Further [information about campaign contributions](#) is available from Elections BC.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) and [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for detailed information regarding campaign financing rules.

Elections BC Officials' Authority

Elections BC administers, investigates and enforces campaign financing, **third party sponsor** and election advertising provisions under the *Local Elections Campaign Financing Act*.

Elections BC is responsible for reviewing candidate, elector organization and third party sponsor campaign financing disclosure statements to ensure compliance with the *Local Elections Campaign Financing Act*. Elections BC also publishes campaign contribution data and the campaign financing disclosure statements and the lists of disqualified candidates and third party sponsors [online](#).

Elections BC has the authority to conduct audits and investigations related to non-compliance with campaign financing, election advertising and third party sponsor provisions – it can also delegate certain powers (e.g., removing non-compliant advertising) to other individuals, such as Chief Election Officers to act on its behalf. Elections BC works with Chief Election Officers to determine the most effective approach to dealing with non-compliant election advertising.

Elections BC also has the authority to impose administrative monetary penalties on candidates, elector organizations (and their authorized principal officials) and third party sponsors for failing to comply with the *Local Elections Campaign Financing Act*.

See *Appendix A* for information about local election partner roles and responsibilities.

See *Appendix C* for questions and answers about Elections BC's role and responsibilities.

Glossary

Sections 107-108 of the
Local Government Act

Sections 69-70 of the
Vancouver Charter

Sections 169-171 of the
Local Government Act

Sections 129-131 of the
Vancouver Charter

Section 1 of the *School Act*
Section 30(2) of the
School Act

address for service

A mailing address or email address provided by an individual or organization at which notices and other communications are accepted as served on or otherwise delivered to the individual or organization.

advance voting opportunity

A voting day, prior to general voting day, for electors who choose to vote on that day for any reason. Typically, electors who vote at that time do so because they:

- expect to be absent on general voting day from the jurisdiction for which the election is to be held;
- will be unable to vote on general voting day for reasons of conscience;
- will not be able to attend a voting place on general voting day for reasons beyond the elector's control;
- have a physical disability or are mobility impaired which would make it difficult to reach or navigate within a busy voting place on general voting day;
- are candidates or candidate representatives; or,
- are election officials.

assent voting

Voting on a bylaw or other matter for which a local government is required to obtain elector assent under Part 4 of the *Local Government Act* or Part 2 of the *Vancouver Charter*. Elector assent is obtained when a majority of the votes counted are in favour of the bylaw or question. Assent voting events were formerly referred to as a "referendum."

B.C. Chief Electoral Officer (Elections BC)

The B.C. Chief Electoral Officer is an independent officer of the Legislature who oversees the provincial electoral process in B.C. The *Local Elections Campaign Financing Act* provides the B.C. Chief Electoral Officer the additional role of overseeing campaign financing and election advertising in local elections and assent voting and ensuring compliance with the *Local Elections Campaign Financing Act*.

board

See entry for "regional district board."

board of education

A school district's governing body as constituted under the *School Act*. A board of education is comprised of three, five, seven or nine trustees, or as otherwise determined by the Minister of Education and Child Care.

by-election

An election held between general local elections to fill a vacancy that occurred due to the death, disqualification or resignation of a municipal council or regional district board member, school trustee, specified parks board commissioner or Islands Trust local trustee.

Municipal councils are not required to hold a by-election when the vacancy occurs in the same calendar year as a general local election. Regional district boards and the Islands Trust Council are not required to hold a by-election to fill a vacancy that occurs after July 1 in the same calendar year as general local elections.

[Section 54 of the Local Government Act](#)

[Section 10 of the Vancouver Charter](#)

campaign account

An account opened at a financial institution by a financial agent to be used exclusively for a candidate or elector organization's election campaign purposes. The account must be opened in the candidate or elector organization's name and be separate and distinct from any personal or business accounts.

[Sections 18 and 20 of the Local Elections Campaign Financing Act](#)

campaign contribution limits

The applicable limit for a campaign contribution provided to a candidate or elector organization as established under the *Local Elections Campaign Financing Act*.

[Section 30.01 of the Local Elections Campaign Financing Act](#)

campaign period

During the campaign period, election advertising, such as billboards or commercials must include sponsorship information. The campaign period starts on the 28th day before general voting day and ends when voting closes at 8:00 p.m. local time on general voting day.

[Section 10\(2\) of the Local Elections Campaign Financing Act](#)

candidate

A candidate is a person seeking election as a mayor, councillor, electoral area director, school trustee, Islands Trust local trustee, local community commissioner or specified parks board commissioner within a municipality, regional district electoral area, board of education, Trust area, community commission area or specified parks board jurisdiction.

[Section 47 of the Local Government Act](#)

That person must be nominated by eligible electors and declared a candidate by the Chief Election Officer.

[Section 7 of the Vancouver Charter](#)

chief election officer

Municipal councils and regional district boards appoint a Chief Election Officer to administer local elections. The Chief Election Officer must conduct the election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter* (in the City of Vancouver), the *Community Charter*, the *School Act*, the *Offence Act* and the relevant local government election bylaw.

[Sections 58 and 59 of the Local Government Act](#)

[Section 14-15 of the Vancouver Charter](#)

Section 148 of the
Community Charter
Section 236 of the
Local Government Act

Section 115 of the
Community Charter

Section 56 of the
Local Government Act
Sections 12 of the
Vancouver Charter

corporate officer

An individual appointed by a municipal council or regional district board who is responsible for:

- ensuring accurate meeting minutes are prepared;
- ensuring access is provided to records of council or board committees;
- certifying copies of bylaws;
- administering oaths and taking affirmations, affidavits and declarations;
- accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or board; and,
- keeping the corporate seal and affixing it to required documents.

council

See entry for “municipal council.”

councillor

A member of a municipal council who is not the mayor. Every council member has the following responsibilities under the *Community Charter*, to:

- consider the well-being and interests of the municipality and its community;
- contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- participate in council meetings, committee meetings and meetings of other bodies which the member is appointed;
- carry out other duties assigned by the council; and,
- carry out other duties assigned under the *Community Charter* or any other Act.

election bylaw

A bylaw that enables a municipal council or regional district board to make decisions about election administration, including whether:

- voting machines will be used, and if so, the procedures that will govern their use;
- mail ballot voting will be used, and if so, what procedures will govern its use;
- additional advance voting opportunities will be offered, or, in communities of less than 5,000, whether the required additional advance voting opportunity will be waived;
- voter registration will be conducted both on voting day and in advance or on voting day only; and/or,
- nomination deposits (not to exceed \$100) will be required.

An election bylaw must be adopted at least 56 days before the first day of the nomination period in a general local election or 42 days before the first day of the nomination period in a by-election.

election campaign

An election campaign is a connected series of actions (e.g., advertising, meetings and speeches) for the purpose of electing a candidate or a group of candidates to a municipal council or regional district board.

Typically, an election campaign involves candidates and/or elector organizations communicating with the electorate, through:

- public appearances and speeches;
- advertisements on television, radio, the Internet and social media (e.g., Facebook, Twitter, YouTube);
- in newspapers and magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

election period

The election period for general local elections begins at the start of the calendar year (January 1) in which the election is held and ends at the beginning of the campaign period for general local elections.

[Section 10\(1\) of the Local Elections Campaign Financing Act](#)

Elections BC

The non-partisan and independent Office of the Legislature responsible for the administration and enforcement of the provincial electoral process in B.C. and the campaign financing and advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

[Sections 64-66 of the Local Government Act](#)

elector

An individual who is a resident elector or non-resident property elector and who is qualified to vote in municipal, regional district, board of education, Islands Trust, community commission or specified parks board elections.

[Sections 22-24 of the Vancouver Charter](#)

elector organization

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that file endorsement documents with the Chief Election Officer and Elections BC. Elector organizations may be referred to as “civic political parties.”

[Section 92 of the Local Government Act](#)

Elector organizations are required to register with Elections BC to endorse a candidate in an election, receive a campaign contribution or incur an election expense. Only those elector organizations registered with Elections BC can endorse candidates, receive campaign contributions and incur election expenses.

[Section 45.3 of the Vancouver Charter](#)

electoral area director

A regional district board member who has been elected to that position by electoral area electors.

