



Corporate Services

1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4
Telephone: (250) 763-4918
www.regionaldistrict.com

2026 Candidate Information & Nomination Package

All documents and resources are available at rdco.com/elections

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Online Resources

Ministry of Municipal Affairs - www.gov.bc.ca/localelections
Elections BC - [Candidate Information](#) | [Elections BC](#)

Contacts for Inquiries

Corie Griffiths
Chief Election Officer
250-469-6234

Sandi Horning
Deputy Chief Election Officer
250-469-6204

Julia Buck
Deputy Chief Election Officer
250-469-6144



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rdco.com

July 24, 2026

Thank you for your interest in the upcoming RDCO Local Government Election.

On General Voting Day, Saturday, October 17, 2026, residents in the electoral areas of the RDCO will elect one (1) RDCO Director and (1) School District No. 23 Trustee to represent Electoral Area East, and one (1) RDCO Director and (1) School District No. 23 Trustee to represent Electoral Area West, which is inclusive of Westbank First Nation IR 9 and 10 lands.

There are many resources available to you - some included in this package, and many others available electronically from the RDCO, Ministry of Municipal Affairs (Ministry), and Elections BC. I recommend you familiarize yourself with the Nomination documents and Key Dates, to ensure you are aware of the process, requirements, and deadlines to participate in the election. Please note, based on our respective election bylaws (enclosed), the RDCO Electoral Area Directors will require ten (10) qualified nominators, and the School Trustee two (2) qualified nominators, to be nominated as a candidate.

Resources available through the Ministry and Elections BC, including campaign financing and advertising, the election process, candidate and voter eligibility, what to expect as a candidate, and how to be an effective elected official is available on the Ministry of Municipal Affairs - www.gov.bc.ca/localelections and Elections BC - [Candidate Information](#) | [Elections BC](#) websites.

The candidate information package, and the nomination documents are also available electronically through the RDCO website, www.rdco.com/elections. Along with candidate information and the nomination package, the website has information for resident and non-resident voters on how, when, and where to vote, and voting eligibility. The website will be updated with all current election, candidate, and voter information as it becomes available, and is therefore a centralized election source for all candidates and residents.

If you have any questions about the RDCO, running as a candidate for elected office, or the election process, please do not hesitate to reach out to me directly in person, by phone, or through email.

Kind regards,

Corie Griffiths

Corporate Officer/Chief Election Officer

Ph: 250-763-4918

Email: elections@rdco.com



2026 General Local Election

Key Dates

January 1 to September 18, 2026	Election Period Campaigns must report all expenses incurred during this time period.
July 20 to September 18, 2026	Pre-Campaign Period Election advertising rules come into effect.
September 1 to September 11, 2026	Nomination Period Begins at 9 a.m. on September 1 st and ends at 4 p.m. on September 11 th
September 11, 2026	Declaration of Candidates Announced at 4:00 p.m. RDCO Woodhaven Boardroom 1450 K.L.O. Rd, Kelowna
September 4 to October 16, 2026	Mail Ballot Application Period
September 17, 2026	Notice of Election by Voting (and Acclaimed Candidates if applicable)
September 18, 2026	Mail Ballot Packages Available Packages can be picked up or mailed.
September 19 to October 17, 2026	Campaign Period Candidate and third-party expense limits apply.



2026 General Local Election

Key Dates

October 7, 2026	Advance Voting Day – 8 a.m. to 8 p.m. Central Okanagan East Central Okanagan West
October 14, 2026	Advance Voting Day – 8 a.m. to 8 p.m. Central Okanagan East Central Okanagan West
October 17, 2026	GENERAL VOTING DAY - 8 a.m. to 8 p.m. Central Okanagan East Central Okanagan West
October 21, 2026	Official Election Results Announced at 4 p.m. RDCO Woodhaven Boardroom 1450 K.L.O. Rd, Kelowna
January 15, 2027	Campaign Financing Disclose Statement Due Deadline to file campaign financing disclosure statement.



Corporate Services

1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4
Telephone: (250) 763-4918
rdco.com

2026 GENERAL LOCAL ELECTIONS
PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:

NOTICE OF NOMINATION

Nominations for the offices of:

Electoral Area Director – Regional District of Central Okanagan (RDCO)

(1) Director, Central Okanagan East Electoral Area *(includes upper June Springs Road, and south end of Lakeshore Road, Ellison, Joe Rich);*

(1) Director, Central Okanagan West Electoral Area *(includes Tsinstikeptum Indian Reserves #9 and #10, Trepanier Bench, Brent Road, Traders Cove, Fintry, Valley of the Sun, La Casa, Killiney Beach, Westshore Estates, Wilson's Landing);*

AND

Nominations for the offices of:

School Trustee - School District No.23 (SD23)

(1) Trustee, Area 1. Zone 1 *(includes Central Okanagan East & Lake Country);*

(1) Trustee, Area 2. Zone 2 *(includes Central Okanagan West & Peachland);*

will be received by the Chief Election Officer or a designated person, as follows:

By hand, mail or other delivery service: Regional District of Central Okanagan, 1450 K.L.O. Road, Kelowna, BC V1W 3Z4	From 9:00 am Tuesday, September 1 st , 2026 To 4:00 pm Friday, September 11 th , 2026
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Corporate Services

1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4
Telephone: (250) 763-4918
rdco.com

By fax to: 250-763-0606 By email to: elections@rdco.com	From 9:00 am Tuesday, September 1 st , 2026 To 4:00 pm Friday, September 11 th , 2026 Originals of emailed nomination documents must be received by the Chief Election Officer by 4:00pm on Friday, September 18 th , 2026.
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Interested persons can obtain information on the requirements and procedures for making nominations including nomination forms at RDCO Administration Office, 1450 K.L.O. Road, Kelowna, BC or www.rdco.com/election from August 4th, 2026 to September 11th, 2026.

QUALIFICATIONS FOR ELECTORAL AREA DIRECTOR

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

- Canadian citizen;
- 18 years of age or older on general voting day October 17, 2026;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed; and
- not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

QUALIFICATIONS FOR SCHOOL TRUSTEE

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

- Canadian citizen;
- 18 years of age or older on general voting day October 17, 2026;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed; and
- not disqualified under the *School Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local election, the following expense limits for candidates during the campaign period, apply, being September 19th, 2026 to October 17th, 2026:

Director, Electoral Area East [\$6,161.89]

Director, Electoral Area West [\$6,161.89]

SD23, Trustee, Area 1. Zone 1 [\$11,937.80]

SD23, Trustee, Area 1. Zone 2 [\$11,937.80]

THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local elections, the following third party advertising limits apply:

Director, Electoral Area East [\$924.28]

Director, Electoral Area West [\$924.28]

SD23, Trustee, Area 1. Zone 1 [\$924.28]

SD23, Trustee, Area 1. Zone 2 [\$924.28]

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

Corie Griffiths, Chief Election Officer 250-469-6234

Sandi Horning, Deputy Chief Election Officer 250-469-6204

Julia Buck, Deputy Chief Election Officer 250-469-6144

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

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

Email: lecf@elections.bc.ca Website: www.elections.bc.ca/lecf

CANDIDATE 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)
We, the following electors of the above-named jurisdiction, hereby nominate:		
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
As a Candidate for the office of:		
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	

Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

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

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

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

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

I consent to the above nomination for office:

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

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NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

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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
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NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

CANDIDATE NOMINATION PACKAGE

Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

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

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

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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)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

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

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

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY/MM/DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

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

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

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

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

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

REGIONAL DISTRICT OF CENTRAL OKANAGAN

CANDIDATE INFORMATION RELEASE AUTHORIZATION

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form allows your municipality 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 websites operated by CivicInfo BC. This is the primary source through which the media (television, newspapers, radio, and online sources), the public, provincial ministries, researchers, and others are able to obtain province-wide local election information.

I, _____
(please print name of person nominated)

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

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

Gender (Self-identified):

☐ Female ☐ Male ☐ Non-binary ☐ Other / Undisclosed

Previous Elected Experience (Check one):

- ☐ Incumbent. Served as the Electoral Area Director between 2022 and 2026.
- ☐ Served as the Electoral Area Director in this area prior to 2022, but not during the past term.
- ☐ No experience as the Electoral Area Director for this area, but has been elected to office elsewhere (local, provincial, or federal).
- ☐ None.

(Signature of Candidate)

If you have questions about the information collected being on this form, please contact
CivicInfo BC at elections@civicinfo.bc.ca, 250-383-4898.



MEET YOUR CANDIDATE....

The Regional District of Central Okanagan is providing you an opportunity to share information about yourself as a candidate for the 2026 Local General Elections.

In 500 words or less, provide us with a write up, which will be posted on the Regional District of Central Okanagan's website for the public to view, or provide a link to your social media site/website.

You may also provide a picture to accompany the write-up/link to website.

This is an option for you, as a candidate, to provide the public with information about yourself; however, it is not mandatory.

DETAILS

- Must be 500 words or less, including contact information
- Document can be handwritten or typed
- Proofing, typing or assistance by Regional District staff will not be permitted
- Documents will be scanned and posted as received
- No revisions will be made once posted

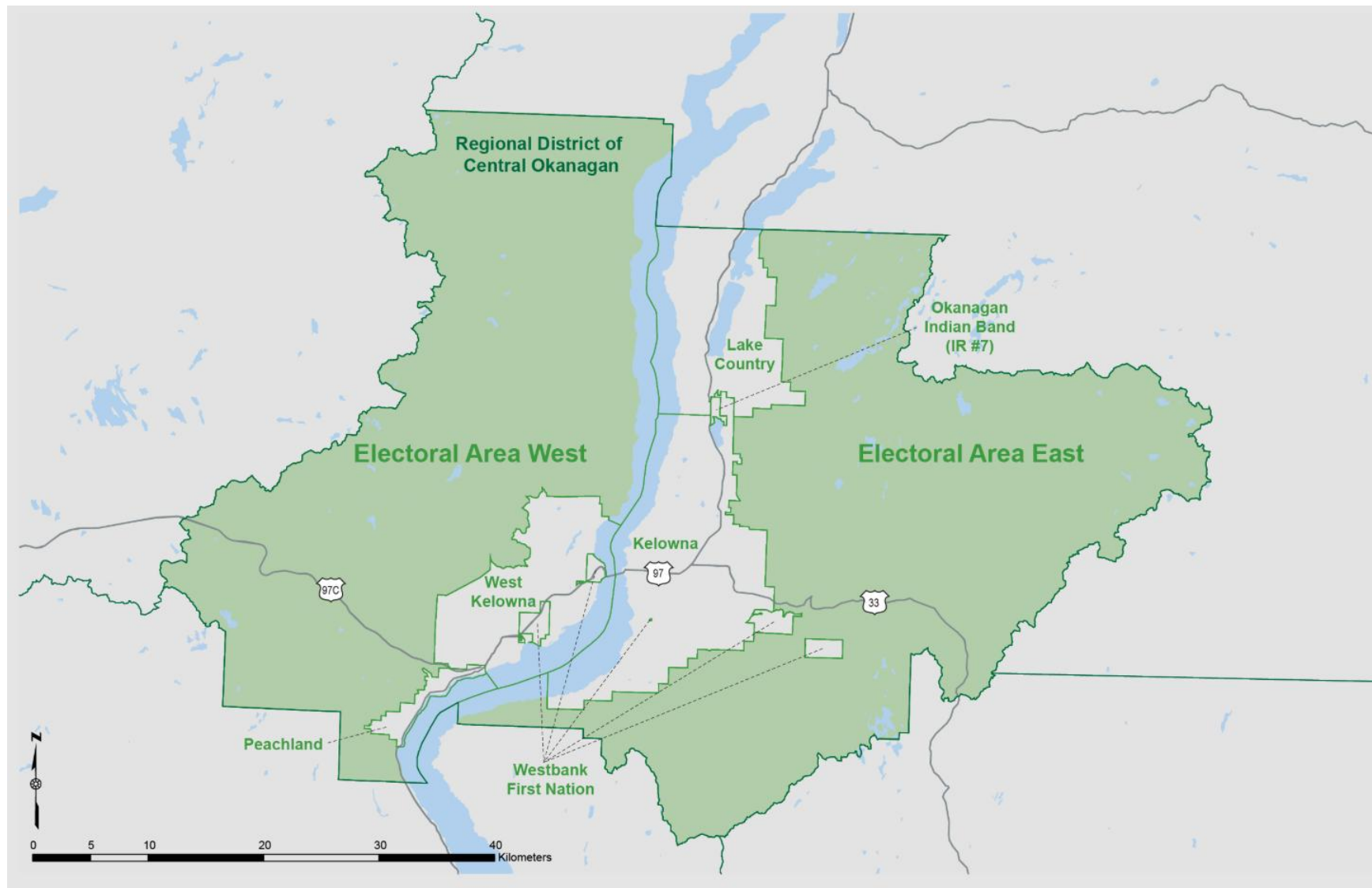
Submissions may be dropped off in person, mailed or emailed:

In Person or Mail:

1450 KLO Road
Kelowna, BC, V1W 3Z4
Attn: Chief Election Officer

Email:

Chief Election Officer, Corie Griffiths, elections@rdco.com



Regional Board Strategic Priorities 2023-2026



The RDCO acknowledges our presence on the traditional, ancestral, and unceded $\text{t}\acute{\text{m}}\text{x}^{\text{w}}\text{ú}\text{l}\text{a}\text{?}\text{x}^{\text{w}}$ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.



Message from the Chair

It is a pleasure to present the 2023-2026 Board priorities that reflect our results focused commitments. As the fastest growing census metropolitan area in Canada, we are focused on solutions to uplift both our urban and rural communities, which have unique needs.

These priorities symbolize our unwavering commitment to deliver an exceptional quality of life for our residents while safeguarding the environment we call home. We recognize that progress lies in meaningful collaboration with the syilx / Okanagan people and the urban Indigenous people who reside on the unceded territory, to collectively tackle the issues that impact us all.

Crafted through a series of workshops, these priorities serve as a compass, investing taxpayer resources responsibly towards building safe, healthy and inclusive communities within the Central Okanagan. For the first time, additional sessions were held in our Electoral Area Services Committee that informed the needs of Electoral Area East and West.

Five regional and five electoral area priority areas will guide our focus and staff workplans throughout this term. The priorities will also serve as key advocacy action items to bring to the provincial and federal government. We will review our progress annually, allowing us to celebrate achievements, confront challenges head-on and remain nimble in addressing emerging priorities.



Together, we have the power to shape our shared future. Let's forge ahead with optimism, knowing that by upholding our values, we will create a Central Okanagan region that inspires future generations.

A handwritten signature in black ink, reading "Loyal".

Loyal Wooldridge
Regional Board Chair

The Regional Board 2023-2026

The Regional District of Central Okanagan (RDCO) includes two unincorporated Electoral Areas of Central Okanagan East and Central Okanagan West, along with the member municipalities of the City of Kelowna, the District of Lake Country, the District of Peachland and the City of West Kelowna.

The Regional District Board of Directors includes 12 elected and appointed representatives from the Electoral Areas and member municipalities. In addition, Westbank First Nation Council appoints a non-voting representative.

Regional Board Members

Loyal Wooldridge, Chair	Councillor, City of Kelowna
Gord Milsom, Vice-Chair	Mayor, City of West Kelowna
Ron Cannan	Councillor, City of Kelowna
Wayne Carson	Director, Central Okanagan West Electoral Area
Jordan Coble	Councillor, Westbank First Nation
Tom Dyas	Mayor, City of Kelowna
Charlie Hodge	Councillor, City of Kelowna
Blair Ireland	Mayor, District of Lake Country
Stephen Johnston	Councillor, City of West Kelowna
Kevin Kraft	Director, Central Okanagan East Electoral Area
Gord Lovegrove	Councillor, City of Kelowna
Mohini Singh	Councillor, City of Kelowna
Patrick Van Minsel	Mayor, District of Peachland

From left to right
Back row: Jordan Coble, Gord Milsom, Wayne Carson, Ron Cannan
Middle row: Blair Ireland, Charlie Hodge, Loyal Wooldridge, Mohini Singh, Tom Dyas
Front row: Gord Lovegrove, Stephen Johnston, Patrick Van Minsel, Kevin Kraft



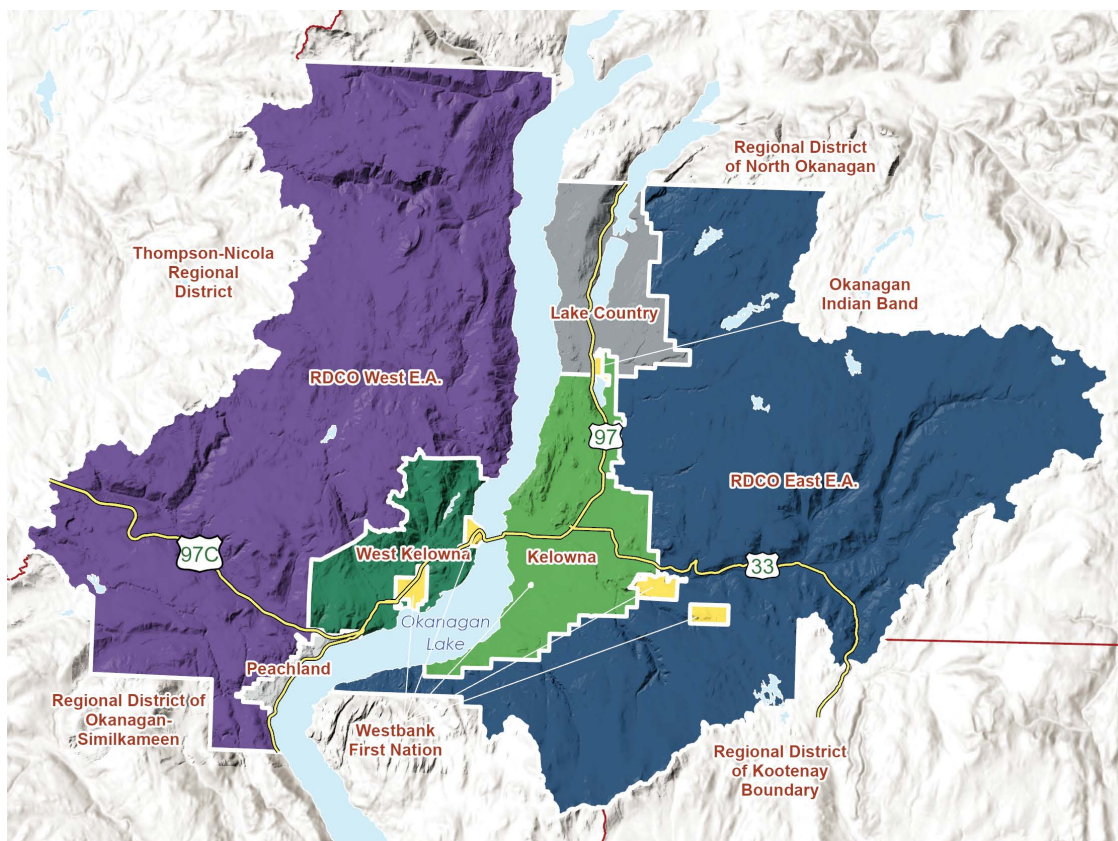
RDCO governance

The local government system in B.C. is unique in Canada. In addition to its 161 municipalities, it is composed of 27 regional districts. Regional districts are modeled as a federation composed of municipalities and electoral areas, each of which have representation on the regional district board.

