

Regional District of
Bulkley-Nechako
2026 Fort Fraser
Local Community
Commission Candidate
Nomination Package



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Fort Fraser Local Community Commission

The Fort Fraser Local Community Commission is an elected body that represents the unincorporated community of Fort Fraser within the Regional District of Bulkley-Nechako. It consists of four locally elected Commissioners and the Electoral Area D Director. Commissioners are elected every four years in conjunction with local government elections. As both an advisory and administrative body, the Commission plays a role in the operation and administration of services delivered within Fort Fraser. These include water, sewer, and street lighting. The Commission serves as a channel between the community and the Regional District Board, ensuring that local concerns and priorities are represented.

Introduction

Thank you for your interest in the 2026 Regional District of Bulkley-Nechako Fort Fraser Local Community Commission Elections.

The nomination period begins at 9:00 AM on Tuesday, September 1, 2026, and ends on Friday, September 11, 2026, at 4:00 PM.

Nomination forms are available for download on the RDBN website at [rdbn.bc.ca/2026 General Local Election](https://rdbn.bc.ca/2026-General-Local-Election) or you can pick up a printed copy at the RDBN Office Building, located at 37-3rd Avenue, Burns Lake, B.C., during regular business hours of 8:30 AM to 4:30 PM, excluding statutory holidays and weekends or the RDBN website at www.rdbn.bc.ca, and may also be available for pick up at the Fort Fraser post Office, 521 Highway 16 West, Fort Fraser, B.C.

****Nomination Papers will not be accepted at the Fort Fraser Post Office****

Nomination Period

Completed nomination documents will be received by the Chief Election Officer or Deputy Chief Election Officer between 9:00 AM on Tuesday, September 1, 2026, and 4:00 PM on Friday, September 11, 2026.

Qualification for Office

A person is qualified to be nominated, elected, and to hold office as a member of the Fort Fraser Local Community Commission if they are a resident of the local community for at least 30 days immediately preceding voting day.

Eligibility Requirements

To be eligible to run for the RDBN Fort Fraser Local Community Commission, you must meet the following requirements:

- Be at least 18 years of age on General Voting Day
- Be a Canadian citizen
- Have been a resident of British Columbia for at least 6 months immediately prior to nomination
- Not be disqualified under the Local Government Act or any other legislation from voting or holding office

These requirements ensure that candidates are qualified to participate in local governance and represent their communities.

Disqualified Candidates

A person is disqualified from being nominated, elected, or holding office if they:

- Are a judge
- Are an RDBN Employee and do not meet leave requirements. A leave of absence is required before becoming a candidate and an agreement to resign if elected.
- Are serving a sentence for an indictable offence while in custody
- Are disqualified from candidacy under any law or enactment - examples include: failure to file required campaign financing disclosure statements, failure to take the oath of office when required, etc.

Candidate Representatives

Candidates are entitled to appoint one Official Agent to represent the candidate from the time of appointment until the final determination of the election. A candidate may also appoint one Scrutineer for each voting place where voting is being conducted to represent the candidate by observing the conduct of voting and to observe the counting of ballots after voting closes.

Appointment forms are included in the Candidate Nomination package. Additional copies of the scrutineer appointment form may be reproduced and provided to the Chief Election Officer at any time after submitting the nomination forms.

Campaign Financing and Advertising

Elections BC is responsible for administering campaign financing and advertising rules for local elections and assent voting in British Columbia under the [Local Elections Campaign Financing Act \(LECFA\)](#). Candidates are responsible for adhering to Elections BC requirements under LECFA.

More information and related forms about campaign financing and advertising can be found on the [Elections BC website](#).

List of Electors

The RDBN does not use a voters list or register voters in advance of the Local General Election. Eligible resident and non-resident electors may only register as an elector at the time of voting.

Voting Locations, Dates and Hours of Operation

Once the candidates have been declared, the locations and times for all voting places (where an election will be held) will be announced. Mail Ballot voting will be made available to resident and non-resident electors for their respective Electoral Areas.

The following voting dates have been scheduled for elections held for the RDBN Fort Fraser Local Community Commission.