[Section 30.06 of the Local Elections Campaign Financing Act](#)

[Sections 19-23 and 25 of the Local Elections Campaign Financing Act](#)

[Section 199\(2\) of the Local Government Act](#)

<p>Section 92 of the <i>Local Government Act</i></p> <p>Section 30.06 of the <i>Local Elections Campaign Financing Act</i></p> <p>Section 45.3 of the <i>Vancouver Charter</i></p>	<p>endorsement</p> <p>The process by which an elector organization can formalize its relationship with one or more candidates running in local elections. Endorsement documents must be submitted to the Chief Election Officer and Elections BC.</p> <p>An endorsement allows the elector organization's name, abbreviation or acronym to appear on the ballot beside the candidate's name. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization at a given time.</p>
<p>Section 63.05 of the <i>Local Elections Campaign Financing Act</i></p>	<p>expense limits</p> <p>The maximum value of campaign period expenses that a candidate may use in a campaign period as established under the <i>Local Elections Campaign Financing Act</i>.</p>
<p>Sections 17 and 19 of the <i>Local Elections Campaign Financing Act</i></p>	<p>financial agent</p> <p>A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to that position.</p>
<p>Section 2(1) of the <i>Financial Disclosure Act</i></p>	<p>The financial agent is responsible for administering campaign finances in accordance with the <i>Local Elections Campaign Financing Act</i>. This includes opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.</p>
<p>Section 52(2) and 54(5) of the <i>Local Government Act</i></p> <p>Section 9(2) and 10(5) of the <i>Vancouver Charter</i></p>	<p>financial disclosure statement</p> <p>A corporate and personal holdings statement made public by all nominated, elected and appointed public officials required under the <i>Financial Disclosure Act</i>.</p> <p>The financial disclosure statement is intended to help public officials avoid conflict of interest situations by identifying their financial interests. Financial disclosure statements must be filed with the designated local government officer at the time of nomination, annually while holding elected office, and shortly after leaving elected office.</p> <p>general local elections</p> <p>A collective reference to the elections conducted throughout the province every four years for the:</p> <ul style="list-style-type: none"> • mayor and councillors of a municipality; • electoral area directors of each regional district; • school trustees of each board of education; • commissioners of each specified parks board; • commissioners of each local community commission that uses a four-year term; and, • local trustees of each area in the Islands Trust. <p>general voting day</p> <p>The final voting day in general local elections or a by-election. General voting day is held on the third Saturday in October for general local elections, and a Saturday chosen by the Chief Election Officer for a by-election.</p>

Islands Trust

A federation of local island governments with a mandate to make land use decisions that preserve and protect the Islands Trust area.

[Section 5 of the Islands Trust Act](#)

Islands Trust Council

The Islands Trust governing body composed of two elected trustees (local trustees) from each local Trust area and two appointed trustees from each municipal council in the Trust area (municipal trustees).

[Section 6 of the Islands Trust Act](#)

Islands Trust local trustee

An individual elected to serve on a Local Trust Committee for each local Trust area within the Islands Trust. Two candidates are elected from each local Trust area. The local trustees are also members of the Islands Trust Council.

[Section 1\(2\) of the Local Elections Campaign Financing Act](#)

jurisdiction

The applicable municipality, regional district, board of education or Trust council in which general local elections, by-elections or assent voting is being held.

[Section 243 of the Local Government Act](#)

local community commission

A body established by regional district bylaw in an electoral area to provide advice in relation to, or management of, one or more regional district services provided within the “local community.” Between four and six elected commissioners and the electoral area director generally comprise a local community commission.

Commissioners may be elected for a four-year term during general local elections or for a one-year term, as specified in the regional district establishing bylaw.

local community commissioner

See entry for “local community commission.”

local elections

A collective term referring to general local elections or by-elections that may be conducted by municipalities, regional districts, boards of education, specified parks boards, local community commissions, or the Islands Trust.

[Section 116 of the Community Charter](#)

mayor

An individual elected to head the municipal council and be the municipal chief executive officer. The mayor has responsibilities under the *Community Charter* (Charter) in addition to their councillor responsibilities, including to:

- provide leadership to the council, including recommending bylaws, resolutions and other measures that, in the mayor’s opinion, may assist the peace, order and good government of the municipality;
- communicate information to the council;
- preside at council meetings when in attendance;
- provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- establish standing committees in accordance with section 141 of the Charter;

<p>Sections 114-121 of the <i>Community Charter</i></p> <p>Section 198(2) of the <i>Local Government Act</i></p> <p>Sections 3-40 of the <i>Local Government Act</i></p> <p>Section 66 of the <i>Local Government Act</i></p> <p>Section 24 of the <i>Vancouver Charter</i></p> <p>Section 10(1.1) of the <i>Local Elections Campaign Financing Act</i></p>	<ul style="list-style-type: none"> • suspend municipal officers and employees in accordance with section 151 of the Charter; • reflect the will of council and to carry out other duties on behalf of the council; and, • carry out other duties assigned by or under the Charter or any other Act. <p>municipal council</p> <p>The governing body of a municipality composed of a mayor and several councillors. A municipal council may consist of between five and 11 members – the number of councillors depends on the population of the municipality. All municipal council members are elected during general local elections unless elected in a by-election held to fill a council vacancy between general local elections.</p> <p>The municipal council is a decision-making body and is responsible for setting the strategic policies and priorities for the local government – municipal councils do not implement policies and decisions.</p> <p>municipal director</p> <p>A council member appointed to the regional district board from a municipality within the regional district jurisdiction. A municipal director may be a mayor or councillor. The municipal director serves on the regional district board until the municipal council appoints a replacement or until they cease to be a council member.</p> <p>municipality</p> <p>A local government area represented by a mayor and councillors elected to serve on a municipal council. A municipality provides services within a defined geographic area.</p> <p>non-resident property elector</p> <p>An individual that does not live in a jurisdiction and who is entitled to vote in local elections by virtue of owning property in that jurisdiction. A non-resident property elector must:</p> <ul style="list-style-type: none"> • be 18 years of age or older when registering to vote or will be 18 years of age or older on general voting day; • be a Canadian citizen; • have been a resident of British Columbia for at least six months immediately before registering to vote; • have owned real property in the jurisdiction for at least 30 days before registering to vote; and, • not be disqualified under the <i>Local Government Act</i>, or any other enactment from voting in a local election or be otherwise disqualified by law. <p>pre-campaign period</p> <p>During the pre-campaign period, election advertising, such as billboards or commercials, must include sponsorship information. The pre-campaign period starts on the 89th day before general voting day and ends on the 29th day before general voting day.</p>
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referenda

See entry for “assent voting.”

Sections 193-194 of the
Local Government Act

regional district

A local government area represented by elected and appointed representatives serving on a regional district board. A regional district provides services within a defined geographic area which may consist of municipalities and/or unincorporated electoral areas.

Sections 194-205 of the
Local Government Act

regional district board

The regional district governing body composed of electoral area elected representatives and appointed representatives from the municipal councils within the regional district jurisdiction.

Sections 65 and 67 of the
Local Government Act

resident elector

An individual qualified to vote in an election by virtue of living in the jurisdiction.

Section 23 of the
Vancouver Charter

On the day of registration, a resident elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- be a resident of the municipality or electoral area on the day of registration; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

Section 1 of the *School Act*

school board

See entry for “board of education.”

Section 102(1)(b) of the
Local Government Act

school trustee

A member of the board of education for a school district.

Section 53(1)(b) of the
Vancouver Charter

scrutineer

An individual appointed in writing by a candidate (and/or their official agent) who may observe voter registration, voting procedures at voting places during advance, special and general voting opportunities and the ballot-counting process.

Sections 485-497A of the
Vancouver Charter

specified parks board

A board of commissioners having responsibility for the governance of a public park system and its attendant services, such as recreational operations. Commissioners of specified parks boards are elected to a four-year term during general local elections.

Sections 3, 7 and 14 of the
Cultus Lake Park Act

specified parks board commissioners

See entry for “specified parks board.”

Section 97 of the
*Local Elections Campaign
Financing Act*

Section 11 of the
*Local Elections Campaign
Financing Act*

Section 9 of the
*Local Elections Campaign
Financing Act*

solemn declaration

A written oath or solemn affirmation of a signed statement witnessed by the Chief Election Officer or their delegate, or a Commissioner for Taking Affidavits for B.C. (e.g., lawyer or notary public).

third party advertising

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated – such as funding for a local recreation centre or preserving parkland.

third party sponsor

A third party sponsor is an individual or organization that sponsors election advertising independently from candidates and elector organizations. Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization.

volunteer

An individual who provides services, such as canvassing, preparing and distributing flyers, calling eligible voters, handling logistics and taking on other election campaign-related activities. A volunteer must not receive any remuneration or material benefit for their services.

A self-employed individual who provides services they normally sell or charge for is not a volunteer. Likewise, an individual whose employer continues to pay them while they are working on a campaign is not a volunteer.