The Regional District of Central Okanagan includes the City of Kelowna, City of West Kelowna, District of Peachland, District of Lake Country, Electoral Area East, Electoral Area West and representation from Westbank First Nation.

Regional districts have several governance roles, and all are focused on service provision. These include:

- Local government for electoral areas – the RDCO is responsible for providing basic local government services in Electoral Areas East and West
- Sub-regional services – the RDCO provides governance and administration for services that are delivered to more than one municipality, electoral area, and / or Westbank First Nation including wastewater treatment and sewer
- Regional services – the RDCO provides some regional services to address the shared needs and priorities of the whole region. This includes services like the Emergency Management program, waste reduction and regional parks



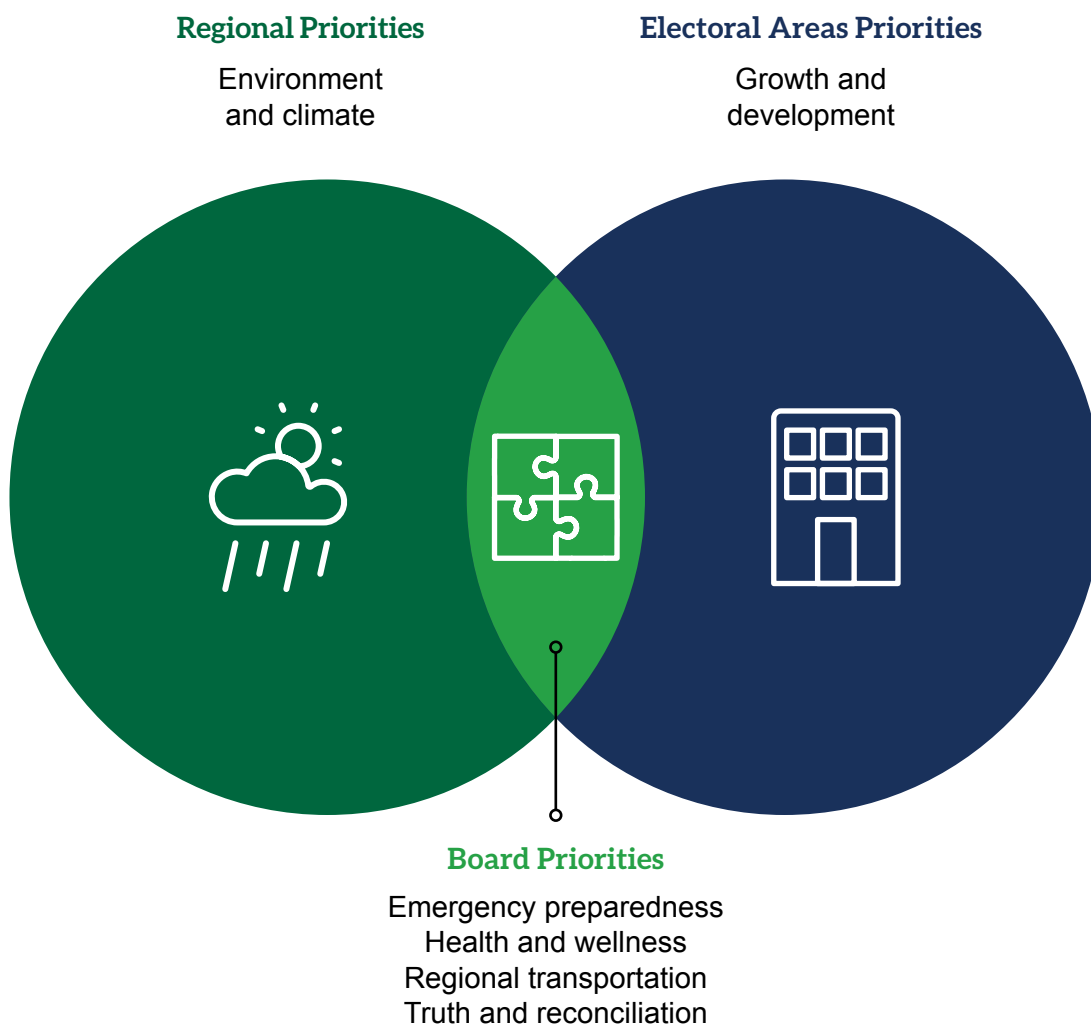
Strategic priorities at a glance

In developing the priorities, the RDCO Board:

- **Shared vision** and the sense of community needs and interests
- **Shared strong optimism** in the ability of the regional district model to move forward the priorities identified
- **Shared desire for the RDCO to lead** and set the standard for others on key issues

- **Focused on the regional nature** of many community issues and recognized the economies of scale in collective representation
- **Recognized the important local government role** for the electoral area residents

The resulting Board priorities represent the needs for both regional and electoral area services.





EMERGENCY PREPAREDNESS

The RDCO will build on emergency response strengths while positioning the organization to respond to growing community needs and changes in provincial legislation.

- Continue to enhance services and efforts aimed at emergency preparedness and mitigation
- Assess the readiness of the existing Emergency Management Organization model to meet the increasing demand for emergency preparedness, response and recovery

Regional Actions:

- Facilitate the establishment of an expanded Central Okanagan Search and Rescue facility
- Action fiscally supported recommendations of the RDCO Fire Services Review
- Develop a strategy for a sustainable year-round Emergency Operation Centre
- Implement Next Generation 911 service
- Adopt feasible practices to incorporate Indigenous land management knowledge for emergency preparedness and response

Electoral Area Actions:

- Update and renew mutual aid agreements as required



ENVIRONMENT AND CLIMATE

The RDCO is committed to climate action and the environment by reducing our corporate impact, adapting to climate change and delivering innovative services that better manage greenhouse gas emissions.

- Evolve services in waste management to reduce waste going to the Glenmore Landfill including organics, recyclable and construction materials
- Introduce and enforce new regulations aimed at better controlling soil deposition and preventing illegal dumping in the region's rural areas
- Establish and enhance electoral area policies to manage growth, guide land use decisions and address community social needs

Regional Actions:

- Develop RDCO Corporate Climate Action Plan to reduce greenhouse gas emissions associated with Regional District operations and assets
- Reduce the volume of construction waste going into the Glenmore Landfill

- Expand the range of recyclables accepted, reduce contamination and control costs by completing the transfer of the delivery of curbside collection to Recycle BC
- Implement a curbside organics collection program
- Create and enforce a Soil Deposition Strategy and Bylaw

Growth and development

The Electoral Area Services Committee (EASC) identified responsible land use planning as a strategic priority to safeguard the environment and climate.

Electoral Area Actions:

- Pursue funding opportunities to update the Electoral Areas Official Community Plans (OCPs)



HEALTH AND WELLNESS

The RDCO will make purposeful investments in health care for physical and mental health benefits.

- The Regional Hospital District of Central Okanagan will work with Interior Health to influence priorities for responsive capital expenditures
- Commit the resources necessary to provide enhanced access to regional parks and trails, as well as programming that connects people to nature and that provides significant physical and mental health benefits

Regional Actions:

- Establish a memorandum of understanding with Interior Health to outline community healthcare needs and align capital funding
- Identify priority regional parks and trails to implement year-round access for residents of all abilities
- Leverage RDCO planning labs to inform land use policies that enhance quality of life in the region

Electoral Area Actions:

- Bolster the range of local park amenities and local recreation and community programs available through existing services to promote physical literacy



TRANSPORTATION

The RDCO will encourage the efficient and safe movement of people and goods within the Central Okanagan.

- Define and implement advocacy actions, within the framework of an RDCO Board Advocacy Strategy to:
 - Influence and help shape investments and decisions for the Ministry of Transportation and Infrastructure (MoTI) in the Central Okanagan
 - Improve equity in transportation options and mobility for the local jurisdictions and residents of the Central Okanagan
 - Enhance the level of integration between the Regional Growth Strategy and transportation planning in the Central Okanagan, including integration with the efforts of the Ministry of Transportation and Infrastructure

Regional Actions:

- Define, and explore a Regional Transportation Service
- Collaborate with partner municipalities and MoTI to advance regionally significant capital projects

Electoral Area Actions:

- Advocate for:
 - Innovative BC Transit service options for rural areas
 - Enhanced road safety and maintenance for Ministry of Transportation and Infrastructure roads in Electoral Areas



TRUTH AND RECONCILIATION

The RDCO is actively committed to Reconciliation with the syilx / Okanagan people within the Central Okanagan. The RDCO strives for collaboration through a meaningful and ethical government-to-government working relationship with the syilx / Okanagan people.

- Ensure that RDCO services and the workplace are culturally safe and respectful
- RDCO will ensure that necessary steps are taken so that eligible projects proposed by the syilx / Okanagan nations receive an equitable share of provincial and/or federal grant dollars received by the RDCO

Regional and Electoral Actions:

- Complete the Regional District Reconciliation Framework to guide the actions taken by RDCO in its pursuit of Reconciliation with the syilx / Okanagan people
- Develop government-to-government relationships with Westbank First Nations, Okanagan Indian Band and Okanagan Nation Alliance
- Continue work already underway to explore full representation for Westbank First Nation on the Regional District Board
- Support the syilx / Okanagan people in their efforts to protect culturally significant areas



Regional District of Central Okanagan
1450 KLO Road
Kelowna, BC, V1W 3Z4



This bylaw is a 'consolidated' version and includes amendments as noted below. It is placed on the Internet for convenience only. It is not the official or legal version and should not be used in place of certified copies which can be obtained through the Corporate Services Department. Plans, pictures, other graphics or text in the legal version may be missing or altered in this electronic version.

CONSOLIDATED FOR CONVENIENCE TO INCLUDE
BYLAW NO. 1595

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1503

A bylaw to establish various procedures for the conduct of elections and assent voting in the Regional District of Central Okanagan

WHEREAS under the *Local Government Act*, the Regional Board, may, by bylaw, authorize and determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS the Regional Board wishes to establish various procedures and requirements under that authority;

NOW THEREFORE, the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

1. DEFINITIONS

In this Bylaw, the following terms have the following meanings:

BL1595

Acceptable mark means a mark that clearly indicates the intention of an elector which has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

Applicant means an elector who wants to vote by mail and make a request for a mail ballot.

Authorized Person means a person that the Applicant has authorized, on the Applicant's behalf, to pick up a mail ballot package.

Automated vote counting system means a system that counts, and records votes and processes and stores election or any voting results which comprises:

- (a) a number of ballot scan vote counting units, each of which rests on a ballot box for voted ballots; and
- (b) a number of portable ballot boxes into which voted ballots are deposited where a

vote counting unit is not functioning or being used which will therefore be counted after the close of voting on general voting day.

Ballot means a single ballot card designed for use in an automated vote counting system, which shows:

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

Ballot return override procedure means the use, by an election official, of a device on a vote counting unit, which causes the unit to accept a returned ballot.

Chief Election Officer means the election official appointed by the Regional Board for the purposes of conducting an election.

Election Headquarters means the offices of the Regional District of Central Okanagan 1450 K.L.O. Road, Kelowna BC or another place designated by the Chief Election Officer for the local general election.

Memory card means a computer software cartridge which is inserted into the vote counting unit and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of "yes" or "no" for each question on the ballot, and which records and retains information on the number of acceptable marks made for each.

Portable Ballot Box means a ballot box, for use in the election, where a vote counting unit is not being used at the time of voting.

Register of Mail Ballots means the records that the Chief Election Officer must keep in order to address any challenges to an elector's right to vote.

Results tape means the printed record generated from a vote counting unit at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

Returned ballot means a voted ballot which was inserted into the vote counting unit, but which was not accepted, and which was returned to the elector with an explanation of the ballot marking error which caused the ballot not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.

Vote counting unit means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

1.1 The definitions contained in the *Local Government Act* will apply in this bylaw.

2. ELECTOR REGISTRATION

- 2.1 As authorized in Section 69 of the *Local Government Act*, for all elections and assent voting, a person may register as an elector only at time of voting.

3. MINIMUM NUMBER OF NOMINATORS

- 3.1 The minimum number of qualified nominators required to make a nomination for office will be ten (10).

4. ORDER OF NAMES ON BALLOT

- 4.1 The names of candidates on the ballot will be arranged alphabetically by their surnames in accordance with section 116 of the *Local Government Act*.

5. ADDITIONAL GENERAL VOTING OPPORTUNITIES

- 5.1 The Chief Election Officer may designate additional voting places and set the voting hours for additional general voting day within the limits of the *Local Government Act*.

6. REQUIRED ADVANCE VOTING OPPORTUNITIES

- 6.1 As required under Section 107 of the *Local Government Act*, in addition to the required advance voting opportunity on the 10th day before general voting day, the second required advance voting opportunity will be held on the 3rd day before general voting day between the hours of 8:00 am and 8:00 pm at voting places designated by the Chief Election Officer.
- 6.2 In the event the second advance voting opportunity occurs on a statutory holiday, the second day of advance voting is to be conducted the next business day following the statutory holiday.
- 6.3 As an exception to 6.1 and 6.2 of this bylaw, and in accordance with the *Local Government Act*, the second advance voting opportunity is not required for those Electoral Areas within the Regional District with a population of less than 5,000.

7. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

- 7.1 The Chief Election Officer is authorized to establish dates for additional voting opportunities in advance of general voting day, and to designate the voting places, and set the voting hours for these voting opportunities.

8. SPECIAL VOTING OPPORTUNITIES

- 8.1 The Chief Election Officer is authorized to establish a special voting opportunity for each election or assent voting and to designate the location, the date and voting hours within the limits set out in Section 109 of the *Local Government Act*, for special voting opportunities.

- 8.2 Where a special voting opportunity is held in a care facility or rest home, eligibility to vote is restricted to residents of the facility where the special voting opportunity is conducted, and to those qualified as resident electors as defined in the *Local Government Act*.

9. MAIL BALLOT VOTING

- 9.1 As provided under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting as provided in 'Schedule A' attached to and forming part of this bylaw.
- 9.2 The Chief Election Officer is hereby authorized to establish time limits in relation to mail ballot voting.
- 9.3 As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day and it is the obligation of the Applicant to ensure that the mail ballot is received by the Chief Election Officer within this time limit.

10. AUTOMATED VOTE COUNTING MACHINES

- 10.1 As provided under section 112 of the *Local Government Act*, automated vote counting machines are authorized for use in the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought, as provided in 'Schedule B' attached to and forming part of this bylaw.

11. RESOLUTION OF TIE VOTES AFTER A JUDICIAL RECOUNT

- 11.1 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

12. REPEAL

- 12.1 "The Regional District of Central Okanagan Automated Vote Counting System Authorization and Procedure Bylaw No. 1416, 2018 is hereby repealed in its entirety."
- 12.2 "The Regional District of Central Okanagan Election Procedures Bylaw No. 1417, 2018 is hereby repealed in its entirety."

13. CITATION

This bylaw may be cited as "Election and Assent Voting Bylaw No. 1503, 2022."

READ a FIRST, SECOND AND THIRD time THIS 12th DAY OF May 2022

ADOPTED THIS 12th DAY OF May 2022

Schedule A – Mail Ballot Voting Procedure

1. Application Procedure

- 1.1 An Applicant will apply for a mail ballot package by giving their name and address to the Chief Election Officer during the times established for each election or assent voting opportunity;
- (a) An Applicant requesting a mail ballot package must indicate if they will be registering as a resident elector or a non-resident property elector; and
 - (b) According to the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:
 - i. Mail through Canada Post to the address provided;
 - ii. Courier at the expense of the Applicant;
 - iii. Picked up by the Applicant at a designated time at Election Headquarters;
 - or
 - iv. Picked up by an Authorized Person at the designated time.
- 1.2 Upon an Applicant making a request for a mail ballot, the Chief Election Officer will:
- (a) make available to the Applicant, a mail ballot package in the form prescribed under section 110 of the *Local Government Act*, between the time when the ballots are ready and 4:00 p.m. one day before general voting day;
 - (b) record in the Register of Mail Ballots and, upon request, make available for inspection, the name and address of the elector to whom the mail ballot package was issued; and
 - (c) include any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.
- 1.3 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

2. Voting Procedure

- 2.1 To vote by mail ballot, the Applicant must register as an elector and mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- 2.2 After marking the ballot, the Applicant will:
- (a) Place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (b) Place the secrecy envelope in the certification envelope and seal the certification envelope;
 - (c) Complete the declaration on the outside of the certification envelope;

- (d) Place the certification envelope, together with a completed elector registration application in the outer envelope and seal the outer envelope; and
- (e) Mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the Election Headquarters so that it is received by the Chief Election Officer no later than the close of voting on general voting day.

