



2026 District of Lantzville Election Candidate Information Session

6:00 pm, July 15, 2026 – Council Chamber, 7192 Lantzville Road

*We respectfully acknowledge that we are within the traditional territory
of the Snaw-naw-as, Nanoose First Nation*

Important Notice

This presentation is provided for convenience as an overview, reference and introduction only.

It does not cover every aspect of local elections and is not legal advice.

Candidates, financial agents, official agents and scrutineers need to review the applicable statutes, including the *Community Charter*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act*, District of Lantzville bylaws and official guidance from Elections BC and the Province.



Are you interested in serving?



Are you interested in filling a seat on your municipal Council?

The 2026 General Local Election will elect one Mayor and four Councillors for the District of Lantzville.

The successful candidates will serve a four-year term.

Introduction

Time to talk about your Council seat!

Chief Administrative Officer: Prab Lashar

Chief Election Officer: Delcy Wells, Director of Corporate Administration – 250.933.8082

Deputy Chief Election Officer: Aria Long, Deputy Director of Corporate Administration – 250.933.8081

Election email: vote@lantzville.ca



Introduction

- Please ask for clarification if you do not understand.
- Questions and answers can be asked at the end.
- Please follow up by email with any additional questions after the session.
- Please review the candidate resources provided by Elections BC and the Province.
- No discussion of local campaign issues - save those for the campaign.

The Presentation's Purpose



**Election
process**



**Candidate
responsibilities**



**Council member
responsibilities**



**Local
Government**



**District of
Lantzville**



**Your
questions**

2026 General Local Election Process

- The purpose of the election is to fill the offices of one Mayor and four Councillors for a four-year term.
- The District will also participate in the local school trustee election on the same ballot.
- General Voting Day is Saturday, October 17, 2026.
- Voting is regulated by provincial legislation, Elections BC campaign financing rules, and District bylaws.

Elections BC Role



Elections BC administers

- Campaign financing disclosure
- Election advertising and third-party advertising rules
- Elector organization registration
- Expense limits and contribution limits
- Provincial Voters List support

Candidates must

- Appoint a financial agent or act as their own
- Use a campaign account before accepting money or incurring expenses, unless there is zero campaign activity
- Track expenses from January 1, 2026
- File a disclosure statement by January 15, 2027
- Follow Elections BC guides and contact Elections BC for finance questions

Campaign Financing - Key Updates

- The 2026 annual contribution limit is \$1,429.70. Contributions may only come from eligible individuals.
- Lantzville candidate expense limits for the campaign period: Mayor \$12,323.78; Councillor \$6,161.89.
- The campaign period begins on September 19, 2026, and ends on October 17, 2026.
- Candidates with no contributions and no expenses do not need a separate campaign bank account.
- All candidates, whether elected or not, must file with Elections BC.

Election Advertising and Signs

- Election advertising during the pre-campaign and campaign periods must include clear and readable sponsorship information.
- Third party advertisers must register with Elections BC before sponsoring election advertising.
- District election signs may be placed starting September 19, 2026.
- Signs must be removed by October 24, 2026.
- The District enforces signage restrictions within 100 metres of voting places on voting days and on District property at all times.

Candidate Qualifications



Canadian citizen



18 years of age or older on General Voting Day -
Saturday, October 17, 2026



Resident of British Columbia for at least six months
immediately before nomination. For the regular nomination
deadline, the B.C. residency date is March 10, 2026



Not disqualified under the *Local Government Act* or any
other enactment from voting, being nominated, being
elected or holding office



No requirement to live in or own property in Lantzville

Nomination Process – Dates



- 1 **Nomination packages** will be available starting **August 4, 2026**
- 2 **Nomination period opens** at **9:00 a.m.** on **Tuesday, September 1, 2026**
- 3 **Nomination period closes** at **4:00 p.m.** on **Friday, September 11, 2026** *Late filing is not allowed*
- 4 **Candidate withdrawal deadline** is **4:00 p.m.** on **Friday, September 18, 2026**

Lantzville requires a **minimum of two qualified nominators** and has no nomination deposit

Nomination Process – Filing

- Candidate nomination documents may be submitted to the CEO or DCEO in person, by mail, fax or email, as long as they are received by the close of the nomination period.
- The solemn declaration must be made before a commissioner for taking affidavits in British Columbia.
- Candidates are responsible for ensuring documents are complete, true and accurate.
- The CEO & DCEO cannot correct a candidate form but may point out errors or possible errors.
- Appointments with the CEO or DCEO are strongly recommended if you want the District to sign them as the commissioner of oaths.

