

# Running for Office - What you need to know

---

Lisa M. Zwarn



# 2

## Overview

---

- Becoming a candidate
- What is involved being an elected official?
- Life as an elected official

### Note

- CC means the Community Charter
- LECFA means – Local Elections Campaign Financing Act
- LGA means Local Government Act

# Becoming a Candidate

---



# 4

## Guides to Help You

---

### Ministry of Municipal Affairs - Pamphlets

- Thinking about Running for Local Office?
- General Local Elections 101
- Candidate's Guide to Local Elections in BC
- Elector Organization Guide to Local Elections in BC
- Scrutineer's Guide to General Local Elections
- Supporting a Candidate for Local Elections in BC

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



# 5

# Guides to Help You

---

## Province of BC - Videos

- The Basics of General Local Elections- <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/general-local-elections-basics>
- Being an Effective Elected Official - <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/being-an-effective-elected-official>
- Role of Elected Officials - <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/role-of-elected-officials>



# 6

## Guides to Help You

---

- Elections BC
  - For Candidates – Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents
  - For Elector Organizations – Guide to Local Elections Campaign Financing in BC for Elector Organizations and their Financial Agents
  - For Third Party Sponsors – Guide for Local Third Party Advertising Sponsors in BC.
  - Election Advertising Rules – Election Communications Guidelines for Government Communicators

<https://elections.bc.ca/local-elections/forms-and-guides/local-guides/>





# 7

## Qualifications for Office

---

- 18 years or older on general voting day
- Canadian citizen
- Resident in BC at least 6 months before submitting nomination papers
- Not disqualified under the Local Government Act/School Act some other act
  - a) from voting
  - b) from being nominated or elected
  - c) from holding office; or
  - d) otherwise disqualified



# 8

## Key Dates

---

- Nomination Period – August 30 at 9 am to September 9 at 4 pm
- Start of Pre-Campaign Period – July 18 to September 16
- Campaign period – September 17 to October 15 at 8 pm
- Advance voting day – October 5 from 8 am to 8 pm
- General voting day – October 15 from 8 am to 8 pm
- Declaration of official results – before 4 pm on October 19
- Inaugural Meeting – November 7 at 7 pm





# 9

## Nomination Details

---

- Nomination Period – from 9 am, August 30 to 4 pm, September 9, 2022
- Qualified nominators – 2 electors of the Village or trustee electoral area (Electoral Area 4 in School District No. 43)
- No nomination deposit required
- **Cannot**
  - Hold more than 1 elected office in same local government
  - Be nominated for more than 1 elected office in same local government
  - Be nominated for or elected as school trustee for more than 1 trustee electoral area in any 1 school district

# 10

# Nomination Papers

---

## Mandatory

- Candidate Cover Sheet and Checklist Form - C1 (LG, CS1 (SD))
- Nomination Documents – C2 (LG), CS2 (SD)
- Other Information Provided by Candidate – C3 (LG), CS3 (SD)
- Appointment of Candidate Financial Agent – C4 (LG), CS\$ (SD)
  - Only if candidate is not acting as own financial agent
- Statement of Disclosure (Financial Disclosure Act)
- Election Sign Placement (Form No. 8-5)

## If applicable

- Appointment of Candidate Official Agent – C5 (LG), CS5 (SD)
- Appointment of Candidate Scrutineer – C6 (LG), CS6 (SD)
- Candidate Information Release Authorization (Form No. 8-6)
- Acknowledgement of Receipt of List of Electors (Form No. 7-7)



# 11

# Campaign

---

- Campaign period under LECFA – September 17 (28 days before general voting day – October 15)
- Advertising or activities to promote the candidate during either period are election expenses
- Questions about financing and advertising directed to Elections BC
- Third party sponsors – must register with Elections BC



# 12

# Campaign

---

- Must have a campaign account used for no other purpose
- When to open - as soon as practicable after the first campaign contribution of money is received and before any of the following transactions:
  - Paying for an election expense
  - Receiving a transfer from an elector organization
  - Receiving surplus campaign funds from the previous elections
- Campaign expense limits - \$10,797 for Mayor; \$5,398 for Councillors or School Trustees
- Anonymous contribution more than \$50 is prohibited
- Giving money to your own campaign is making a campaign contribution

# 13 Election Advertising – LECFA s. 7

---

- Transmission to public by any means, during the campaign period of
  - A communication that promotes or opposes, directly or indirectly, the election of a candidate
  - Including a communication that takes a position on an issue with which the candidate or elector organization is associated
- Does NOT include the following
  - Commentaries in publications if without charge
  - Distribution of a publication at market value, if it would be sold irrespective of election
  - Direct transmission of communication to specific persons in an organization
  - Expressions by an individual over internet, phone or text message of personal views
  - Any other transmission prescribed by regulation



# 14

## Financial Agent – LECFA s. 16

---

- Must have one
- Can only have one at any one time (but a financial agent can be the financial agent for more than 1 candidate)
- Can be yourself or another individual
- If another individual is the agent, specific requirements for appointment