3. Ballot Acceptance or Rejection

- 3.1 The Chief Election Officer will, upon receipt of the return envelope and its contents immediately record the date of receipt in the Register of Mail Ballots and open the return envelope.
- 3.2 When the Chief Election Officer examines the contents of the return envelope, the Chief Election Officer will:
 - (a) Confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
 - (b) Determine the fulfilment of the requirements for the application for registration as provided under section 70 in the *Local Government Act* and the completeness of the application to register; and
 - (c) Determine the completeness of the declaration on the certification envelope.
- 3.3 If the Chief Election Officer is satisfied that the elector has met the requirements in section 3.2, the Chief Election Officer will mark the certification envelope as “accepted”; and place the accepted certification envelope with the other certification envelopes in a secure location.
- 3.4 If the Chief Election Officer is not satisfied as to the identity of the elector, or the elector has not completed the application to register properly, the Chief Election Officer will mark the certification envelope as “rejected”, indicate the reason for rejection, and set aside the rejected certification envelope in a secure location.
- 3.5 At the time established by the Chief Election Officer prior to general voting day, and in the presence of at least one other election official, the Chief Election Officer will:
 - (a) Open the certification envelopes;
 - (b) Remove the secrecy envelopes containing the ballots; and
 - (c) Place the sealed secrecy envelope containing the ballot in the designated Portable Ballot Box.
- 3.6 At the close of voting on general voting day, and in the presence of at least one other election official and any candidate representative, the Chief Election Officer will supervise:
 - (a) The opening of the ballot box;
 - (b) The opening of the secrecy envelopes; and
 - (c) The counting of the ballots under the automated vote counting system and procedures as described in Schedule “B” to RDCO Election and Assent Voting Bylaw No. 1503,2022
- 3.7 If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer will mark the return envelope as “rejected”, note

the time and date of receipt, and place the unopened return envelope with the other rejected certification envelopes.

4. Challenge of Elector

- 4.1 A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act* up until 4:00pm on the day before general voting day.

5. Duplication of Elector Registration

- 5.1 If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer will comply with section 127 of the *Local Government Act*.

6. Replacement of Spoiled Ballot

- 6.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer and mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.
- 6.2 Upon receipt of the spoiled mail ballot package, the Chief Election Officer will record the ballot as "spoiled" and proceed as described in Section 1.1(b) of Schedule "B" to RDCO Election and Assent Voting Bylaw No. 1503, 2022
- 6.3 It is the sole responsibility of the elector requesting a replacement ballot to ensure the process provided under 6.1 and 6.2, and the subsequent delivery of a replacement ballot package is received by the Chief Election Officer before the close of voting on general voting day as provided in Section 9.3 of the Election and Assent Voting Bylaw No. 1503, 2022

BL1595

Schedule B – Automated Vote Counting System Procedure

1. AUTOMATED VOTING PROCEDURES

- 1.1 The presiding election official for each voting place in which a vote counting unit is in use, will offer, and if requested, ensure that a demonstration of how to vote using a vote counting unit is provided to an elector, as soon as such elector enters the voting place and before a ballot is issued.
- 1.2 Upon completion of the voting demonstration, if any, the elector will proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of section 70 of the *Local Government Act*, will then provide a ballot to the elector, a secrecy sleeve if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- 1.3 Upon receiving a ballot the elector will immediately proceed to a voting compartment to vote.
- 1.4 The elector may vote only by making an acceptable mark on the ballot:
 - (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 1.5 Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or turn the ballot upside down and proceed to the vote counting unit, and under the supervision of the election official in attendance, insert the ballot directly, from the secrecy sleeve if applicable, into the vote counting unit without the acceptable marks on the ballot being exposed.
- 1.6 If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote counting unit, the elector may return to the voting compartment to correct the ballot or request a replacement ballot by informing the election official in attendance.
- 1.7 Upon being informed of the replacement ballot request, the presiding election official will issue a replacement ballot to the elector and mark the returned ballot "spoiled" and will retain all such spoiled ballots separately from all other ballots, and they will not be counted.
- 1.8 If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official will, using the ballot return override procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks which have been made correctly.
- 1.9 Any ballot counted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted, subject to any determination made under a judicial recount.
- 1.10 Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 1.11 During any period that a vote counting unit is not functioning, the election official supervising

the unit will direct all ballots delivered by the electors during this time, into a portable ballot box, on the understanding that if the vote counting unit:

- (a) becomes operational, or
- (b) is replaced with another vote counting unit.

the ballots in the portable ballot box will, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, will be inserted into the vote counting unit to be counted.

- 1.12 Any ballots which were temporarily stored in a portable ballot box during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being inserted will, be reinserted into the vote counting unit through the use of the ballot return override procedure under the supervision of the presiding election official, to ensure that any acceptable marks are counted.

2. ADVANCE VOTING OPPORUNITY PROCEDURES

- 2.1 Vote counting units may be used at advance voting opportunities and voting procedures at the advance voting opportunities will follow, as closely as possible, those described in Section 1 of Schedule "B" to RDCO Election and Assent Voting Bylaw No. 1503,2022
- 2.2 At the close of voting at each advance voting opportunity, the presiding election official in each case will ensure that:
 - (a) no additional ballots are inserted in the vote counting unit;
 - (b) the storage ballot compartment is locked to prevent insertion of any ballots;
 - (c) the results tapes in the vote counting unit are not generated; and
 - (d) the memory card of the vote counting unit is secured.
- 2.3 At the close of voting at the final advance voting opportunity, the presiding election official will:
 - (a) ensure that any remaining ballots in the portable ballot box are inserted into the vote counting unit;
 - (b) secure the vote counting unit so that no more ballots can be inserted; and
 - (c) deliver the vote counting unit together with the memory card and all other materials used in the election to the Chief Election Officer at Election Headquarters.

3. SPECIAL AND MAIL BALLOT VOTING OPPORTUNITY PROCEDURES

- 3.1 Unless the Chief Election Officer determines it is practical to use a vote counting unit, a portable ballot box, will be used for all special and mail ballot voting opportunities.
- 3.2 The Chief Election Officer will proceed as described in Sections 1.2 through 1.7 of Schedule "B" to RDCO Election and Assent Voting Bylaw No. 1503,2022.so far as applicable, except that the voted ballots will be deposited into the portable ballot box supplied by the presiding election official.
- 3.3 The Chief Election Officer will ensure that the portable ballot box is secured when not in use

and in the case of special voting ensure the portable ballot box is sealed at the close of voting and returned together with all other election materials to the custody of the Chief Election Officer.

- 3.4 If a vote counting unit is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity will follow the procedures as described in section 1 of Schedule "B" to RDCO Election and Assent Voting Bylaw No. 1503,2022

4. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- 4.1 After the close of voting on general voting day, each presiding election official, except those responsible for advance, special and mail ballot voting opportunities, will undertake all of the following, generally in the order stipulated:
- (a) ensure that any remaining ballots in the portable ballot box are inserted into the vote counting unit;
 - (b) secure the vote counting unit so that no more ballots can be inserted;
 - (c) generate three copies of the results tape from the vote counting unit;
 - (d) telephone the result to election headquarters immediately;
 - (e) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, together with the memory card from the vote counting unit and one copy of the results tape, into the ballots and results box;
 - (f) complete the ballot account and place the duplicate copy in the ballots and results box;
 - (g) seal the ballots and results box;
 - (h) place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape, keys, completed administrative forms into the election materials box; and
 - (i) deliver, or have available for pick-up, the sealed ballots and results box, vote counting unit and the election materials box to the Chief Election Officer at election headquarters.
- 4.2 At the close of voting on general voting day, the Chief Election Officer will direct the presiding election official for the advance voting opportunity and any special voting opportunities where vote counting units were used, to proceed in accordance with Section 4.1 of this Schedule.
- 4.3 All portable ballot boxes used for advance, special and mail ballot voting will be opened, under the direction of the Chief Election Officer, and all ballots will be removed and inserted into a vote counting unit to be counted, after which the provision as describe in Sections 4.1 (a) to (h), of Schedule "B" to RDCO Election and Assent Voting Bylaw No. 1503,2022, so far as applicable, will apply.
- 4.4 Preliminary results of the votes counted will be provided to the public following the counting of votes in a form determined by the Chief Election Officer.

5. RECOUNT PROCEDURE

- 5.1 If a recount is requested by a candidate after the preliminary election results are announced, it will be conducted under the direction of the Chief Election Officer using the automated vote

counting system and generally in accordance with the following procedure:

- (a) the memory cards of all vote counting units will be cleared;
- (b) a vote counting unit will be designated for each voting place;
- (c) all voted ballots will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate vote counting unit under the supervision of the Chief Election Officer; and
- (d) any ballots returned by the vote counting unit during the recount process will, using the ballot return override procedure, be reinserted in the vote counting unit to ensure that any acceptable marks are counted.

5.2 Preliminary results of the recount will be provided to the public following the recount in a form determined by the Chief Election Officer.



Regional Board Policy

CODE OF CONDUCT

Category: Corporate Services (Administration)	Number: #2 – 2016	Replaces: Policy approved Oct. 13, 2011
Type:	Authority:	Approved By:
☒ Policy ☐ Procedure	☒ Board ☐ Administrative	☒ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Corporate Services		
Date Adopted: March 31, 2016		Date Revised: September 7, 2023 (Removed references to Board & Committees – see Policy BP16-2023)
Manner Issued: Policy applies to all employees and contract workers. Sign-off required by all.		

PURPOSE:

This Code of Conduct establishes guidelines for the conduct of staff in providing good governance for the Regional District of Central Okanagan. For the purposes of this policy, staff includes all staff and contract workers insofar as not to conflict with the Collective Agreement with our unionized workers through CUPE Local No. 338.

The Regional District seeks to be an acknowledged leader in regional governance by acting in a manner that is respectful & ethical, accountable & responsible, and transparent & open.

To help achieve this goal, staff have committed to performing their roles truthfully, faithfully and impartially to the best of their knowledge and ability, exhibiting the following:

1. Key Values:

- i. ***Integrity*** – Staff are keepers of the public trust and must uphold the highest standards of ethical behaviour and are expected to:
 - make decisions that benefit the community;
 - act lawfully and within the authorities of the Regional District;
 - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests
- ii. ***Accountability*** – Staff are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions they make.
- iii. ***Leadership*** – Staff must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government;

- iv. **Responsibility** – Staff must act responsibly, within the law and within the authorities of the Local Government Act. They must follow the letter and spirit of policies and procedures, and exercise all conferred power strictly for the purpose for which the powers have been conferred;
- v. **Respect** – Staff must conduct public business efficiently, with decorum and with proper attention to the Regional District's diversity. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in local government decision making; and
- vi. **Openness** – Staff have a duty to be as open as possible about their decisions and actions while respecting the need to keep confidential matters confidential.

POLICY:

Definitions:

Administration means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of the Board are implemented.

Administrative Policy means Policy statements that guide the operational and/or internal work processes of administration, including management of human resources.

Administrative Procedure means the tasks or steps required to follow or implement Board Policy or Administrative Policy, including the assignment of roles and responsibilities, and the detailed steps that outline a particular way of accomplishing something or of acting.

Board means the duly elected and appointed officials of the Board of Directors of the Regional District of Central Okanagan.

Board Policy means Policy statements that provide strategic direction on programs and services delivered by the Regional District which impact or affect citizens or customers, and/or Policy statements that require Board approval to satisfy legislative or regulatory requirements.

CAO means the individual appointed by the Board to the position of Chief Administrative Officer (CAO) as the head of Administration.

Employee(s) means persons employed by the District including but not limited to regular, temporary and contract employees, and to persons representing or acting on behalf of the Regional District (including but not limited to contractors, volunteers and students).

Management or Manager(s) means a person or group of persons employed by the Regional District having executive (administrative or supervisory) authority.

Policy means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

Regional District means the Regional District of Central Okanagan.

POLICY STATEMENT:

APPLICATION OF THE CODE

2. General Conduct:

- 2.1. Staff must adhere to the key values and provisions of the Code of Conduct;
- 2.2. Staff must comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to:
 - 2.2.1. *the Constitution Act of Canada,*
 - 2.2.2. *the Provincial Human Rights Code,*
 - 2.2.3. *the Criminal Code,*
 - 2.2.4. *the Local Government Act,*
 - 2.2.5. *the Community Charter,*
 - 2.2.6. laws pertaining to financial disclosures and employer responsibilities, and
 - 2.2.7. all relevant Regional District bylaws and policies.
- 2.3. Staff have an obligation to consider issues consistently and fairly;
- 2.4. Staff will treat one another and the public with dignity and respect. They must also refrain from abusive conduct, intimidating or demeaning behaviour, or verbal attacks upon the character, professionalism or motives of others;
- 2.5. When making decisions, staff must consider all relevant facts, opinions and analysis of which they should be reasonably aware;
- 2.6. Staff are obliged to question any request to act or make a decision that they think may be unethical or unlawful;
- 2.7. Staff must carry out their duties in a manner that allows the Regional Board members to remain informed about local government activities and practices;
- 2.8. Should there be uncertainty about the ethical issues around a conduct or decision, staff should consider the following:
 - 2.8.1. Is the conduct or decision lawful?
 - 2.8.2. Is the conduct or decision consistent with RDCO policy, Board objectives and the Code of Conduct?
 - 2.8.3. Will the outcome of the decision or conduct provide a private benefit for the individual, family, friends or business interests?
 - 2.8.4. Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

3. Meetings

Staff shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Cell phones should be

turned off during meetings, however, if an urgent matter necessitates a response to an email during the meeting, the cell phone shall be kept on silent or vibrate.

Staff shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Board.

4. Communication and Media Relations

The Regional Board Chair is the spokesperson for the Regional District on Board matters. The CAO or their designate is the spokesperson for the Regional District on administrative and operational matters.

Staff will accurately communicate the decisions of the Board, even if they disagree with the majority decision of the Board. By doing so will affirm the respect for and integrity of the decision making process of the Regional Board.

5. Conflict of Interest

- 5.1.** Staff are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests;
- 5.2.** A conflict exists when an individual is, or could be, influenced or appear to be influenced, by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgement, closemindedness or undue influence;
- 5.3.** Staff must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements. When considering whether or not a conflict of interest exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists;
- 5.4.** Staff must fully disclose to their supervisor or the Chief Administrative Officer any direct or indirect pecuniary interest or any bias or undue influence with respect to any matter they are dealing with as soon as practical;
- 5.5.** When staff are uncertain whether a conflict exists, the situation must be immediately presented to the Chief Administrative Officer for guidance;
- 5.6.** Staff must not use Confidential Information gained through their official position for the purpose of securing a private benefit for themselves or for any other person;
- 5.7.** Examples of conflicts that may be encountered by staff include but are not limited to:
 - 5.7.1.** *Obligation to others:* Staff must not place themselves in a situation where they may be under obligation to someone who has business dealings with the Regional District, and who would benefit from special consideration or treatment.
 - 5.7.2.** *Special advantage/disadvantage:* Staff can gain special advantage because of their position or when the Regional District is disadvantaged as a result of the other interests of staff.

- 5.7.3. Provision of special consideration or treatment: in the performance of their duties, staff may only grant special consideration or treatment as specifically authorized by the Board or the Chief Administrative Officer.
- 5.7.4. Representation to the Regional Board, its Committees, or Tribunals: staff must not represent any private interest(s) except on their own behalf.
- 5.7.5. Use of Regional District owned resources: Staff must use Regional District owned equipment, material, staff time and property in accordance with RDCO policy, or as specifically authorized by the Regional Board or the Chief Administrative Officer.
- 5.7.6. Discounts/Rebates: Staff may not take advantage of discounts/rebates on personal purchases from suppliers having an existing business relationship with the Regional District, unless those suppliers offer the same discount/rebates to the general public or those discounts/rebates are offered to staff of other large employers (public and private) on a no-strings-attached basis to the employer.
- 5.8. Staff must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment;
- 5.9. Staff who are considering outside employment, contract work or any business or undertaking that relates in any way to the business of the Regional District or that might conflict or appear to conflict with their duties to the Regional District must notify and seek the approval of the Chief Administrative Officer in writing.
- 5.9.1. In dealing with such requests the Chief Administrative Officer must not unreasonably withhold approval except where such employment is deemed to be inappropriate or present a high probability of the existence of a conflict.
- 5.9.2. Before staff engage in outside employment or business they must ensure that it will not:
- Conflict or appear to conflict with official duties;
 - Interfere with Regional District work;
 - Involve the use of Confidential Information or Regional District resources obtained through their work for the Regional District;
 - Require work during Regional District work hours;
 - Discredit or disadvantage the Regional District or the Regional Board; or
 - Result in their holding any property or interest which may be in conflict with the employee's duties to the Regional District.

6. Gifts and Personal Benefits

6.1. What are gifts and personal benefits?

- 6.1.1. Gifts and personal benefits are items or services of value that are received by staff for their personal use. Gifts and personal benefits include but are not limited to cash, gift cards, tickets to events, items of clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, and invitations to social functions organized by groups or community organizations;

6.1.2. The following are not considered to be gifts or personal benefits for the purposes of this policy:

- Compensation authorized by law, and
- Reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event.

6.2. What gifts and personal benefits may and may not be accepted?

6.2.1. Staff must not, directly or indirectly, accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the Regional District;

6.2.2. Staff may accept a gifts or personal benefit that meets both of the following criteria:

- It has a value of \$50 or less, AND
- Is received as an incident of protocol or as a Regional District representative on activities such as speaking engagements, technical presentations, business meetings and social obligations reasonably related to their role with the Regional District of Central Okanagan.

6.2.3. Notwithstanding section 6.2.2, staff must never accept a gift of cash;

6.2.4. Staff may not take advantage of discounts/rebates on personal purchases from suppliers having an existing business relationship with the Regional District, unless those suppliers offer the same discount/rebates to the general public or those discounts/rebates are offered to staff of other large employers (public and private) on a no-strings-attached basis to the employer;

6.2.5. Staff must take all reasonable steps to ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to subvert this policy or to influence or secure a favour from staff. Immediate family members include parents, spouses, children and siblings.

6.3. How must gifts and personal benefits be reported?

6.3.1. If staff receive multiple gifts or personal benefits valued under \$50 from a single individual or source in one calendar year, the gifts must be disclosed if the combined value of these gifts for the year is more than \$50;

6.3.2. Staff in receipt of gifts or personal benefits that they do not wish to accept have the option of immediately relinquishing the gift or personal benefit to the Chief Administrative Officer without filing a disclosure form. If not relinquished immediately, a disclosure form will be required;

6.3.3. Responsibility for relinquishing of gifts and personal benefits exceeding a cumulated value of \$50 in one calendar year lies solely with the recipient of the gift.

6.4. How are gifts and personal benefits valued?

- 6.4.1. For the purposes of this Code, the value of each gift or personal benefit shall be determined by its replacement cost, i.e. how much it would cost to replace the item;
- 6.4.2. Where the value for a gift or personal benefit is unclear, the Chief Administrative Officer shall determine this value.