Nomination Package and Privacy

- The candidate cover sheet and checklist are only administrative tools and do not form the nomination package.
- Nomination documents are available for public inspection, but 2026 privacy rules require redaction of certain candidate personal information when published online.
- Unredacted nomination documents may be viewed in person after the elector signs the required statement.
- Candidate information under LGA s. 90 must remain private.

Declaration and Challenges

- The CEO declares candidates after the nomination period closes on **September 11, 2026.**
- If there are insufficient candidates, the nomination period is extended to **September 14, 2026.**
- A nomination or endorsement challenge may be made until **September 15, 2026.**
- A court decision on a nomination challenge is due **September 18, 2026.**
- The CEO declares election by voting or acclamation on **September 21, 2026.**

Election by Voting

Advance Voting

Wednesday, October 7, 2026, 8:00 a.m. to 8:00 p.m.
at Costin Hall, 7232 Lantzville Road.

Wednesday, October 14, 2026, 8:00 a.m. to 8:00 p.m.
at Costin Hall, 7232 Lantzville Road.

General Voting Day

Saturday, October 17, 2026, 8:00 a.m. to 8:00 p.m.
at Costin Hall, 7232 Lantzville Road.



Mail ballots must be received by the CEO/DCEO
before the close of voting on General Voting Day.

Voting Day Do's



- ✓ Remove campaign signs within 100 metres of the voting place on voting days, including signs on vehicles.
- ✓ Vote only once. Advance voting is encouraged where possible.
- ✓ After voting, immediately leave the voting place and do not campaign or speak with voters within 100 metres.
- ✓ Obey election official directions.
- ✓ Official agents and scrutineers may observe only as authorized and must follow CEO instructions.

Voting Day Don'ts



- ✗ Do not canvass, solicit votes, influence voters or campaign within 100 metres of the voting place.
- ✗ Do not allow supporters to display election signs or campaign material within 100 metres of the voting place.
- ✗ Do not wear or supply buttons, pins, branded clothing, vehicle signs or other supporter identifiers at the voting place.
- ✗ Do not use cell phones, cameras or recording devices in the voting place.
- ✗ Do not break Elections BC advertising or campaign financing rules.

Scrutineers

- Scrutineers may be appointed in writing by a candidate or official agent, if delegated authority is provided.
- Scrutineers observe the conduct of voting and counting proceedings; they do not assist voters or manage the process.
- Provide appointment forms to the CEO & DCEO as soon as practicable.
- Scrutineers must make the required solemn declaration before observing voting or counting.
- Scrutineers must sign in and out and wear generic identification as directed by the CEO & DCEO
- Scrutineers have a mandatory minimum 2 hour shift. If they leave before 2 hours, the next scrutineers shift cannot start until the previous shift is over.

Scrutineer Conduct

- Scrutineers must not speak with electors or interfere with election officials.
- Procedural questions must be directed to the CEO or DCEO.
- Challenges to an elector must be made before the elector receives a ballot and only on allowed grounds.
- Scrutineers must remain in assigned areas and be self-sufficient for food and drink. Scrutineers may not wander, and must stay in their assigned position unless using the washroom.
- Communication with a scrutineer shift change must be completed outside of the voting location before the new scrutineer signs in.

Voting Day – After Close of Voting



- Voting place doors close at 8:00 p.m. on October 17, 2026. Electors in line at closing are still entitled to vote.
- Authorized candidate representatives may observe the count as directed by the CEO & DCEO.
- Those wishing to observe must enter by 8:00pm as no entries will be permitted after the doors close. People may only exit.
- Automated vote counting systems provide preliminary results, subject to official determination.
- If fewer than 25 mail ballots are received, ballots may be combined to preserve ballot secrecy. This is up to the DCEO.
- Preliminary results will be posted on the District website.

