



Candidate Information and Nomination Package

2026

DISTRICT OF
OAK  **BAY**

oakbay.ca/elections

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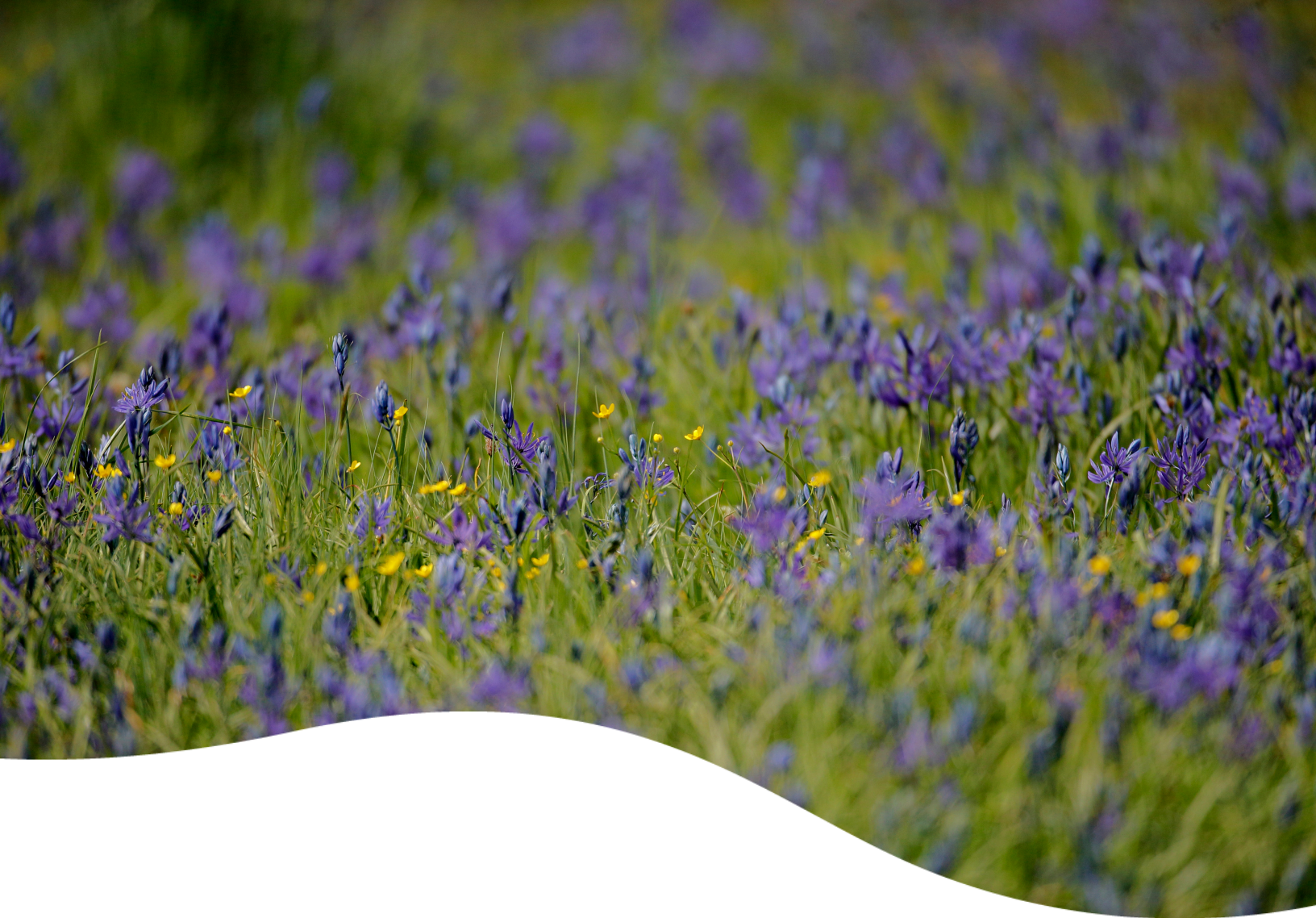
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Candidate Nomination Form Package

Part 1

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

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

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)	
DISTRICT OF OAK BAY		DISTRICT OF OAK BAY	
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)	
		DISTRICT OF OAK BAY	

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

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
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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

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

NOMINEE'S SIGNATURE



I have appointed as my Financial Agent

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)

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) DISTRICT OF OAK BAY	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA) DISTRICT OF OAK BAY
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

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) DISTRICT OF OAK BAY	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA) DISTRICT OF OAK BAY
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/10/17	☒ 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) 2026/10/17	☒ 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)	

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) DISTRICT OF OAK BAY	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA) DISTRICT OF OAK BAY
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/10/17	☒ 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)	

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) DISTRICT OF OAK BAY	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA) DISTRICT OF OAK BAY
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2026/10/17	☒ 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)	

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:	last name	first & middle name(s)
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

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)

DISTRICT OF OAK BAY

SIGNATURE OF CANDIDATE

DATE: (YYYY/MM/DD)

2026 General Local Election CANDIDATE INFORMATION RELEASE AUTHORIZATION

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

The information you choose to share will be posted on the District of Oak Bay website and on websites operated by CivicInfo BC (www.civicinfo.bc.ca). The CivicInfo sites are 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.

I, _____,
(please print name of 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, fax, or by any other means of electronic communication.

Address:	
Phone:	Alternate Phone:
Email:	
Website:	
Other social media: X/Twitter, Bluesky, Threads, Instagram:	Facebook:

(Signature of Candidate)

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 before 2022, but not during the past term.
☐ No Council experience, but has been elected to office elsewhere (school, local, provincial, or federal).
☐ None.

2026 General Local Election CANDIDATE ACKNOWLEDGEMENT OF RECEIPT OF LIST OF ELECTORS

The list of electors contains personal information as defined in the *Freedom of Information and Protection of Privacy Act* and this information is confidential. The *Local Government Act* provides for significant penalties for the misuse of the list of elector information. Candidates (or a person accepting the list of electors on behalf of a candidate) are responsible for protecting the confidentiality of the list of electors and for ensuring that all people in their organization, on a paid or unpaid basis, (the “Campaign Workers”) who have access to the list of electors, do likewise.

The list of electors must be stored in a secure manner, so that only authorized Campaign Workers have access to the information. All persons who have access to the list of electors’ information are individually responsible for protecting the confidentiality of that information.

I, the undersigned, acknowledge that:

- I have received a copy of the list of electors;
- The information contained in the list of electors is confidential, is subject to the restrictions of the *Local Government Act*, and is supplied exclusively and solely for election purposes;
- I have an overall responsibility to maintain the security and the confidential nature of the contents of this list;
- I have received access to the list of electors by electronic means and am still responsible for any paper or electronic copies of list of electors that I have generated as a result of that access;
- I understand and accept that the information may **not be used, copied, or distributed**, in whole or in part, by or for any person, in any form whatsoever, except for election purposes;
- I ensure that Campaign Workers will be made aware of the permitted uses for the list of electors and of the confidential nature of this list;
- I will notify the Chief Election Officer as soon as possible after becoming aware if any Campaign Worker has used the list of electors other than for the permitted uses;
- If I provide any Campaign Worker with access to, or a copy of personal information, I will track and retain the following information in a personal information register:
 - Date of provision, access or distribution;
 - The number of duplicates of the list of electors;
 - To whom the personal information was provided;
 - How the personal information was provided (e.g., access to database, provision of electronic copy of records, provision of a paper copy of record, etc.)
 - Confirmation that the individual or entity agrees to be bound by the same; and
 - Confirmation of date that the personal information was returned to me;

- In the case of loss or theft or, or unauthorized access, to personal information, I will carry out the following procedures:
 - Contain the breach and identify the source of the breach;
 - Report the loss, theft, or unauthorized access to the Chief Election Officer;
 - Carry out any additional instructions provided by the Chief Election Officer;
 - Retrieve, if possible, all the personal information that was lost;
 - Document the circumstances that led to the incident; and
 - Review processes and procedures to prevent future incidents;
- I will ensure that any Campaign Worker with access to, or a copy of personal information has returned the personal information to me after general voting day.
- I will return **all** copies of the list of electors to the Chief Election Officer no later than Friday October 23, 2026.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Oak Bay, BC this _____ day of _____, 2026.

Chief Election Officer or Deputy Chief Election Officer

VoterView link: _____

Requested printed Copy _____

Date provided: _____

CEO/DCEO Initials _____

To be completed after the election, and prior to October 23, 2026.

Form of List returned Paper _____ VoterView link (disabled on October 18, 2026)

Date returned: _____ CEO/DCEO Initials _____



Candidate Information Package

Part 2

1. Introduction

Thank you for your interest in running for Oak Bay Council in the 2026 Local Government Election and for your commitment to serving the community.

This October, the District of Oak Bay will be administering the municipal election for one (1) Mayor and six (6) Councillors, as well as administering the Greater Victoria School District 61 Board of Trustees Election.

This package contains the necessary documentation and information required to be nominated as a candidate for the 2026 Local Government Election. In addition, there is information related to Council's governance role and what to expect as an elected official for the District of Oak Bay, including helpful Election BC resources and website links.

This document is for informational purposes only. Candidates are responsible for ensuring compliance with all applicable provincial legislation, District Bylaws and any guidance issued by the Chief Election Officer. In the event of any inconsistency between this guide and applicable enactments, the enactments and official instructions prevail.

2. Election Overview and Key Information

2.1 Officers on the Ballot

Electors will vote for the following on General Election Day:

- One (1) Mayor
- Six (6) Councillors
- One (1) Greater Victoria School District No.61 Trustee

2.2 Voting Days and Locations

General Voting Day is on **Saturday October 17, 2026**

- Monterey Recreation Centre (Garry Oak Room) - 1442 Monterey Avenue
- Henderson Recreation Centre (Gym) - 2291 Cedar Hill Cross Road

Advance Voting Days are on **Wednesday October 7 & 14, 2026**

- Monterey Recreation Centre (Garry Oak Room) - 1442 Monterey Avenue

2.3 Authorities and Official Sources

Chief Election Officer and Deputy Election Officers: Issue official notices, administers election procedures, including Mayor and Council nomination filing, and voting places.

Elections BC: Administers campaign advertising and financing rules, including disclosure requirements, contribution rules and expense limits, registers elector organizations and third-party advertising sponsors.

Greater Victoria School District No. 61: Administers information sessions, supports trustee candidates, and receives nomination filing for School Trustee Candidates.

Contacts:

Oak Bay Elections:

Phone: 250.598.3311

Email: elections@oakbay.ca

Elections BC:

Phone toll-free: 1.800.661.8683 / TTY: 1.888.456.5448

Email: electoral.finance@elections.bc.ca

Fax: 250.387.3578

Toll-free Fax: 1.866.466.0665

Greater Victoria School District No.61

Phone: 250.475.3212

Email: Community@sd61.bc.ca

2.4 Candidate Eligibility

To be eligible to run for a position on Council, a person must meet the following requirements:

- be 18 years of age or older on General Voting Day (October 17, 2026);
- be a Canadian citizen;
- be a resident of British Columbia for at least 6 months immediately prior to being nominated; and
- not be disqualified under the *Local Government Act* or any other enactment from voting or being elected to office.

If you are a current employee for the District of Oak Bay, you must give notice of leave of absence before being nominated.

If you are currently an employee of the Federal Government, you must apply to the Public Service Commission for permission to run in the election. (Section 115 of the *Public Service Employment Act*.)

2.5 Key Dates

July 20, 2026	Pre-campaign period begins
July 31, 2026	Nomination Packages available
July 31, 2026	Deadline to apply to register an elector organization
September 1, 2026	Nomination period begins 9:00 AM/ Voters List available at Municipal Hall
September 11, 2026	• Close of nominations – nomination documents must be with the Chief Election Officer by 4:00 PM • Elector Organization documents must be received by the Chief Election Officer by 4:00 PM to enable the elector organization name to appear on the ballot with endorsed candidates

	• Objections to the registration of an elector must be received by the Chief Election Officer by 4:00 PM • Declaration of Candidates after 4:00 PM
September 15, 2026	Period to Challenge candidate nominations and elector organization endorsements ends at 4:00 PM
September 18, 2026	Deadline for: Withdrawal of candidates, withdrawal of elector organization endorsement, objection of elector registration
September 18, 2026	Deadline for Original copies of emailed or faxed nomination documents to be received by the Chief Election Officer 4:00 PM
September 19, 2026	Campaign period begins
September 21, 2026	Declaration of Election by Voting
October 7, 2026	Advance Voting Day 1 (Monterey Recreation Centre)
October 14, 2026	Advance Voting Day 2 - (Monterey Recreation Centre)
October 17, 2026	• General Voting Day 8:00 AM-8:00 PM (Monterey Recreation Centre & Henderson Recreation Centre) • Campaign Period Ends at 8:00 PM • Preliminary Election results to be determined by the Chief Election Officer
October 21, 2026	Deadline for Declaration of Official Results
October 21 & 28, 2026	Regional Joint Orientation Session, Wardroom (Officer's Mess) at CFB Esquimalt, hosted by Township of Esquimalt – Evening event)
November 2, 2026	Inaugural meeting of Oak Bay Council and swearing in of Elected Officials
January 15, 2027	Last day to file Campaign Financing Disclosure Statement
February 16, 2027	Late filing deadline for disclosure statements (with \$500 fee)

2.6 Election Advertising and Campaign Financing

It is vital to understand as a candidate that Elections BC is the lead legislative organization for all matters related to campaign financing, disclosure, elector organizations and election advertising rules under the [Local Elections Campaign Financing Act](#). Candidates, electoral organizations, and third-party advertisers are responsible for knowing the rules. For more information visit the [Elections BC website](#).