6.5. How are relinquished gifts managed and disposed of?

- 6.5.1. The Chief Administrative Officer's office will maintain records of all gifts and personal benefits received, including disposition;
- 6.5.2. Any gifts or personal benefits that have been received in contravention of section 8.2 of this policy must be turned over to the Chief Administrative Officer for safekeeping or disposition, and are the property of the Regional District;
- 6.5.3. At the Chief Administrative Officer's discretion, such gifts may be disposed of as follows:
 - Returned to the donor;
 - Displayed in the public areas of the corporate head office; or
 - Disposed of by donation, sale or auction, with any proceeds credited to the Regional District's general administration revenues or to the direct or indirect support of a charitable organization.
- 6.5.4. The Chief Administrative Officer may contact the donor, where appropriate, to report on the disposition of the gift.

7. Interactions of Staff

- 7.1. When Board members request information from staff that would constitute more than a technical clarification, the response will be provided to all Board members so that all Board members have access to the same information, unless the information is provided through a formal *Freedom of Information and Protection of Privacy Act (FIPPA)* request.
- 7.2. There are distinct and specialized roles expected of staff both in carrying out their responsibilities and in dealing with the Board. Staff are accountable to the Chief Administrative Officer and the Chief Administrative Officer is accountable to the Board. As such, it is inappropriate for Board members to involve themselves in matters of administration, departmental management, personnel or other administrative responsibilities that fall within the jurisdiction of the Chief Administrative Officer;
- 7.3. The Board as a whole, not individual Directors, gives direction to staff through Board resolutions. The Chief Administrative Officer directs administrative staff and oversees the implementation of those Board resolutions. Accordingly, Board members shall not request staff to undertake work that has not been expressly authorized by the Board.

7.4. Staff are expected to:

- 7.4.1. Give their attention to the business of the Regional District while on duty;
 - 7.4.2. Ensure that their work is carried out efficiently, economically and effectively;
 - 7.4.3. Provide Board members with information sufficient to enable them to carry out their civic functions;
 - 7.4.4. Carry out lawful directions given by any person having authority to give such directions; and
 - 7.4.5. Give effect to the lawful policies, decisions and practices of the Regional Board, whether or not the staff member agrees with or approves of them.
- 7.5.** Staff should seek the advice and approval of their manager prior to responding to a direct request from a Board member, except where the request is minor or of a day-to-day operational nature;
- 7.6.** Staff are to provide information and professional advice through regular Regional District processes and are not to lobby Board members on any matter;
- 7.7.** Staff must not make public statements unfairly attacking or reflecting negatively on the Regional District of Central Okanagan, the Regional Board, individual Board members or staff;
- 7.8.** The Chief Administrative Officer and senior managers are to be equally helpful to all members of the Board, and should avoid close alliance, or the appearance of close alliance, with any particular member. Information and advice is to be provided as requested within the limitations of this document;
- 7.9.** Significant information provided to any Board member, which is likely to be used in a Board meeting or in political debate, should also be provided to all other Board members, and to the Chief Administrative Officer;

8. Confidential Information

- 8.1.** Staff shall not disclose or release to anyone, confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the Board to do so;
- 8.2.** Staff shall not disclose the substance of deliberations of an in-camera meeting until the Board approves a resolution to bring formerly confidential information to a meeting that is open to the public or releases the information to the public;
- 8.3.** Confidential information includes documents and discussions regarding all matters described under Section 90 of the Community Charter affecting the business affairs of the Region as well as information provided by a third party on a confidential basis. Confidential information also includes, but is not limited to information:
- 8.3.1. Disclosed or discussed at an In-Camera or Confidential Meeting of the Board;
 - 8.3.2. That is circulated to Directors and marked "Confidential"; or
 - 8.3.3. That is given verbally in confidence in preparation for or following an in-camera meeting.

9. Use of Public Resources

- 9.1.** Staff shall not use Regional District resources, such as staff time, equipment, supplies, websites, facilities or other property, other than for the discharge of their duly authorized duties dealing with Regional District business and in no case for personal convenience or profit.

10. Political Activity

- 10.1.** Staff members enjoy broad political freedoms and should be able to engage in democratic politics with few restrictions. However, such broad freedoms must be exercised so as not to call into question their ability to perform their employment duties in a professional and impartial manner;
- 10.2.** The purpose of this section of the Code of Conduct is to recognize the right of employees to engage in Political Activity while maintaining the principle of political impartiality in the public service;
- 10.3.** An employee may engage in Political Activity so long as it does not impair, or is not perceived as impairing, the employee's ability to perform his or her duties in a politically impartial manner. This precludes employees from displaying slogans or symbols supporting a particular party or candidate while at work where their duties may reasonably require them to interact in person with the public or where their duties require them to supervise, schedule or assign work to others;
- 10.4.** The Chief Administrative Officer and senior managers shall not engage in any public Political Activity other than voting in an election;

11. Reprisals and Obstruction

- 11.1.** The Regional District will not retaliate against staff who, in good faith, report a known or suspected violation of this Code as described herein.
- 11.2.** Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information in an investigation is, therefore, prohibited;
- 11.3.** It is a violation of the Code of Conduct to obstruct an investigation.

12. Implementation

- 12.1.** The Regional District's Code of Conduct is intended to be self-enforcing. Staff should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when staff are thoroughly familiar with the Code and embrace its provisions.

13. Compliance and Enforcement

- 13.1.** The Regional District's Code of Conduct expresses standards of ethical conduct expected for staff. They themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Regional District.

14. Impact on Board Decisions

14.1. A Violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Regional District decision.

Signature

Date

Print Name

***** END OF POLICY *****

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>
#2-2016	March 31, 2016	September 7, 2023	Y	September 7, 2023



Regional Board Policy

RESPECTFUL WORKPLACE

Category: Human Resources	Number: BP#1 - 2016	Replaces: 8.12
Type:	Authority:	Approved By:
☒ Policy ☐ Procedure	☒ Board ☐ Administrative	☒ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Human Resources		
Date Adopted: March 21, 2016		Date Reviewed: September 7, 2023 (Removed references to Board & Committees – see Policy BP16-2023)
Manner Issued: Policy applies to all employees and contract service workers. Sign-off required by all. Policy will be provided during orientation of new employees and contract service workers.		

INTRODUCTION

The Regional District of Central Okanagan (RDCO) is committed to providing a workplace free of bullying, harassment and discrimination where all of its employees are confident that they will be treated respectfully and with dignity.

This policy was developed to clarify the obligations of the employer, its workers, and supervisors regarding workplace bullying and harassment and to provide a program that minimizes and addresses incidents of bullying and harassment behaviour.

PURPOSE

The purpose of this policy and program is to assist in developing and maintaining a working environment in which harassment, bullying and discrimination are known to be unacceptable and where individuals have the confidence to address these issues, should they arise, with the knowledge that their concerns will be dealt with fairly and appropriately.

POLICY STATEMENT

The RDCO welcomes diversity and is committed to providing a workplace free of bullying, harassment and discrimination where all employees are treated fairly, with dignity and with respect.

1. SCOPE AND OBJECTIVES

This Policy applies to all Regional District of Central Okanagan employees and contract service workers. The RDCO will not tolerate bullying, harassment, or discrimination in the workplace where engaged in by employees or contract service providers of the corporation. It applies to all forms of communication including but not limited to direct and indirect verbal, written and electronic means.

Notwithstanding this policy, every person who experiences bullying, harassment, or discrimination continues to have the right to seek assistance from WorkSafe BC and/or the British Columbia Human Rights Commission, even when steps are being taken under this policy.

The objectives of this Policy are:

1. To provide a working environment free of bullying, harassment and discrimination in which all employees and contract service workers are treated fairly, with dignity and with respect;
2. To ensure all employees and contract service workers are aware there are certain types of behaviour that will not be tolerated;
3. To advise all employees and contract service workers have a responsibility for maintaining a workplace free from bullying, harassment and discrimination;
4. To advise employees and contract service workers that they are responsible for their conduct and will be held accountable;
5. To create a fair, impartial and confidential procedure for handling and investigating complaints under this Policy; and
6. To inform all employees and contract service workers that the RDCO has legislative obligations and will take appropriate action to eliminate bullying, harassment and discrimination in the workplace.

2. PROHIBITED CONDUCT

Bullying and harassment includes any inappropriate conduct, gestures or comments by employees and contract service workers towards another person that they know or reasonably ought to have known would cause that person to be humiliated or intimidated.

Bullying and harassing behaviour **can include** but is not limited to:

- Verbal aggression, insults or threats;
- Humiliating actions or practices;
- Using derogatory names towards someone;
- Spreading malicious gossip or rumours;
- Making personal attacks, based on someone's private life or personal traits
- Vandalizing personal belongings;
- Sabotaging someone's work;
- Isolation and/or exclusion from work-related activities

The above list is not exhaustive. Harassment can also take place on the grounds of a person's age, religion, or any other characteristic protected under Human Rights.

Bullying and harassing behaviour **does not include**:

- Expressing differences of opinion;
- Offering constructive feedback, guidance or advice about work-related behaviour;
- Normal exercise of managerial or supervisory responsibilities including performance reviews, direction, counselling and disciplinary action provided they are conducted in a respectful and professional manner in accordance with RDCO policies;

Discrimination is to treat a person differently because of prohibited grounds found in provincial human rights legislation.

In British Columbia, the human rights legislation protects against discrimination on the grounds of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

Discriminatory Harassment is a form of *discrimination* that is related to a prohibited ground of discrimination found in provincial human rights legislation. Discriminatory harassment includes “sexual harassment” as defined below and is one or a series of incidents involving unwelcome comments or actions which involve the prohibited grounds of discrimination set out in BC human rights legislation.

Sexual Harassment has been defined at law as any conduct of a sexual nature that is known or ought to be known to be unwelcome. Examples of sexual harassment include, but are not limited to:

- Unwelcome physical contact or unnecessary touching;
- Inappropriate and unwanted sexual flirtations, advances or propositions;
- Suggestive, vulgar and coarse remarks, comments or jokes, and offensive sexual reference which are derogatory;
- Sexual innuendoes;
- Questioning someone about his or her sex life; and
- Displaying offensive material of a sexual nature.

Harassment as described under Section 2 of this Policy can also include but is not limited to discriminatory and sexual harassment as defined in this policy. It can occur:

- at the workplace;
- on social media;
- at employment-related social functions;
- in the course of work assignments outside the workplace;
- at work-related conferences or training sessions;
- during work-related travel;
- over the telephone, if the conversation is a result of work-related responsibilities or a work-related relationship; and
- elsewhere if the person harassed is there as a result of work-related responsibilities or a work-related relationship.

3. DEFINITIONS

Complainant is someone who makes a formal complaint under this policy

Respondent is one who responds or is in the position to defend his/her position

Target is the person who is the focus of bullying/harassment

Investigator is someone hired, assigned or designated to investigate an incident

4. RESPONSIBILITIES

Responsibility of RDCO Workers

- Not engage in bullying or harassment of other workers, supervisors, managers, officers or elected officials;
- Report bullying and harassment observed or experienced in the workplace;
- Complete all appropriate forms to document any incidents of bullying or harassment; and
- Apply and comply with the employer's policies and procedures on bullying and harassment.

Responsibility of RDCO Managers/Supervisors

- Same as RDCO Workers plus the following:
 - Inform and train workers on this policy & program;
 - Ensure bullying and harassment is never endorsed;
 - Promote the process of reporting incidents and complaints of bullying and harassment; and
 - Assist in the investigation of any incidents of bullying/harassment where necessary or required.

Responsibility of RDCO Senior Management

- Same as RDCO Managers/Supervisors plus the following:
 - Support and endorse the workplace bullying and harassment program; and
 - Ensure time and resources are available to conduct training, investigations, etc.

5. PROGRAM PROCEDURES

This program includes:

- A. Procedures for reporting incidents of bullying/harassment (COMPLAINANT)
- B. Procedures for investigating incidents of bullying/harassment (EMPLOYER)
- C. Training
- D. Record Keeping
- E. Annual Review
- F. Disciplinary Action
- G. Retaliation
- H. Confidentiality

A. PROCEDURES FOR REPORTING INCIDENTS OF BULLYING/HARASSMENT (COMPLAINANT)

1. Before reporting an incident, complainants are encouraged to discuss their concerns with the person who is allegedly committing the offensive act if they feel comfortable doing so. Making the other person aware he or she is creating discomfort in the work environment may be enough to resolve the situation;
2. If such discussions do not resolve the matter, or if a complainant is uncomfortable approaching a co-worker or other person about his or her concerns, the complainant should promptly report verbally and in writing his or her concerns to his or her immediate supervisor, manager, department head or Human Resources;

3. All incidents of bullying/harassment must be reported using a *Workplace Bullying and Harassment Complaint Form* attached hereto as Appendix “A”;
4. Where the supervisor is the alleged bully, the department head or, if required, human resources or the CAO will assist in receiving/following up on incidents/reports; and

B. PROCEDURES FOR INVESTIGATING INCIDENTS OF BULLYING/HARASSMENT (EMPLOYER)

The process for investigating incidents and complaints of workplace bullying and harassment will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- Be fair and impartial, providing both the complainant and the respondent equal treatment in evaluating the allegations;
- Be sensitive to the interests of all parties involved, and maintain confidentiality to the extent possible;
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
- Incorporate, where appropriate, the needs or requests from the complainant or respondent for assistance during the investigation process.

1. Investigator Selection

By default, investigations at the RDCO will be conducted internally. Depending on the situation, the supervisor, Human Resources, or other designate will be the lead investigator. A worker or union representative may also be involved. In complex or sensitive situations, an external investigator may be hired.

2. Incident Review

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the RDCO will not investigate further, and will determine what corrective/follow up action to take.

3. Follow Up

All investigations of alleged bullying and harassment will be followed up and documented. The complainant(s) will be advised of the investigation outcomes only. For privacy reasons, details of the investigation, including any notes, reports and materials will remain confidential and will not be released.

Follow up measures will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms.

Corrective actions may include:

- A written apology to the complainant. To be effective, an apology needs to be sincere and done of one's own volition;
- New or stronger policy to prevent a recurrence;
- Counseling;
- Oral reprimand (copy placed in employee file);
- Written reprimand (copy placed in employee file);

- Transfer to a different position;
- Suspension without pay for a period of time;
- Demotion;
- Supervision;
- Suspension with or without pay pending approval of discharge;
- Termination of Employment; and
- A combination of the above, appropriate to the circumstances.

C. TRAINING

Training for workers, supervisors, managers and officers will include the following:

- How to recognize bullying and harassment;
- How staff who experience or witness bullying and harassment should respond;
- Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment.

D. RECORD KEEPING

The RDCO expects that staff experiencing or witnessing suspected/alleged bullying and harassment to complete the Workplace Bullying and Harassment Complaint Form (Appendix A). The RDCO will keep all records pertaining to investigations and findings in a secure and confidential manner. Should the employee not wish to complete a complaint form, the person receiving the complaint will diarize the details of the incident for future consideration should it happen again. To confirm, no action will be taken if a complaint form has not been completed.

E. ANNUAL REVIEW

This policy and program procedure will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired, through the new employee orientation process.

F. DISCIPLINARY ACTION

Any employee who violates or misuses this policy by making a false complaint in bad faith will be subject to appropriate disciplinary action up to and including termination;

As a reminder, the RDCO's values include trust, respect and the application of the highest ethical standards. As a result, any false allegation or report made in bad faith during an investigation, or at any other time, is a violation of this Policy and can lead to any of the consequences described in Section B. 3 above.

G. RETALIATION

Employees and contract service workers have the right to raise concerns under this Policy without fear of retaliation. Retaliation includes but is not limited to acts of hostility, encouraging hostility by other employees or spreading rumours about the complainant. Retaliation is a violation of human rights legislation and this Policy and will not be tolerated.

H. CONFIDENTIALITY

The RDCO recognizes that some complainants may find it difficult to come forward with a complaint of bullying, harassment or discrimination and may wish such matters to remain confidential.

To protect the interests of the complainant, the person complained against, and others who report such incidents, all employees and contract service workers have an obligation to maintain confidentiality throughout the investigative process. Information relating to a complaint will only be disclosed to the extent necessary to carry out investigative procedures, or if corrective measures are warranted, to carry out those measures.

All statements and written materials, including notes/reports prepared by an investigator, related to the investigation of the complaint under this policy will be treated as confidential and will only be disclosed to the extent necessary to carry out investigative procedures, if corrective measures are warranted, to carry out those measures, or if legally bound to do so.

6. CONSEQUENCES OF VIOLATIONS

Employees and contract workers who engage in conduct in violation of this Policy will be subject to disciplinary action up to and including termination of employment.

I have read, understand and agree to abide by the Regional District of Central Okanagan Respectful Workplace Policy.

Signature

Date

Printed Name: _____

Appendix "A"

Worker template: How to document incidents of workplace bullying and harassment and unwanted workplace behaviours

OHS Policy D3-116-1: Workers must report if bullying and harassment is observed or experienced in the workplace.