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
BC School Trustees Association	Produce and distribute elections educational material about school trustee elections and boards of education roles and responsibilities
Chief Election Officers	Provide nomination and endorsement documents, and receive nomination, endorsement and candidate and elector organization representative documents
	Collect nomination deposits (if applicable)
	Oversee all local elections administration activities (e.g., declare candidates, set up voting opportunities, count votes and declare the election results)
Elections BC	Provide local elections campaign financing and election advertising-related educational guides, online resources and presentations to local government staff, candidates, elector organizations, third party sponsors and the general public
	Provide information and support by telephone and email to candidates, elector organizations, third party sponsors, local government staff, other local elections participants and the general public about the campaign financing (including election expense limits and campaign contribution limits) and election advertising process
	Receive elector organization endorsement documents
	Receive nomination and candidate representative documents from local election officials
	Receive updates to information in nomination and candidate representative documents
	Register elector organizations and third party sponsors
	Investigate non-compliant local elections advertising
	Enforce local elections campaign financing and election advertising rules, including election expense limits, campaign contribution limits and third party advertising rules
	Review and publish disclosure statements, annual financial reports and supplementary reports
	Collect \$500 late filing fee
	Investigate local elections campaign financing irregularities
	Maintain disqualification lists
	Report on the administration of compliance with the <i>Local Elections Campaign Financing Act</i>

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Local Government Management Association	Provide election education manuals and workshops to local government election officials
	Provide information and support by telephone and email to local government election officials about local elections administration
Ministry of Attorney General	Is responsible for the <i>Financial Disclosure Act</i> and provides guidance related to the disclosure of assets, debts and sources of income by candidates and an elected officials (who must file a disclosure statement annually)
Ministry of Education and Child Care	Prepare school trustee election procedures guide for boards of education, school district administrators, and election officials
	Provide information about provisions in the <i>School Act</i> regarding general school elections
Ministry of Municipal Affairs	Provide election education guides, webinars, videos and presentations to candidates, local government staff, elector organizations, other election participants and the general public
	Provide information and support by telephone or email to candidates, local government staff, other election participants and the general public about local elections administration
Union of B.C. Municipalities	Develop election educational material for locally elected officials

Appendix C: Elections BC and Chief Election Officer Questions and Answers

ELECTIONS BC AND CHIEF ELECTION OFFICER QUESTIONS AND ANSWERS	
QUESTION	ANSWER
Who do I get nomination documents from?	Chief Election Officer
Who do I give my completed nomination documents to?	Chief Election Officer
Who do I pay my nomination deposit to (if required)?	Chief Election Officer
Who do I make my solemn declaration to?	Chief Election Officer or Commissioner for Taking Affidavits (e.g., Lawyer, Notary)
Who declares candidates?	Chief Election Officer
Who oversees the administration of local elections (e.g., designing ballots, setting up voting opportunities, counting votes)?	Chief Election Officer
Who declares the election results?	Chief Election Officer
Who do I contact about election expense limits and campaign contribution limits?	Elections BC
Who do I contact for information about campaign financing?	Elections BC
Who do I contact for information about election advertising rules?	Elections BC
Who do elector organizations register with?	Elections BC
Who do I register with as a third party sponsor?	Elections BC
Who do I send nomination document updates to?	Elections BC
Who do I file campaign financing disclosure statements and supplementary reports with?	Elections BC
Who do I pay the \$500 late filing fee to?	Elections BC
Who maintains the disqualification lists?	Elections BC
Who do I submit prohibited contributions to?	Elections BC
Who addresses instances of non-compliant advertising?	Elections BC and/or Chief Election Officer





General Local Elections 101





This brochure answers a few of the basic questions about local government elections in British Columbia. Local government is government at the community level – government that affects British Columbians, every day.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, the business community and others.

Municipal councils, regional district boards, boards of education, specified parks boards, local community commissions and the Islands Trust local trust committees and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

What jurisdictions hold general local elections?

General local elections are held for: municipalities; regional districts; boards of education; specified parks boards; local community commissions; and, Islands Trust trust areas.

The CRD By-election
for Area A will be held
on **Tuesday, February**
17, 2026.

Local governments hold **by-elections** to fill council and regional district board vacancies that occur between **general local elections**.

What should the public expect from people who run for elected office?

People who demonstrate *integrity, accountability, respect, leadership and collaboration* with other elected officials and local government staff are essential to the effectiveness and success of a local government.

Refer to the **Foundational Principles of Responsible Conduct** brochure and the **Forging the Path to Responsible Conduct** guide for information about the key values that guide locally elected officials' conduct.

What is responsible conduct of locally elected officials?

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed.

An elected official's relationships with their colleagues, local government staff and the public can play a significant role in helping councils and regional district boards carry out their collective responsibilities as decision-makers for their communities.

How are general local elections administered?

General local elections are a shared responsibility between local governments (municipalities and regional districts) and Elections BC. Each local government is responsible for running its own general local election.

Local governments appoint Chief Election Officers to run the elections process. The Chief Election Officer may be a senior local government employee, such as a corporate officer, or a private contractor hired to conduct the election on the local government's behalf.

Chief Election Officers are responsible for overseeing all general local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities;



counting ballots; and, declaring election results. Chief Election Officers also work with Elections BC to monitor compliance with election advertising regulations and may assist Elections BC to address incidents of election advertising non-compliance.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*. These rules are administered and enforced by Elections BC.

What legislation governs general local elections?

General local elections must be run in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the local government's **election bylaw**, as applicable.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances – such as offering mail ballot voting for all electors, determining the number of advance voting opportunities to be held or drawing lots to break a tied election.

The election bylaw enables a local government to make decisions about election administration, including whether: voting machines will be used; mail ballot voting will be allowed; additional advance voting opportunities will be offered; voter registration will be conducted both on voting day and in advance or on voting day only; and, nomination deposits will be required.



Who are the key participants in general local elections?

Electors, candidates, financial agents, official agents, scrutineers, volunteers, elector organizations and third party sponsors are the key participants in general local elections.

Electors

An elector is an individual who is a resident elector (e.g., lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of real property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, school district, specified parks board, local community commission or Islands Trust elections.

Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, school trustee, specified parks board commissioner,

local community commissioner or Islands Trust local trustee, within a municipality, regional district electoral area, school district, specified parks board jurisdiction, local community commission area or Islands Trust trust area. A candidate must be nominated by eligible electors and declared a candidate by the Chief Election Officer.

Candidate nominators must be qualified under the *Local Government Act* or *Vancouver Charter* to nominate a candidate for office.

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. **A candidate is their own financial agent unless they appoint another individual to the position.**

The financial agent is responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign.

Candidates must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process.

Further information about scrutineers is available in the **Scrutineers Guide to General Local Elections**

Each candidate or their official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government's election bylaw may allow a candidate to have more than one scrutineer for each ballot box used at a voting place.



Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after the appointment has been made.

Volunteers

Candidates and/or elector organizations may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, canvassing, calling eligible voters and/or handling logistics).

Third party sponsors may also use volunteers to undertake their advertising activities independent of an election campaign.

A volunteer who works on an election campaign must not receive any payment or remuneration for their services.

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in general local elections and that file endorsement documents with the Chief Election Officer and Elections BC.

Election campaigns for elector organizations are generally a connected series of actions designed to elect a candidate or a group of candidates to a municipal council, regional district board, board of education, specified parks board, local community commission or Islands Trust trust area.

An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside its endorsed candidate(s) name and/or promote the candidate(s) and the organization's viewpoints during an election campaign. Elector organizations may also be known as "civic political parties."

New campaign financing rules came into effect on December 1, 2021. **Elector organizations are required to register with Elections BC** to endorse a candidate in an election, receive campaign contributions or incur election expenses.

To register an elector organization, see the registration forms for elector organizations, and read Elections BC's *Guide to Elector Organization Registration*.

Elector organizations must also file annual financial reports with Elections BC detailing their finances, including campaign contributions received and all expenditures incurred.

Third Party Sponsors

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with or on behalf of a candidate and/or elector organization.

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information regarding third party sponsors.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at:
www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs
Governance and Structure Branch
Phone: 250 387-4020
Email: LGgovernance@gov.bc.ca
Website: www.gov.bc.ca/localelections

For answers to **questions about elector organization registration, election advertising, third party sponsors or campaign financing disclosure** please contact:

Elections BC
Phone: 250 387-5305
Toll-free: 1 800 661-8683 / TTY 1 888 456-5448
Fax: 250 387-3578
Toll-free Fax: 1 866 466-0665
Email: electoral.finance@elections.bc.ca
Website: <https://elections.bc.ca>

Full text of the *Local Government Act, Local Election Campaign Financing Act, Community Charter, Vancouver Charter, School Act, and Offence Act* can be found online at: www.bclaws.ca

DISCLAIMER

In the event that there is inconsistency between this brochure and the *Local Government Act, the Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.



SCRUTINEER'S

GUIDE

TO GENERAL LOCAL ELECTIONS IN B.C.

2022



Getting Started

Thinking about volunteering to be a scrutineer in local elections?

This brochure answers questions and provides best practices about scrutineers and their role in general local elections in British Columbia (B.C.).

