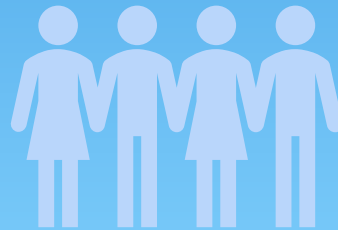


# RUNNING FOR OFFICE IN LOCAL GOVERNMENT

*Information for potential candidates*



# City Overview

Incorporated 1945

1 Mayor & 6 Councillors

Population 13,642 (2021 census)

Member municipality in Regional District of Nanaimo

# Local Government Authority

- \* The Constitution Act divides the legislative authority between the federal parliament and provincial legislature, e.g.
  - \* Federal: criminal law, banks, foreign affairs, etc.
  - \* Provincial: local government, property matters, etc.
- \* Local governments only have the authority delegated by the Province

# Local Government Legislation

- \* **Community Charter** governs purposes, powers and governance of municipalities
- \* **Local Government Act** governs incorporations, amalgamations and boundary changes, regional districts and improvement districts, elections and referenda, and land use planning e.g. zoning, OCP's
- \* Other: *Freedom of Information & Protection of Privacy Act, Interpretation Act, Assessment Act, Water Sustainability Act, Land Title Act and MUCH MORE...*

# Legislation – Campaign Financing

*Local Election Campaign Financing Act - fondly known as LECFA*

- \* Elections BC manages campaign financial requirements and disclosures
- \* Resource material on their website
- \* Contact them directly with questions

Elections BC: [elections.bc.ca/local-elections](https://elections.bc.ca/local-elections)

**1-800-661-8683**

[electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

# Local Election Campaign Financing Act (LECFA)

## You must:

### Appoint

Appoint a financial agent (can be candidate or other person).

### Maintain

Maintain a campaign bank account.

### Ensure

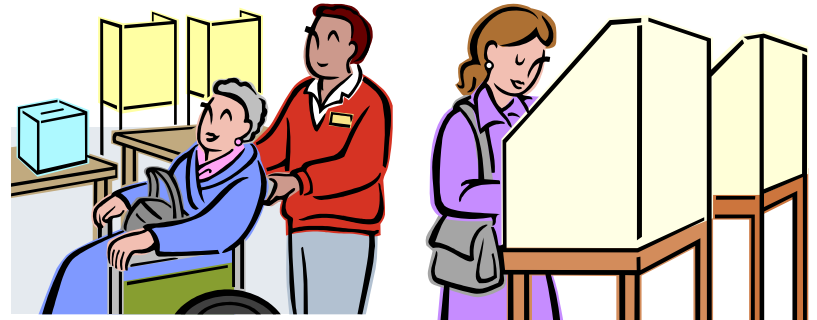
Ensure ALL campaign contributions and expenses are processed through your campaign bank account.

### File

File your financial disclosures and expense records directly with Elections BC.

# Term of Office

- \* Elected officials serve a **four-year term**.
- \* The next election will be the third Saturday in October 2030.



# Eligibility to be a candidate

- \* **Canadian citizen; AND**
- \* **18 years of age or more on general voting day; AND**
- \* **Resident of BC for at least 6 months (March 10, 2026);**
  - \* No requirement to be a resident or own property in the municipality;  
AND
- \* **Not disqualified** by any law or statute from being nominated, elected or holding office.

Your two nominators **MUST** be eligible to vote in Parksville – even if you're not

# Nomination Process

- \* Nomination packages available at City Hall until September 11
- \* Nomination period is 9 am Tuesday, September 1, 2026, to 4 pm, Friday, September 11, 2026.

**Nomination papers MUST BE FILED by 4 pm on September 11, 2026;  
late filing is not allowed.**

- \* File nomination papers with the Chief Election Officer (CEO) or Deputy Chief Election Officer (DCEO). ***Appointments are strongly recommended.***
  - \* Nomination papers may be delivered by hand, mailed, emailed or faxed

# Nomination

## To file nomination papers, you need:

- \* Two (2) qualified nominators;
- \* Completed nomination papers;
- \* Solemn declaration you are qualified to run for office.

**NOTE:** Once filed, all nomination papers are available for public inspection in administration or on the City's website until 30 days after the declaration of election results. Nomination documents are also shared with Elections BC.

