



Candidates: Stay Informed

Subscribe for Election Updates

Updates or addenda may be issued after the nomination package is published.

To receive any addenda or other important candidate information directly by email, subscribe by providing your name and email address to: election@princegeorge.ca

Candidate Information Session

Join City election staff for a free candidate information session.

- **Thursday, August 27, 2026**
- **6:00 p.m.**
- **Council Chambers**
2nd Floor, City Hall, 1100 Patricia Boulevard

The session will provide information about the nomination process, important election dates, candidate responsibilities, campaign financing, and what to expect after filing nomination documents.

Questions?

election@princegeorge.ca

250-561-7655

www.princegeorge.ca/election



2026 General Local Election

CANDIDATE NOMINATION PACKAGE

If you have any questions, please email election@princegeorge.ca or contact:

Ethan Anderson, Chief Election Officer, at 250.561.7793

Leslie Kellett, Deputy Chief Election Officer, at 250.561.7655

Joan Switzer, Deputy Chief Election Officer, at 250.561.7686

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Election Headquarters

1100 Patricia Blvd. T 250.561.7600
Prince George, BC Email: election@princegeorge.ca
Canada, V2L 3V9 PrinceGeorge.ca

Dear Prospective Candidate:

Re: Candidacy for Mayor or Councillor in the General Local Election on October 17, 2026

This nomination package contains information and forms to assist candidates for the City of Prince George 2026 General Local Election.

On Saturday, October 17, 2026, eligible electors in the City of Prince George will elect one mayor and eight councillors. Candidates elected to office will serve a four-year term.

Candidates who wish to have their solemn declarations taken by the Chief Election Officer at the time of filing are asked to contact the Legislative Services Division at 250-561-7686 to schedule an appointment during the nomination period.

Candidates may also have their solemn declarations taken by a Commissioner for Taking Affidavits for British Columbia. In that case, nomination documents may be submitted to the Chief Election Officer by hand delivery, mail, courier, fax, or email.

Completed nomination documents and the required nomination deposit must be received no later than 4:00 p.m. on Friday, September 11, 2026. Late submissions cannot be accepted.

Questions about the election process may be directed to the undersigned or to election@princegeorge.ca.

Questions about campaign financing, election advertising, or third-party advertising under the *Local Elections Campaign Financing* Act should be directed to Elections BC at 1-800-661-8683 or electoral.finance@elections.bc.ca.

Best regards,

CITY OF PRINCE GEORGE

Ethan Anderson
Chief Election Officer
P: 250-561-7793

Leslie Kellett
Deputy Chief Election Officer
P: 250-561-7655

Joan Switzer
Deputy Chief Election Officer
P: 250-561-7686

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Guide for Election Nominees: City Communications

For candidates in the 2026 municipal government elections

Purpose of this Guide

This guide explains how election nominees and candidates may interact with City of Prince George communications channels, websites, social media accounts, images, logos and other City-funded resources during the municipal election period. It is intended to help nominees campaign independently while preserving the City's impartial, non-partisan role in the election.

Core Principles

- City resources must not be used to support, oppose or promote any nominee, candidate, elector organization, third party advertiser, campaign, ballot question or assent voting matter.
- City communications about elections must remain factual, informational, impartial and non-partisan.
- Where this guide differs from provincial legislation, official election guidance, or direction from the Chief Election Officer, those authorities prevail.

City Websites and Digital Platforms

What nominees may do

- Nominees may link to the City's official election webpage ([Elections | City of Prince George](#)) in campaign materials so electors can access neutral information about the election and voting process.
- Nominees may provide contact information to be linked to the City's official election webpage from CivicInfo.bc.ca, where permitted by the Chief Election Officer.

What nominees must not do

- Nominees must not use City-funded websites, domain names or engagement platforms for campaign purposes.
- Nominees must not ask the City to host campaign-related materials, endorsements, advertising, campaign videos, graphics, petitions or calls to action.
- Nominees must not use City-operated or City-funded platforms to link to campaign content, including candidate websites, social media accounts, fundraising pages, advertising or campaign event pages, except where the City has approved neutral candidate contact listings for election information purposes.



Guide for Election Nominees: City Communications

City Social Media Channels

During the election period, the City may publish neutral election information on its social media channels, such as election dates, nomination information, voting opportunities, voter registration details and where to find official election information.

Commenting and engagement rules

- Nominees, candidates, elected officials and anyone acting on their behalf must not use City social media channels, comment functions, tags, replies or other City-controlled digital spaces to campaign.
- Campaign-related comments, posts, tags, links or other content may be removed from City-controlled platforms.
- The City may also remove content that violates its social media guidelines, including abusive, discriminatory, defamatory, obscene, misleading, anonymous or off-topic content.
- The City may block or restrict users who repeatedly violate these rules.

Use of City Images and Visual Identity

Images and video

- Photographs, video, graphics or other visual materials created, commissioned or funded by the City must not be used for election-related or campaign-related purposes.
- This includes City-funded portraits, Council photos, staff photos, event images, facility images, videos, social media graphics and other City-produced materials.
- Nominees should use independently produced campaign materials that do not imply City endorsement or support.

Logo, crest, flag and brand assets

- The City's logo, coat of arms, flag, brand elements including Mr PG, or official insignia must not be printed, posted, displayed or distributed on campaign materials.
- These assets must not appear on candidate websites, social media posts, campaign signs, brochures, advertisements, videos, emails or fundraising materials.
- Campaign materials must not be designed in a way that suggests they are official City communications.

2026 General Local Election



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City of Prince George Council Procedures Bylaw No. 8388, 2011

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Section 1: Introduction

Qualifications for Office

Eligibility to Run for Local Government Office

A person is eligible to run for office in a general local election if they:

- Are 18 years of age or older on general voting day (October 17, 2026).
- Are a Canadian citizen.
- Have been a resident of British Columbia for at least six months before filing their nomination documents.
- Are not disqualified from being nominated, elected, or holding office under the *Local Government Act*, *Community Charter*, *Local Elections Campaign Financing Act*, or any other law.

Candidates do not need to live or own property in the specific jurisdiction where they are running.

Ineligibility to Run for Local Government Office

A person is not eligible to run for office in a general local election if they:

- Are currently in custody after being convicted of and sentenced for an indictable offence.
- Have been found guilty of an election offence, such as intimidation or vote-buying, and are prohibited from holding office.
- Are a judge of the Provincial Court, Supreme Court, or Court of Appeal.
- Are involuntarily confined in a psychiatric facility or other institution.
- Have been disqualified for specific reasons such as failing to file a candidate disclosure statement in previous election, failing to make an oath of office, or failing to attend local government meetings as required by the *Community Charter*.
- Have been disqualified under the *Local Government Act*, *Community Charter*, *Local Elections Campaign Financing Act*, or any other law 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.
- Are an employee, salaried officer, or paid volunteer of the local government or related local government, such as the regional district, unless they have taken a leave of absence to run and agree to resign if elected.
- Are a federal government employee, unless they have received prior approval from the Public Service Commission of Canada (PSC) to run.

City Council – General Information

The Role of Council

City Council is the governing body of the City of Prince George. Council exercises the powers, duties, and functions of the municipality in accordance with *Community Charter*, the *Local Government Act*, and other applicable legislation.

Council acts collectively through bylaws and resolutions passed at Council meetings. Individual members of Council do not exercise Council authority on their own unless authorized by legislation, bylaw, or Council resolution.

Council is composed of a mayor and councillors. Each member of Council has duties and responsibilities under section 115 of the *Community Charter*, including considering the well-being and interests of the municipality and its community, contributing to the development and evaluation of municipal policies and programs, and participating in Council meetings and other bodies to which they are appointed.

The mayor has additional powers, duties, and responsibilities under section 116 of the *Community Charter*, including providing leadership to Council, presiding at Council meetings when in attendance, and communicating information to Council.

The Role of Administration

Council provides governance, policy direction, and decision-making. Administration is responsible for the day-to-day operation of the municipality, including implementing Council decisions, administering and enforcing bylaws, delivering municipal services, and providing professional advice to Council.

Key administrative positions at the City of Prince George include:

- Chief Administrative Officer / City Manager: responsible for the overall management of municipal operations, ensuring Council direction is implemented, and advising Council on the operation and affairs of the municipality (section 147 of the *Community Charter*).
- Corporate Officer / Manager of Legislative Services: responsible for corporate administration, including Council and committee meeting records, bylaws, statutory notices, records, and related governance functions (section 148 of the *Community Charter*).
- Financial Officer / Director of Finance and IT Services: responsible for financial administration including receiving municipal funds, ensuring the safekeeping of funds and securities, investing municipal funds, and expending municipal money as authorized by Council (section 149 of the *Community Charter*).

Council Remuneration

Council remuneration is established by the *City of Prince George Council Remuneration Bylaw No. 8414, 2012*. The bylaw is available on the City's website (<https://www.princegeorge.ca/node/3000>) and in Section 6 of this package.

Expectations of Council Members

Council members are expected to exercise their responsibilities in good faith, with an open mind where legally required, and within the authority provided by law.

Candidates should be aware that serving on Council requires significant time commitment. Council members are expected to prepare for and attend:

- Regular and special Council meetings;
- Meetings of committees, boards, commissions, or agencies to which they are appointed;
- Public hearings;

- Training and orientation sessions; and
- Local government conferences, conventions, or other events, as authorized by Council policy or budget.

Councillors may also be designated to act in place of the mayor when the mayor is absent or otherwise unable to act. Acting mayor duties may include chairing meetings, attending events, and representing the City at functions as required.

Information about the City of Prince George

Candidates are encouraged to review the following resources on the City's website (www.princegeorge.ca) under City Hall:

- **Annual Report and Corporate Work Plan**
<https://www.princegeorge.ca/city-hall/annual-report-strategic-plan-corporate-plan>
 - 2025 Annual Report and Financial Statements
 - 2026 – 2028 Council Strategic Plan
 - 2025 Corporate Work Plan
- **Finance**
<https://www.princegeorge.ca/finance>
 - 2026 – 2030 Financial Plan
- **Mayor and Council**
<https://www.princegeorge.ca/city-hall/mayor-council>
 - Council meeting schedule, agendas, and minutes
 - Council committees, boards, and commissions

Subscribe to Stay Informed

Stay connected by subscribing to updates on elections, media releases, upcoming public hearings, Council and committee meetings and more at: www.princegeorge.ca/Subscribe.

Links to Other Resources

- *Community Charter*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00
- *Local Government Act*
http://www.bclaws.ca/civix/document/id/complete/statreg/r15001_00
- *Financial Disclosure Act*
http://www.bclaws.ca/civix/document/id/complete/statreg/96139_01
- Elections BC
<http://elections.bc.ca/>
- Province of British Columbia – Local Government
<https://www2.gov.bc.ca/gov/content/governments/local-governments>
- Union of BC Municipalities
<http://www.ubcm.ca>
- North Central Local Government Association
<http://www.nclga.ca>
- Federation of Canadian Municipalities
<http://www.fcm.ca>

2026 General Local Election Key Dates

DATE	EVENT, ACTION, OR DEADLINE
March 10, 2026	Last day to meet six-month BC residency requirement for candidates within the nomination period.
April 16, 2026	Last day to meet six-month BC residency requirement for electors prior to general voting day.
July 6, 2026	Election Bylaw Adoption Deadline.
August 4, 2026	Nomination packages available.
August 4, 2026 to August 25, 2026	Notice of the nomination period must be published between August 4, 2026 and August 25, 2026.
August 27, 2026 at 6:00 p.m.	Candidate Information Session (Council Chambers, City Hall)
September 1, 2026 to September 11, 2026	Nomination period.
September 1, 2026 at 9:00 am	• Nomination period begins. • Challenge of nomination period beings. • Campaign signage may be erected at designated locations.
September 11, 2026 at 4:00 pm	Nomination period closes at 4:00pm (late submissions will not be accepted).
September 15, 2026 at 4:00 pm	Deadline to challenge nominations and elector organization endorsements.
September 18, 2026 at 4:00 pm	Deadline for: • Candidate nomination withdrawal • Court to hear and determine challenge of nomination • Elector organization endorsement withdrawal
September 19, 2026	Campaign period begins.
September 21, 2026 at 4:00 pm	Declaration of election by voting or declaration of candidates elected by acclamation.
October 7, 8, 14, 15, 2026	Advance Voting Days from 8:00 am to 8:00 pm
October 17, 2026	General Voting Day from 8:00am to 8:00pm.
October 17, 2026 at 8:00 pm	Campaign period ends.
October 20, 2026	Deadline to remove election signs.
November 2, 2026	Inaugural Council Meeting (Oath of Office).
January 15, 2027	Deadline to file Local Election Candidate Campaign Financing Disclosure Statement with Elections BC.

Section 2: Nomination Forms for Mayor and Councillor

Nomination Process Overview

Filing Nomination Documents

Prospective candidates for the office of mayor or councillor must complete and file a nomination package during the nomination period.

Nomination documents and the required nomination deposit must be received by the Chief Election Officer, or a person designated by the Chief Election Officer, before the close of the nomination period. It is the responsibility of the person being nominated to ensure all required documents and the nomination deposit are received on time.

Nomination Period

- Opens: 9:00 a.m., Tuesday, September 1, 2026
- Closes: 4:00 p.m., Friday, September 11, 2026

Nomination documents will only be accepted during the nomination period. A person will not be declared a candidate unless their completed nomination documents and nomination deposit are received within the dates and times noted above.

Candidates are strongly encouraged to file early. It is the candidate's responsibility to ensure that all required nomination documents and the nomination deposit are complete and received by the Chief Election Officer before 4:00 p.m. on Friday, September 11, 2026. Candidates who wait until the end of the nomination period risk delays due to lineups, appointment availability, incomplete documents, payment issues, or qualification questions. Late submissions cannot be accepted.

Candidate Qualifications

To be nominated for, elected to, and hold the office of mayor or councillor, a person must:

- Be 18 years of age or older on general voting day, October 17, 2026.
- Be a Canadian citizen.
- Have been a resident of British Columbia for at least six months immediately before the date they file their nomination documents.
- Not be disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia, from being nominated for office, from being elected to office, or from holding office, or otherwise be disqualified by law or enactment law.

Candidates are not required to live in, or own property in, the City of Prince George.

Number of Nominators

Under the *City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026*, each nomination must be signed by at least 10 qualified nominators.

Candidates are encouraged to obtain more than the minimum number of nominators in case one or more nominators are later determined not to be qualified.

Nomination Deposit

The *City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026* requires a \$100 nomination deposit for each candidate for the office of mayor or councillor.

Accepted forms of payment are:

- Cash;

- Debit;
- Certified cheque; or
- Bank draft.

Nomination deposits are held by the City and will be returned if one of the following applies:

1. The nominee is not declared a candidate under section 97 of the *Local Government Act*;
2. The nominee is declared a candidate and the required campaign financing disclosure statement is filed with Elections BC by the applicable filing deadline; or
3. The nominee is declared a candidate, does not file the campaign financing disclosure statement by the applicable filing deadline, but obtains relief under the *Local Elections Campaign Financing Act* and complies with any applicable court order.

In all other cases, the nomination deposit is forfeited to the City.

All refunds, regardless of original payment method, will be issued by cheque to the nominee or their financial agent.

Appointments to File Nomination Documents

Prospective candidates filing nomination documents in person are asked to book an appointment with Election Headquarters.

An appointment is required if the prospective candidate wishes to complete the solemn declaration before the Chief Election Officer or a person designated by the Chief Election Officer, at City Hall. A prospective candidate may also complete the solemn declaration in advance before a person authorized to take solemn declarations in British Columbia, such as a lawyer or notary public.

Appointments are available at City Hall, 5th Floor, during regular business hours, Monday to Friday, 8:30 a.m. to 5:00 p.m., excluding statutory holidays. On September 1, 2026, appointment will begin no earlier than 9:00 a.m. On September 11, 2026, appointments will end at 4:00 p.m.

To book an appointment, contact:

- **Phone:** 250.561.7655 or 250.561.7686
- **Email:** election@princegeorge.ca

Public Inspection of Nomination Documents

Once filed, nomination documents are available for public inspection in accordance with the *Local Government Act* and the *City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026*.

The Quick Reference Guide for Election Forms included in this package identified which forms will be posted on the City's website and available for inspection at City Hall.

Campaign Financing and Advertising Rules

Candidates and their financial agents are responsible for knowing and complying with all campaign financing, election advertising, and disclosure requirements under the *Local Elections Campaign Financing Act*.

Resources are provided in Section 4 of this package. For additional information, candidates should contact Elections BC.

Quick Reference Guide: Nomination Forms

FORM NAME	MANDATORY/OPTIONAL	DEADLINE: FILING OR SUBMISSION	AVAILABLE FOR PUBLIC INSPECTION
C1 – Candidate Cover Sheet & Checklist Form	Mandatory for all candidates	Must be filed between 9:00am September 1 st and 4:00pm September 11 th	No
C2 – Nomination Documents	Mandatory for all candidates	Must be filed between 9:00am September 1 st and 4:00pm September 11 th	Yes
C3 – Other Information Provided by Candidate	Mandatory for all candidates	Submit with nomination documents, or by 4:00pm September 11th	No
C4 – Appointment of Candidate Financial Agent	Mandatory if a financial agent is appointed	Submit with nomination documents, or by 4:00pm September 11th	No
C5 – Appointment of Candidate Official Agent	Mandatory if an official agent is appointed	Submit as soon as practicable after appointment is made	No
C6 – Appointment of Candidate Scrutineer	Mandatory if scrutineers are appointed	Submit as soon as practicable after appointment is made	No
Statement of Disclosure: Financial Disclosure	Mandatory for all candidates	Must be submitted with nomination documents	Yes
Candidate Information Release Authorization	Optional	Submit with nomination documents, or by no 4:00pm September 11th	Yes • CivicInfo Website
Candidate Canvasser Authorization Form	Optional	N/A	No
Candidate Contact Information for Election Use Only	Optional	Submit with nomination documents, or by 4:00pm September 11th	No
Candidate Nomination Deposit Acknowledgement	Optional	Submit with nomination documents, or by 4:00pm September 11th	No
Election and Political Sign Acknowledgement	Optional	N/A	No

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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.

NOTE: Candidate Nomination documents can be submitted to the Chief Election Officer in-person, by mail, by fax or by email. Local government contact information is available online at:
<https://www/civicinfo.bc.ca/directories>

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

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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)		

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

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C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)		ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
We, the following electors of the above-named jurisdiction, hereby nominate:		
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		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
As a Candidate for the office of:		
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	

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 a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in section 65 & 66 of the *Local Government Act* and section 23 & 24 of the *Vancouver Charter*.

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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required. Copies can be made as needed.

I consent to the above nomination for office:

NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)
---------------------	--------------------

CANDIDATE NOMINATION PACKAGE

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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
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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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

CANDIDATE NOMINATION PACKAGE

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 a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in section 65 & 66 of the *Local Government Act* and section 23 & 24 of the *Vancouver Charter*.

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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

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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)

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)

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):

PRINCIPLE OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

I consent to the endorsement by the above-named Elector Organization

CANDIDATE'S SIGNATURE

DATE: (YYYY/MM/DD)

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C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which the individual is a nominee:

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
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	

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

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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)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	☐ General Local Election	☐ 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)	

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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)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
☐ I hereby delegate to the above-named official agent the authority to appoint scrutineers.		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

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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)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	

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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:	 <i>last name</i>	 <i>first & middle name(s)</i>
Street, rural route, post office box:		
City:		Province:
		Postal Code:
Level of government that applies to you:	☐ provincial ☐ local government ☐ 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:

creditor's name(s)

creditor's address(es)

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.

your capacity

name(s) of business(es)/organization(s)

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.

legal description(s)

address(es)

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.

signature of person making disclosure

date

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

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2026 GENERAL LOCAL ELECTION

Form 8-6

This form is optional.

CANDIDATE INFORMATION RELEASE AUTHORIZATION

Nomination documents are available for public inspection as soon as they are submitted.

Optional Consent to Share Additional Information

The information you choose to share will be posted on websites operated by CivicInfo BC. This is the primary source through which the media (television, newspapers, radio, and online sources), the public, provincial ministries, researchers, and others are able to obtain province-wide local election information. you authorize the local government to share additional information you choose to provide with the public and media. **All fields in this section are optional**

You are not required to provide this additional information to be nominated as a candidate.

I, _____,
(print name of the person nominated)

having submitted nomination documents for election to the office of _____, 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:	
Phone:	Alternate Phone:
Email:	
Website:	Instagram:
Twitter (X) or Blue Sky:	Facebook:

Gender (Self Identified):

☐

Female

☐

Male

☐

Non-binary

☐

Other/undisclosed

Previous Elected Experience (Check one):

☐

Incumbent. Served on Council *in the same role* between 2022 and 2026.

☐

Served on Council *in a different role* between 2022 and 2026.

☐

Served on Council before 2022, but not during the past term.

☐

No Council experience, but has been elected to office elsewhere (school, local, provincial, or federal).

☐

None.

Signature of Candidate

The personal information on this form is collected by the City of Prince George on behalf of CivicInfo BC for the purpose of conducting the 2026 General Local Election, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. **If you have any questions about the collection of information, please contact CivicInfo BC at elections@civicinfo.bc.ca or 250-383-4898.**

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Canvasser Authorization Form

PLEASE PRINT IN BLOCK LETTERS

NOTICE TO BUILDING OWNERS AND PROPERTY MANAGERS:

Please be advised, under section 160.1 of the *Local Government Act*, authorized canvassers are entitled to access multi-residential buildings in the applicable jurisdiction (e.g., municipality, regional district electoral area, school district, specified parks board, local community commission area or Islands Trust local trust area) **between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period** (from the 28th day before general voting day until general voting day).

A canvasser may be a candidate or an individual authorized in writing by a candidate in order to canvass voters and distribute candidate information on the candidate's behalf.

At the request of a resident or individual acting on behalf of a multiple residence building, a canvasser entering a residential property must produce:

- government issued photo identification and proof of candidacy; or,
- written authorization to canvass on behalf of a candidate.

PART A

ACCEPTANCE OF CANVASSER APPOINTMENT

FULL NAME OF CANVASSER

SIGNATURE OF CANVASSER

DATE: (YYYY/MM/DD)

PART B

CANDIDATE AUTHORIZATION

I HEREBY AUTHORIZE THE ABOVE-NAMED INDIVIDUAL TO CANVASS ON BEHALF OF MY CAMPAIGN AS A CANDIDATE FOR THE FOLLOWING JURISDICTION:

FULL NAME OF CANDIDATE

NAME OF JURISDICTION IN WHICH THE CANDIDATE IS SEEKING ELECTION (E.G., MUNICIPALITY, ELECTORAL AREA, BOARD OF EDUCATION)

SIGNATURE OF CANDIDATE

DATE: (YYYY/MM/DD)

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This form is optional.

2026 GENERAL LOCAL ELECTION

CANDIDATE CONTACT INFORMATION FOR ELECTION USE ONLY

The following information, if different from your publicly disclosed contact information, will only be used by staff in the Legislative Services Division/Election Office to contact you in relation to the 2026 General Local Election.

Name	
Primary Phone	Alternate Phone
Email	

The following individual/contact is responsible for the placement of my election campaign signage and may be contacted by the Bylaw Services Division or the Legislative Services Division/Election Office should an issue arise regarding my campaign signage.

Name
Primary Phone

The personal information on this form is collected by the City of Prince George for the purpose of conducting the 2026 General Local Election, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Legislative Services Division/Election Office by telephone 250-561-7600 or email election@princegeorge.ca.

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2026 GENERAL LOCAL ELECTION CANDIDATE NOMINATION DEPOSIT ACKNOWLEDGMENT

In accordance with "City of Prince George Election and Other Voting Procedures Bylaw No. 9294, 2022", candidates must pay a \$100 refundable nomination deposit for the office of mayor or the office of councillor.

Methods of acceptable payment include cash, debit, certified cheque or bank draft.

Payment must be delivered to the Chief Election Officer, or a designated person, before the end of nomination period at 4:00 pm on September 11, 2026.

(please print name of person nominated)

acknowledge that the \$100 nomination deposit will be held by the City of Prince George until one of the following conditions has been met:

1. I am not declared a candidate under section 97 of the *Local Government Act*;
or
2. I am declared a candidate and have filed a campaign financing Statement of Disclosure within 90 days after General Voting Day (subject to any extension granted by the BC Chief Electoral Officer);
or
3. I am declared a candidate, do not file a campaign financing Statement of Disclosure, and make an application for campaign financing Statement of Disclosure relief under the *Local Elections Campaign Financing Act* and the court provides relief in relation to forfeiture of the deposit.

I further acknowledge that:

1. If I do not file the campaign financing Statement of Disclosure, the \$100 deposit is forfeited by me and paid to the City of Prince George.
2. The \$100 nomination deposit paid by me will be returned to me by way of City of Prince George cheque payable to me sent through Canada Post regular mail to the mailing address provided in form C2 of my completed nomination documents.
3. It is my responsibility to provide the City of Prince George with any changes to my mailing address.

By signing, I confirm that I acknowledge all of the terms of the release of my \$100 refundable nomination deposit.

Signature of Candidate

Date

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2026 GENERAL LOCAL ELECTION

ELECTION AND POLITICAL SIGN ACKNOWLEDGEMENT

Candidates, their representatives, or their elector organization may place election signage in the City of Prince George in accordance with "City of Prince George Election and Political Signs Bylaw No. 8867, 2017" ("the Bylaw").

I, the undersigned, acknowledge the following:

1. General Provisions

"Election Sign" includes any Sign primarily intended to promote the activities or the cause of any political group or entity or to encourage or discourage any person to vote in any manner at an election or public referendum, whether Federal, Provincial, Municipal or other.

2. Terms and Conditions for Election Sign Placement and Limits

- Election signs may be placed on public or private property, from the first day of the nomination period until three (3) days after General Voting Day (October 20, 2026).
- Election signs may be placed on public or private property in accordance with the size regulations set out in sections 2.1.2 and 2.1.3 of the Bylaw.
- Election signs must not be placed on:
 - A city highway or right-of-way;
 - Boulevard, centre median, sidewalk, or in a park;
 - Any roadway structure or traffic control device;
 - A tree, bush, planter, waste or recycling receptacle, newspaper box, mail box, sign post, bridge, tunnel or overpass structure, or in any garden; and
 - Any other City-owned property, including land, buildings, structures, and equipment.
- Election signs may be placed on a boulevard immediately in front of a parcel used solely for residential purposes with the consent of the property owners, occupant, or the strata corporation in the case of a parcel containing strata lots.
- Election signs may not be placed on private property without the approval of the property owner or occupant, or the strata corporation in the case of a parcel containing strata lots.
- No person is permitting to display on an election sign or other election advertising a logo, trademark or official mark, in whole or in part, owned or licensed by the City.
- A Bylaw Enforcement Officer may remove, and the Chief Election Officer may order the removal of, any election sign that is placed, or permitted to be placed, in contravention of any provision of this Bylaw.
- Election signs removed will be stored at a City facility and may be claimed by a Candidate or Candidate representative, or a person authorized by a Candidate or Candidate representative, or advertising sponsor registered with Elections BC.
- Election Signs that are removed and not claimed within seven (7) days after the period set out in section 2.1.1 of the Bylaw, become the property of the City and may be destroyed or otherwise disposed of by the City without notice.

3. Maps

- Permitted election sign locations are set out in Schedule “B” attached to the Bylaw.

By signing, I confirm that I am the Candidate or Official Agent as noted, and that I agree to and will abide by the requirements listed above and that I will ensure that the campaign for the Candidate will abide by the same.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature: _____

Date: _____

The personal information on this form is collected by the City of Prince George for the purpose of conducting the 2026 General Local Election, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Legislative Services Division/Election Office by telephone 250-561-7600 or email election@princegeorge.ca.

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Section 3: Election Advertising and Campaign Signage

Election Offence: Advertising/Signs 100-Metre Rule

Section 163(4) of the *Local Government Act* establishes restrictions that apply at or within 100 metres of a building, structure, or other place where voting proceedings are being conducted

While voting proceedings are being conducted, a person must not do any of the following at or within the 100-metre boundary:

- a) Canvass or solicit votes, or otherwise attempt to influence how an elector votes;
- b) Display, distribute, post, or openly leave a representation of a ballot marked for a particular result;
- c) Post, display, or distribute:
 - i. election advertising; or
 - ii. any material that identifies a candidate or elector organization, unless specifically authorized by the Chief Election Officer;
- d) Carry, wear, or supply a flag, badge, clothing, button, sign, or other item that indicates support for a particular candidate, elector organization, or result in the voting.

Voting Place Maps

For convenience, aerial maps of each voting location are included in this package.

- The yellow perimeter shown on each map represents the 100-metre boundary.
- The restrictions listed above apply within the 100-metre boundary while voting proceedings are being conducted.
- Candidates, campaign volunteers, scrutineers, and supporters are responsible for ensuring they remain outside the 100-metre boundary when engaging in campaign-related activity.



CITY OF PRINCE GEORGE

Election and Political Signs Bylaw

Bylaw No. 8867, 2017

CONSOLIDATED VERSION

CONSOLIDATED FOR CONVENIENCE

Revised: April 12, 2022

CONSOLIDATED VERSION
CITY OF PRINCE GEORGE ELECTION AND POLITICAL
SIGNS BYLAW NO. 8867, 2017

This is a consolidation of the bylaws listed below and includes amendments up to the date noted on the cover page. This documents is for convenience only and is not the legal or official version. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject Bylaw. Copies can be obtained through the Legislative Services Division at City Hall.

AMENDING BYLAW	EFFECTIVE DATE	AMENDMENTS
9295, 2022	April 11, 2022	<i>Amendments to Section 1.3 Definitions; Replacement of Schedule "B" ES-01 and ES-02,</i>

CITY OF PRINCE GEORGE
BYLAW NO. 8867, 2017

A Bylaw of the City of Prince George to establish regulations for election and political signs.

WHEREAS Council wishes to allow the reasonable use of election and political signs while preventing visual unsightliness and ensuring public safety;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled,
ENACTS AS FOLLOWS:

**Amending
Bylaws**

1. Section 1 – INTRODUCTION

1.1 Title

1.1.1 This Bylaw may be cited as the “City of Prince George Election and Political Signs Bylaw No. 8867, 2017”.

1.2 General Provisions

1.2.1 Unless otherwise defined herein, all words and phrases in this Bylaw shall have the meaning given to them in the *Local Government Act* and the *Community Charter*.

1.2.2 If any part, section, sub-section, clause, or sub-clause of this Bylaw is, for any reason held to be invalid by the decision of a Court of competent jurisdiction, such a decision does not affect the validity of the remaining portions of this Bylaw.

1.2.3 This Bylaw applies only to Election Signs.

1.2.4 This Bylaw does not apply to Provincial arterial highways such as Highway 16 and Highway 97. Election Signs located within the right of way of a Provincial arterial highway are governed by the requirements of the Provincial Government Ministry responsible for administration of the *Transportation Act*.

1.2.5 Except as provided otherwise in this Bylaw, an Election Sign must not:

- a. be located on a balcony or roof of a Building;
- b. have attachments such as balloons, kites, an electronic message centre or inflatable devices; or
- c. be illuminated, electrified, animated, moving or flashing.

1.3 Definitions

In this Bylaw;

“Animated Election Sign” means an Election Sign on which movement or change of lighting is used to depict action or create a special effect, and any Election Sign on which the message changes more than 24 times in a 24 hour period, but excludes digital time or temperature display.

BL9295

“Authorized Person” means the person appointed by Council as head of the Planning and Development Department, or a person designated in writing by the head of the Planning and Development Services Department to carry out any act or function under this Bylaw.

“Boulevard” means that portion of a Highway area between the curb lines or the lateral lines or the shoulder of a roadway and the adjacent property line.

“Building” means a temporary or permanent Structure designed, erected, or intended for the shelter, enclosure or occupancy of persons or property including animals, materials, chattels and/or equipment. Any tent, awning, bin, bunk, container, vessel, vehicle or trailer used for the purposes above shall be deemed a building.

“Bylaw Enforcement Officer” means an officer or employee of the City who has responsibility for inspection and enforcement relating to bylaw compliance.

“Candidate” means a Person who is a candidate for election pursuant to the *Local Government Act*, the *School Act* (BC), the *Election Act* (BC), or the *Canada Elections Act*, or a Person represented as a candidate on an Election Sign.

“Centre Median” means an area designated for the segregation of lanes of traffic on a roadway, designated either by lines or by landscaping.

“Chief Election Officer” means the person appointed as the chief election officer pursuant to the *Local Government Act*.

“City” means the City of Prince George.

“Council” means the Council of the City.

“Election Sign” includes any Sign primarily intended to promote the activities or the cause of any political group or entity or to encourage or discourage any Person to vote in any manner at an election or public referendum, whether Federal, Provincial, Municipal or other.

“General Voting Day” means “polling day” under the *Canada Elections Act*, or “General Voting Day” under the *Local Government Act*, *School Act* (BC), or

Election Act (BC), whichever is applicable.

“Highway” includes every highway within the meaning of the *Highway Act*, and every road, street, lane or right of way designed or intended for or used by the general public for the passage of vehicles, and every private place or passageway to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited; and includes the roadway, shoulder, Boulevard, ditch and Sidewalk area and whatever lands lie between the property lines of the highway.

“Park” means any outdoor land specifically for passive or active recreation including tot- lots, playgrounds, walkways, trails, environmentally significant areas, forest reserves, wildlife sanctuaries, greenbelts, conservation areas, allotment gardens, buffers, nature and cultural interpretation areas, and similar land uses. It includes all landscaping, facilities, sports fields, accesses, trails, Buildings and Structures consistent with the general purpose of parkland. It does not include a campground or manufactured home park.

“Person” means any individual, association, company, corporation, firm, organization, or partnership singular or plural, of any kind.

“Place” means to place, erect, affix, or attach.

“Roadway Structure” means a bridge, overpass, guardrail, retaining wall, fence, concrete barrier, fire hydrant, street light pole, utility pole and crosswalk pole.

“Sidewalk” means the area between the curb lines or lateral lines of a roadway and the adjacent property lines improved for use of pedestrians.

“Sign” means any Structure, device, fixture, poster, or visual representation that uses colour, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a Person or entity, or to communicate information of any kind to the public.

“Sign Face” means the display area of an Election Sign on which lettering, symbols, or pictures appear. Lettering on both sides of a Sign Face is considered two (2) Sign Faces.

“Structure” means a construction of any kind, whether fixed to, supported by or sunk into land or water or attached or affixed to any other construction and includes Buildings.

“Traffic Control Device” means a Sign, signal, line, meter, marking, space, barrier or any other device erected or placed under the authority of the “City of Prince George Highways Bylaw No. 6056, 1993”, as amended or replaced from time to time, for the purpose of warning, regulating, guiding or directing traffic.

2. Section 2 – ELECTION SIGN PLACEMENT AND LIMITS

2.1 Duration, Size and Height Limits

2.1.1 A Person must not Place, or permit to be Placed, an Election Sign on public or private property, except:

- a. in relation to federal elections and by-elections, from the time the writ of election is issued until three (3) days after General Voting Day;
- b. in relation to provincial elections and by-elections, from the time the writ of election is issued until three (3) days after General Voting Day;
- c. in relation to local government and school trustee elections and by-elections from the first day of the nomination period until three (3) days after General Voting Day;
- d. in relation to federal or provincial referenda or plebiscites, from the day that the text of the question is approved by the federal parliament or by the provincial legislature, as the case may be, until three (3) days after the General Voting Day;
- e. in relation to local government referenda or plebiscites, from the day that the text of the question is approved by Council or the Board of the Regional District of Fraser-Fort George by bylaw or by resolution, as the case may be, until three (3) days after General Voting Day;
- f. in relation to provincial recall or initiative campaigns, from the day that an application for recall or initiative is approved by the Chief Electoral Officer for British Columbia until three (3) days after the final disposition of the matter.

2.1.2 A Person shall not Place, or permit to be Placed, on public property an Election Sign:

- a. with a Sign Face exceeding three square metres (3.0 m²) in area;
- b. with more than four (4) Sign Faces; nor
- c. that exceeds 2.45 metres in height, as measured from the grade of the site on which the Election Sign is placed to the top of the Election Sign or its supporting structure; whichever is greater, as shown on Schedule “A” attached to and forming part of this Bylaw.

2.1.3 A Person shall not Place, or permit to be Placed, on private property an Election Sign:

- a. with a Sign Face exceeding one and a half square metres (1.5 m²) in area;
- b. with more than four (4) Sign Faces; nor
- c. that exceeds 2.0 metres in height, as measured from the grade of the site on which the Election Sign is placed to the top of the Election Sign or its supporting structure, whichever is greater.

2.2 Placement on City Property

2.2.1 A Person must not Place, or permit to be Placed, an Election Sign on:

- a. a City Highway or right of way;
- b. a Boulevard, Centre Median, Sidewalk, or in a Park;
- c. any Roadway Structure or Traffic Control Device;
- d. a tree, bush, planter, waste or recycling receptacle, newspaper box, mail box, Sign post, bridge, tunnel or overpass Structure, or in any garden; or
- e. any other City-owned property, including land, Buildings, Structures, and equipment.

2.2.2 As an exception to subsection 2.2.1 b., Election Signs may be Placed on a Boulevard immediately in front of a parcel used solely for residential purposes with the consent of the property owner, occupant, or the strata corporation in the case of a parcel containing strata lots.

2.2.3 As an exception to subsection 2.2.1, Election Signs may be Placed in the locations as set out in Schedule “B” attached to and forming part of this Bylaw.

2.3 Placement on Private Property

2.3.1 Election Signs may not be Placed on private property without the approval of the property owner or occupant, or the strata corporation in the case of a parcel containing strata lots.

2.4 Hazardous Placement

2.4.1 A Person must not Place, or permit to be Placed, on public or private property, an Election Sign:

- a. that overhangs City-owned property;

- b. within three (3) metres of a fire hydrant; or
- c. that obstructs, simulates or detracts from the visibility of regulatory Signs or other Traffic Control Devices.

2.5 Animated Election Signs

- 2.5.1** Animated Election Signs may not be Placed on private property without the approval of the property owner and must be in accordance with the provisions relating to “Animated Signs” in the City of Prince George Sign Bylaw No. 7202, 2001, as amended from time to time. Notwithstanding anything to the contrary set out in this Bylaw, the size of Animated Election Signs on private property shall be governed by the provisions of the City of Prince George Sign Bylaw No. 7202, 2001, as amended from time to time.

3. Section 3 – USE OF CITY OF PRINCE GEORGE LOGO

- 3.1** Except as authorized in writing by the City, no Person is permitted to display on an Election Sign or other election advertising a logo, trademark or Official Mark, in whole or in part, owned or licensed by the City.

4. Section 4 – ENFORCEMENT

- 4.1** A Bylaw Enforcement Officer may remove, and the Chief Election Officer may order the removal of, any Election Sign that is Placed, or permitted to be Placed, in contravention of any provision of this Bylaw.
- 4.2** Election Signs removed pursuant to Section 4.1 will be stored at a City facility and may be claimed by a Candidate or Candidate representative, or a Person authorized by a Candidate or Candidate representative, referendum proponent, opponent or advertising sponsor registered with Elections BC or Elections Canada.
- 4.3** Election Signs removed pursuant to Section 4.1 and not claimed within seven (7) days after the period set out in Section 2.1.1 of this Bylaw, become the property of the City and may be destroyed or otherwise disposed of by the City without notice to any Person.

5. Section 5 – OFFENCE AND PENALTIES

- 5.1** A Bylaw Enforcement Officer may initiate enforcement of this Bylaw as follows:
- a. by means of a ticket under the *Community Charter*;

- b. by Bylaw Notice in accordance with the “*Local Government Bylaw Notice Enforcement Act*”; or
 - c. by a combination of the above noted methods in a. and b.
- 5.2** Council hereby delegates the authority to refer any disputed tickets issued pursuant to the *Community Charter*, to the Provincial Court, to Bylaw Enforcement Officers, and the Authorized Person.
- 5.3** With respect to enforcement further to a Bylaw Notice issued pursuant to the *Local Government Bylaw Notice Enforcement Act*, the fines outlined in Schedule “B” of the “City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016”, as amended or replaced from time to time, shall apply.
- 5.4** Except as otherwise provided in this Bylaw, or the “City of Prince George Bylaw Notice Enforcement Bylaw No. 8813, 2016”, and amendments thereto, any Person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, or omits or neglects to fulfill, observe, carryout or perform any duty or obligation imposed by the Bylaw shall be liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00).
- 5.5** Every day during which any violation, contravention or breach of this Bylaw continues shall be deemed a separate offence.

READ A FIRST TIME THIS **24th** DAY OF **JULY** , 2017.

READ A SECOND TIME THIS **24th** DAY OF **JULY** , 2017.

READ A THIRD TIME THIS **24th** DAY OF **JULY** , 2017.

