PRE-NOMINATION INFORMATION SESSION

FOR COUNCIL NOMINEES 2026 ELECTION

TOWNSHIP OF SPALLUMCHEEN
2026 LOCAL GOVERNMENT ELECTIONS

Cindy Webb, Chief Election Officer
Lisa Gyorkos, Deputy Chief Election Officer

Tuesday, August 18 th, 2026 at 5:00 pm

WELCOME

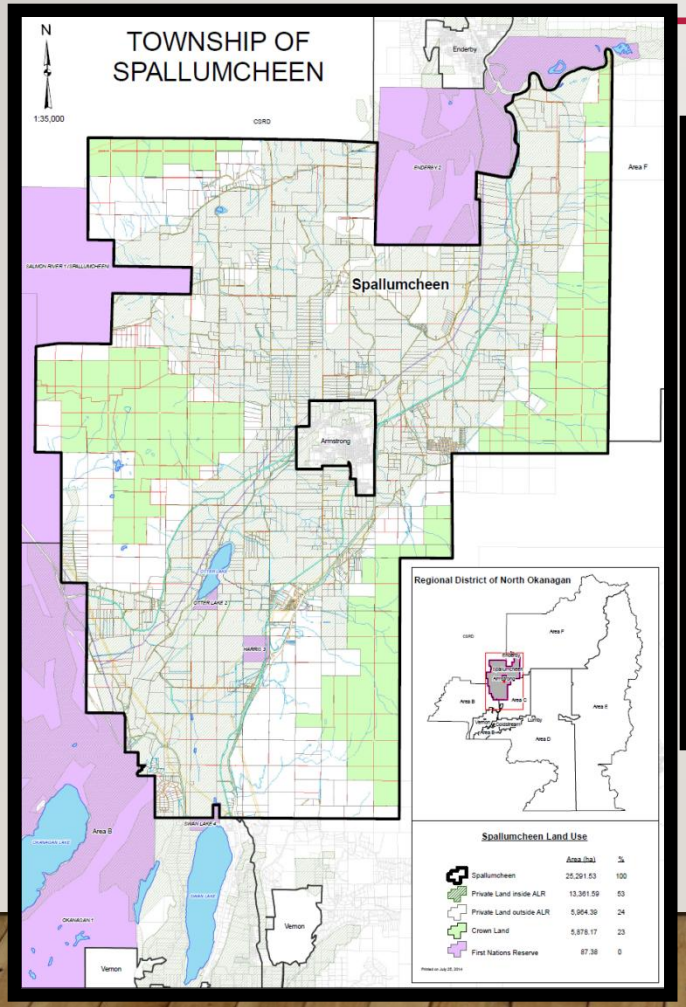
TOWNSHIP OF SPALLUMCHEEN

INCORPORATED IN 1892

MUNICIPAL OFFICE –
4144 Spallumcheen Way

Sign at South End of
Spallumcheen

MAP OF SPALLUMCHEEN
26,892 HECTARES IN SIZE



Spallumcheen Land Use

	Area (ha)	%
Spallumcheen	25,291.53	100
Private Land inside ALR	13,361.59	53
Private Land outside ALR	5,964.39	24
Crown Land	5,878.17	23
First Nations Reserve	87.38	0