# Candidate Questions

- \* Candidate questions about City services should be submitted to the Chief Election Officer.
- \* The City has a responsibility to be fair and neutral during the election period, so responses will be shared via Let's Talk Parksville.

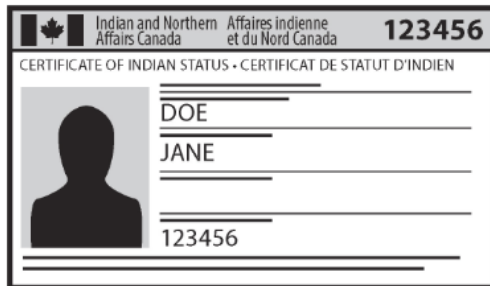


# Election by Voting

- \* At 4 pm on Monday September 21, the CEO declares Election by Voting or Candidates Elected by Acclamation
- \* Advance Voting – Wednesday, October 7 and 14 – 8 am - 8 pm at Jensen Centre, 132 Jensen Avenue East
- \* General Voting Day – Saturday, October 15 – 8 am – 8 pm at Jensen Centre, 132 Jensen Avenue East or Parksville Fellowship Baptist Church, 550 Pym St



# Voting Book Election



- \* **Same day voter registration:**
  - \* Each voter **must bring two pieces of acceptable ID** to the voting place:
    - \* Voter name and address;
    - \* Voter name and signature.
  - \* Solemn declaration if ID doesn't show place of residence.

# Voting Day Do's and Don't(s)

## The Do's

- \* Vote - but only once.
- \* Obey election official direction.
- \* One (1) Scrutineer per voting place is permitted; must be appointed in writing; must make solemn declaration; can work in shifts
  - \* All scrutineers must follow instructions of the Chief Election Officer or Presiding Election Official.
- \* One (1) Scrutineer per voting place allowed to observe the count.
- \* Candidate may be present for announcements of results.



# Voting Day Do's and Don't(s)

## The Don'ts

- \* Don't remain at the voting place after voting.
- \* NO campaign advertising permitted when coming to vote (e.g. buttons, pins or signs on cars).
  - \* “No advertising” applies not just to you, but also any third parties that may advertise on your behalf.
- \* No election signs or advertising within 100 metres of voting places.
- \* No paid campaign advertisements permitted on voting day.

# You've been elected!

- \* **Inauguration:** Swearing-in ceremony (scheduled for Monday, November 2, 2026, at 1 pm)
- \* Corporate Officer administers Oath of Office
- \* held in forum
- \* light refreshments to follow



# Council Meetings

**Time  
Commitments**  
- meetings,  
meetings and  
more  
meetings...

- Council meetings 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month (*unless a holiday, then moved to a Wednesday*) at 1 pm
- Sometimes special meetings on 24 hours notice (more notice given if possible)

# Liaison Appointments



Liaison and alternate appointments.



Liaison appointments are recommended by the Mayor and ratified by Council.



Non-voting members of the organizations to which they are appointed to serve as a communications conduit between the organization and Council.

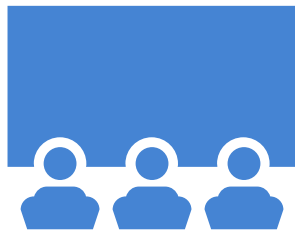


View current appointments here: [Council Appointments – 2026](#).

# Council Voting Appointments

- \* Councillors appointed as representatives to these boards are voting members and that vote is intended to represent the views of Council, not of the individual Councillor, so if an issue comes up that affects the City it is appropriate for the Councillor to ask Council for their guidance on how to vote.
  - \* Arrowsmith Water Services Management Board.
  - \* Englishman River Water Service Management Board.
  - \* Municipal Insurance Association of BC.
  - \* Regional District of Nanaimo Board of Directors.
  - \* Vancouver Island Regional Library Board.

# Acting Mayor



Councillors serve as Acting Mayor for occasions when the Mayor is unavailable.



Acting Mayor appointments rotate alphabetically for three months at a time.