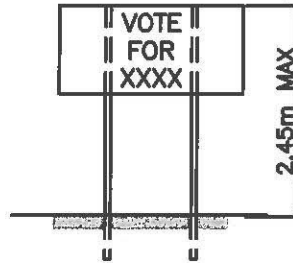
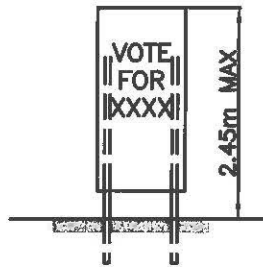
All three readings passed by a **MAJORITY** decision of Members of City Council present and eligible to vote.

ADOPTED THIS **21st** DAY OF **AUGUST** , 2017
 BY A **MAJORITY** DECISION OF ALL MEMBERS OF CITY
 COUNCIL PRESENT AND ELIGIBLE TO VOTE.

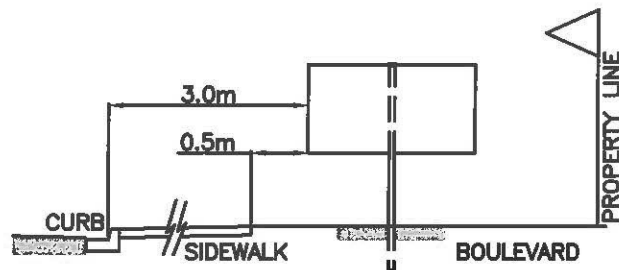
MAYOR

CORPORATE OFFICER

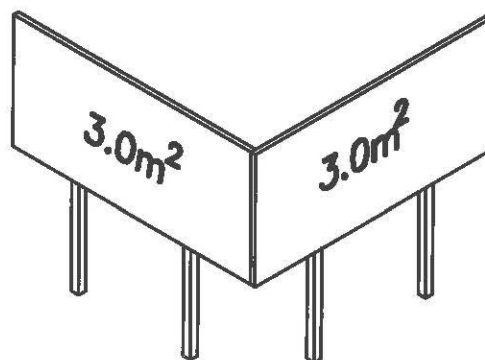
GUIDE FOR SIZE & LOCATION OF POLITICAL SIGNS



- MAXIMUM SIZE OF ANY ONE SIGN IS $3.0m^2$.
- TOP OF SIGN MAY NOT BE MORE THAT 2.45m ABOVE GROUND.



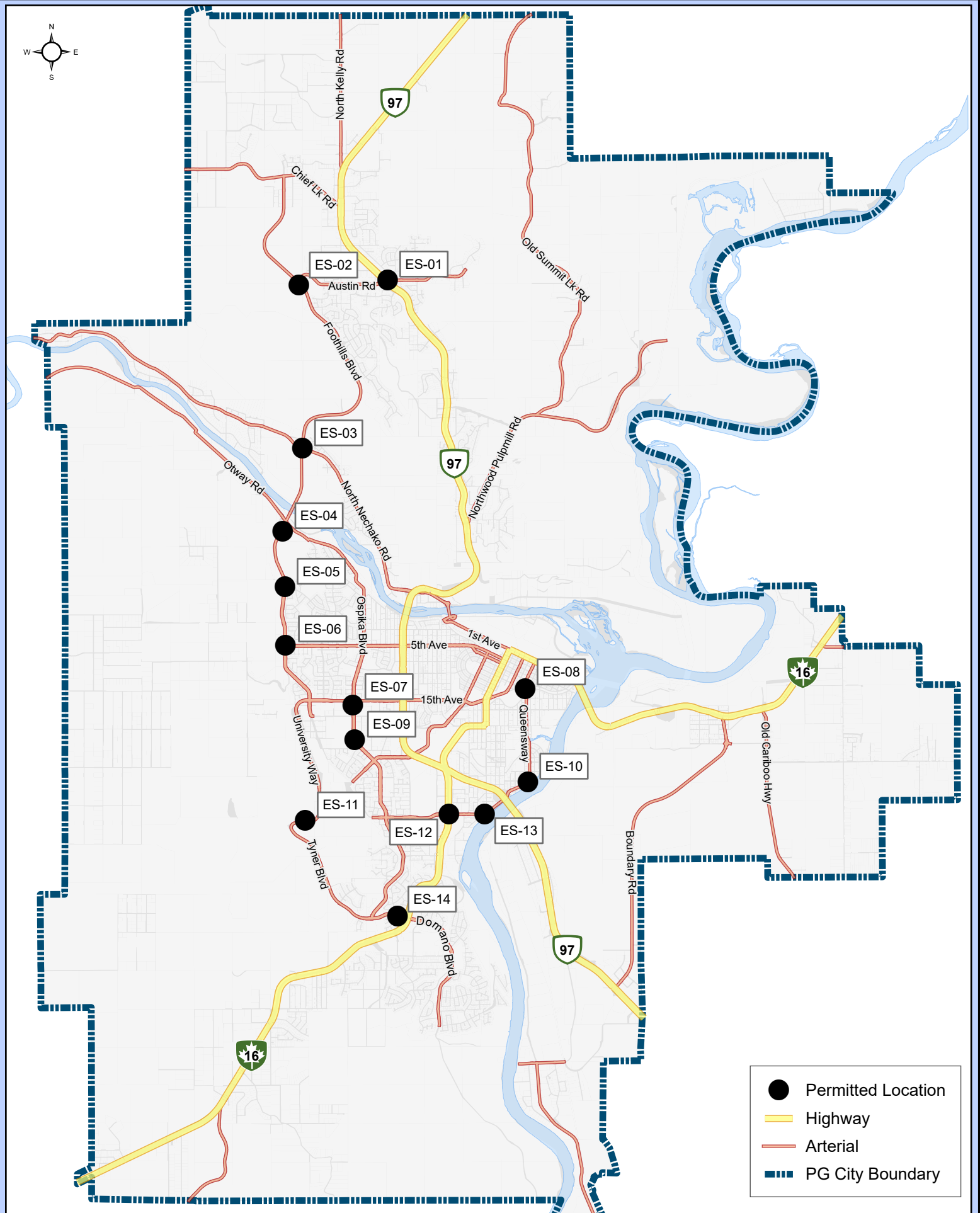
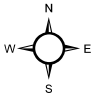
KEEP SIGN 0.5m FROM FROM
EDGE OF SIDEWALK AND 3.0m
FROM THE HIGHWAY,



SIGNS MAY HAVE UP TO 4 SIGN FACES,
EACH SIDE A MAXIMUM OF $3.0m^2$.

Schedule “B” to Bylaw No. 8867, 2017**Permitted Election Sign Locations**

Site Identifier	Location
ES-01	Austin Road East and Highway 97 (see attached map)
ES-02	Foothills Boulevard and Austin Road (see attached map)
ES-03	Foothills Boulevard and North Nechako Road (see attached map)
ES-04	Foothills Boulevard and North Otway Road (see attached map)
ES-05	Foothills Boulevard and 1 st Avenue (see attached map)
ES-06	Foothills Boulevard and 5 th Avenue (see attached map)
ES-07	Ospika Boulevard and 15 th Avenue (see attached map)
ES-08	Queensway and Patricia Boulevard (see attached map)
ES-09	Ospika Boulevard and 22 nd Avenue (see attached map)
ES-10	Queensway and Village Avenue (see attached map)
ES-11	University Way and Ceremonial Road (see attached map)
ES-12	Ferry Avenue and Highway 16 (see attached map)
ES-13	Ferry Avenue and Clapperton Street (see attached map)
ES-14	Tyner Boulevard and Highway 16 (see attached map)



0 1,000 2,000 3,000 4,000 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:100,000

Schedule "B" to Bylaw No. 8867

Election Signs - Permitted Locations Key Map





1.5m x 5m
East from Hydro Pole
0.5m from Sidewalk

BC Hydro Pole

AUSTIN RD E

Driveway Edge

1.5m x 20m
15m West of Driveway
3m from Edge of Street

-  Permitted Location
-  Parcel
-  Highway

0 5 10 15 20 Meters

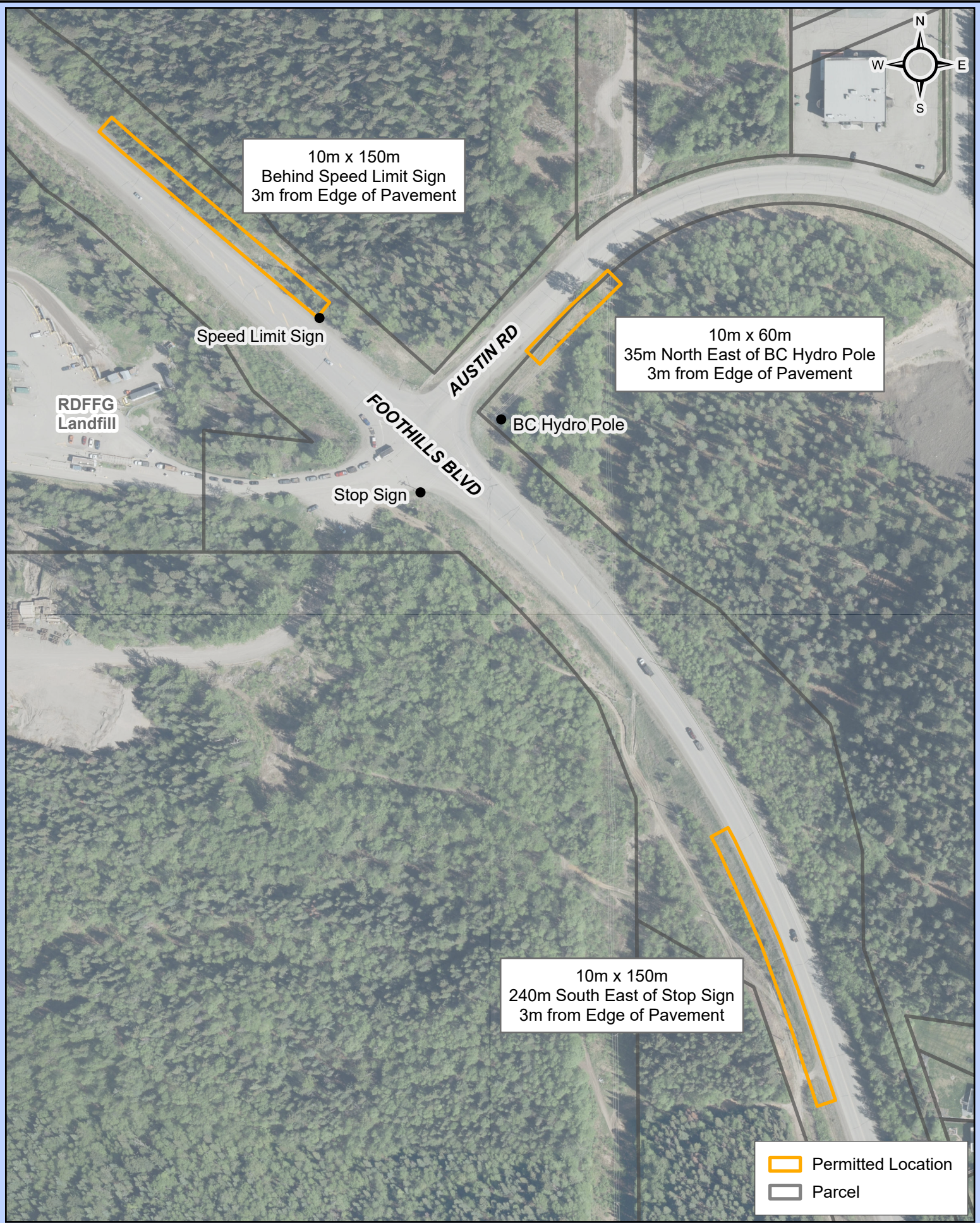
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Projection: Transverse Mercator
Datum: North American 1983

1:500

Schedule "B" to Bylaw No. 8867
ES-01 - Austin Rd and Highway 97



CITY OF PRINCE GEORGE



0 25 50 75 100 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

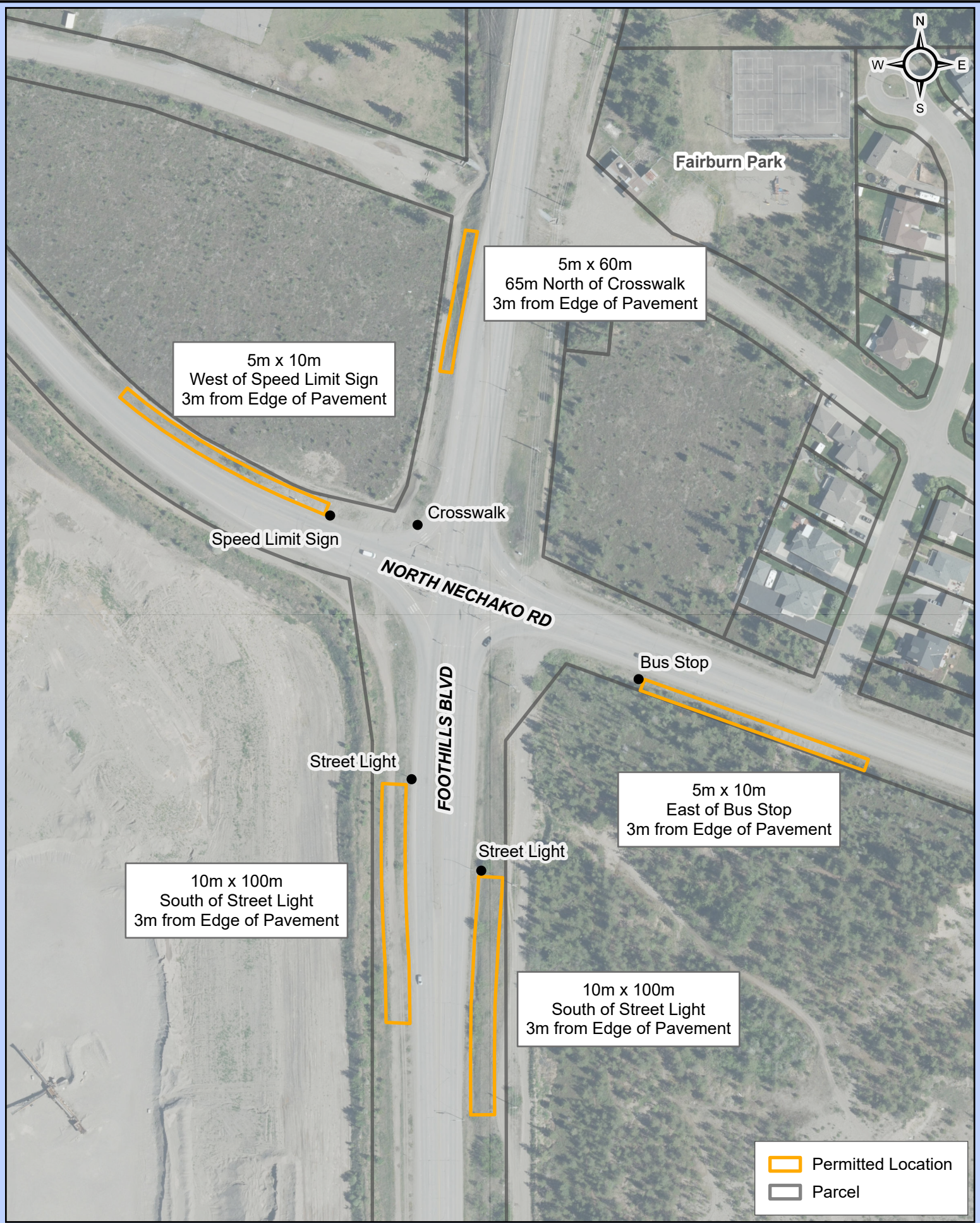
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Schedule "B" to Bylaw No. 8867

ES-02 - Foothills Blvd and Austin Rd



CITY OF PRINCE GEORGE



5m x 10m
West of Speed Limit Sign
3m from Edge of Pavement

5m x 60m
65m North of Crosswalk
3m from Edge of Pavement

5m x 10m
East of Bus Stop
3m from Edge of Pavement

10m x 100m
South of Street Light
3m from Edge of Pavement

10m x 100m
South of Street Light
3m from Edge of Pavement

-  Permitted Location
-  Parcel



FOOTHILLS BLVD

OTWAY RD

20m x 30m
North of Street Light following Curve
3m from Edge of Pavement

Street Light

Truck Crossing Sign

10m x 75m
South of Truck Crossing Sign
3m from Edge of Pavement

Street Light

10m x 100m
45m South of Street Light
3m from Edge of Pavement

-  Permitted Location
-  Parcel

0 10 20 30 40 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:1,500

Schedule "B" to Bylaw No. 8867
ES-04 - Foothills Blvd and Otway Rd





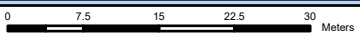
10m x 30m
North of Speed Limit Sign
0.5m from Edge of Sidewalk

Speed Limit Sign

FOOTHILLS BLVD

1ST AVE

-  Permitted Location
-  Parcel



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:750

Schedule "B" to Bylaw No. 8867

ES-05 - Foothills Blvd and 1st Ave



CITY OF PRINCE GEORGE



10m x 100m
15m North of Stop Sign
0.5m from Edge of Sidewalk

10m x 200m
100m North and South from
Centre of Meridian
3m from Edge of Road

● Stop Sign

5TH AVE

● Centre Point

FOOTHILLS BLVD

 Permitted Location
 Parcel

0 10 20 30 40 Meters

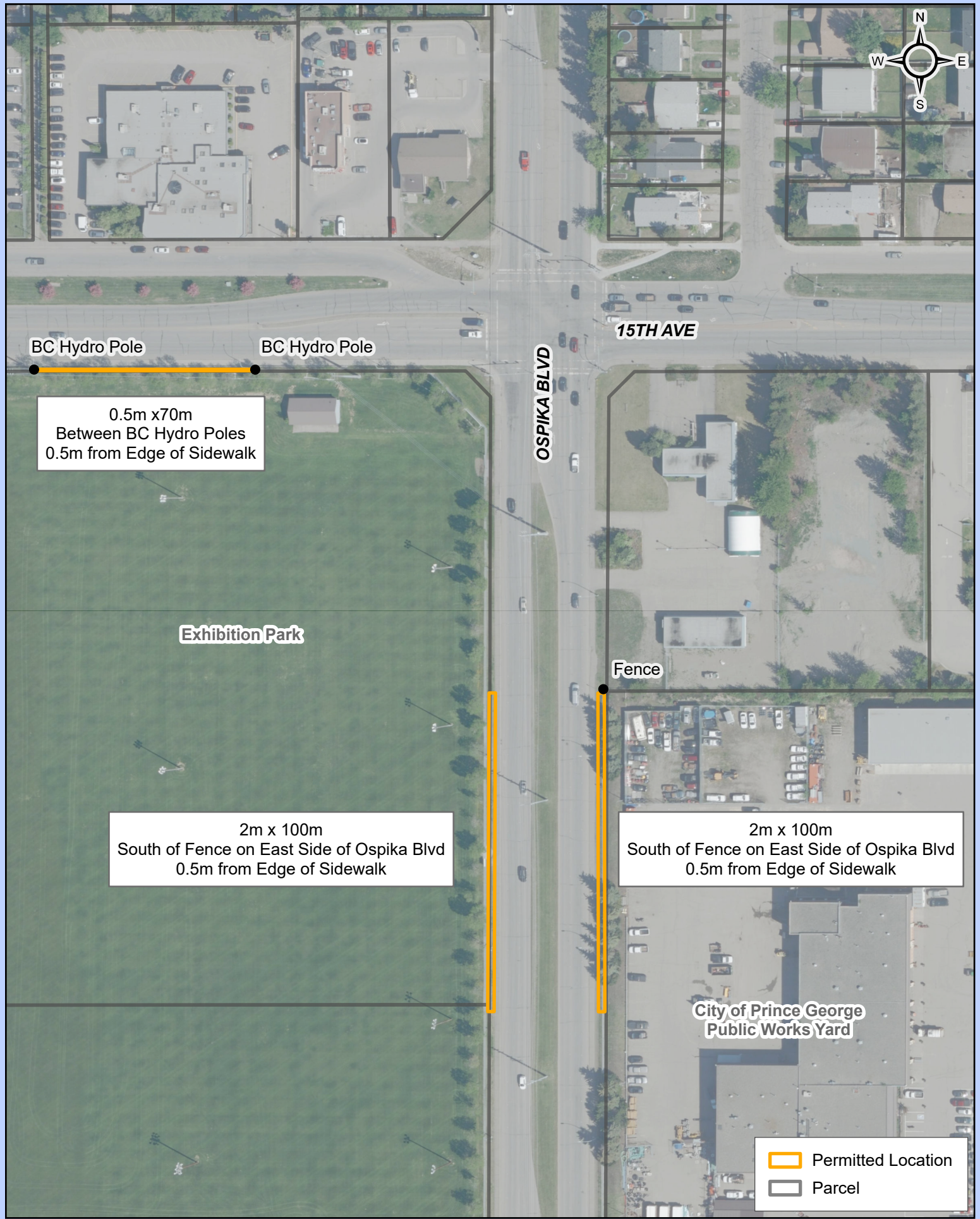
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Projection: Transverse Mercator
Datum: North American 1983

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Schedule "B" to Bylaw No. 8867
ES-06 - Foothills Blvd and 5th Ave



CITY OF PRINCE GEORGE



BC Hydro Pole

BC Hydro Pole

15TH AVE

OSPIKA BLVD

Fence

Exhibition Park

City of Prince George
Public Works Yard

0.5m x 70m
Between BC Hydro Poles
0.5m from Edge of Sidewalk

2m x 100m
South of Fence on East Side of Ospika Blvd
0.5m from Edge of Sidewalk

2m x 100m
South of Fence on East Side of Ospika Blvd
0.5m from Edge of Sidewalk

Permitted Location
Parcel

0 10 20 30 40 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:1,500

Schedule "B" to Bylaw No. 8867
ES-07 - Ospika Blvd and 15th Ave





10m x 50m
15m North of Crosswalk
0.5m from Edge of Sidewalk

QUEENSWAY

Crosswalk

PATRICIA BLVD

Connaught Hill Park

Permitted Location
Parcel

0 5 10 15 20 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Schedule "B" to Bylaw No. 8867
ES-08 - Queensway and Patricia Blvd



CITY OF PRINCE GEORGE

Exhibition Park



Street Light

Street Light

2.5m x 50m
South of Street Light
0.5m from Edge of Sidewalk

2.5m x 40m
South of Street Light
0.5m from Edge of Sidewalk

OSPIKA BLVD

22ND AVE

-  Permitted Location
-  Parcel

0 7.5 15 22.5 30 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:750

Schedule "B" to Bylaw No. 8867
ES-09 - Ospika Blvd and 22nd Ave



CITY OF PRINCE GEORGE



5m x 50m
South from Fence
0.5m from Edge of Sidewalk

-  Permitted Location
-  Parcel

0 7.5 15 22.5 30 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:750

Schedule "B" to Bylaw No. 8867
ES-10 - Queensway and Village Ave





Dr. Charles Jago
Northern Sports Centre

CEREMONIAL RD

UNIVERSITY WAY

5m x 50m
East of Street Light
3m from Edge of Road

2.5m x 100m
Between Street Lights
0.5m from Edge of Sidewalk

Street Light

Street Light

Street Light

 Permitted Location
 Parcel

0 10 20 30 40 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:1,750

Schedule "B" to Bylaw No. 8867
ES-11 - University Way and Ceremonial Rd





5m x 35m
15m East of Driveway
3m from Edge of Road

Driveway

10m x 60m
15m East of Driveway
0.5m from Edge of Sidewalk

Driveway

FERRY AVE

Street Light

Driveway

10m x 60m
15m West of Driveway to Street Light
0.5m from Edge of Sidewalk

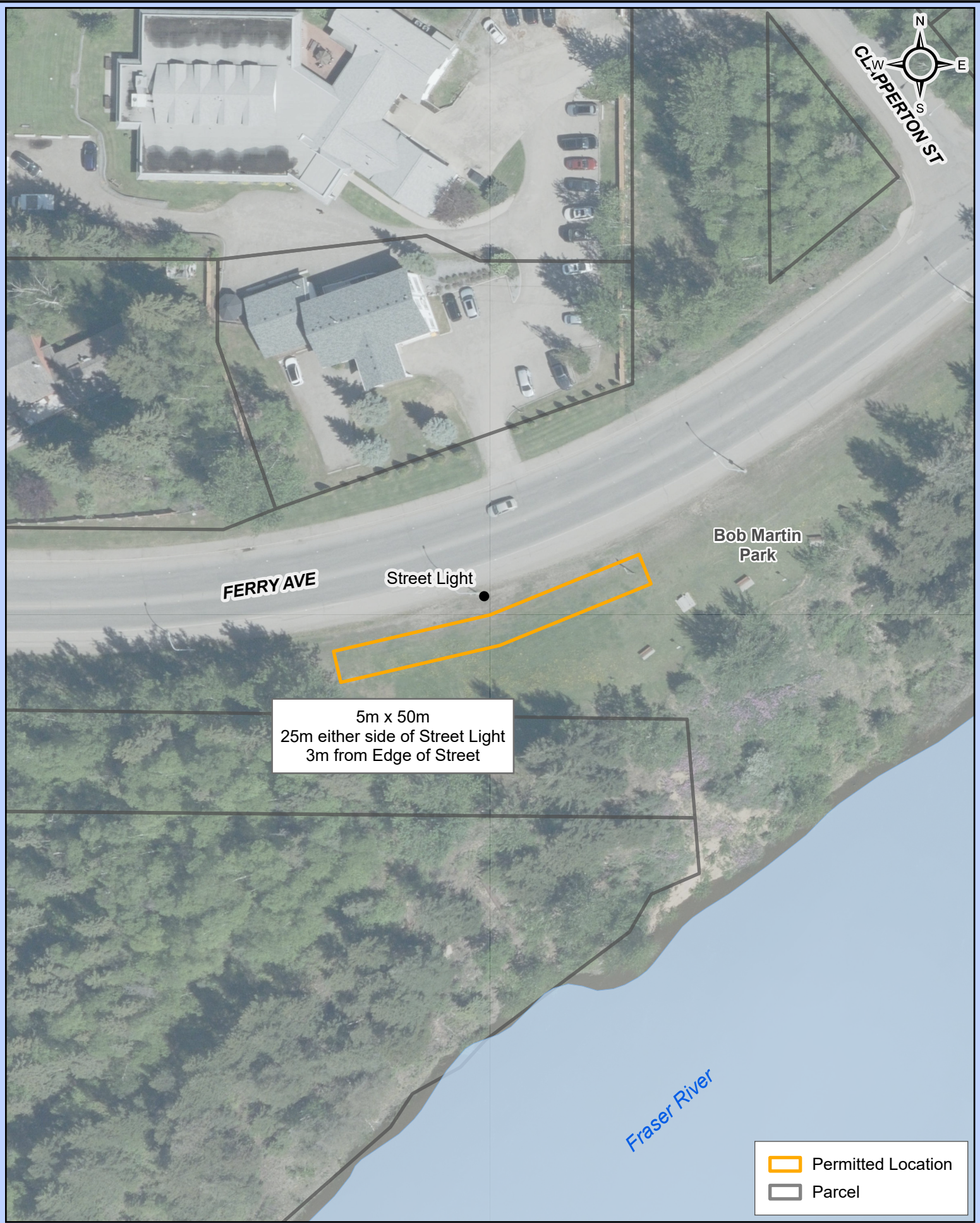
Memorial Park Cemetery

- Permitted Location
- Parcel
- Highway

0 10 20 30 40 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:1,750

Schedule "B" to Bylaw No. 8867
ES-12 - Ferry Ave and Highway 16





0 7.5 15 22.5 30 Meters

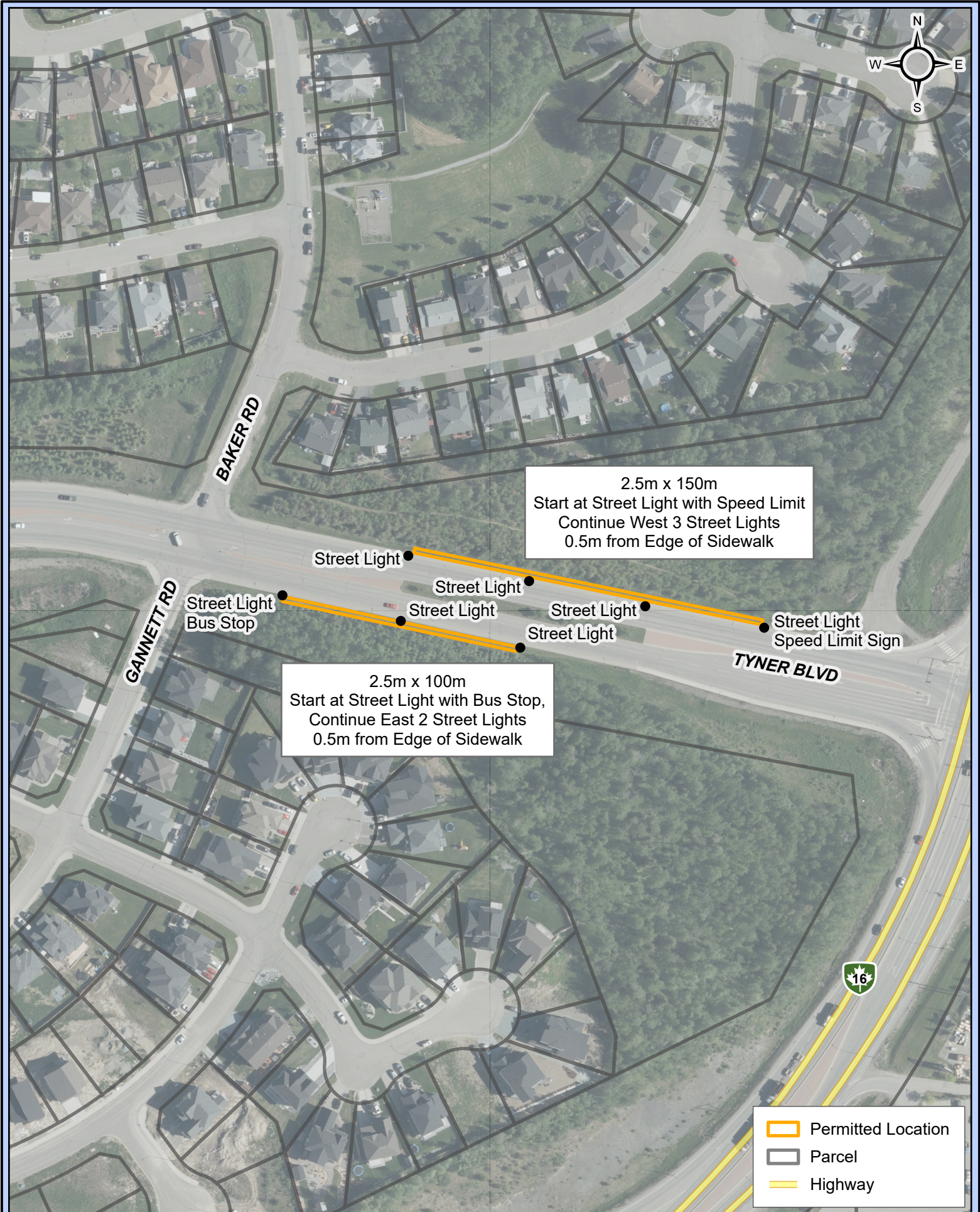
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Projection: Transverse Mercator
Datum: North American 1983

1:750

Schedule "B" to Bylaw No. 8867
ES-13 - Ferry Ave and Clapperton St



CITY OF PRINCE GEORGE



2.5m x 150m
Start at Street Light with Speed Limit
Continue West 3 Street Lights
0.5m from Edge of Sidewalk

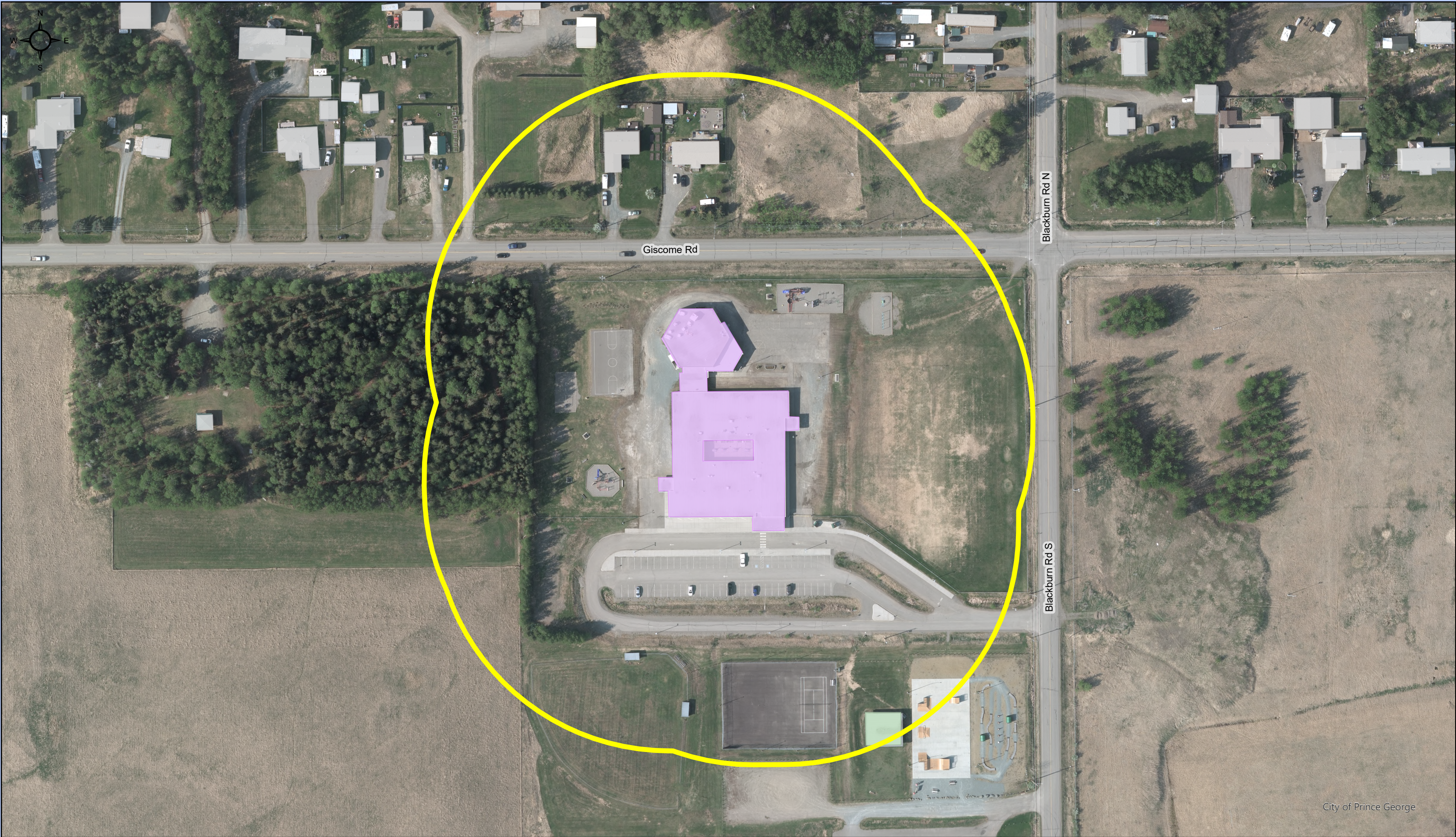
2.5m x 100m
Start at Street Light with Bus Stop,
Continue East 2 Street Lights
0.5m from Edge of Sidewalk

- Permitted Location
- Parcel
- Highway

2026 Voting Locations – Maps Showing 100 Metre Buffer

The following locations are set as voting locations for the 2026 General Local Election. Maps of those locations, including the 100-metre buffer are noted on the following pages.