This form can be used by a worker to document workplace bullying, harassment and unwanted workplace behaviour incidents. When reporting bullying and harassment incidents or complaints, workers should follow their workplace reporting procedures. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

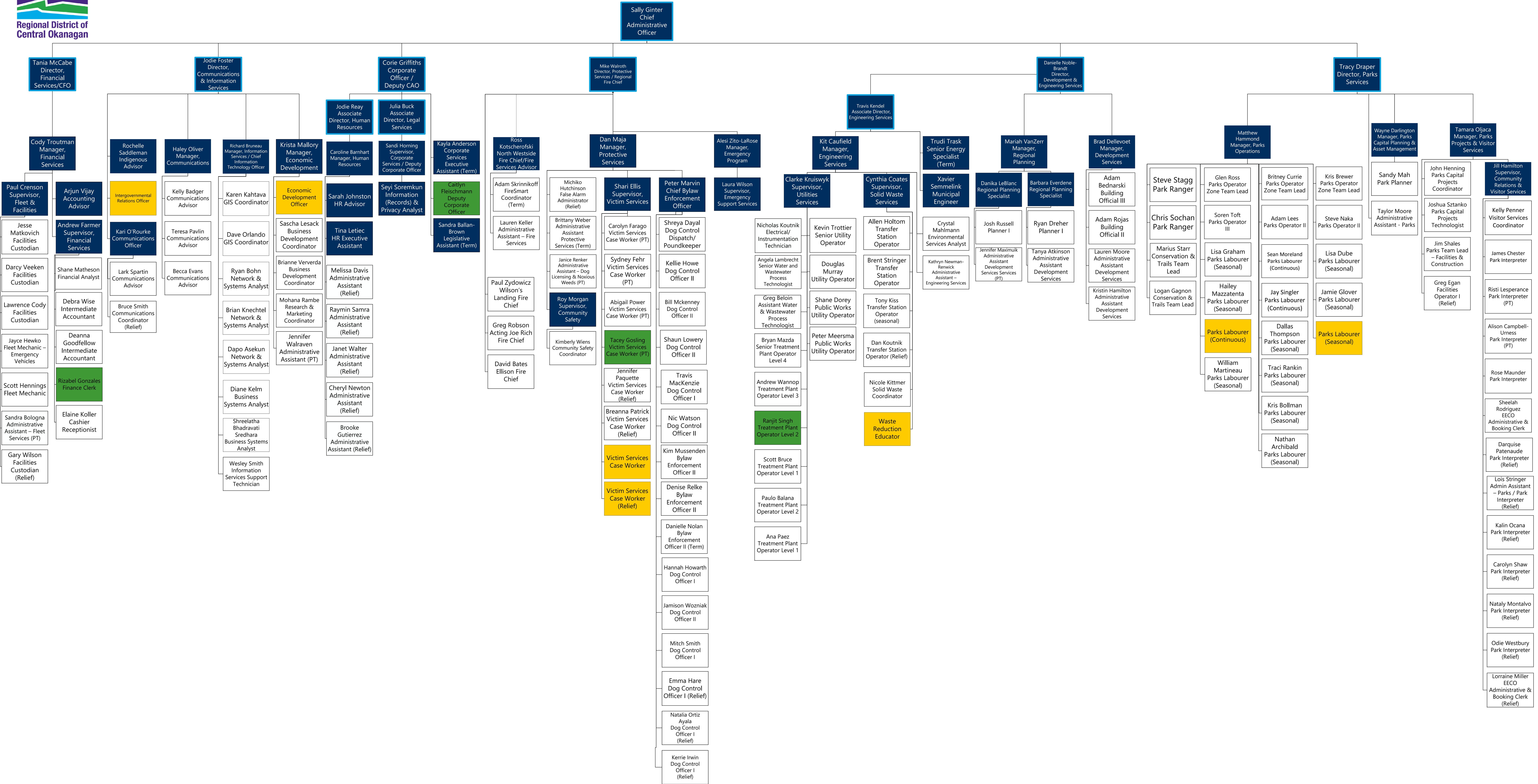
Date, time, location	People involved (include witnesses)	Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.)

2026 board and committee meeting schedule

JAN 8	9:30 a.m.	 Electoral Area Services Committee
JAN 22	8:30 a.m. 9:30 a.m.	 Central Okanagan Regional Hospital District Board Meeting  Regular Board Meeting
JAN 28	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
FEB 5	8:30 a.m.	 Committee of the Whole
FEB 19	8:30 a.m.	 Regular Board Meeting
FEB 25	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
MAR 5	8:30 a.m. 10:00 a.m.	 Westside Wastewater Services Committee  Electoral Area Services Committee
MARCH 10 - 11: Electoral Area Directors' Forum (Richmond) MARCH 11 - 13: LGLA Annual Leadership Forum (Richmond)		
MAR 19	8:30 a.m. 9:30 a.m.	 Central Okanagan Regional Hospital District Board Meeting  Regular Board Meeting
APR 15	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
APR 16	5:00 p.m. 5:00 p.m.	 Public Hearing  Regular Board Meeting
APRIL 22 - 23: Regional District Chairs and CAOs Forum (Victoria) APRIL 22 - 23: Municipal Finance Authority AGM (Victoria) APRIL 29 – MAY 2: Southern Interior Local Government Association AGM and Convention (Revelstoke)		
MAY 14	8:30 a.m. 9:00 a.m.	 Central Okanagan Regional Hospital District Board Meeting  Regular Board Meeting
MAY 20	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
JUNE 4 - 7: Federation of Canadian Municipalities (Edmonton)		
JUN 11	8:30 a.m. 10:00 a.m.	 Committee of the Whole  Electoral Area Services Committee
JUN 24	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
JUN 25	8:30 a.m.	 Regular Board Meeting
JUL 16	8:30 a.m.	 Regular Board Meeting
AUG 6	10:00 a.m.	 Electoral Area Services Committee
AUG 20	8:30 a.m. 10:00 a.m.	 Committee of the Whole  Regular Board Meeting
SEP 10	8:30 a.m. 9:30 a.m.	 Central Okanagan Regional Hospital District Board Meeting  Regular Board Meeting
SEPTEMBER 14-18: Union of BC Municipalities (Vancouver)		
SEP 23	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
OCT 8	8:30 a.m. 10:30 a.m.	 Regular Board Meeting  Westside Wastewater Services Committee
OCT 14	7:30 a.m.	 Central Okanagan Economic Development Commission Advisory Committee
OCTOBER 17: General Local Election		
NOV 26	8:30 a.m.	 Inaugural Regular Board Meeting
DEC 10	8:30 a.m.	 Committee of the Whole
DEC 17	8:30 a.m. 10:00 a.m.	 Regular Board Meeting  Electoral Area Services Committee

Board approved changes:

- October 23, 2025: Schedule approved
- December 19, 2025: Jan 8 EASC added
- March 19, 2026: CORHD added 2026-01-22
- March 19, 2026: April 16 Public Hearing added
- March 19, 2026: April 16 Regional Board meeting time changed from 8:30 am to 5:00 pm
- March 25, 2026: COEDC Advisory Committee meeting dated changed from May 27 to May 20
- April 27, 2026: updated Regular Board meeting start time from 9:30 a.m. to 9:00 a.m.



Date updated: May 6, 2026

Senior Leadership Team

Exempt

Vacant

Seasonal On Layoff

On Leave



Guide to the RDCO five-year financial plan

2024-2028

Version 1
January 25, 2024



2024-2028 Five-Year Financial Plan

Introduction to the RDCO financial planning process

The purpose of this guide is to provide residents in the Central Okanagan with the background and overview to successfully participate in the annual financial planning process.

Each year, regional districts across British Columbia are required under the Local Government Act to adopt a five-year Financial Plan. The Plan outlines the RDCO's revenues, expenses and tax requisition policy for the next five years. By planning ahead, the RDCO can ensure a sustainable financial future.

A draft financial plan is compiled by staff and brought forward to the Regional Board for review and comment. The draft plan takes into account the Board's strategic priorities, the current economic environment, existing and planned service levels and infrastructure needs.

To ensure the financial planning process is transparent and reflects the community's needs, the RDCO invites residents to review the plan and share their thoughts by February 12, 2024. The final financial plan must be approved by the Regional Board by March 31 of each year.

To learn more and to submit comments and questions, please visit yoursay.rdco.com. This is the RDCO's online engagement channel where you will find all of the information about the 2024-2028 financial plan, including links to resources and live stream meetings.

We look forward to hearing from you!

Understanding the RDCO

The Regional District of Central Okanagan (RDCO) is one of 27 regional districts, a government structure unique to the Province of British Columbia.

The region includes approximately 3145.5 square km of land and is ranked as the fastest growing region in Canada. More than 235,472 people call the Central Okanagan home.

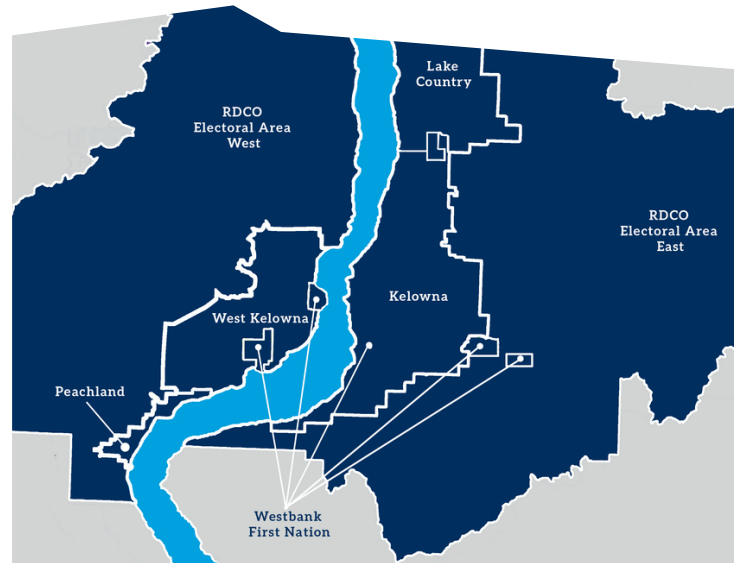
The RDCO is composed of four municipalities, Westbank First Nation and two unincorporated electoral areas.

Municipalities /Nations:

- Kelowna
- Lake Country
- Peachland
- West Kelowna
- Westbank First Nation

Unincorporated electoral areas

- Central Okanagan East
- Central Okanagan West



Based on population, municipal councils appoint elected representatives to the Regional Board, while residents in the electoral areas directly elect one director each to represent them. Westbank First Nation Chief and Council appoint a non-voting representative to the Board. Through a Services Agreement with the RDCO, Westbank First Nation funds and receives specified services from the Regional District.

A set of strategic priorities form of the backbone of decisions made by the Regional Board. These priorities outline important goals, services and community needs which the Board wishes to focus on and informs the development of staff workplans.

Photo:

The 2023-2024 Regional Board (left to right) - Jordan Coble, Gord Milsom, Wayne Carson, Ron Cannan, Blair Ireland, Charlie Hodge, Loyal Wooldridge, Mohini Singh, Tom Dyas, Gord Lovegrove, Stephen Johnston, Patrick Van Minsel, Kevin Kraft.



Understanding the strategic priorities for 2023 - 2026

In August 2023, the Board released their strategic priorities for 2023-2026. Success measures and actions identified for each priority are outlined in the [Regional Board Strategic Priorities document](#).

Growth and Development

The Electoral Area Services Committee (EASC) identified responsible land use planning as a strategic priority to safeguard the environment and climate (electoral).

Emergency Preparedness

The RDCO will build on emergency response strengths while positioning the organization to respond to growing community needs and changes in provincial legislation (regional and electoral).

Environment and Climate

The RDCO is committed to climate action and the environment by reducing our corporate impact, adapting to climate change and delivering innovative services that better manage greenhouse gas emissions (regional).

Truth and Reconciliation

The RDCO is actively committed to Reconciliation with the syilx / Okanagan people within the Central Okanagan. The RDCO strives for collaboration through a meaningful and ethical government-to-government working relationship with the syilx /Okanagan people (regional and electoral).



Health and Wellness

The RDCO will make purposeful investments in health care for physical and mental health benefits (regional and electoral).

Transportation

The RDCO will encourage the efficient and safe movement of people and goods within the Central Okanagan (regional and electoral).



Understanding RDCO services

Services offered by the Regional District vary depending on where residents live. There are over 72 individual services offered by the Regional District to different combinations of residents. Services may be regional, sub-regional or local.

Since different residents receive different levels of service depending on their location, residents also contribute different levels of taxes to support those services. Each service budget is separate, and all assets, revenues, expenses, reserves, surpluses or deficits remain within the service budget.



Regional services

All property owners within the Central Okanagan contribute to funding region-wide services such as regional parks, dog control and licensing, economic development, 9-1-1 and recycling.



Sub-regional services

Property owners within a participating area contribute to funding sub-regional services such as the mosquito control program, Westside Wastewater Treatment and Crime Prevention.



Local services

Acting as the local government for communities within the unincorporated electoral areas, the RDCO provides local services such as community parks, building inspection and bylaw enforcement, water systems and fire protection.

Understanding RDCO financial plans

The five-year financial plan outlines the costs to support the organization and the services offered. This includes operational and capital costs, as well as funds towards reserves.

Operating costs

Costs associated with the delivery of programs and services and upkeep costs related to the RDCO infrastructure and facilities.

Example: Compensation for on-call volunteer firefighters.

Capital costs

Costs to replace and renew existing infrastructure and the cost to build new infrastructure and facilities. Capital costs are funded predominantly through reserves with funding from grants where available and debt where reserves are insufficient.

Example: the purchase of new equipment for a fire department.

Reserves

Reserves are a way of saving for future capital activities as well as one-time or limited duration operative activities. Reserves take a “save now” versus “pay later” approach, where smaller portions of funds are put away over time to support future costs, rather than incurring a large increase in one year.

Example: Ongoing funding for the future replacement of a fire truck.

Funding services

To fund services, the RDCO relies on user fees, taxes, reserve transfers, grants and other revenue. The main source of funding for services is taxes (tax requisitions).

Additionally, unlike municipalities, the Regional District does not have one tax rate. Where you live determines the services you receive and therefore the taxes you pay. The financial plan breaks down the suggested average tax rates for each community based on the proposed expenses.

The Regional District does not collect taxes directly. It requisitions funds from:

- Each local government on behalf of their residents (i.e. Kelowna, Lake Country, West Kelowna and Peachland).
- The Province, which collects property taxes in each unincorporated electoral area.

The amount of property taxes you pay is also impacted by the assessed value of your property. BC Assessment determines the assessed value of your property based on a valuation date of July 1st of each year. Your property tax rate is applied to the assessed value of your property to calculate your total property taxes. Some property owners may qualify for assistance through the BC Property Tax Deferral Program.

Your property taxes

Assessed value
*Set by BC
Assessment



Property tax rate
*Set by your local
government



Your property
taxes
*Due July 1

Understanding the proposed 2024-2028 financial plan

The draft 2024-2028 Financial Plan was developed to advance the Regional Board's strategic priorities and focuses on continuing to improve emergency preparedness, supporting the health and wellness of residents and increasing planned operational spending to ensure the regional district keeps pace with growth and inflation.

The capital portion of the financial plan is \$14.5 million, a 21% decrease. These costs are funded predominantly through reserves, with funding from grants where available and debt where reserves are insufficient.

The proposed financial plan outlines a 6.7% increase to the operating budget of the Regional District. This is an increase of \$4.1 million dollars, bringing the budget from \$61.4 million to \$ 65.6 million. The financial plan proposes a 8.5% average increase for property owners in the Central Okanagan. Existing and planned service levels are the main driver of the costs in the financial plan. These drivers are a product of the needs and wants of the community, priorities of the Board and regulatory requirements.

It is important to note that regional district financial plans differ from municipal budgets and tax impacts vary depending on the area residents live and the services they receive. Average tax impacts are broken down by community in the table below.

Estimated property taxes for average house

	Average house value	Annual tax per house	\$ Change per avg house over prior year	Monthly tax per house	% Change per avg house over prior year	Monthly \$ change per house over prior year
Kelowna	\$ 938,890	\$ 276	\$ 6	\$ 23	2.2%	\$ 0.50
Peachland	\$ 909,909	\$ 254	\$ 10	\$ 21	4.2%	\$ 0.86
Lake Country	\$ 1,030,807	\$ 284	\$ 13	\$ 24	4.7%	\$ 1.05
West Kelowna	\$ 983,129	\$ 293	\$ 6	\$ 24	2.0%	\$ 0.49
Electoral Area West*	\$ 548,313	\$ 1,193	\$ 169	\$ 99	16.5%	\$ 14.06
Electoral Area East*	\$ 934,851	\$ 1,043	\$ 59	\$ 87	6.0%	\$ 4.95
AVERAGE	\$ 890,983	\$557	\$ 44	\$ 46	8.5%	\$ 3.65

* excludes local service area taxes (e.g. fire protection, community centers, transit)

Highlights of the financial plan

Overall, the key areas where costs have increased for all services include:

Type of Cost	Cost	Reason for Change
Transfer to reserves	\$1.8 million / 2.9%	Increases are made to planned transfers to capital reserves to ensure sufficient funds for capital expenditures into the future.
Remuneration	\$739,000 / 1.3%	Cost of living adjustments and proposed new staffing.
General operating expenses	\$765,00 / 1.2%	General increase in costs that has been kept to a minimum through focused contract negotiations.
Operating projects	\$548,000 / 0.9%	Various one-time expenditures funded from operating reserves or grants.
Debt servicing	\$236,000 / 0.4%	New borrowing for the Okanagan Regional Library.

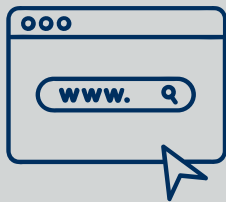
Key initiatives aligned with the Board's strategic priorities

The table below outlines significant initiatives included in the financial plan that meet actions outlined within the Board's strategic priorities for 2023-2026.

Item	Description	Operating/ Capital	Budget	Strategic Priority
Parks Conservation Officers (PCO)	To improve the ability to provide access to regional parks on a year-round basis the addition of two PCOs is proposed.	Operating	\$178,000	
Parks Operators	Staff are proposing the conversion of three seasonal positions to full time positions. The increase will allow some parks to be opened for public access all year round.	Operating	\$84,000 (\$28,000 x3)	
Regional Rescue	Engineering and design for a new facility for Central Okanagan Search and Rescue (COSAR),	Capital (grant funded)	\$400,000	
Curbside Organics	Public education, outreach as well as service design for curbside organics collection.	Capital (grant funded)	\$450,000	
Kalamoior Trail	Improvements to trail network to increase the options for active transportation.	Capital (grant funded)	\$311,000	
Regional Parks accessibility projects	Multi-year projects to improve accessibility in regional parks.	Capital (grant funded)	\$393,000	

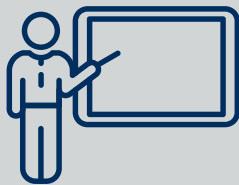
Have your say on the RDCO financial plan

Residents across the Central Okanagan are encouraged to review the draft financial plan and submit questions and comments on programming, funding requirements and initiatives



Online

- Ask a question or leave a comment in the online forum at yoursay.rdco.com
- Submit a question or comment via email to finance@rdco.com.
- Please include your civic address of the property you either own or live in.
- Mail your questions or comments to 1450 KLO Road. Please include your civic address of the property they either own or live in.



In person

- Attend the February 8, 2024, budget meeting in person to ask questions and/or provide comments.

2024 Budget Schedule



Public consultation begins

Information available at yoursay.rdco.com. Public can begin commenting.



Public feedback review

Public feedback is presented back to the Board for consideration.