Candidates and third party sponsors have expense limits that apply during the campaign period. Expense limits for the 2026 election were announced on May 31, 2026. Candidate Expense Limits for the District of Oak Bay are available on the [Elections BC website](#). Third Party Expense Limits for the District of Oak Bay are also available on the [Elections BC website](#).

Campaign Period Expense Limits & Third Party Advertising Limits

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 General Local Election, the following expense limits for candidates and third party advertising during the campaign period apply:

Office of Mayor	\$20,943.40
Office of Councillor	\$10,494.04
Third Party Advertising	\$1,047.17

Cumulative third party advertising limit is \$ 184,856.70.

All candidates are required to submit their financial disclosure documents to Elections BC for verification and publication, in compliance with the [Local Elections Campaign Financing Act](#). Financial disclosure statements can be viewed on the [Elections BC website](#), when available.

If you have any questions at all related to advertising, donations and other campaign finance matters, please contact Elections BC:

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

Email: electoral.finance@elections.bc.ca

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

2.7 Election Signs

Permissible locations for the placement of election sign have changed for the 2026 General Local Election. Updates to the rules can be found in Appendix 2- Election Sign Handout. Election Signs are only permitted from September 11, 2026 until Monday, October 21, end-of-day, 2026.

2.8 Endorsement by Elector Organization

Elector Organizations may endorse a candidate in an election, and have that endorsement appear on the ballot, provided that two conditions are met: that the candidate consents to the endorsement; and that the endorsement is made on the nomination documents along with the consent statements by the candidates and the authorized principal officer of the elector organization. Elections BC oversees the requirements set out in *Part 2, Division 6 of the Local Elections Campaign Financing Act*. It is Elections BC's role to ensure that the registration requirements are met.

2.9 Candidate Representatives/Scrutineers

A candidate may appoint candidate representatives, also known as scrutineers, to represent them to observe the conduct of voting and counting proceedings for the election. These candidate representatives must sign a solemn declaration before they can remain in the voting place and must adhere to rules of the voting place. *See Appendix 7 - Scrutineers Guide to Local Elections.



Nomination Period

Part 3

3. Nomination Period

The nomination period runs from 9:00 A.M. on Tuesday, September 1, 2026 until 4:00 P.M. on Friday, September 11, 2026. Please submit your nomination papers before the deadline. This will allow sufficient time to identify and correct any potential problems with the nomination documents prior to the closing of the nomination period.

Following 4:00 P.M. on Friday, September 11, 2026, the Chief Election Officer will declare all individuals who have been successfully nominated by posting the list to the District's website at www.oakbay.ca/elections.

3.1 Nomination Documents

The nomination documents contain the required forms, declarations, and information needed for prospective candidates to complete the nomination process. Nomination documents must only be submitted during the nomination period and must meet all the legislative requirements.

The legal obligation to ensure that the complete nomination documents received before the deadline rests with the person being nominated. Individuals who submit incomplete or inaccurate nomination packages are not nominated.

3.2 Nominator Requirements

The number of nominators required for the District of Oak Bay is two (2).

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

- be 18 years of age or older when they register to vote or will be 18 years of age or older on General Voting Day;
- be a Canadian citizen;
- have been a resident of B.C. for at least six months before registering to vote;
- be a resident in the district of Oak Bay for which the nomination is being made, or in the case of a non-property resident property elector, own real property in the District of Oak Bay, for 30 days immediately before the day of registration; and,
- not be disqualified under the Local Government Act or any other enactment from voting in an election or be otherwise disqualified by law.

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

3.3 How to Submit Documents

Nomination documents may be delivered by hand, mail, other delivery service, or by fax or e-mail with originals to follow. Completed documents must be complete and received by 4:00 P.M. on Friday, September 11, 2026.

Once the nomination package is completed and submitted, the CEO will provide a paper and electronic copy of all forms for your records.

In person by appointment (Recommended)

It is encouraged to make an appointment with an election officer to deliver the completed nomination documents in person at the municipal hall.

This will provide the opportunity to ask questions of clarification and will allow for an immediate review of documents. The appointment is expected to take 20-30 minutes. Please call 250.598.3311 extension 8001 or email elections@oakbay.ca. Appointments will be scheduled during regular business hours from September 1 at 9:00 A.M. until September 11 at 4:00 PM.

By mail or courier

Mailed/couriered original signed nomination documents can be sent to: Chief Election Officer, District of Oak Bay, 2167 Oak Bay Avenue, Victoria, BC V8R 1G2. Once received, the CEO will review your documents for completeness and call you if there are any questions or concerns.

By email or fax

Nomination documents can be faxed to 250.598.9108 or e-mailed to elections@oakbay.ca, with the subject line or cover sheet titled "Nomination Documents".

Very Important

*If electronic copies of nomination documents are submitted by email or fax, the **hard copy original of documents must be received no later than 4:00 p.m. on Friday, September 18, 2026.** If the original documents are not submitted on time, the person nominated is automatically withdrawn from being a candidate in the election.*

3.4 Access to Nomination Documents

Nomination documents are available for public inspection at the municipal hall during regular business hours. Nomination documents can be viewed from the time they are submitted until 30 days after election results are declared. An individual viewing the documents must sign a declaration confirming the information will only be used for election purposes.

Nomination documents will also be available on the district website. The residential address of the person nominated will be obscured prior to providing public access by the Internet or other electronic means.



Appendices

Appendix 1

Council Remuneration Bylaw

THE CORPORATION OF THE DISTRICT OF OAK BAY

BYLAW NO. 4966

A Bylaw to provide for the remuneration of Council Members
of the District of Oak Bay

The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled,
enacts as follows:

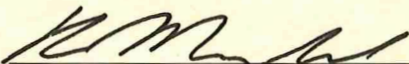
1. The Mayor of The Corporation of the District of Oak Bay shall be paid out of general revenue an annual remuneration of Seventy-Six Thousand, Two Hundred Seventy-One Dollars (\$76,271.00).
2. Each Councillor of The Corporation of the District of Oak Bay shall be paid out of general revenue an annual remuneration of Thirty-Two Thousand, Three Hundred Fifty Dollars (\$32,350.00).
3. Mayor and Councillor compensation payable under section 1 and 2 above shall be adjusted annually, starting January 1, 2027 and each subsequent year, in accordance with changes in the Consumer Price Index (CPI) (all items) for Victoria as published by Statistics Canada.
4. Bylaw No. 4822, being the *Council Remuneration Bylaw No. 4822, 2022*, is hereby repealed in its entirety.
5. This Bylaw shall take effect on November 2, 2026, the day of the Inaugural Council Meeting following the 2026 General Local Election of Council.
6. This Bylaw may be cited as the "Council Remuneration Bylaw No. 4966, 2026."

READ A FIRST TIME the 11th day of May , 2026

READ A SECOND TIME the 11th day of May , 2026

READ A THIRD TIME the 11th day of May , 2026

ADOPTED the 19th day of May , 2026



Mayor



Corporate Officer

Appendix 2

Election Signs - Handout

Election Signs are regulated by the District's Sign Bylaw, 1997.

Elections Signs are permitted from **September 11, 2026 at 4:00 PM**, until end of day on **October 21, 2026**.



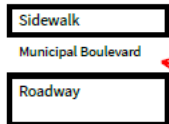
Private Property



Election signs may be placed on boulevards in front of private property, **with resident permission**



Election signs are restricted on all other boulevards unless identified in Schedule A of Sign Bylaw, 1997



Public Property

Election Signs are prohibited on municipal property, parks, fences, trees, streetlights and traffic signal poles and on boulevards unless identified in Schedule A of the Sign Bylaw, 1997.

Quick Tips

Only two signs per candidate permitted in each designated area

Election signs on municipal boulevards are not to exceed 2x2 feet.

No signs are permitted within 100 metres of any voting place on any voting days, including advance voting.

Learn more by visiting

oakbay.ca/candidate-information

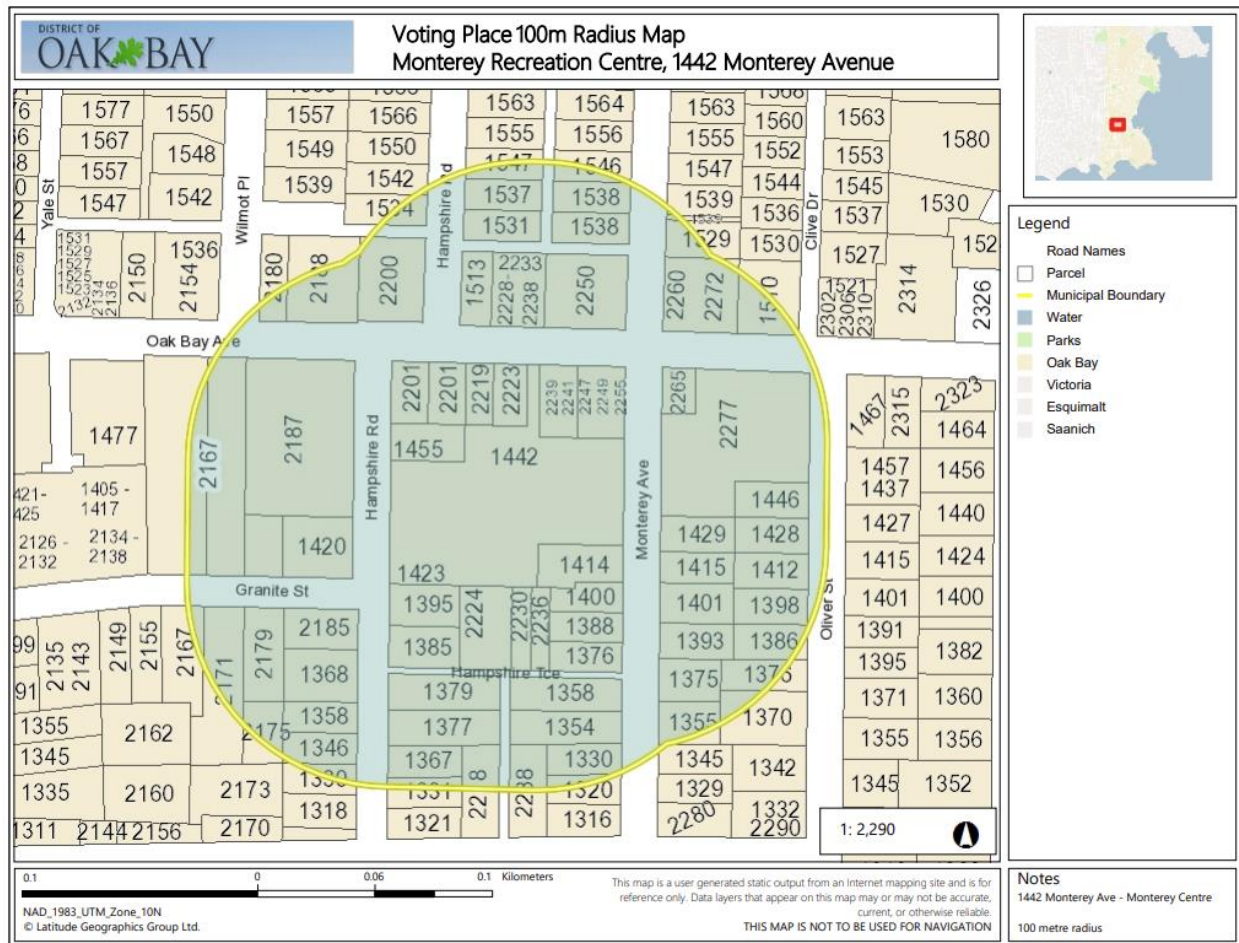
What to remember:

- No signs are permitted within 100 metres of any Voting Place (refer to maps provided) on any voting day, inclusive of Advance Voting Days at Monterey Recreation Centre.
- Candidates are reminded that during the course of the Campaign Period, signs often get blown over or damaged. Please ensure that you check your signs frequently to ensure that the signage does not create an untidy appearance or a hazard.
- **Private property:**
 - Signs size is limited to 1.22 metres by 1.22 metres (4ft x 4ft)
 - Permitted on boulevards immediately in front of or connected to property with consent. (see image and refer to Bylaw)
- **Public Property**
 - Signs are only permitted on boulevards as provided in Schedule A of the Bylaw (refer to Schedule A)

- Sign size is limited to 0.61 metres by 0.61 metres (2 ft. X 2 ft.) and the top of the size must not exceed 1.22 metres (4 ft.) above natural grade.
- Each Candidate is limited to 2 signs at each location outline in Schedule A of the Bylaw.
- **Additional information**
 - In addition to the Sign Bylaw, 1997 (see attachment), please note:
 - Telus and BC Hydro do not allow the placement of signs on their telephone or hydro poles. Individuals placing such signs may be subject to fines.
 - The Ministry of Transportation and Infrastructure has rules in place that apply to elections addressing the placement of election signs. Visit www.gov.bc.ca/electionsigns for more information about supplemental signs.