# 15

## Before Voting Day

---

- Communications with elections staff
- Communications with rest of municipal staff
- Don't use the logos, coat of arms, marketing slogans, etc.
- Place signs in accordance with the bylaw
- Remove signs within 100 metres of voting places on advance voting day and general voting day
- Careful with advertisements on voting days
- Cannot be at the voting place, except to vote



# 16

## Election Night

---

- You may be there for the counting
- Doors close precisely at 8 pm
- No ballots after 8 pm
- People to tabulate results
- Preliminary results only that evening



# 17

## After the Election

---

- Remove your signs - within 3 days
- If elected, take oath of office at inaugural meeting on November 6, 2022
- Whether elected or not – have to finalize campaign financing accounts and complete the campaign financing disclosure statement to send to Elections BC

# Chief Election Official and Organizational Neutrality

---

- Primary Concern – conducting the election in a fair, transparent and neutral manner
  - Such as maintain confidentiality of the vote
  - Such as require your associates to comply with the legislation
- But here to help with the process
- This extends to all people who serve as election officials
- Does not have the authority to investigate election offences or impose penalties



# 19

# Social Media and the Candidate

---

- Your choice on what you choose to use and how you choose to use it
- The organization is not responsible for it
- Careful on what you say – Be polite

What is involved being  
an elected official?

---



# Responsibilities under the Legislation

---

- Consider well being and interests of the municipality and the community
- Contribute to development and evaluation of policies and programs respecting services and other activities
- Participate in council meetings, committee meetings and meetings of other bodies to which has been appointed
- Carry out other duties assigned by Council

- Set strategic direction
- Adopt the local government's financial plan
- Broadly allocated resources to services, capital projects, programs, and other priorities
- Represent citizens
- Engage with the community
- Make policies and adopt bylaw



# 23

## Role of Mayor

---

- Spokesperson for Council reflecting the collective decisions of the Council
- Lead deliberations and collective decision-making, and recommend bylaws and resolutions
- Chair meetings, maintaining 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 committee's mandate
- Communicate with local government staff, through the Chief Administrative Officer,

# Expectations for the Role

- George Cuff, *Executive Policy Governance*

---

- Respect for the role of Council and the roles of others
- Must keep information in confidence
- Willing to work collegially with others
- Development of a solid team of Council and Administration
- Create a community based strategic agenda
- Desire to build communication channels
- Sharing of updates on municipal performance
- Being open to change
- Balanced approach to citizen participation
- Willingness to accept democracy
- Desire to serve



# 25

## Overview of Authority

---

- Community Charter (Local Government Act, maybe others)
- Bylaws
- Policies
- Procedures

# Delegation of Council's Powers to Others

---

- Because municipal powers are received from the Province, the general rule is that the municipality cannot delegate that power to someone else
  - *Exception – Provincial Statute gives express authority*
  - *Exception – If a purely administrative decision*
- Limits to re-delegation
  - *Council cannot delegate its bylaw making powers*
  - *Council cannot re-delegate to itself to authority to regulate matters that have been delegated to it.*
  - *Terms and conditions on the delegation must be stated clearly*



# Delegation of Council's Powers

---

- CC s. 154 - Council may delegate its powers, duties and functions by bylaw to:
  - *A Council member*
  - *A Council committee*
  - *Officer or employee of the municipality or*
  - *Another body established by Council*
  - *BUT NOT a corporation (same for a LGA s. 191(2))*



# 28

## Delegation of Council's Powers - Limitations

---

- Cannot delegate the following:
  - Making of a bylaw
  - Power or duty exercisable only by bylaw
  - Power or duty that Council/Board gives approval or consent to, recommendations on, or acceptance of an action, decision or other matter
  - Power or duty to hear an appeal or reconsider an action, decision or other matter
  - Power or duty to terminate an officer (M) or appoint, suspend or terminate an officer (RD)
  - Power to impose remedial action

# Overview of Council Operations

---

- Only exercise authority by bylaw or by resolution
  - Cannot issue instructions by “yourself”
- Must be done in a Council Meeting
  - Very few things done in closed Council Meetings
- Committees provide advice to Council, unless have limited, delegated authority

# The Roles of Council, Committees and Staff

---

- Council's Role

- Decision maker
- Provider of the vision and long-term direction for the community
- Leaders for the organization

- Committees

- Advisory body to Council

- Staff's Role

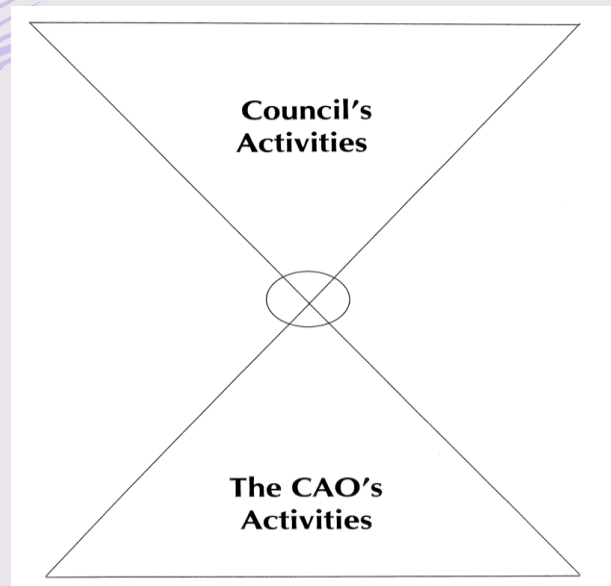
- Policy advisor
- Information provider
- Decision implementers
- Not a participant in the debate