# Other Appointments

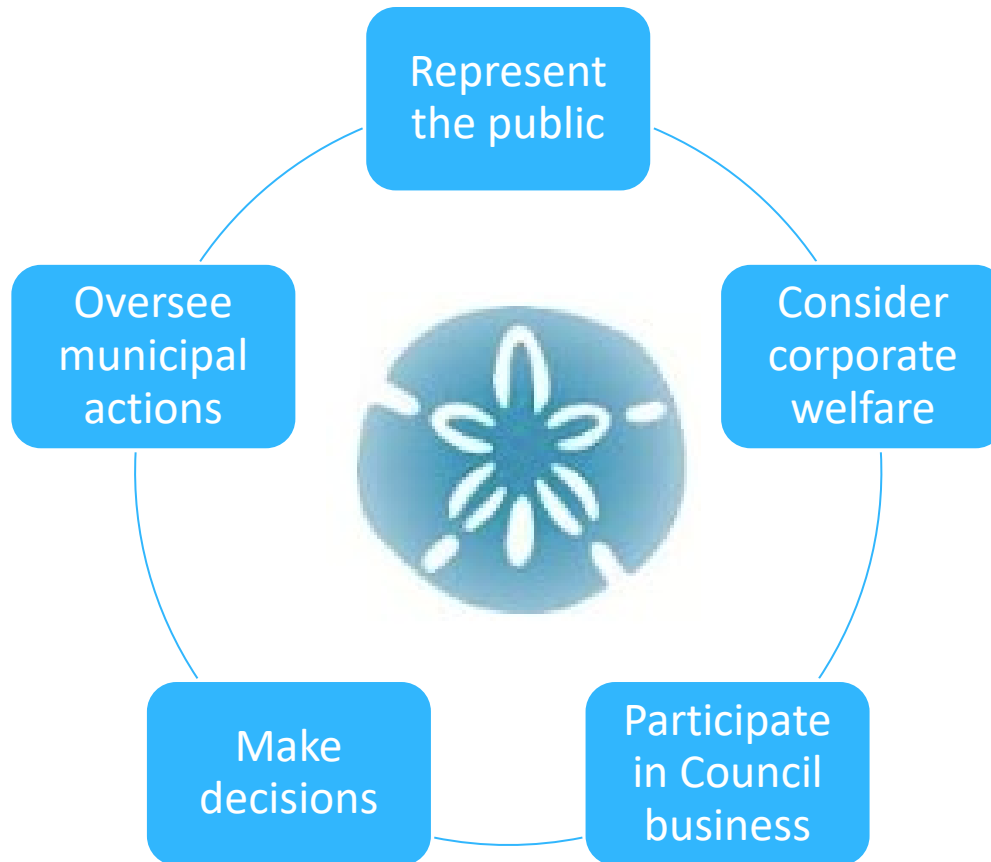
The Mayor and two members of Council serve as the City's audit committee

- The audit committee meets with the City's auditor annually to review the auditor's report.

All members of Council serve as the Parcel Tax Roll Review Panel

- The Parcel Tax Roll Review Panel rules on appeals to the parcel tax assessment.

# Role of Council



# Responsible Conduct



- \* Joint initiative of BC Ministry of Municipal Affairs, Local Government Management Association of BC, and the Union of BC Municipalities to produce resources for local governments.

# Council Code of Conduct

\*Code of Conduct [Policy](#) adopted in 2009.

\*New provincial legislation requires that newly-elected councils either create a policy if they do not have one or review their existing policy within six months of a general local election.

## CITY OF PARKSVILLE

### POLICY

SUBJECT: <b>Council Code of Conduct</b>	POLICY NO: 2.26
	RESO. NO: 09-011
	CROSS REF:
EFFECTIVE DATE: January 19, 2009	APPROVED BY: Council
REVISION DATE:	RESO. NO:
	RESO. NO:
	CROSS REF:
	PAGE 1 OF 2

#### PURPOSE

The purpose of this policy is to guide council members in their conduct of municipal business so that their behaviour is consistent with the core values of quality service, community participation, openness and accountability, equality, loyalty, respect and trust, integrity and impartiality, best work practices, staff inclusiveness, and responsibility to and representation of all citizens.

#### POLICY

Under the Council Code of Conduct, Council Members:

- a) Will act in good faith at all times, putting public interest above personal interest.
- b) Will not disclose information that has been shared in confidence during *incamera* sessions.
- c) Will recognize that the expenditure of municipal funds is a public trust, and will endeavour to ensure that such funds are only spent in the best interest of the City.
- d) Will avoid hostility and bitterness during meetings; observe proper decorum and behaviour; encourage full and open discussion in all matters; and not withhold or conceal from fellow Council Members any information or matter in which they should be concerned.
- e) Will not make disparaging remarks (in or out of the council meeting) about other Council members or their opinions, but will reserve the right to make honest and respectful criticism.