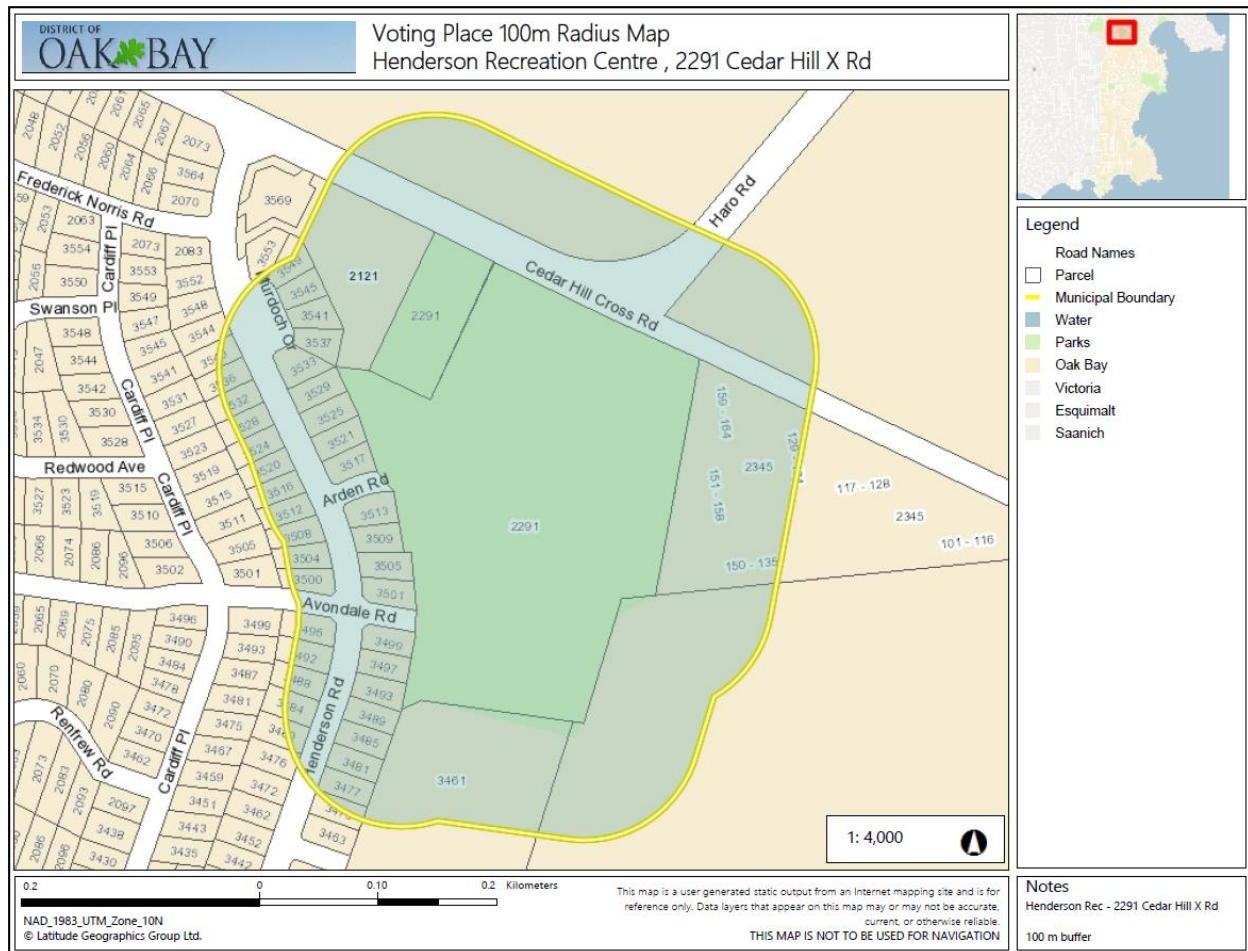
1. Monterey Recreation Centre, 1442 Monterey Avenue

- ✓ Advance Voting Days October 7 and 14, 2026
- ✓ General Voting Day October 17, 2026



2. Henderson Recreation Centre, 2291 Cedar Hill X Road

✓ General Voting Day – October 17, 2026



Excerpt from Sign Bylaw, 1997 (No. 3946) Consolidated May 25, 2026

“ELECTION SIGN” means a sign bearing lettering, symbols or pictures to promote or oppose the election of a Candidate; approve or disapprove of a course of action advocated by a Candidate; promote or oppose a political organization or its program; or promote or oppose an issue that is the subject of a referendum, or other voting.

*(**Bylaw 4671, adopted March 31, 2017)*

Election Signs

- 12.(1) Election signs shall not be erected on public property where they could interfere with traffic safety or where they could interfere with municipal infrastructure.
- (2) Election signs shall not be attached to any municipal property such as fences, trees, buildings, streetlight poles or traffic signal poles.
- (3) Election Signs shall not be erected on a public boulevard immediately in front of and connected to a parcel used solely for residential purposes without the consent of the property owner, occupant, or the strata corporation connected to the section of boulevard where the sign is placed.
- (4) Election Signs shall not be erected in a public park or on public property or boulevards immediately adjacent to park property, nor on any boulevard, except for those boulevards in front of residences as allowed for in section 12(3) of this bylaw and those boulevards outlined in Schedule A of this bylaw.

*(**Bylaw 4962, adopted May. 25, 2026)*

- (5) Election Signs shall not be erected on parcels where municipal facilities and buildings are located including, but not limited to Municipal Hall, Oak Bay Recreation, Henderson Centre, Monterey Centre, Public Works Yard, Fire Hall and Police Station.

- (6) Where an Election Sign may be erected on public property or public boulevard it may not exceed 0.61 metres by 0.61 metres (2 ft. x 2 ft.) and the top of the sign must not exceed 1.22 metres (4 ft.) above natural grade.

*(**Bylaw 4962, adopted May. 25, 2026)*

- (7) Where an Election Sign is erected on private property it may have only two sides, or faces, and each side or face of the sign area may not exceed 1.22 metres by 1.22 metres (4 ft. x 4 ft.).

- (8) The number of Election Signs erected on public boulevards as outlined in Schedule A of this bylaw shall not exceed two signs per candidate in each location.

*(**Bylaw 4962, adopted May. 25, 2026)*

- (9) A person must not place, or permit to be placed an Election Sign on private property, except:

- (a) in relation to federal elections and by-elections, from the time the writ of election is issued until four (4) days after General Voting Day;
- (b) in relation to provincial elections and by-elections, from the time the writ of election is issued until four (4) days after General Voting Day;
- (c) in relation to local government and school board elections and by-elections, from the final day of the nomination period until four (4) days after General Voting Day.

*(**Bylaw 4671, adopted Mar. 31, 2017)*

(Permitted Signs on Boulevards)

Sign Bylaw, 1997 - SCHEDULE A

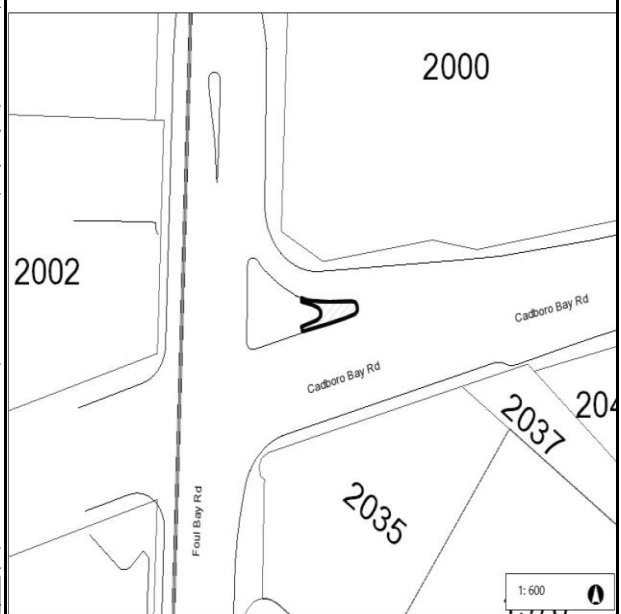
Designated Public Property Locations for Election Signs



Eastdowne Road and Estevan Avenue



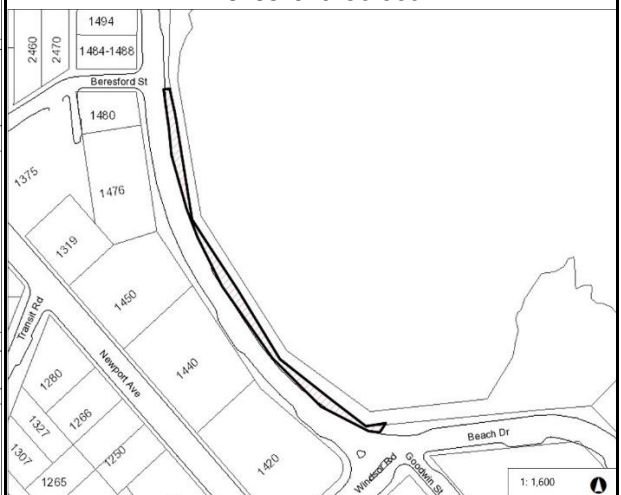
Cadboro Bay Road and Foul Bay Road

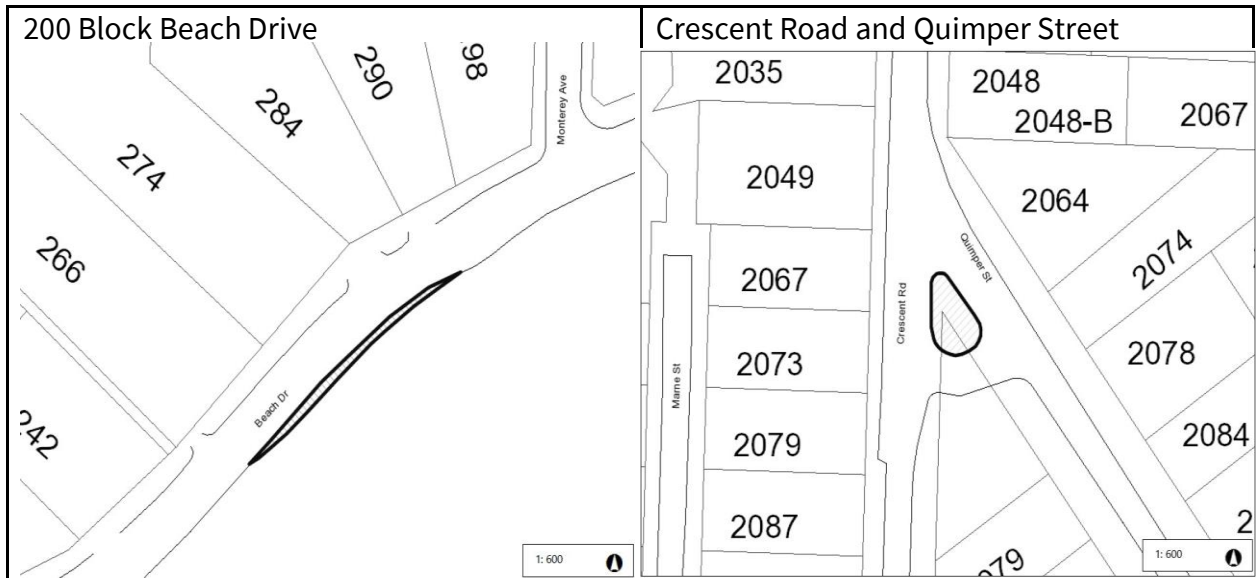


Transit Road and McNeill Avenue



Beach Drive from Windsor Road to Beresford Street





Appendix 3

What to know as a newly Elected Official for the District of Oak Bay

Mayor and Council Overview

Remuneration

As of November 2, 2026:

- **Mayor:** \$76,271.00
- **Councillor:** \$32,350.00

Bylaw can be found on the District website at www.oakbay.ca/Council-Remuneration or in the Resources and Information section of this package.

Mayor and Council Roles and Responsibilities

Serving on Council is a four-year commitment to collective leadership, ethical decision-making, and stewardship of the municipality.

Mayor

The Mayor has the following responsibilities under the Community Charter:

- To provide leadership to council, including by recommending bylaws, resolutions, and measures in support of peace, order, and good government of the city in relation to the powers conferred on council by any act;
- To communicate information to council;
- To set standing committees of Councillors for things the Mayor thinks would be better regulated and managed by a committee and appointing members of council to these committees;
- To look at the conduct of municipal officers;
- To return for reconsideration a bylaw, resolution or proceeding of council;
- To run and keep order at council meetings and decide on the points to discuss.

Acting Mayor

Following the inaugural meeting, Council will designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act.

Oak Bay Municipal Council

The Mayor and six (6) Councillors sit on the municipal Council. Council is the governing body of the District of Oak Bay.

Council's role is to:

- Set vision, values, strategic priorities, and budgets
- Make decisions collectively through motions and votes
- Establish policies and bylaws and plans
- Provide oversight through structured reporting
- Represent the interests of the community as a whole
- Hold the organization accountable through the CAO.

Council does **not**:

- Act individually;
- Manage day-to-day operations;
- Intervene in administrative matters.