- October 7, 2026 – Advance Voting Day 8:00 AM to 8:00 PM
- October 17, 2026 – General Voting Day 8:00 AM to 8:00 PM

Attendance at Voting Locations and Counting Proceedings

Other than for the purpose of voting, **a candidate must not be present at a voting location while voting is being conducted**. However, candidates may attend vote counting proceedings at one of the voting locations once the polls have closed.

Elector Organizations

Candidates may be endorsed by an Elector Organization with the candidate's permission. To endorse a candidate, the Elector Organization must complete the endorsement section of the candidate's nomination documents. The endorsement must include the signed consent of both the candidate and the elector organization's authorized principal official.

All endorsement information must be included in the nomination documents submitted by the candidate to the Chief Election Officer before the close of the Nomination Period (Friday, September 11, 2026, at 4:00 PM).



Elector organizations must be registered with Elections BC to participate in an election. Only registered elector organizations may endorse a candidate in an election, receive campaign contributions, or incur an election expense. For more information visit the [Elections BC](#) website.

Election Offences

- Both the [Local Government Act \(LGA\)](#) and the [Local Elections Campaign Financing Act \(LECFA\)](#) contain provisions related to election offences. Relevant sections have been included in this information package for reference. Elections Offences – **LGA Sections 161-166.**

Please note the following in particular:

- LECFA Section 45(2):** states that an individual or organization must not transmit election advertising to the public on general voting day.
- LGA Section 163(4):** states that campaigning must not take place within 100 metres of a voting place where voting proceedings are being conducted at the time, such as:
 - **canvass or solicit votes or otherwise attempt to influence how an elector votes;**
 - display, distribute, or post or openly leave a representation of a ballot marked for a particular result in the voting;
 - post, display or distribute
 - election advertising, or
 - any materials that identifies a candidate or elector organization, unless this is done with the authorization of the Chief Election Officer;
 - carry, wear or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate, elector organization or result in the voting.

Excerpts from Legislation

Local Government Act

Excerpts from the *Local Government Act* follow. An online copy of the entire Act can be found at https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00

Local Elections Campaign Financing Act

Excerpts from the *Local Elections Campaign Financing Act* follow. An online copy of the entire Act can be found at <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14018>

Note: These excerpts are provided for reference only and do not represent all Candidate and Election requirements.

2026 Local General Election Calendar – Key Dates

Date	Event	Legislation Reference
January 1	Election Period Begins	LECFA s. 10(1)
March 13	Last day to meet 6-month BC residency requirement for candidates seeking nomination	LGA s. 81(1)(c)
April 16	Last day to meet 6-month BC residency requirement for voters registering on general voting day	LGA s. 65(2)
September 1	Nomination period begins at 9:00 AM Start of challenge period	LGA s. 84(1)
September 11	Nomination period closes at 4:00 PM All candidates who have been nominated are officially declared as candidates	LGA s. 84(1) LGA s. 97(1)
September 15	Period to challenge candidate nomination and elector endorsements ends at 4:00 PM	LGA s. 91(2) & 96(2)
September 18	Deadline of 4:00 PM for the following: • Withdrawal of candidate • Withdrawal of candidate endorsement by elector organization	LGA s. 95 LGA s. 101 (1)
September 19	Campaign period begins	LECFA s. 10(2)
September 21	Chief Election Officer declares election or declaration of candidates elected by acclamation	LGA s. 98
October 7 & October 14	Advance Voting period – 8:00 AM to 8:00 PM 2 nd Advance Voting opportunity (Smithers only – if required)	LGA s. 107(1)

October 17	GENERAL VOTING DAY (Saturday 8:00 AM to 8:00 PM)	LGA s. 52
October 21	Last day to declare official election results by 4:00 PM	LGA s. 146(1)
October 21 – October 26	Time period for application for judicial recount	LGA s. 148(3)
November 12	Inaugural Board Meeting	LGA s. 52(2)
January 15, 2027	Deadline to file campaign financing disclosures with Elections BC	LECFA s. 47(1)
February 16, 2027	Disclosure statements late filing deadline (\$500 late penalty due to Elections BC)	LECFA s. 47(2)

Nomination Document Checklist

Thank you for your interest in running for RDBN Electoral Area Director. Please read the following instructions when completing the forms included in the Candidate Nomination package.