The brochure is intended to help the general public, candidates, official agents, Chief Election Officers and Presiding Election Officials understand scrutineers in relation to local elections, including:

- the role of a scrutineer;
- how to be appointed as a scrutineer in local elections; and,
- how to prepare to participate in local elections as a scrutineer.

Scrutineers are also known as “*candidate representatives*” in provincial legislation.

General local elections in B.C. are held every four years on the third Saturday in October.

Through general local elections, residents and non-resident property electors determine the individuals who will collectively make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

General local elections (and any by-elections held to fill vacancies between general local elections) must be run in accordance with the *Local Government*

Act, the *Local Elections Campaign Financing Act*, the *Community Charter*, the *Vancouver Charter* (in the City of Vancouver), the *School Act*, the *Offence Act* and the local government's election bylaw, as applicable.

Each local government is responsible for running its own general local election.

The Chief Election Officer is appointed by the local government to run the local elections process.

The Chief Election Officer oversees administration activities of local elections, including administering voting opportunities; counting ballots; and, declaring election results.

The Chief Election Officer may be a senior local government employee, such as a Corporate Officer, or a private contractor hired to conduct the election on the local government's behalf.

The Presiding Election Official at the voting place is appointed by the Chief Election Officer to administer the voting process and conduct of the election at a voting place.

Scrutineers must follow the legislation, the local government's election bylaw and the direction of the Chief Election Officer and Presiding Election Official at the voting place and during voting proceedings and the ballot counting process.

The election bylaw enables the local government to make decisions about some aspects of local elections administration.

Being a Scrutineer

Why consider volunteering to be a scrutineer?

Volunteering to be a scrutineer is one way to be involved in local elections. Scrutineers play a role to help protect the integrity of the vote for their community and the candidate they represent.

What is the role of a scrutineer?

Scrutineers represent candidates at advance, special and general voting opportunities to:

- observe the voting procedures; and,
- scrutinize the ballot-counting process after the close of voting at the end of general voting day.

Who can be a scrutineer?

Candidates can choose whom to appoint as a scrutineer. For example, a candidate may appoint a relative or friend to scrutineer for them during local elections.

A candidate's official agent may also act as a scrutineer on voting day.

What is an Official Agent?

A candidate may appoint an official agent to represent them during the election process.

The official agent may act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign.

What is a Financial Agent?

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. **A candidate is their own financial agent unless they appoint another individual to the position.**

The financial agent is responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*.

How are scrutineers appointed?

Candidates or their official agent may appoint a scrutineer. Candidates or the official agent must appoint scrutineers in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after the appointment has been made.

There is no set period in the legislation within which a candidate or their officials must appoint a scrutineer. However, the Chief Election Officer may establish a deadline for scrutineers to be appointed by to simplify election administration.

A person interested in being a scrutineer can contact a candidate or the Chief Election Officer for more information about the local government's process and a sense of what their time commitment would be during the election process.

The Local Government Act and Scrutineers

Provincial legislation requires that each scrutineer appointment must:

- be written and signed by the candidate;
- include the full name and address of the person appointed; and,
- be submitted to the Chief Election Officer as soon as practical after the appointment is made.

The appointment of a scrutineer may only be cancelled in the same manner as the appointment was made.

Number of scrutineers at a voting place

Each candidate or their official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections.

In some cases, the local government's election bylaw may allow a candidate to have more than one scrutineer for each ballot box used at a voting place. The absence of a scrutineer at the voting place does not invalidate local elections.

Special Voting Opportunities

Special voting opportunities are generally held in hospitals, long-term care facilities or other places where an elector's mobility may be impaired.

Scrutineers for special voting opportunities are chosen by agreement of the candidates or, failing agreement by the candidates, by the Chief Election Officer.

An election bylaw may place limits on or authorize the Chief Election Officer to limit the number of scrutineers at special voting opportunities.

Preparing to scrutineer

There are several things scrutineers can do to prepare prior to an advance or special voting opportunity or general voting day. Scrutineers can:

- ensure their availability for voting day;
- consider the length of time they are able or available to observe the vote or ballot count and let the Chief Election Officer know;
- take the solemn declaration to preserve the secrecy of the vote (usually made at the local government office);
- clarify any questions with the Chief Election Officer prior to scrutineering at a voting opportunity;
- review the local government election bylaw and any local government guidelines for scrutineers (if any);
- understand the role of the Presiding Election Official at the voting place; and,
- ensure they have a copy of their appointment documents to carry with them on voting day.

Voting Opportunities

On voting day

Local governments, by bylaw, and the Chief Election Officer have the authority to establish specific rules governing scrutineer conduct and responsibilities. Scrutineers must abide by the rules or they may be ordered to leave the voting place by the Chief Election Officer, Presiding Election Official or local law enforcement.

Scrutineers may work part of the voting day and then be replaced by another appointed scrutineer. The Chief Election Officer may place requirements around the timing of shifts to minimize disruption at the voting place and/or require that scrutineers only serve one shift during the voting day.

Scrutineers may be asked to inform the Presiding Election Official if they leave the voting place and/or are being replaced by a new scrutineer.

At the voting place **scrutineers must:**

- carry a copy of their appointment documents and, before beginning duties at the voting place, show them to the Presiding Election Official;
- make the required declaration to preserve the secrecy of the vote (if not previously completed);
- follow the direction of the Presiding Election Official; and,
- remain in the designated area for scrutineers to observe the vote, if one has been designated.

Challenging an Elector's Eligibility to Receive a Ballot

A scrutineer may challenge an elector's right to receive a ballot based on their belief that the elector is not entitled to vote or has accepted an inducement to vote.

Challenges must be raised before the ballot is issued to the elector.

The Presiding Election Official will discuss the matter with the elector and decide whether or not the elector is eligible.

The Presiding Election Official must keep a record indicating the person was challenged and record the name of the scrutineer who made the challenge.

During voting **scrutineers may:**

- generally, only communicate with election officials, during times when no electors are present at the voting place – unless they are challenging an elector's eligibility to receive a ballot;
- ask to look at the voting books and write down the names of people who have voted, provided it does not interfere with the voting process; however, scrutineers may not handle or touch the voting books;
- be asked to witness the sealing of a ballot box by the Presiding Election Official; or,
- add their initials during the sealing of a ballot box.

During voting **scrutineers must not:**

- interfere with the duties of the Presiding Election Official or handle election documents;
- interfere with or assist a person marking a ballot;
- attempt to discover how someone voted or marked their ballot;
- communicate information about how someone has voted;
- canvass or solicit votes or otherwise attempt to influence an elector's vote;
- display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting;
- display, distribute, post any election advertising or any material that identifies a candidate or elector organization, unless this is done with the authorization of the Chief Election Officer; or,
- carry, wear or supply a flag, badge or other thing indicating support of a candidate, elector organization or result in the voting.

After the Close of Voting

Observing the ballot count

Ballot counting is generally conducted at the voting place where the ballot boxes are located unless the Chief Election Officer has directed that the counting is to take place at another location.

Acceptance or Rejection of a Ballot

Ballots must be accepted if the elector's intent is clear. Ballots must be rejected if:

- the ballot is physically different from the ballots provided;
- there are no marks on the ballot;
- the ballot is uniquely marked such that an elector could be identified;
- there is more than one valid mark on the ballot; or,
- the ballot has more marks than the number of candidates to be elected.

Scrutineers must be in the voting place before the end of voting to observe the ballot count. One representative (scrutineer or official agent) for each candidate may be present to observe the count, unless another person is also permitted by the Presiding Election Official.

Prior to the start of the count, the Presiding Election Official may explain the ballot counting process and outline what scrutineers may and may not do while the count is being conducted.

During the ballot count **scrutineers must**:

- be able to see how the ballot is marked as it is being considered for acceptance by the Presiding Election Official or other election officials under the supervision of the Presiding Election Official;
- raise their objection (if they have one) to a ballot's acceptance or rejection with the Presiding Election Official at the time the ballot is being considered;
- not participate in the physical counting of the ballots;
- not touch the ballot boxes or the ballots during the counting process; and,
- not leave during the ballot counting process.

Objections to the Acceptance or Rejection of a Ballot

An objection to accept a vote or reject a ballot on the part of a candidate or scrutineer must be recorded by the Presiding Election Official.

The Presiding Election Official's decision to accept a vote or reject a ballot can only be changed by the Chief Election Officer or the Provincial Court following a judicial recount.

At the ballot count **scrutineers may**:

- be asked to witness the opening of the ballot box(es) for counting;
- be asked to witness the opening of the certification envelopes for mail ballots either at the ballot count or at another designated time; and,

- look at the ballot packages after the count to make sure they are properly re-sealed and may add their own seal to the ballot package.

Judicial recounts

Scrutineers may make an application to the Courts for a judicial recount after local election results are announced.