Council provides decisions for:

- Local roads, sidewalks & street maintenance
- Garbage collection and public works
- Parks, trails, playgrounds & outdoor spaces
- Fire, police, and emergency services
- Recreation centres, programs & community events
- Land use, zoning & Official Community Plan
- Development permits and community planning
- Bylaws & parking enforcement
- Local infrastructure & utilities (water, sewer, stormwater)
- Municipal property & facilities

Responsible Conduct and Being an Effective Elected Official

Responsible conduct is central to good local governance. The way elected officials conduct themselves with their colleagues, staff, and the public directly affects public trust, the quality of decision-making, and the ability of a council to serve the community effectively.

Upcoming Changes to the Provincial Responsible Conduct Legislation are anticipated in the Fall of 2026 when [Bill 17 Municipal Affairs Statutes \(Code of Conduct\) Amendments](#) - which was introduced in April 2026 - is anticipated to be brought into force.

The proposed legislation and associated regulations are expected to establish:

- Standards of behavior for local elected officials;
- A standard process for code of conduct complaints;
- Requirements for investigations; and
- Sanctions that may be applied when a code of conduct has been breached

Elected Officials will be provided with further guidance and information following the enactment of the new legislation.

Commitments to Expect as a Newly Elected Official for the District of Oak Bay

- Inaugural Meeting of Oak Bay Council
- Oak Bay Council Orientation Session
- Elected Officials Regional Orientation Session hosted by the Township of Esquimalt
- Oak Bay Orientation Sessions and meetings for External Committees and Boards
- Oak Bay Council Strategic Planning Sessions
- Oak Bay Annual Financial Planning Sessions
- Regularly Scheduled Council and Committee of the Whole meetings

Meetings of Council

The Mayor serves as chair during Council meetings with the rotating Acting Mayor serving as chair during Committee of the Whole meetings. Each member of Council has an equal vote and should be familiar with the Council Procedure Bylaw as it is Council's governing document for meeting procedures.

Frequency of Meetings

Regular Council Meetings are held on the second and fourth Monday of each month, except August, the month of the municipal election, and December. Committee of the Whole meetings are scheduled on the third Monday of the month. Special Council meetings can be scheduled as required.

Scheduled Length of Meeting

While meetings are scheduled to end 3 hours after the scheduled start time, they can be extended as late as necessary to finish Council business.

Quick Meeting Facts

- Average length of Regular Council meeting (plus 1 hour Closed Council meeting before each meeting, as required): **2.9 hours**
- Average Number of meetings per year including Special meetings: **58**
- Average page count per Council meeting agenda package: **480+**
- Appointment as Council Liaison to internal and external Committees and Boards: **30**

Councillors serve as the District Liaisons and Representatives on internal and external Committees and Boards. Internal committees are formed of community members and provide advice to Council, and external boards are formed of representation from across Greater Victoria and seek to enhance regional cooperation for service and program delivery. These meetings typically occur during normal business hours and come with their own responsibilities and agenda packages.

Committee and Boards

- Accessibility Advisory Committee
- Capital Regional District Board (CRD)
- CRD Regional Hospital District (CRHD)
- CRD Housing Corporation (CRHC)
- CRD Core Area Liquid Waste Management Committee
- CRD Finance: RMTS Finance Advisory Committee
- CRD Inter-Municipal Climate Action Steering Committee
- CRD Arts Committee
- Regional Housing Trust Fund Commission
- Oak Bay Advisory Planning Commission Liaison
- Oak Bay Community Archives Liaison
- Oak Bay Heritage Commission Liaison
- Oak Bay Heritage Foundation Liaison
- Oak Bay Parks, Recreation and Culture Committee Liaison
- Oak Bay Police Board
- Business Improvement Association Liaison
- Emergency Management Planning Committee Liaison
- Oak Bay Tourism Committee Liaison

- Regional Water Supply Commission
- Royal and McPherson Theatres Society (RMTS)
- CREST Corporation
- Greater Victoria Labor Relations Association (GVLRA)
- Greater Victoria Public Library Board
- Municipal Insurance Association
- Oak Bay Advisory Design Panel Liaison
- South Island Prosperity Partnership (SIPP)
- South Island Reconciliation Advisory Committee (SIRAC)
- Victoria Family Court & Youth Justice Committee
- University of Victoria Liaison
- Camosun College Liaison
- School District 61 and Independent School Liaison

Annual Reporting

Under the Community Charter each year a municipality is required to prepare an annual report that provides a comprehensive overview of the municipality's activities, financial position, and progress toward strategic priorities from the previous year. The report ensures transparency and accountability to the public and Council. The 2025 District of Oak Bay Annual report, including previous years can be found on the District website at [Oak Bay Annual Report - District of Oak Bay](#)

Council Priority Planning and Projects Currently Underway

Council Priority Projects are delivered in conjunction with the District's core work, which includes providing ongoing municipal services and programs, operating facilities, undertaking required work to ensure legislative compliance, maintaining infrastructure, and undertaking planning and delivery of capital projects. Key accomplishments related to the District's ongoing core work are highlighted in Annual Reports, available on the municipal website.

Moving into the new Council term, all in-progress Council Priority Projects, as well as those scheduled / funded in the Financial Plan to begin in 2027 (four in total), and all "long-list" projects (19 in total) will be referred to the newly elected Council for consideration and prioritization as part of the development of their Council Priorities Plan. (Note that work on in-progress and 2027 scheduled/funded projects will continue throughout the development phase of the new Council Priorities Plan, unless otherwise directed by Council.)

Council Priority Planning Timeline

Council Priority Planning will be initiated in conjunction with the Financial Planning process and will include a series of workshops in late 2026 and into early 2027.

2022-2026 Council Priorities



Enable creation of more diverse and affordable housing that is responsive to current and future community/regional needs and climate change imperatives



Invest in infrastructure, facilities, and natural assets and services to preserve or improve long term financial and community value/livability



Advance low and no carbon, accessible, and active transportation mobility infrastructure and services



Proactively mitigate and adapt to climate change and preserve and enhance the environment



Cultivate accessibility, diversity and inclusion and ensure a sense of community belonging and safety for people of all abilities, identities, ages, and backgrounds



Advance Truth and Reconciliation with Indigenous peoples based on respect and desire for shared prosperity

Council Priority Projects Currently Underway

For more information on Council Priority Projects, visit www.oakbay.ca/Council-Priorities-Plan

Project #	Priority	Project Title
14	Livability	<i>Prepare Parks Master Plan</i>
15	Livability	<i>Design Carnarvon Park Building</i>
25	Livability	<i>Prepare Comprehensive Asset Management Plan & Undertake Municipal Facilities Planning with Sustainability Lens</i>
26	Livability	<i>Undertake parking study & preliminary creek/walkway design at Oak Bay Rec Centre</i>
27	Transportation	<i>Prepare an Active Transportation Program based on increased levels of funding and determine how active transportation network can be fully constructed</i>
34	Climate Change & Environment	<i>Develop an erosion prevention program for McNeill Bay</i>
35	Climate Change & Environment	<i>Develop Community Climate Action Plan</i>
36	Climate Change & Environment	<i>Develop Corporate Climate Action Plan</i>
47	Truth & Reconciliation	<i>Seek Songhees and Esquimalt Nations, potential business partners, and community input into future of Turkey Head (Spewhung) *Following Council direction this project has been paused*</i>
76	Housing	<i>Complete Mandated Pre-Zoning to Implement Updated OCP</i>
78	Housing	<i>Optimize Development Processes (Provincially Triggered)</i>
93	Housing	<i>Advance Planning to Support Prezoning for Cedar Hill Corner</i>
94	Livability	<i>Complete a Public Safety Building Feasibility Assessment</i>
96	Housing	<i>Complete Infrastructure Servicing Study</i>
97	Housing	<i>Develop New Subdivision, Works and Services Bylaw</i>
98	Housing	<i>Update Home-Based Business Regulations</i>

Financial Planning

Annually, in conjunction with Council Priority Planning, the District undertakes a financial planning process designed to meet the requirements of Sections 165 and 166 of the Community Charter. This legislation requires Council to adopt a Five-year Financial Plan prior to the May 15 deadline for the Annual Property Tax Bylaw.

For 2026-2027 the Financial Planning Timeline has been established as follows:

Month(s)	Activity	Staff	Council
2026			
July	Budget Guidelines Report Presented to Council	X	X
July-November	Department Operating & Capital Budgets Developed	X	
November	Council Orientation Program Begins	X	X
Nov - Dec	2027 Utility Rate Bylaws Presented and Adopted	X	X
November 30th	<u>Deadline:</u> Police Provisional Budget Submitted to Council	X	X
2027			
January	Council Priority Planning Begins	X	X
January – February	2027 Budget Check-in and Capital Project Review	X	X
March 2nd	<u>Deadline:</u> Police Provisional Budget Amendments Submitted to Council	X	X
March	Council Financial Plan Presentation and Deliberations	X	X
March	Budget highlights for Public Information	X	
April	Financial Plan and Tax Rate Bylaw Adoption		X
May 14th	<u>Statutory Deadline:</u> 2027 Financial Plan and Tax Rates Bylaws	X	X

District Staff and Administration

Roles and Responsibilities

Administration, led by the CAO, is responsible for staffing, implementation, and day-to-day management of operations of the organization.

Chief Administrative Officer

The CAO's role is to:

- Serve as Council's only employee
- Provide objective, evidence-based advice
- Implement Council decisions
- Lead and manage staff and operations
- Protect workplace safety and organizational integrity

The CAO does **not**:

- Vote on Council decisions
- Participate in political debate
- Take direction from individual Councillors

Staff

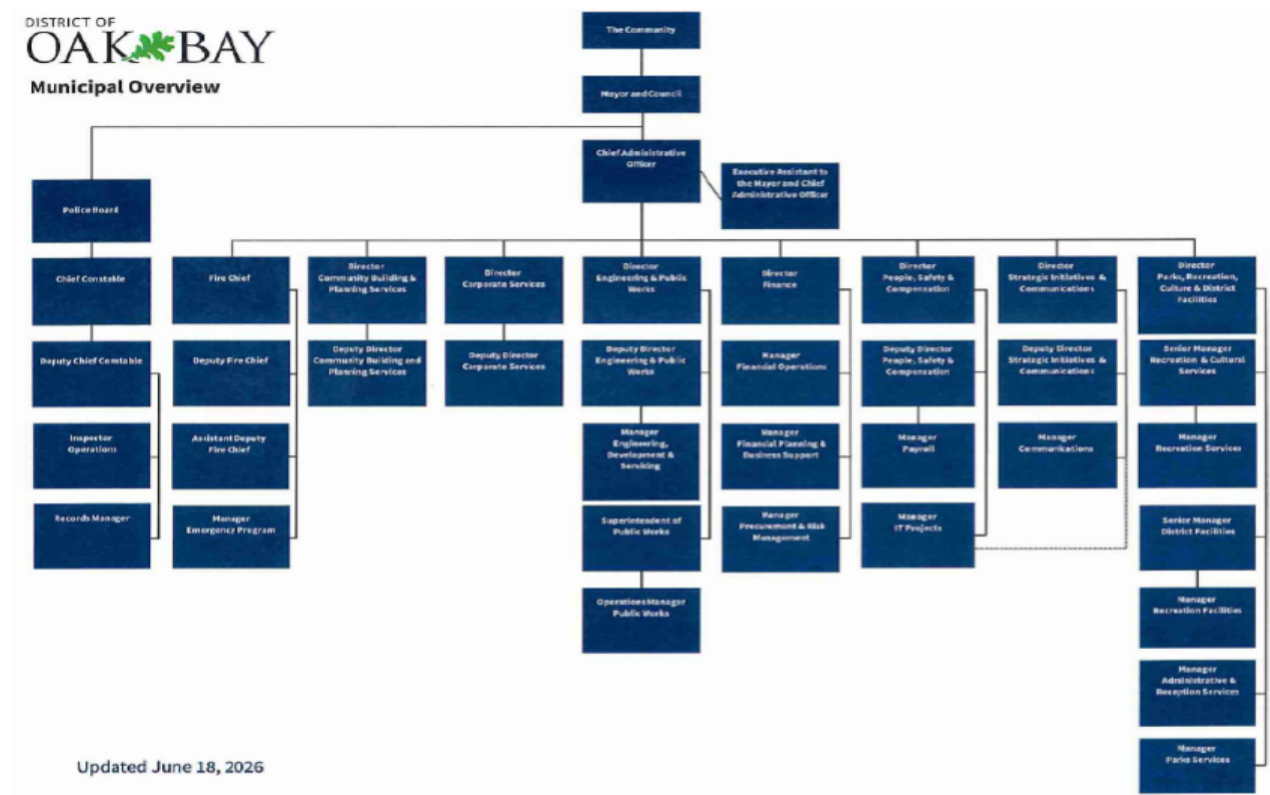
Staff's role is to:

- Prepare reports and recommendations
- Deliver programs and services
- Implement Council-approved decisions
- Engage with the public within established protocols

Staff do **not**:

- Take direction from individual Councillors
- Engage in political debate
- Advocate for policy outcomes

Corporate Structure



Corporate Values (NEW 2026)



Connected. Accountable. Responsive. Effective.

