
WELCOME TO THE
PRE-CANDIDATE WORKSHOP
JULY 28, 2022

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QUESTIONS TO CONSIDER BEFORE RUNNING

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

See brochure titled “Thinking about running for Local Office?” from the Ministry of Municipal Affairs

WHAT ARE SOME OF THE **PRINCIPLES** LOCALLY ELECTED OFFICIALS NEED TO UPHOLD?

- **Integrity** – being honest and demonstrating strong ethical principles
- **Accountability** – an obligation and willingness to accept responsibility for one's actions
- **Respect** – having regard for others' perspectives, wishes and rights
- **Leadership and Collaboration** – an ability to lead, listen and to positively influence others; coming together to pursue a common goal through collective efforts

WHAT ARE SOME OF THE **CHARACTERISTICS** OF AN EFFECTIVE ELECTED OFFICIAL?

- **Diligent** – are prepared for meetings, ask questions and participate respectfully in discussions to contribute to a positive environment so effective decisions can be made;
- **Responsible** – understand the role of Council and the legislative requirements that apply;
- **Committed** – have the time, energy and motivation required to be effective and responsive to the community's needs;
- **Patient** – have patience for others' point of view and for the Council processes and procedures;
- **Influential** – build relationships; provide facts; explain point of view; listen to concerns;
- **Self-aware** – assess their strengths and weaknesses; know the types of comments that can cause upset, aware of their impact on others.

WHAT ARE THE **RESPONSIBILITIES** OF A LOCALLY ELECTED OFFICIAL

- Participate in Council meetings and contribute to decision making;
- Follow the rules set out by local government legislation, bylaws and policies that govern how Council members exercise their authority;
- Consider the well-being and interest of the entire community;
- Contribute to the development and evaluation of policies and programs with respect to local government services.

ROLE OF MAYOR AND COUNCIL

- Set strategic direction;
 - Make policies and adopt bylaws;
 - Adopt Financial Plan – allocate resources to services, capital projects, programs and other priorities;
 - Represent citizens;
 - Engage with the community.
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- The Mayor is the spokesperson; chairs meetings; maintains order and conduct of debate; ensures meeting rules are followed; encourages the expression of differing viewpoints. The Mayor communicates with staff via the CAO, on behalf of Council.

COUNCIL MEETING DATES AND REMUNERATION

- Council Meetings are held on the first and third Tuesday of each month at 1:00 p.m. (Regular, Committee of the Whole and Closed)
- Public Hearings are held on Monday or Tuesday at 6:00 p.m.
- Special Council Meetings often on Thursday or Friday at noon
- Mayor Remuneration = \$ 83,036.37
- Councillor Remuneration = \$27,493.53



ROLE OF LOCAL GOVERNMENT STAFF

- Implement the direction, decisions and policies of Council and manage the local government's resources;
- Provide Council with information and professional advice to ensure informed decision-making;
- Communicate local government policy and decisions to the public.

* More details regarding City services and departments are provided as part of the Council Orientation sessions held in October.

ROLE OF CHIEF ADMINISTRATIVE OFFICER

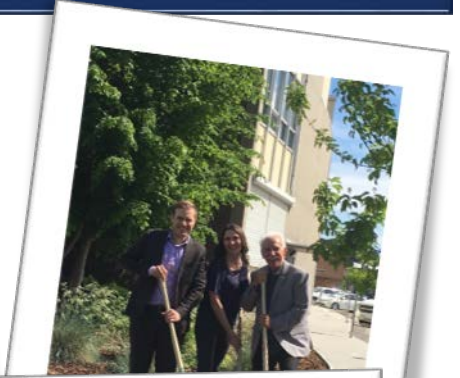
- The Chief Administrative Officer is the only member of staff hired by Council.
- The CAO is responsible and accountable for hiring and supervising all other staff.
- The relationship between the Mayor and CAO provides a critical link between Council and staff.

ROLE OF CORPORATE OFFICER AND CHIEF FINANCIAL OFFICER

- All local governments must have at least two officer positions: one responsible for corporate administration and one responsible for its financial administration.
- Corporate Officer – By statutory authority, responsible for the preparation of Council meetings, agendas, minutes, drafting bylaws and managing city records. Designated as Head under *Freedom of Information and Protection of Privacy Act* and responsible for municipal elections.
- Chief Financial Officer – By statutory authority, coordinates and manages the finance activities of the City. Responsible for preparing the financial plan, annual financial statements, annual report, risk and insurance and asset management.
- The City has other positions established by legislation such as Approving Officer, Chief Building Official, City Engineer, Licensing Officer and Collector.