WHAT TO SUBMIT

REQUIRED - These forms will be published on the: rdbn.bc.ca/2026 General Local Elections

Complete the relevant Candidate Nomination forms:

- ☐ C1 – Candidate Cover Sheet and Checklist Form
- ☐ C2 – Nomination Documents
- ☐ C3 – Other Information Provided by Candidate
- ☐ C4 – Appointment of Candidate Financial Agent
- ☐ Statement of Disclosure: *Financial Disclosure Act*

IF APPLICABLE

- ☐ C5 – Appointment of Candidate Official Agent
- ☐ C6 – Appointment of Candidate Scrutineer

OPTIONAL – These will be the source of contact information for the public and media

- ☐ Candidate Information Release Authorization
- ☐ RDBN Candidate Profile Statement (*Optional*)

HOW TO SUBMIT

During the nomination period, completed nomination forms may be submitted to the Regional District of Bulkley-Nechako Chief Election officer via the following methods between Tuesday, September 1, 2026, and Friday, September 11, 2026, until the 4:00 PM deadline.



By Mail:

Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC V0J 1E0



In Person:

RDBN Office Building
37 3rd Avenue
Burns Lake, BC V0J 1E0



By Fax:

250-692-3305



By Email:

admin@rdbn.bc.ca

****Candidates not delivering nomination documents in person must take the documents to a lawyer, notary, or Commissioner for Taking Affidavits for BC, so that a solemn declaration may be administered.**

Additional Information

Information regarding Candidates and Voters is included as outlined below and additional information is available on the RDBN website at: [rdbn.bc.ca/2026 General Local Elections](https://rdbn.bc.ca/2026-General-Local-Elections)

Candidates will have access to information about the RDBN including links on subjects relating to the roles of elected officials, etc.

Included are the following:

- Notice of Nomination
- Fort Fraser Local Community Commission Bylaws
 - Bylaw 642 RDBN Fort Fraser Local Community Establishment
 - Bylaw 1575 Fort Fraser Water Service Regulatory
 - Bylaw 1576 Fort Fraser Sewer Service Regulatory
 - Bylaw 1595 Fort Fraser Community Establishment Amendment
 - Bylaw 1842 Fort Fraser Establishment Amendment
 - Bylaw 1858 Fort Fraser Water Service Regulatory
 - Bylaw 1859 Fort Fraser Sewer Service Regulatory Amendment
 - Bylaw 2086 RDBN Fort Fraser Sewer Service Establishment Bylaw
 - Bylaw 2087 RDBN Fort Fraser Water Service Regulatory Amendment
 - Bylaw 2088 RDBN Fort Fraser Sewer Service Regulatory Amendment
- RDBN Code of Conduct
- Local Government Elections Bylaw No. 1981, 2022

- RDBN Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025
New this year, mail ballot voting will be available to all eligible electors. Electors will be asked to contact the RDBN at admin@rdbn.bc.ca to request a mail ballot before October 9, 2026. Please note that there is a very short turnaround time to return the ballots. It is the responsibility of the elector to ensure the ballot is received at the RDBN office, PO Box 820, 37-3rd Avenue, Burns Lake, B.C. V0J 1E0, before 4:00 pm on Friday, October 16, 2026 to be counted.
- What Every Candidate Needs to Know
- Thinking about Running for Local Office
- Forging the Path to Responsible Conduct in Your Local Government

The following documents are available on the RDBN website:

- [Candidate's Guide to Local Government Elections in B.C.](#)
- [General Local Elections 101](#)
- [Voter's Guide](#)
- [Voter's Guide for Electors Living on Reserve](#)
- [Supporting a Candidate for Local Elections in B.C.](#)
- [Scrutineer's Guide to General Local Elections in B.C.](#)
- [Elections BC Handbook for Local Candidates](#)

For more information regarding elections please contact the RDBN at:



By Phone:
250-692-3195 or 1-800-320-3339 (toll-free)



Via Email:
admin@rdbn.bc.ca



Website:
[rdbn.bc.ca/2026 General Local Elections](http://rdbn.bc.ca/2026-General-Local-Elections)



In Person or By Mail:
Regional District of Bulkley-Nechako
PO Box 820
37-3rd Avenue
Burns Lake, BC V0J 1E0

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)

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*.