After General Voting Day



- Last day for declaration of official election results by voting: **October 21, 2026.**
- Judicial recount application period: **October 21 to October 26, 2026.**
- Start of public inspection of voting day materials: **October 21, 2026.**
- First Council meeting must be held between **November 1 and November 10, 2026.**

Transition from Campaigning to Governing

- Once elected, the role changes from campaigning to governing.
- Council acts collectively; individual members have no authority alone. All authority is via Council motions or bylaws.
- Orientation helps establish shared expectations, meeting discipline, conduct and role clarity.
- Councils are continuing bodies - municipal work continues through the election and transition period

“Obliti Privatorum – Publica Curata”

Translation: Forget private interests – look after the public causes.

- A reminder that elected office is public service.
- Decisions must consider the well-being and interests of the municipality and the community as a whole.
- The Council table is where private campaign positions become collective public decision-making.

An Elected Official...

- Contributes to the betterment of the local government.
- Provides leadership.
- Serves and acts on behalf of all members of the community.
- Participates in respectful debate and collective decision-making.
- Balances individual viewpoints with the public interest.

Why Run?

- Your community needs good people.
- It can be rewarding and challenging.
- Local government is the closest and most accessible level of government.
- Previous elected experience is not required.
- It is a significant learning opportunity and public commitment.
- Your family and support network should understand the time commitment.

Characteristics of an Effective Locally Elected Official

- Run for more than one reason.
- Understand what is within local government jurisdiction and what is not.
- Recognize that one Council member has no authority alone, except to influence a decision at the Council table.
- Respect conflict of interest rules before, during and after Council decisions.
- Be prepared to listen, learn, read, attend and make difficult decisions.

How Local Governments Get Their Authority

- The Constitution Act divides legislative authority between Parliament and provincial legislatures.
- Local government authority in British Columbia flows from provincial legislation.
- Municipalities must act within the powers granted by legislation, regulation and bylaws.
- Council cannot make decisions outside its legal authority.

Purpose of a Municipality



What Legislation Governs Local Governments?

- *Community Charter:* municipal purposes, powers, governance, finance, procedure and responsibilities.
- *Local Government Act:* elections, planning, land use, regional districts and many election procedures.
- *Local Elections Campaign Financing Act:* campaign financing, election advertising, elector organizations and disclosure.
- *Financial Disclosure Act:* statement of disclosure requirements.
- District bylaws, including the Election and Assent Voting Bylaw and Council Procedure Bylaw.

Roles and Responsibilities of Elected Officials



- Council members consider the well-being and interests of the municipality and community.
- They contribute to policy and program development and evaluation.
- They participate in Council, committee and other appointed meetings.
- They carry out duties assigned by Council and by legislation.
- They act collectively through Council decisions, not individually through operational direction.

Community Charter s. 115

Council Members

- Consider the well-being and interests of the municipality and community.
- Contribute to development and evaluation of municipal policies and programs.
- Participate in Council meetings, committee meetings and meetings of other bodies to which appointed.
- Carry out other duties assigned by Council.
- Carry out other duties assigned under the *Community Charter* or any other Act.

Community Charter s. 116

Mayor

- The Mayor is the head and chief executive officer of the municipality.
- Provides leadership to Council and may recommend bylaws, resolutions and other measures.
- Communicates information to Council.
- Presides at Council meetings when in attendance.
- Provides, on behalf of Council, general direction to municipal officers respecting implementation of Council policies, programs and directions.
- Reflects the will of Council and carries out duties assigned by legislation.

Council and Staff Have Distinct Roles

- Council is the decision-making body and sets strategic priorities, policies and budgets.
- Staff implement Council decisions and provide professional, neutral advice based on facts, evidence, and their professional designation.
- The CAO is Council's primary employee and the main link between Council and staff.
- Individual elected officials do not supervise, direct or assign work to staff and do not deal directly with contractors.

Council and Staff Have Distinct Roles – Continued

- Elected officials may not contact any contractors or purchase anything on behalf of the District – all such decisions require a Council resolution.
- Elected officials must not interfere with, hinder or obstruct the work of officers, employees, union employees, contractors, and any group entered within an agreement with the District.