WHAT ARE SOME OF THE DEMANDS ELECTED OFFICIALS FACE?

- High volume of reading and learning in order to know the City of Penticton's bylaws, policies and legislative procedures;
- Attending numerous Council meetings, Committee meetings and Public Hearings;
- Attend UBCM, FCM and SILGA;
- Make special appearances and attend community events;
- Substantial time commitment;
- Public and media scrutiny.



WAYS POTENTIAL CANDIDATES CAN PREPARE

- Read City of Penticton bylaws – Zoning Bylaw, Official Community Plan, Master Plans, Council Procedure Bylaw;
- Attend Council Meetings to learn about priority issues and ongoing projects;
- Review City of Penticton website to learn more about City initiatives and events;
- Participate in community events, learn about local service groups, environmental and social agencies to better understand the diversity of interests in Penticton;
- Read the *Local Government Act*, *Community Charter* and *Local Elections Campaign Financing Act* to gain an understanding of the legislative requirements that local governments must follow;
- Research the internet for more information about local governments in BC.



RUNNING AN ELECTION

- Local government and school board elections in B.C. are not run by one single entity, Elections BC is one of several authorities that play a role in general local elections.

If you would like to know more about...	Contact
Nomination Process	Chief Election Officer or Deputies
Voting and Ballots	Chief Election Officer or Deputies
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
School Trustees/School Board elections	Ministry of Education
Legislation for local elections	Ministry of Municipal Affairs
Publication of election results and other election data (current and historic)	Civic Info BC

NOMINATION

- Can pick up a Candidate Nomination Package from City Hall or download from City website;
- Require 10 nominators (eligible to vote in Penticton);
- Please contact us if you have any questions with the forms (Candidate Release Form, Appointment of Scrutineer, Appointment of Financial Agent, Appointment Official Agent, Financial Disclosure Statement);
- **NOMINATION PERIOD is 9:00 a.m. on August 30 to 4:00 p.m. on September 9, 2022;**
- Please contact us to make an appointment to drop off the completed nomination documents.

2022 Election

On Saturday, October 15, 2022, City residents will vote for one (1) Mayor, six (6) Councillors and four (4) School Trustees. Elected officials will serve a four-year term from November 2022 to October 2026.

Key Dates

- Nomination Period: August 30 - September 9, 2022
- Campaign Period: September 17 - October 15, 2022
- Advance Voting Opportunities: October 5, 8 and 13, 2022
- General Voting Day: October 15, 2022
- Inaugural Meeting: November 1, 2022

General local elections (and by-elections) are the most direct way for the public to influence their local government by choosing the individuals who will make decisions and govern on their behalf following general voting day. Learn more on the [Elections BC website](#) and the [Province of BC website](#).

Information for the 2022 local election has been provided below.

Latest Updates

[Candidate Nomination Packages Now Available](#)



[Pre-Candidate Workshops](#)



CAMPAIGNING FINANCING – RESPONSIBILITY OF ELECTIONS BC

- Elections BC is responsible for assisting elector organizations and candidate financial agents (might be the candidate) with their responsibilities and legal obligations under the *Local Elections Campaign Financing Act* (LECFA).
- All candidates have expense limits that apply during the campaign period. The Campaign Period for the 2022 General Local Elections is September 17, 2022 to October 15, 2022.
- Each election area and office has its own limit which is based on the office and population of the election area.
- The limits apply to the 2022 General Local Elections and all subsequent by-elections.
- Campaign Expense Limits for Mayor: \$28, 803.58
- Campaign Expense Limits for Councillor: \$ 14,508.60
- Contact Elections BC for more details.









The screenshot shows the Elections BC website. At the top, there is a navigation bar with the Elections BC logo and a "Register to Vote" button. Below the navigation bar, there are tabs for "Voting", "Provincial Elections", "Local Elections", "Recall & Initiative", and "Resources". The main content area is titled "2022 GENERAL LOCAL ELECTIONS" and features a large banner with the text "2022 General Local Elections" and an illustration of a hand putting a ballot into a box. Below the banner, there is a section titled "The 2022 General Local Elections are on October 15, 2022." and a paragraph explaining that Elections BC administers campaign financing, disclosure and election advertising rules under the *Local Elections Campaign Financing Act*, but does not administer voting or candidate nominations at the local level. On the left side of the page, there is a sidebar menu with the following items: "Local Elections", "2022 General Local Elections", "2022 General Local Elections", "Key Dates", "Local Chief Election Officers", "Local Elections FAQs", "Elections and Assent Voting", "Local Candidates", and "Elector Organizations".