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

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

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

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)	



Statement of Disclosure

Financial Disclosure Act

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

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)	



Regional District of Bulkley-Nechako

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 regional district 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 (X) or BlueSky:	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 (school, local, provincial, or federal).
- ☐ None.

(Signature of Candidate)

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****2026 GENERAL LOCAL ELECTIONS****NOTICE OF NOMINATION****FORT FRASER LOCAL COMMUNITY COMMISSION**

Public Notice is given to the electors of the Fort Fraser Local Community that a general election will be held on Saturday, October 17, 2026 to elect four (4) Commissioners for a 4-year term commencing November 2026.

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

By hand, mail or other delivery service: Regional District of Bulkley-Nechako, P.O. Box 820, 37-3 rd Avenue, Burns Lake, B.C., V0J 1E0	From 9:00 am on Tuesday, September 1, 2026 To 4:00 pm Friday, September 11, 2026 Excluding statutory holidays and weekends
By fax to: 250-692-3305 By email to: admin@rdbn.bc.ca	From 9:00 am on Tuesday, September 1, 2026 To 4:00 pm Friday, September 11, 2026

Nomination documents are available at the Regional District Office, 37-3rd Avenue, Burns Lake, B.C. from 8:30 am to 4:30 pm Monday to Friday, excluding statutory holidays and weekends or the RDBN website at www.rdbn.bc.ca, and may also be available for pick up at the Fort Fraser Post Office, 521 Highway 16 West, Fort Fraser, B.C.

QUALIFICATIONS FOR OFFICE

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;
- resident of the local community for at least 30 days immediately preceding voting day; and

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

- 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.

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local election, the following expense limit for candidates during the campaign period apply:

Commissioner - **\$6,161.89**

THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local elections, the third party advertising limits apply - **\$924.28**

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

Cheryl Anderson, Chief Election Officer
Wendy Wainwright, Deputy Chief Election Officer
Phone: 250-692-3195 or 1-800-320-3339

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

Toll-free phone: 1-800-661-8683
Email: electoral.finance@elections.bc.ca
Website: elections.bc.ca

REGIONAL DISTRICT OF BULKLEY-NECHAKOBY-LAW NO. 642

A By-law to establish a Local Community of Fort Fraser

WHEREAS:

- A. By By-law No. 223, the Regional District Board established both the Fort Fraser Local Community and the Fort Fraser Community Commission;
- B. The Regional District Board wishes to amend By-law No. 223 in order to increase the number of elected Commissioners, the quorum of the Commission and amend the provisions for election and form of office of Commissioners; and
- C. The Regional Board wishes to consolidate the foregoing amendments and By-law No. 223 into one by-law.

NOW, THEREFORE, pursuant to Section 817 of the Municipal Act, the Regional Board of the Regional District of Bulkley-Nechako in open meeting assembled HEREBY ENACTS AS FOLLOWS:

- 1. The Fort Fraser Local Community (the "Local Community") consisting of the geographical area shown outlined in red on the map attached to this by-law as Schedule "A", established by By-law No. 223 is hereby continued.
- 2. The Fort Fraser Local Community Commission (the "Commission") established by By-law No. 223 is hereby continued in the manner prescribed by this by-law.
- 3. The Commission shall consist of:
 - (a) four elected Commissioners, and
 - (b) the Regional Board Director for Electoral Area "D".
- 4. Commissioners must be qualified to hold the office of Regional Board Director, and shall reside in the Local Community.
- 5. The elections for Commissioners shall be held every three (3) years at the same time as the general local elections referred to in Section 85 (1) of the Municipal Act.
- 6. The term of office of the Commissioners shall be three (3) years or until their successors are elected under Section 5 of this by-law.