Blackburn Elementary School	2222 Blackburn Road South, Prince George, BC
College Heights Secondary School	6180 Domano Boulevard, Prince George, BC
DP Todd Secondary School	4444 Hill Avenue, Prince George, BC
Edgewood Elementary School	4440 Craig Road, Prince George, BC
John McInnis Centre	3400 Westwood Drive, Prince George, BC
Prince George Conference and Civic Centre	808 Canada Games Way, Prince George, BC
Shas Ti Kelly Road Secondary School	7405 Kelly Road, Prince George, BC
Vanway Elementary School	4509 Highway 16 West, Prince George, BC



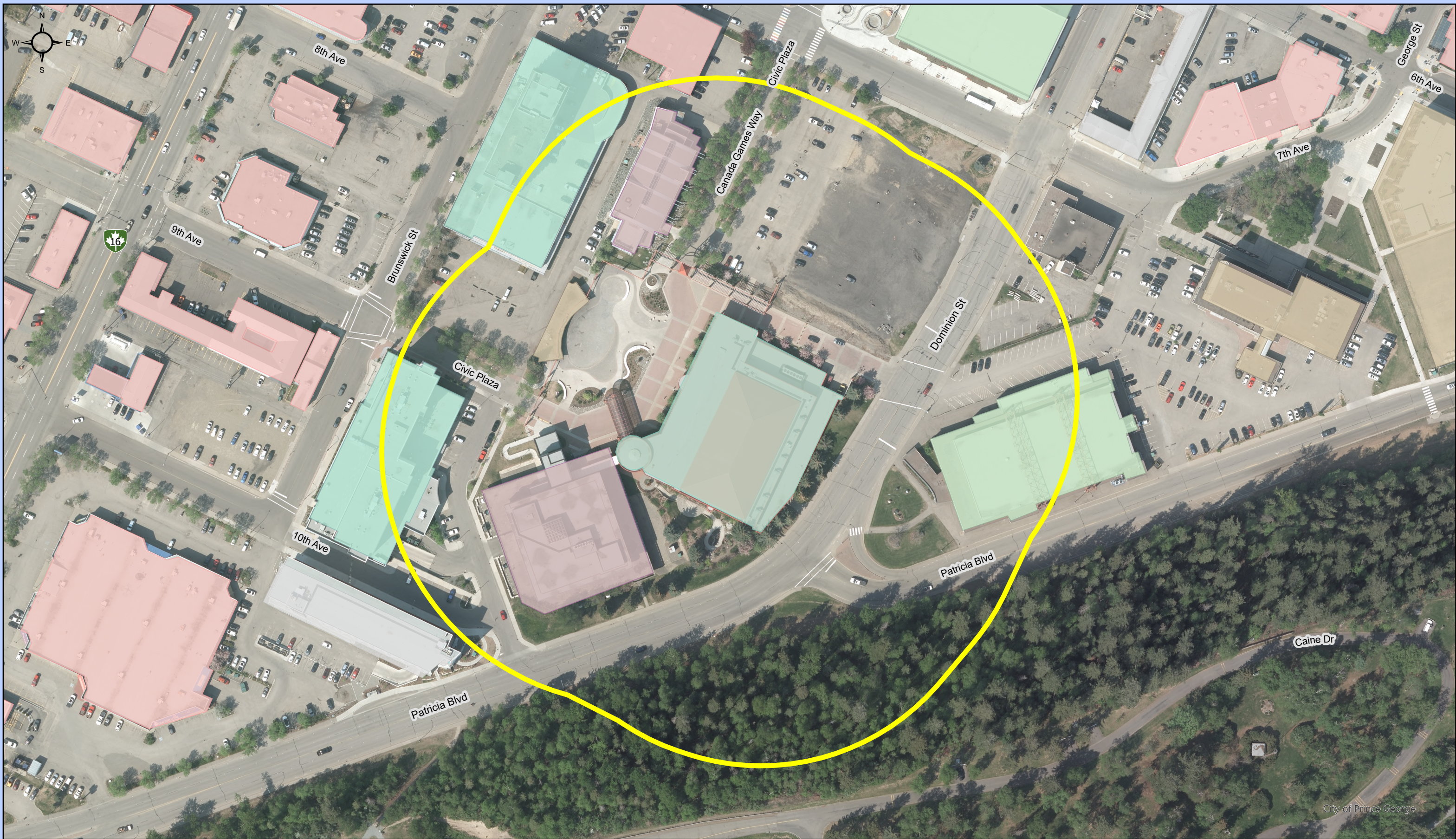
City of Prince George

0 10 20 30 40 50 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

Blackburn Elementary - 2222 Blackburn Road South



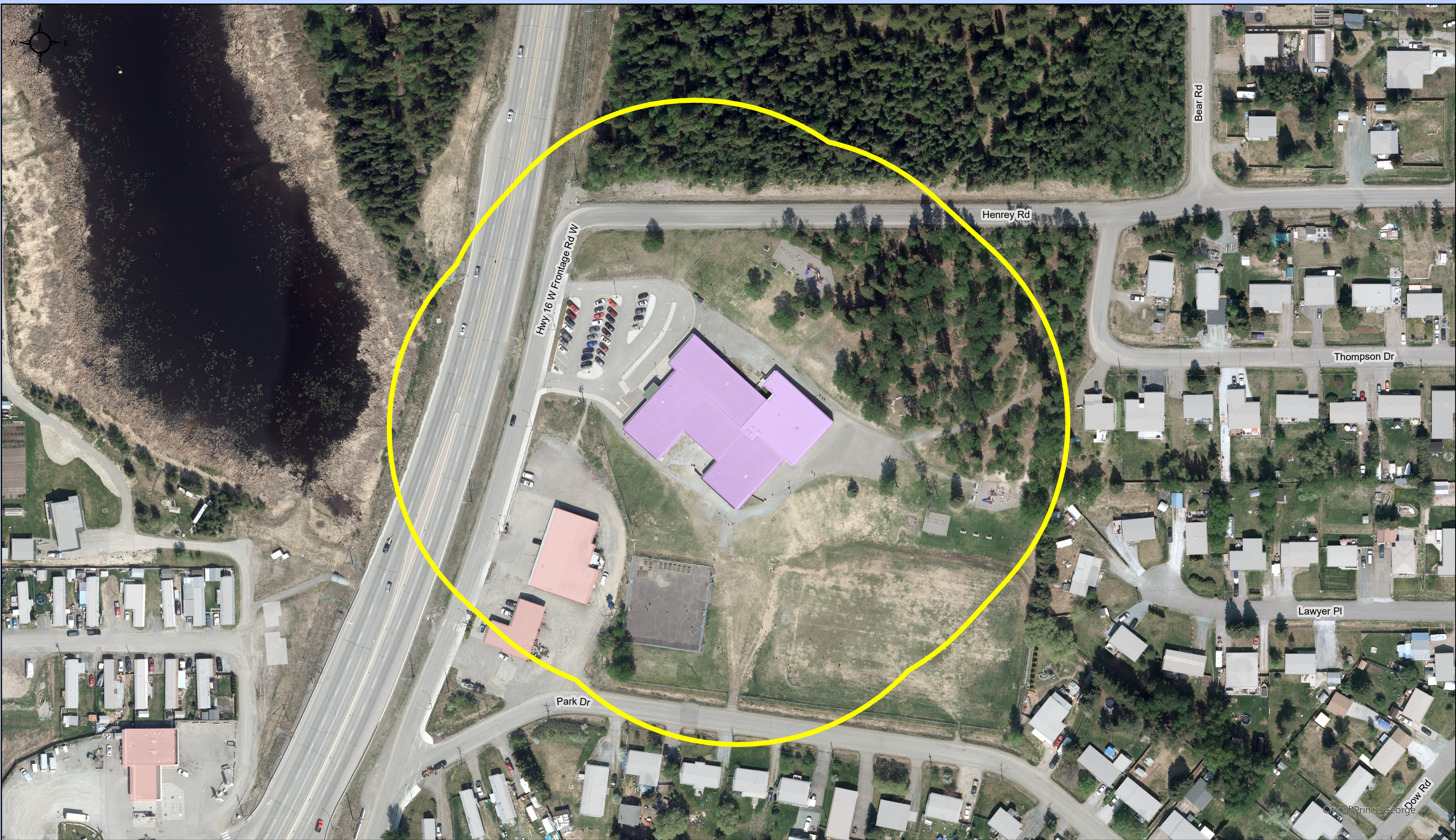


0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

Prince George Conference and Civic Centre - 808 Canada Games Way

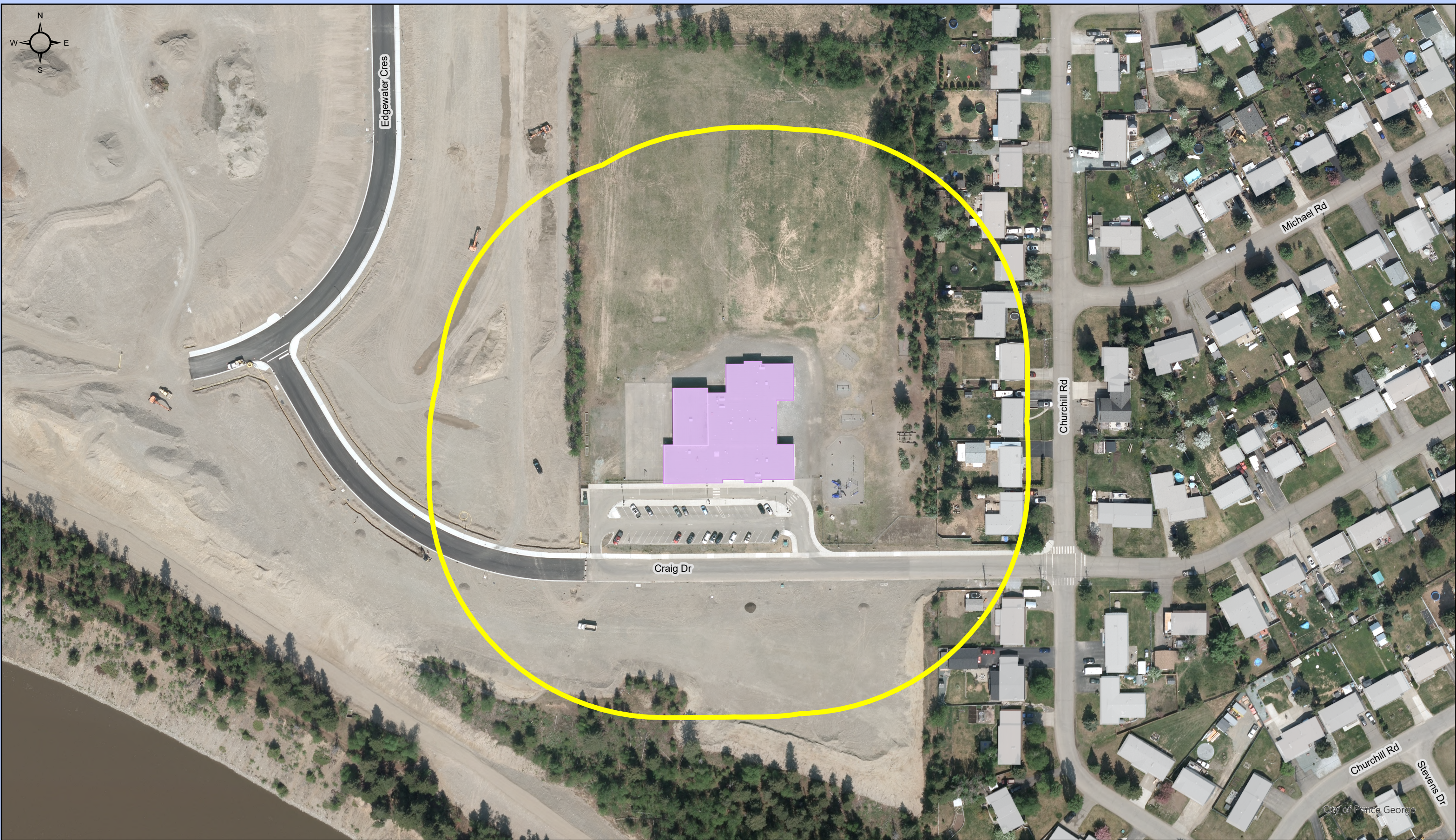


0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

Vanway Elementary - 4509 Highway 16 West

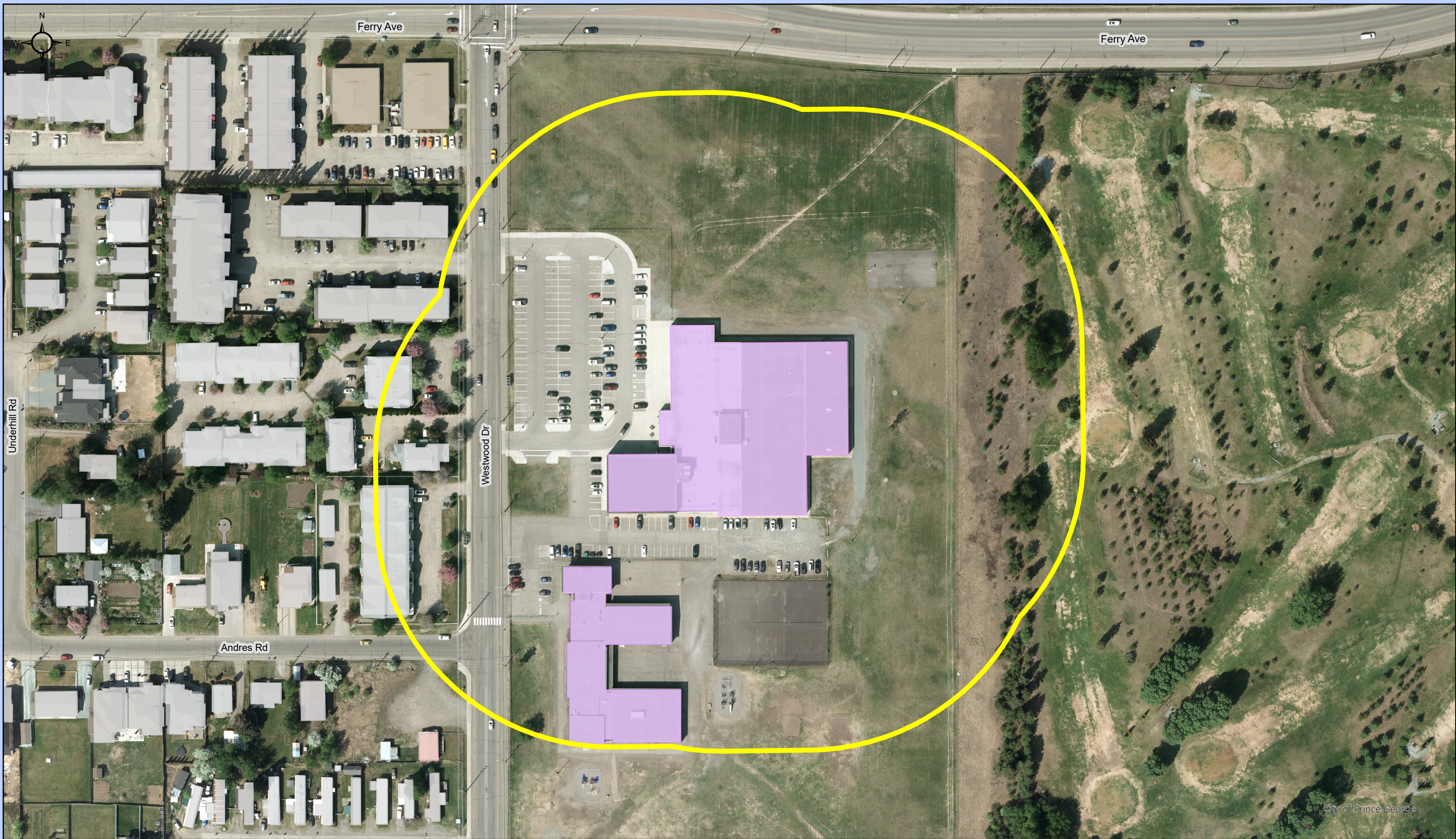


0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

Edgewood Elementary

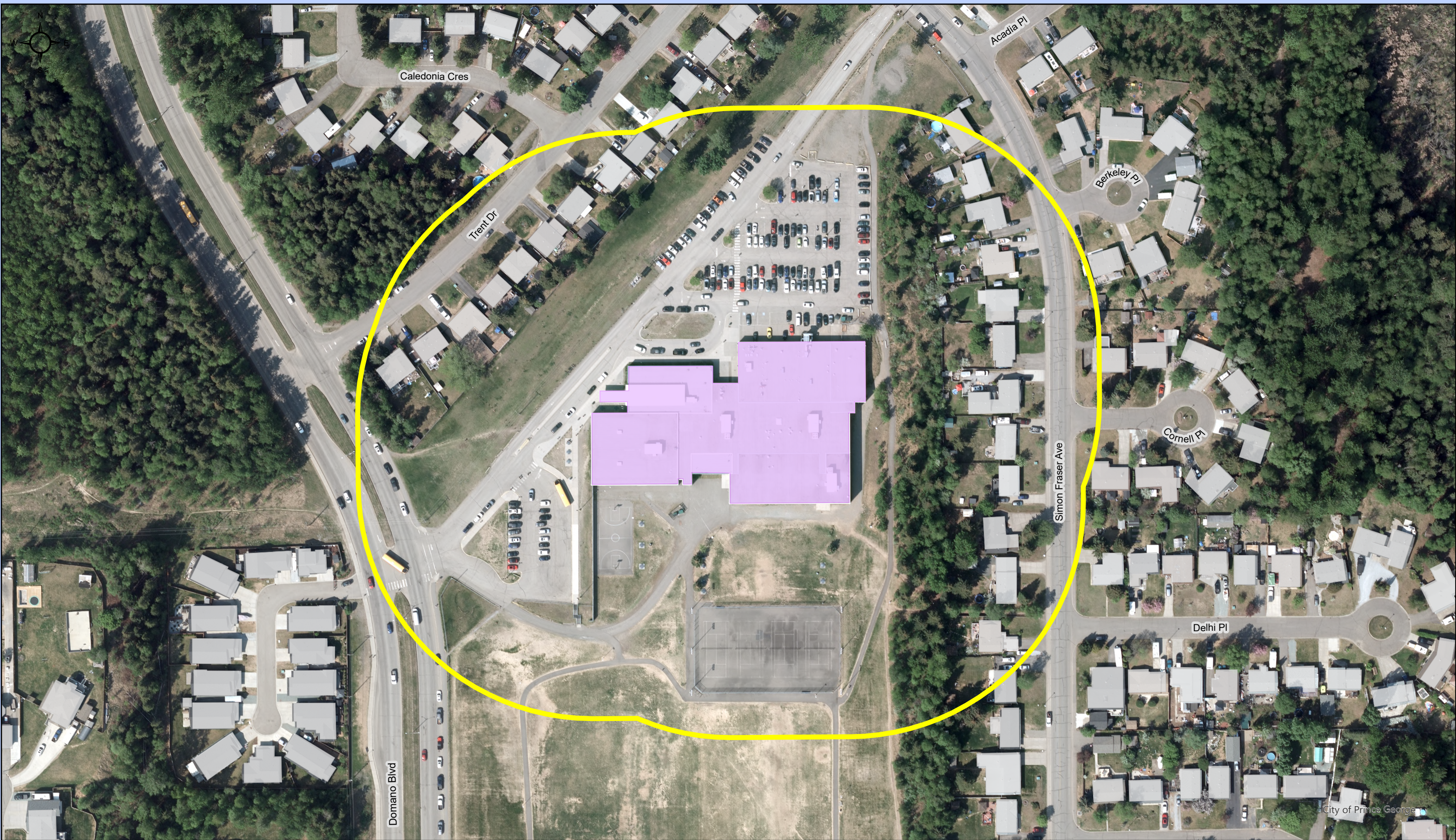


0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

John McInnis Learning Centre - 3400 Westwood Drive

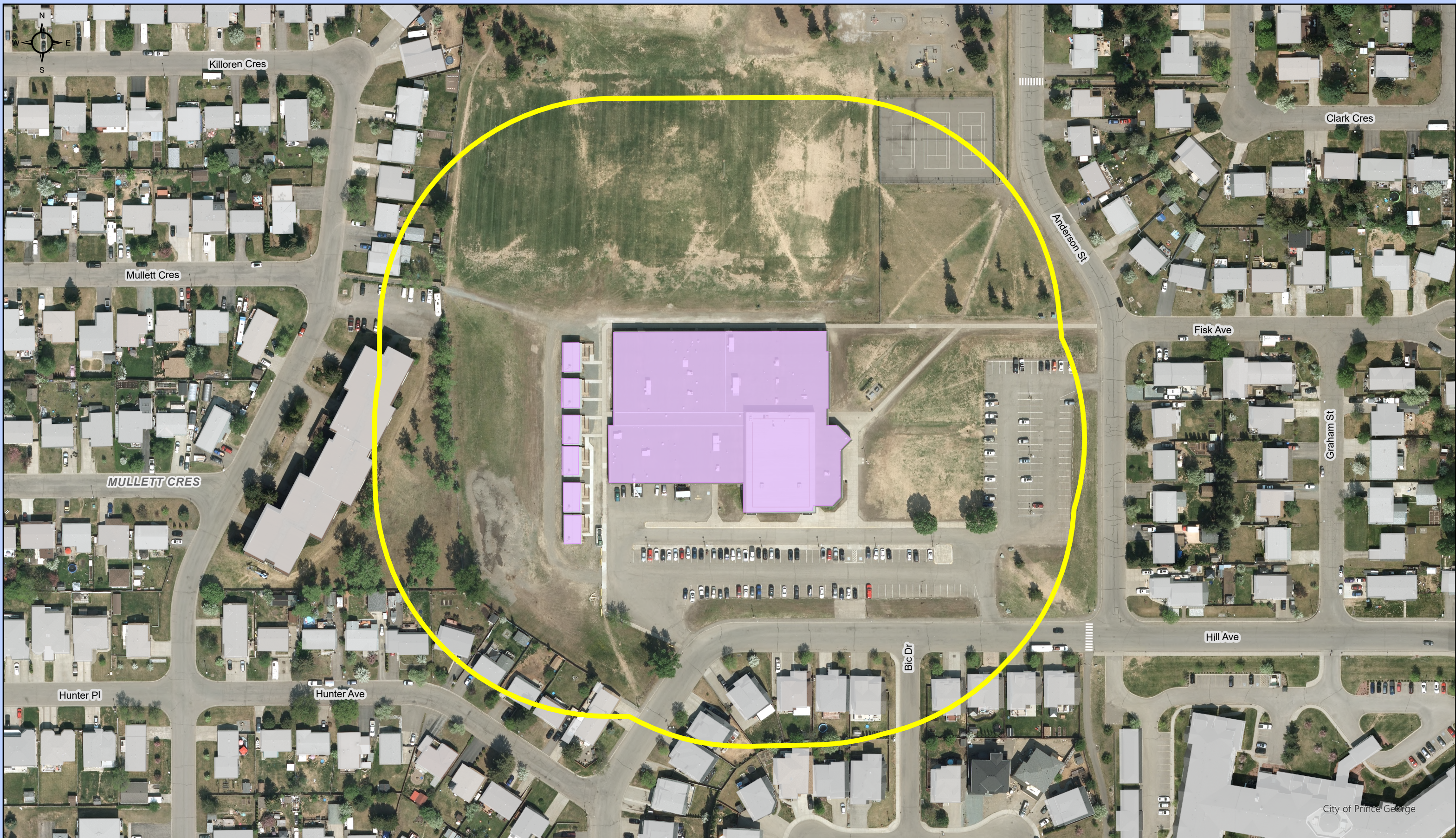


0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

College Heights Secondary - 6180 Domano Boulevard

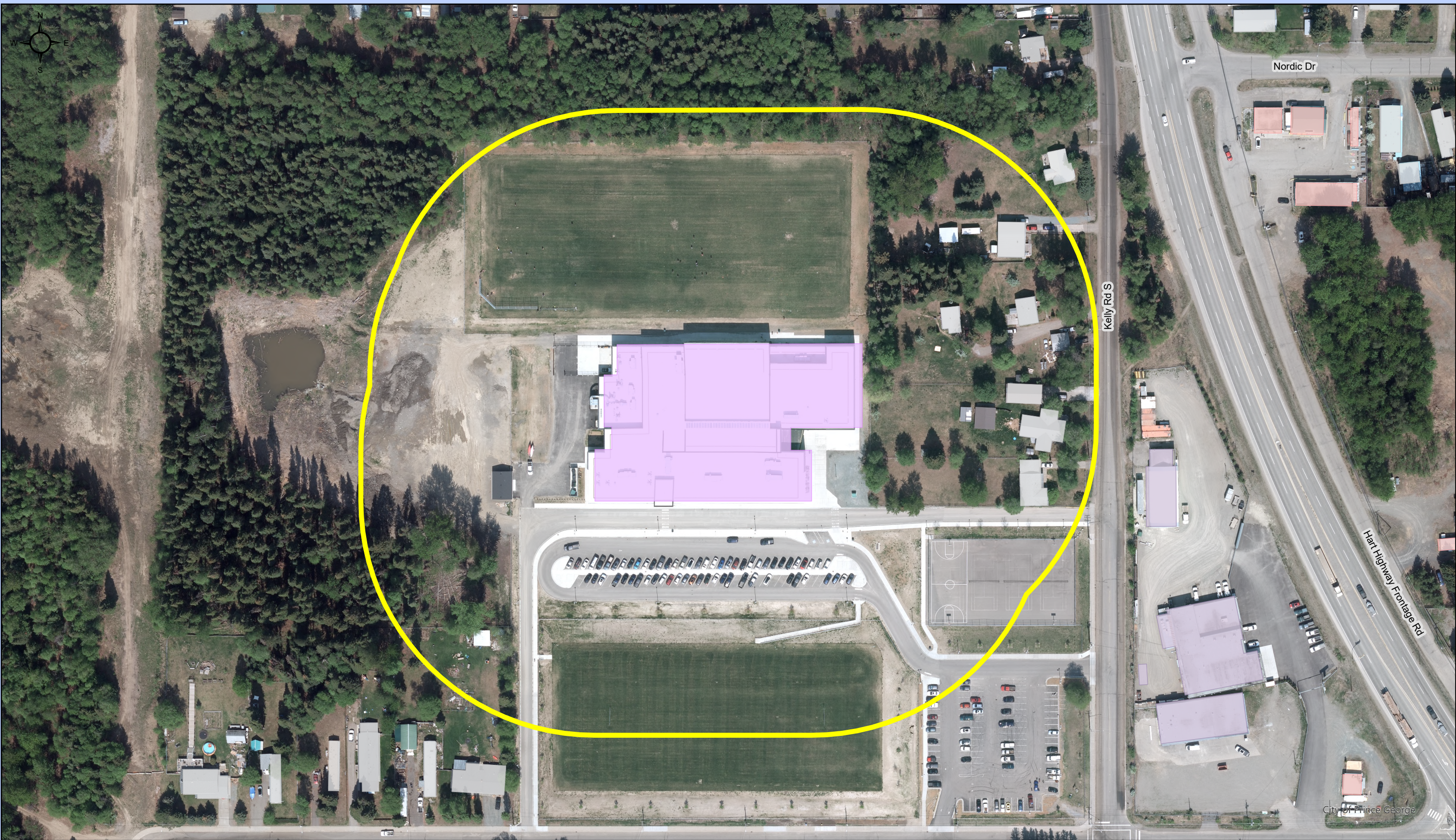


0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

DP Todd Secondary - 4444 Hill Avenue



0 10 20 30 40 50 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

2026 Local Election Voting Locations

Shas Ti Kelly Road Secondary - 7405 Kelly Road

Section 4: Campaign Financing Disclosure Statements

Candidates and their financial agents are responsible for filing a campaign financing disclosure statement with Elections BC, even if the candidate withdraws, was acclaimed, had no campaign contributions, or had no election expenses.

For the 2026 General Local Election, the campaign financing disclosure statement must be received by Elections BC by Friday, January 15, 2027, which is 90 days after General Voting Day.

Late filing is permitted only within the late filing period. A \$500 late filing fee applies, and the disclosure statement must be received by Elections BC within 30 days after the filing deadline and be accompanied by the required late filing fee.

The disclosure statement must include information about all campaign financing activity, including:

- Campaign contributions;
- Election expenses;
- Transfers;
- Surplus campaign funds; and
- Other transactions related to the campaign.

After the filing deadline, Elections BC will publish campaign financing disclosure statements online.

The City of Prince George does not receive or process campaign financing disclosure statements. Disclosure statements are filed directly with Elections BC. The City will provide public access to disclosure information as required under the *Local Elections Campaign Financing Act*.

Failure to file a campaign financing disclosure statement may result in significant penalties under the *Local Elections Campaign Financing Act*, including disqualification from running for local office until after the next general local election. If an elected candidate fails to file, they may lose their seat.

Questions and Support

For assistance, please contact Elections BC:

Toll-free: 1.800.661.8683

Email: electoral.finance@elections.bc.ca

Website: www.elections.bc.ca

Campaign Financing Resources

- Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents
<https://elections.bc.ca/resources/guides/local-elections-guides/>
- Local Elections Campaign Financing Act
<http://www.bclaws.ca/civix/document/id/complete/statreg/14018>
- Local Elections Campaign Financing Expense Limit Regulation
http://www.bclaws.ca/civix/document/id/complete/statreg/309_2016

Section 5: Voter Information

Elector Registration

In accordance with the *City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026*, the City uses **same-day elector registration**. This means electors register to vote at the time of voting, before receiving a ballot.

At the time of registration, electors must:

- Provide the required identification;
- Provide the information required to confirm their elector qualifications; and
- Sign the voting book, declaring that they meet the qualifications to vote.

Identification Requirements

Resident Electors must provide two (2) pieces of identification that verify the elector's identity and place of residence. At least one piece of identification must include the elector's signature.

Non-Resident Property Electors must provide two (2) pieces of identification that verify the elector's identity and place of residence. At least one piece of identification must include the elector's signature. Non-resident property electors must also provide proof of ownership of the property in relation to which they are voting.

Where more than one individual is registered as an owner of the property, only one owner may register and vote as the non-resident property elector for that property. The individual registering must obtain the written consent of the majority of the other registered owners.

To qualify, every person listed as a registered owner of the property must be an individual—not a corporation, society, partnership, or other organization. The property must also be owned for the benefit of those individuals and cannot be held in trust for a corporation or another trust.

Elector Qualifications

Resident Electors

To register as a resident elector, a person must:

- 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 (6) months immediately before the day of registration;
- Be a resident of the City of Prince George on the day of registration; and
- Not be disqualified under the *Local Government Act* or any other enactment from voting, and not otherwise disqualified by law.

There is no minimum length of time a person must have lived in the City of Prince George before registering as a resident elector, provided they are a resident of the City of Prince George on the day of registration.

Non-Resident Property Electors

To register as a non-resident property elector, a person must:

- Not be entitled to register as a resident elector of the municipality;
- 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 (6) months immediately before the day of registration;
- Be a registered owner of real property in the municipality for at least thirty (30) days immediately before the day of registration;
- Ensure all registered owners of the property are individuals (not holding the property in trust for a corporation or another trust); and
- Not be disqualified under the *Local Government Act* or any other enactment from voting, and not otherwise disqualified by law.

Corporate Voting

Corporations are not entitled to vote in local government elections in British Columbia. Voting rights are based on individual elector qualifications, either as a resident elector or as a non-resident property elector. A person cannot vote on behalf of a corporation, and a person cannot register as a non-resident property elector in relation to property owned wholly or partly by a corporation. The Province's voter guide states that there is no corporate or business vote in local elections.

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2026 General Local Election Voting Locations, Dates, and Times

Mail Ballot Voting	
Applications to request to vote by mail ballot will be available from August 4 to October 15, 2026. A mail ballot must be received by the Chief Election Officer before the close of voting on general voting day.	
Advance Voting Opportunities Voting hours are 8:00 am – 8:00 pm For all advance voting dates and locations	
Date	Voting Location
Wednesday, October 7, 2026	Prince George Conference and Civic Centre 808 Canada Games Way
Thursday, October 8, 2026	
Wednesday, October 14, 2026	
Thursday, October 15, 2026	
General Voting Day Saturday, October 17, 2026 from 8:00 am to 8:00 pm for all locations	
Blackburn Elementary School 2222 Blackburn Road South	
College Heights Secondary School 6180 Domano Boulevard	
DP Todd Secondary School 4444 Hill Avenue	
Edgewood Elementary School 4440 Craig Road	
John McInnis Centre for Learning Alternatives 3400 Westwood Drive	
Prince George Conference and Civic Centre 808 Canada Games Way	
Shas Ti Kelly Road Secondary School 7405 Kelly Road	
Vanway Elementary School 4509 Highway 16 West	

2026 General Local Election Voting Locations



Shas Ti Kelly Road Secondary
7405 Kelly Rd

Edgewood Elementary
4440 Craig Rd

DP Todd Secondary
4444 Hill Ave

Advance Voting Location
Prince George Conference & Civic Centre
808 Canada Games Way

Prince George Conference & Civic Centre
808 Canada Games Way

Blackburn Elementary
2222 Blackburn Rd

John McInnis Learning Centre
3400 Westwood Dr

College Heights Secondary
6180 Domano Blvd

Vanway Elementary
4509 Hwy 16 West

2026 Voting Locations

**Voting Hours at all Locations are
8:00am to 8:00pm**



General Voting Day Voting Locations

General Voting Day - Saturday, October 17, 2026



Advance Voting Location

Advance #1 - Wednesday, October 7, 2026

Advance #2 - Thursday, October 8, 2026

Advance #3 - Wednesday, October 14, 2026

Advance #4 - Thursday, October 15, 2026

All voting locations are accessible for individuals with mobility impairments and curbside voting is available. A ballot marking machine (Automark) for electors with hearing, visual, or other physical impairments will be available at the Prince George Conference & Civic Centre for the four advance voting opportunities and general voting day.

For more information please visit:
www.princegeorge.ca/vote

Section 6: Resources

Map of 2026 General Local Election Voting Locations	https://www.princegeorge.ca/election
2026 Council Meeting Calendar	https://www.princegeorge.ca/city-hall/mayor-council/meetings-agendas-minutes
City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026	https://www.princegeorge.ca/node/9935
City of Prince George Council Remuneration Bylaw No. 8414, 2012	https://www.princegeorge.ca/node/3000
City of Prince George Council Procedures Bylaw No. 8388, 2011	https://www.princegeorge.ca/node/2996
City of Prince George Council Code of Conduct Bylaw No. 9439, 2024	https://www.princegeorge.ca/node/5932
Foundational Principals of Responsible Conduct for BC's Local Governments	https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/foundational_principles_responsible_conduct_2022.pdf
Province of BC Resources	https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections • General Local Elections 101 • Thinking About Running for Local Office? • What Every Candidate Needs to Know • Candidate's Guide to Local Elections • Supporting a Candidate for Local Elections • Scrutineer's Guide to General Local Elections in BC
Elections BC Resources	https://elections.bc.ca/local-elections/2026-general-local-elections/ • Handbook for Local Candidates

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2026 General Local Election Voting Locations



Shas Ti Kelly Road Secondary
7405 Kelly Rd

Edgewood Elementary
4440 Craig Rd

DP Todd Secondary
4444 Hill Ave

Advance Voting Location
Prince George Conference & Civic Centre
808 Canada Games Way

Prince George Conference & Civic Centre
808 Canada Games Way

Blackburn Elementary
2222 Blackburn Rd

John McInnis Learning Centre
3400 Westwood Dr

College Heights Secondary
6180 Domano Blvd

Vanway Elementary
4509 Hwy 16 West

2026 Voting Locations

**Voting Hours at all Locations are
8:00am to 8:00pm**



General Voting Day Voting Locations

General Voting Day - Saturday, October 17, 2026

Advance Voting Location



Advance #1 - Wednesday, October 7, 2026

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For more information please visit:
www.princegeorge.ca/vote

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City of Prince George 2026 Council Meeting Calendar

Regular Council Meetings are scheduled at 6:00 p.m.
Closed Council Meetings are scheduled at 3:30 p.m.
Budget Council Meetings are scheduled at 1:00 p.m.
Committee of the Whole: Visit <https://calendar.princegeorge.ca/council>

All Council Meetings are held in Council Chambers at City Hall,
1100 Patricia Blvd., Prince George unless
Council resolves to hold a meeting elsewhere.

Council Meeting
Committee of the Whole Meeting

Council Budget Meeting

Statutory Holiday

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	NR Forum			23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	NCLGA			23	
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	FCM		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	UBCM				19	
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Natural Resources Forum (NRF): January 20 - 22 (Prince George, BC)
North Central Local Government Association (NCLGA) Convention: May 19 - 22 (Prince George, BC)
Federation of Canadian Municipalities (FCM) Annual Conference: June 4 - 7 (Edmonton, AB)
Union of BC Municipalities (UBCM) Convention: September 14 - 18 (Vancouver, BC)
Inaugural Council Meeting: November 2, 2026
General Local Election: October 17, 2026

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CITY OF PRINCE GEORGE
BYLAW NO. 9629, 2026

A Bylaw to establish various procedures for the conduct of local government elections and other voting.

WHEREAS under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS Council wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Council of the City of Prince George, in open meeting of Council, **ENACTS AS FOLLOWS:**

PART 1 - INTRODUCTION

1. Definitions

In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except that:

“acceptable mark” means a mark that:

- (a) an elector makes in the space provided on the Ballot opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any question; and
- (b) the Vote Tabulating Unit is able to identify.

“applicant” means an elector who wants to vote by mail and requests a mail ballot package.

“authorized person” means a person authorized by an Applicant, on the Applicant’s behalf, to pick up a mail ballot package or drop off a completed mail ballot package.

“automated vote counting system” means a system that:

- (a) counts and records votes;
- (b) processes and stores election results or other voting results; and
- (c) consists of Vote Tabulating Units, each of which rests on a two compartment Ballot Box, in which:
 - (i) one compartment is for voted Ballots, and for Returned Ballots which persons have re-inserted using the Ballot Return Override Procedure; and
 - (ii) one compartment is an Auxiliary Ballot Compartment used for the temporary storing of Ballots on which an elector has indicated a choice during such time as the Vote Tabulating Unit is not functioning.

“auxiliary ballot compartment” means a designated compartment used for the temporary deposit of voted Ballots if the Vote Tabulating Unit is not functioning.

“ballot” means a single ballot card designed for use in an Automated Vote Counting System, which shows:

- (a) the names of all the candidates for each of the offices to be filled; and
- (b) all choices on all questions on which the opinion or assent of the electors is sought.

“ballot marking device” means a device that physically marks a Ballot as intended by an elector through computer-assisted user interfaces controlled by the elector, including, without limitation, enhanced audio or visual aids, braille-marked keypads, or sip-and-puff devices.

“ballot return override procedure” means the use, by an election official, of a device or action on a Vote Tabulating Unit, which causes the unit to accept a Returned Ballot.

“certification envelope” means the envelope required under section 110 of the *Local Government Act* that includes the elector’s certification and is used to verify identity and entitlement before a Ballot is separated for counting.

“election headquarters” means the office of the chief election officer for the City of Prince George located on the Fifth Floor of City Hall, 1100 Patricia Boulevard, Prince George, BC.

“memory card” means the storage device used with a Vote Tabulating Unit to store election or other voting results.

“portable ballot box” means a ballot box used at a voting place where a Vote Tabulating Unit is not being used or is not functioning at the time of voting.

“register of mail ballots” means the records the chief election officer must keep to support challenges and administration of mail ballot voting.

“register tape” means the printed record generated from a Vote Tabulating Unit at the close of voting on general voting day that shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each question.

“returned ballot” means a voted Ballot that was inserted into the Vote Tabulating Unit and returned because it was not accepted by the Vote Tabulating Unit.

“vote tabulating unit” means the device into which voted Ballots are inserted and which scans each Ballot and counts and records the number of votes for each candidate and for or against each question.

2. Application

The Bylaw applies to general local elections and other voting.

PART 2 – NOMINATION PROCEDURES

3. Nomination Deposits

- 3.1. A person who wishes to be nominated for mayor or councillor must pay a nomination deposit in the amount of \$100.00.
- 3.2. The nomination deposit must be held and dealt with by the chief election officer in accordance with the *Local Government Act*.

4. Number of Nominators

- 4.1 The minimum number of qualified nominators required to make a nomination for the office of mayor or councillor is ten (10).

5. Electronic Access to Nomination Documents

- 5.1 Nomination documents for the office of mayor and councillor may be made available on the City website for up to thirty (30) days after the declaration of election results, in accordance with the *Local Government Act*.

6. Availability of Disclosure Statements

- 6.1 From the time information in a disclosure statement related to the City of Prince George that are made available on the Elections BC authorized internet site under the *Local Elections Campaign Financing Act*, the Corporate Officer must:
- (a) make that information available for public inspection at City Hall during, regular office hours, upon request; and
 - (b) provide a link on the City of Prince George website to information related to the City of Prince George on the Elections BC authorized internet site.

PART 3 – VOTING OPPORTUNITIES AND REGISTRATION**7. Elector Registration**

- 7.1. For the purposes of elections and other voting under Part 3 and 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.
- 7.2. Registration as an elector under Section 7.1 of this bylaw is effective only for the election or other voting being conducted at that time.

8. Additional General Voting Opportunities

- 8.1. The chief election officer is authorized to establish additional general voting opportunities for general voting day, and to designate voting places and set the voting hours in accordance with the *Local Government Act*.

9. Required Advance Voting Opportunities

- 9.1. The required advance voting opportunities are established as follows:
- (a) one (1) on the 10th day before general voting day; and
 - (b) one (1) on the 3rd day before general voting day.

10. Additional Advance Voting Opportunities

- 10.1. The chief election officer is authorized to establish additional advance voting opportunities, and to designate the voting places, dates, and set the voting hours, in accordance with the *Local Government Act*.

11. Special Voting Opportunities

- 11.1 The chief election officer is authorized to establish special voting opportunities for electors who may otherwise be unable to vote, and to designate the voting places, dates, and set the voting hours, in accordance with the *Local Government Act*.
- 11.2 Special voting opportunities are restricted to residents, patients, or staff of a location where the special voting opportunity is established.
- 11.3 The chief election officer is authorized to limit the number of candidate representatives who may be present at a special voting opportunity.

PART 4 – MAIL BALLOT VOTING

12. Authorization

- 12.1. As authorized by the *Local Government Act*, voting may be done by mail ballot, and elector registration may be conducted in conjunction with mail ballot voting.
- 12.2. The chief election officer is authorized to establish time limits in relation to mail ballot voting.
- 12.3. The chief election officer may specify one or more authorized drop-off locations for completed mail ballot packages.

13. Register of Mail Ballots

- 13.1. The chief election officer must maintain a Register of Mail Ballots sufficient to support administration and challenges under the *Local Government Act* and must include, where applicable:
 - (a) the name and address of each person issued a mail ballot package;
 - (b) the method of package delivery (mail/courier/pick-up);
 - (c) the name and address of an authorized person, if any;
 - (d) the date the package was issued;
 - (e) the date the completed package was received; and
 - (f) any other information the chief election officer considers helpful to maintain the register.

14. Application Procedure

- 14.1. An Applicant who wishes to vote by mail ballot must apply to the chief election officer in writing, using the form required by the chief election officer, within the time limits established by the chief election officer.
- 14.2. Upon receipt of an application, during the period when ballots are available and until 4:30 p.m. two (2) days before general voting day, the chief election officer must:
 - (a) provide the Applicant with a mail ballot package containing the materials required by the *Local Government Act* and the materials described in section 14.3;
 - (b) record the required information in the Register of Mail Ballots; and
 - (c) upon an in-person request, make the Register of Mail Ballots available for inspection.
- 14.3. A mail ballot package must include:
 - (a) a Ballot;
 - (b) a Secrecy Enclosure;
 - (c) a Certification Envelope with the required certification, elector registration application, and witness declaration;
 - (d) an outer envelope addressed to Election Headquarters;
 - (e) voting and return instructions.
- 14.4. Mail ballot packages may only be issued or provided by:
 - (a) Canada Post;
 - (b) courier at the Applicant's expense;
 - (c) pick-up by the Applicant at the designated time and location; or
 - (d) pick-up by an Authorized Person at a designated time and location.
- 14.5. Before releasing a mail ballot package to an Authorized Person, the Authorized Person must show identification and sign the form required by the chief election officer.
- 14.6. Once a mail ballot package has been issued to an Applicant, the elector may vote only by mail ballot, including where the mail ballot package is lost, spoiled, or not received.

15. Voting Procedure

- 15.1. To vote by mail ballot, the elector must mark the Ballot in accordance with the instructions included in the mail ballot package.
- 15.2. After marking the Ballot, the elector must:
 - (a) place the Ballot in the Secrecy Enclosure and secure the Secrecy Enclosure;

- (b) place the Secrecy Enclosure in the Certification Envelope, complete and sign the elector certification and registration printed on the envelope, have a witness complete and sign the witness declaration, and then seal the Certification Envelope;
 - (c) place the Certification Envelope in the outer envelope, then seal the outer envelope; and
 - (d) return the outer envelope to the address on the envelope or deliver it to an Authorized Drop-Off Location, ensuring it is received before close of voting on general voting day.
- 15.3 It is the elector's responsibility to ensure the completed mail ballot package is received before the close of voting on general voting day.
- 15.4 A mail ballot that is received after the close of voting on general voting day, or that is not accompanied by the required completed Certification Envelope, must not be counted.

