

RUNNING FOR OFFICE IN LOCAL GOVERNMENT

An information session for potential candidates and campaign workers



Overview

Campaign financing overview

Nomination process

Financial considerations

Voting day do's and don'ts

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Overview Continued

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Campaign Financing



Local Elections Campaign Financing Act (LECFA)



Elections BC manages campaign financial requirements and disclosures



Remember this number:

Elections BC:

- elections.bc.ca/local-elections
- **1-800-661-8683**
- electoral.finance@elections.bc.ca

Campaign Financing

You must:

Appoint

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

Maintain

Maintain a campaign bank account.

Ensure

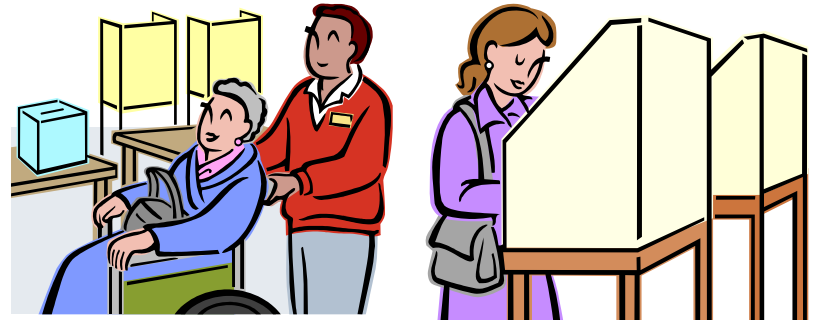
Ensure ALL campaign contributions and expenses are processed through your campaign bank account.

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**
- * **Living in 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 from 9 am on July 24 to until 4 pm 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 qualified nominators;
- * Complete 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.

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

The Do's

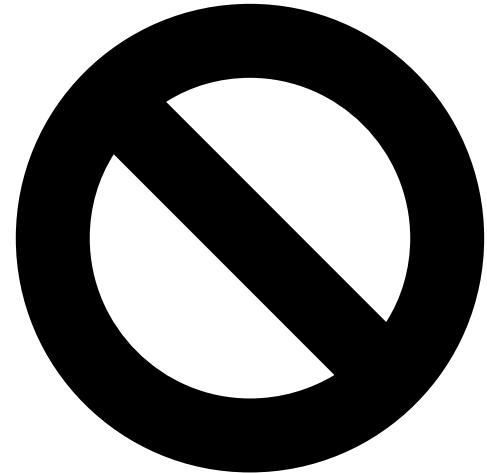
- * Vote - but only once.
- * Obey election official direction.
- * One scrutineer per candidate is permitted in the voting place but must be appointed in writing;
 - * All scrutineers must follow instructions of the CEO/ DCEO or Presiding Election Official (PEO).
- * One scrutineer per candidate is permitted in the voting place to observe the count.
- * Candidates may be present for announcement of the results.



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

The Don'ts

- * Don't remain at the voting place.
- * NO campaign advertising permitted - including personal buttons, pins or signs on cars when coming to vote.
- * Election signs or advertising are not allowed within 100 metres of voting places.
- * No paid advertisement permitted on voting day.



Voting Book Election



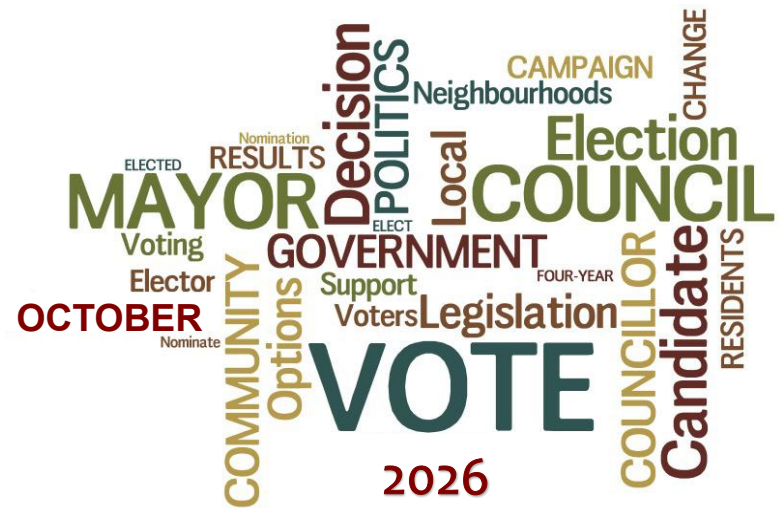
- * **Same day voter registration:**
 - * Each voter **must bring two pieces of acceptable ID** to the voting place:
 - * Voter name and address;
 - * Voter name and signature.
 - * Solemn Declarations.