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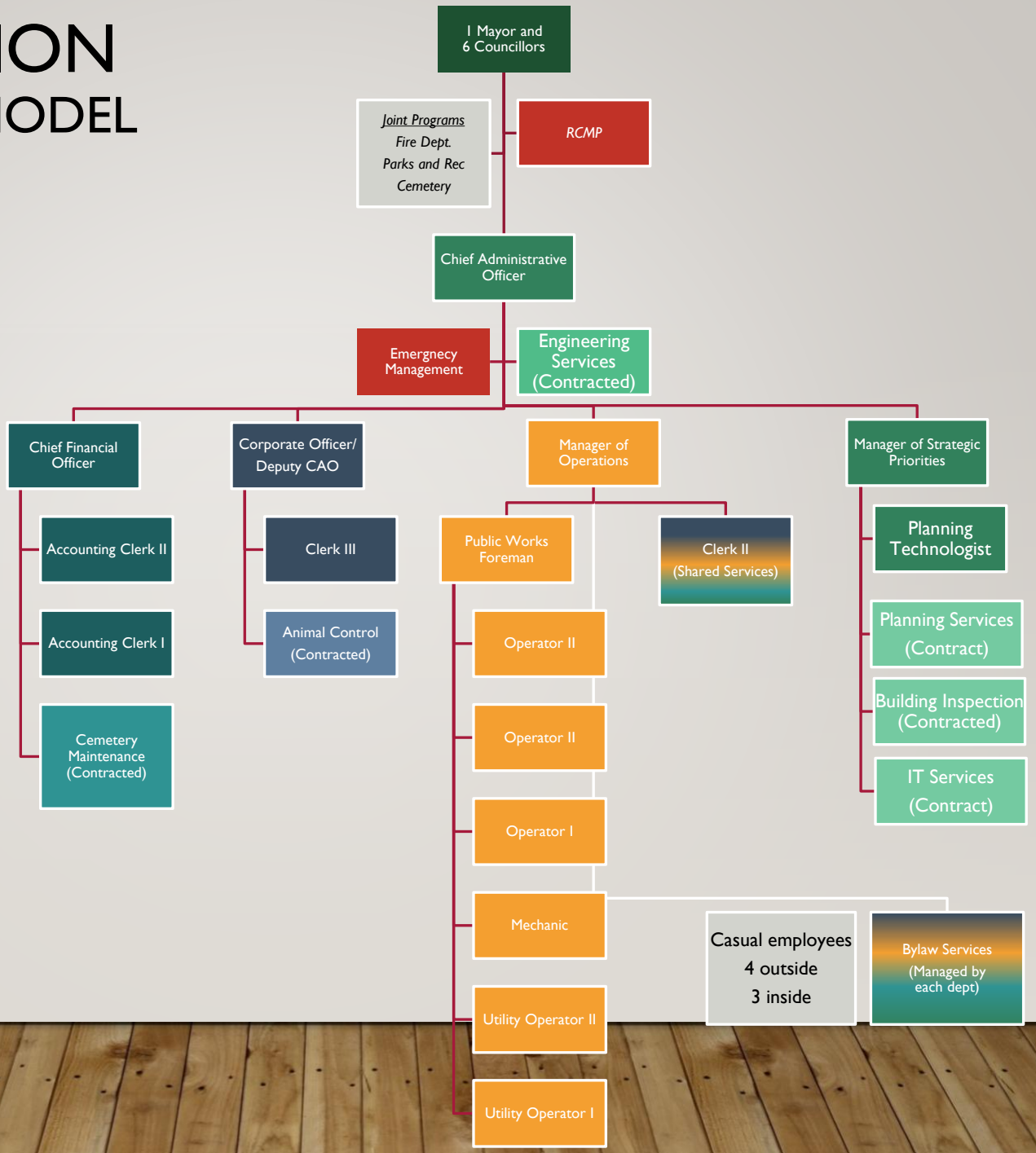
PRESENTATION OVERVIEW

1. WHAT IS LOCAL GOVERNMENT?
2. ORGANIZATION
3. COUNCIL & STAFF RELATIONSHIPS
4. COUNCIL ROLES & RESPONSIBILITIES
5. SERVING ON COUNCIL – WHAT DOES THAT MEAN?
6. SEEKING NOMINATION?