16. Mail Ballot Acceptance or Rejection

- 16.1. Upon receipt of an outer envelope before the close of voting on general voting day, the chief election officer must process the mail ballot package in accordance with this section.
- 16.2. The chief election officer must open the outer envelope, record the date of receipt of the mail ballot package in the Register of Mail Ballots, and examine the Certification Envelope without opening it.
- 16.3. The chief election officer must accept the Certification Envelope if satisfied that:
- (a) the elector is identified as an Applicant in the Register of Mail Ballots;
 - (b) the elector meets the applicable entitlement and registration requirements; and
 - (c) the Certification Envelope is complete.
- 16.4. If the chief election officer accepts the Certification Envelope, the chief election officer must record or mark the Certification Envelope as accepted and retain it unopened with other accepted Certification Envelopes.
- 16.5. If the chief election officer is not satisfied that the requirements in section 16.3 have been met, the chief election officer must record or mark the Certification Envelope as rejected and retain it unopened with other rejected Certification Envelopes.
- 16.6. The chief election officer must retain accepted and rejected Certification Envelopes separately, unopened, and securely.
- 16.7. After 4:30 p.m. two (2) days before general voting day, and in the presence of at least one (1) other person, including any candidate representatives present, the chief election officer must:

- (a) deal with any challenges to the electors by mail ballot in accordance with the *Local Government Act*;
 - (b) open the accepted Certification Envelopes that are not subject to a successful challenge;
 - (c) remove the unopened Secrecy Enclosure containing the Ballot;
 - (d) place the unopened Secrecy Enclosure into the Portable Ballot Box designated for mail ballot voting.
- 16.8 For mail ballot packages received after 4:30 p.m. two (2) days before general voting day and before the close of voting on general voting day, the chief election officer must process the packages in accordance with sections 16.1 to 16.6 and retain accepted Certification Envelopes until they are processed after the close of voting.
- 16.9 After the close of voting on general voting day, and in the presence of at least one (1) other person, including any candidate representatives present, the chief election officer must process the remaining accepted Certification Envelopes in accordance with section 16.7.
- 16.10 If an outer envelope is received after the close of voting on general voting day, the chief election officer must mark it as rejected due to late receipt and retain it in accordance with applicable retention requirements.

17. Processing Accepted Mail Ballots and Counting

- 17.1 After all Secrecy Enclosures have been inserted into the Portable Ballot Box, the chief election officer, in the presence of at least one (1) other person, including any candidate representatives present, must open the Secrecy Enclosures and insert the Ballots into the Vote Tabulating Unit.
- 17.2 If a Ballot is returned by the Vote Tabulating Unit during this process, the chief election officer must direct that the Ballot be reinserted using the Ballot Return Override Procedure to count any Acceptable Marks.

18. Replacement of Spoiled Ballot

- 18.1 If an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by:
- (a) advising the chief election officer of the ballot spoilage; and
 - (b) mailing or otherwise delivering by any appropriate means, the spoiled mail ballot package, in its entirety, to the chief election officer.
- 18.2 A request for a replacement mail ballot package must be received by the chief election officer no later than 4:30 p.m. on the day before general voting day.
- 18.3 Upon receipt of the spoiled mail ballot package, in accordance with this section, the chief election officer must:

- (a) record the ballot as spoiled; and
- (b) issue a replacement mail ballot package in accordance with section 14 of this Bylaw.

PART 5 – AUTOMATED VOTE COUNTING SYSTEM

19. Authorization

- 19.1 Council authorizes the use of an Automated Vote Counting System and Ballot Marking Device for general local elections and other voting.

20. Automated Voting Procedures

- 20.1 Upon entering the voting place, an elector must proceed as instructed to the ballot-issuing election official who must:
 - (a) ensure the elector:
 - (i) is qualified to vote in the election; and
 - (ii) completes the voting book and registration requirements in accordance with the *Local Government Act*.
 - (b) upon fulfillment of the requirements of subsection 20.1(a), provide to the elector:
 - (i) a Ballot;
 - (ii) a Secrecy Enclosure, if requested by the elector; and
 - (iii) any further instructions requested by the elector.
- 20.2 Upon receiving a Ballot, the elector must proceed as instructed to a voting compartment provided.
- 20.3 The elector may vote only in accordance with the instructions provided for the voting opportunity by making an Acceptable Mark on the Ballot, either manually or using a Ballot Marking Device, if such a device is available:
 - (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each office to be filled; and
 - (b) beside either “yes” or “no” for each question.
- 20.4 After marking the Ballot, the elector must:
 - (a) place the Ballot into the Secrecy Enclosure, if applicable, and
 - (b) insert the Ballot into the Vote Tabulating Unit under the supervision of the election official without exposing the elector’s marks.

21. Replacement Ballots and Returned Ballots

- 21.1 If, before inserting the Ballot into the Vote Tabulating Unit, the elector determines they have made an error, the elector may request a replacement Ballot.
- 21.2 If the Ballot is returned by the Vote Tabulating Unit, the elector may request a replacement Ballot.
- 21.3 When a replacement Ballot is issued, the presiding election official must ensure the Returned Ballot is marked as spoiled, retained separately, and not counted.
- 21.4 If the elector declines a replacement Ballot and the Ballot is capable of being reinserted into the Vote Tabulating Unit, the election official must use the Ballot Return Override Procedure to reinsert the Returned Ballot into the Vote Tabulating Unit to count Acceptable Marks made correctly.
- 21.5 Any Ballot accepted and counted by the Vote Tabulating Unit is valid and the Acceptable Marks must be counted, subject to any judicial recount.
- 21.6 Once the Ballot has been accepted by the Vote Tabulating Unit, the elector must leave the voting place.

22. Auxiliary Ballot Compartment Procedures

- 22.1 During a period when a Vote Tabulating Unit is not functioning, electors must deposit Ballots into the Auxiliary Ballot Compartment.
- 22.2 When the Vote Tabulating Unit becomes operational or is replaced, Ballots stored in the Auxiliary Ballot Compartment must be inserted into the Vote Tabulating Unit under the supervision of the presiding election official.
- 22.3 If a Ballot stored in an Auxiliary Ballot Compartment is returned by the Vote Tabulating Unit when being counted, the Ballot may be reinserted using the Ballot Return Override Procedure to count Acceptable Marks.

23. Advance Voting Opportunity Procedures

- 23.1 Vote Tabulating Units must be used at all advance voting opportunities and procedures must follow this Part as closely as practicable.
- 23.2 Each advance voting opportunity is conducted using a separate Vote Tabulating Unit and election material package. Ballots and results from each advance voting day must be kept separate and must not be consolidated until the close of general voting day.
- 23.3 At the close of voting at each advance voting opportunity, the presiding election official must:
 - (a) ensure that any Ballots deposited in the Auxiliary Ballot Compartment are inserted into the Vote Tabulating Unit, if the unit is operational;
 - (b) ensure no additional Ballots are inserted into the Vote Tabulating Unit;
 - (c) ensure no results or Register Tapes are generated from the Vote Tabulating Unit;

- (d) seal the Vote Tabulating Unit to prevent further ballot insertion;
- (e) seal the ballot box containing the voted Ballots;
- (f) secure the Memory Card in accordance with the instructions of the chief election officer;
- (g) complete the required ballot account, records, and chain-of-custody documents; and
- (h) deliver the Vote Tabulating Unit, Memory Card, voted Ballots, unused Ballots, spoiled Ballots, and all election materials for that advance voting opportunity to the chief election officer at Election Headquarters.

24. Special Voting Opportunity Procedures

- 24.1 Unless the chief election officer determines it is practical to use a Vote Tabulating Unit, a Portable Ballot Box must be used for special voting opportunities.
- 24.2 Where a Portable Ballot Box is used, the presiding election official must conduct voting in a manner consistent with sections 20 and 21 of this Bylaw, and ensure voted Ballots are deposited into the Portable Ballot Box.
- 24.3 At the close of each special voting opportunity, the presiding election official must seal and return the Portable Ballot Box and election materials to the chief election officer.
- 24.4 If a Vote Tabulating Unit is used at a special voting opportunity, the procedures in section 23 apply as if it were an advance voting opportunity.

25. Procedures After Close of Voting on General Voting Day

- 25.1 After the close of voting on general voting day at voting opportunities where a Vote Tabulating Unit was used, excluding advance and special voting opportunities, each presiding election official must:
 - (a) ensure any remaining Ballots in the Auxiliary Ballot Compartment are inserted into the Vote Tabulating Unit;
 - (b) secure the Vote Tabulating Unit to prevent further Ballot insertion;
 - (c) generate the required number of copies of the Register Tape;
 - (d) account for and secure all unused, spoiled, and voted Ballots in accordance with the chief election officer's directions; and
 - (e) deliver the Vote Tabulating Unit, Register Tape, election materials, and any required records to the chief election officer as directed.
- 25.2 At the close of voting on general voting day, the chief election officer may direct the presiding election official for advance and special voting opportunities where Vote Tabulating Units was used to proceed in accordance with section 25.1 of this Bylaw.
- 25.3 All Portable Ballot Boxes used in the election must be opened under the direction of the chief election officer and Ballots inserted into a Vote Tabulating Unit for counting, in a manner that preserves secrecy.

26. Recount Procedure

- 26.1 If a recount is required, it must be conducted under the direction of the chief election officer using the Automated Vote Counting System.
- 26.2 The recount procedure may include:
- (a) clearing memory cards of all Vote Tabulating Units;
 - (b) designating Vote Tabulating Units for each voting place;
 - (c) removing Ballots from sealed ballot boxes; and
 - (d) reinserting all Ballots, except spoiled Ballots, into the appropriate Vote Tabulating Units under the supervision of the chief election officer.

PART 6 – MISCELLANEOUS**27. Resolution of Tie Votes After Judicial Recount**

- 27.1 In the event of a tie vote after a judicial recount, the tie must be resolved by drawing lots in accordance with the *Local Government Act*.

28. General

- 28.1 The chief election officer may establish additional procedures, forms, and directions consistent with this Bylaw and the *Local Government Act* to facilitate the conduct of an election or other voting, provided that those procedures, forms, and directions do not compromise the integrity, secrecy, or fairness of the voting process.
- 28.2 A reference in this Bylaw to an enactment is a reference to an enactment of British Columbia, and to regulations under it, as amended, revised, consolidated, or replaced from time to time.
- 28.3 If any portion of this Bylaw is held invalid by a court of competent jurisdiction, the invalid portion is severed and the remainder continues in force.

29. Repeal

“City of Prince George Election and Other Voting Procedures Bylaw No. 9294, 2022” and all amendments to it are repealed.

30. Citation

This Bylaw may be cited as “City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026”.

READ A FIRST TIME THIS 25TH DAY OF MAY , 2026.

READ A SECOND TIME THIS 25TH DAY OF MAY , 2026.

READ A THIRD TIME THIS 25TH DAY OF MAY , 2026.

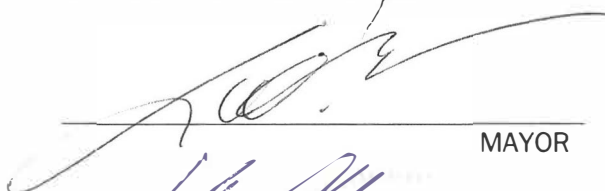
All three readings passed by a
present and eligible to vote.

UNANIMOUS

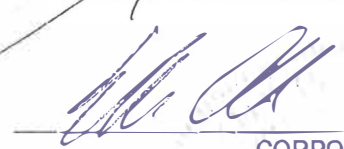
decision of Members of City Council

ADOPTED THIS **8th** DAY OF **JUNE** , 2026.

BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND
ELIGIBLE TO VOTE.



MAYOR



CORPORATE OFFICER



CITY OF PRINCE GEORGE

COUNCIL REMUNERATION

Bylaw No. 8414, 2012

CONSOLIDATED FOR CONVENIENCE

Revised: April 7, 2025

CONSOLIDATED VERSION

“CITY OF PRINCE GEORGE COUNCIL REMUNERATION BYLAW NO. 8414, 2012”

This is a consolidation of the bylaws listed below and includes amendments up to the date noted on the cover page. This document is for convenience only and is not the legal or official version. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject Bylaw. Copies can be obtained through the Legislative Services Division at City Hall by contacting (250) 561-7792 or cityclerk@princegeorge.ca.

<u>AMENDING BYLAW</u>	<u>EFFECTIVE DATE</u>	<u>AMENDMENT(S)</u>
Bylaw No. 9535, 2025	April 7, 2025	Text amendment to section 4 - Expenses
Bylaw No. 9456, 2024	March 11, 2024	Text amendment by inserting after Section 7, new Section 8, 8.1 (a), (b,) (c,) (d), and new Section 9, 9.1 (a), (b), (c).
Bylaw No. 9328, 2022	January 1, 2023	Text amendments to Sections 2.1, 2.2, 2.4(b), 4.4, 4.7, 5.2 (b) and Schedule “B”
Bylaw No. 9019, 2019	April 8, 2019	Text amendment to Section 4.2
Bylaw No. 8970, 2018	January 1, 2019	Text amendments to Sections 2.1, 2.2, 2.4, 4.1, 4.1.1, 4.4, 4.5, 4.7, 7 and 7.2
Bylaw No. 8605, 2014	January 1, 2015	Text amendments to Sections 4.2, 4.3, 4.4, 6.1, 7.1, 7.2, and Schedules “A” & “B”
Bylaw No. 8443, 2012	July 16, 2012	Text amendments to Sections 3, 4.6, 4.7, and adding a new Schedule “B”

CITY OF PRINCE GEORGE
BYLAW NO. 8414, 2012

A Bylaw of the City of Prince George to provide for the remuneration and reimbursement of expenses to members of Council.

WHEREAS Council may provide remuneration and reimbursement of expenses to members of Council;

NOW THEREFORE the Council of the City of Prince George in open meeting assembled, **ENACTS AS FOLLOWS:**

**AMENDED
BY BYLAW:**

1. SHORT TITLE

This Bylaw may be cited for all purposes as the “City of Prince George Council Remuneration Bylaw No. 8414, 2012”.

2. REMUNERATION

BL9328

2.1 On January 1, 2023 and January 1, 2024, Mayor annual remuneration shall be increased by one percent (1%).

BL9328

2.2 On January 1, 2023 and January 1, 2024, Councillor annual remuneration shall be increased by three point five percent (3.5%).

2.3 No additional remuneration shall be paid to Councillors for serving as acting Mayors designated by Council.

**BL8443
BL8970
BL9328**

2.4 Beginning on January 1, 2012 and on each year thereafter, an annual adjustment shall be applied to Mayor and Councillor remuneration, effective January 1 of that year, which is the lesser of:

- (a) the annual percent wage increase applied to City of Prince George exempt staff salaries; or
- (b) the average of the wage adjustment for the second, third, and fourth quarter of the previous year and the wage adjustment for the first quarter of the current year for the public administration industry published by Human Resources and Skills Development Canada as the Average Annual Percentage Wage Adjustments by Quarter.

3. PER DIEM

BL8443

Council members may claim for meal expenses at the Per Diem rate of \$75 per day OR reimbursement for actual meal expenses incurred in accordance with Section 4.1.

4. EXPENSES

BL8970

4.1 Council members may be reimbursed for expenses incurred while:

- (a) representing the municipality on behalf of Council;
- (b) engaging in municipal business on behalf of Council;
- (c) attending meetings, courses or conventions on behalf of Council;
- (d) attending community events on behalf of Council;
- (e) attending workshops and/or seminars directly relevant to municipal affairs; and

(f) for maintaining membership dues or association fees relevant to their position on Council.

- BL8970** 4.1.1 For clarity, expenses that are eligible for reimbursement include actual costs, supported by receipts, for expenses listed below in connection with attending or participating in an activity under section 4.1 (a), (b), (c), (d), (e) or (f):
- (i) economy rate air fare;
 - (ii) conference and convention registration fees;
 - (iii) taxi fare, car rental, public transit or car parking;
 - (iv) accommodation;
 - (v) meals;
 - (vi) incidental expenses;
 - (vii) ticket purchase for community events.

- BL8605**
BL9019
BL9535 4.2 Councillors shall be each allocated the sum of \$10,000 per year for annual expenses incurred in accordance with section 4.1.

- BL8605** 4.3 Effective January 1, 2015, members of Council will be reimbursed for the use of a personal vehicle for out of town travel undertaken in accordance with Section 4.1, at the automobile allowance rate set by Canada Revenue Agency.

- BL8605**
BL8970
BL9328 4.4 Effective January 1, 2019, the Mayor will be reimbursed for the use of a personal vehicle for the discharge of the duties of the office at a rate of \$750 per month, inclusive of kilometers driven and vehicle insurance.”

- BL8443**
BL8970 4.5 Council members shall submit a completed Schedule B Travel Claim Expense Form, as attached to and forming part of this Bylaw as Schedule B, including receipts or other documentation of expenses and evidence of payment when requesting reimbursement for expenses incurred in accordance with 4.1.

- BL8443**
BL8970 4.6 On a quarterly basis, Council members shall submit a brief written report summarizing all expenses incurred in accordance with section 4.1, including copies of related travel claim expense forms attached to and forming part of this bylaw as Schedule “B”, to be included on a regular Council meeting agenda.

- BL9328** 4.7 The City of Prince George shall reimburse the actual costs to a maximum of \$40 per day of babysitting or childminding expenses, for children under the age of twelve, incurred by a Council member while attending a Council or Committee Meeting, Event, or Official Function that is an activity under section 4.1 (a), (b), (c), (d).

5. MEDICAL, DENTAL, AND LIFE INSURANCE BENEFITS

5.1 The Mayor shall be eligible for the same medical, dental and life insurance benefits provided to exempt City of Prince George Employees.

5.2 Councillors shall be eligible for the following medical, dental, and life insurance benefits:

- (a) For injury sustained while and in consequence of performing the usual and necessary duties as Councillor:
 - (i) Accidental Death and Dismemberment Insurance;

- (ii) Weekly Accident Indemnity; and
 - (iii) Accident Reimbursement Expense.
- BL9328 (b) Optional Extended Health and Dental
50% of the extended health and dental benefit premiums for Councillors who opt into the group benefits program will be paid by the City of Prince George.

6. TECHNOLOGY ALLOWANCE

- BL8605 6.1 Each Councillor shall be provided for their term of office, their choice of either:
 - i. A computing device, including technical support provided by the City of Prince George; or
 - ii. A technology allowance equal to the budget allocated by the City of Prince George for a computing device, excluding technical support provided by the City of Prince George.
- 6.2 A Councillor's selection between the option of a supplied laptop computer or technology allowance as described in section 6.1, is irrevocable for the Councillor's term of office.
- BL8970 6.3 Computer equipment purchased by the Councillor with a technology allowance must be compatible with any system used by the City of Prince George for the provision of electronic agendas and communication with Council, including any security software or devices necessary to access electronic agendas.

7. QUADRENNIAL REVIEW

- BL8605
BL8970 7.1 A review of Mayor and Councillor remuneration, benefits, and expense reimbursement in comparison to peer municipalities shall be conducted by an advisory committee comprised of members of the public by the second quarter of the last year of each Council's term.
- 7.2 The peer municipalities to be considered for the purposes of the quadrennial review will include:
 - (a) City of Chilliwack;
 - (b) City of Kelowna;
 - (c) District of Saanich;
 - (d) Langley Township;
 - (e) Corporation of Delta;
 - (f) City of Kamloops;
 - (g) District of North Vancouver;
 - (h) City of Nanaimo;
 - (i) City of Victoria; and
 - (j) City of Coquitlam.

8. CODE OF CONDUCT BYLAW

- BL9456 8.1 Subject to section 9, where a member of Council has been found by the Investigator to have breached the Code of Conduct Bylaw, or where a member of Council has been found by the Investigator to have submitted a complaint thereunder that is frivolous,

vexatious, or made in bad faith, the remuneration to which the member of Council would otherwise entitled under this Bylaw shall be reduced as follows:

- a) where the member of Council has been found to have breached the Bylaw for the first time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 10% for a period of 12 months from the date on which Council considers the Investigator's report;
- b) where the member of Council has been found to have breached the Bylaw for a second time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 15% for a period of 12 months from the date on which Council considers the Investigator's report relating to that offence;
- c) where the member of Council has been found to have breached the Bylaw for a third or subsequent time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 25% for a period of 12 months from the date on which Council considers the Investigator's report relating to that offence;
- d) for certainty, where a member of Council has been found to have breached the Bylaw more than once in a 12-month period, the reductions in the remuneration to which the member of Council would otherwise be entitled under this Bylaw shall be cumulative for any period of overlap in the duration of each reduction (for example, if a member of Council is found to have first breached the Bylaw on January 1 of a calendar year, and is subsequently found to have breached the Bylaw again on July 1 of that year, the remuneration to which the member of Council would otherwise be entitled shall be reduced by 10% from January 1 to June 30 of that year, by 25% from July 1 to December 31 of that year, by 15% from January 1 to June 30 of the following year, and thereafter be fully reinstated).

9. EXCEPTIONS

BL9456

9.1 Section 8 does not apply if, pursuant to the Code of Conduct Bylaw, as amended from time to time, the Investigator has determined that:

- (a) the member of Council took all reasonable steps to prevent the breach;
- (b) the breach was trivial or inadvertent; or
- (c) the breach was because of an error in judgment made in good faith.

READ A FIRST TIME THIS THE **26TH** DAY OF **MARCH** , 2012.

READ A SECOND TIME THIS THE **26TH** DAY OF **MARCH** , 2012.

READ A THIRD TIME THIS THE **26TH** DAY OF **MARCH** , 2012.

First three readings passed by a **UNANIMOUS** decision of members of City Council present and eligible to vote.

ADOPTED THIS THE **16TH** DAY OF **APRIL** , 2012 BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

Shari Green
MAYOR

Walter Babicz
CORPORATE OFFICER

Appendix “A”

AMENDED BY BL9328

SCHEDULE “B” to BYLAW NO. 8414, 2012 TRAVEL CLAIM – COUNCIL MEMBERS (See Explanatory Notes)		BATCH # _____ DOCUMENT # _____	
Name		EMPEXP #	
Purpose of Travel		SUPPLIER #	
Date (s) of Travel		TAX EXP CODE	
Places of Travel		TAX RATE/AREA	
		INV DATE	
	<u>TOTAL</u>	(Acct Payable Only)	
		GST PAID	GST CLAIMED
1) Mileage _____ KM @ _____ *** Rate as per Canada Revenue Agency Automobile Allowance Rate***	\$		
2) Equivalent Air Fare From Prince George to: _____	\$		
3) Per diem (includes incidentals) : _____ days @ \$75.00 Less Meals Not Taken (explain)	\$ \$(_____)		
4) Meals _____ breakfast @ \$15.00	\$		
_____ lunch @ \$20.00	\$		
_____ dinner @ \$25.00 (note: claim either in category 3 or 4, but <u>not</u> both)	\$		
5) Hotel (attach receipts)	\$		
6) Car Rental (attach receipts)	\$		
7) Taxi/Bus Fares (attach receipts)	\$		
8) Airport Parking (attach receipts)	\$		
9) Babysitting / Childminding	\$		
10) Other - Specify (attach receipts)	\$		
11) Travel advance requested (claimant agrees to repay advance in full within 30 days) 12.1468	\$		
TOTAL	\$	\$	\$
LESS ADVANCES RECEIVED			
AMOUNT DUE (REFUND)			
Business Unit _____			
Certified Correct: _____ (Signature – Claimant)		Approved: _____ (Authorized Signatory)	
_____ (Printed Name – Claimant)		_____ (Printed Name – Authorized Signatory)	

EXPLANATORY NOTES

- 1) Equivalent Air Fare - If claiming equivalent air fare, claims for meals and accommodation are limited to the amounts that would have been claimed if travel had been by air.
- 2) If travel is for less than a 24 hour period, meals are to be claimed under Section 4.
- 3) You may claim under section 3 for each 24 hour period. The cost of meals not taken (for example, meals provided as part of a conference or course and covered in the registration fee) is to be based on the amounts shown in section 4.
- 4) Receipts – where a receipt is required, it must be an original clearly showing the amount paid. In the case of hotel/motel payments, a detailed invoice from the hotel/motel showing the costs incurred is required. Except for public transit, the receipt must show the date of payment.

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CITY OF PRINCE GEORGE

COUNCIL PROCEDURES BYLAW

Bylaw No. 8388, 2011

CONSOLIDATED FOR CONVENIENCE

REVISED: March 23, 2026

CONSOLIDATED VERSION
City of Prince George Council Procedures Bylaw No. 8388, 2011

This is a consolidation of the Bylaws listed below and includes amendments up to the date noted on the cover page. This document is for convenience only and is not the legal or official version. Certified copies of the original Bylaws should be consulted for all interpretations and applications of the subject Bylaw. Copies can be obtained through the Legislative Services Division at City Hall.

AMENDING BYLAW	EFFECTIVE DATE	AMENDMENT
Bylaw No. 9601, 2025	March 23, 2026	<i>Section 21 - Order of proceedings and business: Section 21 (4), Section 21 (5) (b) and addition of a new Section 21 (5) (c); Section 23 - Correspondence to Council - Section 23 (1) (c); and Section 26 - Notice of Motion - Section 26 (1) (a) and Section 26 (1) (b).</i>
Bylaw No. 9494, 2024	December 2, 2024	<i>Section 2 – “Definitions”; Section 3(2); Section 14(2); Section 14(6); Section 21(5); Section 22(10); and Section 20(1)(c).</i>
Bylaw No. 9336, 2022	August 29, 2022	<i>Section 2 – “Definitions”; Section 8(3) and 8(3.1) – “Regular meetings”; Section 9(1)(a) – “Notice of special meetings”; Section 54(1) and 54 (2) – “Notice of committee meetings”.</i>
Bylaw No. 9250, 2021	October 18, 2021	<i>Amend Part One – “Introduction”, Part Two – “Mayor and Members of Council”, and Part Three – “Council Meetings”, and Part Four – “Council Proceedings”</i>
Bylaw No. 9108, 2020	April 6, 2020	<i>Section 7 – Appointments to the Regional District of Fraser-Fort George; Section 21 – Order of Proceedings and Business; Section 2 – Definitions; Section 8 – Time and Location of Meetings; Section 9 – Notice of Special Meeting; Section 14 – Electronic Participation by Members; and updating Section references to the Local Government Act to reflect current numbers.</i>
Bylaw No. 8549, 2013	November 18, 2013	<i>Section 3 – Regular Meetings</i>
Bylaw No. 8441, 2012	July 16, 2012	<i>Amend Section 21 – Order of Proceedings and Business; Section 22 – Delegations to Council; Section 23 – Correspondence to Council; Section 26 – Notices of Motion; and Section 30 – Rescinding a Resolution and Reconsidering a Defeated Motion.</i>

CITY OF PRINCE GEORGE
BYLAW NO. 8388, 2011

Amending
Bylaws

A Bylaw of the City of Prince George to establish the general procedures to be followed by Council and Council committees in conducting their business.

WHEREAS under section 124 of the *Community Charter*, Council must establish the general procedures to be followed by Council and Council committees in conducting their business;

NOW THEREFORE, the Council of the City of Prince George, in open meeting assembled,
ENACTS THE FOLLOWING:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited for all purposes as the “City of Prince George Council Procedures Bylaw No. 8388, 2011”.

Definitions

2. In this Bylaw:

“**advisory committee**” means a committee that is established by the Council to provide advice and recommendations on issues within that committee’s terms of reference, and that is composed of members of the public appointed by the Council;

“**City**” means the City of Prince George;

“**City Hall**” means Prince George City Hall located at 1100 Patricia Boulevard, Prince George, British Columbia, V2L 3V9;

“**City Manager**” means the City chief administrative officer, whose powers, duties, and functions are set out under the City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011, and section 147 of the *Community Charter*;

“**City Website**” means the information resource found on the internet at princegeorge.ca;

BL9250

“**committee**” means a committee of Council including standing, select, or advisory committees, commissions, and boards but does not include COTW;

	"COTW" means the Committee of the Whole;	
BL9250	"Corporate Officer" means the City corporate officer, whose powers, duties, and functions are set out under the "City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011", and section 148 of the <i>Community Charter</i> ;	
	"Council" consists of the Mayor and the Councillors elected for the City of Prince George;	
	"Councillor" means a member of Council other than the Mayor;	
BL9494	"Land Acknowledgement" means the formal statement made by the presiding member in recognition that the Council meeting is taking place on the traditional unceded territory of the Lheidli T'enneh First Nation;	
	"Mayor" means the mayor of the City;	
	"members of the public" does not include a member of Council or an officer or employee of the City;	
BL9336	"Public Notice Posting Place" means the public notice board in the first-floor foyer of City Hall;	
	"select committee" means a committee that is constituted to deal with matters referred to it by the Council, and composed of members appointed by Council, including at least one member of Council, in accordance with the provisions of section 142 of the <i>Community Charter</i> ;	
	"special Council meeting" means a meeting of Council authorized by section 126 of the <i>Community Charter</i> , and includes both an open meeting and a meeting that is closed to the public; and	
	"standing committee" means a committee that is established by the Mayor to deal with matters the Mayor considers would be better dealt with by committee, and composed of members appointed by the Mayor or the Council with at least half of standing committee members being members of Council, in accordance with the provisions of section 141 of the <i>Community Charter</i> .	
	Application of rules of procedure	
BL9250	3.	(1) The provisions of this Bylaw govern the proceedings of Council, COTW and Council committees.
BL9494		(2) In cases not provided for under this Bylaw, <i>Robert's Rules of Order Newly Revised</i> , 12 th Edition, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:
		(a) applicable in the circumstances; and
		(b) not inconsistent with provisions of this Bylaw, the <i>Community Charter</i> , the <i>Local Government Act</i> .

PART 2 – MAYOR AND MEMBERS OF COUNCIL

Powers and duties of Mayor

4. (1) The Mayor is the head and chief executive officer of the City
- (2) In addition to the Mayor's powers and duties as a Council member, the Mayor has the following responsibilities, in accordance with section 116 of the *Community Charter*:
 - (a) to provide leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the City;
 - (b) to communicate information to the Council;
 - (c) to preside at Council meetings when in attendance;
 - (d) to provide, on behalf of the Council, general direction to City officers respecting implementation of municipal policies, programs and other directions of the Council;
 - (e) to establish standing committees in accordance with section 141 of the *Community Charter*;
 - (f) to suspend municipal officers and employees in accordance with section 151 of the *Community Charter*;
 - (g) to reflect the will of Council and to carry out other duties on behalf of the Council; and
 - (h) to carry out other duties assigned by or under the *Community Charter* or any other Act.

Acting Mayor

5. (1) In accordance with section 130 of the *Community Charter*, within the first December of each term of Council, Council must from amongst its members designate Councillors to serve on a monthly rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

BL9250

- (2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence, including without limitation to preside at a Council meeting, or a part of a Council meeting,

	when the Mayor is not present and to participate in any committee on which the Mayor is appointed.
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- | | |
|--|---|
| | <p>(3) If both the Mayor and the Councillor designated under subsection (1) for that month are absent from a Council meeting, the Councillor next scheduled to serve as acting Mayor from among the Councillors present must preside at the Council meeting.</p> <p>(4) The Councillor designated under subsection (1) or (3) has the same powers and duties as the Mayor in relation to the applicable matter.</p> |
|--|---|

Responsibilities of Council members

6. In accordance with section 115 of the *Community Charter*, every Council member has the following responsibilities:
- (1) to consider the well-being and interests of the City and its community;
 - (2) to contribute to the development and evaluation of the policies and programs of the City respecting its services and other activities;
 - (3) to participate in Council meetings, committee meetings and meetings of other bodies to which the member is appointed;
 - (4) to carry out other duties assigned by the Council; and
 - (5) to carry out other duties assigned by the *Community Charter* or any other Act.

Appointments to the Regional District of Fraser-Fort George Board

7. (1) Council shall appoint the Mayor to serve as one of the four municipal directors on the Regional District of Fraser-Fort George board, with the highest voting strength available to be assigned.
- (2) Any two members of Council may nominate any Councillor to serve as one of the three remaining municipal directors on the Regional District of Fraser-Fort George board.
- (3) The final selection of the three remaining municipal directors for the Regional District of Fraser-Fort George board from the Councillors nominated under subsection (2) must be by resolution of Council. If more than three Councillors are nominated under subsection (2), then Council must vote by ballot as described in subsection 32(3).

BL9108	(4) Council shall appoint Councillors as alternate municipal directors, pursuant to section 200 of the <i>Local Government Act</i> , to take the place of, vote and generally act in all matters for an absent municipal director.
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BL9108	(5) One Councillor may be appointed as a floating primary alternate municipal director, to act in the place of any absent municipal director. If more than three Councillors are nominated under subsection (2), then the Councillor
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receiving the fourth highest number of votes by ballot under subsection (3) shall be appointed by Council resolution as the floating primary alternate. Each of the remaining four Councillors may be appointed as a secondary alternate to all of the four municipal directors, to act in the place of a municipal director if the primary floating alternate municipal director is absent, or if more than one municipal director is absent.

PART 3 – COUNCIL MEETINGS

Time and location of meetings

8. (1) All Council meetings must take place within City Hall except when Council resolves to hold a meeting elsewhere.

Regular meetings

- (2) Regular Council meetings must:
- (a) be held on Mondays or Wednesdays in accordance with the schedule of meetings approved by Council under subsection (4);
 - (b) begin at 3:30 p.m. and 6:00 p.m.; and
 - (c) be adjourned no later than 10:00 p.m. on the day scheduled for the meeting, unless Council resolves by an affirmative vote of 2/3 of the Council members present to continue the meeting under subsection 34(2).

BL9336

- (3) The Corporate Officer is authorized to vary the start time of regular meetings scheduled to commence at 3:30 p.m. to reflect the amount of Council business, or to cancel such 3:30 p.m. regular meetings entirely. The Corporate Officer shall post notice of a variation of start time or the cancellation of a 3:30 p.m. regular meeting at the Public Notice Posting Place and on the City Website and leave a copy of such notice for each Council member in the Council member's mailbox at City Hall.

BL9336

- (3.1) The City Manager is authorized to cancel any regular Council meeting scheduled on a Wednesday in June or July, due to lack of Council business. The Corporate Officer shall post notice of cancellation of any such regular meeting at the Public Notice Posting Place and on the City Website, and shall email a copy of the notice to each Council member at the email address designated by each respective Council member.

Schedule of meetings

- (4) No later than the first open regular Council meeting in December of each year, the Corporate Officer shall submit to Council for approval, a schedule of the date, time and place of regular Council meetings for the following year.
- (5) Council may resolve to add meetings or delete them from its approved schedule from time to time as needed.

- (6) No regular Council meetings shall be scheduled during the first fourteen days of August.
- (7) The Corporate Officer must give public notice of the availability of the approved schedule, referred to under subsection (4), at least once a year in accordance with sections 94 and 127 of the *Community Charter*.

Inaugural meeting

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| BL9108 | (8) Following a general local election, the inaugural Council meeting must be held on the first Monday in November in the year of the election, in accordance with section 124(2)(g) of the <i>Community Charter</i> . |
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- (9) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (8), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Notice of special meetings

- 9. (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

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| BL9336 | (a) posting a copy of the notice at the Public Notice Posting Place and on the City Website; |
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- (b) posting a copy of the notice on the entrance door to Council chambers in City Hall; and

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| BL9108 | (c) sending one electronic copy of the notice for each Council member via email. |
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- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Calling special meetings

- 10. Special meetings may be called in accordance with section 126 of the *Community Charter*.

Attendance of public at meetings

- 11. (1) Subject to section 90 of the *Community Charter*, all Council meetings must be open to the public.
- (2) During a Council meeting, only those members of the public permitted by the presiding member or the Corporate Officer may enter the Council chambers floor from the public seating area.

- (3) Despite subsection (1), the presiding member may order that person(s) that the presiding member considers to be acting improperly be expelled from a regular or special Council meeting.
- (4) In accordance with section 90 of the *Community Charter*, a part of a Council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:
 - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the City or another position appointed by the City;
 - (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
 - (c) labour relations or employee relations;
 - (d) the security of the property of the City;
 - (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the City;
 - (f) law enforcement, if the Council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an Act, regulation or bylaw;
 - (g) litigation or potential litigation affecting the City;
 - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the City, other than a hearing to be conducted by the Council or a delegate of Council;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
 - (k) negotiations and related discussions respecting the proposed provision of a City service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;
 - (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 of the *Community Charter*;
 - (m) a matter that, under another enactment, is such that the public may be

excluded from the meeting;

- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (5);
 - (o) the consideration of whether the authority under section 91 of the *Community Charter* should be exercised in relation to a Council meeting.
- (5) In accordance with section 90 of the *Community Charter*, a part of a Council meeting must be closed to the public if the subject matter relates to one or more of the following:
 - (a) a request under the *Freedom of Information and Protection of Privacy Act* if the Council is designated for the City as the "head of the local public body" for the purposes of that Act in relation to the matter;
 - (b) the consideration of information received and held in confidence relating to negotiations between the City and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
 - (c) a matter that is being investigated under the *Ombudsperson Act* of which the City has been notified under section 14 of that Act;
 - (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.
- (6) If the only subject matter being considered at a Council meeting is one or more matters referred to in subsection (4) or (5), the applicable subsection applies to the entire meeting.
- (7) Before a meeting or part of a meeting is closed to the public, Council must state, by resolution passed in a public meeting:
 - (a) the fact that the meeting or part of the meeting is to be closed; and
 - (b) the basis under section 90 of the *Community Charter* on which the meeting or part of the meeting is to be closed.
- (8) Council members must, unless specifically authorized otherwise by resolution of Council, keep in confidence information considered in a meeting closed to the public, until Council discusses the information at a meeting that is open to the public or releases the information to the public.
- (9) Council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.
- (10) This section applies to meetings of COTW, select committees and standing committees of Council.

- (11) In accordance with section 93 of the *Community Charter*, this section applies to meetings of the following:
- (a) a municipal commission established under section 143 of the *Community Charter*;
 - (b) a parcel tax roll review panel established under section 204 of the *Community Charter*;
 - (c) a board of variance;
 - (d) an advisory body established by Council, including an advisory committee;
 - (e) a body that under the *Community Charter* or another Act may exercise the powers of the City or Council; and
 - (f) a body prescribed by regulation.

Presiding at meetings

12. (1) The Mayor, if present, must preside at Council meetings.
- (2) In the absence of the Mayor, the acting Mayor referred to in section 5 must preside.
- (3) The acting Mayor presiding during any part of a Council meeting has the same powers and duties as the Mayor in relation to the applicable matter.

Quorum of Council

13. The quorum for Council is five members unless pursuant to section 129 of the *Community Charter*, an order is made by the minister or the Supreme Court of British Columbia, to reduce that number.

Electronic participation by members

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| BL9250 | <p>14. (1) Pursuant to section 128 of the <i>Community Charter</i>, for the purposes of this section, electronic participation in a meeting means participation by means of electronic or other communication facilities that:</p> <ul style="list-style-type: none"> (a) enable the meeting's participants to hear, or watch and hear, the participation of the member; and (b) enable the public to hear or watch and hear the participation of Council members during that part of the meeting that is open to the public. |
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BL9494	(2) (a) A member of Council may participate electronically in a regular or special Council meeting if at least 4 hours before the meeting, the member notifies the Corporate Officer and Deputy Corporate Officer of the member's intended absence. (b) In exceptional circumstances where 4-hours' notice cannot be given and when it can be accommodated, the Corporate Officer may waive the 4-hour notice requirement.
	(3) Subject to subsection (1) there is no limit to the number of members of Council who may participate electronically in a regular or special Council meeting. (4) There is no limit to the number of times a member of Council may participate electronically in a regular or special Council meeting. (5) Unless otherwise resolved by a majority of members of Council present at the meeting, only a member of Council who is physically present may preside at a meeting at which there is electronic participation.
BL9494	(6) Notwithstanding anything to the contrary in this Bylaw, a member of Council may join a meeting electronically at any time during that meeting, however, will not be permitted to join the meeting during a Public Hearing if that member was not present at the time that Public Hearing was declared open.
	(7) Notwithstanding anything to the contrary in this Bylaw, a member of Council participating electronically in a regular or special Council meeting may participate in any of the following parts of the meeting, on the condition that any late agenda items or other items involving written handout materials that are not included in the electronic agenda have been provided to the members participating electronically in advance of the meeting: (a) public hearings including without limitation hearings to which Part 14 – Division 3 of the <i>Local Government Act</i> applies; (b) hearings for heritage conservation matters under Part 15 of the <i>Local Government Act</i>; (c) hearings in connection with an application for a development permit, development variance permit, temporary commercial or industrial use permit; (d) business licence or chauffeur's permit hearings; (e) reconsideration of remedial action requirement hearings; and (f) any other hearings providing a person with an opportunity to make representations to Council. (8) A member, who is participating electronically in the voting on a matter, must vote by audibly stating their name and indicating whether they are in favour or opposed to the question.