An application for judicial recount may only be made in the time between the declaration of the official election results and nine days after the close of general voting.

An application for judicial recount can only be made on the basis that the:

- ballots were incorrectly accepted or rejected;
- ballot account does not accurately record the number of valid votes for a candidate; or,
- final determination of results did not correctly calculate the total number of valid votes for a candidate.

Local guidelines for scrutineers

Some local governments and Chief Election Officers have developed guidelines for scrutineers to assist with election day administration and to clarify scrutineer roles and responsibilities on voting day and at the ballot count. These guidelines assist the Chief Election Officer and Presiding Election Official to manage scrutineers during voting and help the voting proceedings and the ballot counting process to run smoothly.

Local government best practices for scrutineers may:

- require that the solemn declaration to preserve the secrecy of the vote be made prior to voting day to help ease voting day administration;
- outline whether a scrutineer may be replaced by another scrutineer during voting, return for a second shift or when scrutineer shift changes may occur;
- require scrutineers to wear a name tag at the voting place to identify them as a scrutineer;
- state whether a scrutineer may be asked by the Presiding Election Official to witness ballot box inspection prior to voting (the final decision of who the witness will be is made the Presiding Election Official);
- clarify when it is appropriate for scrutineers to ask to view the voting books and record the names of those electors voting (usually when the voting place is quiet and providing it doesn't interfere with voting proceedings);
- outline that scrutineers may give the candidate's official agent the record of electors who have voted;
- designate specific times when scrutineers will be provided with an updated copy of the voting lists (either paper or electronic);
- require scrutineers to keep questions to election staff to a minimum unless it is vital to the integrity of the election process;
- recommend scrutineers provide their own food, beverages, folding chair and blanket or coats at the voting place and to clean up their area at the close of the vote;
- state whether the use of electronic devices is permitted in the voting place;

- require scrutineers to keep activities quiet and to a minimum while observing the vote;
- require that scrutineers refrain from visiting with neighbours unless outside the voting place;
- state that scrutineers must not discuss the election with electors, election staff or other scrutineers inside or outside the voting place;
- include specific rules for scrutineers if voting machines are used instead of manual counting procedures; and,
- include specific roles for scrutineers with respect to mail ballot voting if mail ballot voting is provided for in the local government election bylaw.

Scrutineers for assent voting (formerly referendum)

There are specific rules set out for a scrutineer during assent voting (formerly referendum).

For more information about rules for scrutineers during assent voting refer to the guide:

Assent Voting: Processes and Considerations for Local Governments in British Columbia.

Further Information

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at:

www.civicinfo.bc.ca/directories

For answers to **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

Disclaimer

In the event that there is inconsistency between this booklet and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.





Thinking About
Running for
Local Office?



This brochure was created to help potential candidates with answers to questions they may have before making the final decision to run for local office.

The information in this brochure is intended to help you think about the role you will play and the impact you will have on your community as an elected official. This brochure provides general information about, the:

- principles of effective locally elected officials;
- characteristics of effective locally elected officials;
- responsible conduct of locally elected officials;
- roles and responsibilities of locally elected officials; and,
- decisions local governments (municipalities and regional districts) make.

QUESTIONS TO CONSIDER BEFORE RUNNING FOR OFFICE:

- **Why do I want to be a locally elected official?**
- **How will I contribute to my community as a locally elected official?**
- **What are my objectives for holding office and do they reflect the needs of my community?**
- **How will I work with my colleagues even if we have different points of view?**



Why consider running for office?

As a locally elected official, you will be entrusted with making decisions that directly affect the daily lives of residents, families, local business owners and many others in the community. It is important to think about how you can best serve your community if you are elected and the expectations of being a locally elected official.

An effective local government requires dedicated, ethical and informed leaders who are committed to their communities. Perhaps you want to become an elected official so you can:

- be actively involved in the local democratic process;
- contribute your experience and knowledge to your community;
- address various issues in your community; and/or,
- lead change in your community.

What are some of the principles locally elected officials need to uphold?

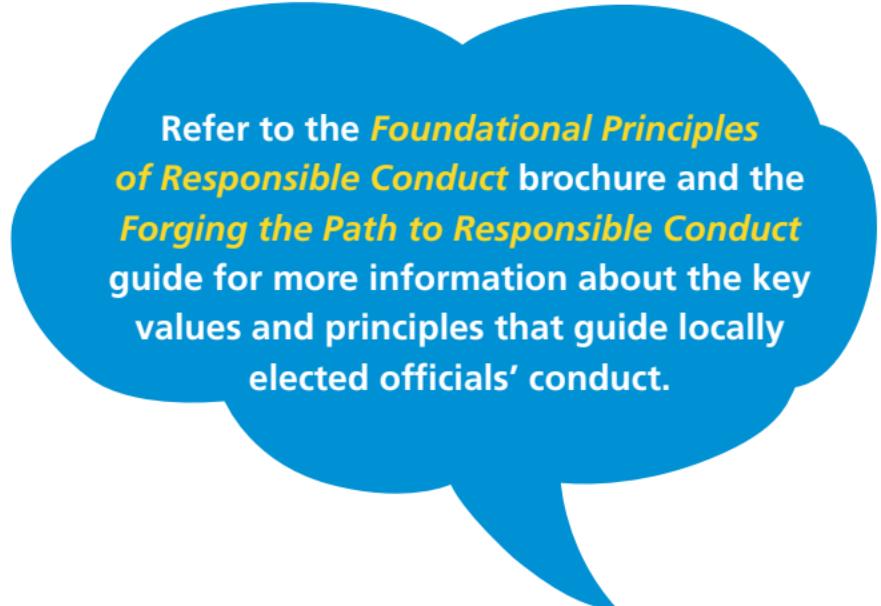
Effective local government leaders generally conduct themselves according to principles such as:

INTEGRITY - being honest and demonstrating strong ethical principles;

ACCOUNTABILITY - an obligation and willingness to accept responsibility or to account for one's actions;

RESPECT - having due regard for others' perspectives, wishes, and rights; displaying respect for the office of local government, and the role of local government in community decision-making; and,

LEADERSHIP AND COLLABORATION - an ability to lead, listen to and positively influence others; coming together to pursue a common goal through collective efforts.



Refer to the *Foundational Principles of Responsible Conduct* brochure and the *Forging the Path to Responsible Conduct* guide for more information about the key values and principles that guide locally elected officials' conduct.

What are some of the characteristics of an effective locally elected official?

The most effective locally elected officials are:

DILIGENT - are prepared for meetings, ask questions and participate respectfully in discussions to contribute to a positive environment so that effective decisions can be made;

RESPONSIBLE - understand the role of a locally elected official and municipal council (council) and regional district board protocols and the legislative requirements that apply to locally elected officials, councils and regional district boards, and the local government system as a whole;

PROACTIVE - address community and council and regional district board issues proactively by working to find collective solutions and being able to make informed decisions;

COMMITTED - have the time, energy and motivation required to be effective and responsive to the community's needs;

PATIENT/TOLERANT - have patience and tolerance for others' points of view, and for the council or regional district board's processes and procedures;

INFLUENTIAL - build relationships; provide facts; explain points of view; listen to concerns and provide real examples of the impact of not taking action; and,

SELF-AWARE - assess their strengths and weaknesses; know their biases and the types of behaviours and comments that can cause upset; are aware of their impact on others.

How do you demonstrate these characteristics? Are they traits that come naturally to you or will you need to work to build and maintain them? What are your strengths and how will they help shape the way your local government moves forward if you are elected?

What is responsible conduct of locally elected officials?

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed. An elected official's relationships with their colleagues, local government staff and the public plays a significant role in helping carry out their responsibilities.

FOR REFLECTION:

- **What does responsible conduct mean to you?**
- **How do you express your disagreement with others?**
- **How do you work through disagreement with others?**
- **Are you able to disagree while still maintaining a professional attitude and an open mind?**
- **How will you demonstrate the personal characteristics necessary to be effective, even in challenging situations?**

Responsible conduct is not optional – it is essential to good governance. Examples of good governance for you to consider include:

- providing for the stewardship of a community's public assets;
- providing services, laws and programs for the public's benefit; and,
- acting in a way that is accountable, transparent, ethical, respectful of the rules of law, collaborative, effective and efficient.

Many local governments across British Columbia utilize various tools to support responsible conduct including code of conduct bylaws, procedure bylaws and WorkSafeBC harassment and bullying policies.

Refer to the *“Forging the Path to Responsible Conduct”* guide for more information about the key values that influence the responsible conduct of locally elected officials.

Check out the panel discussion series *“Being an Effective Elected Official”* to hear from current local elected officials about the role.

What are the responsibilities of a locally elected official?

Mayors, councillors and regional district board members are expected to contribute to the betterment of their local government, to provide leadership, and to serve and act on behalf of all citizens of the community.