Connected: Connected means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge, and supporting one another.

Accountable: Accountable means we do what we say we will do, take pride in our work and act with integrity.

Responsive: Responsive means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.

Effective: Effective means we deliver sustainable results in ways that nourish people.

Appendix 4

Who Does What?

Municipal, Regional, Provincial and Federal Government

Who Does What?

Exploring the roles and responsibilities of the various levels of government



DISTRICT OF
OAK BAY
Municipality

- Local roads, sidewalks and street maintenance
- Local infrastructure and utilities (water, sewer, stormwater)
- Garbage Collection and Public Works



- Land use, zoning
- Oak Bay's Official Community Plan
- Development permits and community planning



- Fire, Police and Emergency Services
- Business licensing
- Bylaws, animal control and parking enforcement



- Parks, playgrounds and trails
- Recreation centres, programs, community events
- Municipal property and facilities



Regional District

- Water supply, including treatment, to municipalities
- Wastewater collection and treatment
- Regional parks and trails
- Regional and local transit
- Solid waste management, including recycling, composting and Hartland Landfill
- Regional planning and growth management
- Regional emergency management
- Affordable housing initiatives and regional housing services



Provincial Government

- Healthcare
- Hospitals
- Schools (K-12 public education)
- Post-secondary education
- Child Care
- Highways and major roads
- ICBC (driver licensing, registration and insurance)
- Social services and income assistance
- Housing (Provincial programs and supports)
- Courts (provincial and supreme)
- Natural resources, land and forests, environmental protection

Canada
Federal Government

- Taxation and currency
- Broadcasting telecommunications
- Charter of Human Rights
- Postal Service
- Student loans
- National defence and Veteran Affairs
- Criminal law (criminal code) and federal law
- Airports, borders, passports
- Fisheries and oceans
- RCMP
- Banking and financial regulations
- International trade, travel and diplomacy

Appendix 5

Candidates Guide to Local Elections in BC



CANDIDATE'S GUIDE

TO LOCAL ELECTIONS IN B.C.
2026



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.

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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](https://politicalactivities-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



Appendix 6

Guide to Campaign Financing for Local Candidates and Financial Agents in BC



ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO CAMPAIGN FINANCING FOR LOCAL CANDIDATES AND FINANCIAL AGENTS IN B.C.

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INTRODUCTION

This guide has been developed to assist local candidates and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act](#) (LECFA).

It is the responsibility of all local candidates and their financial agents to ensure they understand and follow the rules. This guide is not considered legal advice by Elections BC. It is based on our current understanding of the legislation.

Where there is inconsistency between this guide and LECFA, LECFA will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking legal advice.

We encourage all local candidates and their financial agents to read this guide and other compliance materials for local elections on our website (elections.bc.ca).

We discourage the use of artificial intelligence (AI) to summarize guidance materials or prepare information required under LECFA. Use of AI will not be considered as a mitigating factor in instances of non-compliance.

A link to the [Local Elections Campaign Financing Act](#) is available on the Elections BC website (elections.bc.ca) or a printed copy can be purchased from Crown Publications (crownpub.bc.ca).

PRIVACY

Elections BC has the authority to collect, use, disclose and dispose of personal information under LECFA and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of LECFA.

For information about Elections BC's privacy policies, please visit elections.bc.ca/privacy or contact the **Privacy Officer, Elections BC** at 1-800-661-8683 or privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

DEFINITIONS

The following key terms have been used throughout this guide. Most of the terms are defined in 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 will be accepted as served on or otherwise delivered to the individual or organization. In addition to the required mailing address or email address, an individual or organization may provide an additional address for service. This may include: ▪ an email in addition to the mailing address, ▪ a mailing address in addition to the email address, or ▪ a fax number.
Anonymous contribution	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum.”
B.C. Chief Electoral Officer	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Campaign account	An account in a savings institution opened by a financial agent exclusively for the purposes of an election campaign.
Campaign contribution	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization.
Campaign contribution limit	The maximum value of campaign contributions that an eligible individual may provide.
Campaign financing arrangement	A written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with their elector organization.

Campaign financing records	The records maintained to complete financial reports required under LECFA.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Campaign period election advertising	During the campaign period of a general local election, the definition of election advertising expands to include communications that take a position on an issue associated with a candidate or elector organization.
Campaign period expense	An election expense that is used in the campaign period. Most campaign period expenses are subject to an expense limit.
Candidate	In relation to obligations applicable under LECFA, an individual who: (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization in relation to an election, or (c) was a candidate.
Disclosure statement	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC. Disclosure statements are commonly referred to as Campaign Financing Reports. Please note: these are different than a "Statement of Disclosure".
Election advertising	Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization.
Election period	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
Election period expense	An election expense that is used in the election period.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.

Elector organization	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses.
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
Financial agent	A representative that a candidate and elector organization is required to appoint. A candidate may act as their own financial agent or appoint someone else to this position. A candidate or elector organization may not have more than one financial agent at the same time. Financial agents are responsible for understanding and following the rules under LECFA to avoid penalties such as deregistration, disqualifications, paying for administrative monetary penalties, or committing offences.
Fundraising function	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Incurring an election expense	Using property or services in such a way that their value is an election expense.
Jurisdiction	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor with the payment of a penalty fee, unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.

Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.
Member	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque or money order), a payment by credit card, any form of electronic payment or funds transfer, or any other form of monetary payment.
Permissible loan	A loan made by an eligible individual or savings institution to a candidate or elector organization.
Personal expenses	Campaign expenses of a candidate that are paid from or reimbursed to a campaign account. All of the following expenses must be reasonable. (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other travel related expenses (c) child or family care if the candidate is usually responsible for (d) expenses related to a disability of the candidate
Placement cost	The cost of purchasing election advertising space on the internet, including a social media site or website.
Pre-Campaign Period	The period which begins on the 89th day before General Voting Day for a general local election, and which ends on the 29th day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making, accepting or failing to return prohibited contributions or loans.
Production cost	The value of producing election advertising, including fees such as graphic design, video production fees, etc.
Required contribution information	Information that must be recorded for all campaign contributions: (a) value of contribution, (b) date the contribution was made, and (c) full name, residential address of the contributor.

Shared election expense	An election expense agreed to be shared by two or more candidates.
Significant contributor	An eligible individual who makes: (a) a campaign contribution having a value of \$100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.
Sponsorship information	An authorization statement that is required to be on most election advertising. It includes the name of the advertising sponsor and appropriate contact information.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report that includes a description of the circumstances leading to its submission.
Surplus campaign funds	The balance of money left in the campaign account after all financial transactions are completed.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
Transfer	Movements of money, property or services between a candidate and their elector organization.
Value of election advertising	The value of election advertising is: ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
Volunteer	An individual who provides services for no remuneration or material benefit, but does not include: (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

General local elections are held every four years in British Columbia. General local elections include elections for:

- mayors and municipal councillors,
- regional district directors,
- school boards trustees,
- specified parks boards,
- local community commissions, and
- the Islands Trust.

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](#) (LECFA).

The [Ministry of Housing and Municipal Affairs](#) and [Ministry of Education and Child Care](#) also have responsibilities in local elections.

Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers in the local jurisdiction
Nomination process	Local election officers in the local jurisdiction
Financial rules for advertising	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations and third party sponsors	Elections BC
Legislation for local elections	Ministry of Housing and Municipal Affairs Ministry of Education and Child Care

Contact the jurisdiction or the [Ministry of Housing and Municipal Affairs](#), if you have questions about voting, responsibilities of elected officials, election proceedings, or the rules in the *Local Government Act*, *Community Charter* or *Vancouver Charter*.

Contact the school district or the [Ministry of Education and Child Care](#) if you have inquiries about the *School Act*.

Local election officers

Local election officers are appointed by local governments to administer local elections in their jurisdiction. They are responsible for:

- receiving nomination and endorsement documents,
- declaring candidates,
- administering voting opportunities,
- counting votes, and
- reporting election results.

Elections BC

Elections BC is a non-partisan, independent Office of the Legislature.

In local elections, Elections BC is responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA).

Elections BC does **not** administer voting, counting or results reporting at the local level, including by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements, annual financial reports and supplementary reports
- assisting participants to understand the rules and requirements under LECFA
- registering local advertising sponsors and elector organizations
- undertaking investigations and audits

CAMPAIGN FINANCING

The [Local Elections Campaign Financing Act](#) (LECFA) has rules for candidates, elector organizations and third party sponsors. This includes disclosure and reporting requirements for campaign financing and election advertising.

Campaign financing periods

Election Period	Pre-campaign Period	Campaign Period	Filing Period	Assessment Period
→	→	→	→	→
Start of Election Period	Start of Pre-campaign Period	Start of the Campaign Period	Filing Deadline	Assessment Period
January 1 for general local elections, or the date the seat becomes vacant for by-elections Expenses used in this period must be reported on the campaign financing disclosure statement.	89 days before General Voting Day Election advertising transmitted to the public must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement.	28 days before General Voting Day Definition of election advertising is expanded to include issue based advertising, and limits apply to the value of election expenses used.	90 days after General Voting Day Campaign financing disclosure statements must be filed with Elections BC.	Elections BC conducts compliance reviews and audits of financial reports, and if non-compliance is identified, the file is forwarded for investigation and possible enforcement.

[s. 10]

Election Period

For General Local Elections, the election period begins at the start of the calendar year in which the general local elections will be held.
For local by-elections, the election period starts the day the seat became vacant.

At the beginning of the calendar year, annual campaign contribution limits are calculated and posted on the Elections BC website.

Pre-campaign period begins (general elections only)

89 days before General Voting Day and ends at the start of the campaigning period. By-elections do not have a pre-campaign period.
Election advertising must contain authorization statements from this date.

Candidate Nomination Applications

Local jurisdictions oversee the nominations process. Prospective candidates should reach out to their local chief election officer to learn more about nomination applications.

Nomination period begins

46 days before General Voting Day.

Before the end of nominations

As soon as practicable after an elector organization endorses a candidate, the candidate must provide the financial agent for the elector organization the details of any contributions accepted.

Nomination period ends

36 days before General Voting Day.

Before the campaign period begins

Endorsed candidates **MUST** enter into a campaign financing arrangement with their elector organization. The candidate, their financial agent and the elector organization's financial agent must all sign and date the campaign financing arrangement. Once completed, the arrangement must be sent to Elections BC.

Campaign period begins

28 days before General Voting Day and ends on General Voting Day.
Election expense limits apply to expenses used in this period.

GENERAL VOTING DAY

Filing deadline for election financing disclosure statements

90 days after General Voting Day.
All candidates and elector organizations are **required** to file even if they had no or financial transactions.

As soon as possible after General Voting Day

Financial agents should have all documents and financial records ready to prepare the required election financing disclosure statement.

Late filing deadline for election financing disclosure statements

120 days after General Voting Day.
Candidates and elector organizations who did not file at the filing deadline may file at the late filing deadline on payment of a late filing penalty of \$500.

All reports are received

Elections BC begins conducting compliance reviews and audits of disclosure statements submitted to our office.
Candidates, elector organizations and financial agents should be prepared for communications with our office. Following a review, disclosure statements may be referred to our Investigations department for consideration of penalties.

Once the disclosure requirements are fulfilled, the candidate must keep all financial records in BC for 5 years.

FINANCIAL AGENTS

The financial agent is legally responsible for administering the candidate's campaign finances in accordance with LECFA. It is the financial agent's responsibility to know, understand and follow the rules under LECFA to avoid penalties such as disqualifications, administrative monetary penalties, or offences.

A candidate may either act as their own financial agent or appoint another person to this position. If a candidate chooses to act as their own financial agent, all financial agent responsibilities and requirements are theirs.

A candidate can only have one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

The financial agent must keep records and supporting documentation for all election financing activities, income and expenses. The financial agent is also responsible for ensuring disclosure statements are submitted in accordance with LECFA. Elections BC may request this documentation during the review process.

[s. 17, 22]

Appointment requirements

If a candidate is not acting as their own financial agent, **appointments must be made in writing**.

If the appointment or changes are made:

- before the voting results are declared, it must be sent to the local election officer.
- after the results are declared, it must be sent to Elections BC.

Appointment information includes:

- the full name of the financial agent
- the effective date of appointment
- contact information
- address for service
- signatures of the candidate and financial agent

[s. 17]

Responsibilities of financial agents

A financial agent is responsible for ensuring compliance with the rules and requirements of LECFA. It is critical that financial agents understand campaign financing rules. To support financial agents, Elections BC provides education and advice about campaign financing and disclosure statements.

Failure to comply with LECFA can result in a penalty or offence. In some cases, the financial agent may be responsible for paying the administrative monetary penalty, and in those cases, the financial agent's name will be published in information related to the contravention. We encourage all financial agents to engage with Elections BC's educational materials.

Financial agents are responsible for:

- Keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions.
- Opening a separate campaign account for each campaign to which they are appointed.
 - Failure to open a designated campaign account is an offence under LECFA and can result in penalties.
- Ensuring campaign contributions are only received from eligible individuals and documenting the eligibility of the contributors. Contributions from the candidate are subject to the same rules, recording and reporting requirements as any other contributions.
- Ensuring campaign contributions from eligible individuals do not exceed the contribution limit.
 - Contribution limits can be found on our website: elections.bc.ca/local-contributions
- Ensuring all transactions of money are made through the campaign account(s), including contributions from the candidate to their own campaign.
- Ensuring election advertising contains the required sponsorship information.
- Determining the market value of in-kind contributions and expenses, including from the candidate.
- Accepting and depositing permitted campaign contributions into a correct designated campaign account.
- Incurring, paying, recording and disclosing election expenses.
- Pre-approving all election expenses incurred by others, including the candidate.