Initial presentation

Proposed budget is presented to the Board. The meeting is live-streamed.



Budget approval

The Regional Board votes to approve the proposed budget,



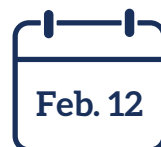
In person comments

The public is invited to provide in person comments to the Board.



Bylaw adoption

The budget is adopted by the Regional Board.



Public consultation ends

Deadline for public feedback.





ELECTIONS BC

A non-partisan Office of the Legislature

HANDBOOK FOR LOCAL CANDIDATES

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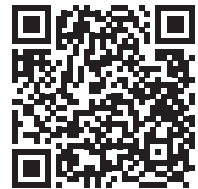
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INTRODUCTION

This handbook is designed as a day-to-day resource to help local candidates understand their campaign responsibilities under the *Local Elections Campaign Financing Act* (LECFA) and associated regulations. It is the responsibility of candidates to ensure they understand and follow the rules. This guide is based on current interpretation of the legislation and is not considered legal advice by Elections BC.

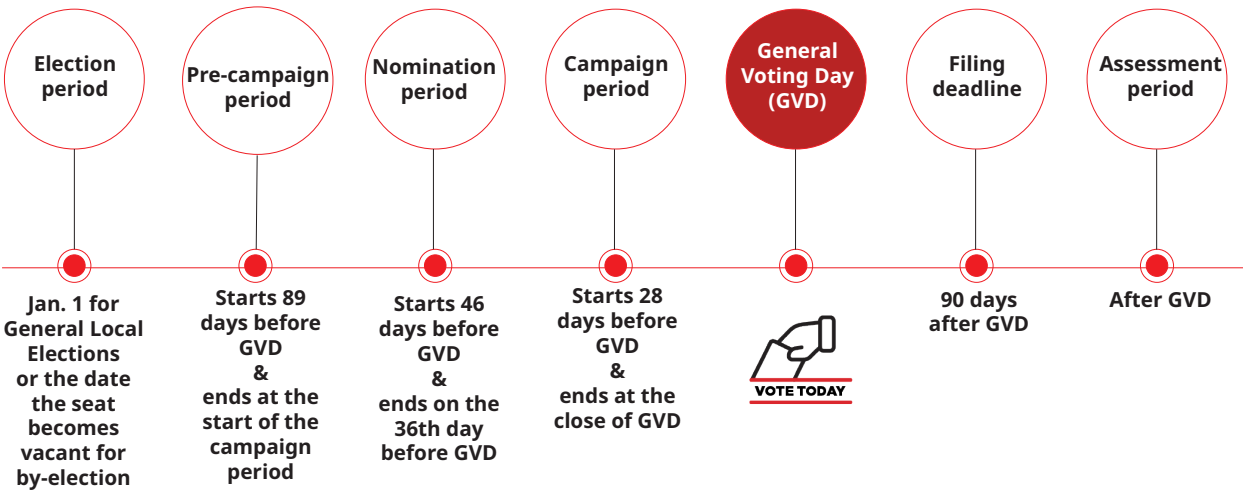
Each section is designed to address common issues candidates may encounter during local elections. We recommend this resource be used in collaboration with other Elections BC resources available on our website (elections.bc.ca/local-candidates), including:

- [Local guides](#)
- [Local forms](#)
- [Online learning](#)
- [Information sessions](#)



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

TIMELINES



Key dates	Period	Important to know
Election period 	Starts January 1st in the year for General Local Elections, or for a by-election, from the date the seat becomes vacant, until the start of the campaign period	• Candidates are required to appoint a financial agent and open a campaign account. • There are rules for campaign contributions that candidates must follow. • All income and expenses must be recorded and receipts maintained.
Pre-campaign period 	Starts 89 days before General Voting Day (GVD) and ends at the start of campaign period Only applicable for General Local Elections (not applicable for by-elections)	• There are rules for election advertising, including a requirement for an authorization statement on all advertising. • All income and expenses must be recorded and receipts maintained.
Nomination period 	Starts 46 days before GVD and ends on the 36th day before GVD	• Elections BC does not administer candidate nominations for local candidates. • Candidate nominations, including elector organization endorsements, must be filed with Local Chief Election Officers directly.

Campaign period 	Starts 28 days before GVD and ends at the close of general voting	• There are rules for election advertising, which now also include advertising that takes a position on an election issue. • All income and expenses must be recorded and receipts maintained.
General Voting Day (GVD) 		• No election advertising can be transmitted to the public. • During voting, candidates must not post, display, or distribute election advertising or materials identifying a candidate or an elector organization within 100 metres of a voting place.
Filing deadline 	90 days after GVD	• All candidates must file a campaign financing report with Elections BC.
Assessment period 	After GVD	• Elections BC conducts compliance reviews and audits. Issues of non-compliance are forwarded to investigations for possible enforcement. • Candidates must respond to requests from Elections BC for additional information.

RUNNING AS A CANDIDATE



Individuals can run as:

- unendorsed candidates (candidates who are not supported by an electoral organization), or
- endorsed candidates (candidates who are supported by an electoral organization).

There are some important differences if running as an endorsed candidate and they are highlighted through this booklet. Check page 11 for endorsed candidates expense limits.

FINANCIAL AGENTS

All candidates **must** have a financial agent. Candidates may appoint another individual to act as their financial agent.

A candidate is automatically their own financial agent if they do not appoint anyone.



The appointment must be made in writing.

Appointment of financial agent checklist:

- ☐ Full name
- ☐ Start date of the appointment
- ☐ Contact information for financial agent, including service address
- ☐ Signatures of the candidate and financial agent

Appointment forms, including updates, must be sent to the relevant authorities as soon as practicable:

- **before** the voting results are declared, to the **Local Chief Election Officer** for your jurisdiction, or
- **after** voting results are declared, to **Elections BC**.



What to look for in a financial agent?

A background in accounting or finance can be an advantage for financial agents, but it is not a requirement under LECFA.

An individual can be appointed as the financial agent for more than one campaign, however, they should ensure they have the time and resources available to meet the responsibilities they have committed to.

Financial agent duties

Financial agents are legally responsible for managing the campaign's finances.

Failure to manage the campaign finances and follow LECFA can result in significant penalties.

If a candidate does not appoint a financial agent, they are responsible for all the financial agent's duties.

Duties include:

1 Open and manage a separate campaign bank account that is used exclusively for the candidate's election campaign.

The account must be in the name of the candidate's campaign. This means it includes the candidate's name and details about the specific election. A campaign account must be opened prior to incurring election expenses or accepting campaign contributions.

Acceptable account name	Not acceptable account name
- Alex Smith 2026 Vancouver Local Election Campaign Account - Vancouver by-election for Alex Smith	- Vancouver Election Account - Alex's Vancouver account

2 Accept and record all income.*

- Contributions must come from eligible individuals, who are:
 - residents of British Columbia, and
 - Canadian citizens or permanent residents.

Note: Record all required information for contributions and ensure individuals do not exceed the annual contribution limit. Required information listed on page 8.

- Contributions from organizations or individuals residing outside of B.C. cannot be accepted.
- In addition to contributions, all other income must be tracked, deposited into the campaign account and disclosed in the campaign financing report.

If running as an endorsed candidate, contribution limits are shared with the elector organization and all candidates endorsed by the elector organization for the same election campaign. This means an individual can give the maximum amount to the electoral organization and not to each individual candidate.



3 Approve expenses.*

- Approve all expenses incurred by the campaign.
- Ensure all election expenses are paid or reimbursed directly from the campaign account.
- Ensure campaign period election expenses do not exceed the expense limit.
- Maintain accurate and complete records of all campaign expenses.
- Ensure that all campaign expenses are disclosed in the campaign financing report.



What does it mean to incur an election expense?

Expenses are considered to be incurred once the property or service is used in such a manner that the value is an election expense.

Example: Candidate Alex Smith purchases \$1,000 worth of signs during the pre-campaign period. These signs are displayed in the campaign period. The full \$1,000 cost of the signs must be reported as a campaign period expense and will count towards the expense limit.

For more information, please scan this code and review the election expense limit quick reference sheet.



* Financial agents may authorize someone to assist with accepting contributions and incurring expenses. The authorization must be in writing and kept as an official record.

4 File campaign financing reports with Elections BC by the filing deadline.

- The financing report must be submitted within 90 days after GVD.
- Amended reports must be submitted within 30 days of becoming aware of errors or omissions in the report.

5 Maintain financial records in B.C.

- The financial agent must retain the financial records until all required campaign financing reports have been submitted.
- Afterwards, the financial records must be forwarded to the candidate, who must retain them for five years after GVD.

CAMPAIGN CONTRIBUTIONS

Contributions include any amount of money, property, or services provided without compensation to a candidate for campaign use.

For more information about contributions, including the current contribution limit, scan the code and see (elections.bc.ca/local-contributions).



Who can contribute?	Individuals who live in B.C. and are either a Canadian citizen or a permanent resident
What are contribution limits?	\$1,429.70 for 2026 - Updated January 1st each year
What counts as a contribution?	- Cash, cheque, credit card payments, and electronic fund transfers - Property or services provided free of charge which would normally have a cost - Discounts, forgiven loans or unpaid debts
What needs to be recorded when accepting contributions?	- Contributor's full name - Contributor's mailing address - If different, contributor's residential address - Amount of contribution - Date received - How eligibility was confirmed

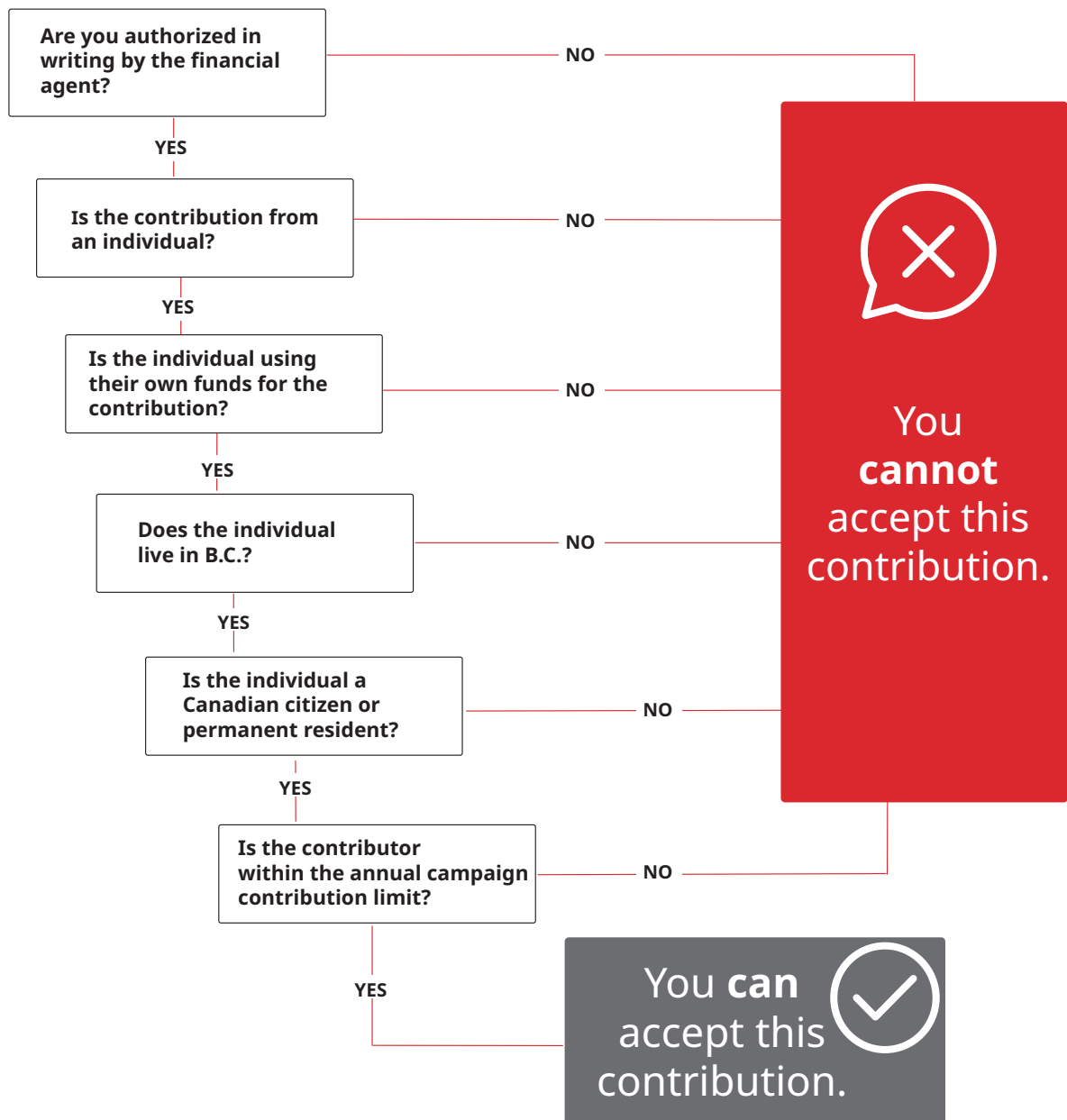
If using an online processing system (such as Stripe, Square, etc), the contribution amount includes any service fees withheld by the processing system.

If an individual contributes \$1,420 and the system retains \$2.50 as a processing fee, the contribution amount is still \$1,420, despite the campaign receiving only \$1,417.50.



Accepting contributions

Candidates, financial agents, and appointed individuals must ensure that a contribution is permitted before accepting it. This flow chart will help to determine when contributions can and cannot be accepted.



Prohibited Contributions

It is an offence to make or accept a prohibited contribution and Elections BC may issue monetary penalties for such contraventions. If you unintentionally accept a prohibited contribution, you must return it as soon as you realize the error. Failing to return a prohibited contribution can result in significant penalties.

Prohibited contribution checklist:

- ☐ Return the contribution to the contributor within 30 days of becoming aware. If the amount cannot be returned, remit it to Elections BC as soon as practicable.
- ☐ Record the details of how the contribution was dealt with as part of the campaign's financial records, including any supporting documentation (i.e. cancelled cheque, etc.).
- ☐ Report the prohibited contribution to Elections BC in your campaign financing report.



When returning a prohibited contribution, you should keep all supporting documentation about the return.

This includes the amount returned and the date it was returned to the contributor. If the contributor does not cash the cheque for the returned contribution, you must remit the contribution to Elections BC.



Individuals must use their own funds to make a political contribution. This means that the bank account or credit card used for the contribution must be in their own name. If the account is in another individual's name, the contribution is an indirect contribution which is prohibited.

Example: A group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for \$3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. This is a prohibited contribution because the other supporters did not use their own funds for the contribution.

ELECTION EXPENSES

Candidates are limited in the amount of election expense they can use during the campaign period. Current expense limits are posted on our website (elections.bc.ca/local-expense-limits).



Endorsed candidates may have a reduced expense limit if they have chosen to share some of their limit with their elector organization through a Campaign Financing Arrangement (CFA). There are significant penalties for exceeding an election expense limit or amount available under a CFA.

The following election expenses are not subject to the campaign period expense limits:

- Personal expenses
- Legal or accounting services
- Services provided by a financial agent
- Interest on a permissible loan for election expense

There are no expense limits for property or services used exclusively outside of the campaign period.

All election expenses must be tracked. Record keeping must include:

- ☐ Description of the election expense
- ☐ Total value of each election expense
- ☐ Date the election expense was incurred, including when it was used by the campaign



Supporting documents (e.g. receipts, invoices, etc.) must be retained for five years to support campaign record keeping.

Incurring election expenses

Election expenses are incurred based on when the property or services are used. This means that you might pay for an expense before the expense is considered to be incurred.

How to calculate election expenses?

Election expenses must include all production and transmission costs, and applicable taxes.

Example: *Candidate Alex Smith pays \$2,000 to have a video produced during the pre-campaign period. This video is not shared until the campaign period. During the campaign period, Alex Smith pays \$100 to share the video with the public. In this scenario the candidate must report \$2,100 towards their election expense limit.*



It is important to report expenses during the period they are used. Failure to report expenses in the right period may result in unintentionally exceeding the campaign period expense limit and being disqualified from the election.

Apportioning election expenses

Some election expenses can be split between two periods – this is called apportioning expenses. This can only be done when some of the value is used in the campaign period and some of the value is used outside of the campaign period.

For example, if you pay for a monthly phone bill, you can split the cost by month. However, you can't split the usage of campaign signs. If a campaign sign is publicly displayed starting in the pre-campaign period, and remains during the campaign period, the entire value of the sign must be counted against the campaign period expense limit (as the full value was transmitted during the campaign period).



MARKET VALUE

Candidates need to record and report transactions that do not involve money, for example, property or services donated and/or used by the campaign. To do this, they must assign a market value.

Market value is the lowest price charged for an equivalent property or service in the area at the time. This can be determined by obtaining quotes or estimates online or from local vendors for similar products.

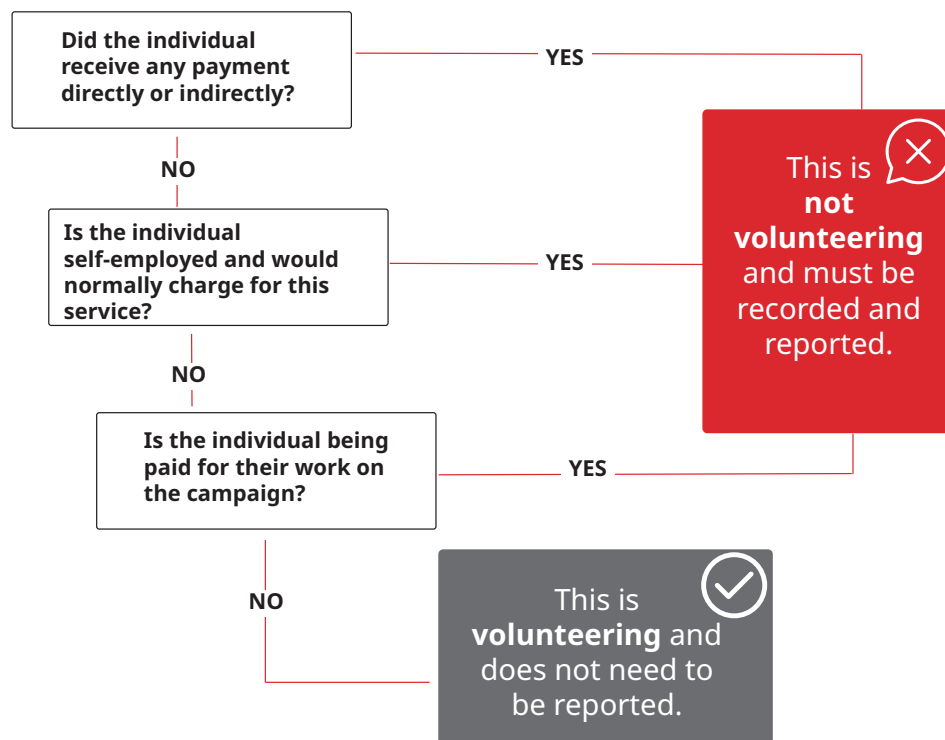


The supporting documentations showing how market value was determined must be retained as part of the financial records.