# Responsibilities of Elected Officials

As set out in the [Community Charter](#)



Consider well-being & interests of the community and the City



Contribute to City policies/ programs respecting services and activities



Participate in Council meetings and meetings of other bodies, as appointed



Carry out Council assigned duties



Carry out legislated duties



# Responsibilities of the Mayor

As set out in the [Community Charter](#)



Provide leadership to Council

Communicate information to Council

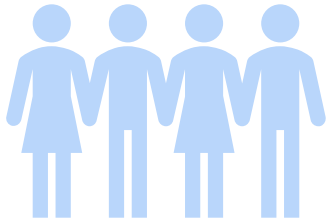
Chair Council meetings

Provide direction to municipal officers

Reflect the will of Council

# Responsibilities of Elected Officials

As set out in the [Community Charter](#)



## ALL MEMBERS OF COUNCIL

### Maintain confidentiality

- Confidential City records;
- Information considered in a closed Council or Committee meeting.

The City can recover damages for any loss or damage suffered as a result of a breach of confidence.

Can only exercise authority while sitting as a body of Council and must do so by bylaw or resolution.

# Purpose of a Municipality



Provide good government



Provide services & laws for community benefit



Provide for stewardship of public assets




Foster community economic, social & environmental well being

# Role of Staff


- \* Staff provide advice and implement council decisions
- \* Neutral/non-partisan public service
- \* CAO is the only employee of Council and is the primary point of contact between elected officials and staff
- \* Elected officials make policy. The administration implements the policies under the coordination of the CAO.

# Orientation for Elected Officials

Once you are sworn in all the City's policies, bylaws and regulations become yours!



Comprehensive orientation occurs early in the term and staff provide advice on an ongoing basis.



The CAO is the single employee of Council.



Council is a team and to accomplish goals and objectives all members must work as a team.

# Potential Candidate Videos

- \* The Province of BC created a series of videos that provide valuable information for potential candidates on:
  - \* The Basics of General Local Elections
  - \* The Role of Local Elected Officials
  - \* Being an Effective Elected Official

Visit

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running>



*These videos are from 2022, but are still valuable information; will update when available*

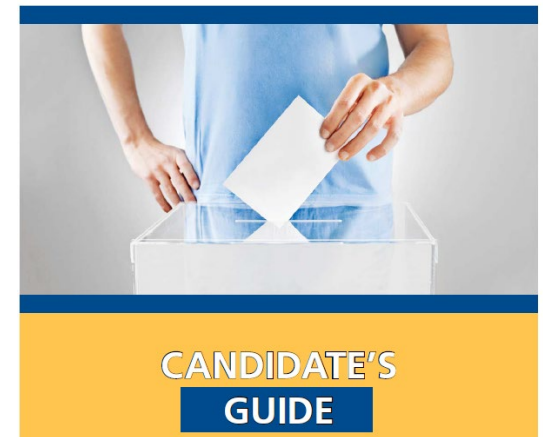
# Reference Guides and Legislation

**GUIDES:** *Some documents below haven't been updated and are still 2022; will update links when available*

- \* [Candidate's Guide to Local Government Elections in BC](#) \*
- \* [Foundational Principles of Responsible Conduct](#)
- \* [General Local Elections 101](#) \*
- \* [Guide for Municipal Council Members and Regional Directors in BC](#)
- \* [Guide to Local Elections Campaign Financing in BC](#) \*
- \* [Thinking About Running for Local Office](#) \*
- \* [Voter's Guide to Local Elections in BC](#)
- \* [What Every Candidate Needs to Know](#) \*
- \* [City of Parksville – Election Signs and Advertising Policy No. 3.40](#) \*

## **LEGISLATION:**

- \* [Local Government Act](#)
- \* [Community Charter Act of BC](#)
- \* [Local Elections Campaign Financing Act](#)
- \* [Offence Act](#)



\* Documents included in nomination package – available for pick-up July 24!

# Websites



- \* [Province of BC - General Local Elections](#)
- \* [City of Parksville - Election 2026](#)
- \* [Elections BC - 2026 General Local Elections](#)

Chief Election Officer  
250 954-3070  
[election-official@parksville.ca](mailto:election-official@parksville.ca)