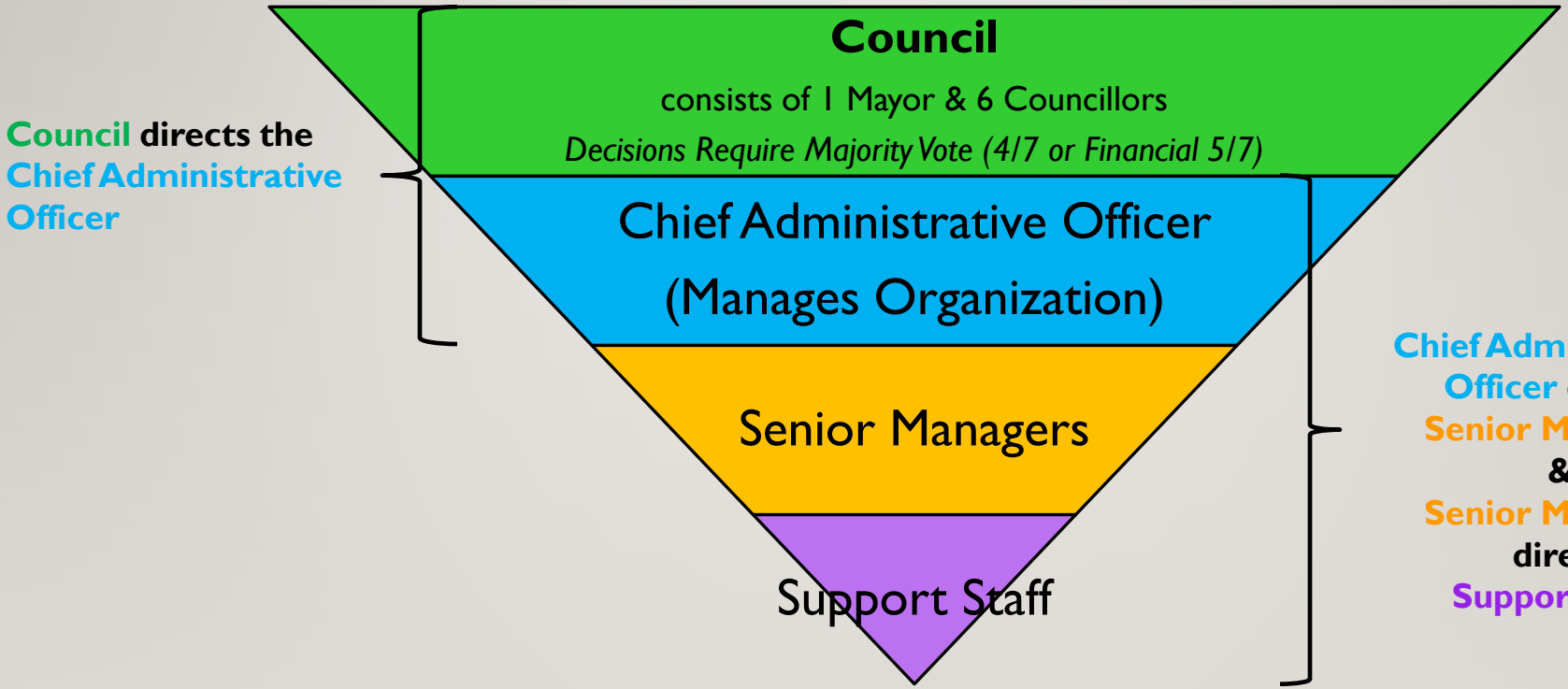
1. WHAT IS LOCAL GOVERNMENT?

- provides local services, manages infrastructure, and represents the interests of the community.
- is closest to the people, with decisions that impact residents every day.
- are often called“ creatures of the province" because they exist only through powers granted to them by provincial legislation.

2. ORGANIZATION
ONE EMPLOYEE MODEL



3. COUNCIL & TOWNSHIP STAFF RELATIONSHIPS



3. COUNCIL & STAFF RELATIONSHIPS

Role of the Chief Administrative Officer ("CAO")

- One employee model – Council's "only" employee
- Ensures priorities and policies of Council are implemented
- Makes recommendations to Council
- Provides leadership to Staff
- Manages the day-to-day operations

3. COUNCIL & STAFF RELATIONSHIPS

Role of Township Staff

- Takes direction from the CAO
- Implements the direction, decisions and policies of Council, in accordance with legislation
- Provides Council with information and professional advice
- Ensures that the Township's policies and programs are implemented
- Managing the resources (human, financial and intellectual) of the organization
- Communicate policy and decisions to the public

4.COUNCIL ROLES & RESPONSIBILITIES

MAYOR RESPONSIBILITIES

- *Community Charter* section 116
- Spokesperson for the Council
- Lead deliberations and collective decision-making
- Chair meetings and maintain order and conduct of debate
- Create standing committees
- Communicate with the CAO on behalf of Council
- *Acting Mayor assumes responsibilities in Mayor's absence*