An elected official must:

- consider the well-being and interests of the entire community;
- contribute to the development and evaluation of policies and programs with respect to local government services;
- participate in council/regional district board and committee meetings and contribute to decision-making;
- carry out other duties as assigned (such as heading committees); and,
- follow the rules set out by local government legislation (e.g., regularly attending meetings and declaring conflict of interest), bylaws (e.g., meeting procedures and code of conduct) and policies that govern how council and regional district board members exercise their authority.

What is the role of a council/regional district board?

Councils and regional district boards act as a political forum through which citizens, families and business owners within the local community express their collective vision. Councils and regional district boards also provide services and programs to the community.

The role of a council/regional district board is to:

- set strategic direction;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- represent citizens;
- engage with the community; and,
- make policies and adopt bylaws.

Refer to the *What is Local Government* video for detailed information about local government governing bodies and their representatives.

What is the role of the mayor/regional district board chair?

The mayor and regional district board chair have all the responsibilities of a municipal councillor or regional district board member plus several additional responsibilities. The mayor and regional district board chair:

- are the spokesperson, reflecting the collective decisions of the council/regional district board;
- lead deliberations and collective decision-making, and recommend bylaws and resolutions;
- chair meetings, maintain the order and conduct of debate, ensure meeting rules are followed, and encourage the expression of differing viewpoints;
- create standing committees, appoint people to these committees and decide the committees' mandates; and,

- communicate with local government staff, primarily the Chief Administrative Officer (CAO) and/or City Manager and, on behalf of the council or the regional district board, provide general direction to staff about how to implement policies, programs and other decisions.

What is the role of local government staff?

A locally elected official's interactions with staff are important to achieving the council/regional district board's goals. Locally elected officials provide direction, while staff manage and implement the council/regional district board's decisions and direction. The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

All local governments must have at least two officer positions: one responsible for the local government's corporate administration and the other responsible for its financial administration. Local governments may establish any officer position in addition to the required positions.

Local governments in British Columbia often establish a CAO/City Manager position – although this position is not required by legislation. The CAO/City Manager is typically the only member of staff directly hired by the council or regional district board. The CAO/City Manager is then responsible and accountable for hiring and supervising all other staff.

LOCAL GOVERNMENT STAFF:

- **implement the direction, decisions and policies of the council/regional district board and manage the local government's resources;**
- **provide the council/regional district board with information and professional advice to ensure informed decision-making; and,**
- **communicate local government policy and decisions to the public and other orders of government.**

The relationship between the CAO/City Manager and the mayor/regional district board chair provides a critical link between the council/regional district board and staff.

How do councils and regional district boards make decisions?

Council and regional district board decisions may be influenced or informed by:

- community needs;
- the local government's legal authority as outlined in legislation (e.g., *Community Charter* and *Local Government Act*);
- the local government's long-term plans and policies;
- the local government's finances and strategic direction;
- staff recommendations;
- conflict of interest and ethical conduct rules; and,
- the local government's code of conduct bylaw or respectful workplace policies.

Within six months of a general local election, every municipal council and regional district board must consider whether to establish a new code of conduct bylaw or revise an existing one. If a local government decides not to do so, it will need to provide its reasons to the public. The council and regional district board will also have to reconsider their decision before January 1 of the year of the next general local elections.

Why is collaboration important in effective decision-making?

Being collaborative and working through conflict are critical components of being an effective elected official. Council and regional district board members' ability to work together and resolve conflict respectfully are keys to council and regional district board effectiveness and good governance. Collaboration is a key part of leadership – and is a foundational principle of responsible conduct.

Democracy is about having a diversity of views. You will be one voice at a table focused on making collective decisions. Often you may find early agreement at the table, and it is important to be prepared to manage situations that may not align with what you think is the correct course of action.

QUESTIONS TO CONSIDER:

- **How do you appropriately express your disagreement and work through it with others?**
- **Are you able to disagree while still maintaining a professional attitude and an open mind?**
- **How will you demonstrate the personal characteristics necessary to be effective, even in challenging situations?**



What are some of the demands locally elected officials face?

Being in elected office can be a very rewarding experience – making a difference in your community is both important and fulfilling. It can also be quite demanding.

Some of the demands of being in elected office include:

- a high volume of reading and learning in order to know your local government's policies, procedures and local government legislation;

- a substantial time commitment even when it may be considered only a “part-time” job;
- attending numerous meetings on a regular basis; and,
- public and potential media scrutiny.

What are some of the ways potential candidates can prepare for elected office?

Some ways you can prepare include:

- reading your local government’s key planning documents, reports, procedure bylaw and code of conduct bylaw (if available);
- attending council or regional district board meetings to learn about priority issues and projects in your community and observe what being on a council/regional district board may be like;
- reviewing your local government’s website to understand its key priorities and initiatives;
- attending neighbourhood association meetings or getting to know key groups in your community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to better understand the diversity of interests in your area;
- reading the *Local Government Act*, *Community Charter* and the *Local Elections Campaign Financing Act* to gain an understanding of the legislative requirements that local governments must follow; and,
- researching the Internet for information about local governments and basic facts about the local government system in British Columbia.

Refer to the “*You’ve decided to run for local office*” webpage for information potential candidates may have before making the decision to run for local office.

Further information:

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

- Ministry of Municipal Affairs
www.gov.bc.ca/localelections
- Union of BC Municipalities
www.ubcm.ca
- Local Government Leadership Academy
www.lgla.ca
- Local Government Management Association of BC
www.lgma.ca



Refer to the "***What Every Candidate Needs to Know***" brochure for information about the legislated rules for general local elections in British Columbia.

Refer to the "***General Local Elections 101***" brochure for detailed information about general local elections in British Columbia.

Disclaimer

In the event that there is inconsistency between this brochure and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.



VOTER'S GUIDE

TO LOCAL ELECTIONS IN B.C.

2022





VOTER'S GUIDE

This guide answers a few of the basic questions about local government elections in British Columbia. Local government is government at the community level – government that affects British Columbians, every day.

When are general local elections held?

General local elections are held every four years on the third Saturday of October. The next general voting day is **Saturday, October 15, 2022**. Voting places are open from 8:00 a.m. to 8:00 p.m. **local time** on general voting day.

Refer to the ***General Local Elections 101 brochure*** for detailed information about general local elections in British Columbia.

Local elections are held for the following ***jurisdictions***:

- municipalities;
- regional districts;
- boards of education;
- specified parks boards;
- local community commissions; and,
- trust areas (Islands Trust).

VOTING – GENERALLY

Am I eligible to vote?

You are eligible to vote in local elections as a **resident elector** when you:

- are 18 years of age or older when you register to vote or will be 18 years of age or older on general voting day;
- are a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before you register to vote;
- are a resident of the municipality or electoral area on the day you register to vote; and,
- are not disqualified under the *Local Government Act*, any other enactment from voting in local elections or be otherwise disqualified by law.

Refer to the *Local Government Act*, s.67 for the rules that determine B.C. residency.

You are eligible to vote as a **non-resident property elector** when you:

- are 18 years of age or older when you register to vote or will be 18 years of age or older on general voting day;
- are a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before you register to vote;
- are the registered owner of real property in the jurisdiction where you intend to vote for at least 30 days immediately before you register to vote; and,
- are not disqualified under the *Local Government Act*, any other enactment from voting in local elections or be otherwise disqualified by law.

I live in one jurisdiction and attend school in a different one – can I vote in both places?

No. You can only vote in one jurisdiction when you live away from your usual place of residence to attend an educational institution. You may choose to vote either where you attend school or your usual place of residence.

I live in one jurisdiction and work for extended periods of time in a different one – can I vote in both places?

No. You can only vote in one jurisdiction when you live away from your usual place of residence and work for extended periods of time in another jurisdiction. You must vote in the jurisdiction where you maintain your usual place of residence.

I live on Reserve – can I vote?

Yes. Eligible Indigenous and non-Indigenous electors, living on Reserve are entitled to vote in general local elections. Where you vote is based on whether where you live is included within a municipal or electoral area boundary. Contact the appropriate municipality or regional district to determine where you can vote.

Refer to the ***Voter's Guide for Electors Living on Reserve brochure*** for detailed information about where Indigenous and non-Indigenous electors vote.

The brochure is available at main Band offices, and from local governments throughout British Columbia.

Who cannot vote in local elections?

You cannot vote in local elections (as either a **resident elector** or a **non-resident property elector**) when you:

- have been convicted and sentenced for an indictable offence and are in custody; or,
- have been found guilty of an election offence, such as intimidation or vote-buying; or,
- do not otherwise meet voter eligibility requirements.

FOR PROPERTY OWNERS

I live in one jurisdiction and I own property in another – can I vote in both jurisdictions?