- (9) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- (10) In addition to regular or special Council meetings, this section also applies to meetings of COTW and Council committees, to the extent applicable in the circumstances;

PART 4 – COUNCIL PROCEEDINGS

Council is a continuing body

- 15. Council is a continuing body and may complete any proceedings started but not completed before a change in its membership.

Minutes of meeting to be maintained and available to public

- 16. (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at that meeting or at the meeting at which the minutes are adopted.
- (2) Minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection (2) does not apply to minutes of that part of a Council meeting from which persons were excluded under section 11.
- (4) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Majority of member present decides matters

- 17. Council's actions and decisions must be carried out by a majority of its members present at a Council meeting unless otherwise provided by statute or bylaw.

Calling meeting to order

- 18. (1) The presiding member must call the members of Council to order for a Council meeting as soon after the scheduled time for the meeting as a quorum of Council is present.

BL9250

- (2) If a quorum of Council is present but the Mayor and acting Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and

- (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

- BL9250 19. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.

Voting at meetings

20. (1) In accordance with section 123 of the *Community Charter*, a Council member present at a Council meeting at the time of a vote who abstains from voting is considered to have voted affirmatively.
- (2) In accordance with section 123 of the *Community Charter*, if the votes of the Council members present at a Council meeting at the time of a vote are equal for and against a question, the question is defeated and the presiding member must declare this result.
- (3) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the presiding member puts the question to a vote, each member present must indicate how they are voting by raising his or her hand at the appropriate time;
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive; and
 - (f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Disclosure of conflict

- (4) The entitlement to participate and vote of a member of the Council, COTW, any other committees of Council, and the bodies referred to in subsection 11(11) is governed by Part 4, Division 6 of the *Community Charter*, a copy of which is attached to this Bylaw as Schedule "A".

Order of proceedings and business

BL9108

21. (1) The agenda for regular Council meetings scheduled to begin at 6:00 p.m. shall contain the following matters where there are items pertaining to them, and in the order in which they are listed below:
- Adoption of Agenda
 - Minutes
 - Delegations – Requests to Address Council
 - Consent Agenda - Reports for Information Only
 - Reports
 - Final Reading and Adoption of Bylaws not included with Reports
 - Notices of Motion
 - Correspondence
 - Hearings – Commencing at 7:00 p.m.
 - Development Permit/Development Variance Permit Hearings
 - Statutory Public Hearings and Third Reading of Bylaws where applicable after each Hearing
 - Other Hearings as required.
 - Adjournment

- (2) Particular business at a regular Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.
- (3) Prior to each Council meeting the Corporate Officer must, in consultation with and subject to the direction of the City Manager, prepare an agenda setting out all the items for consideration at that meeting.

BL9601

- (4) The deadline for submission to the Corporate Officer of:
- (a) a notice of motion from a Councillor;
 - (b) a report from a Council committee; or

	(c)	correspondence to Council from a member of the public for inclusion on the Council meeting agenda is 12:00 p.m. six (6) calendar days immediately preceding the meeting date on which the next regular meeting is scheduled.
	(d)	Despite subsection (4), the deadline for submission to the Corporate Officer of correspondence related to a land-use application, where the correspondence is provided in response to a published public notice, is 12:00 p.m. on the day of the Council meeting at which the application is scheduled to be considered
BL9494	(5)	Whenever practicable, the Corporate Officer shall: (a) make an electronic Council meeting agenda available to the members of Council and the public on the Wednesday evening immediately preceding the next Monday regular Council meeting and on the Friday evening immediately preceding the next Wednesday Council meeting; and
BL9601	(b)	make an electronic Committee meeting agenda available to the members of Council, members of the Committee, and the public five (5) calendar days preceding the next scheduled Committee meeting.
BL9601	(c)	If the deadline under this section falls on a Saturday, Sunday, or statutory holiday, the deadline is deemed to be the immediately preceding business day."
	(6)	Council must not consider any matters not listed on the agenda unless introduction of the late item is approved by Council at the time of adoption of the agenda by way of a resolution adopted by a two-thirds majority vote of the Council members present.
	(7)	Information pertaining to late items for consideration by Council under subsection (6) must be distributed to the members of Council, the City Manager, Corporate Officer and other members of City staff present at the start of the meeting.
	(8)	Council may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of an agenda. If requested by any member of Council for the purposes of: (a) discussion or debate; or (b) declaring a conflict of interest in accordance with the <i>Community Charter</i> with regard to a matter on the consent agenda, an item must be removed from the consent agenda and considered separately by Council immediately after the consideration of the remaining consent agenda recommendations.
	Delegations to Council	
BL9250	22. (1)	Any person, group or organization may request for permission to speak at a Council meeting as a delegation, by submitting a written request to the Corporate Officer, in the form prescribed by the Corporate Officer, by 12:00 noon on the Monday two weeks prior to the Monday on which the next regular

	meeting is scheduled.
	(2) In the absence of a completed written request in the form prescribed by the Corporate Officer, the Corporate Officer must not place a delegation on a Council meeting agenda. The written request from the delegation must include a summary of the item which is the subject of the delegation and of the specific action which is being sought from Council by the delegation. (3) Notwithstanding subsections (1) and (2), delegations shall be limited to not more than two per Council meeting, and the Corporate Officer shall schedule the delegations in the order in which the written requests are received, save and except that the Corporate Officer is provided discretion to exceed the delegation limit for urgent matters, if timeliness is deemed by the Corporate Officer to be essential to the matter.
BL9108	(4) The City Manager may schedule a delegation to another Council meeting or may instead refer a delegation to an administrative department head of the City, as deemed appropriate by the City Manager according to the subject matter.
	(5) To ensure consistency between delegations, each delegation presentation shall be limited to 10 minutes, unless a longer period is agreed to by unanimous vote of those members of Council present. (6) Where a written request has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address Council at a meeting if approved by the unanimous vote of the members of Council present, subject to subsection (7). (7) Council must not permit a delegation to address a meeting of the Council regarding:
BL9108	(a) a Bylaw or other matter in respect of which a public hearing will be held;
	(b) a development permit, development variance permit, or temporary commercial or industrial use permit application, other than at a public hearing to which such permit application has been referred by Council;
BL9250	(c) matters related to a legal action involving the City;
	(d) matters on which the City has commenced prosecution and on which judgment has not been rendered;
	(e) matters relating to a claim or potential claim against the City, against a member of Council, or against an officer or employee of the City;
BL9108	(f) business licence hearings conducted in accordance with Section 60 of the <i>Community Charter</i> ;
	(g) reconsideration of remedial action requirement hearings under section 78 of the <i>Community Charter</i> ;

- (h) a dispute between third parties not falling within the jurisdiction of Council;
 - (i) the promotion of commercial products or services which in the opinion of the Mayor have no connection to the business of the City; and
 - (j) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.
- (8) A member must not, when hearing a delegation, enter into debate on the item which is the subject of the delegation, but may ask questions to obtain clarification or additional information.
- (9) A delegation to Council must not speak disrespectfully of any person and where, in the opinion of the Mayor, a delegation has done so the Mayor may ask the delegation to withdraw the offensive remarks. If the delegation refuses to withdraw remarks considered by the Mayor to be offensive or refuses to abide by the rules for delegations or instruction of the Mayor, the Mayor may terminate the presentation and direct the delegation to vacate the presenter's table and return to the public seating area. If a delegation refuses to comply with such direction, the Mayor may order the expulsion and exclusion of the delegation from the meeting, as permitted by the *Community Charter*. If the offending delegation apologizes, Council may, by an affirmative vote of 2/3 of the Council members present, permit the delegation to either continue their presentation or to remain in the public seating area, whichever Council considers appropriate in the circumstances.

BL9494

- (10) Should an approved delegation fail to provide to the Corporate Officer a copy of their delegation presentation materials and/or speaking notes, in the case where no presentation materials will be used, by the indicated submission deadline, the Corporate Officer will cancel the delegation request. In such cases, the delegation may submit a new request to appear as a delegation at another available meeting of Council.

Correspondence to Council

23. (1) Correspondence from members of the public intended to be presented to Council must be delivered to the Corporate Officer and must:
- (a) be addressed directly to Council;
 - (b) be dated, legible and coherent;

BL9601

- (c) be signed by, or identified as being from, at least one person who provides their first name, last name and residential street name;
- (d) not be libelous; and
- (e) not contain offensive language.

- (2) The Corporate Officer may file and not distribute to Council any correspondence that, in the judgment of the City Manager, does not meet the requirements outlined in subsection (1) above.
- (3) Subject to the direction of the City Manager, the Corporate Officer may refer correspondence addressed to Council that relates to matters that fall within the scope of responsibility of a particular City department, to the director of that department.
- (4) A copy of correspondence that, in the judgment of the City Manager, meets the requirements outlined in subsection (1) above:

BL9250

- (a) shall be emailed to each City Council member at the email address designated by each respective Council member from time to time; or

- (b) shall be included for information in the correspondence section of a Council agenda, with an indication of any referral to a City department.

Points of Order

- 24. (1) In accordance with section 132 of the *Community Charter*, the presiding member at a Council meeting must preserve order and, subject to an appeal to other Council members present, decide points of order that may arise.
- (2) Without limiting the presiding member's duty under subsection (1), the presiding member must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this Bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (3) When the presiding member is required to decide a point of order:
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 3(a); and
 - (c) the presiding member may reserve the decision until the next Council meeting.
- (4) If a Council member appeals a decision of the presiding member under subsection (3), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.
- (5) In relation to a vote on a motion under subsection (4):

- (a) the Mayor or other presiding member must not vote;
 - (b) the motion passes in the affirmative if the votes are equal; and
 - (c) the Mayor or other presiding member must be governed by the result.
- (6) If the Mayor or presiding member refuses to put the question under subsection (4):
- (a) the Council must immediately appoint another member to preside temporarily;
 - (b) that other member must proceed in accordance with subsection (4); and
 - (c) a motion passed under this subsection is as binding as if passed under subsection (4).

Conduct and debate

25. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Your Worship, Mayor or Acting Mayor.
- (3) Members must address other non-presiding members by the title of Councillor.
- (4) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (5) Members who are called to order by the presiding member:
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 24.
- (6) Members speaking at a Council meeting:
- (a) must use respectful language
 - (b) must speak only in connection with the matter being debated;
 - (c) may speak about a vote of Council only for the purpose of making a resolution or motion that the vote be rescinded; and
 - (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (7) If a member does not adhere to subsection (6)(d), Council, by resolution, may

order the member to leave the member's seat, and:

- (a) if the member refuses to leave, the presiding member may cause the member to be removed by police from the member's seat; and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (8) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (9) The following rules apply to limit debate on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of the presiding member, or
 - (ii) if the member is explaining a material part of a previous remark without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may not speak to a question, or may not speak in reply, for longer than a total time of 10 minutes without the permission of Council.

Notice of Motion

26. (1) If a member of Council wishes to move a motion at a meeting of Council in regard to an item of business which is not included in the Council meeting agenda and is of a complex nature or may affect existing City bylaws or policies, then:

BL9601	(a) the member of Council must deliver a "notice of motion", in written form, to the Corporate Officer no later than 12:00 noon six (6) calendar days immediately preceding the meeting date on which the notice of motion will be introduced;
BL9601	(b) the notice of motion must set out the member's motion, and must stipulate the date of the future regular meeting at which the member of Council intends to move the motion, which must not be the same meeting at which the notice of motion is first put on the agenda, unless Council, by a unanimous vote of all members of Council, determines that the subject matter is emergent and time sensitive and resolves to consider the motion at the same meeting in which it is introduced.
	(c) the Corporate Officer shall place the notice of motion on the agenda of the appropriate open or closed regular Council meeting, and it shall appear in the minutes of that meeting as a notice of motion; and

- (d) the Corporate Officer shall place the notice of motion on a subsequent open or closed regular Council meeting agenda, as appropriate, for consideration by Council.

Motions generally

27. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A Council member may make only the following subsidiary motions when the Council is considering a main question:
- (a) to table the motion to a later time during the same meeting, and in such motion the member must specify when in the order of business, or after which circumstances, the tabled motion will be dealt with;
 - (b) to put the main question to a vote;
 - (c) to postpone the motion to another meeting, and in such motion the member must specify the date of the meeting at which the postponed motion is to be considered;
 - (d) to refer the motion to committee or staff for additional information and/or advice to Council, and until such a motion to refer is decided, amendments to the main question are precluded;
 - (e) to amend the motion;
 - (f) to postpone the motion indefinitely, which shall have the effect of dropping the motion without a vote.
- (3) A motion made under subsections (2)(a), (b), (c), and (f) is not amendable or debatable.
- (4) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion for the main question

28. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) The following rules apply to a motion to call the main question, or for the main question as amended, at a Council meeting:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the

main question, or proceed to other business.

Amendments generally

29. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion, provided such proposed amendment does not, in the opinion of the presiding member, affect the original motion, the amendment, or the sub-amendment, as applicable, to the extent that it is either:
- (a) negated; or
 - (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, as applicable, is eliminated.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (a) is positive;
 - (c) the main question.

Rescinding a Resolution and Reconsidering a Defeated Motion

30. (1) Subject to subsection (5), a Council member:

BL8441

- (a) who voted with the prevailing side on an adopted resolution may deliver a notice of motion indicating an intention to move to rescind the resolution, other than a resolution to postpone indefinitely, to the Corporate Officer no later than 12:00 noon on the Monday immediately

	preceding the Monday on which the next regular meeting is scheduled; or
BL8441	(b) who voted with the prevailing side on a defeated motion may deliver a notice of motion indicating an intention to move to reconsider the defeated motion, to the Corporate Officer no later than 12:00 noon on the Monday immediately preceding the Monday on which the next regular meeting is scheduled.
BL9494	(c) Consideration of a previously defeated motion may not be requested until six (6) months has passed since that motion was previously considered, unless a motion to consider before six (6) months is passed by a 2/3 vote of the Council members present.

- (2) Notwithstanding section 26, a notice of motion delivered under subsection (1) must be considered by Council during the meeting at which the notice of motion is first put on the agenda.
- (3) Council must not discuss the main matter referred to in subsection (1)(b) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) Notwithstanding subsection (1), a Council member may not move to reconsider or rescind:
 - (a) a motion or resolution for final reading and adoption of a bylaw; or
 - (b) a matter that has already been considered under this section.
- (5) This section does not limit the authority of the Mayor to also require Council reconsideration of a matter under section 131 of the *Community Charter*, regardless of how the Mayor voted on the matter.

Privilege

- 31. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.

Appointment to committees, boards and other offices

- 32. (1) Council may appoint a person to a committee, board or other organization only after receiving nominations for that appointment.

- (2) Council may appoint a person to a committee, board or other organization by ordinary resolution unless the number of persons nominated is greater than the number of vacancies, in which case Council shall vote by ballot.
- (3) The following procedures apply to a vote by ballot:
 - (a) the Corporate Officer must act as the scrutineer;
 - (b) the Corporate Officer must give to each Council member one ballot that contains the names of all of the persons nominated;
 - (c) Council members may vote for a person by marking an "x" opposite that person's name on the ballot;
 - (d) those who receive the highest number of votes from the Council members then present are appointed by Council resolution to the position for which the vote is taken;
 - (e) if the number of those receiving a majority of votes by ballot is less than the number of offices to be filled:
 - (i) the person receiving the lowest number of votes is removed from succeeding ballots, and
 - (ii) balloting must continue until the number of persons receiving a majority of votes equals the number of offices to be filled; and
 - (f) upon the conclusion of a vote by ballot, the Corporate Officer must destroy the ballots.

Reports from committees

- 33. (1) Council may, without limitation, take any of the following actions in connection with a recommendation it receives from a committee or COTW:
 - (a) agree or disagree with the recommendation;
 - (b) amend the recommendation; or
 - (c) postpone its consideration of the recommendation.

Recess and Adjournment

- 34. (1) At any time while a Council meeting is in progress, the presiding member may call for Council to recess for a specified period of time.
- (2) A Council meeting may continue after 10:00 p.m. only by an affirmative vote of 2/3 of the Council members present to continue the meeting up to 11:00 p.m.
- (3) A Council meeting may continue after 11:00 p.m. only by an affirmative vote of

2/3 of the Council members present to continue the meeting up to a certain time.

- (4) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (5) Subsection (4) does not apply to a motion to adjourn to a specific date.

PART 5 – BYLAWS

No bylaw votes in a closed meeting

35. In accordance with section 89(2) of the *Community Charter*, the Council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Copies of proposed bylaws to Council members

36. A proposed bylaw may be introduced at a Council meeting only if:
- (a) a copy of it has been provided to each Council member at least 24 hours before the Council meeting; or
 - (b) all Council members unanimously agree to waive subsection (a).

Form of bylaws

37. A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections.

Reading and adopting bylaws

38. (1) Unless a member of Council requests that the readings of a proposed bylaw be considered separately, a proposed bylaw may be introduced and given first, second and third readings in one motion, except in the case of a proposed bylaw which will be the subject of a public hearing, in which case such bylaw may only receive first and second reading in one motion.
- (2) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (3) Each reading of a proposed bylaw must receive the affirmative vote of the majority of Council members present at the meeting.

- (4) The readings of a bylaw may be given by the presiding member of a Council meeting stating the title of the bylaw and requesting a motion “that the bylaw be given [*number*] reading(s).”
- (5) In accordance with section 135 of the *Community Charter*, Council
 - (a) may give one, two, or three readings to a proposed bylaw at the same Council meeting;
 - (b) must give three readings to a proposed bylaw before adopting it; and
 - (c) may adopt a proposed bylaw only after an interval of at least one day between the third reading and the adoption of the Bylaw.

BL9108

- (6) Despite section 135(3) [*at least one day between third reading and adoption*] of the *Community Charter*, and in accordance with sections 548(5), 477(6) and 480 of the *Local Government Act*, Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaw must be signed

39. After a bylaw is adopted:

- (a) the presiding member of the Council meeting at which it was adopted must sign it; and
- (b) the Corporate Officer must
 - (i) sign it,
 - (ii) place the City’s corporate seal on it, and
 - (iii) have the dates of its readings and adoption placed on it.

Bylaws available for public inspection

- 40. The Corporate Officer must have copies of all adopted bylaws available for public inspection during regular business hours in City Hall.

PART 6 – COMMITTEE OF THE WHOLE

Committee of the Whole

- 41. (1) A meeting, other than a statutory, standing or select committee meeting, to which all members of Council are invited to consider and make recommendations to Council, but not to decide on matters of the City's business, is a meeting of COTW.
- (2) Council may by resolution schedule a meeting of COTW, and the Mayor may call a meeting of COTW at any time in his or her discretion.

Notice and attendance for meetings of Committee of the Whole

42. Sections 9, 10 and 11 apply to COTW meetings.

Minutes of meetings to be maintained and available to public

43. (1) Minutes of the proceedings of COTW must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting;
 - (c) certified as correct by the Corporate Officer; and
 - (d) open for public inspection as provided for Council minutes under section 16.
- (2) In accordance with sections 97 and 145 of the *Community Charter*, subsection (1) applies to meetings of:
- (a) a municipal commission established under section 143 of the *Community Charter*;
 - (b) a parcel tax roll review panel established under section 204 of the *Community Charter*;
 - (c) a board of variance;
 - (d) a committee;
 - (e) a body that under the *Community Charter* or another Act may exercise the powers of the City or Council; and
 - (f) a body prescribed by regulation.
- (3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Presiding at the COTW meetings

44. (1) The Councillor designated under section 5(1) as the acting Mayor at that time shall preside at a meeting of COTW.
- (2) If the Councillor designated under section 5(1) as the acting Mayor at that time is absent from a meeting of COTW, the Councillor next scheduled to serve as acting Mayor from among the Councillors present must preside at the meeting of COTW.
- (3) Members must address the presiding member at a meeting of COTW by that person's title of "Mr. Chair" or "Madam Chair."

Points of order at meetings

45. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

46. The following rules apply to COTW meetings:
- (a) a motion is required to be seconded;
 - (b) a motion for adjournment is not allowed during debate of a motion; and
 - (c) a member may speak any number of times on the same question.

Voting at meetings

47. (1) Votes at COTW meetings must be taken by a show of hands.
- (2) The presiding member must declare the results of voting.
- (3) Sections 20(1) and (2) apply to COTW meetings.

Reports

48. (1) COTW may consider reports and draft bylaws only if:
- (a) they are printed and the members each have a copy; or
 - (b) 2/3 of the members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) The COTW's reports to Council must be presented by the City Manager at the next regular or special meeting of Council, or as soon after that as practicable.

PART 7 – OTHER COMMITTEES**Establishing standing committees**

49. (1) In accordance with section 141(2) of the *Community Charter*, at least half of the members of a standing committee must be Council members.
- (2) The Mayor or Council shall consider and approve terms of reference for each standing committee established.
- (3) No more than four Council members may be appointed to a standing committee.
- (4) Subject to subsection (1), persons who are not Council members may be appointed to a standing committee.

- (5) All members of Council not appointed to a standing committee are ex-officio members of that standing committee.
- (6) Members of Council attending a standing committee meeting as an ex-officio member may not make motions and do not have voting rights, but may participate in debates of that committee.

Establishing select committees

50. (1) Council by resolution may appoint a select committee to inquire into any matter and to report to Council.
- (2) In accordance with section 142(2) of the *Community Charter*, at least one member of a select committee must be a member of Council.
 - (3) Council shall consider and approve terms of reference for each select committee established.
 - (4) No more than four Council members may be appointed to a select committee.
 - (5) Subject to subsection (2), persons who are not Council members may be appointed to a select committee.
 - (6) All members of Council not appointed to a select committee are ex-officio members of that select committee.
 - (7) Members of Council attending a select committee meeting as an ex-officio member may not make motions and do not have voting rights, but may participate in debates of that committee.

Establishing advisory committees

51. (1) Council by resolution may appoint an advisory committee:
- (a) to provide advice and recommendations to Council regarding any matter within the committee's terms of reference, and
 - (b) to report to Council or to another committee designated by Council for that purpose.
- (2) All members of an advisory committee must be members of the public.
 - (3) Council shall consider and approve terms of reference for each advisory committee established.

Duties of standing committees

52. Standing committees must consider, inquire into, report, and make recommendations to Council about matters in accordance with the terms of reference of the committee.

Duties of select committees

53. Select committees must consider, inquire into, report, and make recommendations to Council about matters in accordance with the terms of reference of the committee.

Notice of committee meetings

- | | |
|--------|--|
| BL9336 | 54. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by posting a copy of the schedule at the Public Notice Posting Place and on the City Website. |
| BL9336 | (2) If the committee revises the regular schedule of committee meetings, or cancels a committee meeting, notice of such revision or cancellation must be posted at the Public Notice Posting Place and on the City Website. |
- (3) The chair of a committee must cause a notice of the day and time of a meeting called under subsection (2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at meetings (open to the public)

55. (1) Council members who are not members of a committee may attend the meetings of the committee.
- (2) Section 11 applies to meetings of committees.

Minutes of meetings to be maintained and available to public

56. (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting;
 - (c) certified as correct by the Corporate Officer; and
 - (d) open for public inspection as provided for Council minutes under section 17.
- (2) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Voting at committee meetings

57. (1) Council members attending a meeting of a committee of which they are not a member must not vote on a question.
- (2) Subsections 20(1), (2), and (4) apply to Council members' voting and participation in relation to meetings of committees.

Reports to be approved by chair of committee

58. The chair of a committee must approve all reports that are given by the committee to Council.

PART 8 – GENERAL

Notice for amendments to this Bylaw

59. This Bylaw must not be amended, or repealed and substituted, unless the Council first gives notice in accordance with section 94 of the *Community Charter*.

Severability

60. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

Repeal

61. Council Procedures Bylaw No. 7572, 2004, as amended, is hereby repealed

Effective Date

62. This Bylaw shall come into force and take effect on the 1st day of December, 2011.

READ A FIRST TIME THIS 3RD DAY OF OCTOBER , 2011.

READ A SECOND TIME THIS 3RD DAY OF OCTOBER , 2011.

First Two Readings passed by a **unanimous** decision of members of City Council present and eligible to vote.

READ A THIRD TIME AS AMENDED THIS 17TH DAY OF OCTOBER , 2011.

Third Read passed by a **unanimous** decision of members of City Council present and eligible to vote.

ADOPTED THIS 7TH DAY OF NOVEMBER , 2011,
BY A UNANIMOUS DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT
AND ELIGIBLE TO VOTE.

DAN ROGERS

MAYOR

WALTER BABICZ

CORPORATE OFFICER

Schedule "A"
Community Charter
Part 4, Division 6
Conflict of Interest

Disclosure of conflict

100. (1) This section applies to council members in relation to
- (a) council meetings;
 - (b) council committee meetings; and
 - (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].
- (2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101(2) [*restrictions on participation*].
- (4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may
- (a) return to the meeting or attend another meeting of the same body,
 - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
 - (c) after this, participate and vote in relation to the matter.
- (5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].
- (6) When a declaration under subsection (2) or a statement under subsection (4) is made,
- (a) the person recording the minutes of the meeting must record
 - (i) the member's declaration or statement,
 - (ii) the reasons given for it, and
 - (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and

- (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

Restrictions on participation if in conflict

101. (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.
- (2) The council member must not
- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
 - (b) participate in any discussion of the matter at such a meeting,
 - (c) vote on a question in respect of the matter at such a meeting, or
 - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.
- (3) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on inside influence

102. (1) A council member must not use his or her office to attempt to influence in any way a decision, recommendation or other action to be made or taken
- (a) at a meeting referred to in section 100(1) *[disclosure of conflict]*,
 - (b) by an officer or an employee of the municipality, or
 - (c) by a delegate under section 154 *[delegation of council authority]*,
- if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.
- (2) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on outside influence

103. (1) In addition to the restriction under section 102, a council member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

- (2) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Exceptions from conflict restrictions

104. (1) Sections 100 to 103 do not apply if one or more of the following circumstances applies:
- (a) the pecuniary interest of the council member is a pecuniary interest in common with electors of the municipality generally;
 - (b) in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax;
 - (c) the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;
 - (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter;
 - (e) the pecuniary interest is of a nature prescribed by regulation.
- (2) Despite sections 100 to 103, if a council member
- (a) has a legal right to be heard in respect of a matter or to make representations to council, and
 - (b) is restricted by one or more of those sections from exercising that right in relation to the matter,

the council member may appoint another person as a representative to exercise the member's right on his or her behalf.

Restrictions on accepting gifts

105. (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.
- (2) Subsection (1) does not apply to
- (a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,
 - (b) compensation authorized by law, or
 - (c) a lawful contribution made to a member who is a candidate for election to a local government.
- (3) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of gifts

106. (1) This section applies if
- (a) a council member receives a gift or personal benefit referred to in section 105(2) (a) that exceeds \$250 in value, or
 - (b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.
- (2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating
- (a) the nature of the gift or benefit,
 - (b) its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,
 - (c) when it was received, and
 - (d) the circumstances under which it was given and accepted
- (3) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of contracts with council members and former council members

107. (1) If a municipality enters into a contract in which
- (a) a council member, or
 - (b) a person who was a council member at any time during the previous 6 months,
- has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.
- (2) In addition to the obligation under section 100 [*disclosure of conflict*], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.
- (3) A person who contravenes subsection (2) is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on use of insider information

108. (1) A council member or former council member must not use information or a record that
- (a) was obtained in the performance of the member's office, and
 - (b) is not available to the general public,

for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.

- (2) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Court order for person to give up financial gain

109. (1) If a council member or former council member has

- (a) contravened this Division; and
- (b) realized financial gain in relation to that contravention,

the municipality or an elector may apply to the Supreme Court for an order under this section.

- (2) Within 7 days after the petition commencing an application under this section is filed, it must be served on
 - (a) the council member or former council member, and
 - (b) in the case of an application brought by an elector, the municipality.
- (3) On an application under this section, the Supreme Court may order the council member or former council member to pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.
- (4) In the case of an application made by an elector, if the court makes an order under subsection (3), the municipality must promptly pay the elector's costs within the meaning of the Supreme Court Civil Rules.
- (5) The court may order that costs to be paid under subsection (4) may be recovered by the municipality from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- (6) Except as provided in subsection (4), the costs of an application are in the discretion of the court.

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CITY OF PRINCE GEORGE
BYLAW NO. 9439, 2023

A Bylaw to regulate the conduct for Council Members.

WHEREAS Council Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and maintain the public's trust and confidence in local government;

AND WHEREAS it is to the benefit of the community for Council Members to conduct their business in accordance with the guiding principles of integrity, transparency, accountability, civility, respect, leadership and collaboration;

AND WHEREAS a Code of Conduct bylaw establishes shared standards and expectations with respect to the conduct expected of Council Members;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

PART ONE – ETHICAL CONDUCT

Division 1– Interpretation and Application

Citation

1. This Bylaw may be cited as the “City of Prince George Code of Conduct Bylaw No. 9439, 2023”.

Definitions

2. In this Bylaw:

“**City**” means the City of Prince George;

“**City Manager**” means the municipal officer position of City Manager (Chief Administrative Officer) that has been designated the chief administrative officer of the City under section 147 of the *Community Charter*;

“**City’s Solicitor**” means the independent third-party solicitor appointed by the City Manager or Corporate Officer in their discretion under section 19(1) or 19(4)(a) of this Bylaw;

“**Committee Member**” means a person appointed to a committee, sub-committee, task force, commission, board, or other Council-established body under the *Community Charter* – Part 5, Division 4 – Committees, Commissions and Other Bodies, or the *Local Government Act*, but does not include a Council Member;

“**Corporate Officer**” means the municipal officer position of Manager of Legislative Services (Corporate Officer) that has been designated the corporate officer of the City under section 148 of the *Community Charter*.

“**Council Member**” means the Mayor and Councillors for the City;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act* (British Columbia);

“**Investigator**” means the investigator appointed in section 23 of this Bylaw; and

“Staff” means an officer or employee of the City, but does not include contractors.

Interpretation

3. (1) This Bylaw is to be interpreted broadly and in a manner that is consistent with the *Community Charter*.
- (2) The intention of Council in enacting this Code of Conduct is not to stifle Council Members or to limit their ability to fully perform the governmental and advocacy functions that their position entails, with all the vigour, flair and freedom that is typical of a well-functioning democratic institution, but instead to guide Council Members to undertake those functions in a manner that accords with sound ethical principles.
- (3) The foundational principles in section 4 are to inform the interpretation of the substantive provisions of this Bylaw and shall not form stand-alone bases for complaints.
- (4) Nothing in this Bylaw is intended to preclude Council Members, prior to the filing of a complaint, from speaking to each other in order to resolve matters which may otherwise be captured by this Bylaw.

Foundational Principles

4. Responsible conduct is based on the foundational principles of integrity, accountability, leadership, respect, openness and collaboration:
- (a) Integrity: Council Members are keepers of the public trust and must uphold the highest standards of ethical behaviour including by acting lawfully, being free from undue influence, and making decisions that benefit the community;
 - (b) Accountability: Council Members are trusted to act competently, diligently and responsibly and are accountable to the public for their actions and decisions;
 - (c) Leadership: Council Members must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour, including by demonstrating behaviour that builds and inspires the public's trust and confidence in the City;
 - (d) Respect: Council Members must conduct public business efficiently, with decorum and with proper attention to the City's diversity, by always treating each other and others with respect;
 - (e) Openness: Council Members must conduct their duties in an open and transparent manner, except where this conflicts with their duties to protect confidential information;
 - (f) Collaboration: The social fabric of communities and the wellbeing of residents depends on solid and sustainable community partnerships. Council Members shall seek to collaborate whenever possible and appropriate.

Application

5. (1) This Bylaw applies to all Council Members, inclusive of their actions in their capacity as members of various boards, committees, and other discretionary appointments.
- (2) Unless otherwise provided, this Bylaw does not apply to a Council Member's conduct in their personal life, except to the extent that such conduct reasonably undermines public confidence in local governance.
- (3) The provisions of this Bylaw apply without limitation to a Council Member's use of personal and professional social media accounts.

Division 2 – Conduct Regulations**Comply with all Laws**

6. Council Members shall comply with all applicable federal, provincial and municipal laws in the performance of their public duties, including but not limited to:
- (a) the *Local Government Act*;
 - (b) the *Community Charter*;
 - (c) FIPPA;
 - (d) the *Financial Disclosure Act*; and
 - (e) all bylaws and policies of the City.

General Conduct

7. Council Members shall not:
- (a) engage with others, including Committee Members, Staff, members of the public and other Council Members, in a manner that is abusive, bullying, intimidating or derogatory; or
 - (b) use their office to attempt to gain personal or financial benefits for themselves or their family members, friends or business interests.

Respect for Process

8. Council Members shall perform their duties in accordance with the policies, procedures and rules of order established by Council from time to time.

Interactions with Staff**9. Council Members shall not:**

- (a) contact Staff directly, unless the communication is minor and for the purpose of seeking administrative clarity, and shall instead direct questions and inquiries regarding departmental issues to the City Manager, or to the Director of the department or Corporate Officer with a copy to the City Manager;
- (b) interfere with, hinder, or obstruct Staff in the exercise or performance of their roles, responsibilities, powers, duties, or functions;
- (c) impair the ability of municipal officers or Staff to implement Council policy decisions in accordance with section 153 of the *Community Charter*;
- (d) request or require that Staff undertake personal or private work for or on behalf of a Council Member; or
- (e) request or require that Staff engage in political activities, or subject them to reprisal of any kind for refusing to engage in such activities.

Interactions with the Public and Media**10. (1) Council Members shall not:**

- (a) publicly misrepresent a decision of Council, even if they disagree with that decision;
or
 - (b) make any disparaging comments about other Council Members or Staff.
- (2) When presenting their individual opinions and positions, Council Members shall explicitly state that it is their own personal view and that they do not represent Council or the City in those views. For a social media account, this may be accomplished through a statement on the Council Member's profile.

Conduct of Meetings**11. Council Members shall conduct themselves with decorum at meetings. This includes:**

- (a) complying with all conduct provisions set out in the *City of Prince George Council Procedures Bylaw No. 8388, 2011*, as amended or replaced from time to time;
- (b) adequately preparing for meetings;
- (c) using respectful language;
- (d) not using offensive gestures or signs;
- (e) listening courteously and attentively to all discussions before the body, and focusing on the business at hand;
- (f) not making comments not germane to the business of the body;

- (g) not interrupting other speakers, except to raise a point of order; and
- (h) not otherwise interfering with the orderly conduct of a meeting.

Handling of Confidential Information

- 12.** (1) Council Members shall keep information and records prohibited from release under section 117 of the *Community Charter* in strict confidence.
- (2) Without limiting the generality of subsection (1), Council Members shall not disclose:
- (a) information or records concerning the property, personnel, legal affairs, or other information of the City distributed for the purposes of, or considered in, a closed Council meeting;
 - (b) resolutions or Staff report contents from a closed meeting of Council unless and until a Council decision has been made for the information to become public; or
 - (c) details on Council's closed meeting deliberations or how individual Council Members voted on a question in a closed meeting.
- (3) Council Members shall not use confidential information to advance, directly or indirectly, their own personal, financial or other private interests.

Conflict of Interest

- 13.** (1) Council Members shall not participate in discussion of a matter, or vote on a question in respect of that matter, if the Council Member has a conflict of interest.
- (2) In respect of each matter before Council, Council Members shall:
- (a) assess whether they have a conflict of interest; and
 - (b) determine whether it is necessary to seek independent legal advice at their own cost, except where the City Manager approves the cost, with respect to any situation that may result in a conflict of interest.
- (3) If a Council Member believes that they have a conflict of interest in respect of a matter in a Council or Committee meeting, the Council Member shall:
- (a) prior to the matter's consideration, notify the Mayor or Chair of the meeting that they have a conflict of interest, stating in general terms why they consider that to be the case;
 - (b) leave any meeting if the matter is discussed and not return until the discussion has ended or voting has been concluded;
 - (c) refrain from discussing the matter with any other Council Member publicly or privately; and
 - (d) refrain from attempting in any way to influence the voting on any question in respect of the matter.

Gifts

14. (1) Council Members shall not accept a gift or personal benefit, except in accordance with section 105 of the *Community Charter*.
- (2) Council Members shall disclose a gift or personal benefit, received in accordance with section 105 of the *Community Charter*, as per section 106 of the *Community Charter*.

Use of Public Resources

15. (1) Council Members shall not use resources provided to them by the City, including but not limited to:
- (a) Staff time;
 - (b) equipment;
 - (c) technology;
 - (d) supplies;
 - (e) facilities; or
 - (f) other property,
- for private gain, personal purposes, or election-related purposes.
- (2) Council Members shall not undertake municipal election campaign related activities at the City Hall or on other premises owned by the City during regular working hours, unless such activities are organized by the City.

PART TWO – INVESTIGATION, COMPLIANCE AND ENFORCEMENT**Division 1 – Implementation and Preliminary Steps****Implementation**

16. (1) As an expression of the standards of conduct for Council Members expected by the City, this Code of Conduct is intended to be self-enforcing.
- (2) This Code of Conduct is most effective when Council Members are thoroughly familiar with it and embrace its provisions.

Preliminary Steps

17. If a Council Member believes that they have observed another Council Member engaging in conduct that would breach this Bylaw, they must attempt to resolve the complaint directly with the other Council Member, if possible, prior to submitting a complaint under section 18.

Division 2 – Complaint Intake

Complaint Procedure

- 18.** (1) Subject to section 17, a Council Member, Committee Member or Staff member may submit a complaint to the City Manager or, if the complaint involves the City Manager, to the Corporate Officer.
- (2) A complaint must be in writing, must be submitted within 60 days of the alleged breach, and must include, with sufficient detail:
- (a) the name of the complainant;
 - (b) the name of the respondent Council Member(s);
 - (c) the conduct that the complainant alleges was in breach of this Code of Conduct;
 - (d) the date of the alleged conduct;
 - (e) the parts of this Code of Conduct the alleged conduct breached;
 - (f) the basis for the complainant's knowledge of the conduct; and
 - (g) whether, if the complainant is a Council Member, there was any attempt to resolve the complaint informally under section 17.
- (3) A complaint may be accepted notwithstanding that it does not comply with every requirement in subsection (2), if the City Manager or Corporate Officer determines that there has been substantial compliance or if the circumstances otherwise warrant acceptance.
- (4) A complaint submitted outside the time limits set out in subsection (2) must be rejected, except that the City Manager or Corporate Officer may grant an extension of no more than 30 further days if the circumstances of the complaint are sufficiently serious.
- (5) In an election year, a complaint submitted within 90 days of the general voting day must be accepted and held in abeyance until after the new Council has taken office, at which time the complaint shall only proceed if they relate to a Council Member who was re-elected in that election year.
- (6) For certainty, if the Council Member who is the subject of a complaint held in abeyance pursuant to subsection (5) is not re-elected, the complaint must be rejected.

Preliminary Assessment

- 19.** (1) On receipt of a complaint, the City Manager or Corporate Officer shall conduct a preliminary assessment of the complaint or forward the complaint to the City's Solicitor to conduct a preliminary assessment.

- (2) If the City Manager, Corporate Officer or City's Solicitor determines that any of the following circumstances apply, they must notify the complainant and respondent Council Member in writing that the complaint will be closed, stating the reasons for the closure:
 - (a) the complaint is not with respect to a breach of this Bylaw;
 - (b) the complaint is frivolous, vexatious, or not made in good faith;
 - (c) the complaint would be more appropriately addressed through another process;
 - (d) the complaint is not in compliance with section 18(2) and the respondent Council Member will be prejudiced by the complainant's failure to comply;
 - (e) the complaint concerns the same subject matter as a previous complaint that has already been accepted under this section, and it is not necessary to expand that original complaint or add the new complainant;
 - (f) the complainant wishes to withdraw the complaint, and it would be appropriate to allow the complaint to be withdrawn;
 - (g) the complaint was submitted by a Council Member, and the Council Member ought to have first attempted to resolve the complaint informally under section 17; or
 - (h) there are no possible grounds on which to conclude that a violation of this Bylaw has occurred.
- (3) In completing the preliminary assessment, the City Manager, Corporate Officer or City's Solicitor may request further information from the complainant before determining whether there are sufficient grounds to believe that a breach of this Bylaw may have occurred.
- (4) If a complaint is received under subsection (1) and the preliminary assessment concludes that the complaint will not be closed:
 - (a) the Corporate Officer or City Manager must refer the complaint to the City's Solicitor, if not already referred under subsection (1), for a determination under subsection (b) below; and
 - (b) the City's Solicitor must then determine whether the complaint requires a formal investigation or whether the complaint may be resolved informally.
- (5) If the City's Solicitor receives multiple complaints concerning the same matter, the City's Solicitor must proceed with the first complaint accepted, but may expand the complaint and/or add complainants for the purpose of seeking resolution of the complaint.