Role of Council

- Act as the governing body of the municipality.
- Represent electors and consider the whole community.
- Engage the community and set strategic direction.
- Adopt bylaws, policies, plans and budgets.
- Approve the five-year financial plan and taxation.
- Decide what services are delivered and at what level.
- Monitor community satisfaction and organizational progress.

Role of **Council** – Continued

- Hire, oversee and evaluate the CAO.
- Appoint committees, acting mayors and Council representatives.
- Serve on external bodies where appointed by Council.
- Make decisions through lawful meetings, bylaws and resolutions.
- Link strategic priorities to budgets, service levels and work plans.

Role of the Mayor

- Political leader and key spokesperson for Council.
- Council meeting chair and consensus builder.
- Reflects the will of Council.
- Liaises with the CAO and the public.
- Represents the District at civic and ceremonial functions.
- Facilitates respectful and effective Council decision-making.

Role of the CAO and Staff

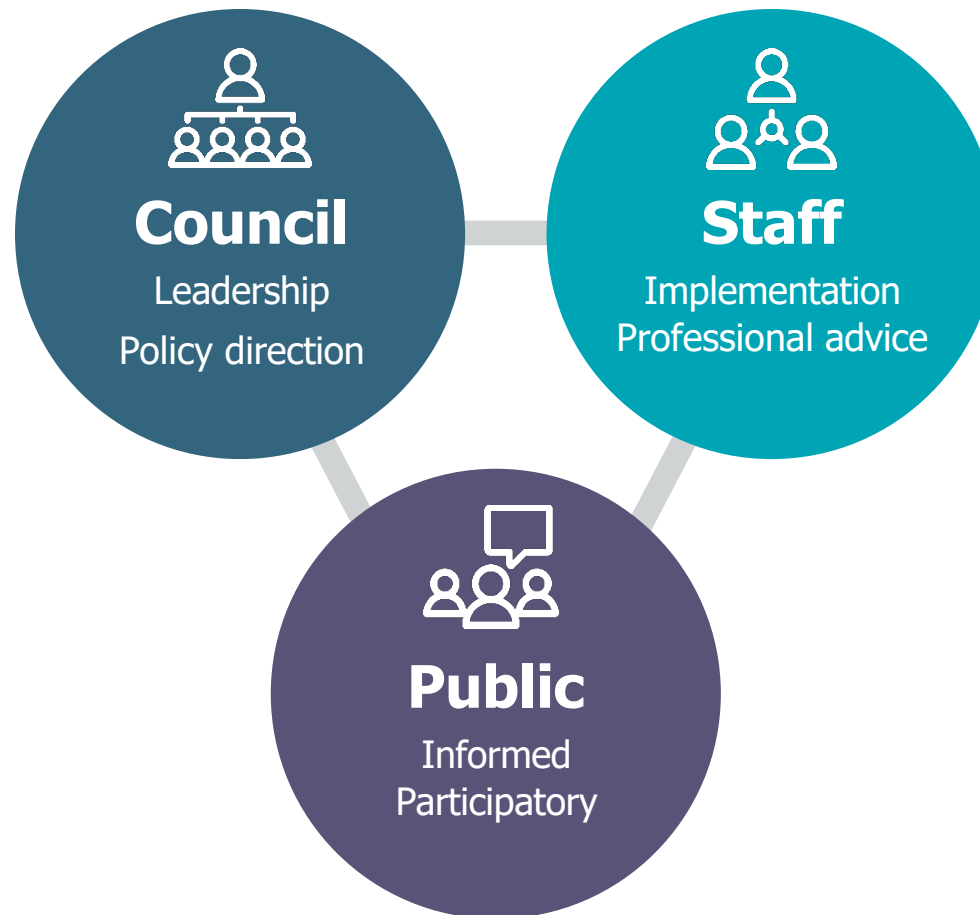


- CAO provides leadership to staff and supports Council as a whole.
- Staff provide professional, technical and administrative advice.
- Staff implement Council policy, bylaws, budgets and direction.
- Staff communicate decisions and service information to the public.
- Staff alert Council to risks, opportunities and implementation challenges.
- Staff choose operational methods within legislation, Council direction, policy, financial plan, legal advice, or when an emergency arises.