Example: Eligible individuals can give non-monetary contributions, including services or property, or provide discounts to a candidate. The **difference between market value and the price paid** is a non-monetary contribution. The full market value of the property or services used is the amount of the election expense incurred. This amount must be recorded and disclosed in the same way as contributions of money and election expenses purchased by the campaign.

VOLUNTEERING

Individuals are allowed to volunteer for a campaign, however, in some cases their services may be a contribution and election expense under LECFA. This flow chart helps to determine when an individual's participation must be reported as a contribution and expense.



ELECTION ADVERTISING

Election advertising includes any paid public transmission, including canvassing voters, that promotes or opposes the election of a candidate or an elector organization during the pre-campaign period or campaign period.

- During the campaign period, election advertising also includes messages that take a position on an issue with which a candidate or elector organization are associated.
- LECFA does not regulate when a candidate can start advertising, or where they can place signs. Candidates should contact their local authority as there may be specific by-laws regulating election advertising.
- If someone other than a candidate or elector organization wants to conduct election advertising, they must register as a third party sponsor with Elections BC. They must be independent from the election campaign of any candidate or elector organization.

When candidates are conducting election advertising, the message must include sponsorship information that:

- ☐ indicates the ad is authorized by the financial agent,
- ☐ includes the name of the financial agent, and
- ☐ provides a B.C. phone number, B.C. mailing address or email address where the financial agent can be contacted about the advertising.

Acceptable sponsorship information	Not acceptable sponsorship information
• Authorized by Alex Smith, financial agent, 604-555-1234	• Paid for by Alex Smith's campaign • Authorized advertising, www.AlexSmith.com

- If multiple candidates conduct advertising together, or with their elector organization, each participant is responsible for paying for their share of the advertising. Furthermore, the advertising authorization statement must identify and provide contact information for all authorized financial agents.

Advertising must not be transmitted on General Voting Day, unless it is one of the following activities and is conducted more than 100 metres from a voting place:

- Signs, posters, and banners
- Distribution of pamphlets
- Internet message posted before GVD, which are not changed before the close of voting
- Message with the sole purpose of encouraging voters to vote

Elections BC does not regulate the placement of election advertising. Candidates are encouraged to contact the local authority to confirm if there are rules for election signs, and to confirm the location of voting places.

If contacting voters by phone, please be aware of the Canadian Radio-television and Telecommunications Commission (CRTC) rules for unsolicited calling, including do not call lists, identification requirements and automatic dialing-announcing device (ADAD) rules. More information is available on the CRTC website (<https://crtc.gc.ca>).

CAMPAIGN FINANCING REPORTS

Every candidate must file a campaign financing report with Elections BC within 90 days of GVD, even if they are acclaimed, withdraw or have no financial activity to report.

The report consists of the following forms which are available on the Elections BC website (elections.bc.ca/local-forms).



- Disclosure Statement Cover Page
- Campaign Financing Summary
- Summary of Campaign Contributions
- Campaign Contributions With a Total Value of \$100 or More
- Permissible Loans Received
- Other Income and Transfers Received
- Prohibited Campaign Contributions and Loans
- Summary of Elections Expenses
- Shared Election Expenses
- Other Expenses and Transfers Given
- Fundraising Functions
- Disbursement of Surplus Funds
- Former Financial Agents
- Campaign Financing Arrangement

If a candidate has no financial activity to report, this can be indicated on the cover page. The remaining forms only need to be filed if there is financial information that needs to be reported.

To be accepted, the campaign financing report must be:

- received by Elections BC by the filing deadline (postmark is not acceptable) – contact information is included in this handbook.
- signed by both the candidate and the financial agent.



Submitting reports

Candidates can submit reports online, by email, mail, fax, courier, or in-person. To meet the deadline, we recommend using the **Secure Online Filing Application (SOFA)**.

Scanned reports or electronically filled forms can be directly uploaded to SOFA through Elections BC Services (<https://services.electionsbc.gov.bc.ca/Portal>).



ONGOING EDUCATION

As you run your campaign, there are a variety of resources available at elections.bc.ca/local-candidates. These materials are designed to guide your campaign, deepen your understanding of the rules, and help you approach your campaign responsibilities with knowledge and confidence.

Be sure to visit the candidate homepage regularly. It serves as a central hub for updates, reminders, announcements, and additional educational materials. Checking in often will ensure you stay informed at every stage of the campaign.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca

NOTES

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ELECTIONS BC

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**Thinking About
Running for
Local Office?**

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

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

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

QUESTIONS TO CONSIDER BEFORE RUNNING FOR OFFICE:

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



Why consider running for office?

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

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

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

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

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

INTEGRITY - being honest and demonstrating strong ethical principles;

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

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

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

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

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

The most effective locally elected officials are:

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

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

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

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

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

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

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

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

What is responsible conduct of locally elected officials?

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

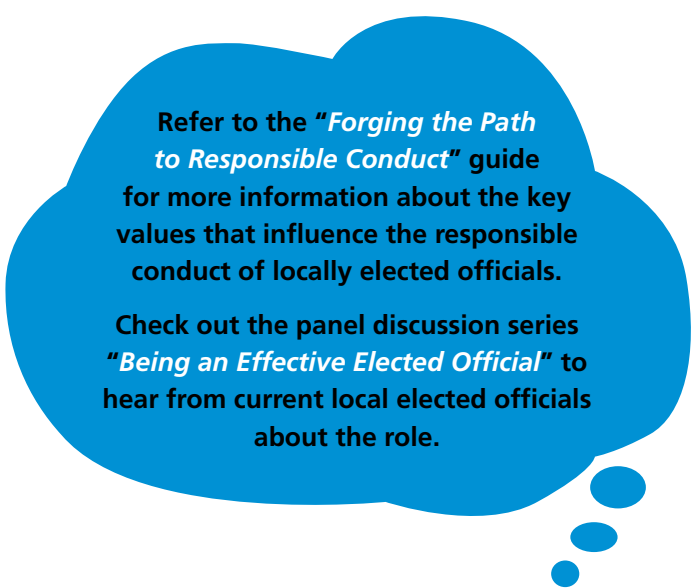
FOR REFLECTION:

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

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

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

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



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

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

What are the responsibilities of a locally elected official?

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

An elected official must:

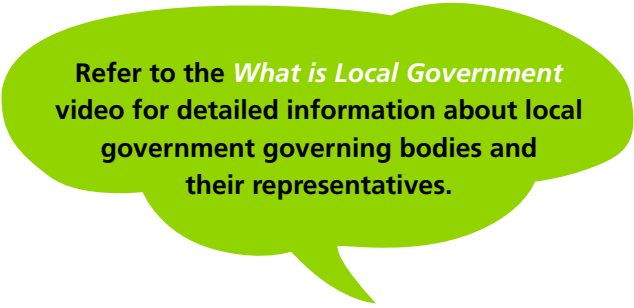
- consider the well-being and interests of the entire community;
- contribute to the development and evaluation of policies and programs with respect to local government services;
- participate in council/regional district board and committee meetings and contribute to decision-making;
- carry out other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

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

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

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

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



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

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

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

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

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

What is the role of local government staff?

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

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

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

LOCAL GOVERNMENT STAFF:

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

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

How do councils and regional district boards make decisions?

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

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

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

Why is collaboration important in effective decision-making?

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

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

QUESTIONS TO CONSIDER:

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



What are some of the demands locally elected officials face?

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

Some of the demands of being in elected office include:

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

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

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

Some ways you can prepare include:

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

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

Further information:

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

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



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

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

Disclaimer

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

Date: April 1, 2025

To: All HQ Directors: Operations, Planning & Major Projects
All Regional Directors
All Engineering Directors
All Senior Traffic Engineers
All District Managers Transportation
All Project Managers
Manager, Provincial Sign Program
All MoT Highway Maintenance Contractors

Subject: Election and Referendum Signs and Posters Policy

Purpose:

This Technical Circular supersedes T-03/18 regarding election and referendum signing procedures found within the Policy Manual for Supplemental Signs.

Background:

An election sign for Federal and Provincial elections is a sign, poster or other notice posted during the period between the issue of a writ of election and general voting day, by a political candidate, political party, or election advertising sponsor registered with Elections BC or Elections Canada.

An election sign for general local elections

(<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>), including municipality, regional district, specified parks board, local community commission, boards of education or the Islands Trust, is a sign, poster or other notice posted by a registered political party, candidate or election advertising sponsor. Signs may be placed only during the campaign period (campaign period as defined by Election BC) and must be removed on the day following the end of the electoral event.

A referendum sign for Federal, Provincial or Municipal referenda is a sign, poster or other notice posted during the period between the issue of a writ or order of referendum and the polling day for the referendum, by a referendum proponent, opponent, or referendum advertising sponsor registered with a Municipality, Election BC (<https://elections.bc.ca>) or Elections Canada (<https://www.elections.ca/home.aspx>).

A recall or initiative sign for a Provincial recall petition, initiative petition or initiative vote is a sign, poster or other notice posted between the beginning of a recall petition period, initiative petition period or initiative vote period and the end of the respective period as described in the Recall and Initiative Act, by a proponent, opponent, authorized participant, or a recall or initiative advertising sponsor registered with Elections BC.

Policy:

The Ministry conditionally allows signs in relation to election, referendum, initiative vote, initiative petition and recall petition (henceforth collectively referred to as "election signs") on highway rights-of-way, with the exception of any major highway structures and highways specified in the policy. Only individuals and groups registered in accordance with this policy may post signs on highway rights-of-way.

Procedures:

Election signs must:

- ▶ Only be installed by an individual or organization that is registered with a Municipality, Elections BC or Elections Canada to sponsor advertising, such as a political candidate, political party, registered advertising sponsor, a proponent or opponent, or an authorized participant.
- ▶ Identify the owner of the sign, and a BC telephone number or BC mailing address at which the owner may be contacted.
- ▶ Only be installed during the campaign period as established by Elections BC for local elections, or by the drop/issue of a writ for federal/provincial government elections and must be removed on the day following the end of the electoral event.
- ▶ Be further from the road than standard traffic signs.

Election signs must not:

- ▶ Obstruct, simulate or be attached to any traffic control device (e.g. signs, sign posts or traffic signal poles),
- ▶ In any way pose a traffic hazard,
- ▶ Be placed on bridges, overpasses, tunnels or other highway structures,
- ▶ Be placed on the roads/ramps of interchanges interconnected to the highways listed under prohibitions. Some interchanges located on highways found on the prohibition list may be approved for sign placement. Notice of placement approval, if granted, is obtained through the office of the District Transportation Manager where the interchange resides.
- ▶ Belong to unregistered individuals or groups (i.e., any group or individual that is not a political candidate, political party, or other authorized participant registered with Elections BC, Elections Canada, or a Municipality as required).

PROHIBITIONS

Election signs may not be placed on:

- ▶ Highways within Provincial Parks,
- ▶ Highway 1, from Horseshoe Bay to Hope;
- ▶ Highway 5, from Hope to Kamloops;
- ▶ Highway 19, from Duke Point Ferry Terminal to Trans-Canada Highway;
- ▶ Highway 19 - Nanaimo Parkway, from Trans-Canada Highway to Island Highway;
- ▶ Highway 19, Parksville to Campbell River;
- ▶ Highway 91 and 91A;
- ▶ Highway 99, from the US border to Horseshoe Bay
- ▶ Highway 17, from Tsawwassen Ferry Terminal to Highways 1/15
- ▶ Highway 17A, from Highway 17 to Highway 99; and
- ▶ Highway 97C, from Aspen Grove to Peachland

REMOVAL OF SIGNS

Signs in contravention of this policy will be removed from the highway right-of-way by the ministry. After advising the Regional Director of the number and location of the offending sign(s) and the name of the sign owner, if identified, the District Transportation Manager will contact the owner to discuss the reasons for removal and potential proper placement.

The removal of signs in contravention of this policy will be contingent on the workload of the Ministry's Road Area Maintenance Contractors, and how their tasks and available resources are prioritized and scheduled.

Signs not removed by the owners on the next working day following the election, referendum, initiative vote, initiative petition or recall petition will be removed by maintenance contractors. Maintenance contractors will invoice the identified owner for the cost of removal.

LEGISLATION

This policy is supported by the Motor Vehicle Act, Sec. 214 and the Transportation Act, Sec. 62.

Contact:

Jerry Froese, P.Eng., M. Eng., PTOE
Senior Traffic Engineer, (STE)
Manager, Electrical and Traffic Engineering
Policy and Standards, Rail and Navigation
778-974-5272
jerry.froese@gov.bc.ca

Jennifer Hardy, P. Eng.
Senior Traffic Standards Engineer, (STSE)
Electrical and Traffic Engineering Policy and
Standards, Rail and Navigation
778-974-5336
jennifer.l.hardy@gov.bc.ca



Ian Pilkington
Chief Engineer



ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO CAMPAIGN FINANCING FOR ELECTOR ORGANIZATIONS AND FINANCIAL AGENTS IN B.C.

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INTRODUCTION

This guide has been developed to assist elector organizations and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act](#) (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for activities conducted by elector organizations.

It is the responsibility of all elector organizations 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 elector organizations and their financial agents to read the most recent version of 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](#) (LECFA).

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 arrangement between an endorsed candidate and their elector organization that determines the amounts of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.

Campaign financing records	The records maintained by a financial agent to complete disclosure statements and financial reports for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election or for five years after the reporting deadline for a financial report.
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 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 candidate 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 for 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.
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 either act as their own or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.
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 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, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
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 include the following if they are reasonable and paid or reimbursed from a campaign account: (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other incidentals related to travelling (c) child or family care if the candidate is usually responsible for the care (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 administrative monetary penalties for making or accepting prohibited contributions or loans.
Required contributor information	Information that must be recorded for all campaign contributions: (a) value of contribution (b) date the contribution was made (c) full name, mailing address and, if it is different, 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. It 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	
Financial rules for advertising	Elections BC
Campaign financing and disclosure rules	
Registration of elector organizations and third party sponsors	
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
- declaring 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

Information on how to complete disclosure statements can be found on the Elections BC website.

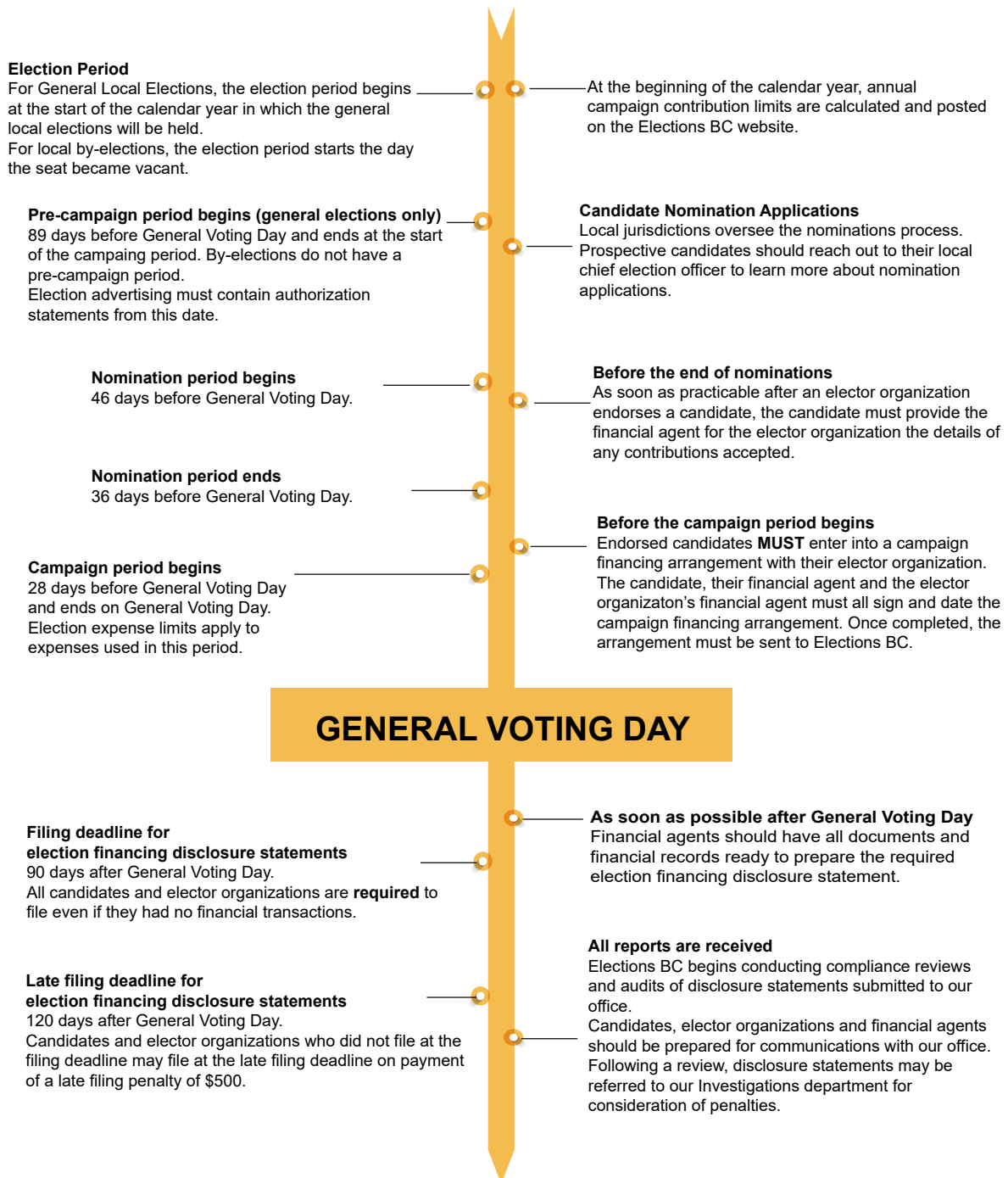
CAMPAIGN FINANCING

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 investigations and possible enforcement.