Yes. You may vote in the jurisdiction where you live when you qualify as a **resident elector**. You are also eligible to vote as a **non-resident property elector** in another jurisdiction when you have owned the property in the other jurisdiction for at least 30 days immediately before registering to vote.

I own property in British Columbia and I live in a different province or country – can I vote?

No. You must be a resident of British Columbia for at least six months and have owned property in the jurisdiction where you intend to vote for at least 30 days immediately before you register to vote.

I own more than one property in the same jurisdiction – can I vote more than once?

No. You may vote only once as a **non-resident property elector** when you own two or more properties within one jurisdiction. You may vote in multiple jurisdictions when you have owned property within each jurisdiction for at least 30 days immediately before registering to vote.

I own a property in a jurisdiction with someone else, and neither of us lives on the property – can both of us vote?

No. Only one non-resident property elector may vote per property. When you own a property with another person(s), the majority of owners must designate – in writing – that one owner is authorized to vote as the **non-resident property elector** for that property. No one is eligible to vote in relation to property owned through or in conjunction with a corporation.

I own a property in a jurisdiction with someone else and that person is living in the house – can both of us vote?

Yes. The person living in the house may vote as a **resident elector** because they live within the jurisdiction. You are also eligible to vote as a **non-resident property elector** when you have owned the property for least 30 days immediately before registering to vote. The other owner must designate – in writing – you as the **non-resident property elector** for that property. You must both meet the eligibility requirements set out for **resident electors** or **non-resident property electors**.

I own a company – do I get an extra vote in a local election?

No. There is no corporate or business vote in local elections. Voting rights are granted to citizens based on residency or property ownership. You cannot vote on behalf of a corporation, or as a **non-resident property elector** based on a property owned wholly or in part by a corporation.

ON VOTING DAY

Do I need identification in order to vote?

Identification is not required when a jurisdiction uses a list of registered electors (voters list) and your name is on the list. You will be required to provide identification if your name is not on the list of registered electors, or when the jurisdiction does not maintain a voters list and uses same-day voter registration.

You **must** provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that proves who you are and where you live – or make a solemn declaration about where you live – when identification is required by a jurisdiction and you are eligible to vote as a **resident elector**. One piece of identification must include your signature.

You **must** provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that prove who you are and where you live as well as the address or legal description and the title (or other proof of ownership) of the property you own when identification is required by a jurisdiction and you are eligible to vote as a **non-resident property elector**. Only one owner can vote – and they must have the written consent of the majority of the other owners – when you own a property with one or more people.

Contact the appropriate jurisdiction for information about whether or not identification is required and what type of identification (e.g., Driver's Licence, social insurance card, BCID card, citizenship card, ICBC Owner's Certificate of Insurance and Vehicle Licence) will be accepted.

How do I register to vote?

You are already registered to vote in local elections when a jurisdiction uses the list of registered electors (voters list) for voter registration, and your name appears on the list. You will not be required to show identification in order to receive a ballot when your name appears on the list of registered electors.

Jurisdictions that use a list of registered electors may offer advance voter registration. You may also register at a voting place at the time of voting (known as *same day voter registration*). You must provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that proves your identity and where you live – one piece of identification must include your signature.

Contact the appropriate jurisdiction for more information about voter registration procedures.

How do non-resident property owners register to vote?

You may register to vote with the jurisdiction where you own property when advance registration is offered. You may also register at the time of voting.

You must provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that proves who you are and where you live – one piece of identification must include your signature. You must also provide the address or legal description and the title (or other proof of ownership) for the property you own.

You must also demonstrate that you have the written consent of the majority of all owners to vote as the **non-resident property elector** when you own a property with another person(s).

Contact the appropriate jurisdiction where you own property for more information about voter registration procedures.

Can I vote before general voting day?

Yes. At least one advance voting opportunity must be held in every jurisdiction 10 days before general voting day. Many jurisdictions hold more than one advance voting opportunity. The required advance voting opportunity for the upcoming general local elections is **Wednesday, October 5, 2022.**

Jurisdictions may also hold special voting opportunities for eligible electors who may not otherwise be able to attend an advance voting opportunity or cast a ballot on general voting day. Special voting opportunities are most often held in hospitals, long-term care facilities, or other places where an elector's mobility may be impaired. Only designated electors are eligible to vote at special voting opportunities.

Contact the appropriate jurisdiction to find out how you can vote before general voting day.

You may also vote by mail ballot if your local government permits mail ballot voting in its election bylaw. Contact the local government Chief Election Officer to find out if you can vote by mail ballot.

How can I vote if I am absent from my community on advance and general voting day?

You are eligible to vote by mail ballot if your local government has authorized mail ballot voting in its election bylaw. Contact your local government or Chief Election Officer for information about mail ballot voting in the jurisdiction where you intend to vote.

What if I need assistance to vote?

All jurisdictions are required to make voting places as accessible as reasonably possible. You may:

- ask an election official to bring you a ballot if you

are able to travel to a voting place and find it difficult to get into the building or room where voting is taking place (this is called “curb-side” voting);

- ask an election official, friend or relative to accompany you to the ballot box and help you if you are unable to mark your own ballot; or,
- bring someone to assist you if you need a translator. The translator must be capable of making a solemn declaration that they can and will make the translation to the best of their ability.

Can I vote on the Internet or by phone?

No. You may not cast your ballot over the Internet or by phone.

ELECTION OFFENCES

What can I do if I believe someone has committed an election offence?

Contact your local police department if you believe someone has committed an election offence (such as vote-buying, intimidation or campaigning near a voting place during voting proceedings). The police are responsible for investigating and recommending to Crown Counsel that charges be laid. Election offences are prosecuted through the judicial system.

Notify Elections BC if you believe someone has committed an advertising-related election offence – such as publishing advertisements without sponsorship information – or a campaign financing and/or election advertising offence. Elections BC is responsible for administering and enforcing local election advertising and campaign financing rules under the *Local Elections Campaign Financing Act*.

Chief Election Officers do not have the authority to investigate election offences or impose penalties.

FURTHER INFORMATION

How can I get more information about voting in local elections in British Columbia?

Contact the appropriate jurisdiction for answers to questions about voter eligibility, where and when to vote and general questions about the election process.

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at:

www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to **questions about election advertising, third party sponsors and campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca>



For answers to **questions about school trustee elections**, please contact:

Ministry of Education and Child Care

Education Policy Branch

Phone: 250 387-8037

Email: EDUC.Governance.Legislation@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

Full text of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at www.bclaws.ca

Disclaimer

In the event that there is inconsistency between this brochure and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.



VOTER'S GUIDE FOR ELECTORS LIVING ON

RESERVE

2022



VOTER'S GUIDE FOR ELECTORS LIVING ON RESERVE

This guide answers a few of the basic questions about local government elections in British Columbia for Indigenous and non-Indigenous electors living on Reserve. Local government is government at the community level – government that affects British Columbians, every day.

When are general local elections held?

General local elections are held every four years on the third Saturday of October. The next general voting day is **Saturday, October 15, 2022**. Voting places are open from 8:00 a.m. to 8:00 p.m. **local time** on general voting day.

Refer to the ***General Local Elections 101 brochure*** for detailed information about general local elections in British Columbia.

Local elections are held for the following **jurisdictions**:

- municipalities;
- regional districts;
- boards of education;
- specified parks boards;
- local community commissions; and,
- trust areas (Islands Trust).

Contact the applicable municipality and/or regional district for further information. Local government contact information can be found at:

www.civicinfo.bc.ca/directories

VOTING – GENERALLY

I live on Reserve – can I vote?

Yes. Eligible Indigenous and non-Indigenous electors living on Reserve are entitled to vote in local government elections. Where you vote will depend on whether the lands you live upon are included within a municipal or electoral area boundary. Contact the appropriate municipality or regional district to determine where you can vote.

Am I eligible to vote?

You are eligible to vote in local government elections as an Indigenous or non-Indigenous person living on Reserve when you:

- are 18 years of age or older when you register to vote, or will be 18 years of age or older on general voting day;
- are a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before you register to vote;
- are a resident of the Reserve on the day you register to vote; and,
- are not disqualified under the *Local Government Act*, any other enactment from voting in local elections or be otherwise disqualified by law.

Refer to the *Local Government Act*, s.67 for the rules that determine B.C. residency.

You are eligible to vote as a **non-resident property elector** when you:

- are 18 years of age or older when you register to vote or will be 18 years of age or older on general voting day;
- are a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before you register to vote;

- are the registered owner of real property in the jurisdiction where you intend to vote for at least 30 days immediately before you register to vote; and,
- are not disqualified under the *Local Government Act*, any other enactment from voting in local elections or be otherwise disqualified by law.

I live on a Reserve that overlaps with a municipality. Do I vote for municipal council?