- Making and receiving transfers of money between an endorsed candidate's own campaign account and their elector organization.
- Making and receiving in-kind transfers between an endorsed candidate and their elector organization.
- Filing a campaign financing disclosure statement for each campaign the financial agent is appointed for.
- Responding to questions from Elections BC after filing a disclosure statement and filing supplementary reports when required.
- Ensuring all required financial records are given to the candidate after the disclosure requirements are met. Records must be kept by the candidate in BC for 5 years after General Voting Day.

Financial agents may authorize another individual in writing to accept campaign contributions or to pay election expenses if they choose. The authorization **must be in writing** and the authorization kept as a part of the records.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of a local candidate or their campaign.

Financial agents may also have other roles, such as campaign manager for a candidate or a responsible principal official for an elector organization.

Elections BC must be notified as soon as possible of changes to the financial agent or their contact information.

[s. 17, 18, 22, 23, 24, 26, 27, 28, 29, 30]

CAMPAIGN ACCOUNTS

A campaign account is an account in a savings institution such as a bank, credit union or trust company used exclusively for the election campaign. Candidates must have a campaign account if they intend to incur any election expenses. Even if a candidate does not plan to accept campaign contributions from other individuals and will be self-funding their campaign from their own money, they must still have a designated campaign account. The only time a campaign does not have to open a campaign account is if they have no monetary transaction of any sort.

All monetary transactions (e.g. contributions, transfers and expenses) must go through the dedicated campaign account. Financial agents are encouraged to open campaign accounts as early as possible. If a financial agent has difficulty opening a campaign account, there is a letter on the Elections BC website that can be printed and given to the savings institution.

A campaign account is only valid for the election it was opened in. For example, an account for a general election must not be used for a by-election.

Similarly, if a candidate is running in multiple jurisdictions, they must have a separate campaign account for each campaign. For example, if a candidate is running in both a municipal election and a school board election, they must open two separate accounts. Failure to open a dedicated campaign account for each campaign is an offence.

Candidates **cannot** share an account and an endorsed candidate must have a separate account from their elector organization.

Each campaign account must be in the name of the election campaign. Examples of candidate campaign account names include:

“Alex Smith 2026 Vancouver General Local Election Campaign Account”

“Victoria By-Election Campaign Account of Alex Smith”

Campaign accounts must remain open until all financial transactions have been completed, including the disbursement of surplus funds.

Credit Card Purchases

The financial agent or those appointed in writing by the financial agent, may approve the use of a credit card for a purchase. However, receipts from the credit card purchase must be kept and submitted to the campaign for reimbursement from the campaign account.

Credit card purchases which are not reimbursed become a contribution from the individual and count towards the contribution limit.

[s. 18]

VOLUNTEERS

A volunteer is an individual who willingly performs free services for an election campaign. A candidate's campaign may have paid workers and volunteers. Volunteers:

- receive no compensation (directly or indirectly) for their services
- cannot be paid by their employer for working as a volunteer
- can use their vacation time to volunteer
- must be authorized in writing by the financial agent to accept campaign contributions or pay for election expenses
- must not be self-employed and providing services they normally charge for

When volunteering does and does not count as a contribution

A volunteer's services, or the use of their own property for the campaign do not count as a campaign contribution or election expense. These services do not need to be valued.

Example

A volunteer, Miranda, uses their own car to deliver lawn signs and brochures and is not repaid for these expenses from the campaign account. Since the volunteer is using their own property in relation to their volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

If someone is self-employed and provides services for free that they would normally charge for, it is **not** volunteering. That individual is making a campaign contribution, and the value of their services is an election expense. Financial agents must therefore value, record and disclose that contribution and expense. If the value of the services is more than the contribution limit, the balance must be paid for from the campaign account.

Example

Martin is a self-employed communications professional. A candidate wants to prepare for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge \$150 for three hours of work, but Martin provides the service for free. Martin has made a campaign contribution of \$150, and the candidate has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

[s. 13, 14, Schedule s. 1]

CAMPAIGN CONTRIBUTIONS

A campaign contribution is the value of any money, property or services provided without compensation to a candidate for campaign use. A campaign contribution can be made at any time including after the election, provided that the contribution is related to that election campaign.

A campaign contribution can be a donation of money or goods, services, advance, deposit or discount. Campaign contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

If a candidate gives money to their own campaign, it is a campaign contribution and must be recorded and disclosed in the same way as all other campaign contributions. Campaign contributions made by the candidate are subject to contribution limits.

[s.13-13.02]

Who can make campaign contributions

Campaign contributions can only be made by eligible individuals. It is an offence to make or accept contributions from ineligible contributors.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident.

Contributions cannot be made by organizations.

Financial agents are responsible for confirming and documenting the eligibility of contributors and maintaining supporting documents with the financial records.

[Schedule s. 1]

Making and accepting campaign contributions

When accepting a campaign contribution, the financial agent or authorized individual, **must** record:

- the value,
- the date the contribution was made, and
- the required contributor information.

Contributions with insufficient information recorded may become prohibited contributions.

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized in writing by the financial agent. Individuals who are not authorized in writing by the financial agent must not accept contributions.

Example

A candidate has a large campaign team and is running multiple campaign events on the same day. The financial agent is running the first event, and the candidate asks a campaign volunteer to run the second event. At the second event, several people want to contribute to the campaign and the campaign volunteer accepts the contributions, collecting the necessary contact information, and passes it on to the financial agent later that day. Since the campaign volunteer was not authorized in writing by the financial agent to accept contributions, these contributions are prohibited and need to be returned to the contributors.

- Only eligible individuals may make campaign contributions. Financial agents and authorized individuals may only accept contributions from eligible individuals.
- Contributions from corporate accounts, preferential discounts from a company, or contributions from out of province are prohibited. Making or accepting ineligible contributions is an offence and monetary penalties may apply.
- The financial agent must confirm contributor eligibility. If contributions are accepted online through a website, there should be a declaration that the contributor must complete confirming they are an eligible individual.
- Contribution dates are based on when the contribution was accepted, not when it was deposited.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements. The financial agent must keep records of these details even if the contribution was less than \$100 and those details may not need to be reported.

- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- Campaign contributions of money must be deposited into the relevant campaign's account. If a contributor wants to contribute to more than one campaign, they must make those contributions separately. A contribution must be deposited into the corresponding campaign account.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money. The value of donated property and services counts towards the individual's contribution limit.
- If property or services are provided by an eligible individual to the candidate at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.
- The value of a candidate's own property used in their own campaign is not a campaign contribution.
- Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, and proof of their eligibility, so the financial agent can record it.
- Anonymous contributions cannot be collected over the internet.

[s. 16, 20, 27, 29]

Contribution rules

It is important to know which campaign contributions are acceptable, which are prohibited, and which funds, property or services are **not** contributions. All contributions are subject to contributor eligibility requirements and the annual contribution limit.

Acceptable contributions	Prohibited	Not contributions
▪ money given to a financial agent or an individual they have authorized ▪ non-monetary property and services provided to the campaign ▪ money given by a candidate to their own campaign within their allowable limit ▪ anonymous contributions of \$50 or less ▪ a person purchasing goods or services from the candidate for more than market value	▪ contributions made by organizations and ineligible individuals ▪ contributions that exceed the contribution limit ▪ giving a contribution to someone other than the financial agent or someone they have authorized ▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information, including how the individual meets the eligibility requirements ▪ making or accepting indirect campaign contributions ▪ making or accepting an anonymous campaign contribution of more than \$50 ▪ making or accepting a loan from an eligible individual that is over their contribution limit when combined with their contributions ▪ not repaying a loan or bill from an organization and the amount becoming a prohibited contribution	▪ services provided by a volunteer including the use of their own property in that role ▪ transfers of money, property, or services between an elector organization and its endorsed candidates ▪ non-monetary property or services owned by a candidate and provided for use in their own campaign ▪ candidate's surplus campaign funds from the last election returned by the jurisdiction ▪ free transmission of election advertising if offered equitably to all candidates ▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program ▪ publications intended to be sold whether or not there was an election

Campaign contribution limits

All campaign contributions are subject to annual contributions limits. This limit sets the maximum amount eligible individuals may contribute to each campaign during a calendar year. The combined total of any monetary contribution, loans, or services made by an eligible individual to a candidate cannot exceed the contribution limit in a calendar year.

Purchases by candidates and other self-funding activities which are not reimbursed through the campaign account, are contributions and are counted toward the candidate's contribution limit.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant monetary penalties for exceeding a contribution limit. It is also an offence to fail to return or remit the funds in the time specified.

Campaign contribution limits are adjusted either by regulation or by changes to the consumer price index (CPI). Adjusted amounts are published on the [Elections BC website](#) and in the *B.C. Gazette*.

Contribution limits for unendorsed and endorsed candidates

- For **unendorsed** candidates (candidates who are not endorsed by an elector organization) contribution rules change depending on whether it is or is not an election year.
 - In an election year, an unendorsed candidate can contribute up to double the annual campaign contribution limit for their own campaign.
 - In a non-election year, an unendorsed candidate can contribute up to the contribution limit.
- For candidates **endorsed** by an elector organization, the limit applies to the elector organization and all of its endorsed candidates in a jurisdiction as a whole. An eligible individual may not contribute more than the annual limit, **in total**, to the elector organization and its endorsed candidates for each calendar year in each jurisdiction.
- If the eligible individual contributed the full contribution limit to an endorsed candidate's campaign, they would be unable to contribute to the electoral organization. However, the eligible individual could contribute 50% of the contribution limit to the endorsed candidate's campaign and 50% of the contribution limit to the elector organization.

As soon as practicable after an elector organization endorses a candidate in an election, the financial agent for the candidate must provide to the financial agent for the elector organization all campaign contribution information. This is done to ensure contribution limits are maintained.

[s. 30.04-30.05, 35, Regulation s. 70]

How to determine the value of the contribution

The value of a campaign contribution is the amount provided by the contributor, including any fees collected by an online payment system. If an individual contributes the maximum annual contribution amount online, and the payment system charges the contributor an extra \$2, the \$2 is now a prohibited contribution provided in excess of the annual limit.

Financial agents must also determine and report the value of in-kind contributions, such as goods and services. In-kind contributions must be reported at market value. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

As an example of valuing donated items at market value, if signs are donated to the campaign, the financial agent will:

- use the receipt if the signs are new, or
- get a quote from a vendor for the same quantity and quality of the signs given if the signs are old.

This quote, or the receipted value, will be saved for the financial records and the value used to determine the value of the contribution and also the value reported as an expense.

Note: If the campaign is reusing signs purchased by the candidate during a previous election, the market value will need to be determined as in the example above. The value will be used to report the expense only. There is no contribution in this case as the property already belonged to the candidate.

Foreign currency and cryptocurrency contributions must be valued at the market rate on the date of the contribution and are subject to the same contribution rules as other contributions.

[s. 16, 20, 27, 29]

Anonymous contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a campaign. The financial agent must record the value and date of the contribution and how it was received.

An example of an acceptable time to receive anonymous contributions is at a pass-the-hat activity at a fundraiser.

For example, at a fundraising function the financial agent asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totaling \$112, and no one donates more than \$50.

Anonymous contributions must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. A contributor cannot ask for a contribution to be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

[s. 26, 29]

Capital assets

Capital assets may include buildings, computers, office furniture and equipment. When capital assets are donated by eligible individuals, the contribution is the market value of using the property.

For example, Miriam, an eligible individual, provides office furniture to Anne, a candidate, to use in their campaign office for one month. The furniture is normally rented for \$500 per month. Miriam is making a campaign contribution as an eligible individual to Anne of \$500, the market value of renting the furniture for one month.

[s. 16]

Required contributor information and other recording requirements for campaign contributions

Under LECFA, financial agents must keep accurate and detailed records of all financial transactions. Detailed records are important for election transparency, and they make it easier to complete your campaign financing disclosure statement.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the contribution,
- the date the contribution was made, and
- the contributor's eligibility.

Note: A residential address is the eligible individual's **home address**. Mailing addresses such as a PO Box, work address or commercial address do not meet the recording requirements. Contributor addresses will be obscured prior to publication of the report.

There are some circumstances where a financial agent must decline the contribution. A contribution must come from an eligible individual. If a contribution appears to come from an ineligible individual, the financial agent must decline it.

If the contribution appears to come from multiple eligible individuals, the financial agent must decline the group contribution and collect one from each individual wishing to contribute. Indirect contributions are prohibited.

Example

A candidate is campaigning door-to-door and a contributor wishes to write a cheque to contribute up to the contribution limit on behalf of each of their three family members, who all live there but are not presently at home. The contributor is not allowed to make contributions on behalf of other individuals and then be reimbursed by those individuals later, as that is an indirect contribution and prohibited.