7. A quorum of the Commission shall be three (3) Commissioners.
8. The Commission shall hold an annual general meeting no later than the second Monday of January.
9. The Commissioners, at their annual general meeting, shall elect a Chairperson and a Vice-Chairperson.
10. The time and place of the Commissioners' meeting shall be decided by resolution of the Commission.
11. A Commissioner shall serve without remuneration, but shall be entitled to reimbursements as provided for in Section 780 (3) of the Municipal Act.
12. The Regional District board hereby delegates to and charges the Commission with the powers and the duty to administer on a day to day basis, a water system, sewer system and street lighting system (the "Services") at the expense of the ratepayers in the Local Community, including, without limiting the generality of the foregoing, the powers and duties to
 - (a) supervise, or otherwise provide for the maintenance and operation of the Services;
 - (b) recommend to the Regional Board the letting of such contracts as may be necessary for operation, maintenance and improvements of the Services;
 - (c) authorize the expenditure of such funds as may be provided in the annual budget of the Regional District in respect of the Services, or as may be lawfully expended for capital purposes, subject to the provisions of (b);
 - (d) recommend to the Regional board the provision of funds for capital purposes, or the undertaking of capital projects, or the contracting of debt for the Services; and
 - (e) provide to the Regional Board, not later than the 30th day of October in each year, an estimate of the funds required to meet the expenses of the Commission and an estimate of the cost of the Services for the ensuing year, and an estimate of the capital expenditures required for the Services for at least the ensuing five (5) years.

By-law No. 642

Page 3

13. The Secretary and Treasurer of the Regional District or his designate shall be the Secretary and Treasurer of the Local Community.
14. The Commission shall, to the extend applicable, be governed by the Procedural By-law of the Regional District.
15. Regional District of Bulkley-Nechako "Fort Fraser Local Community Establishment By-law No. 223, 1979" is hereby repealed.
16. This By-law may be cited for all purposes as the "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment By-law No. 642, 1990".

READ A FIRST TIME this 16th day of August, 1990

READ A SECOND TIME this 16th day of August, 1990

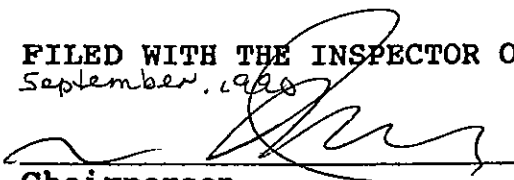
READ A THIRD TIME this 16th day of August, 1990

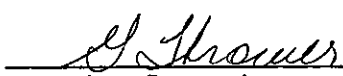
ASSENT OF THE ELECTORS WAIVED BY THE MINISTER OF MUNICIPAL AFFAIRS,
RECREATION AND CULTURE this 9th day of October, 1990