[s. 10]



Once the disclosure requirements are fulfilled, the authorized principal official must keep all financial records in B.C. for 5 years.

ELECTOR ORGANIZATION REGISTRATION

Elector organizations must be registered with Elections BC before they can endorse candidates, receive campaign contributions, enter into a campaign financing arrangement, or incur election expenses. Elector organizations that do any of these things prior to registration with Elections BC may be subject to significant penalties.

As part of the registration process, the elector organization must appoint in writing a financial agent, an authorized principal official, and at least one other responsible principal official.

More information about the requirement and process for registering an elector organization is available on the Elections BC website.

Appointment of financial agents and principal officials

An elector organization must appoint a financial agent before it accepts any contributions, incurs any election expenses, or becomes responsible for paying any election-related costs.

An elector organization 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.

Principal officials are individuals in the elector organization who have agreed to take on official responsibilities under LECFA.

[s. 19]

Responsibilities of financial agents

The financial agent is legally responsible for administering elector organization's campaign finances in accordance with the LECFA. It is critical that financial agents understand and follow campaign financing rules to avoid penalties such as disqualifications, administrative monetary penalties or offences.

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. To support financial agents, Elections BC provides education and advice about campaign financing and disclosure statements. We encourage all financial agents to engage with our educational materials.

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

Financial agents are also 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 monetary penalties.
- Ensuring campaign contributions are only received from eligible individuals.
- 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 appropriate campaign account(s).
- Ensuring election advertising contains the required sponsorship information.
- Determining the market value of in-kind contributions and expenses, including election advertising.
- Accepting and depositing permitted campaign contributions into the correct campaign account.
- Incurring, paying, recording and disclosing election expenses.
- Pre-approving all election expenses incurred by others.
- Making and receiving transfers of money between the elector organization and its endorsed candidates.
- Making and receiving in-kind transfers between the elector organization and its endorsed candidates.
- Filing a campaign financing disclosure statement for each campaign the financial agent is appointed for.
- Filing annual financial reports for each organization the financial agent is appointed for.
- Responding to questions from Elections BC after filing a disclosure statement or report and filing supplementary reports when required.
- Ensuring all required financial records are given to the authorized principal official after the disclosure requirements are met. Records must be kept in B.C. for 5 years.

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 an elector organization 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. 19, 20, 22]

Responsibilities of principal officials

All elector organizations are required to have at least two principal officials when they register: the authorized principal official and the responsible principal official.

The authorized principal official:

- makes declarations required under LECFA or other local elections legislation in relation to the elector organization, including the declarations for registration, and
- is required to retain all records as required for at least five years after General Voting Day.

The financial agent will provide the financial records to the authorized principal official once they have completed their reporting responsibilities with Elections BC.

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

[s. 21]

Financial agent appointment requirements

Financial agent **appointments must be made in writing** during the elector organization registration. If the appointment changes the registration must be updated with 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 authorized principal official and financial agent

To appoint or change a financial agent or their information, complete form 4044464 found on the Elections BC website.

[s. 19]

CAMPAIGN ACCOUNTS

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and **must** be used exclusively for an election campaign. An elector organization must have at least one campaign account for each election campaign. An unregistered elector organization cannot accept any campaign contributions or incur any expenses.

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 at elections.bc.ca that can be printed and given to the savings institution.

Campaign accounts are only to be used for each election event. For example, an account for a general election must not be used for a by-election.

Similarly, if an elector organization is running in multiple jurisdictions and operating multiple campaigns, they must have a separate campaign account for each campaign. For example, if an elector organization is running campaigns for both a municipality and a school district, they must open two separate accounts. Failure to open a dedicated campaign account for each campaign is an offence.

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

Campaign expenses for a given campaign must only be paid for from its dedicated campaign account and contributions to a given campaign must only be deposited into its campaign account. Expenses and contributions cannot be paid from one account and then transferred between campaign accounts.

For example, if a contribution is for a municipal campaign, then it must be deposited into the municipal account. An individual cannot contribute a single cheque for both a municipal campaign and a school district campaign as the contributions must be deposited directly into the designated account. Similarly, if an expense is to be shared between a municipal and a school district campaign, the payments for each share must come directly from each of the two campaign accounts.

A campaign account may not be used for any other purposes other than the election campaign it is associated with.

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

“Elector Organization Name Municipal Account 2026 Vancouver General Local Election”

“Elector Organization Name Municipal Account 2026 Victoria General Local Election”

“Elector Organization Name School District 61 2026 General Local Election”

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 submitted to the financial agent to be reimbursed from the campaign account, and retained as part of the elector organization’s records.

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

[s. 20, 30]

VOLUNTEERS

A volunteer is an individual who willingly performs free services for an election campaign.

A campaign may have paid campaign workers and/or 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.

For example, Miranda is a volunteer for Kelly's campaign. Miranda uses her own car to deliver lawn signs and brochures. Miranda does not get any money for gas or other expenses. Since Miranda is using her own property in relation to her 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.

For example, Martin is a self-employed communications professional. An elector organization wants to prepare its officials 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 elector organization 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 or elector organization for campaign use. A campaign contribution can be made at any time.

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

Membership fees paid to an elector organization are also campaign contributions.

[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.

Campaign contributions cannot be made by organizations.

Elector organizations cannot contribute to candidates. They may only transfer funds to their endorsed candidates.

Financial agents are responsible for confirming 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.

For example, an elector organization 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 elector organization 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 and financial agents and authorized individuals may only accept contributions from eligible individuals.

For example, 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.

- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Records should be kept of how the financial agent confirmed the individual's eligibility.
- Campaign contributions of money must be deposited directly into the campaign account the contribution was made to. If an elector organization has more than one campaign, eligible contributions must be made separately for each campaign which an eligible individual contributes to.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.

- 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 goods and services counts towards the individual's contribution limit.
- If property or services are provided by an eligible individual to the elector organization 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.
- If property or services are purchased by an eligible individual from the elector organization at more than market value, the eligible individual is making a campaign contribution. The value of the contribution is the difference between the purchase price 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.

Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions. All campaign contributions are subject to the eligibility and limit restrictions.

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 the elector organization endorsing them - anonymous contributions of \$50 or less - a person purchasing goods or services from the campaign 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 (such as a volunteer using their own car to drive around and put up signs) - transfers of money, property, or services between an elector organization and its endorsed candidates - free transmission of election advertising if offered equitably to all candidates (such as free publications from the jurisdiction) - publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program

Campaign contribution limits

Eligible individuals are subject to a limit for campaign contributions. This limit sets the maximum amount eligible individuals may contribute to each campaign during a calendar year. The annual contribution limit applies to the total amount of contributions received by the elector organization, including all candidates endorsed by the elector organization.

The combined total of any monetary contribution, loans, or services made by an eligible individual to the elector organization and its endorsed candidates cannot exceed the contribution limit in a calendar year.

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 and 50% of the contribution limit to the elector organization.

Campaign contribution limits are adjusted at the start of each calendar year for changes to the consumer price index (CPI). Adjusted amounts are published on the Elections BC website (elections.bc.ca/local-contributions) and in the *B.C. Gazette*.

Additional amount for election years

In the year of the election, a group of candidates endorsed by the same elector organization may collectively contribute **a combined total** equal to the annual contribution limit.

For example, Candidate 1 could contribute 20% of the annual contribution limit, Candidate 2 could contribute 50% of the annual contribution limit, and Candidate 3 could contribute 30% of the annual contribution limit. Collectively, they have reached the combined contribution limit for endorsed candidates.

This additional amount is only available during the year of an election.

Excess campaign contributions

When an elector organization endorses a candidate in an election, the financial agent for the candidate must give to the financial agent for the elector organization all campaign contribution information. This is done to ensure contributors do not exceed the limits.

If there are excess campaign contributions, the financial agent for the elector organization must return them.

For example, if a financial agent for an elector organization discovers that an eligible contributor has contributed the annual limit of campaign contributions to an elector organization and also contributed \$500 in campaign contributions to one of its endorsed candidates, this contributor has made a prohibited contribution of \$500. This is because the contribution limit is shared between the elector organization and its endorsed candidates. The financial agent for the elector organization must return the excess amount of \$500 to the contributor. If this is not possible, the excess \$500 needs to be paid to the B.C. Chief Electoral Officer as soon as is practicable.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant penalties for exceeding a contribution limit.

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

How to determine the value of the contribution

The value of the contribution is the amount provided by the contributor and it includes any fees collected by a payment system. If an individual makes a credit card contribution in 2026 for \$1,429.70 and the credit card company withholds 2% as a payment processing fee, the value of the contribution is still \$1,429.70, even if the elector organization only receives \$1,401.11.

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 they purchased during a previous election in this election, the market value will need to be determined via quote as in the example above, but the value will be used to report the expense only. There is no contribution in this case as the property already belonged to the elector organization.

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

[s. 16, 20, 26, 27, 28, 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 single elector organization. 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 an elector organization, to use in the 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 the organization of \$500, the market value of renting the furniture for one month.

[s. 16]

Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records are required under the legislation and will make completing the campaign financing disclosure statements easier.

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 campaign contribution,
- the date the campaign contribution was made, and
- how they confirmed 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.

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 a 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.

Please note the value of a contribution is the amount provided by the contributor.

Contributions received through online platforms may be subject to fees that are deducted from the contribution. In these cases, the value of a contribution is the total amount provided by the contributor, **not** the amount after the fees are deducted.

For example, an elector organization may use an online payment platform that charges them \$2.00 for every transaction. If a contributor makes a \$100 contribution through the online platform, and the platform deducts the \$2.00 fee from this amount, the contribution must still be recorded as \$100, even though the elector organization only received \$98.00. The \$2.00 fee should be recorded as an expense on the expenses forms.

The amount of a campaign contribution is the amount paid by the contributor, not the amount received by the elector organization.

Unpaid debts may become contributions. This could result in prohibited contributions from organizations or over limit contributions for eligible individuals.

[s. 29]

Contributions of \$100 or more

Eligible individuals who make campaign contributions of **\$100 or more** to the same campaigns are significant contributors. The full details of contributions received from significant contributors must be reported 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.

For example, if a contributor gives \$50 in total contributions to a campaign, then they are not a significant contributor. If a contributor gives \$50 one month and then another \$50 a few months later, then the contributor is a significant contributor who has contributed \$100 to the campaign and must be reported on the over \$100 contributions form.

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

- full name and residential address of contributor,
- value of contribution, and
- date of contribution.

Elections BC will obscure residential addresses of contributors prior to publishing disclosure statements.

[s. 29, 50]

Prohibited contributions

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

If the 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.

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. The return must be from the corresponding campaign account.

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

- A financial agent receives an anonymous contribution of \$75 in an envelope under the door of the campaign office. Can the financial agent keep \$50 and just remit the \$25 over the \$50 anonymous contribution limit? No. The full amount is a prohibited contribution and must be remitted to Elections BC.
- Carrie, an eligible individual, has already contributed the maximum annual amount during the calendar year when she makes another contribution of \$300 to the same campaign. This \$300 over the contribution limit is prohibited and must not be accepted. If accepted in error, the \$300 must be returned to Carrie.

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. 28, 29, 68.13]

Indirect contributions

Indirect campaign contributions are not allowed. This means that individuals may not use or give money, property or services to another person for the purpose of making a campaign contribution. This applies to members of the same family, as related individuals are not exempt from the prohibition on indirect contributions.

For 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. Because the other supporters did not use their own funds for the contribution, it would be 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/index-en.aspx>.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, an elector organization 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. Financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the appropriate 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.

If the total ticket sales is \$400 and \$200 is to go to the venue, the financial agent must collect and record the details of all of the \$400 in sales and contributions. Then the financial agent must pay the venue their \$200 as an expense of the function. The venue cannot sell the tickets and then give the financial agent the \$200 in profit as that would be a contribution from an organization, which is prohibited.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

For example, if an eligible individual donates a laptop for sale at 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 it is recorded as \$500 in other fundraising income.

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

[s. 13, 13.01,16]

Loans and outstanding debts

Elector organizations 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 to 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, 22, 27.01, 27.02, 28]

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(s).

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 candidate 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 candidate 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 transfer as a transfer given on the other expenses and transfers given form at the market value of the signs. The endorsed candidate will report the market value of the signs as a transfer received on the other expenses and transfers received form.

The information and dates on the elector organization's report and the information on the candidate's report should reconcile.

[s. 13, 22, 23, Regulation s. 6, 14, 23(5)]

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.

Elector organizations:

- cannot share election expenses with other elector organizations.
- cannot promote, share expenses with, or contribute to candidates that are not endorsed by the elector organization.
- can only transfer funds or goods and services with their endorsed candidates.

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 enough 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 for other expenses
- total value and description of each other type of payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

[s. 14, 22, 30, Regulation s. 38-40]

Valuing election expenses

The value of an election expense is the market value of the property or services used in an election campaign, determined as follows:

- the price paid for the property or services, including any production costs, applicable taxes, 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 elector organizations and 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 elector organization, 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 have campaign period expense limits, which they can choose to share with their elector organization. Exceeding the campaign expense limit carries serious penalties.

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

When calculating campaign period expenses subject to limits, the full value of any and all materials used in the campaign period should be captured. Incorrect calculation of campaign period expenses could cause a campaign to accidentally exceed the 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. For local elections in 2026, this is September 19th.
- 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. For 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.

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

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]

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 ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ cost of any communication an elector organization transmits exclusively to its members ▪ property and services used exclusively for the day-to-day administration of an elector organization office that operates on a continued basis outside of a campaign period ▪ interest on a permissible loan for election period expenses or campaign period expenses.	▪ 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.)

Expense limits

Election expense limits is defined by the maximum value 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.

Elector organizations cannot incur campaign period expenses that are subject to limits unless they have entered into a campaign financing arrangement with each of their candidates prior to the campaign period.

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

If an elector organization exceeds their portion of the candidate expense limit as determined in the campaign financing arrangements:

- monetary penalties will apply
- they may be deregistered
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at elections.bc.ca/local-expense-limits.

[s. 63.01-63.04]

Campaign financing arrangements

A campaign financing arrangement (CFA) 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 the elector organization.

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 they share an endorsed candidate's expense limit under a campaign financing arrangement.

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,**
- submitted directly to Elections BC, 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. 15, 75-79]

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 outside of the pre-campaign and campaign periods are still advertising expenses of the elector organization 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 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 is paying for the communication to be transmitted. If the communication is provided free of charge as a contribution to a candidate, elector organization or third party sponsor, the sponsor is the individual or organization to which the service is provided.

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 play 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 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.)
- a communication by an individual or group sent directly to their members, employees or shareholders

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, taxes, etc.).

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

Election advertising offered for free equally to all candidates or elector 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 posted to a free platform, then the total cost of the advertising is \$500.

Advertising suppliers are prohibited from giving discounts to candidates or elector organizations.

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,
- 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 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 only be on the back of the sign.

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. Contact the local authority 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 left in an elector organization's campaign account once all election expenses and any other reasonable expenses incidental to the elector organization's election campaign have been finalized.

Any surplus funds remaining in the account following the payment of election expenses and other reasonable incidental expenses must remain in the authorized account until deregistration.

Upon deregistration, an elector organization's surplus funds may be paid to the elector organization, or in accordance with the directions of the elector organization.

Surplus funds from a previous campaign are not permitted to be used for an election campaign other than the campaign for which they were raised.

[s.20]

DISCLOSURE STATEMENTS

Financial agents are responsible for filing disclosure statements with Elections BC.

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 elector organization and for every jurisdiction that the elector organization endorsed candidates in.

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

Financial agents for elector organizations are also responsible for filing other types of reports beyond the disclosure statements and supplementary reports required for General and By-Elections. These include Annual Financial Reports and Deregistration Reports.

Some disclosure statements may require multiple supplementary reports to be submitted before they are deemed complete and accurate records of campaign financial activity.

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

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 appointed financial agent and the authorized principal official 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 an initial or supplementary report has significant penalties.

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.

It is an offence to fail to file a disclosure statement or supplementary report and a 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: elections.bc.ca/services
- **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 and acceptance of submissions once they have been accessed. If there are any issues with your submission that prevent it from being accepted, Elections BC may contact you so you have an opportunity to resolve those issues before the filing deadline.

[s. 57, 64, 85]

Late filing

If a campaign financing disclosure statement is not accepted by the filing deadline, the name of the registered elector organization 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 authority of any supplementary reports required and notify the candidates endorsed by the elector organization.

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 authorized principal official of the elector organization becomes responsible for retaining records and materials.

[s. 22, 86]

Public information

Campaign financing reports are made available on the Elections BC website (elections.bc.ca/frpc) 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 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 authorities must also provide public access to the 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 elector organizations 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:

563 Superior Street, Victoria, B.C. V8V 1T7

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



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 or board to serve the community effectively.

Responsible conduct means elected officials conduct themselves in a manner that reflects principles such as:

- **Integrity**
- **Accountability**
- **Respect**
- **Leadership**
- **Collaboration**

These principles support a local government's ability to provide good governance for the community, including:

- stewarding public assets responsibly;
- providing services, laws, and other matters for community benefit; and
- acting in a way that is accountable, transparent, ethical, respectful of the rule of law, collaborative, effective, and efficient.

CONSIDERING RUNNING FOR LOCALLY ELECTED OFFICE?

If you are considering running for local elected office, please be aware that the role carries important legal and ethical responsibilities.

Locally elected officials are expected to carry out their duties in accordance with the [Community Charter](#), the [Local Government Act](#), and other applicable provincial laws.

These include requirements related to conduct, confidentiality, privacy, employment matters, local procedures, and the proper exercise of elected official authority.

UPCOMING CHANGES TO THE RESPONSIBLE CONDUCT LEGISLATION

Local government responsible conduct requirements are anticipated in Fall 2026 when [Bill 17 Municipal Affairs Statutes \(Codes of Conduct\) Amendments Act](#) introduced in April 2026 is brought into force.

The proposed legislation and associated regulations are expected to establish:

- standards of behaviour 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.

Locally elected officials can expect further guidance materials on the code of conduct framework, as well as local training during orientation for new councils and boards.