Building a Solid Council-Staff Partnership

- Respect democratic process and principles.
- Use quality orientation, information and advice.
- Clarify roles and boundaries early.
- Use corporate planning and strategic priorities.
- Hold joint planning and staff briefing sessions where appropriate.
- Communicate Council rationale for decisions.
- Maintain mutual respect and a respectful workplace.

Council - Staff - Public Partnership



Council Authority: Bylaw or Resolution

- Council may only exercise its authority by bylaw or resolution.
- Where legislation requires a bylaw, a resolution is not enough.
- Where Council may act by resolution, it may also act by bylaw.
- An act or proceeding of Council is not valid unless authorized or adopted by bylaw or resolution at a Council meeting.

Duty to Respect Confidentiality

- Council members and former Council members must keep confidential records and closed-meeting information in confidence unless lawfully released.
- Any member of Council who is not re elected must destroy and discard any records they may be holding. This includes any electronic records transferred to personal devices or email accounts.
- Confidentiality continues until information is discussed in open meeting or lawfully released to the public.
- Improper disclosure can create legal, financial, reputational and workplace harm.
- When unsure, seek advice before sharing information.

Conflict of Interest

- A Council member must declare a conflict if they consider they are not entitled to participate because of a pecuniary interest or another conflict of interest
- After declaring, the member must not remain or attend while the matter is considered and must leave the Council chambers announcing the reason for a conflict of interest.
- The member must not participate in discussion, vote, or attempt to influence the vote before, during or after the meeting.
- Conflicts are personal legal obligations. Get advice early.

Restrictions on Accepting Gifts

- A Council member must not directly or indirectly accept a fee, gift or personal benefit connected with their duties of office. Please email anytime you have been offered something when in relation to your duties of the District.
- Exceptions may include protocol or social obligations, lawful compensation, or lawful campaign contributions.
- Contraventions may result in disqualification unless inadvertent or made in good faith error of judgment.
- When in doubt, disclose and seek advice.

Restrictions on Insider Information

- A Council member or former Council member must not use non-public information obtained through office for personal pecuniary interests.
- This applies to information or records not available to the general public.
- Misuse can lead to disqualification and serious reputational harm.
- Good governance requires trust, confidentiality and restraint.

Freedom of Information Awareness



- A Council member is provided with a district email account, and this account **MUST** be used for all District business.
- If the District is required to provide information to a resident, it is possible that email accounts will need to be searched so it needs to all be in one place.
- Further, we need to ensure that the security of District information is protected by our information systems.
- Members of Council cannot use 'other' email addresses for District business.

Where Does Council Decision-Making Start?

- Council decision-making starts with the agreed upon Strategic Priorities, Legislation, Bylaws, the Official Community Plan, other adopted plans and most importantly the public interest.
- The District's mission has been to provide efficient, effective and environmentally and economically sustainable services while managing responsible growth and respecting Lantzville's rural character and charm.
- The incoming Council's first priority is to create strategic direction for its four-year term.

Where Does Council Decision-Making Start? – Continued

- Strategic priorities should define community outcomes, not individual projects.
- Strategic Priorities should be a small group of concentrated community outcomes that guide Council as they pass resolutions.

Council Decision-Making Values

- Act professionally and respectfully toward the public, staff and Council members.
- Respect the roles of Council, staff and the public.
- Respect the decision-making process.
- Read agendas, ask good questions and carry out adequate research.
- Thoughtfully consider issues while serving and representing the whole community.

Council Procedures

- Council meetings are governed by the Council Procedure Bylaw and provincial legislation.
- A Council meeting schedule is established annually by Council resolution.
- Meetings are open to the public unless a lawful closed meeting provision applies.
- New Council orientation and financial planning often require additional meetings.
- Candidates should review the current Procedure Bylaw and meeting schedule.
- Meetings can be added anytime via Council resolution or other means defined in the Council Procedure Bylaw.

Demands on Your Time

Serving on Council requires more than attending regular meetings. Candidates should consider the time required for reading agendas, responding to residents, attending events, committee work, regional appointments, orientation, training and difficult decisions.