[s. 29]

Contributions of \$100 or more

Eligible individuals who make campaign contributions of **\$100 or more** to the same campaigns are significant contributors, and will be reported with full details of each contribution in the disclosure report. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

Example

If a contributor gives \$50 in total contributions to a campaign, their name and contribution details are not reported in the disclosure statement, even though these details must be collected in the financial records for the campaign.

If a contributor gives \$50 one month and then another \$50 a few months later, the contributor's information for both contributions must be reported on the \$100 and over contributions form.

Information about contributors who give a total of \$100 or more must be disclosed in the candidate's disclosure statement. This includes:

- full name and residential address of contributor,

- value of contribution, and
- date of contribution.

Elections BC will obscure contributor addresses before publishing disclosure statements.

[s. 29, 49]

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution and monetary penalties may apply.

If the financial agent becomes aware that a contribution is prohibited, they must return the contribution to the contributor, or an amount equal to its value, within 30 days of becoming aware of the prohibited contribution. Additional monetary penalties may apply if the funds are not returned within 30 days. The return must be from the corresponding campaign account.

If a prohibited contribution cannot be returned, such as an anonymous contribution over \$50, the financial agent must remit it to Elections BC as soon as practicable. Remitted funds can now be paid using the Pay BC Application at (<https://pay.gov.bc.ca>), or by mailing certified cheque or money order.

Examples of prohibited contributions

- Organizations cannot contribute or offer preferential discounts.

Example

A financial agent purchases campaign signs from a local sign shop. The sign shop wants to support the candidate's campaign and gives the candidate a preferential 20% discount. The 20% discount is not available to any other purchaser and would be considered a contribution. As businesses are not eligible contributors, it would be prohibited.

- Contributions over \$50 that are anonymous are prohibited.

Example

A financial agent receives an anonymous contribution of \$75 in an envelope under the door of the campaign office. The full amount is a prohibited contribution and must be remitted to Elections BC.

- Contributions over the annual contribution limit are prohibited.

Example

Carrie, an eligible individual, has already contributed the maximum annual amount during the calendar year and then makes another contribution of \$300. This \$300 over the contribution limit is prohibited and must not be accepted. If accepted in error, the \$300 must be returned to Carrie.

- Contributions over the limit may also include candidates or campaigns which overspend.

Example

If a candidate spends \$8,000 during a campaign but only receives \$3,000 in contributions, the remaining \$5,000 in expenses they pay themselves. The \$5,000 the candidate spent of their own money would be a campaign contribution, and the amount over the contribution limit is a prohibited contribution.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

[s. 26, 28, 29, 35, 68.13, 68.14, 68.17, 72.1]

Indirect contributions

Indirect campaign contributions are not allowed. This means that individuals may not give money, property or services to another person to make a campaign contribution. This applies to members of the same family.

Example

After a fundraising function, 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. Indirect contributions are prohibited.

Public Safety Canada

Ensuring that contributions come from eligible individuals is an important measure to help prevent foreign interference in local elections. If you become aware of individuals who may be suspicious actors, or of any incidents that could pose concerns related to national security, you may contact Public Safety Canada for guidance on reporting potential foreign interference. More information is available at: <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/frgn-ntrfrnc/hr-en.aspx>.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, a candidate for the purpose of obtaining funds.

Tickets sold for a fundraiser may **only** be purchased by eligible individuals and they cannot be reimbursed for the purchase of tickets. The purchase of tickets by an eligible individual may or may not be a campaign contribution.

- If an eligible individual purchases more than \$50 worth of tickets, it is a campaign contribution.
- If an eligible individual purchases \$50 or less worth of tickets, it is not a campaign contribution.

For example, if one person purchases five tickets at \$20 dollars each, that individual has made a contribution because the total price of the tickets is \$100. If the same individual only purchased two tickets for a total of \$40, then it would not be a contribution.

All money received at a fundraising function must be deposited into the campaign account and disclosed accordingly. Financial agents are not permitted to use cash received at the function to pay for expenses. They must deposit all income from the function into the corresponding campaign account(s) and pay for costs of the function from the campaign account(s) separately.

For example, if a beer and burger fundraiser is held at a pub which will receive half the proceeds of the ticket sales, the pub may not collect the money and then give the elector organization their share of the profit.

Goods or services donated to be sold to raise funds are contributions from the individual who donated them.

If the item sells for market value or below, the sales income is reported as fundraising income. If the donated item sells for over market value, the amount over market value is a contribution from the purchaser.

Example

If an eligible individual donates a laptop to auction at the fundraiser, and the market value for the laptop is \$600, the individual has made a \$600 contribution. If the laptop sells at the auction for \$500, then the sale amount is not a contribution and is recorded as \$500 in other fundraising income.

However, if the laptop sells for \$750, the \$600 market value, is other fundraising income, and the \$150 over the market value is recorded as a contribution from the eligible individual who bought the laptop at the auction.

Any anonymous contributions received at the fundraiser, for example from a pass-the-hat, will also be reported as contributions on the fundraising function form. The financial agent must ensure they track how many people attend the event so they have a number of individuals to report on the disclosure statement.

Income generated from fundraisers must be deposited into the corresponding campaign account(s), and expenses must be paid from the same campaign account(s).

[s. 13, 13.01,16]

Loans and outstanding debts

Financial agents may receive loans from eligible individuals and savings institutions for campaign use. A loan which remains unpaid becomes a campaign contribution which may lead to a prohibited contribution.

A loan received from an eligible individual **must be counted towards the contribution limit** for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received.

- if the loan is received from an eligible individual:
 - the full name and residential address of the lender,
 - the date the loan was made,
 - the amount of the loan, and
 - due date of the loan.
- if the loan is received from a savings institution:
 - the name of the savings institution,
 - date the loan was made,

- amount of the loan,
- due date of the loan,
- interest rate of the loan, and
- the prime rate of interest at the time the loan is made.

Loans to campaigns from savings institutions cannot have a preferential interest rate and the interest rate cannot be less than prime at the time of the loan.

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days. There are monetary penalties for making or accepting prohibited loans.

Any loan or debt that remains unpaid for six months after it becomes due converts into a campaign contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become campaign contributions.

[s. 13, 13.02, 18, 22, 27.01-27.02, 30.05, 35, 68.15, 68.16]

Other income and transfers received

Other deposits that are not campaign contributions or permissible loans are recorded and reported as other income.

All money received by the campaign must be deposited into the campaign account. The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers of money or goods and services between an endorsed candidate and their elector organization. Transfers can be made at any time, including after General Voting Day

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between an endorsed candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the elector organization that made or received the transfer

For in-kind transfers between an endorsed candidate and an elector organization, report:

- the date of the transfer
- the market value and a description of the transferred property or services
- the name of the elector organization that made or received the transfer

For example, if an elector organization provides election signs to its endorsed candidate, then the elector organization will report the market value of the signs as a transfer given, and the endorsed candidate will report the same amount as a transfer received.

Because both the giver and receiver are required to report the transfer, the transaction information should be consistently reported by both the endorsed candidate and their elector organization. The financial agent should ensure the value and date of the each transfer is recorded and reported consistently.

[s. 13, 18, 22, 23, Regulation s. 6, 13]

EXPENSES AND EXPENSE LIMITS

Election expenses

An election expense is the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate or elector organization. This applies whether the item or service was used in the election period, the campaign period, or both.

Goods produced by a candidate from their own property are not campaign expenses if the materials were already owned prior to their decision to run for office.

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by the financial agent or an individual authorized in writing by the financial agent, and
- be paid or reimbursed from the campaign account, including if a candidate pays for an expense from their personal funds. Receipts must be submitted to the financial agent for reimbursement.

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete and accurate to meet the disclosure requirements in LECFA. These records can be requested by Elections BC at any time.

Details for record keeping include:

- total value and description of each election expense
- when each election expense was used (such as election period, campaign period or both)
- total value and description of each payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

Valuing election expenses

The value of an election expense is determined using the price paid or market value.

The following rules apply for determining the value of expenses:

- the price paid for the property or services, including any production costs, or
- if no price is paid or if the price paid is lower than the market value, the market value of the property or services. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Valuing reused materials

- It is common for candidates to reuse signs from previous elections. Although no money has been spent from the current campaign, the signs must be valued and reported as an election expense.
- The market value is the cost of buying new materials of the same quality and quantity. A quote should be obtained to determine the current price of the goods.
- If the reused materials are used during the campaign period, the full value must be reported on the disclosure statement as a campaign period election expense subject to limits.
- If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, those costs are included in the value of the election expense.

For example, if a campaign reuses 100 signs owned by the candidate from a previous election, the financial agent should get a quote from a sign maker for the price to create 100 new signs of the same size and materials and use this to value the expense for the reused signs. If the quote says that \$350 is the cost to have new signs printed of the same quality and amount, then \$350 will be reported as an expense subject to the limit.

Note: There is no amount paid on reused items owned by the candidate, this will create a known source of variance in the reporting between total income and expenses of the campaign.

Election period and campaign period expenses

Candidates are subject to expense limits. Exceeding the campaign expense limit carries serious penalties. If an elected candidate exceeds their expense limit, they will lose their seat.

It is important to note that election expenses must be reported for when they are used. Candidates and elector organizations cannot defer payment of expenses to avoid campaign expense limits.

When calculating expenses, financial agents must report the full value of the expense. This includes material used in production of an item. Incorrect calculations of expenses can result in campaigns exceeding their limits, which is an offence.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day.
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before General Voting Day.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
- Election expenses used in the campaign period are campaign period expenses.

Some expenses are divisible, and can be prorated based on when they are used.

For example, brochures can be apportioned between the election period and the campaign period based on when they were distributed.

Example

If the financial agent buys 200 brochures, and 100 are mailed out in the election period, the value of those 100 brochures are reported in the election period and not subject to the expenses limit. If the remaining 100 are mailed out in the campaign period, the value of those 100 will be campaign period election expenses and subject to the expenses limit.

If only a portion of property or services is used by the campaign, only that portion is an election expense. The unused portion is an intended election expense and is recorded as an other expense.

Example

If a financial agent buys 200 brochures and distributes 100, then half the cost will be reported as an election expense, and the other half as an intended election expense as other expenses.

Campaigns are permitted to incur expenses after the close of voting such as celebration parties and thank-you cards.

These post campaign period expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

[s.10, 14, 15, 22, 30]

Examples of Expenses

The list below is of examples only and does not include every type of campaign expense.

Election expenses	Election expenses that are not subject to the limit	Not election expenses
▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ signs reused or repurposed from previous elections ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ professional photographs, videographers, and any other costs associated with the production of advertising ▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally) ▪ paid research and opinion polling and campaigning (such as operating a phone bank) ▪ paid canvassing in person, by phone or over the internet ▪ campaign office costs ▪ bank fees	▪ sign, nomination or damage deposits if they are refunded ▪ candidate's personal expenses if paid or reimbursed from campaign account ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ interest on a permissible loan to a candidate's campaign for election period or campaign period expenses ▪ expenses that were intended to be used as election expenses but were not, for example leftover brochures that were not distributed	▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned) ▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.) ▪ free media coverage (such as news stories, interviews, current affairs program, etc.) ▪ producing, promoting or distributing a candidate's publication if it was planned to be sold whether or not there was an election

Expense limits

Election expense limits are the maximum amounts of campaign period expenses that a candidate may use in a campaign period.

Elections BC publishes and enforces expense limits but is not responsible for their calculation. The Ministry of Housing and Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation calculate the campaign period expense limits for candidates.

All candidates are subject to these expense limits which are based on the office sought and the population of the election area.

Elections BC must publish the expense limits by May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

If a candidate exceeds their expense limit:

- Monetary penalties will apply.
- They will lose their seat, if elected.
- They commit an offence.

To find the expense limit for your election area, visit elections.bc.ca/local-expense-limits.

[s. 14, 49, 63.01-63.04, 63.05, 63.06, Regulations s. 72-74]

Campaign financing arrangements

All candidates who are endorsed by an elector organization **must** have a campaign financing arrangement with their elector organization. Campaign financing arrangement forms can be found on the [Local Forms | Elections BC](#) page.

Elector organizations are not allowed to incur campaign period expenses unless the candidate shares their expense limit with the elector organization under a campaign financing arrangement.

A campaign financing arrangement is a written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with their elector organization.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

A campaign financing arrangement must be:

- filed with Elections BC directly,
- on the regulated form,
- completed before the start of the campaign period, and
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization.

The amounts listed for the candidate and the elector organization must equal the total expense limit if the expense limit is to be shared.

Amendments or terminations

Campaign financing arrangements may be amended or terminated. Amendments or terminations must be on Elections BC regulated forms.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than General Voting Day**.
- A termination of a campaign financing arrangement must be done **before the start of the campaign period**.

Important note: A candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

[s. 63.07-63.11, Regulation s. 75-79]

Shared election expenses

A shared election expense is when two or more candidates agree to share in an election expense.

Each candidate's campaign must pay for and report their portion of the shared election expense. If one campaign pays for the expense directly, they must be repaid by the other campaign(s) for their portion of the expense. Candidates are not allowed to incur or pay for expenses on behalf of another candidate, and must be repaid or reimbursed for any shared expenses.