COUNCIL RESPONSIBILITIES

- *Community Charter* section 115
- Contribute to governing the organization
- Work with other Councillors collectively
- Support Council decisions
- Fulfill responsibility to the citizens as an elected official

5. SERVING ON COUNCIL – WHAT DOES IT MEAN?

Things to Consider:

- Commitment to serving the community
- Significant time commitment
- Public scrutiny and accountability
- Balancing diverse community interests
- Understanding local government responsibilities
- Ability to work collaboratively
- Managing difficult decisions
- Ethical and legal obligations (declaring conflicts/confidentiality/Conduct)
- Impact on family and employment
- Willingness to learn and lead

5. SERVING ON COUNCIL – WHAT DOES IT MEAN?

Council Time Commitment

- 2 Regular Council Meetings per month (5:30 pm first & third Monday).
- 1 Committee of the Whole Meeting per month (9:00 am first Monday).
- 2 Closed/In Camera meetings per month as required.
- Special Meetings as required.
- Public Hearing attendance (held during Regular Council Meetings).
- 2 City of Armstrong Township of Spallumcheen Joint Council per year (minimum)
- 1 Okanagan Indian Band Council to Council Meeting per year
- 1 Splatsin First Nation Council to Council Meeting per year

5. SERVING ON COUNCIL – WHAT DOES IT MEAN?

Council Appointment Time Commitments:

Examples Include:

- 1 Agricultural Advisory Committee (AAC) per month (7:00 pm) *(1 Appointment)*
- 1 Rose Swanson Planned Harvest Select Committee as required (9:00 am) *(1 Appointment)*
- 1 RDNO Regional Board Meeting per month *(1 appointment)*
- 1 Regional Growth Advisory Committee per month *(1 appointment)*
- 1 Regional AAC per month *(1 appointment)*
- 1 Planning Application Review Dialogue Meeting per month (2 appointments)
- Attendance at conferences such as the Union of British Columbia Municipalities, Southern Interior Local Government Association, as well as other Local Government conferences.
- Attend invitations to community events where you may be requested to speak on behalf of your community.
- Governance Sessions (Orientation, Strategic Planning, Asset Management, Community Development Plan)

5. SERVING ON COUNCIL – WHAT DOES IT MEAN?

COUNCIL REMUNERATION (2026)

(In accordance with Council Policy

Mayor **$38,628/annum**

Councillors **$21,883/annum**

**Optional Medical/Dental*

**Individual Council wages deducted for missing more than 4 meetings in one calendar year.*

EXPENSES

- Reimbursement of expenses related to meetings and conferences is paid in accordance with Council Policy.
- Annual Technology Allowance of $300.

5. SERVING ON COUNCIL – WHAT DOES IT MEAN?

Council Conduct

- Section 100, *Community Charter*: Disclosure of Conflict
- Section 105, *Community Charter*: Restrictions on Accepting Gifts
- Section 108, *Community Charter*: Restrictions on the Use of Insider Information
- Section 117, *Community Charter*: Confidentiality
- Section 122, *Community Charter*: Exercise of Powers by Bylaw or Resolution
- Section 113.1, *Community Charter*: Requirement to Consider Code of Conduct New changes coming!
- Council Procedure Bylaw (Roberts Rules of Order)

6. SEEKING NOMINATION?

Key Dates

- Nomination Period **Tuesday, September 1 (9 am) to Friday, September 11 (4 pm)**
- Campaign Period Saturday, September 19 (12:01am) to October 17
- Advance Voting Dates **Wednesday, October 7 & Wednesday, October 14 (8 am to 8 pm)**
- General Voting Day **Saturday, October 17 (8am to 8pm)**
- Inaugural Council Meeting Monday, November 2 (5:30 pm) **photos*
- Deadline for filing financial disclosure statement with Elections BC **Friday, January 15, 2027** **all candidates*
- Late filing deadline Monday, February 18, 2027 ($500 late filing fee)

6. SEEKING NOMINATION?

Candidate Eligibility

- Canadian citizen
- 18 years of age or more on general voting day
- Live in BC for at least 6 months before immediately before filing nomination documents
- Not be disqualified by any law or statute from being nominated, elected or holding office