CAMPAIGNING

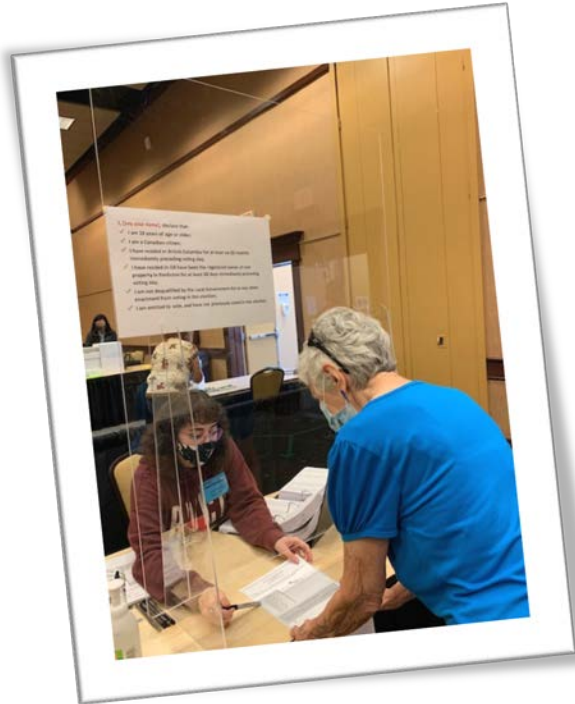
- Once you are declared a candidate you will begin to hear from the media and invited to attend Candidate Forums.
- Campaign signs can be placed in the designated public places (see Political Signage Bylaw for details) after the close of the nomination period – September 9 at 4 p.m.
- Sponsorship information, also known as an authorization statement, is required on advertising – including your campaign signs.
- Must include the name of the financial agent, the words “authorized by” in front of the financial agent’s name and a BC phone number or BC mailing address at which the financial agent can be contacted.
- There are no size requirements for the sponsorship information but it must be clear and readable.



IMPORTANT DATES

2022 Local Election Key Dates	
Start of Nomination Period	August 30, 2022 at 9:00 a.m.
End of Nomination Period	September 9, 2022 at 4:00 p.m.
Declaration of Candidates	 September 9, 2022 at 4:05 p.m.
End of Election Period	September 16, 2022
Start of Campaign Period	 September 17, 2022
Required Advance Voting Opportunity	October 5, 2022 
Other Advance Voting Opportunities	October 8 & 13, 2022 
End of Campaign Period	 October 15, 2022
General Voting Day	October 15, 2022 
Determination of Official Election Results	up to October 19, 2022

VOTING OPPORTUNITIES



- Advance voting – October 5, 8, 13 at the Penticton Trade and Convention Centre between 8:00 a.m. – 8:00 p.m.
- Mail ballots available upon request for any eligible elector;
- Special Voting opportunities (care homes and hospital) are being arranged by the Deputy Chief Election Officer;
- General Voting Day – October 15 at Penticton Trade and Convention Centre or at the Seniors' Drop-In Centre between 8:00 a.m. to 8:00 p.m.

ELECTION DAY – OCTOBER 15

- Names are listed alphabetically on the ballot;
- No campaigning within 100m of a polling station – this includes signs and buttons;
- Consider voting at an advance voting opportunity;
- You may appoint a scrutineer to be at each voting opportunity;
- You may be present for the vote counting at the end of General Voting Day;
- Utilizing Zoom to stream the vote counting and to share the preliminary results.



GETTING TO WORK



- Current Council has a Regular Council Meeting on October 18 at 1:00 p.m.
- Inaugural meeting will be held on November 1, 2022 – Swear Oath of Office
- Council Orientation and Strategic Planning – (lead by CAO with a variety of facilitators) will take place October 26, 27, 28 and November 3 & 4, 2022
- First Regular Council Meeting is November 15, 2022 at 1:00 p.m. in Council Chambers, City Hall
- Budget deliberations – March 14, 15 & 16, 2023
- SILGA (Vernon, BC) – April 25 – 28, 2023
- FCM (Toronto, ON) – May 25 – 28, 2023
- UBCM – (Vancouver, BC) September 18 – 22, 2023

QUESTIONS

- Feel free to reach out any time if you have election or local government questions.
- Thank you for attending!