Demands on Your Time

Meetings and Events

- Council meetings and Special Council meetings.
- Committee meetings and external board appointments.
- Public information meetings and community engagement.
- Community events and ceremonies.
- Conferences, workshops and professional development.
- A four-year term of consistent availability.

Demands on Your Time

Orientation and Committees

- Council orientation post-election: November 5 and 6, 2026
- Potential statutory committees, select committees and standing committees.
- Strategic planning and budget planning sessions.
- Financial plan meetings and service-level discussions.
- Committees may change after Council reviews strategic priorities and committee policy.
- The Board of Variance is independent. Council members do not participate.

Demands on Your Time

Orientation and Committees

- Civic Leaders Resilience:
November 26, 2026; 9 am to 12 pm; Tigh-Na-Mara
- Legal Issues in Local Government:
December 3, 2026; 9am to 4 pm; Vancouver Island
Conference Centre
- Emergency Operations Centre Overview:
January 26, 2027; 10 am to 12 pm; RDN Board Chambers

Demands on Your Time

Orientation and Committees

- Asset Management 101:
February 3, 2027; 10 am to 12 pm; RDN Board Chambers
- Indigenous Corporate Training:
Part 1 on February 18, 2027: 9 am to 12 pm; RDN Board Chambers

Part 2 on May 18, 2027: 9 am to 12 pm; RDN Board Chambers

External Appointments

- Appointments are made by Council and may change by term.
- Members must act within the Council mandate and appointment authority.
- Acting outside mandate may create risk and will affect your indemnification.
- Possible external appointments may include Regional District of Nanaimo, Vancouver Island Regional Library, Municipal Insurance Association, or other bodies.

When Residents Contact You

- Residents may not understand that Council members do not manage day-to-day operations. Please always direct operational inquiries to the District.
- Do not become the person in the middle of operational requests.
- Refer residents to the appropriate staff contact or general District contact channel.
- If unresolved, residents may contact the CAO or write to Council through the District.
- Individual Council members should never direct staff regarding operational items or promise operational outcomes.

Remuneration and Expenses

- Council remuneration is set by District bylaw and may be adjusted from time to time by Council resolution and Bylaw amendments.
- 2026 annual rates are \$28,998 for the Mayor; \$16,073 for Councillors.
- External appointments may include separate remuneration from the appointing body.
- Expense reimbursement is generally tied to Council authorization, District business and the applicable expense bylaw or policy.
- Candidates should understand public expectations around compensation, attendance and transparency.

Additional Information



A follow-up session will be held on September 24, 2026, for all candidates who are nominated.

Below are links to additional information for your reference:

- Candidate Information: [District of Lantzville Candidate Information Package](#)
- Civic Info: [Civic Info Election Results](#)
- Code of Conduct: [Code of Conduct](#)
- Community Charter: [Link to Community Charter](#)
- Current Council Procedure Bylaw: [Council Procedure Bylaw](#)
- Elections BC: [Elections BC Website](#)
- Election Bylaw: [District of Lantzville Election Bylaw](#)
- Local Government Act: [Link to the Local Government Act](#)

Additional Information continued

Below are links to additional information for your reference:

Provincial Publications:

- [Being an Effective Elected Official](#)
- [General Local Elections 101](#)
- [Guide to Supporting a Candidate](#)
- [Role of Elected Officials](#)
- [Scrutineers Guide to General Local Elections](#)
- [Thinking About Running for Local Office.pdf](#)
- [What Every Candidate Needs to Know.pdf](#)
- [What to Know Before You Start Campaigning Quick Reference Sheet](#)

Good Luck With Your Campaign!

District operations: CAO Prab Lashar - contact through Municipal Hall or district@lantzville.ca.

Election process: Chief Election Officer Delcy Wells - 250.933.8082.

Deputy Chief Election Officer: Aria Long - 250.933.8081.

Election email: vote@lantzville.ca.

Campaign financing and advertising: Elections BC - 1.800.661.8683 or electoral.finance@elections.bc.ca.

Legislative election questions: Ministry of Housing and Municipal Affairs 250.387.4020 or LGGovernance@gov.bc.ca.



Questions?

Please email any follow-up questions to vote@lantzville.ca so responses can be tracked and shared consistently where appropriate.