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 6th day of
September, 1990

RECONSIDERED AND FINALLY ADOPTED this 18th day of October, 1990

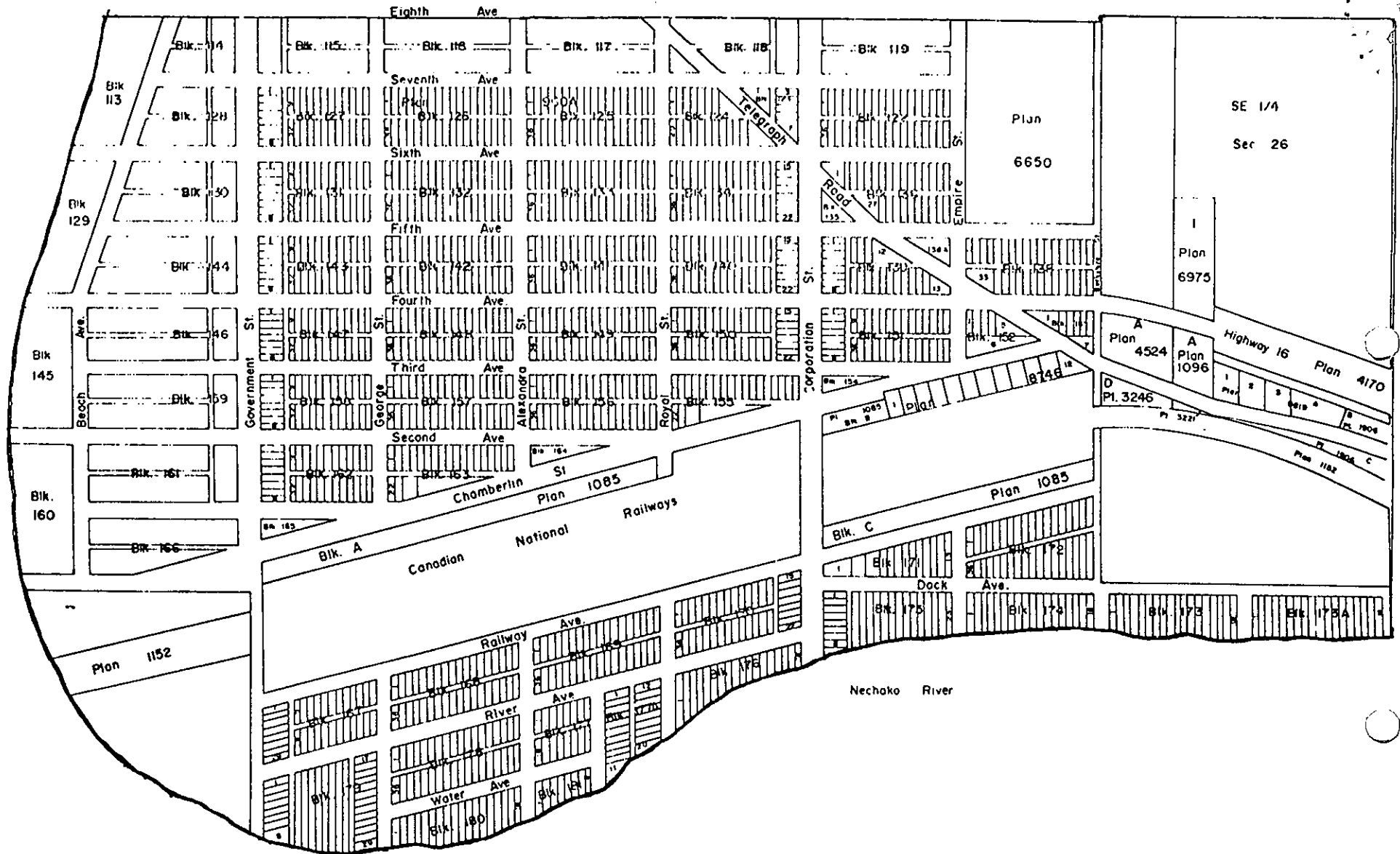
FILED WITH THE INSPECTOR OF MUNICIPALITIES this 6th day of
September, 1990


Chairperson


Deputy Secretary

I hereby certify that this is a true and correct copy of the
"Regional District of Bulkley-Nechako Fort Fraser Local Community
Establishment By-law No. 642, 1990" as adopted by the Regional
Board on the 18th day of October, 1990


Deputy Secretary



Fort Fraser
Scale 1:5,000

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW No. 1575, 2011

A BYLAW TO REGULATE AND MANAGE THE FORT FRASER WATER SERVICE

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1243 the Fort Fraser Water Service within a portion of Electoral Area "D";

AND WHEREAS the Regional District of Bulkley-Nechako owns and operates a community water system for the Fort Fraser Local Community in Electoral Area 'D' (Fraser Lake Rural);

NOW THEREFORE the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:



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1. DEFINITIONS

1.1. For the purpose of this bylaw, the following terms shall have the meanings indicated:

“Authorized Person” means the Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District of Bulkley-Nechako.

“Board of Directors” means the Board of Directors of the Regional District of Bulkley-Nechako.

“Building” means any structure used or intended for supporting or sheltering any use or occupancy.

“Chairperson” means the Chairperson of the Board of Directors.

“Commission” means the Fort Fraser Local Community Commission established by the Regional District of Bulkley-Nechako.

“Disconnection” means the complete removal of a water connection.

“Dwelling Unit” means one or more rooms used or intended for the domestic use of one or more individuals living as a single housekeeping unit.

“Fort Fraser Water Service Area” means the area established to which water services are provided.

“Highway” means a street, road, land, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.

“Livestock” means cows, sheep, horses, pigs, buffalos, llamas, poultry, or other similar animals.

“Owner” in respect of real property means the registered owner and includes the owner’s agent, a tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of Crown land or municipal land (other than the Crown or a municipality).

“Person” means an individual, association, partnership, corporation, municipality, or an agent or employee of such a person.