Criminal Conduct

20. (1) If, at any stage in the complaint procedure, the City Manager, Corporate Officer, City's Solicitor or Investigator determines that there are reasonable grounds to believe that there has been a contravention of the *Criminal Code*, or learns that there is an ongoing police investigation into the conduct that gave rise to the complaint, then they must immediately refer the matter to the appropriate authorities and suspend any investigation into the complaint until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to Council, the complainant, and the respondent Council Member.
- (2) For certainty, a complaint must be suspended while the respondent is on a mandatory leave of absence under section 109.3(1) of the *Community Charter*, and may be re-commenced only once the mandatory leave of absence ends pursuant to section 109.3(1)(b) of the *Community Charter*.

Disqualification Proceedings

21. (1) If, at any stage in the complaint procedure, the City Manager, Corporate Officer, City's Solicitor or Investigator determines that:
- (a) the subject-matter of the complaint is being addressed in a disqualification proceeding commenced under section 111 of the *Community Charter*; or
 - (b) the complainant could commence a disqualification proceeding under section 111 of the *Community Charter* in relation to the matter that is the subject of the complaint, the complaint must immediately be suspended until the proceeding under subsection (a) has concluded or the time-period within which the complainant could commence a proceeding under subsection (b) has expired.
- (2) If a complaint has been suspended under subsection (1), it may be re-commenced upon the conclusion of a disqualification proceeding, or the time-period within which a disqualification proceeding could be filed has expired, if:
- (a) the Council Member who is subject to the complaint has not been disqualified from office by the British Columbia Supreme Court; and
 - (b) it would be in the public interest to do so.

Division 3 – Resolution Procedures & Investigations

Informal Resolution

22. (1) Where the City's Solicitor has determined that the complaint may be resolved informally, the City's Solicitor may, at their discretion, either attempt to resolve the complaint directly, or refer the complaint to:
- (a) the Mayor, if the complaint is made by a Council Member or Committee Member, unless the complaint is against the Mayor in which case the complaint will be referred to the Acting Mayor; or

- (b) the City Manager, if the complaint is made by a Staff member.
- (2) When determining whether the complaint may be resolved informally, the City's Solicitor may consider culturally appropriate or transformative or restorative justice approaches, and may engage a third-party mediator or facilitator to assist for this purpose.
 - (3) Where the City's Solicitor has referred the complaint in subsection (1), the Mayor or City Manager, as the case may be, may agree to assist in resolving the complaint directly, or may appoint a third party to assist in resolving the complaint at their discretion.
 - (4) The person assisting in the informal resolution of a complaint shall assess the suitability for settlement or resolution on an ongoing basis and may decline to assist at any point.
 - (5) The complainant or respondent Council Member may decline to participate in an informal resolution at any time.
 - (6) If the complaint is resolved informally by someone other than the City Solicitor, the person assisting in resolving the complaint must notify the City's Solicitor in writing of the terms of the resolution, upon receipt of which, the City's Solicitor must close the complaint.
 - (7) If the person assisting in the informal resolution of a complaint declines to assist, the complainant or respondent Council Member declines to participate, or 30 days has passed since the determination in section 19(4) was made by the City's Solicitor to resolve the complaint informally, then the complaint shall be referred in accordance with section 23.

Referral to Third-Party Investigator

- 23.** (1) If the City's Solicitor determines that the complaint requires a formal investigation under section 19(4), or in the event that informal resolution is unsuccessful, they shall refer the complaint to a neutral and independent third-party Investigator of their choosing to conduct an investigation and notify the complainant and respondent Council Member of the referral.
- (2) The Investigator shall, at all times during an investigation, have power to dismiss a complaint on a preliminary basis as set out in section 19.
 - (3) The Investigator, once retained, may only be dismissed for cause.

Formal Resolution

- 24.** (1) Once retained, the Investigator shall deliver the complaint to the respondent Council Member, along with a request that the respondent Council Member provide a written response to the complaint, together with any submissions that the respondent chooses to make, within 10 days, subject to the Investigator's discretion to reasonably extend the timeline.

- (2) The Investigator may, at their discretion, deliver the respondent Council Member's written response and submissions to the complainant and request a reply in writing within 10 days, subject to the Investigator's discretion to reasonably extend the timeline.
- (3) The Investigator may:
 - (a) speak to anyone relevant to the complaint;
 - (b) request disclosure of documents relevant to the complaint, including closed meeting minutes; and
 - (c) access any record in the custody or control of the City, within the meaning of FIPPA, with the exception of records subject to solicitor-client privilege.
- (4) The Investigator has discretion to conduct the investigation as they see fit, but must ensure that the investigation complies with the rules of procedural fairness and natural justice required in the circumstances of the complaint.

Confidentiality

- 25. (1) The City Manager, Corporate Officer, City's Solicitor, and Investigator must make all reasonable efforts to process and investigate complaints in a confidential manner.
- (2) The Investigator and every person acting under the Investigator's instructions must preserve confidentiality with respect to all matters that come into the Investigator's knowledge in the course of any investigation or complaint, except as otherwise required by law.
- (3) Council Members must make all reasonable efforts to keep complaints under this Bylaw, at any stage, confidential, except as otherwise provided in this Bylaw.

Obstruction

- 26. (1) No Council Member, Committee Member or Staff member will obstruct the Investigator, City's Solicitor, City Manager or Corporate Officer in relation to the administration of this Bylaw or the investigation of a complaint.
- (2) Without limitation, the following shall constitute obstruction:
 - (a) uttering of threats or undertaking any reprisal against any person involved in the complaint;
 - (b) destruction of relevant records or documents; and
 - (c) refusal to cooperate with the Investigator.
- (3) A person who is found to have obstructed the Investigator, City's Solicitor, City Manager or Corporate Officer will be subject to appropriate disciplinary action, which may include, but is not limited to:
 - (a) the sanctions and remedies as described in section 30;

- (b) discipline or termination of employment for just cause; or
- (c) prohibition against filing a complaint under this Bylaw for a specified and reasonable period of time.

Frivolous and Vexatious Complaints

- 27.** Any individual who is found to have obstructed the Investigator, contrary to section 26, or who makes complaint that is subsequently found to have been made in a deliberately frivolous, vexatious or malicious manner, or otherwise made in bad faith, will be subject to appropriate disciplinary action, which may include, but is not limited to:
- (a) in the case of Council Members, sanctions and remedies as described in section 30;
 - (b) in the case of Committee Members, removal from the appointment;
 - (c) in the case of Staff, disciplinary measures or termination of employment for just cause, as applicable; or
 - (d) in the case of any complainant, prohibition from filing complaints under this Bylaw for a specified period of time.

Division 4 – Adjudication and Reporting

Final Determination by Investigator

- 28.** (1) The Investigator must conclude the investigation and make a determination regarding the alleged breach within 90 days of referral under section 23(1), unless the Investigator determines that doing so is not practicable, in which case the Investigator must notify the complainant and respondent Council Member of the delay and provide a revised decision date, which may be extended by periods of up to 30 days at a time on provision of written notice to the complainant and respondent Council Member.
- (2) If, after reviewing all the material information, the Investigator determines that a Council Member did not violate this Bylaw, then the Investigator shall:
- (a) prepare a written investigation report providing reasons for their determination, which shall include a determination of whether the complaint was submitted frivolously, vexatiously or in bad faith;
 - (b) deliver a summary of the investigation report to the complainant; and
 - (c) deliver a copy of the investigation report to the respondent Council Member and Council.
- (3) If, after reviewing all the material information, the Investigator determines that a Council Member did violate this Bylaw, then the Investigator shall:
- (a) prepare a written investigation report providing reasons for their determination, which must include:

- i. a summary of the factual findings of the Investigator;
 - ii. an application of this Bylaw, and any other applicable law, to the facts;
 - iii. a recommendation of the appropriate sanction, subject to subsection (iv); and
 - iv. if applicable, a determination of whether the respondent Council Member took all reasonable steps to avoid the breach or whether the breach was trivial, inadvertent or due to an error in judgment made in good faith, in which case the Investigator may recommend that no sanction be imposed;
- (b) notify the complainant that the investigation is complete and inform them that the investigation report, or a summary thereof, will be subsequently released by Council in accordance with section 29(4);
- (c) deliver a copy of the investigation report to the respondent Council Member; and
- (d) 48 hours after the delivery of the investigation report to the respondent Council Member, deliver a copy of the investigation report to Council.
- (4) The Investigator may choose to distribute the investigation report to Council under this section through the Corporate Officer.

Final Determination by Council

- 29.** (1) Council must, within 30 days of the Investigator's delivery of the investigation report, decide on the appropriate measures, if any, that are warranted by a breach of this Bylaw.
- (2) Prior to making any decision regarding the findings and recommendations set out in the investigation report, the respondent Council Member must be provided with an opportunity, in person and in writing, to comment to Council on the Investigator's determinations and recommendations.
- (3) While an investigation report may be considered in a closed meeting if the circumstances warrant and there is a valid reason to close the meeting under section 90 of the *Community Charter*, when Council deliberates and votes on the Investigator's recommendation, it will generally do so in an open meeting.
- (4) Within 30 days of receiving the investigation report under section 28(2)(c) or section 28(3)(d), Council must, subject to the City's obligations under FIPPA, release to the public the investigation report, or a summary thereof, along with a summary of Council's decision, if applicable.

Remedies

- 30.** (1) Council may impose the following remedies for a violation of this Bylaw:
- (a) a letter of reprimand from Council, addressed to the respondent Council Member;

- (b) a request from the Council that the respondent Council Member issue a letter of apology;
 - (c) the publication of the letters contemplated in subsections (a) and (b), along with the respondent Council Member's response, if any;
 - (d) directions to the City Manager regarding the method of providing documents that contain confidential information to the respondent Council Member;
 - (e) a recommendation that the respondent Council Member:
 - (i) attend specific training or counselling;
 - (ii) complete a specified number of volunteer hours; or
 - (iii) make a charitable donation of a specified or unspecified amount to a particular charity;
 - (f) limitations on access to certain City facilities;
 - (g) prohibition from representing the City at events and/or attending conferences;
 - (h) suspension or removal of the respondent Council Member from the Acting Mayor rotation;
 - (i) public censure of the respondent Council Member; or
 - (j) any other sanction recommended by the Investigator, so long as that sanction is within the authority of Council.
- (2) Council must consider the following factors when determining whether to impose a sanction on a Council Member:
- (a) the degree and nature of the conduct;
 - (b) whether the contravention was a single or repeated act;
 - (c) whether the Council Member knowingly contravened this Bylaw;
 - (d) whether the Council Member took steps to mitigate or remedy the contravention;
 - (e) the Council Member's history of other contraventions; and
 - (f) if applicable, the Investigator's finding that the respondent Council Member took all reasonable steps to avoid the breach, or that the breach was trivial or done inadvertently or because of an error in judgment.
- (3) When Council imposes a remedy pursuant to subsection (1), it may include secondary remedies to take effect on a date set by Council in the event that the Council member fails to comply.

Division 5 – Post-Decision Matters

Remuneration

- 31.** (1) Where the Investigator finds that a Council Member:
- (a) breached this Bylaw; or
 - (b) submitted a complaint that was frivolous, vexatious, or made in bad faith,
- the remuneration to which that Council Member would otherwise have been entitled shall be reduced in accordance with the *City of Prince George Council Remuneration Bylaw No. 8414, 2012*, as amended or replaced from time to time.
- (2) Notwithstanding subsection (1), the remuneration of a Council Member shall not be reduced if the Investigator makes a finding that:
- (a) the Council Member took all reasonable steps to prevent the breach;
 - (b) the breach was trivial or inadvertent; or
 - (c) the breach was because of an error in judgment made in good faith.

Reimbursement of Costs

- 32.** (1) A Council Member may make a request to Council for reimbursement of the costs of legal advice and representation in responding to the formal complaint process outlined in this Bylaw.
- (2) If appropriate, after considering all of the circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Member, provided that all of the following are met:
- (a) the Council Member has not previously been found to have breached this Bylaw;
 - (b) the amount claimed is reasonable; and
 - (c) the Council Member did not engage in dishonest, grossly negligent, or malicious conduct.

READ A FIRST TIME THIS **4TH** DAY OF **DECEMBER** , 2023.

READ A SECOND TIME THIS **4TH** DAY OF **DECEMBER** , 2023.

READ A THIRD TIME THIS **4TH** DAY OF **DECEMBER** , 2023.

First three readings passed by a **MAJORITY** decision of Members of City Council present and eligible to vote.

ADOPTED THIS **18TH** DAY OF **DECEMBER** **2023**,
BY A **MAJORITY** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND
ELIGIBLE TO VOTE.



MAYOR



CORPORATE OFFICER

Foundational Principles of Responsible Conduct

For BC's Local Governments

Key Foundational Principles:

- Integrity
- Accountability
- Respect
- Leadership & Collaboration

What are foundational principles?

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.

How are the principles incorporated into the existing local government framework?

Elected officials are encouraged to incorporate the foundational principles whenever they are carrying out their official duties; but there are some circumstances where they are required to consider these principles.

Elected officials must recite an oath or affirmation where they make a commitment to uphold these principles before they can hold office.

Elected officials must also contemplate these principles when considering adopting a code of conduct at the beginning of a new term.

These principles will continue to be incorporated into B.C.'s local government framework to help bolster responsible conduct practices.

¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

INTEGRITY:

Conducting oneself honestly and ethically

- Be open and truthful in all local government dealings, while protecting confidentiality where necessary
- Behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct
- Act in the best interest of the public and community
- Ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board
- Demonstrate the same ethical principles during both meetings that are open and closed to the public
- Express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties

² Discriminatory conduct includes any verbal or physical actions taken against someone because of their Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age pursuant to the BC Human Rights Code.

Foundational Principles of Responsible Conduct

RESPECT:

Valuing the perspectives, wishes, and rights of others

- Treat elected officials, staff, and the public with dignity, understanding and respect
- Acknowledge how people's beliefs, values, ideas, and contributions add diverse perspectives
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory
- Refrain from any form of discriminatory conduct² against another elected official, staff, or the public
- Honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor/Director dutifully
- Recognize and value the distinct roles and responsibilities of local government staff
- Call for and expect respect from the community towards elected officials and staff
- Ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful

ACCOUNTABILITY:

An obligation and willingness to accept responsibility or to account for one's actions

- Be transparent about how elected officials carry out their duties and how council conducts business
- Ensure information and decision-making processes are accessible to the public while protecting confidentiality where necessary
- Correct any mistakes or errors in a timely and transparent manner
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions
- Listen to and consider the opinions and needs of the community in all decision-making, and allow for public discourse and feedback
- Act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern the local government

LEADERSHIP AND COLLABORATION:

An ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts honestly and ethically

- Demonstrate behaviour that builds public confidence and trust in local government
- Provide considered direction on municipal policies and support colleagues and staff to do the same
- Educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority
- Advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals
- Foster positive working relationships between elected officials, staff, and the public
- Commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts
- Positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings

The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

LOCAL GOVERNMENT ELECTIONS IN
BRITISH COLUMBIA 2026:



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, specified parks boards, local community commissions, 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

General local elections will be held on **Saturday, October 17, 2026**

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.

Further information about board of education (i.e., school trustee) elections can be found on the [Ministry of Education and Child Care website](#).

How often are general local elections held?

General local elections are held every **four years on the third Saturday of October**.

How many people run for elected office in general local elections?

Approximately 3,300 candidates run for 1,650 positions in over 250 jurisdictions across British Columbia.

Because British Columbia is made up of small and large communities, the scale of individual general local elections varies. Some communities may only have a handful of candidates running for office and one or two voting places, while others may have many candidates running for office and multiple voting places.

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

Locally elected officials are collectively responsible for making decisions that impact the daily lives of community residents. These decisions include, but are not limited to, establishing and operating services, such as water and sewer, fire protection, solid waste

management, land use and planning, and parks and recreation.

Elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy

and employment laws and policies, and local government procedures. This ensures elected officials are well-prepared when communicating with staff and the public and engaging in decision-making (e.g., passing bylaws and resolutions).

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?

How elected officials conduct themselves in their role and in relationships with each other, staff, and the public, directly impacts successful community governance. Effective governance requires dedicated, ethical and informed leaders who are committed to their communities. As part of that commitment, an effective elected official:

- holds themselves **accountable** in their decisions and conduct;
- is **respectful** of others as well as their role and the rules and responsibilities that come with holding local office;
- gives the time needed to become **knowledgeable** about local government roles, responsibilities, and legislative requirements;

- is **curious** about the perspectives and experiences of others to find solutions and inform decision-making; and,
- meaningfully **collaborates** with their colleagues, who share in the responsibility of representing the community interests.

How are general local elections for local governments administered?

Unlike provincial elections, local elections are not managed by one organization. Each local government is responsible for running its own local elections, including accepting candidate nominations, voting, counting ballots, and reporting results. [Elections BC](#) is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*.

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.

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 or board of education's election bylaw, as applicable.

ELECTION BYLAWS

A local government election bylaw enables the local government to make decisions about election administration, including whether: voting machines will be used; mail ballot, additional or special 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.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local jurisdictions are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances.

Who are the key participants in local 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 (i.e., 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, specified parks board, local community commission or Islands Trust elections.

Further information about voter eligibility can be found in the [*Voter's Guide to Local Elections in B.C.*](#) or the [*Voter's Guide for Electors Living on Reserve*](#)

Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, specified parks board commissioner, local community commissioner or Islands Trust local trustee. 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.

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

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

of the person) to the Chief Election Officer as soon as practicable after the appointment has been made. Scrutineers must carry a copy of their appointment documents while present at a voting place.

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.

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 are required to register with Elections BC to endorse candidates in an election, receive campaign contributions or incur election expenses. Elector organization registration information and forms are available from [**Elections BC's website**](#).

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

THIRD PARTY SPONSOR REGISTRATION

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 Third Party Advertising Sponsors in B.C.***](#) for detailed information regarding third party sponsors.

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 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.

FURTHER INFORMATION

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

www.civicinfo.bc.ca/directories

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

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to legislative **questions about school trustee elections** please contact:

Ministry of Education and Child Care

Governance and Legislation Branch

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>

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

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

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.

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

LOCAL GOVERNMENT ELECTIONS IN BRITISH COLUMBIA 2026:



Thinking About Running for Local Office?





This brochure is to help prospective candidates answer questions they may have before deciding to run for local government office (municipality or regional district).

This brochure provides information about:

- eligibility for local office;
- what local governments do;
- how local governments are governed;
- roles and responsibilities of locally elected officials; and,
- preparing to be a candidate.

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR LOCAL OFFICE?

To run for local office, a prospective candidate must be:

- at least 18 years of age or older on general voting day;
- 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 B.C. or from being nominated for, being elected to, or holding the office or be otherwise disqualified by law.

EMPLOYEES AND VOLUNTEERS

There are additional requirements and eligibility considerations that people who work or volunteer for a local government must also follow.

For more information, please visit the B.C. government webpage about [Employees and Volunteers](#).

WHAT DO LOCAL GOVERNMENTS DO?

Decision-making

Local government is where community decisions happen – and affects the lives of British Columbians, every day.

As collective decision-making bodies, municipal councils and regional district boards influence jobs, foster healthy, safe and sustainable communities, and have the ability to plan and shape the long-term vision for their communities. Councils and boards make decisions through the adoption of bylaws, policies, and resolutions.

Relationship-building

Municipal councils and regional district boards govern effectively and create benefits for their communities by working together and building relationships with other local governments, the provincial government, First Nations and the federal government.

Engagement by local governments, at both the local and regional levels, with neighbouring First Nation governments is common and can help

achieve matters of mutual interest. Engagement can happen on a broad range of mutual interests including land use, economic development, services and infrastructure, or to simply bring community leaders together for the first time or to renew an existing relationship.

FIRST NATIONS ENGAGEMENT

Engagement is a method of exploring opportunities for cooperation and collaboration between local governments and First Nations – building positive relationships and furthering the goal of reconciliation.

For examples of Local Government-First Nation Governments working together, visit:

[CivicInfo BC | First Nations Relationships & Protocol Agreements](#)

This engagement can also help councils and boards to better understand and serve the members in the community that also identify as Indigenous. Many local governments and First Nations have developed service agreements, protocol agreements and memorandums of understanding to identify opportunities to build relationships, collaborate, and further reconciliation.

Service Provision

Local governments provide a wide range of services to their communities. Locally elected officials may find that much of their time at the council/board table is spent on setting strategic direction and making decisions related to service provision, land use planning, and development for the community. There are a wide range of services that are within local government' scope of responsibility, and these services are different from the services provided by other levels of government:

WHO DOES WHAT?

A Services Snapshot for Candidates

ORDER OF GOVERNMENT – Municipalities (Cities, Towns, Districts, Villages)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Water quality and supply • Liquid waste (local) • Solid waste (local) • Fire protection • Road maintenance and transit • Zoning and permits • Parks and recreation • Local laws (e.g., bylaws) • Policing/community safety	• Directly shapes neighborhoods, local services, and daily quality of life.

ORDER OF GOVERNMENT – Regional Districts (Made up of Electoral areas, member municipalities and Treaty First Nations (if applicable))

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Solid waste (regional) • Regional water and liquid waste services • Regional parks • Emergency management • Rural land use and planning • Local laws (e.g., bylaws) • Policing/community safety	• Provides local governance to the rural areas of the province. • Balances local priorities with region-wide collaboration.

WHO DOES WHAT?

A Services Snapshot for Candidates

ORDER OF GOVERNMENT – First Nations

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• First Nation governments may have a treaty, self-government agreement, or operate under federal legislation. As such the authorities and responsibilities of First Nation government can vary. • Some examples of key responsibilities can include: - Community services (e.g., education, health, childcare) - Land management - Cultural preservation - Service provision (direct or by agreement)	• Many local governments and First Nations are geographic neighbours and as such are increasingly discussing common interests, challenges and identifying mutual opportunities for their respective communities. • Local governments and First Nations build and enhance relations by developing partnerships through protocols, service agreements and memorandums of understanding.



WHO DOES WHAT?

A Services Snapshot for Candidates

PROVINCIAL GOVERNMENT – (British Columbia)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Health care • Education • Highways • Justice • Provincial laws, including legislation that establishes the local government framework in B.C.	• Provincial laws, grants, and approval processes can influence the scope and process of local decision-making.

FEDERAL GOVERNMENT – (Canada)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Income tax • Banking • Immigration • Military • Federal laws (e.g., <i>Species at Risk Act</i>; <i>Criminal Code</i>; <i>Constitution Act</i>)	• Federal laws and programs can apply to local governments. • Grant contribution programs support local governments to meet their objectives, such as infrastructure and climate change adaptation.

HOW ARE LOCAL GOVERNMENTS GOVERNED?

Municipal councils and regional district boards set the direction for their respective local governments.

The role of a council board is to:

- consider the well-being and interests of the entire community;
- set strategic direction, including the development and evaluation of policies and programs of the local government;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- engage with the community; and,
- make policies and adopt bylaws.

Collective Decision-making

Council and board powers are collective, not individual, with each member entitled to one vote on matters (unless otherwise set out in legislation) that come before them for decision.

While council and boards may sometimes reach unanimous agreement on a matter, at other times members may disagree with the majority decision of a council or board. Candidates need to be prepared for situations where they may not be aligned with the collective will of the council or board.

Elected officials ability to work together and resolve conflict respectfully are keys to council and board effectiveness and good governance for the community.

Role of Staff

The roles and responsibilities of elected officials and local government staff are interdependent, but distinct. Local government staff provide the council board with information and professional advice to support informed decision-making, implement the collective decisions, policies, and direction of the council board, and communicate those decisions to the public and other orders of government.

All local governments in British Columbia are required to have a corporate officer and financial officer. Local governments also often establish a Chief Administrative Officer (CAO) position – although this position is not required by legislation. In many local governments the CAO is the only member of staff directly hired by the council or board. This structure separates political policymaking from administrative implementation, with the CAO responsible for hiring and supervising all other staff.

WHAT ARE THE ROLES AND RESPONSIBILITIES OF LOCALLY ELECTED OFFICIALS?

Legislative Requirements

Locally elected officials are required to comply with the *Community Charter* and *Local Government Act* as well as other provincial legislation, including conduct rules, privacy and employment laws and policies, and local government procedures.

The *Community Charter* and *Local Government Act* set out the roles and responsibilities for municipal councillors and regional district board members. An elected official's responsibilities include:

- considering the well-being and interests of the entire community;
- contributing to the development and evaluation of the policies and programs with respect to local government services;
- participating in council/regional district board and committee meetings; and,
- carrying out other duties assigned (such as chairing committees).

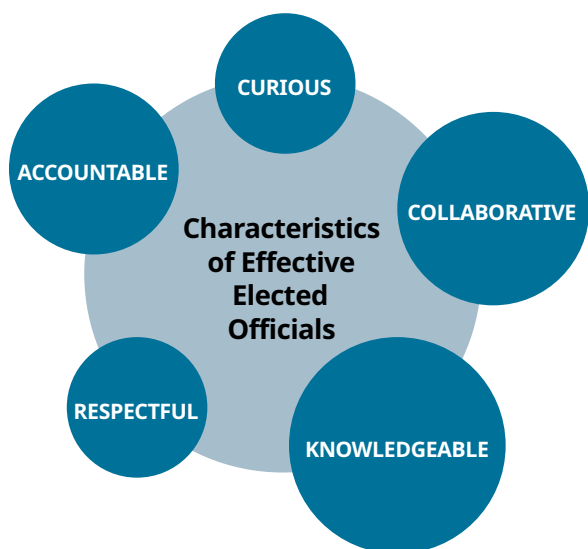
The mayor and regional district board chair have all the same responsibilities as a municipal councillor or regional district board member plus a few additional responsibilities, these include:

- chairing meetings, maintaining the order and conduct of debate, ensuring meeting rules are followed, and encouraging the expression of differing viewpoints;
- creating standing committees, appointing people to these committees, and deciding the committees' mandates;
- communicating council or board decisions to the CAO so staff may implement policies, programs and other decisions; and,
- acting as the spokesperson and communicating the collective decisions of the council or regional district board.

Characteristics of Effective Elected Officials

Effective elected officials are dedicated, ethical, and informed. In practice, this means an effective elected official that is:

- **accountable** in their decisions and conduct;
- **respectful** of others (even when they don't agree) and understands the responsibilities that come with holding local office;
- **knowledgeable** about local government roles and legislative requirements;
- **curious** about the perspectives and experiences of others in order to find solutions and inform decision-making; and,
- **collaborative** with their colleagues, who share the responsibility of representing the interests of their community.



Mayors, councillors and board members work alongside each other to meet the needs of communities across B.C. and uphold local democracy, the law, and the principles of good officials.

Watch the video series "[Being an Effective Elected Official](#)" for direct insights into the role of a locally elected official.

CONFLICT OF INTEREST

Locally elected officials are subject to conflict-of-interest rules under the *Community Charter* and common law.

As a locally elected official, there may be times where you must not participate or vote on a particular matter due to your personal circumstances. It is your responsibility to determine when you may be in a conflict of interest and recuse yourself from discussing or voting on a matter.

You may be liable to penalties and/or disqualification from holding office until the next general local election if you do not adhere to the conflict-of-interest rules.

Demands of the Job

Being in elected office can be a very rewarding experience. It can also be quite demanding.

Potential candidates do not need to be an expert in governance or finance to run for local office, however, they need to be open minded and willing to learn.

Elected officials can expect a high volume of reading and learning across a variety of topics during their term in office. They will also need to become familiar with the local government's policies and procedures, as well as the legislation that applies to local governments.

Local government orientation sessions, educational resources and opportunities through local government associations or other relevant organizations, and the expertise of staff can support elected officials in fulfilling their duties.

Potential candidates must be prepared for the realities of local office and how their day-to-day life may change if elected to office – whether that is managing time commitments or adjusting to increased public and media scrutiny. Many local governments have policies (such as internal information-sharing protocols and social media policies) in place to support elected officials with this aspect of their role.

The **Local Government Leadership Academy** (LGLA) serves locally elected officials throughout British Columbia by offering training, resources, and a Certificate program. The LGLA aims to improve the competencies needed to effectively manage and lead B.C.'s communities. Visit: <https://lgla.ca/> for more information.

HOW TO PREPARE FOR ELECTED OFFICE?

Contributing as an elected official to the long-term success of the community begins the moment an elected official takes office. Some ways to prepare include:

- reading the local government's key planning documents (e.g., strategic and financial plan), policies (e.g., social media), and the code of conduct (if any) and the procedure bylaws;
- attending council or board meetings to observe meeting procedures and learn about priority issues and projects in your community;
- reviewing the local government's website, meeting agendas, and minutes to understand its key priorities and initiatives;
- attending neighbourhood association meetings or getting to know key groups in the community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to better understand the diversity of interests;
- becoming familiar with neighbouring First Nation governments and reviewing any local government policies and agreements that support collaboration and partnerships;
- reading the *Local Government Act* and *Community Charter* to gain an understanding of the legislative requirements that local governments must follow; and,
- researching provincial government webpages to learn more about the local government system generally.

Refer to the **What Every Candidate Needs to Know** brochure for more information about running as a candidate in general local elections.

FURTHER INFORMATION

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

www.civicinfo.bc.ca/directories

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

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

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Elections BC

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Toll-free: 1 800 661-8683

TTY 1 888 456-5448

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

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

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**Scan the QR code to find
information and guidance
materials about the upcoming
general local elections**



www.gov.bc.ca/localelections

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

LOCAL GOVERNMENT ELECTIONS IN
BRITISH COLUMBIA 2026:



What Every Candidate Needs to Know





General local elections will be held on **Saturday, October 17, 2026.**

This brochure provides candidates with basic information about general local election rules and answers questions about running for local office in British Columbia.

Refer to the *Candidates Guide to Local Government Elections in B.C.* for more detailed information about being a candidate for mayor, councillor, or electoral area director.

WHAT'S NEW FOR 2026

There have been some notable changes since the 2022 general local elections:

- Candidates may submit their nomination documents to the Chief Election Officer in-person, by mail, or electronically, (e.g., by email or fax), so long as the documents are received by the end of the nomination period. Candidates are no longer required to deliver originals of nomination documents submitted by fax or email.

NEW

NEW

- Public notices and online publications of nomination documents will no longer include candidate personal information, such as personal telephone numbers and residential addresses. Electors will instead see the name of the jurisdiction in which the candidate is a resident (e.g., name of the municipality, electoral area, or treaty lands where the candidate resides) in public notices and online nomination documents.
- A candidate and the authorized principal official of an elector organization must work together to complete the endorsement section of the candidate's nomination documents in order for the candidate to be endorsed by the elector organization. Both parties must provide signed consent to the endorsement. Separate endorsement documents are no longer required (**Elector Organizations must be registered with Elections BC prior to endorsing a candidate(s)**).
- Members of the Legislative Assembly of British Columbia are disqualified from holding local elected office under the *Eligibility to Hold Public Office Act*. If a mayor, councillor, electoral area director or any other local elected official becomes a Member of the Legislative Assembly, that individual is considered to have resigned their local elected office.

NEWNEW

ROLE OF ELECTED OFFICIALS

What is the role of a local elected official?

Local elected officials are the stewards of their community's public assets and collectively responsible for making decisions.

In their role, elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy and employment laws and policies, and local government procedures.

Elected officials that develop positive trusted relationships with colleagues, local government staff, and the public, support councils and regional district boards to carry out their collective responsibilities. How elected officials conduct themselves in their role and in these relationships directly impacts successful community governance.

The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

Local government staff provide the council/regional district board with information and professional advice to support informed decision-making, implement the collective decisions, policies, and direction of the council/regional district board, and communicate those decisions to the public and other orders of government.

Clarity about the distinct roles and responsibilities of elected officials and local government staff can help create a healthy working relationship during the term of elected office.

Refer to the *[Thinking About Running for Local Office?](#)* brochure for more information on the roles and responsibilities of locally elected officials.

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).

How often are general local elections held?

General local elections are held every **four years on the third Saturday of October**.

ELECTION ADMINISTRATION

Who oversees local elections?

Unlike provincial elections, local elections are not managed by one organization. Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations.

Elections BC is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*. This includes providing information about



the rules, maintaining the register of elector organizations and advertising sponsors, receiving and publishing financial reports, assessing compliance through reviews and audits, and investigating non-compliance to determine appropriate enforcement.

CHIEF ELECTION OFFICER

The Chief Election Officer is an individual appointed by a municipal council or regional district board to conduct a general local election or a by-election. The Chief Election Officer is responsible for overseeing all local election administration activities, including: issuing statutory public notices; receiving nomination documents; declaring candidates; administering voting opportunities; preparing ballots; reviewing ballot accounts; and, determining and declaring official election results.

HOW TO GET STARTED

Am I eligible to run for office?

To be eligible to run for office you 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 B.C. or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

EMPLOYEES AND VOLUNTEERS

There are additional requirements and eligibility considerations that people who work or volunteer for a local government must follow. For more information, please visit the B.C. government webpage about [Employees and volunteers](#).

How do I get nominated?

You must be nominated by at least two eligible electors from the jurisdiction where you are seeking to be elected – some local governments may, by bylaw, require each candidate to have as many as 10 or 25 nominators. You may also be required to pay a refundable nomination deposit (up to a \$100 maximum) as part of the nomination process. You can confirm specific nomination requirements with the Chief Election Officer in your community.

You must have become a B.C. resident by March 10, 2026, or, if the nomination period is extended, by March 13, 2026 in order to meet the B.C. residency requirement to run for local office. Refer to [section 67 of the *Local Government Act*](#), for the rules for determining B.C. residency.

NOMINATORS

A nominator must be a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in the *Local Government Act* and the *Vancouver Charter*.



Where can I find nomination forms?

Candidate nomination documents are available from your local government during regular business hours, generally, two to four weeks before the nomination period begins. Local government contact information is available online from CivicInfo BC at: www.civicinfo.bc.ca/directories

What are some key nomination requirements?

Nomination documents require you to provide detailed contact about yourself and the people who will work for you during the election (e.g. financial agent, official agent). Information provided on the nomination document also includes the office you are running for, your nominators, your consent to be nominated, any endorsement you are accepting from an elector organization, and the Statement of Financial Disclosure required under the *Financial Disclosure Act*.

You are also required to make a solemn declaration stating that you are qualified to be a candidate and you are aware of, understand, and will comply with the requirements of the *Local Elections Campaign Financing Act*.

Where do I file my nomination papers?

You must file your nomination documents with the Chief Election Officer where you intend to run for office. The nomination deadline is 4:00 p.m. local time on **Friday, September 11, 2026**. Candidates may submit their nomination documents to the Chief Election Officer by hand, by mail or other delivery service, by fax or by email so long as they are received by the end of the nomination period.

You are required to make a solemn declaration in order for your nomination documents to be accepted for filing. If you are not submitting your documents in-person to the Chief Election Officer, you may make your solemn declaration before a commissioner for taking affidavits for British Columbia, such as a lawyer or notary. The solemn declaration must be signed by you and the person that took the solemn declaration.

Who can help me run my election campaign?

You may appoint a financial agent, an official agent, and scrutineers to help with your election campaign and to take on campaign activities. Your election campaign may also be supported by volunteers.

You may also be endorsed by an elector organization that may undertake certain campaign activities on your behalf (e.g., advertising, canvassing) to help you get elected.

Financial Agents

A financial agent is a representative that a candidate is legally required to have during an election campaign. **You are your own financial agent unless you appoint another individual to the position.**

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 campaign financing disclosure statement with Elections BC within 90 days following general voting day.

You must appoint your financial agent in writing and have their written consent to be your financial agent. The written appointment must be submitted to the Chief Election Officer as part of your nomination package and the Chief Election Officer will send all required information to Elections BC.

GUIDANCE FOR FINANCIAL AGENTS

Elections BC will send the financial agent the ***Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents*** shortly after receiving the required candidate information and appointment of financial agent forms from the Chief Election Officer. The required disclosure statement will be sent by Elections BC to the candidate or their financial agent after general voting day. This information will assist you or your financial agent when it is time to disclose your campaign contributions and expenses.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may act as your campaign manager or spokesperson or be the point of contact for the people helping on your election campaign. You must appoint your 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 you have made the appointment.

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process. You or your 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 may allow you to have more than one scrutineer for each ballot box.

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

Volunteers

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

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

CANVASSING

Authorized canvassers are entitled to access multi-residential buildings (i.e. housing cooperatives, strata corporations and rental properties) between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period. You must appoint your canvasser(s) in writing and provide them with written consent to act as your canvasser. A canvasser entering a multi-residential property must produce government-issued photo ID and their written appointment at the request of a resident or an individual acting on behalf of the multi-residential property (e.g., building or property manager).

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in general local elections. An elector organization may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name.

Elector organizations and candidates may each direct their own separate election campaign or run complementary campaigns; you may also decide to rely solely on the elector organization to run campaign activities on your behalf.

An elector organization must provide a signed consent statement that is included in your nomination documents. You must also sign a statement consenting to the endorsement as part of your nomination documents submitted to the Chief Election Officer.

Elector organizations are required to register with Elections BC before endorsing a candidate.

What is a third party sponsor?

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations.

Third party advertising includes advertising for or against a candidate and/or an elector organization. Third party advertising also includes advertising on an issue with which a

THIRD PARTY ADVERTISING

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods. Refer to the Elections BC [***Guide for Local Third Party Advertising Sponsors in B.C.***](#) for more information about the responsibilities and legal obligations of third party sponsors.

candidate or elector organization is associated during the campaign period.

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 an elector organization.

ELECTION CAMPAIGN FINANCING

What campaign financing and election advertising rules should I be aware of?

Election advertising, such as billboards or commercials, must include sponsorship information during the pre-campaign and campaign period.

Election advertising rules apply to advertising that promotes or opposes the election of a candidate or an elector organization that is endorsing a candidate (e.g., directed advertising) during the pre-campaign and campaign period.

CAMPAIGN PERIODS

The pre-campaign period begins on **Monday, July 20, 2026**, and ends on **Friday, September 18, 2026**.

The campaign period starts on **Saturday, September 19, 2026**, and ends when voting closes at 8:00 p.m. local time on **Saturday, October 17, 2026**.

Elections BC has 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

Refer to Elections BC's [website](#) for detailed information regarding campaign financing and election advertising rules.



range of contraventions, including exceeding campaign contribution limits or expense limits for candidates.

ELECTION CAMPAIGNING

What can I do to get my message out to the voting public?

Election campaigns are generally a planned set of actions, events or initiatives designed to raise awareness about you or your election platform with voters.

Key campaign activities you could undertake include:

- making public speeches;
- canvassing by phone or door-to-door to raise awareness about your campaign and/or identifying issues important to voters;
- holding events where voters can listen to your election platform and ask questions;
- advertising in print, on radio, television or social media platforms; and/or,
- putting up signs as a way of “getting your name out there.”

VOTING DAY

Will voters be able to cast their ballots before general voting day?

Yes. Generally, at least two advance voting opportunities must be held in every local government before general voting day.

One voting opportunity must be held 10 days before general voting day (**Wednesday, October 7, 2026**), and in most cases, an additional one on a date established in the local government's bylaw. Local governments may set out in their election bylaw whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the second additional advance voting opportunity will be waived.

Voting places are open from 8:00 a.m. to 8:00 p.m. local time **Saturday, October 17, 2026**, for general voting.

Can I campaign on general voting day?

You are allowed to campaign on general voting day by:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting day and was not changed before being transmitted on general voting day;
- advertising by means of signs, posters, or banners;
- canvassing and/or distributing pamphlets; and/or,
- advertising that exclusively encourages people to “get out and vote.”

It is an election offence to transmit new election advertising on general voting day. It is also an election offence to campaign within 100 metres of a voting place during voting proceedings.

Can I watch the ballot counting process?

Yes. Candidates can be present during the ballot count. The Chief Election Officer can tell you the time and location for the final vote count and when the election results will be declared. Ballot counting starts after 8:00 p.m. local time following the close of voting. Your official agent or a scrutineer may also attend at each location where ballot counting takes place.

When will the election results be announced?

The official election results must be declared by 4:00 p.m. local time on **Wednesday, October 21, 2026**. Candidates with the most votes will be declared elected.

The Chief Election Officer must refer the election for a judicial recount if there is a tie in the number of votes between one or more candidates.

Following a judicial recount, a tie between two or more candidates must be broken in accordance with the *Local Government Act* (or *Vancouver Charter* in the City of Vancouver) and the local government's election bylaw. The judicial recount must be completed by **Friday, October 30, 2026**.

AFTER THE ELECTION

What do I do if I am elected?

All candidates must file a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

You must also make an oath of office or solemn affirmation within 45 days after the official election results are declared, or if you are declared elected by acclamation, within 50 days of general voting day.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* or contact Elections BC directly for more detailed information about campaign financing disclosure requirements.

A candidate who has been declared elected by the Chief Election Officer may make the oath of office or a solemn affirmation as soon as the time period for making an application for judicial recount has ended. The period to apply for a judicial recount ends nine days after the close of general voting (**Monday, October 26, 2026**).