If election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

Example

Two candidates decide to share signs that promote them both equally. The signs cost \$500. Each candidate's financial agent must account for their share (\$250). Each campaign may pay the vendor directly, or one candidate's financial agent may pay the vendor and other candidate's financial agent can pay their \$250 to the financial agent who paid the vendor. All payments and deposits must be made using the candidates' campaign accounts.

Detailed disclosure of shared election expenses is required. In order to meet these requirements, financial agents for candidates who participated in a shared election expense must record the following:

- the total value of the shared expense
- the value of their candidate's portion
- the names of the other participating candidates

They must also record, as applicable:

- the amount paid to the supplier
- the amount of each reimbursement received from other participating candidates
- the amount of each reimbursement paid to other participating candidates

[s. 16, Schedule s. 1, s. 44, Regulation ss. 12-13, 13, 25-26]

ELECTION ADVERTISING

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign periods.

Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign period or campaign period for a local election.

In the campaign period, election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.

Election advertising is only regulated during the pre-campaign period and campaign period. Advertising conducted outside of these periods is not subject to election advertising rules. However, advertising activities during the election period and prior to pre-campaign period are still advertising expenses of the campaign and must be recorded and disclosed.

Examples

Election advertising	Not election advertising
▪ television, radio, newspaper or magazine advertisements ▪ signs, billboards, posters, bumper stickers or branded clothing or objects ▪ newsletters, brochures, mailing inserts or other advertising sent to the public ▪ ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.) ▪ phone calls made using an automated system (e.g., robocalls) ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote	▪ personal or private communications ▪ free media coverage (such as a candidate debate on a local news channel, news stories, radio interviews, etc.) ▪ a communication by an individual or group sent directly to their members, employees or shareholders ▪ any free communication on the internet (such as Facebook, X, Instagram, Snapchat, YouTube, etc.) ▪ free person-to-person phone calls and text messages ▪ websites or blogs that do not have a placement cost ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Who is the sponsor of election advertising

Election advertising must be reported by the advertising sponsor. The sponsor of election advertising is the individual or organization that pays for the communication to be transmitted, unless the cost of transmission is provided as a contribution.

The advertising sponsor must report the value of election advertising which includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

For example, if it cost \$500 to produce an advertisement and \$150 to transmit or post the advertisement, then the total cost of the advertisement is \$650.

Election advertising does **not** include:

- messages on the internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include personal Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (such as news stories, editorials, radio interviews, etc.)
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
- a communication by an individual or group sent directly to their members, employees or shareholders
- transmission by an individual, on a non-commercial basis, on the internet, or by telephone or text message, of their personal views

Note: The Canadian Radio-television and Telecommunication Commission (CRTC) also provides rules for unsolicited telecommunications made by political entities, including candidates and their campaigns. If your campaign is planning to contact the public through unsolicited communications, please ensure you familiarize yourself with the rules available at: <https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>

It is prohibited for candidates and elector organizations to sponsor election advertising in conjunction with a third party sponsor. Furthermore a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

[s. 7, 9, 16, Regulation s. 10]

Determining the value of election advertising

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services and taxes).

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and subject to the expense limit.

Election advertising offered free of charge to all individuals and organizations has a market value of zero; however, the value of preparing the advertising is still an election expense.

For example if an advertisement cost \$500 to create but was published on a free platform, then the total cost of the advertising is \$500.

Advertising suppliers are prohibited from giving special discounts to preferred candidates.

Determining the sponsor of election advertising

The sponsor of election advertising is the individual or organization that is conducting the advertising.

The candidate is still the sponsor even if the advertising is paid for as a campaign contribution from an eligible individual and the advertising is conducted at the direction of the financial agent.

Note: A third party sponsor is an individual or organization that creates and pays for their own election advertising promoting or opposing a candidate or elector organization, or promoting or opposing an issue closely associated with a candidate or elector organization.

Sponsorship information on election advertising

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, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Although there are no size requirements for the sponsorship information, it must be clear and readable.

There are monetary penalties for failing to include sponsorship information. See page 50 for more information.

For example:

- Authorized by Jay Smith, j.smith@email.com
- Authorized by Rae Jones, 250-555-1234

Sponsorship information must be on the election advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

For example:

Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

For internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer directly to the website, landing page or profile page that contains it.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot be on the back of the sign.

If the election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

For example: Authorized by Jay Smith, j.smith@email.com and Rae Jones, 250-555-1234.

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. Contact your local government for more information about election sign bylaws in your area.

The [Ministry of Transportation and Transit](#) regulates sign placement on provincial highways. Please refer to the Ministry's policy at www.Gov.bc.ca/electionsigns.

Important safety note: Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see the website at www.bc1c.ca to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Campaigning restrictions on General Voting Day

Election advertising is not permitted within 100 metres of a voting place while voting is being conducted.

An individual or organization must not transmit election advertising to the public on General Voting Day except for:

- election advertising on the internet as long as the advertising was transmitted to the public before General Voting Day and was not changed before the close of voting.
 - For example, if advertising purchased on a monthly basis and General Voting Day is included in that purchase and cannot be removed, then the advertising will be permitted.
 - It is not permitted to schedule election advertising for General Voting Day, such as paid Facebook posts.
- advertising on the internet that is for the sole purpose of encouraging voters to vote,
- advertising by means of signs, posters or banners outside of the 100 metre restriction, and
- distributing pamphlets outside of the 100 metre restriction.

Permitted on General Voting Day	Not permitted on General Voting Day
▪ using free social media ▪ free person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ election advertising on the internet as long as the advertising was not changed on General Voting Day or is solely to encourage voters to vote ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ campaign meetings or rallies outside of 100 metres of a voting place	▪ scheduling paid ads on the internet including paid social media posts on Facebook, X, Instagram, etc. ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ campaign meetings or rallies within 100 metres of a voting place ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

Note: Under the Canadian Radio-television and Telecommunication Commission (CRTC) rules, unsolicited telecommunications made on behalf of political entities can only occur on General Voting Day between the hours of 10 a.m. and 6 p.m. (<https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>)

[s. 45]

Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed

Certain types of election advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

[s. 44, Regulation s. 20-21]

SURPLUS CAMPAIGN FUNDS

Surplus campaign funds are the balance of money left in a campaign account after all financial transactions are completed. Financial agents must record the amount of surplus campaign funds remaining and how they deal with them.

If the candidate contributed money to their own campaign, the financial agent can repay the candidate up to the value of those contributions. After the candidate has been reimbursed, any remaining surplus campaign funds must be dealt with as follows:

- **Under \$500:** The financial agent must pay the amount to the candidate or deal with those funds as directed by the candidate.
- **\$500 or more:** The financial agent **must** pay the total amount of the surplus campaign funds (not just the amount over \$500) to the jurisdiction where the candidate ran.

If a candidate who paid surplus funds to a jurisdiction seeks office in the same jurisdiction in the next general local election or an earlier by-election, the jurisdiction must pay the surplus campaign funds, and any accumulated interest, to the candidate's financial agent for use in the new election.

If the candidate does not run for office in the same jurisdiction in the next election, the funds become the jurisdiction's to be used at its discretion.

[s. 24]

DISCLOSURE STATEMENTS

Financial agents are responsible for filing disclosure statements with Elections BC, even if the candidate withdrew, was acclaimed, or had few or no financial transactions. Candidates also have a responsibility to ensure that their financial agents file their disclosure statements.

Disclosure statements are commonly referred to as “campaign financing reports”. These are different than the statement of disclosure which would have been submitted with a candidate’s nomination documents.

A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every campaign.

All disclosure statements must be completed on Elections BC forms, which can be found on our [Local Forms | Elections BC](#) page.

Candidates who were endorsed by an elector organization must include the most recent copy of their campaign financing arrangement with their disclosure statement.

More information on how to complete disclosure statements and supplementary reports can be found on our website at [Local Guides | Elections BC](#).

[s. 46, 49]

Submitting the report

The campaign financing disclosure statement must be received by Elections BC by 90 days after General Voting Day. If the deadline falls on a weekend or holiday, the filing deadline is moved to the next business day.

The cover page must be signed by the candidate and the appointed financial agent (if relevant) for the report to be accepted as filed. Forms can be found on our website at the [Local Forms | Elections BC](#) page.

Failure to file a campaign financing disclosure statement has significant penalties.

If a candidate fails to file a report, they will be disqualified from running for local office until after the next General Local Elections. If the candidate was elected, they will lose their seat and a by-election will need to be held.

If an elector organization fails to file an election report or supplementary report then their endorsed candidates will also be disqualified and those elected will lose their seats. The elector organization will also be deregistered.

An application to the Supreme Court for relief from disclosure requirements may be made.

It is an offence to fail to file a disclosure statement or supplementary report and a candidate or financial agent who fails to file a report is liable to a fine of up to \$10,000 and/ or imprisonment for up to two years.

Names of late filers and non-filers will be published on our website at elections.bc.ca.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Secure Online Filing Application (SOFA) - (Preferred):** Scanned reports or forms that are filled electronically can be directly uploaded to SOFA which is accessible through *Elections BC Services*. Please note that an account **must** be set up to use SOFA: <https://services.electionsbc.gov.bc.ca/Portal/>
- **Email:** Scanned reports may be sent to electoral.finance@elections.bc.ca.
- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
A postmark is not acceptable as proof of delivery by the deadline, so ensure reports are mailed well before the deadline.
- **Courier:** Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8
Ensure reports are sent early enough to be received by the deadline.
- **Personal delivery:**
 - Elections BC at Suite 100 - 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (closed weekends and statutory holidays)

Elections BC will confirm receipt of your report once it have been received. If there are any issues with your submission that prevent it from being accepted, Elections BC may contact you so you can resolve issues before the filing deadline.

[s. 47, 57, 64, 85]

Late filing

If an acceptable campaign financing disclosure statement is not received by the filing deadline, the name of the candidate will be published by Elections BC for failure to file a report by the legislated deadline and the local jurisdiction will be notified.

A report may be filed late provided it is received:

- within 30 days of the filing deadline, and
- is accompanied by a \$500 late filing fee.

The late filing fee is payable by cash, money order or certified cheque to the Minister of Finance. Alternatively, you may pay the late filing fee online using PayBC. There are significant penalties if a financial report is not filed by the late filing deadline.

[s. 47]

Supplementary reports

If Elections BC advises a financial agent that a supplementary report is required, it must be submitted within 30 days of the notification. Elections BC must also inform the local jurisdiction of any supplementary reports required.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary report is a complete filing of all of the reporting forms. A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

[s. 54]

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. Failure to keep the records for the legislated time frame is an offence. Elections BC can request these records at any time as a part of their review process.

These records must include:

- copies of the disclosure statements
- records of contributions and required contributor information

- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

Financial agents must keep all campaign financing records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the candidate becomes responsible for retaining records and materials.

[s. 22, 86]

Public information

Campaign financing reports are made available on the [Elections BC website](#) after the filing deadline. They may also be viewed at the Elections BC office in Victoria.

Prior to publication, LECFA requires Elections BC to redact from the report any addresses or telephone numbers that have been disclosed for candidates and significant contributors.

This requirement does **not** apply to an address or telephone number provided by a financial agent. Since this information is included on the published campaign financing report, financial agents should be aware that this information is publicly visible.

Local jurisdictions must also provide public access to disclosure statements.

Copies of campaign financing reports may be obtained from either Elections BC or the local authorities for a fee.

[s. 58, 59]

PENALTIES, OFFENCES AND COURT ORDERS FOR RELIEF

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

For more information on the investigations process and to see currently posted administrative monetary penalties, see: elections.bc.ca/events-services/investigations/.

Posted monetary penalties can be found here: elections.bc.ca/events-services/investigations/administrative-monetary-penalties/.

A list of disqualified candidates and advertising sponsors is available on the Elections BC website (elections.bc.ca/local-elections/disqualification-lists) and at the Elections BC office in Victoria.

[s. 60]

Court orders for relief

Financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

An application to the Supreme Court for relief from a financial penalty must be filed before the compliance deadline.

Candidates and financial agents applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#) (LECFA).

RESOURCES

Election legislation

Printed versions of local election 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 B.C. Printed versions are also available from Crown Publications, Kings' Printer for British Columbia, at:

Mailing address:

PO Box 9452 Stn Prov Govt, Victoria, BC, V8W 9V7

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

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 bclaws.ca.

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



ELECTIONS BC

A non-partisan Office of the Legislature

Appendix 7

Scrutineers Guide to Local Elections



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.

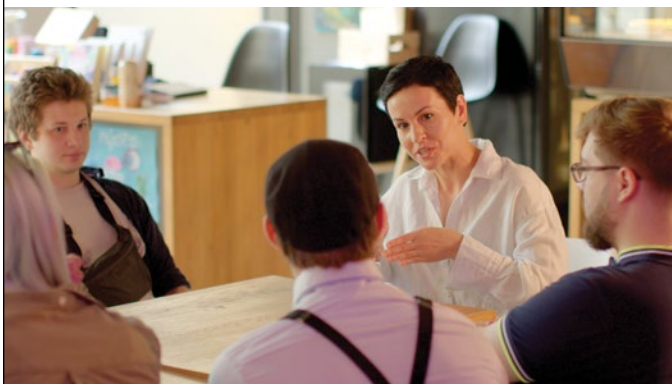
Scrutineers for Assent Voting

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.