**No requirement to be a resident or own property within the municipality*

6. SEEKING NOMINATION?

Election Campaigns

- **Election Period:** Saturday, January 1, 2026 to Friday, September 18, 2026 (midnight)
- **Pre-campaign Period:** Monday, July 20, 2026 to Friday, September 18, 2026
- **Campaign Period:** Saturday, September 19 (12:01am) to Saturday, October 17, 2026

6. SEEKING NOMINATION?

Campaign Period:

Campaign expenses

Campaign expense limits

- Mayor $12,323.78
- Councillor $6,161.89

Campaign signs/advertising

- Third Party Advertising Limits
  - Mayor $924.28
  - Councillor $924.28

- Township of Spallumcheen Zoning Bylaw No. 1700 (Schedule G)
- Sponsorship information must be included on all advertisements
- Campaign signs and activities must not be within **100 metres** of a voting place during voting

6. SEEKING NOMINATION?

Nomination Process:

- Nomination packages:
  - Picked up from Municipal Hall (4144 Spallumcheen Way) Monday to Friday, 8:30am – 4:30 pm
  - Nomination period is from 9:00 am on Tuesday, September 1, 2026, to 4:00 pm on September 11, 2026.
  - Nomination papers must be filed by 4:00 pm on Friday, September 11; late filing is **not permitted**
- You must file your nomination papers with the Chief Election Officer or Deputy Chief Election Officer via: in person, by mail, by fax, or by email
  - Appointments recommended for in person delivery (throughout the nomination period 8:30 am to 4:30 pm)
  - Solemn declaration must be made in front of the CEO/Commissioner **BEFORE** signing

6. SEEKING NOMINATION?

Nomination Process Cont'd…

- To file nomination papers, you need:
  - Two qualified nominators;
  - Complete (and correct) nomination papers; and
  - Solemn declaration that you are qualified to run for office
- Declaration of a Candidate
- Withdrawal Process (September 12-18)

NOTE: Once filed, all nomination papers are available for public inspection at Municipal Hall or on the Township's website until 30 days after the declaration of election results

6. SEEKING NOMINATION?

Candidate Representatives:

- **Financial Agent**
  - Legally required to have during a campaign
  - Could be candidate or another appointed representative
  - responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*
- **Official Agent**
  - Optional
  - Represent the candidate during the general local election
  - Campaign manager / spokesperson
- **Scrutineer**
  - Optional
  - Represent candidates at general local election opportunities to view election proceedings

6. SEEKING NOMINATION?

Elections BC:

Election BC, though the *Local Elections Campaign Financing Act*, is responsible for the following:

- Advertising rules (candidate & elector organization)
- Campaign financing and disclosure rules
- Registration of elector organizations
- All inquires related to campaign advertising and financing must be directed to Elections BC

**Elections BC will contact you after your nomination papers have been submitted*

6. SEEKING NOMINATION?

Local Election Campaign Financing Act:

YOU MUST:

- Appoint a financial agent (can be the candidate)
- Maintain a campaign bank account for the full election period (January 1, 2026 –October 17, 2026)
- Ensure all campaign **contributions** and **expenses** are processed through your campaign bank account
- File your financial disclosures and expense records directly with Elections BC *(within 90 days of voting day – January 15, 2027)*

6. SEEKING NOMINATION?

Election Campaign Financing:

All inquiries related to campaign financing, third-party sponsors and advertising **MUST** be directed to Elections BC:

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

Fax toll free: 1-866-466-0665

Mailing: PO Box 9275 StnProv Govt, Victoria BC, V8W 9J6

Email: Electoral.finance@elections.bc.ca

Website: www.elections.bc.ca/lecfa

6. SEEKING NOMINATION?

Township's Election:

- Automated Vote Counting System Authorization & Procedure Bylaw No. 2189, 2026
- General Local Government Election Bylaw No. 2190, 2026
  - 2 Advance Voting Opportunities
  - Section 5 - Same day registration
- Mail Ballot Authorization & Procedure Bylaw No. 2191, 2026

6. SEEKING NOMINATION?

Voting:

- Advanced Voting Opportunities:
  - Wednesday, October 7, 2026 (8am –8pm), Municipal Office
  - Wednesday, October 14, 2026 (8am –8pm), Municipal Office
- Mail Ballot Voting
  - Available 7 days before Advance Voting
  - Ends at 4 pm on the Thursday, 2 days before the election
- General Voting Day Saturday, October 17, 2026 (8am –8pm), Municipal Office

6. SEEKING NOMINATION?

After General Voting Day:

- Announcing results
  - Preliminary results (Saturday, October 17, 2026)
  - Official results (Wednesday, October 21, 2026)
  - Announced on the Township's website and CivicinfoBC
- Tie
  - Determined by lot, in accordance with Bylaw
- Judicial recount
  - Apply to the Provincial Court
  - Period to apply begins as soon as the official election results have been declared until 9 days after the close of general voting

6. SEEKING NOMINATION?

Election Offences:

2 categories:

1. General Election Offenses committed under the *Local Government Act*
2. Campaign Financing Offenses committed under the *Local Elections Campaign Financing Act*

Penalties can include:

- Disqualification from holding office
- Fines
- Imprisonment

6. SEEKING NOMINATION?

Tips for Candidates

- Candidates encouraged to vote at Advance Opportunities.
- No advertising (media) permitted on General Voting Day.
- Please kindly remove election signs as soon as practical after 8 pm on Saturday, October 17, 2026
- Attend a Council or Committee meeting
  (Next meetings: Monday, September 21, 2026).
  www.spallumcheentwp.bc.ca

6. SEEKING NOMINATION?

If Elected to Council…

Candidates declared elected will:

- Be sworn in at the Inaugural meeting held Monday, November 2nd, 2026 at 5:30 pm (Come prepared for Photos)
- Take the Oath of Office
- Annual Appointments (Boards/Committees/Commissions) & Liaison (Societies)
- Begin duties of Council at the Inaugural meeting.

**A Council Orientation session has been booked for DATE TBD in the Township's Council Chambers (attendance required & LGLA offered – January 20-22, 2027 Kelowna, BC).*

6. SEEKING NOMINATION?

If Elected to Council…

- First Regular Council meeting Monday, November 16, 2026 at 5:30 pm
- First Parks & Recreation Commission Meeting Monday, November 16, 2026 (for 2 appointees)
- 2027 Budget Meetings (Generally COTW mid November – December)
- General/Capital (January – April)
- 5 Year Financial Plan must be adopted by Council by May 15, 2027

RESOURCES

WEBSITES:

Running for local office - Province of British Columbia

General local elections - Province of British Columbia

Local governments and the role of local elected officials - Province of British Columbia

Being an effective elected official - Province of British Columbia

DOCUMENTS:

general_local_elections_101.pdf

thinking_about_running_local_office.pdf

what_every_candidate_needs_know.pdf

Handbook for Local Candidates

scrutineers_guide_to_general_local_elections.pdf

guide_to_supporting_a_candidate.pdf

Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents

QUESTIONS

- All questions regarding the election can be directed to the corporate email of mail@spallumcheentwp.bc.ca

- All questions will be shared to the Township's elections webpage at https://www.spallumcheentwp.bc.ca/localgovernmentelection2026.htm
- Campaign Financing/Third Party Sponsors & Advertising MUST be directed to Elections BC:
- Toll Free: 1-800-661-8683
- Fax Free: 1-866-466-0665
- Mailing: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6
- Email: Electoral.finance@elections.bc.ca
- Website: https://elections.bc.ca/

QUESTIONS

SEEKING NOMINATION?

Submit the following Nomination Forms:

C2 – Nomination Documents (available for public inspection from 9:00 am Tuesday, September 1 to 4:00 pm Friday, September 11, 2026

C3 – Other Information Provided by Candidate

C4 – Appointment of Candidate Financial Agenda (if no agent is appointed the candidate is their own financial agent)

C5 – Appointment of Candidate Official Agenda (if applicable)

C6 – Appointment of Candidate Scrutineer (each candidate may appoint one Scrutineer)

Statement of Disclosure

Candidate Information Release Authorization