Elected candidates do not take office immediately after making their oath of office or solemn affirmation. Municipal council members (i.e., mayor and councillors) formally take office at the first regularly scheduled council meeting following general local elections – this meeting must take place before **Tuesday, November 10, 2026**.

The term of office for regional district electoral area directors begins on the first Monday after November 1 following the general local election or when the individual makes their oath or solemn affirmation, whichever is later. 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.

Are there things I need to do even if I am not elected?

Yes. You must file a campaign financing disclosure statement with Elections BC by **Tuesday, February 16, 2027**, at the latest – even if you received no campaign contributions and incurred no election expenses. Statements filed after **Friday, January 15, 2027**, are subject to a \$500 late filing penalty fee.

ELECTION OFFENCES AND PENALITIES

What happens if I don't comply with all of the election rules?

You could be disqualified from office if you fail to take the oath of office following local elections.

Candidates who fail to file a campaign financing disclosure statement are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections. A candidate declared elected also loses their seat and the seat then becomes vacant.

Additional monetary and disqualification penalties for contravening campaign financing and advertising rules are set out in the *Local Elections Campaign Financing Act*. Elections BC can be notified when a person believes someone has committed a campaign financing election offence.

You may also be subject to penalties of up to \$5,000 and/or imprisonment for up to one year for providing and/or distributing false information, campaigning near a voting place during voting proceedings, falsely withdrawing a candidate or an endorsement, fraudulently voting, interfering with ballots or ballot boxes, or otherwise contravening section 163 of the *Local Government Act*. These penalties could apply whether or not you were elected.

FURTHER INFORMATION

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

www.civicinfo.bc.ca/directories

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

Ministry of Housing and 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

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

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.

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.



CANDIDATE'S GUIDE

TO LOCAL ELECTIONS IN B.C.
2026



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Key Contacts

Ministry of Housing and Municipal Affairs

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

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

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/local-elections/2026-general-local-elections/>

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

Governance and Legislation Branch

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 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 CivicInfo BC 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, King's Printer for British Columbia at:

Crown Publications: King'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 Housing and Municipal Affairs, Elections BC, the Local Government Management Association, the Ministry of Education and Child Care, and the BC School Trustees Association collaborated to produce educational materials and guides for the 2026 general local elections.

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.

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

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

Educational materials developed by Elections BC are available online at: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

Local Guides

- Candidate Handbook
- Elector Organization Annual Financial Report Completion Guide
- Guide for Local Chief Election Officers
- Guide for Local Third Party Advertising Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.
- Guide to Elector Organization Registration and Deregistration
- 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
- Disclosure Statement Completion Guide for Local Candidates and their Financial Agents
- Disclosure Statement Completion Guide for Elector Organizations and their Financial Agents
- Disclosure Statement Completion Guide for Local Third Party Sponsors

Local Quick Reference Sheets

- Candidate campaign accounts
- Local campaign contributions
- Local election advertising
- Local election expense limits
- Self-funding rules
- Sponsorship contributions
- What to know before you start campaigning
- Fundraising functions

Online Learning

- Financial Agent Training for 2026 General Local Elections – Elector Organizations course
- Financial Agent Training for 2026 General Local Elections – Candidates course
- Online Learning for Third Party Sponsors

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

Information about running for the Conseil scolaire francophone de la Colombie-Britannique is available online at:

- <https://www.csf.bc.ca/en/board-of-directors/school-trustee-elections-2026/>

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

- BC School Trustee Candidates Guide
- Guide à l'intention des candidats aux postes de conseillers scolaires de la Colombie-Britannique

Disclaimer

The information contained in the *Candidate's Guide to Local Elections in B.C.* (guide) is provided as general reference and all attempts have been made to ensure the accuracy of the material. In the event that there is inconsistency between the guide and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.

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.

Notable Legislative Changes and Updates for 2026

The *Miscellaneous Statute Amendments Act, 2025* (Bill 13) changed some local elections rules for the *Local Government Act*, *Local Election Campaign Financing Act*, *Vancouver Charter*, *School Act*, and the *Islands Trust Act* in 2025.

Key changes include:

- Candidates may submit their nomination documents to the Chief Election Officer in-person, by mail, or electronically, such as by email or fax, so long as they are received by the end of the nomination period.
 - There is no longer a requirement for nomination document “originals” to be submitted if the nomination documents were initially submitted to the Chief Election Officer electronically.
- Candidate personal information, such as a residential address and phone number, can no longer be published online or in public notices. The name of the jurisdiction where the candidates reside will be included in public notices and in online nomination documents.
 - Unredacted nomination documents are still viewable by electors at local government offices; however, electors must first sign a declaration that they will not use the information for purposes other than those permitted under the *Local Government Act*.
- Elector organizations are no longer required to submit separate candidate endorsement documents. Candidates and the authorized principal official for the elector organization must now work together and complete the endorsement section of the nomination documents if a candidate plans on accepting the endorsement.
 - **NOTE:** As part of this process, both parties will also need to provide signed consent statements for the endorsement.
- Chief Election Officers may choose to identify **authorized drop-off locations** where electors may return their mail ballot packages if mail ballot voting has been authorized in the local government election bylaw. Chief Election Officers must include the location and office hours for each drop-off location in the notice of an opportunity to vote by mail Issued by the local government.

The [*Local Government Elections Regulation*](#) was also amended to expand the list of acceptable identity documents to be more inclusive of Indigenous voters and adds certainty that the following documents can be used as forms of identification when registering to vote in local elections, a:

- document, issued by the government of Canada, that certifies that the applicant is registered as an Indian under the *Indian Act* (Canada), such as a status card;
- citizenship or membership card issued by a First Nation; and,
- citizenship card issued by Métis Nation British Columbia.

Additionally, the [Eligibility to Hold Public Office Act](#) came into force in 2025 and prevents elected officials from simultaneously holding an elected position with the provincial government and an elected position in a local government or as a trustee on a board of education.

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.

Local elections enable 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**.

This 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. Including:

- 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;
- qualifications for office;
- the nomination process;
- election campaigns and candidate representatives;

General local elections will be held on **Saturday, October 17, 2026**.

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.

- general voting day; and,
- taking office.

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**.

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).

Elections BC has published several guides to support candidates, financial agents, elector organizations and third party sponsors. The guides are available online at: <https://elections.bc.ca/local-elections/local-guides/>

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

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**.

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.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including elector organization registration, candidate expense limits, campaign contribution limits and the election advertising rules under the *Local Elections Campaign Financing Act*.

[See Appendix A](#) for more information about local election partner roles and responsibilities

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.

Generally, at least two **advance voting opportunities** must be available whereby eligible **electors** may cast their ballot in local elections. 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, including special voting opportunities.
General voting day for the 2026 general local elections is Saturday, October 17 .	General Voting Day General voting day is the primary opportunity for candidates seeking office as 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.
The required advance voting opportunity for the 2026 general local election is Wednesday, October 7 .	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.
Electors may not cast their ballot on the Internet or by telephone.	See Appendix B for other key dates in the 2026 general local elections.
	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.
New or amended election bylaws must be adopted by Monday, July 6 in order to be in effect for the 2026 general 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.
	Mail Ballot Voting Mail ballot voting provides <i>all</i> 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.
	If mail ballot voting has been authorized in the election bylaw, Chief Election Officers may now identify authorized drop-off locations for mail ballots.

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.

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.

Refer to the [*Local Government Act, s.67*](#) or [*Vancouver Charter, s.25*](#) (if you live in Vancouver) for the rules for determining B.C. residency.

An elector must have been a B.C. resident prior to **Thursday, April 16** to register to vote on general voting day for the 2026 general local elections.

ELECTORS LIVING ON RESERVE

Eligible Indigenous and non-Indigenous electors living on Reserve are entitled to vote in local government elections. Where they vote will depend on whether the Reserve they live on is included in the Letters Patent of a municipality or regional district. Letters Patent establish the legal boundaries of local governments. Contact the nearest municipality or regional district to determine where to vote.

Refer to the [*Voter's Guide for Electors Living on Reserve*](#) brochure for more information about voter eligibility when living on Reserve.

Candidates

A candidate in the context of this guide is an individual seeking election as **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner or specified parks board commissioner**. School trustee candidates should refer to guidance materials produced by the Ministry of Education and Child Care and the BC School Trustees Association.

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.

A nominator **MUST** be a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in sections 65 and 66 of the *Local Government Act* and sections 23 and 24 of the *Vancouver Charter*.

Financial Agents

A financial agent is legally responsible for administering the candidate's campaign finances in accordance with the *Local Elections Campaign Financing Act*. It is the financial agent's responsibility to know, understand and follow the rules under the *Local Elections Campaign Financing Act* to avoid penalties such as disqualifications, administrative monetary penalties, or offences.

Financial agents have several 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;
- keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions;

- filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day; and,
- ensuring the campaign is in compliance with contribution rules and campaign period expense limits.

A candidate **must** have a financial agent. *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.

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

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.

Third Party Sponsors

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

In general, third party election advertising includes any transmission of a communication to the public by anyone other than a candidate or elector organization that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign and campaign periods. 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 [Sponsorship Contributions – Quick Reference Sheet](#) 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.”

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 prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses. The elector organization’s financial agent is responsible for ensuring compliance 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 elections years with Elections BC.

Refer to the [Guide to Elector Organization Registration and Deregistration](#) and the [Guide to Campaign Financing for Elector Organizations and their Financial Agents in B.C.](#) for more information about elector organizations.

Key Election Administrators

Unlike provincial elections, local elections are not managed by one organization. Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations. Elections BC is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*.

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

The *Local Elections Campaign Financing Act* refers to local Chief Election Officers as “local election officers.”

is also responsible for training the Deputy Chief Election Officer and Presiding Election Officials.

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**.

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*.

For more information about campaign financing and third party advertising rules, please visit Elections BC's homepage for local elections: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

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

Regional districts are a federation of municipalities, electoral areas, and in some cases, Treaty First Nations, each of which have representation on the regional district board.

Candidates elected as **electoral area directors** and municipal council members who are appointed as **municipal directors** serve together on the regional district board. In some instances, they may also serve with Treaty First Nation directors appointed from the governing body of the Treaty First Nation.

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 for sitting councillors ends immediately before the first council meeting following the general local elections four years later. Regional district electoral area director terms end when their successor takes office following a general local election.

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. A municipal council appoints members to the regional district board based on who they believe best represents the municipality's regional interests.

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.

Elected officials are expected to be prepared for meetings so they can participate in an informed way and contribute to collective decision-making.

Absences from Meetings (Disqualification)

An elected official who is 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 is:

- absent because of illness or injury;
- provided permission by the municipal council or regional district board to be absent;
- on parental leave;

- on mandatory leave of absence; or,
- temporarily suspended as a result of a sanction imposed after a code of conduct investigation.

Attending a council or board meeting remotely is not considered an absence where the local government has electronic meeting provisions in its meeting procedure bylaw.

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. Those councillors or board members that did not expressly vote “*yes*” or “*no*” on a particular matter are deemed to have voted in favour of the motion.

The only exceptions to the obligation to vote would be when an elected official has declared a conflict of interest related to the matter being voted upon or an elected official is a respondent or complainant in a code of conduct investigation and the matter to be voted on is whether to impose recommended sanctions – the elected official would then be prohibited from voting and must leave the meeting until after the vote is taken.

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.

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.

Prospective candidates are required to file a financial disclosure statement at the time they submit nomination documents to the Chief Election Officer. An elected official must file a financial disclosure statement annually with the local government **Corporate Officer** while in office. 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 and as such are subject to increased public interest and exposure – while campaigning for elected office, in the course of conducting their official duties on council or a regional district board, or while simply engaging in personal activities.

Election Campaigns

Legislative changes implemented for the 2026 general local elections have been made to better safeguard candidates' personal information while still providing electors with necessary information about candidate(s).

Public notices and the online publication of nomination documents will no longer include candidate personal information, such as personal telephone numbers and their residential addresses. Electors will instead see the name of the jurisdiction in which the candidate is a resident in public notices and online nomination documents – for example, the name of the municipality, electoral area, or treaty lands where the candidate resides.

Unredacted copies of the nomination documents for a candidate can still be viewed at the local government office. Prior to viewing nomination documents a person must sign a statement that they will only use the information included in them for the purposes authorized by the *Local Government Act* or the *Local Elections Campaign Financing Act*.

If a candidate, acting as their own financial agent, or an appointed financial agent has concerns about privacy, they can create an election campaign-specific email address or temporarily rent a P.O. Box for the duration of the local election to engage with electors, receive notices, and complete post-election reporting.

Social Media

Social media has increased the amount of exposure and feedback elected officials receive in the course of their duties. As such, aspects of an elected official's life may become a matter of public interest and may result in a loss of privacy to a lesser or greater degree.

Some steps a candidate could take to protect their privacy before starting an election campaign, include:

- familiarizing themselves with the privacy settings and moderation tools available on the social media platforms they are using;
- making social media accounts that provide a clear separation between public communications and private life optimized using each platform's settings; or,
- making a plan for responding to different kinds of behaviour or messages from users of those platforms.

If you believe you are experiencing what could be considered [criminal harassment](https://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/victimlinkbc) contact your local police department or VictimlinkBC for information and support: <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/victimlinkbc>

The Ethics of Elected Office

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

In their role, elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy and employment laws and policies, and local government procedures.

Elected officials must also 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.

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

Responsible conduct involves locally elected officials acting with integrity, accountability, respect, leadership and collaboration. Many local governments across B.C. utilize various tools to support responsible conduct including procedure bylaws and local government harassment and anti-bullying policies.

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

- **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.

Codes of Conduct

Responsible conduct is grounded in local government practices that include strong orientation on roles and responsibilities, local government policies and procedures and information on local government legislation. Many local governments have created codes of conduct to assist locally elected officials to conduct themselves in an appropriate manner.

A code of conduct is a set of rules outlining how locally elected officials must behave when carrying out their elected duties. 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.

It is anticipated that a new provincial code of conduct framework will be in place after the 2026 general local elections that will replace existing local codes of conduct. This framework will set a standard of behaviour for locally elected officials to follow that supports good community governance and a standard code of conduct complaint, investigation, and sanction process for all local governments to follow.

The guide [*Forging the Path to Responsible Conduct in Your Local Government*](#) provides further information about responsible conduct and codes of conduct.

Conflict of Interest and Other Ethical Standards

Disclosure of Conflict

The *Community Charter* conflict of interest rules set out that local 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 a conflict of interest. Following their declaration, they may not participate in discussions, vote or exercise influence on that matter.

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.

Municipal councils or regional district board members who believe they have a financial interest in a matter under discussion, must:

- 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.

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.

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.

Locally elected officials are expected to comply with their local code of conduct and related policies and procedures.

CONFLICT OF INTEREST

Local Government Act,
section 205

Community Charter,
sections 100-109

Vancouver Charter,
sections 145.2-145.92

It would be best for that elected official to seek independent legal advice if they were unsure about whether they were in a conflict of interest.

SCENARIO – CONTRACTUAL CONFLICT?

Aaron Michaels owns Arrow Landscaping, a local gardening and landscaping company – they are 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 they participate 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 their connection to the contract and excuse themselves 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.

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

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 discussed in closed meetings and information contained in records that have not been released to the public 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.

Role of Elected Officials

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 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.

Role of the Mayor or Board Chair

In addition to the responsibilities of a councillor or board member, the mayor and regional district board chair provides leadership by:

- recommending bylaws and resolutions that may assist in good governance;
- chairing meetings and maintaining the order and conduct of debate;
- attending ceremonies and meetings on behalf of the council/board;
- communicating information from the Chief Administrative Officer or outside meetings to council/board;
- establishing standing committees; and,
- communicating council or board decisions to the Chief Administrative Officer (CAO) and/or City Manager so staff may implement policies, programs and other decisions.

Role of Local Government Staff

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., bylaw enforcement officers, public works staff) employed by the municipality or regional district.

Prospective candidates must have been a B.C. resident prior to **Tuesday, March 10** to be eligible to run in the 2026 general local elections.

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

Who May Run For Office

To run for local office (e.g. **mayor, councillor, or electoral area director**), **you** 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 holding the 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 up to 10 or 25 nominators for each prospective candidate. Specific details about local nomination requirements are available by contacting the Chief Election Officer.

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.

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](#).

If a volunteer receives monetary compensation from the local government (e.g., some volunteer firefighters) and their role is not covered by the *Volunteer Eligibility for Office Regulation*, they may be considered an ‘employee’ and would need to take a leave of absence and resign if successfully elected to office.

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 as candidates 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: [Political Activities - Canada.ca](#), 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 B.C Legislative Assembly

Members of the Legislative Assembly of B.C. may not hold office both provincially and locally at the same time and will be deemed to have resigned from any elected local office when accepting provincial office.

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](#).

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 legislation; 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, being elected to or holding the office, 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 individuals 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 immediately following 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.

Who May Nominate

Prospective candidates for local office must be nominated by at least two eligible electors from the municipality or electoral area where the person is seeking election. Local governments have the ability in their election bylaw to require 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;

The nomination period for the 2026 general local elections begins at 9:00 a.m. local time on **Tuesday, September 1** and ends at 4:00 p.m. local time on **Friday, September 11**.

The declaration of candidates for the 2026 general local elections takes place at 4:00 p.m. local time on **Friday, September 11**.

The nomination period for the 2026 general local elections may be extended until 4:00 p.m. local time on **Monday, September 14** if there are insufficient candidates.

Contact the Chief Election Officer to determine the number of nominators required by the local government. Local government contact information is available from [CivicInfo BC](https://www2.gov.bc.ca/gov2/civinfo/)

A nominator **MUST** be an elector of the municipality or electoral area (or neighbourhood constituency, if applicable). Elector qualifications are listed in sections 65 and 66 of the *Local Government Act* and sections 23 and 24 of the *Vancouver Charter*.

- 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- 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.

Endorsement by an Elector Organization

Only elector organizations registered with Elections BC can complete the endorsement section of the candidate's nomination 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** endorses a candidate on the ballot by working with the candidate to complete the endorsement section of the candidate's nomination documents. Candidates endorsed by elector organizations must indicate their consent to the endorsement by providing their signature as part of the nomination documents submitted to the Chief Election Officer.

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.

Refer to the [Guide to Elector Organization Registration and Deregistration](#) and the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) 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 include the following:

- the person's full name (first, middle, last);

Elections BC's deadline for elector organizations to register to endorse candidates in the 2026 general local elections is **Sunday, July 31**.

- 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., Cathy instead of Catherine;
- 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;
- 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; and,
- signed statements by the candidate and the authorized principal official of an elector organization agreeing to an endorsement, if applicable.

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 that Act and intend to comply with those requirements.

An individual that is not submitting nomination documents in-person to the Chief Election Officer must make arrangements for completing the solemn declaration prior to the close of the nomination period.

Nomination documents can be submitted to the Chief Election Officer, or other person designated for that purpose, in-person, by mail, fax or email before 4:00 p.m. local time at the end of the nomination period.

Do not include additional information on nomination documents that is not required by legislation (e.g., personal telephone number).

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

The nomination is not valid if all nomination documents are not received by the end of the nomination period.

Any changes to the nomination document information that takes 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 “solemn declaration” as part of the nomination process. **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.

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.

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. A person must sign a statement that they will only use the information included in nomination documents for the purposes authorized by the *Local Government Act* or the *Local Elections Campaign Financing Act* prior to viewing the nomination documents.

Local governments may, by bylaw, choose to make all or part of the documents publicly available (e.g. on the Internet or by other electronic means) during all or part of the public inspection period. A candidate's residential address cannot be included in nomination documents available outside the local government office to enhance candidate privacy.

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 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 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.

Nomination documents for the 2026 general local elections are available for public inspection until **Friday, November 20** if the official election results were declared on **Wednesday, October 21**.

Challenges to nominations for the 2026 general local elections can be submitted until 4:00 p.m. local time on **Tuesday, September 15**. The Provincial Court is required to hear the challenge and make a ruling by 4:00 p.m. local time on **Friday, September 18**.

Nominees for the 2026 general local elections may withdraw their candidacy until 4:00 p.m. local time on Friday, September 18.	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. In some situations, 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. It is unlikely a candidate withdrawal will be approved by the Minister if the withdrawal request is received after ballots are printed. <i>The Minister is not obligated to approve a prospective candidate's withdrawal.</i> Candidates no longer wishing to be elected are responsible for communicating this to electors. Any candidates who have withdrawn from general local elections after candidates have been declared by the Chief Election Officer at the end of the nomination period 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.
Prospective candidates are not required to file candidate campaign financing disclosure documents for the 2026 general local elections if they withdraw before candidates are declared.	

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.

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., Instagram, Bluesky, 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 on the 29th day 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.

The election period for the 2026 general local elections begins on **Thursday, January 1** and ends at midnight on **Friday, September 18**.

The pre-campaign period for the 2026 general local elections begins on **Monday, July 20** and ends on **Friday, September 18**.

The campaign period for the 2026 general local elections begins on **Saturday, September 19** and ends on **Saturday, October 17**.

Elector Organizations Must be Registered

Only elector organizations registered with Elections BC can endorse candidates on their nomination documents, receive campaign contributions and incur election expenses.

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 [Candidate Information webpage](#) for more information about the campaign financing and election advertising rules 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.

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.

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 include the endorsement on their nomination documents and have a written campaign financing arrangement with the elector organization.

Refer to Elections BC's [Elector Organizations webpage](#) for more information about the campaign financing and election advertising rules that apply to elector organizations.

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 [Local Third Party Advertising Sponsors webpage](#) for more information about contribution and expense limits and election advertising rules that apply to third party sponsors.

Key Election Campaign Activities

Key campaign activities may include 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.

Visit Elections BC's [website](#) or contact Elections BC staff 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.

Advertising Rules

There are limits placed on sponsorship contributions made by eligible individuals to third party sponsors.

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 in advance. 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, if it is available.

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

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

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 autodialing 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.” Election advertising, including phone calls, encouraging electors to vote for a particular candidate is not permitted on general voting day.

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 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**.

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

Sponsorship Information

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods. Sponsorship information must include: the name of the financial agent, an indication that it was authorized by the identified financial agent, a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Refer to Election BC's [*Guide to Campaign Financing for Local Candidates and Financial Agents in B.C.*](#) for more details about sponsorship information.

Local government contact information is available from CivicInfo BC online at: <https://www.civicinfo.bc.ca/directories>.

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.

Election Offences

Vote-buying

It is an election offence to offer inducements to an elector to vote or not to vote, or to vote or not vote for a particular candidate. Inducements include money, gifts, valuable consideration, refreshments, entertainment, office, placement, employment and any other benefit of any kind. It is also an offence for an elector to accept inducements for refraining from voting or voting in a particular way.

Examples of vote-buying include buying coffee for an elector or volunteering to drive an elector to a voting place in exchange for their vote for a particular candidate. These activities would be permitted provided there is no subjective intent to influence another person's voting behaviour.

Intimidation

It is an election offence to intimidate an elector, by action or threat, to compel the elector to vote, to vote for a particular candidate, 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).

Intimidation means to use force, violence or restraint against a person; inflict injury, harm, damage or loss on a person or property; or to threaten to do any of those actions.

Other Election Offences

Other election offences under the *Local Government Act* and *Vancouver Charter* 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, or consenting to nomination knowing they are not qualified to be nominated;
- participating in fraudulently voting, including voting when not entitled to do so, voting more than once in an election, obtaining a ballot in the name of another person, or failing to preserve the secrecy of a ballot;

- 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;
- providing false or misleading information or statements/declarations when the *Local Government Act* or *Vancouver Charter* requires or authorizes individuals to provide it;
- inspecting or accessing election materials or using the information for purposes not authorized under the *Local Government Act* or *Vancouver Charter*; and,
- interfering, hindering or obstructing an election official or other person in the performance of their duties under the *Local Government Act*, *Vancouver Charter*, or *Local Elections Campaign Financing Act*.

Election Offences Under the *Local Elections Campaign Financing Act*

Under the *Local Elections Campaign Financing Act* an individual or organization must not transmit election advertising to the public on General Voting Day except advertising:

- on the internet for the sole purpose of encouraging voters to vote;
- on the internet that was not changed during general voting day; and/or,
- by means of signs, posters, banners, distributing pamphlets.

In addition, individuals and organizations could be penalized for:

- failing to file a disclosure statement or financial report;
- filing a false or misleading disclosure statement;
- exceeding the expense limit;
- failing to return prohibited campaign / sponsorship contributions;
- failing to include sponsorship information on election advertising; and/or,
- making or accepting prohibited loans.

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 police are responsible for conducting an investigation and recommending to Crown counsel whether charges could be laid for serious election offences such as vote buying or intimidation. Crown counsel makes the determination as to whether to proceed with a prosecution. Election offences are prosecuted through the courts.

An individual can contact their local Chief Election Officer and/or police if they believe someone has committed an election offence. In some cases, the local Chief Election Officer will be able to deal with the offence immediately (e.g. covering up a sign placed within 100 metres of a voting location), and in others the police may need to be involved.

The Chief Election Officer may refer matters to the police and may also submit an application to the court about the validity of the election if the Chief Election Officer becomes aware that vote buying, intimidation or voting when not entitled occurred during the election.

An officer, director, employee or agent who authorizes, permits, or acquiesces in the offence commits the same offence when an organization commits an offence.

The time limit for initiating the prosecution of an offence under Part 3 of the *Local Government Act* or Part 1 of the *Vancouver Charter* is one year after the date on which the act or omission that is alleged to constitute the offence occurred.

Prosecution of an offence under the *Local Elections Campaign Financing Act* may only commence with the approval of the BC Chief Electoral Officer. If the BC Chief Electoral Officer believes there are reasonable grounds that an individual or organization has contravened the *Local Elections Campaign Financing Act* or its regulations, the BC Chief Electoral Officer may refer the matter to the Criminal Justice Branch of the Ministry of Attorney General for a determination of whether to approve a prosecution.

Contraventions of campaign financing rules that result in an offence are determined by the Supreme Court of B.C. A person that believes that a person or organization has committed a campaign financing election offence can notify Elections BC.

Local Election Penalties

A person who commits vote buying or intimidation is liable to a fine of up to \$10,000, imprisonment of up to two years, and/or disqualification from holding office for up to seven years, in addition to any other penalty under legislation.

A person or unincorporated organization that commits any other election offence under the *Local Government Act* or the *Vancouver Charter* is liable to a fine of up to \$5,000 and/or imprisonment of up to one year.

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

Offences in the *Local Elections Campaign Financing Act* are separated into higher penalty offences and lower penalty offences. Higher penalty offences include offences for failure to file by compliance deadline and general offence in relation to false or misleading information. An individual who commits a higher penalty offence may face a fine of up to \$10,000 and/or imprisonment of up to two years. An organization that commits a higher penalty offence may face a fine of up to \$20,000.

Lower penalty offences apply to all other offences under the *Local Elections Campaign Financing Act*. A person who commits a lower penalty offence may face a fine of up to \$5,000 and/or imprisonment of up to one year. An organization that commits a lower penalty offence may face a fine of up to \$10,000.

Role of Local Election Officials

The Chief Election Officer and Presiding Election Officials are responsible for maintaining the integrity and secrecy of the voting process. This includes: restricting or regulating the number of people admitted to a voting place; removing or covering election advertising within 100 metres of a voting place during voting proceedings; requiring 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.

The Chief Election Officer or Presiding Election Officials may 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.

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*.

[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

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

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. A candidate representative present at election proceedings must carry a copy of their appointment document.

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 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.

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

The appointment must be signed by the candidate and submitted to the Chief Election Officer as part of the nomination package. The financial agent appointment information is then forwarded by the Chief Election Officer to Elections BC as soon as practicable.

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 the elector organization has endorsed. However, each 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](#) 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 name and address) 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.

Candidate representatives (e.g., scrutineers) must carry copies of their appointment documents whenever they represent the candidate at an election proceeding.

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 opportunities.

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.

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 the appearance of campaigning on general voting day.

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 must not interfere with the voting place routines and/or the election officials' duties. Scrutineers are not permitted to handle election documents.

While scrutineers are appointed to represent candidates at a voting opportunity, they are not there to campaign for the candidates. Scrutineers are there to neutrally observe the voting process and are not permitted to wear anything that shows support for a particular candidate (e.g., shirt, hat, button) while they are in or near the voting place.

Local governments, by bylaw, and Chief Election Officers have the authority to establish specific rules governing scrutineer conduct and responsibilities.

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.

Counting Ballots

Ballot counting begins after voting places close at 8:00 p.m. local time on general voting day. No one is permitted to enter or leave a voting place while the ballot count is in progress.

Candidates are entitled to be present during the ballot count and may assign one representative (e.g. scrutineer or official agent) to each location where ballot counting takes place. Candidates or candidate representatives 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.

Candidates or candidate representatives must raise their objection to a ballot’s acceptance or rejection with 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.

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. 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.

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.

Ballot counting for the 2026 general local elections begins after 8:00 p.m. local time on **Saturday, October 17.**

After General Voting Day

Local Government Act – sections 144–157 and 202
Community Charter – sections 120 and 124
Vancouver Charter – sections 140 and 143

Official election results for the 2026 general local elections must be declared by 4:00 p.m. local time on **Wednesday, October 21.**

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 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 Chief Election Officer must refer an election for judicial recount 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 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.

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.

The period to apply for a judicial recount for the 2026 general local elections ends on **Monday, October 26.**

A judicial recount for the 2026 general local elections must be completed by **Friday, October 30.**

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 after a judicial recount – 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 *tied 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 or has ceased to be qualified (e.g. no longer a resident of B.C.);
- the election was not conducted in accordance with elections legislation; or,

A petition to invalidate a 2026 general local election must be made by **Friday, November 20** if the official election results were declared on **Wednesday, October 21**.

Candidates elected in the 2026 general local elections must make an oath or solemn affirmation by **Saturday, December 5** if the official election results were declared on **Wednesday, October 21**.

- the rules around vote-buying, intimidation or voting when not entitled were contravened.

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 within the legislated timeframe 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.

The inaugural municipal council meeting after the 2026 general local elections must be held by **Tuesday, November 10**.

Municipal council members formally take office at the first regularly scheduled council meeting following general local elections as long as they have completed their oath of office.

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 on the first Monday after November 1 following the general local election – or when the person has made their oath of office, whichever is later.

The inaugural municipal council meeting after the 2026 general local elections must be held by **Tuesday, November 10**.

The term of office for regional district electoral area directors elected in the 2026 general local elections begins on **Monday, November 2** – or when the director has made their oath of office or solemn affirmation – whichever is later.

The campaign period for the 2026 general local elections begins on **Saturday, September 19** and ends on **Saturday, October 17**.

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

Campaign Period Expense Limits

All candidates have expense limits that apply during the campaign period. 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

Individuals who wish to contribute to a local elections candidate or elector organization are legally obligated to follow the rules outlined in 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](#) 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's Authority

Elections BC administers, investigates and enforces campaign financing, **third party sponsor** and election advertising rules 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

Section 96 of the *Local Elections Campaign Financing 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.

Sections 107-108 of the *Local Government Act*

Sections 69-70 of the *Vancouver Charter*

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.

Sections 169-171 of the *Local Government Act*

Sections 129-131 of the *Vancouver Charter*

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."

Section 110 of the *Local Government Act*

authorized drop-off location

A location specified by the Chief Election Officer that electors can return mail ballot packages (other than the address printed on the outer envelope of the mail ballot package).

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 as long as the vacancy is not in an office representing a neighbourhood constituency and council can maintain quorum. Regional district boards and the Islands Trust Council are not required to hold a by-election to fill a vacancy that occurs after June 1 in the same calendar year as general local elections.

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.

campaign contribution limit

The total amount an eligible individual may contribute to a candidate or elector organization and its endorsed candidates for each calendar year as established under 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. Expenses used in this period are subject to an expense limit and must be reported on the campaign financing disclosure statement.

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

Section 1 of the *School Act*

Section 30(2) of the *School Act*

Section 54 of the *Local Government Act*

Section 10 of the *Vancouver Charter*

Sections 18 and 20 of the *Local Elections Campaign Financing Act*

Section 30.01 of the *Local Elections Campaign Financing Act*

Section 10(2) of the *Local Elections Campaign Financing Act*

Section 47 of the *Local Government Act*

Section 7 of the *Vancouver Charter*

- 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;
- in newspapers and magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and/or,
- 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 56 of the
Local Government Act

Sections 12 of the
Vancouver Charter

Section 10(1) of the
*Local Elections Campaign
Financing Act*

Sections 64-66 of the <i>Local Government Act</i> Sections 22-24 of the <i>Vancouver Charter</i> Section 92 of the <i>Local Government Act</i> Section 45.3 of the <i>Vancouver Charter</i> Sections 19-23 and 25 of the <i>Local Elections Campaign Financing Act</i> Section 199(2) of the <i>Local Government Act</i> Section 87(1)(g) and 92 of the <i>Local Government Act</i> Section 44(1)(g) & 45.3 of the <i>Vancouver Charter</i> Section 63.05 of the <i>Local Elections Campaign Financing Act</i>	<i>Elections BC</i> 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 <i>Local Elections Campaign Financing Act</i>. <i>elector</i> 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 <i>elector organization</i> An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that endorses a candidate on their nomination documents. 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. <i>electoral area director</i> A regional district board member who has been elected to that position by electoral area electors. <i>endorsement</i> The process by which an elector organization can formalize its relationship with one or more candidates running in local elections. Elector organizations must work with a candidate to complete the endorsement section of the candidate's nomination documents in order to endorse that candidate. 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. <i>expense limits</i> 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>.
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financial agent

A financial agent is legally responsible for administering the candidate's campaign finances in accordance with the *Local Elections Campaign Financing Act*. It is the financial agent's responsibility to know, understand and follow the rules under the *Local Elections Campaign Financing Act* to avoid penalties such as disqualifications, administrative monetary penalties, or offences.

A candidate must have a financial agent. A candidate is their own financial agent unless they appoint another individual to that position.

Financial agents have several 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; keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions; filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day; and ensuring the campaign is in compliance with contribution rules and campaign period expense limits.

financial disclosure statement

A corporate and personal holdings statement made public by all nominated, elected and appointed public officials required under the *Financial Disclosure Act*.

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.

general local elections

A collective reference to the elections conducted throughout the province every four years for the:

- 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.

Sections 17 and 19 of the
*Local Elections Campaign
Financing Act*

Section 2(1) of the
Financial Disclosure Act

Section 52(2) and 54(5) of
the *Local Government Act*

Section 9(2) and 10(5) of
the *Vancouver Charter*

Section 5 of the <i>Islands Trust Act</i> Section 6 of the <i>Islands Trust Act</i> Section 1(2) of the <i>Local Elections Campaign Financing Act</i> Section 243 of the <i>Local Government Act</i>	<i>general voting day</i> 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. <i>Islands Trust</i> A federation of local island governments with a mandate to make land use decisions that preserve and protect the Islands Trust area. <i>Islands Trust Council</i> 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). <i>Islands Trust local trustee</i> 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. <i>jurisdiction</i> The applicable municipality, regional district, board of education or Trust council in which general local elections, by-elections or assent voting is being held. <i>local community commission</i> 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. <i>local community commissioner</i> See entry for “local community commission.”
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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.

mayor

An individual elected to head the municipal council. 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;
- 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.

municipal council

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.

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.

municipal director

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.

Section 116 of the
Community Charter

Sections 114-121 of the
Community Charter

Section 198(2) of the
Local Government Act

Sections 3-40 of the *Local Government Act*

Section 66 of the *Local Government Act*

Section 24 of the *Vancouver Charter*

Section 10(1.1) of the *Local Elections Campaign Financing Act*

Sections 193-194 of the *Local Government Act*

Sections 194-205 of the *Local Government Act*

The municipal director serves on the regional district board until the municipal council appoints a replacement or until the municipal director ceases to be a council member.

municipality

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.

non-resident property elector

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:

- 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 *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

pre-campaign period

Election advertising, such as billboards or commercials, must include sponsorship information during the pre-campaign period. The pre-campaign period starts on the 89th day before general voting day and ends on the 29th day before general voting day.

referenda

See entry for "assent voting."

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, Treaty First Nations and/or unincorporated electoral areas.

regional district board

The regional district governing body composed of electoral area elected representatives and appointed representatives from municipal councils and/or Treaty First Nations within the regional district boundary.

resident elector

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

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.

school board

See entry for “board of education.”

school trustee

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

scrutineer

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

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.

specified parks board commissioners

See entry for “specified parks board.”

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).

Sections 65 and 67 of the *Local Government Act*

Section 23 of the *Vancouver Charter*

Section 1 of the *School Act*

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

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

Sections 485-497A of the *Vancouver Charter*

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

Section 97 of the *Local Elections Campaign Financing Act*

Section 11 of the *Local
Elections Campaign
Financing Act*

third party advertising

In general, third party election advertising includes any transmission of a communication to the public by anyone other than a candidate or elector organization that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign and campaign periods. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated.

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 election 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 considered to be a volunteer.

Section 9 of the *Local
Elections Campaign
Financing Act*

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 and receive candidate nomination packages.
	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).
	The Chief Election Officer is responsible for maintaining the integrity and secrecy of the voting process and peace and order at election proceedings along with Presiding Election Officials.
Elections BC	Provide local elections campaign financing and election advertising-related educational guides, online resources and presentations to local government staff, candidates, elector organizations, and third party sponsors.
	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 rules.
	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.

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Elections BC	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> .
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 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 board of education elections.
Ministry of Housing and Municipal Affairs	Prepare election education guides, webpages, videos and presentations for candidates, local government staff, 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 provisions in the <i>Local Government Act</i> and <i>Vancouver Charter</i> regarding local elections.
Union of B.C. Municipalities	Develop election educational material for locally elected officials.

Appendix B: 2026 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
Start of Election Period	January 1, 2026	LECFA: s.10(1)(a)(i)
Candidate B.C. Residency Deadline	March 10, 2026	LGA: s.81(1)(c)
Candidate B.C. Residency Deadline (extended nomination period)	March 13, 2026	LGA: s. 81(1)(c) & s. 97(2)
Election Bylaw Adoption Deadline	July 6, 2026	LGA: s.56
Start of Pre-Campaign Period	July 20, 2026	LECFA: s. 10
Start of Nomination Period	September 1, 2026	LGA: s.84(1)
End of Nomination Period	September 11, 2026	LGA: s.84(1) & s.89(5)
Declaration of Candidates (after close of nomination period)	September 11, 2026	LGA: s.97(1) & s.97(2)
End of Extended Nomination Period and Declaration of Candidates	September 14, 2026	LGA: s.97(2)
End of Challenge to Nomination and Endorsement Period	September 15, 2026	LGA: s.91 & s.96
Court Decision on Challenge of Nomination	September 18, 2026	LGA: s. 91(9)
Candidate Nomination Withdrawal Deadline	September 18, 2026	LGA: s.101(1)
End of Pre-Campaign Period	September 18, 2026	LECFA: s.10
Start of Campaign Period (12:01 am)	September 19, 2026	LECFA: s.10(2)
Required Advance Voting Opportunity	October 7, 2026	LGA: s.107(1)
General Voting Day	October 17, 2026	LGA: s.52
End of Campaign Period	October 17, 2026	LECFA: s.10(2)
Last Day for Declaration of Official Election Results by Voting	October 21, 2026	LGA: s.146(1)
End of Period to Apply for Judicial Recount	October 26, 2026	LGA: s.148(3)
Deadline for Completion of Judicial Recount	October 30, 2026	LGA: s.149(1)
End of Period for Public Inspection of Nomination Documents*	November 20, 2026	LGA: s.89(7)

Appendix B: 2026 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
End of Period for Application to the Supreme Court to Invalidate Election*	November 20, 2026	LGA: s.153(3)
End of Period to Make Oath of Office (by Voting)*	December 5, 2026 (if election results declared on October 21, 2026)	LGA: s.202(1)(a) & s.202(1)(b); CC: s.120(1)(a) & s.120(1)(b)
End of Period to Make Oath of Office (by Acclamation)	December 7, 2026	LGA: s.202(1)(a) CC: s.120(1)(a) SA: s.50(1)(a)
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 15, 2027	LECFA: s.47(1), s.56 & s.90
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC (with late filing fee)	February 16, 2027	LECFA: s.47(2) & s.56

*This date will vary depending on when official election results declared

Definitions:

CC – means *Community Charter*

LGA – means *Local Government Act*

LECFA – means *Local Elections Campaign Financing Act*

SA – means *School Act*

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

CHIEF ELECTION OFFICER AND ELECTIONS BC 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 updates to any information in my nomination package?	Elections BC and Chief Election Officer
Who do I file campaign financing disclosure statements and supplementary reports with?	Elections BC
Who do I pay the \$500 campaign financing disclosure statement 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



LOCAL GOVERNMENT ELECTIONS IN
BRITISH COLUMBIA 2026:



Supporting a Candidate for Local Elections in B.C.





This brochure answers questions about how you can support candidates in local government elections in British Columbia.