31

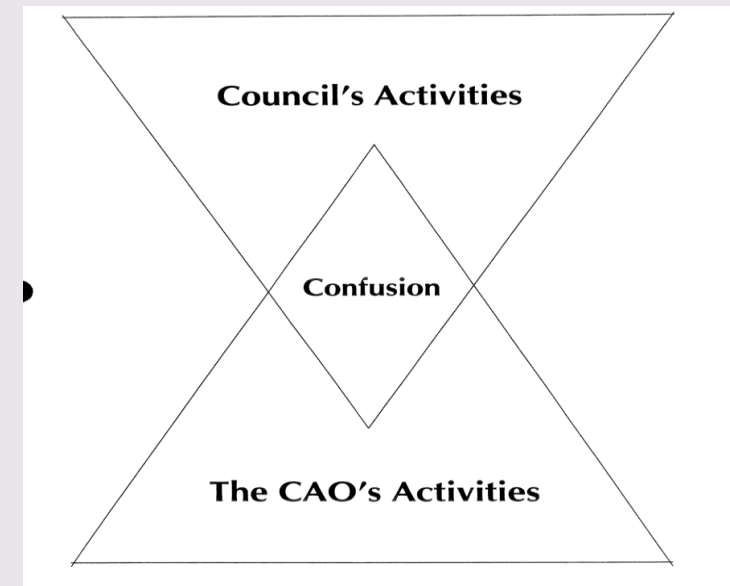
# Relationship with Staff

---

Healthy



Unhealthy





# 32

## Pitfalls to Avoid

---

- Conflicts of Interest
  - Pecuniary
  - Relationships (Bias)
- Gifts
  - No such thing as a “free lunch”
- Confidentiality
  - Keep it to yourself



# Conflict of Interest

---

- CC s. 100 - Where elected official considers that he or she is in a conflict of interest
  - Must declare that he or she is not entitled to participate or to vote
  - Stated general nature of why the member considers this to be the case
- Declaration must be made at time the conflict arises and at all meetings referred to in CC s. 101
  - Must be made at every meeting where it is relevant and recorded in the minutes

# Conflict of Interest

---

- Once the declaration is made that there is COI, then the Council Member must **not**:
    - (a) remain or attend at any part of the meeting when the matter is under consideration;
    - (b) participate in any discussion of the matter at such a meeting;
    - (c) vote on a question in respect to the matter at such a meeting; or
    - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter
- Section 100 of Community Charter

## Code of Conduct

---

As of November 2021, all local governments must consider publicly whether to establish a new code of conduct or revise an existing one within 6 months of a general local election.

# Life as an Elected Official

---



# 37

## Things You Took for Granted

---

- Shopping for groceries in less than 10 minutes
- Privacy (to a degree)
- Ability to comment freely on certain matters
- Free time
- How you are treated
- Ability to **not** know something
- Being able to focus on only one issue of your choice

# Impact on Family and Friends

---

- Need to have a frank discussion with family about what it means to them
- Decide together how involved the family will be in your political life
- Are they “ready to take the hits”?
- Keep the political separate from the rest of your life



# 39

## Time Commitment – More than just the occasional meeting

---

- Council Meetings
  - Open and closed meetings
  - Ad Hoc
  - Meetings outside of the regular schedule
  - Attendance is mandatory
- Committees (Previous) – Revenue Generation, Tree, Farrer Cover, Water, Zoning Advisory,
- Committee of the Whole
- Any other committees
- Acting Mayor (3 months each time)
- Municipal Director and Alternate Director for Metro Vancouver
- Trustees to Sasamat Volunteer Fire Department Board
- Interactions with the public
- This does not include community events within the municipality or other jurisdictions
- Term of Office – November, 2022 to November, 2026 - 4 Years





40

# Additional Time Commitment – for the Mayor

---

- Metro Vancouver Meetings
- Translink Mayors' Meetings
- External Agencies
- Business Meetings
- Meetings with the CAO
- Interactions with the public



41

# Responsibilities not in the Legislation

---

- Be willing to learn, learn, learn
- Ready to work at every meeting (be prepared)
- Be willing to listen
- Professional and respectful even with those who disagree with you
- Stand behind the decisions that the Council collectively makes

# Responsibilities not in the legislation

---

- Work in harmony as one decision making body, regardless of opinion
- Make decisions with an open mind (avoid bias)
- Pursuing personal interests with the municipality needs Council approval
- Chief Administrative Officer (CAO) is responsible for delegating work to staff, in accordance with Council's direction and the Corporate Strategic Plan

43

# Irony of the Election

---

Only the first three days before  
the first tribal Council





# Any Questions?

---