“Premises” means any residence, building or structure connected to the water system.

“Private Water Connection” means that part of any pipe or system of pipes lying within the limits of the private lands and leading to a Water Connection.



“Property” means any and all parcels of land contained within the boundaries of the Fort Fraser Water Service Area.

“Regional District” means the Regional District of Bulkley-Nechako.

“Service” means water service.

“Swimming Pool” means an artificially created body of water having a depth of half (0.5) metres or more, used for recreational or physiotherapy purposes, but excludes bathtubs.

“Turn-Off” means the closing of the valve in the standpipe located at or near where the water line crosses the property line.

“Turn-On” means the opening of the valve in the standpipe located at or near where the water line crosses the property line.

“Water Connection” means a connection to a main supply line and extending to the property line of the Owner for the purpose of conveying water to the said Owner, and may include a water meter, and may include a shut-off valve and shall be the property of the Regional District.

“Water System” means the Fort Fraser Local Community water wells, pump house, water tower, distribution system and associated appurtenances.

- 1.2. All words in this bylaw referring to any person, consumer, or applicant shall be taken to be of such number and gender as the context and the facts may require and shall also include a partnership, association, company, society, or corporation.

2. ADMINISTRATION

- 2.1. The Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District shall administer and ascertain whether this bylaw is being observed.
- 2.2. Every person to whom water Service is supplied under this bylaw shall at all reasonable times allow any Authorized Person to enter into and upon the premises in respect of which such water service is supplied for the purpose of inspecting the water pipes, fixtures, and fittings used in connection with such water Service.

3. OWNERSHIP OF WATER SYSTEM

- 3.1. All water pipes, connections, appurtenances, or facilities required for water supply to the Owner's property line which are constructed, whether at the Owner's expense or the



Regional District's expense, in present or future public highways or within Regional District right-of-way property shall be the property of the Regional District.

- 3.2. Nothing contained in this bylaw shall be construed to impose any liability on the Regional District or the Commission to give a continuous supply of water to any person or premises and the Regional District and the Commission hereby reserve the right at any time to shut off the water to any premises without giving notice to any person from whose premises the water may be shut off.
- 3.3. Every person to whom water is supplied under this bylaw shall at all reasonable times allow any authorized person to enter into and upon the premises in respect of which such water is supplied for the purpose of inspecting the water pipes, fixtures, and fittings used in connection with such water supply.

4. CONDITIONS OF SERVICE

- 4.1. The Regional District shall have the right to limit the number of connections to the water system.
- 4.2. The Regional District shall have the authority to inspect all properties and works with respect to the water system.
- 4.3. The Regional District may, without notice, disconnect the water system to any premises for the following reasons, and neither the Regional District nor the Commission shall be liable for damages by reason of discontinuing water service for such reason:
 - 4.3.1. Non-payment of fees;
 - 4.3.2. Failure to repair or replace defective pipes, fittings, valves, tanks, or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste water;
 - 4.3.3. In an emergency where the failure to disconnect the water system would be likely to cause or continue damage to property;
 - 4.3.4. Unnecessary or wasteful use of water, or violation of any regulations concerning watering or sprinkling; and
 - 4.3.5. Should there be an identified or suspected discharge of prohibited waste to the Regional District sewer system.
- 4.4. The Regional District may, in the interest of efficient operation of the water system and equitable distribution of water and whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system, or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- 4.5. When any fees or charges for water services are overdue for a period of six months, such water services may, without notice, be turned off to the Premises in respect to which such rates or charges are overdue, or when service is discontinued under Section



4.3 above, such service shall not be turned on again to the said Premises until the following amounts have been paid to the Regional District:

4.5.1. The fees and charges overdue;

4.5.2. The Turn-Off and Turn-On fees prescribed by Schedule 'A' of this bylaw; and

4.5.3. Any additional cost incurred by the Regional District in order to prevent improper use of water.

- 4.6. Where, in the opinion of the Regional District, the quantity of water being used or the rate which it is being used from time to time, through any Service is in excess of that contracted for or otherwise considered adequate, the Regional District may take such measures as are considered necessary to limit the supply to the said Service. These measures may include regulating the rate and time at which water may be used, installation of a water meter and establishing special charges for water used in excess of a stipulated quantity or rate. The cost of any measures deemed necessary by the Regional District under this section shall be paid by the Owner or Owners concerned.
- 4.7. The Regional District does not guarantee a specific pressure or a continuous supply of water quality to meet the requirements of individual users. The Regional District reserves the right to interrupt water service at any time for the purpose of making repairs or alterations to the water distribution system. If service is expected to be interrupted for more than six consecutive hours, due notice shall be given to the water users affected.