Mail Ballot Voting

- * For this municipal election, eligible electors may apply to vote by mail:
 - * Electors must meet voter qualifications and submit a mail ballot application form.
 - * Mail ballot applications will be available online by September 1, 2026.
 - * Mail ballot packages will be mailed or available for pickup at City Hall once ballots are available in late September 2026.
 - * Mail ballots must be received by the Chief Election Officer by no later than 8 pm on October 17, 2026, to be counted.

Congratulations! You're Elected!

- * **Inauguration:** Swearing-in ceremony (scheduled for Monday, November 2, 2026, at 1 pm)
 - * Corporate Officer administers Oath of Office
 - * Held in forum; family, friends are welcome to attend
 - * Light refreshments to follow
 - * Board and Liaison appointments



Regular Council Meetings

Time Commitments

- meetings,
meetings and
more
meetings...

- Council meetings 1st and 3rd 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)

Orientation for Elected Officials

City policies, bylaws and regulations become yours!



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



The CAO is the single employee of Council.



Council success comes from effective teamwork and respectful conduct

Council Orientation

Elected Official orientation includes:

- * Several full and half day sessions on:
 - * Principles of municipal governance;
 - * Administrative law and procedural fairness
 - * Labour law and respectful conduct/ ethics (per legislation)
 - * Legal obligations of Council members
 - * Indigenous relations
- * Internal orientation including an overview of the City and its service levels from Chief Administrative Officer.
- * Presentations from senior staff about each department and their current programs.

Liaison Appointments



Liaison and alternate appointments for <12 organisations.



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



Arrowsmith Water
Services
Management Board



Englishman River
Water Service
Management Board



Municipal Insurance
Association of BC

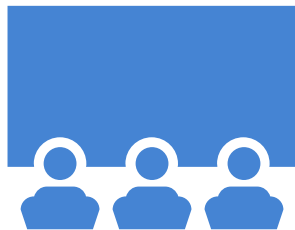


Regional District of
Nanaimo Board of
Directors



Vancouver Island
Regional Library
Board

Acting Mayor



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



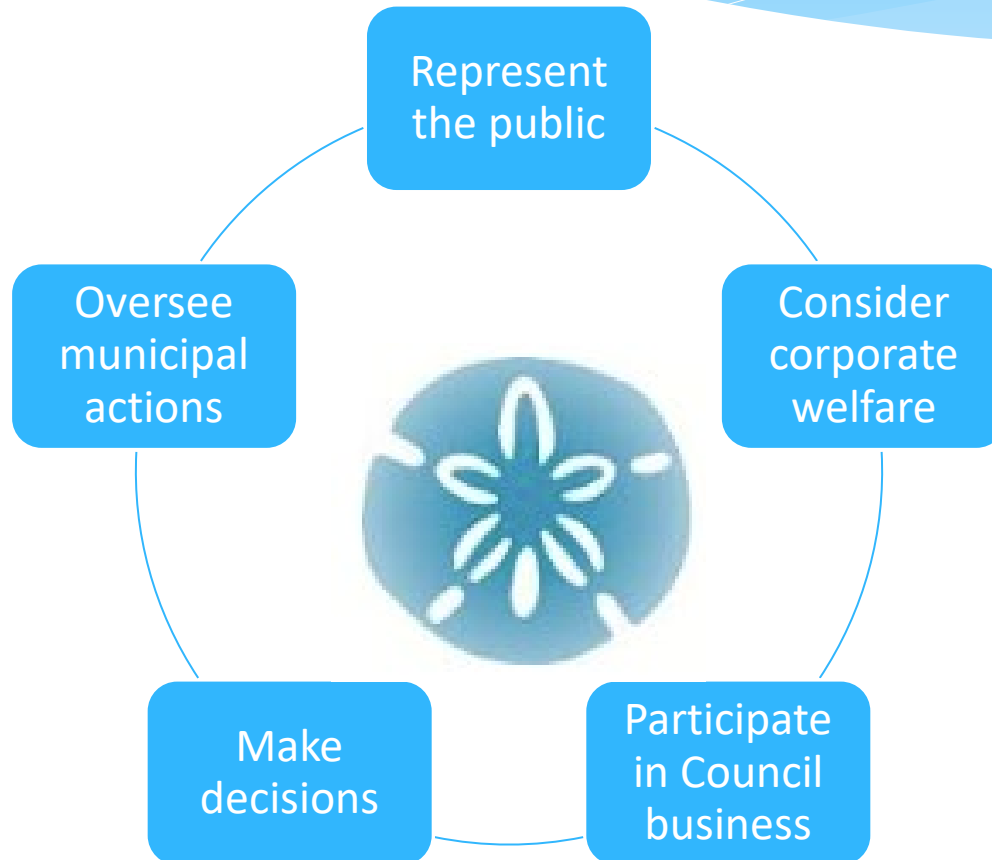
Acting Mayor appointments rotate alphabetically for three months at a time.