Yes. If the Reserve is geographically located within a municipality and included within its Letters Patent, you are eligible to vote for mayor and council of that municipality.

What Are Letters Patent?

Letters Patent are a legal document created by the provincial government that set out the boundaries, name, and other specific matters of a municipality, regional district or an improvement district. Letters Patent are issued when a local government is created (incorporated) or when something included in Letters Patent is amended, such as the boundary.

If the Reserve is geographically located within a municipality and the Letters Patent excludes the Reserve from being within the municipal boundary, you are eligible to vote for the director of the regional district in which the Reserve is geographically located.

I live on a Reserve that extends across a municipal and regional district boundary. Which do I vote in?

If the Reserve is partly located within a municipality and included within its Letters Patent, and you reside in that portion of the Reserve, you are eligible to vote for mayor and council of the municipality. If you live in the portion of the Reserve that extends into the regional district, you are eligible to vote for the electoral area director of that regional district.

If the Reserve is partly located within a municipality and the Letters Patent excludes it from being within the municipal boundary, eligible Indigenous or non-Indigenous electors for the entire Reserve vote for the electoral area director of the regional district in which the Reserve is geographically located.

Regional District Illustrative Maps

Regional districts illustrative maps showing population centres and spatial relationships between regional district members are available [online](#).

I live on a Reserve that extends across two electoral areas of a regional district. Which do I vote for?

If you live in the part of the Reserve that is located within one of the two electoral areas, you are eligible to vote for a director for the electoral area in which you reside. The electoral area boundaries can be confirmed with the regional district.

I live on Reserve and attend school in a different jurisdiction – can I vote in both places?

No. When you live away from your usual place of residence (on Reserve) to attend an educational institution you may choose to vote either where you attend school or your usual place of residence.

I live on Reserve and work for extended periods of time in a different jurisdiction – can I vote in both places?

No. You can only vote in one jurisdiction when you live away from your usual place of residence (on Reserve) and work for extended periods of time elsewhere. You may only vote where you maintain your usual place of residence.

Who cannot vote in local government elections?

You cannot vote in local government elections when you:

- have been convicted and sentenced for an indictable offence and are in custody;
- have been found guilty of an election offence, such as intimidation or vote-buying; or,
- do not meet voter eligibility requirements.

FOR OWNERS OF PROPERTY OFF-RESERVE

I live on Reserve and I own property in another jurisdiction – can I vote in both?

Yes. You may vote in the municipality or regional district that the Reserve overlaps with. You are also eligible to vote as a **non-resident property elector** in a jurisdiction when you have owned property in that other jurisdiction for at least 30 days immediately before registering to vote.

I own property in British Columbia and I live in a different province or country – can I vote?

No. You must be a resident of British Columbia for at least six months and have owned property in the jurisdiction where you intend to vote for at least 30 days immediately before you register to vote.

I own more than one property in the same jurisdiction – can I vote more than once?

No. You may vote only once as a **non-resident property elector** when you own two or more properties within one jurisdiction. You may vote in multiple jurisdictions when you have owned property within each jurisdiction for at least 30 days immediately before registering to vote.

I own a property in a jurisdiction with someone else, and neither of us lives on the property – can both of us vote?

No. Only one non-resident property elector may vote per property. When you own a property with another person(s), the majority of owners must designate – in writing – that one owner is authorized to vote as the **non-resident property elector** for that property. No one is eligible to vote in relation to property owned through or in conjunction with a corporation.

I own a property in a jurisdiction with someone else and that person is living in the house – can both of us vote?

Yes. The person living in the house may vote as a **resident elector** because they live within the jurisdiction. You are also eligible to vote as a **non-resident property elector** when you have owned the property for least 30 days immediately before registering to vote. The other owner must designate you – in writing – as the **non-resident property elector** for that property. You must both meet the eligibility requirements set out for **resident electors** or **non-resident property electors**.

I own a company – do I get an extra vote in a local election?

No. There is no corporate or business vote in local elections. Voting rights are granted to citizens based on residency or property ownership. You cannot vote on behalf of a corporation, or as a **non-resident property elector** based on a property owned wholly or in part by a corporation.

ON VOTING DAY

Do I need identification in order to vote?

Identification is not required when a jurisdiction uses a list of registered electors (voters list) and your name is on the list. You will be required to provide identification if your name is not on the list of registered electors, or when the jurisdiction does not maintain a voters list and uses same-day voter registration.

You **must** provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that proves who you are and where you live – or make a solemn declaration about where you live – when identification is required by a jurisdiction. One piece of identification must include your signature.

You **must** provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that prove who you are and where you live as well as the address or legal description and the title (or other proof of ownership) of the property you own when identification is required by a jurisdiction and you are eligible to vote as a **non-resident property elector**. Only one owner can vote – and they must have the written consent of the majority of the other owners – when you own a property with one or more people.

Contact the appropriate jurisdiction for information about whether or not identification is required and what type of identification (e.g., Driver's Licence, social insurance card, BCID card, citizenship card, ICBC Owner's Certificate of Insurance and Vehicle Licence) will be accepted.

How do I register to vote?

You are already registered to vote in local elections when a jurisdiction uses the list of registered electors (voters list) for voter registration, and your name appears on the list. You will not be required to show identification in order to receive a ballot when your name appears on the list of registered electors.

Jurisdictions that use a list of registered electors may offer advance voter registration. You may also register at a voting place at the time of voting (known as *same day voter registration*). You must provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that proves your identity and where you live – one piece of identification must include your signature.

Contact the appropriate jurisdiction for more information about voter registration procedures.

How do non-resident property owners register to vote?

You may register to vote with the jurisdiction where you own property when advance registration is offered. You may also register at the time of voting.

You must provide two separate pieces of identification (the BC Services Card when combined with a Driver's Licence is considered **one** piece of identification) that proves who you are and where you live – one piece of identification must include your signature. You must also provide the address or legal description and the title (or other proof of ownership) for the property you own.

You must also demonstrate that you have the written consent of the majority of all owners to vote as the **non-resident property elector** when you own a property with another person(s).

Contact the appropriate jurisdiction where you own property for more information about voter registration procedures.

Can I vote before general voting day?

Yes. At least one advance voting opportunity must be held in every jurisdiction 10 days before general voting day. Many jurisdictions hold more than one advance voting opportunity. The required advance voting opportunity for the upcoming general local elections is **Wednesday, October 5, 2022**.

Jurisdictions may also hold special voting opportunities for eligible electors who may not otherwise be able to attend an advance voting opportunity or cast a ballot on general voting day. Special voting opportunities are most often held in hospitals, long-term care facilities, or other places where an elector's mobility may be impaired. Only designated electors are eligible to vote at special voting opportunities.

Contact the appropriate jurisdiction to find out how you can vote before general voting day.

You may also vote by mail ballot if the local government permits mail ballot voting in their election bylaw. Contact the local government Chief Election Officer to find out if you can vote by mail ballot.

How can I vote if I am absent from my residence on advance and general voting day?

You are eligible to vote by mail ballot if the local government has authorized it in its election bylaw. Contact the local government or Chief Election Officer for information about mail ballot voting in the jurisdiction where you intend to vote.

What if I need assistance to vote?

All jurisdictions are required to make voting places as accessible as reasonably possible. You may:

- ask an election official to bring you a ballot if you are able to travel to a voting place and find it difficult to get into the building or room where voting is taking place (this is called "curb-side" voting);
- ask an election official, friend or relative to accompany you to the ballot box and help you if you are unable to mark your own ballot; or,
- bring someone to assist you if you need a translator. The translator must be capable of making a solemn declaration that they can and will make the translation to the best of their ability.

Can I vote on the Internet or by phone?

No. You may not cast your ballot over the Internet or by phone.

ELECTION OFFENCES

What can I do if I believe someone has committed an election offence?

Contact the local police department if you believe someone has committed an election offence (such as vote-buying, intimidation or campaigning near a voting place during voting proceedings). The police are responsible for investigating and recommending to Crown Counsel whether charges be laid. Election offences are prosecuted through the judicial system.

Notify Elections BC if you believe someone has committed an advertising-related election offence – such as publishing advertisements without sponsorship information – or a campaign financing and/or election advertising offence. Elections BC is responsible for administering and enforcing local election advertising and campaign financing rules under the *Local Elections Campaign Financing Act*.

Chief Election Officers do not have the authority to investigate election offences or impose penalties.

FURTHER INFORMATION

How can I get more information about voting in local elections in British Columbia?

Contact the appropriate jurisdiction for answers to questions about voter eligibility, where and when to vote and general questions about the election process.

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories



For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to **questions about election advertising, third party sponsors and campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca>

For answers to **questions about school trustee elections**, please contact:

Ministry of Education and Childcare

Education Policy Branch

Phone: 250 387-8037

Email: EDUC.Governance.Legislation@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

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