LOCAL ELECTIONS

What are local elections?

General local elections in B.C. are held every four years on the third Saturday in October. The next general local elections will be held on **Saturday, October 17, 2026**. By-elections may be held between general local elections to fill a vacancy.

Through local elections, resident electors 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 one or more candidate(s).

Unlike provincial elections, local elections are not managed by one organization.

For general information about local elections and the key participants, please refer to the ***General Local Elections 101*** brochure.

Each local government is responsible for running its own local elections, including voting, counting, reporting results, and

accepting candidate nominations. Elections BC is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*.

What is a candidate?

A candidate in general local elections is an individual seeking election as mayor, councillor, electoral area director, school trustee, specified parks board commissioner, local community commissioner or Islands Trust local trustee. **A candidate must be nominated by eligible electors and declared a candidate by the Chief Election Officer.**

Refer to the *Candidates Guide to Local Government Elections in B.C.* for more detailed information about being a candidate for local government office. Refer to the BC School Trustees Association's *A Guide For School Trustee Candidates (2026)* for information about being a candidate for board of education elections.

What should you expect of people who run for elected office?

Locally elected officials are collectively responsible for making decisions that impact the daily lives of community residents. These decisions include, but are not limited to, establishing and operating services, such as water and sewer, fire protection, solid waste management, land use planning, and parks and recreation.

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.

Elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy and employment laws and policies, and local government procedures.

This ensures elected officials are well-prepared when communicating with staff and the public and engaging in decision-making (e.g., passing bylaws and resolutions).

What is an election campaign?

An election campaign is a connected series of actions 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;
- newspapers and magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and/or,
- bumper stickers, buttons and displays.

CAMPAIGN FINANCING

Refer to [**Elections BC's website**](#) for detailed information regarding campaign financing rules and/or election advertising rules under the *Local Elections Campaign Financing Act*.

SUPPORTING A CANDIDATE

Some of the ways you can support a candidate include:

- voting;
- making campaign contributions;
- nominating a candidate;
- promoting a candidate by advertising and/or posting signs;
- volunteering by canvassing door-to-door;
- participating on telephone banks;
- organizing an event;
- participating in an elector organization; or,
- becoming a candidate representative (e.g., financial agent, official agent, scrutineer).

Voting

When can I vote?

All local governments must offer general voting from 8:00 a.m. to 8:00 p.m. on general voting day. They must also offer at least one advance voting opportunity 10 days prior to general voting day. The required advance voting opportunity for the upcoming general local elections is **Wednesday, October 7, 2026**.

Local governments may also offer other voting opportunities if permitted in their local election bylaw, including:

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.

Mail Ballot Voting

Mail ballot voting provides electors the ability to register to vote and cast their ballot by mail rather than attending a voting location.

Contact your local government for more information on voting opportunities available in your jurisdiction.

Campaign Contributions

How do I contribute to an election campaign?

You can help a candidate and/or an elector organization finance their election campaign by making a campaign contribution.

You must be a resident of British Columbia; and, a Canadian citizen or permanent resident in order to make a campaign contribution.

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

There are several ways that you can contribute to an election campaign, including:

- providing a monetary contribution to a candidate or an elector organization;
- providing property or services less than market value;
- purchasing services or property above market value;
- selling fundraising event tickets over \$50; and,
- paying membership fees to an elector organization.

There are restrictions that apply, such as campaign contribution limits that regulate how much you can contribute to a candidate or elector organization per campaign when you are making a campaign contribution.

CAMPAIGN FINANCING

For 2026, individuals can contribute up to \$1,429.70 towards an election campaign. This includes a candidate, the elector organization endorsing the candidate (if applicable) and any other candidates endorsed by the same elector organization in relation to the same election campaign.

Every candidate, elector organization and third party sponsor also has limits on the value of expenses they can use during the campaign period, which can be found on the [Elections BC website](#).

Candidate Nominations

How do I nominate a candidate for local elections?

Nominating an individual for office is a meaningful way you can show support for a prospective candidate and their election platform in an election campaign. The individual being nominated must consent to the nomination.

If you want to nominate a candidate for local office, you must:

- be 18 years of age or older when you 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 elector or non-resident property elector in the municipality or electoral area for which the nomination is being made; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in an election or be otherwise disqualified by law.

TYPES OF ELECTORS WHO CAN NOMINATE A CANDIDATE FOR OFFICE

Resident Elector: the person must be a resident of the municipality or electoral area, as determined in accordance with section 67 of the *Local Government Act*.

Non-resident Property Elector: the person must have been a registered owner of real property in the municipality or electoral area for at least 30 days immediately before the day of registration.

Prospective candidates generally approach possible nominators to support their candidacy. Two (or more) nominators must sign the candidate's nomination form.

Signing candidate nomination documents will involve you providing your name and residential address and affirming that, to the best of your knowledge, the candidate is qualified to run for office and that you are qualified to nominate

them. Non-resident property electors will also be required to provide the full address of the property they own in addition to their residential address.

Candidate nomination documents are available for public inspection after the end of the nomination period until 30 days after the declaration of election results. Local governments must make the documents available for viewing during regular business hours, and they may also make the documents available by other means – including on the Internet. **You must be prepared for your name and address to be publicly available if you nominate a candidate.**

Refer to the [*Candidates Guide to Local Elections in B.C.*](#) for more detailed information about nominating a candidate for mayor, councillor, or electoral area director.

Promoting a Candidate

How can I promote a candidate?

You can promote a candidate by: advertising; posting signs; volunteering; canvassing; organizing events; and/or participating in an elector organization.

ELECTOR ORGANIZATIONS

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in general local elections. Elector Organizations must register with Elections BC prior to endorsing candidates.

Advertising

Advertising is a key component in most local election campaigns.

Candidates, registered elector organizations and registered third party sponsors may use print, radio, television, or social media advertising to promote or oppose candidates, elector organizations or points of view during an election campaign. These activities are subject to the campaign financing and election advertising rules set out in the *Local Elections Campaign Financing Act*.

ELECTION OFFENCES

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

Election advertising and campaigning of any sort is also prohibited within 100 metres of a voting place during voting proceedings (i.e., advanced voting, special voting or general voting day).

Election advertising includes displaying signs, posters, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing, or otherwise trying to influence electors to vote for a particular candidate.

What is third party advertising?

Third party sponsors are individuals or organizations that sponsor 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 are also subject to contribution limits.

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.

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

THIRD PARTY ADVERTISING

Third party advertising activities may trigger rules under the *Local Elections Campaign Financing Act* – you must be aware of and follow these rules.

If you fail to follow these requirements, you may have committed an offence and may be subject to penalties.

Posting Signs

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

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 different between local governments. The Ministry of Transportation and Transit regulates sign placement along Provincial highways, medians, bridges and along major roadways.

Contact your local government or local Ministry of Transportation and Transit office before placing election campaign signs on medians, bridges or along major roads.

Local government contact information is available online at [CivicInfo BC](#) and Ministry of Transportation and Transit District Offices contact information is also available [online](#).

Sponsorship Information

There are rules with respect to sponsorship information on election advertising in the pre-campaign and campaign period. Election

advertising, such as billboards, commercials, and mailing material must include sponsorship information during this timeframe.

Refer to Elections

BC's [*Guide to Local Elections Campaign*](#)

[*Financing in B.C. for Candidates and their Financial Agents*](#) for more information about election advertising requirements.

The pre-campaign period is from **Monday July 20, 2026** to **Friday September 18, 2026**.

The campaign period begins **Saturday September 19, 2026** and ends **Saturday October 17, 2026**.

Volunteering

Can I volunteer for a candidate?

Yes. You can provide services, such as preparing and distributing flyers, canvassing, calling eligible voters, handling logistics and taking on other election campaign-related activities for a candidate or an elector organization.

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

If you volunteer for an election campaign, you MUST NOT receive any payment or remuneration for your services.

Canvassing

What is the role of a canvasser?

You may canvass door-to-door throughout the community to raise awareness of the candidate or elector organization and their election platform, identify issues of importance to electors and determine the level of elector support for a given candidate.

Cooperatives, strata and rental property representatives are required to grant reasonable access to the building for canvassing purposes between 9:00 a.m. and 9:00 p.m. 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 you are canvassing in a cooperative, strata or rental property.

A Candidate Canvasser Authorization Form may be available from the local Chief Election Officer for your use when canvassing.

Organizing In-person Events

Can I organize an event where my candidate speaks?

Yes. You and/or the candidate may hold “meet and greet” events (e.g., luncheons or fundraising dinners) where the community can listen to the candidate’s platform and ask questions. Additionally, 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.

Participating in an Elector Organization

What is an Elector Organization?

Another way you can support a candidate is by creating, joining or becoming one of the responsible principal officials for an elector organization.

An elector organization may endorse candidates on

Responsible principal officials act as the elector organization’s representatives – they are often the organization’s president or chief officer.

the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside its endorsed candidate(s) name and/or promoting the candidate(s) and the organization's viewpoints during an election campaign.

ELECTOR ORGANIZATIONS MUST BE REGISTERED

Only elector organizations registered with Elections BC can endorse a candidate, receive campaign contributions and incur election expenses.

If you are interested in creating or becoming one of the responsible principal officials for an elector organization, please refer to Elections BC's [*Guide to Elector Organization Registration and Deregistration*](#).

Being a Candidate Representative

What are the different types of candidate representatives?

You may be appointed as a financial agent, an official agent or scrutineer to assist with a candidate's election campaign and to take on campaign activities.

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.

As a financial agent, you are responsible for administering campaign finances in compliance with 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 election-related transactions; and,
- filing required campaign financing disclosure statements with Elections BC.

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 financial agent's role.

Official Agents

An 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.

An official agent may be the first or only contact between a candidate and potential voters. An official agent's words or actions during the candidate's election campaign will likely reflect upon the candidate and as such they should strive to treat potential voters, other candidates, and their representatives with respect. Official agents need to be well aware of the legislated rules around local elections so as not to mistakenly commit an election offence.

Scrutineers

Scrutineers observe the voting and ballot counting process at voting places during advance, special and general voting opportunities. Scrutineers play a role in helping protect the integrity of the voting process for their community and the candidate they represent.

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

While scrutineers are appointed to represent candidates at a voting opportunity, they are not there to campaign for the candidates. They are there to neutrally observe the voting process. Scrutineers are not permitted to wear anything that shows support for a particular candidate (e.g., shirt, hat, button) while they are in or near the voting place.

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

How can I become a candidate representative?

You must be appointed as the financial agent or the official agent for an election campaign by the candidate. The candidate or official agent may in turn appoint scrutineers. The financial agent, official agent and scrutineer appointments must be made in writing, be signed by the candidate and submitted to the Chief Election Officer as soon as practicable after the appointment has been made.

As a candidate representative, you must carry copies of your appointment papers whenever you represent a candidate at an election proceeding (e.g., advance voting, special voting, general voting day).

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.

FURTHER INFORMATION

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

www.civicinfo.bc.ca/directories

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

Ministry of Housing and 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

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

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.

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.



SCRUTINEER'S GUIDE

TO GENERAL LOCAL ELECTIONS IN B.C.

2026



Getting Started

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

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. The next general local elections will be held on **Saturday, October 17, 2026.**

Through general local elections residents and non-resident property electors determine the individuals who will collectively govern and make decisions on their behalf. Electors do this by voting – casting their ballots in favour of one or more 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 or board of education's election bylaw, as applicable.

The local government's election bylaw enables the local government to make decisions about some aspects of local elections administration (e.g., use of voting machines).

Unlike provincial elections, local elections are not managed by one organization. Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations. [Elections BC](#) is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*.

Responsibility for school trustee elections is determined in accordance with the *School Act*. Further information about school trustee elections can be found on the [Ministry of Education and Child Care website](#).

Local governments appoint a Chief Election Officer to run local elections. Chief Election Officers are responsible for overseeing all election 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 regulations and may assist Elections BC to address incidents of election advertising non-compliance.

Chief Election Officer

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 is appointed by the Chief Election Officer to conduct the election at a voting place.

Being a Scrutineer

Why consider being a scrutineer?

Volunteering to be a scrutineer is one way to be involved in local elections. Scrutineers play a role in helping protect the integrity of the voting process 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 opening of the mail ballots, if applicable;
- observe the voting procedures; and,
- scrutinize the ballot-counting process after the close of voting at the end of general voting day.

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 during voting proceedings and the ballot counting process.

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?

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.

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

How are scrutineers appointed?

Candidates or their official agent may appoint a scrutineer. Scrutineer appointments must be made in writing (including the name and address of the person) and delivered 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 official agent 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 to better understand what their time commitment would be during the election.

The *Local Government Act* and Scrutineers

Provincial legislation requires that each scrutineer appointment must:

- be written and signed by the person making the appointment (e.g. candidate or official agent);
- include the full name and address of the person appointed; and,
- be submitted to the Chief Election Officer as soon as practicable 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 a local election.

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.

A local government's election bylaw may limit, or authorize the Chief Election Officer to limit, the number of scrutineers at special voting opportunities.

Preparing to scrutineer

There are several actions scrutineers can take to prepare for their role. Scrutineers can:

- ensure their availability for training sessions (if applicable) and voting opportunities;
- consider the length of time they are available to observe the voting or ballot counting process;
- take the required solemn declaration to preserve the secrecy of the vote (usually made at the local government office);
- clarify any questions they may have with the Chief Election Officer prior to scrutineering at a voting opportunity;
- review the local government's election bylaw and local government guidelines for scrutineers (if any); and,
- understand the role of the Presiding Election Official at the voting place.

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 follow these rules, or they may be ordered to leave the voting place by the Chief Election Officer, Presiding Election Official or local law enforcement.

While scrutineers are appointed to represent candidates at a voting opportunity, they are not there to campaign for the candidates. They are there to neutrally observe the voting process. Scrutineers are not permitted to wear anything that shows support for a particular candidate (e.g., shirt, hat, button) while they are in or near the voting place.

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 voting.

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 elector 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;
- be asked to witness the sealing of a ballot box by the Presiding Election Official;

- add their initials during the sealing of a ballot box; or,
- privately communicate with the candidate or official agent provided it is outside the voting place and not in the presence of electors or election officials.

During voting **scrutineers must not:**

- interfere with the duties of the Presiding Election Official or handle election documents;
- handle or touch the voting books, or make a copy (such as taking a photo or asking for a photocopy);
- view, interfere with, or assist a person marking a ballot;
- attempt to discover how someone voted or marked their ballot;
- communicate information about how someone 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 place or elsewhere;
- display, distribute, or post any election advertising within 100 metres of a voting place on voting day that identifies a candidate or elector organization;
- carry, wear or supply a flag, badge or other item indicating support for a candidate, elector organization; or,
- make telephone calls or take photos inside the voting place.

Mail Ballot Voting

Local governments that offer mail ballot voting may have a separate process for opening external envelopes and checking elector registration documents prior to the ballot count. Candidates are entitled to have a representative present during this process.

Conflict between scrutineers or with other persons present at the voting place can raise concerns about the procedures and safety at a voting place. If conflict does arise, due to a concern about procedures or otherwise, this should be brought to the attention of the Presiding Election Official to address in a manner that does not disturb voting.

The Presiding Election Official has authority to order a person to leave if they are disturbing the peace and order of proceedings.



After the Close of Voting

Observing the ballot count

Ballot counting begins after voting places close at 8:00 p.m. local time and 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; 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 and must not leave the voting place until after the count is complete.

Only one candidate representative (scrutineer or official agent) for each candidate may be present to observe the count at each location where ballot counting takes place, unless another representative is also permitted by the Presiding Election Official.

Candidates are entitled to be present during the ballot count as well. 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 prior to starting the ballot count.

Use of Voting Machines

Local governments may establish different: procedures for how to vote, the form of ballot, and, requirements for counting of votes for voting machines.

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.

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/or,

- 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.

Objections to the Acceptance or Rejection of a Ballot

The Presiding Election Official must record an objection to accept or reject a ballot made by a candidate or scrutineer.

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

Judicial recounts

Scrutineers may make an application to the Courts for a judicial recount.

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 by 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 that have voted (usually when the voting place is quiet and providing it does not interfere with voting proceedings);
- outline that scrutineers may give the candidate's official agent the record of electors who have voted;
- 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 voting;
- 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 each other 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's election bylaw.

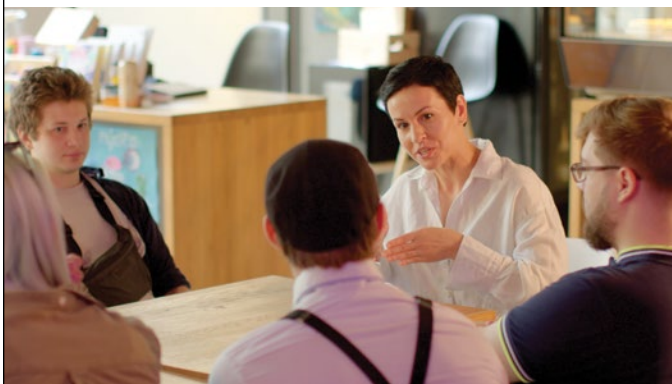
Scrutineers for Assent Voting

There are specific rules set out for a scrutineer during assent voting (formerly referendum) that are different than for an election. For example, a person who wishes to volunteer as a scrutineer either in favour or against the assent voting question must submit an application directly to the Chief Election Officer in order to be appointed as a scrutineer.

The application to be a scrutineer must be signed by the applicant and contain:

- the applicant's full name, address and phone number (if required by the Chief Election Officer);
- a statement that they are entitled to vote as an elector and to act as scrutineer in the assent voting; and,
- a statement as to whether they are in favour or opposed to the question.

For more information about rules for scrutineers during assent voting refer to the [Assent Voting: Processes & Considerations for Local Governments in British Columbia](#)



Further Information

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

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

**Ministry of Housing and
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

Email: electoral.finance@elections.bc.ca

Website: [https://elections.bc.ca/
localelections/2026-general-local-elections/](https://elections.bc.ca/localelections/2026-general-local-elections/)

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.

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.





ELECTIONS BC

A non-partisan Office of the Legislature

HANDBOOK FOR LOCAL CANDIDATES

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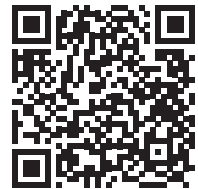
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INTRODUCTION

This handbook is designed as a day-to-day resource to help local candidates understand their campaign responsibilities under the *Local Elections Campaign Financing Act* (LECFA) and associated regulations. It is the responsibility of candidates to ensure they understand and follow the rules. This guide is based on current interpretation of the legislation and is not considered legal advice by Elections BC.

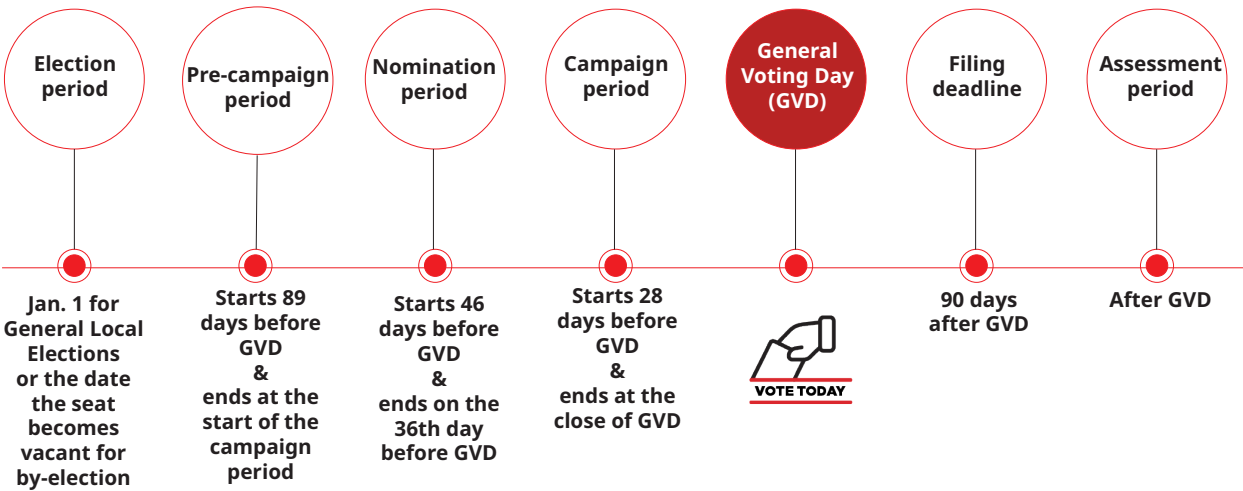
Each section is designed to address common issues candidates may encounter during local elections. We recommend this resource be used in collaboration with other Elections BC resources available on our website (elections.bc.ca/local-candidates), including:

- [Local guides](#)
- [Local forms](#)
- [Online learning](#)
- [Information sessions](#)



Where there is inconsistency between this handbook and the legislation, the legislation will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking independent legal advice.

TIMELINES



Key dates	Period	Important to know
Election period 	Starts January 1st in the year for General Local Elections, or for a by-election, from the date the seat becomes vacant, until the start of the campaign period	• Candidates are required to appoint a financial agent and open a campaign account. • There are rules for campaign contributions that candidates must follow. • All income and expenses must be recorded and receipts maintained.
Pre-campaign period 	Starts 89 days before General Voting Day (GVD) and ends at the start of campaign period Only applicable for General Local Elections (not applicable for by-elections)	• There are rules for election advertising, including a requirement for an authorization statement on all advertising. • All income and expenses must be recorded and receipts maintained.
Nomination period 	Starts 46 days before GVD and ends on the 36th day before GVD	• Elections BC does not administer candidate nominations for local candidates. • Candidate nominations, including elector organization endorsements, must be filed with Local Chief Election Officers directly.

Campaign period 	Starts 28 days before GVD and ends at the close of general voting	• There are rules for election advertising, which now also include advertising that takes a position on an election issue. • All income and expenses must be recorded and receipts maintained.
General Voting Day (GVD) 		• No election advertising can be transmitted to the public. • During voting, candidates must not post, display, or distribute election advertising or materials identifying a candidate or an elector organization within 100 metres of a voting place.
Filing deadline 	90 days after GVD	• All candidates must file a campaign financing report with Elections BC.
Assessment period 	After GVD	• Elections BC conducts compliance reviews and audits. Issues of non-compliance are forwarded to investigations for possible enforcement. • Candidates must respond to requests from Elections BC for additional information.

RUNNING AS A CANDIDATE



Individuals can run as:

- unendorsed candidates (candidates who are not supported by an electoral organization), or
- endorsed candidates (candidates who are supported by an electoral organization).

There are some important differences if running as an endorsed candidate and they are highlighted through this booklet. Check page 11 for endorsed candidates expense limits.

FINANCIAL AGENTS

All candidates **must** have a financial agent. Candidates may appoint another individual to act as their financial agent.

A candidate is automatically their own financial agent if they do not appoint anyone.



The appointment must be made in writing.

Appointment of financial agent checklist:

- ☐ Full name
- ☐ Start date of the appointment
- ☐ Contact information for financial agent, including service address
- ☐ Signatures of the candidate and financial agent

Appointment forms, including updates, must be sent to the relevant authorities as soon as practicable:

- **before** the voting results are declared, to the **Local Chief Election Officer** for your jurisdiction, or
- **after** voting results are declared, to **Elections BC**.



What to look for in a financial agent?

A background in accounting or finance can be an advantage for financial agents, but it is not a requirement under LECFA.

An individual can be appointed as the financial agent for more than one campaign, however, they should ensure they have the time and resources available to meet the responsibilities they have committed to.

Financial agent duties

Financial agents are legally responsible for managing the campaign's finances.

Failure to manage the campaign finances and follow LECFA can result in significant penalties.

If a candidate does not appoint a financial agent, they are responsible for all the financial agent's duties.

Duties include:

1 Open and manage a separate campaign bank account that is used exclusively for the candidate's election campaign.

The account must be in the name of the candidate's campaign. This means it includes the candidate's name and details about the specific election. A campaign account must be opened prior to incurring election expenses or accepting campaign contributions.

Acceptable account name	Not acceptable account name
- Alex Smith 2026 Vancouver Local Election Campaign Account - Vancouver by-election for Alex Smith	- Vancouver Election Account - Alex's Vancouver account

2 Accept and record all income.*

- Contributions must come from eligible individuals, who are:
 - residents of British Columbia, and
 - Canadian citizens or permanent residents.

Note: Record all required information for contributions and ensure individuals do not exceed the annual contribution limit. Required information listed on page 8.

- Contributions from organizations or individuals residing outside of B.C. cannot be accepted.
- In addition to contributions, all other income must be tracked, deposited into the campaign account and disclosed in the campaign financing report.

If running as an endorsed candidate, contribution limits are shared with the elector organization and all candidates endorsed by the elector organization for the same election campaign. This means an individual can give the maximum amount to the electoral organization and not to each individual candidate.



3 Approve expenses.*

- Approve all expenses incurred by the campaign.
- Ensure all election expenses are paid or reimbursed directly from the campaign account.
- Ensure campaign period election expenses do not exceed the expense limit.
- Maintain accurate and complete records of all campaign expenses.
- Ensure that all campaign expenses are disclosed in the campaign financing report.



What does it mean to incur an election expense?

Expenses are considered to be incurred once the property or service is used in such a manner that the value is an election expense.

Example: Candidate Alex Smith purchases \$1,000 worth of signs during the pre-campaign period. These signs are displayed in the campaign period. The full \$1,000 cost of the signs must be reported as a campaign period expense and will count towards the expense limit.

For more information, please scan this code and review the election expense limit quick reference sheet.



* Financial agents may authorize someone to assist with accepting contributions and incurring expenses. The authorization must be in writing and kept as an official record.

4 File campaign financing reports with Elections BC by the filing deadline.

- The financing report must be submitted within 90 days after GVD.
- Amended reports must be submitted within 30 days of becoming aware of errors or omissions in the report.

5 Maintain financial records in B.C.

- The financial agent must retain the financial records until all required campaign financing reports have been submitted.
- Afterwards, the financial records must be forwarded to the candidate, who must retain them for five years after GVD.

CAMPAIGN CONTRIBUTIONS

Contributions include any amount of money, property, or services provided without compensation to a candidate for campaign use.

For more information about contributions, including the current contribution limit, scan the code and see (elections.bc.ca/local-contributions).



Who can contribute?	Individuals who live in B.C. and are either a Canadian citizen or a permanent resident
What are contribution limits?	\$1,429.70 for 2026 - Updated January 1st each year
What counts as a contribution?	- Cash, cheque, credit card payments, and electronic fund transfers - Property or services provided free of charge which would normally have a cost - Discounts, forgiven loans or unpaid debts
What needs to be recorded when accepting contributions?	- Contributor’s full name - Contributor’s mailing address - If different, contributor’s residential address - Amount of contribution - Date received - How eligibility was confirmed

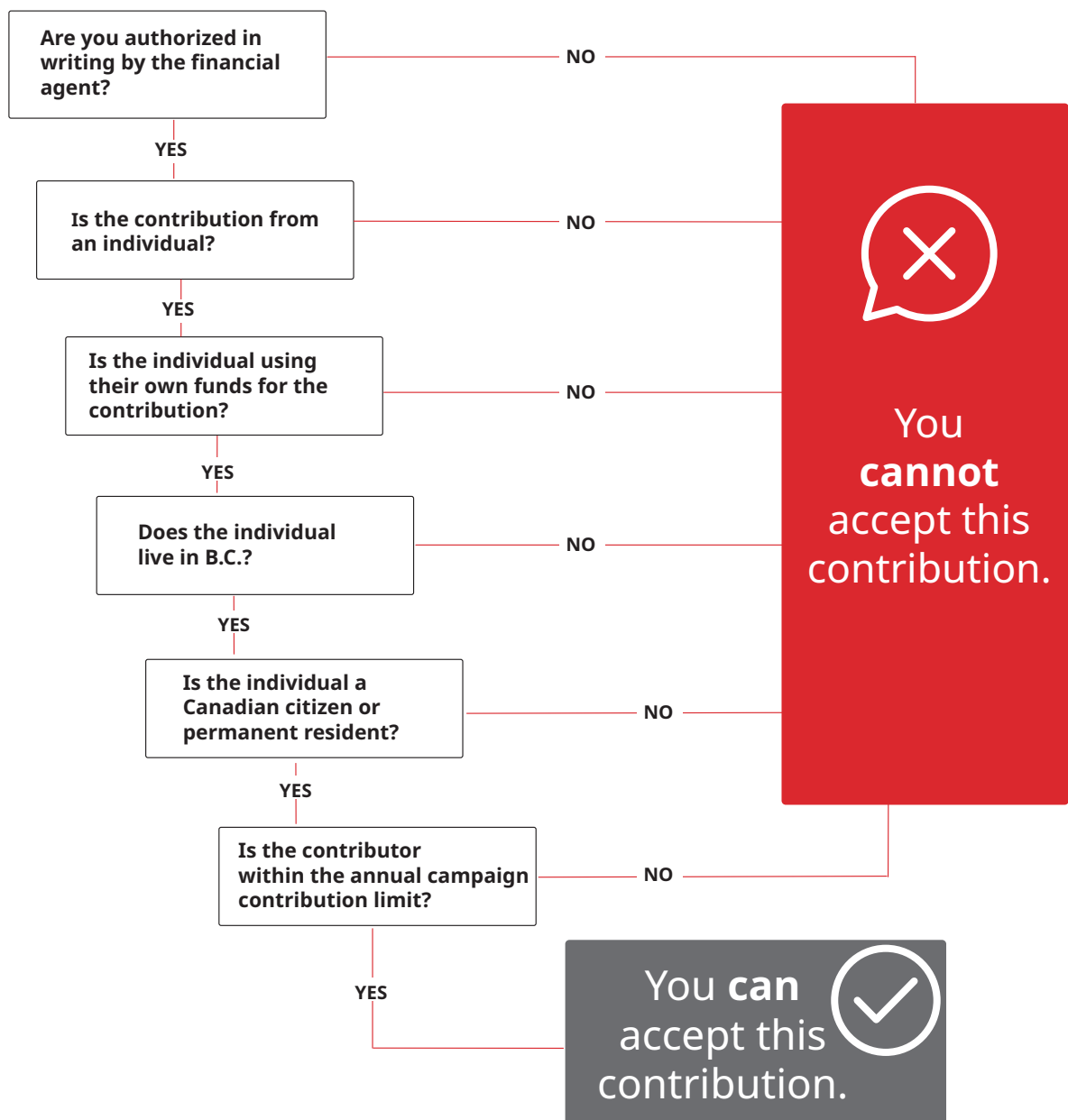
If using an online processing system (such as Stripe, Square, etc), the contribution amount includes any service fees withheld by the processing system.

If an individual contributes \$1,420 and the system retains \$2.50 as a processing fee, the contribution amount is still \$1,420, despite the campaign receiving only \$1,417.50.



Accepting contributions

Candidates, financial agents, and appointed individuals must ensure that a contribution is permitted before accepting it. This flow chart will help to determine when contributions can and cannot be accepted.



Prohibited Contributions

It is an offence to make or accept a prohibited contribution and Elections BC may issue monetary penalties for such contraventions. If you unintentionally accept a prohibited contribution, you must return it as soon as you realize the error. Failing to return a prohibited contribution can result in significant penalties.

Prohibited contribution checklist:

- ☐ Return the contribution to the contributor within 30 days of becoming aware. If the amount cannot be returned, remit it to Elections BC as soon as practicable.
- ☐ Record the details of how the contribution was dealt with as part of the campaign's financial records, including any supporting documentation (i.e. cancelled cheque, etc.).
- ☐ Report the prohibited contribution to Elections BC in your campaign financing report.



When returning a prohibited contribution, you should keep all supporting documentation about the return.

This includes the amount returned and the date it was returned to the contributor. If the contributor does not cash the cheque for the returned contribution, you must remit the contribution to Elections BC.



Individuals must use their own funds to make a political contribution. This means that the bank account or credit card used for the contribution must be in their own name. If the account is in another individual's name, the contribution is an indirect contribution which is prohibited.

Example: A group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for \$3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. This is a prohibited contribution because the other supporters did not use their own funds for the contribution.

ELECTION EXPENSES

Candidates are limited in the amount of election expense they can use during the campaign period. Current expense limits are posted on our website (elections.bc.ca/local-expense-limits).



Endorsed candidates may have a reduced expense limit if they have chosen to share some of their limit with their elector organization through a Campaign Financing Arrangement (CFA). There are significant penalties for exceeding an election expense limit or amount available under a CFA.

The following election expenses are not subject to the campaign period expense limits:

- Personal expenses
- Legal or accounting services
- Services provided by a financial agent
- Interest on a permissible loan for election expense

There are no expense limits for property or services used exclusively outside of the campaign period.

All election expenses must be tracked. Record keeping must include:

- ☐ Description of the election expense
- ☐ Total value of each election expense
- ☐ Date the election expense was incurred, including when it was used by the campaign



Supporting documents (e.g. receipts, invoices, etc.) must be retained for five years to support campaign record keeping.

Incurring election expenses

Election expenses are incurred based on when the property or services are used. This means that you might pay for an expense before the expense is considered to be incurred.

How to calculate election expenses?

Election expenses must include all production and transmission costs, and applicable taxes.

Example: *Candidate Alex Smith pays \$2,000 to have a video produced during the pre-campaign period. This video is not shared until the campaign period. During the campaign period, Alex Smith pays \$100 to share the video with the public. In this scenario the candidate must report \$2,100 towards their election expense limit.*



It is important to report expenses during the period they are used. Failure to report expenses in the right period may result in unintentionally exceeding the campaign period expense limit and being disqualified from the election.

Apportioning election expenses

Some election expenses can be split between two periods – this is called apportioning expenses. This can only be done when some of the value is used in the campaign period and some of the value is used outside of the campaign period.

For example, if you pay for a monthly phone bill, you can split the cost by month. However, you can't split the usage of campaign signs. If a campaign sign is publicly displayed starting in the pre-campaign period, and remains during the campaign period, the entire value of the sign must be counted against the campaign period expense limit (as the full value was transmitted during the campaign period).



MARKET VALUE

Candidates need to record and report transactions that do not involve money, for example, property or services donated and/or used by the campaign. To do this, they must assign a market value.

Market value is the lowest price charged for an equivalent property or service in the area at the time. This can be determined by obtaining quotes or estimates online or from local vendors for similar products.

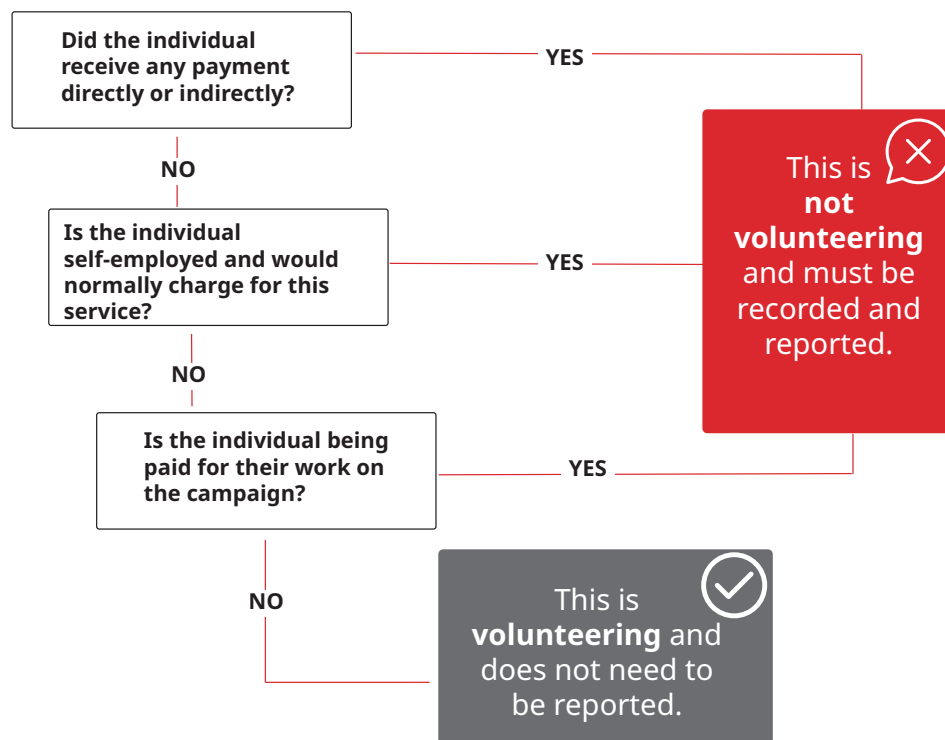


The supporting documentations showing how market value was determined must be retained as part of the financial records.

Example: Eligible individuals can give non-monetary contributions, including services or property, or provide discounts to a candidate. The **difference between market value and the price paid** is a non-monetary contribution. The full market value of the property or services used is the amount of the election expense incurred. This amount must be recorded and disclosed in the same way as contributions of money and election expenses purchased by the campaign.

VOLUNTEERING

Individuals are allowed to volunteer for a campaign, however, in some cases their services may be a contribution and election expense under LECFA. This flow chart helps to determine when an individual's participation must be reported as a contribution and expense.



ELECTION ADVERTISING

Election advertising includes any paid public transmission, including canvassing voters, that promotes or opposes the election of a candidate or an elector organization during the pre-campaign period or campaign period.

- During the campaign period, election advertising also includes messages that take a position on an issue with which a candidate or elector organization are associated.
- LECFA does not regulate when a candidate can start advertising, or where they can place signs. Candidates should contact their local authority as there may be specific by-laws regulating election advertising.
- If someone other than a candidate or elector organization wants to conduct election advertising, they must register as a third party sponsor with Elections BC. They must be independent from the election campaign of any candidate or elector organization.

When candidates are conducting election advertising, the message must include sponsorship information that:

- ☐ indicates the ad is authorized by the financial agent,
- ☐ includes the name of the financial agent, and
- ☐ provides a B.C. phone number, B.C. mailing address or email address where the financial agent can be contacted about the advertising.

Acceptable sponsorship information	Not acceptable sponsorship information
• Authorized by Alex Smith, financial agent, 604-555-1234	• Paid for by Alex Smith's campaign • Authorized advertising, www.AlexSmith.com

- If multiple candidates conduct advertising together, or with their elector organization, each participant is responsible for paying for their share of the advertising. Furthermore, the advertising authorization statement must identify and provide contact information for all authorized financial agents.

Advertising must not be transmitted on General Voting Day, unless it is one of the following activities and is conducted more than 100 metres from a voting place:

- Signs, posters, and banners
- Distribution of pamphlets
- Internet message posted before GVD, which are not changed before the close of voting
- Message with the sole purpose of encouraging voters to vote

Elections BC does not regulate the placement of election advertising. Candidates are encouraged to contact the local authority to confirm if there are rules for election signs, and to confirm the location of voting places.

If contacting voters by phone, please be aware of the Canadian Radio-television and Telecommunications Commission (CRTC) rules for unsolicited calling, including do not call lists, identification requirements and automatic dialing-announcing device (ADAD) rules. More information is available on the CRTC website (<https://crtc.gc.ca>).

CAMPAIGN FINANCING REPORTS

Every candidate must file a campaign financing report with Elections BC within 90 days of GVD, even if they are acclaimed, withdraw or have no financial activity to report.

The report consists of the following forms which are available on the Elections BC website (elections.bc.ca/local-forms).



- Disclosure Statement Cover Page
- Campaign Financing Summary
- Summary of Campaign Contributions
- Campaign Contributions With a Total Value of \$100 or More
- Permissible Loans Received
- Other Income and Transfers Received
- Prohibited Campaign Contributions and Loans
- Summary of Elections Expenses
- Shared Election Expenses
- Other Expenses and Transfers Given
- Fundraising Functions
- Disbursement of Surplus Funds
- Former Financial Agents
- Campaign Financing Arrangement

If a candidate has no financial activity to report, this can be indicated on the cover page. The remaining forms only need to be filed if there is financial information that needs to be reported.

To be accepted, the campaign financing report must be:

- received by Elections BC by the filing deadline (postmark is not acceptable) – contact information is included in this handbook.
- signed by both the candidate and the financial agent.



Submitting reports

Candidates can submit reports online, by email, mail, fax, courier, or in-person. To meet the deadline, we recommend using the **Secure Online Filing Application (SOFA)**.

Scanned reports or electronically filled forms can be directly uploaded to SOFA through Elections BC Services (<https://services.electionsbc.gov.bc.ca/Portal>).



ONGOING EDUCATION

As you run your campaign, there are a variety of resources available at elections.bc.ca/local-candidates. These materials are designed to guide your campaign, deepen your understanding of the rules, and help you approach your campaign responsibilities with knowledge and confidence.

Be sure to visit the candidate homepage regularly. It serves as a central hub for updates, reminders, announcements, and additional educational materials. Checking in often will ensure you stay informed at every stage of the campaign.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca

NOTES

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