Other Appointments

- * Select or Standing Committees, as needed
- * The Mayor and two members of Council serve as the City's audit committee.
- * All members of Council serve as the Parcel Tax Roll Review Panel.



Role of Council



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

The Role of City 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.

Different Jurisdictions



Government of Canada

Canada

Federal Jurisdiction (Government of Canada)

National Governance from Ottawa

Led by the Prime Minister and Parliament to manage matters of national interest.

Security & International Relations



National Defense



Immigration & Border Security



Criminal Code of Canada

National Benefits & Identity



Canada Pension Plan



Employment Insurance



Charter of Human Rights

Who Does What? Understanding Your Levels of Government



PROVINCE OF
BRITISH COLUMBIA

Provincial Jurisdiction (British Columbia)

Provincial: British Columbia

Governed from Victoria, overseeing essential social systems like healthcare, schools, and provincial highways.



Essential Social Systems & Infrastructure



Healthcare



Education & Universities



Provincial Highways & Crown Corporations



Crown Corporations (Hydro, Ferries)



City of
Parksville
(City of Parksville)

Municipal: The City of Parksville

Managed by City Hall and funded primarily through property taxes and senior government grants.



Local Infrastructure & Safety



Drinking Water & Waste



Local Roads & Maintenance



Service Responsibilities Comparison

Service Area	Municipal (Parksville)	Provincial (BC)
Education & Health	Public parks and recreation facilities	Hospitals, health services, and K-12/universities
Housing & Land	Development approvals and building permits	Social housing, rent subsidies, and tenant protection
Infrastructure	Sewer, storm utilities, and snow clearing	Provincial highways and Crown Corporations (Hydro, Ferries)

Service Area	Municipal (Parksville)
Community Park & Facilities	Emergency Response & Parks

Candidate Videos

Created by the Province of BC

- * [Characteristics of Effective Locally Elected Officials](#) - **Part 1** of a series to help potential local government candidates with answers to questions that they may have before making the final decision to run for elected office.
- * [What is Local Government?](#) - **Part 2** of a series to help potential local government candidates with answers to questions that they may have before making the final decision to run for elected office.
- * [Testing Your Readiness for Local Office](#) - **Part 3** of a series to help potential local government candidates with answers to questions that they may have before making the final decision to run for elected office.
- * [Local Government Decision Making](#) - **Part 4** of a series to help potential local government candidates with answers to questions that they may have before making the final decision to run for elected office.
- * [Roles and Responsibilities of Elected Officials](#) - **Part 5** of a series to help potential local government candidates with answers to questions that they may have before making the final decision to run for elected office.

Reference Guides and Legislation

GUIDES:

- * [Candidate's Guide to Local Government Elections in BC](#) * [still to be updated by province]
- * [Foundational Principles of Responsible Conduct](#)
- * [General Local Elections 101](#) *
- * [Guide for Municipal Council Members and Regional Directors in BC](#)
- * [Handbook for Local Candidates](#) *
- * [Guide to Local Elections Campaign Financing in BC](#) *
- * [Thinking About Running for Local Office](#) *
- * [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

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

City of Parksville – Election 2026

- <https://letstalkparksville.ca/election-2026>

Elections BC – 2026 General Local Elections

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

Candidate Questions



Email all questions to:

election-official@parksville.ca



Questions and answers will be posted on the City's LTP page



Equal access to information

Other Info Sessions

- * **Elections BC - Financing and Advertising Rules (Local Candidates)**
 - * Thursday, July 30 from 6:30 to 8 pm
 - * Virtual – [register through Elections BC website](#)
- * **RDN - [Are You Thinking About Running for Local Government?](#)**
 - * Wednesday, July 15 from 6 to 9 pm (drop-in; registration not required)
 - * RDN board chambers, webstreamed and recorded
 - * Wednesday, August 12 from 6 to 9 pm (drop-in; registration not required)
 - * Tigh-Na-Mara in-person attendance only

Questions?



Thank you!

If you have any other questions, please don't hesitate to contact us!

Chief Election Officer – Amanda Weeks – 250 954-3070
Deputy Chief Election Officer – Sarah E Ross – 250 954-3060

election-official@parksville.ca