5. PROHIBITIONS

- 5.1. No person shall obstruct or prevent the Regional District from carrying out any or all of the provisions of this bylaw, nor shall any person refuse to grant the Regional District permission to inspect any water works at any reasonable time.
- 5.2. No person other than those persons authorized by the Regional District shall tap into nor make connection to the Water System.
- 5.3. No person or persons shall interfere in any way with any Water System appurtenances without first obtaining authority from the Regional District.
- 5.4. No pump, booster, or other device shall be employed by any consumer or Owner without permission in writing from the Regional District for the purpose of or having the effect of increasing water pressure in Service lines to a higher pressure than the normal water pressure in the said Service lines, and the Regional District may, without notice, discontinue Service to any Owner employing such pump, booster, or other device.
- 5.5. No Owner, occupier, tenant, or person shall sell or dispose of any water, or permit same to be carried away, or use water or allow it to be used on a lot other than that lot for which the Water Connection has been provided.



- 5.6. No work of any kind connected with the Water System, either for the laying of new or repair of old service pipes, shall be done on or under any street or lane within the Service area by any other person or persons except as shall be authorized by the Regional District.
- 5.7. No person to whose Premises water is supplied shall make, or permit to be made, any additional connection to his Service of either temporary or permanent nature, for the purpose of supplying water to another building on his property without permission of the Regional District.
- 5.8. No person shall interconnect any portion of works on private property which are supplied by the Regional District with an external source of water, such as a well, except with written permission of the Regional District. Wherever works on private property are connected to a body of contaminated water, such as a swimming pool, a hot tub or a livestock watering trough, in such a way that, if a reverse flow were to be induced, a health hazard could result, the Owner of the private property shall install and maintain a back-flow preventer on every such potentially dangerous cross-connection to the approval of the Regional District.
- 5.9. An approved Swimming Pool shall be equipped with a recirculation and filtration system as set out in Part V of the swimming pool, spray pool, and wading pool regulations under the *Health Act*.
- 5.10. No change or addition to the number or type of fixtures on a Premises, for the purpose of expanding a commercial or industrial enterprise, shall be made until notice thereof has been given in writing to the Regional District and written permission therefore obtained. Any extra charge or higher fee payable due to the change or addition shall be paid before the change or addition is commenced.
- 5.11. No device designed to introduce a substance into the water in the connection between the building and the water supply main shall be installed without written permission of the Regional District.
- 5.12. No person shall use water from the water system for watering livestock in excess of 5 animals from any parcel of land on which there is a connection to the water system.
- 5.13. No person shall use water from the water system for the filling of swimming pools or reservoirs or for any purpose other than that required for normal domestic use, except as otherwise permitted by this bylaw or by written permission of the Regional District, which shall state the purpose, time of use, and quantity of water to be used and additional charges, if any, and any special works required to be altered or installed.
- 5.14. Notwithstanding the lack of or limited form of sprinkling regulations, no person shall, without permission of the Regional District:
- 5.14.1. Use water for sprinkling in excess of reasonable requirements as determined by the Regional District.

- 5.15. No person shall install, place, or maintain in any Premises any water connection, fixture or fitting not in accordance with the requirements of this bylaw or the *British Columbia Building Code*.

6. WATER CONNECTION

- 6.1. Prior to connecting to the Water System, approval in writing must be obtained from the Regional District.
- 6.2. Prior to connecting to the Water System, every building must be connected to a public sanitary sewer or a private sewage disposal system approved by Northern Health.
- 6.3. All applications for Water Connection shall be made in writing to the Regional District on an "Application for Water Connection" in the form attached hereto as Schedule "B" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 6.4. All applications for Water Connection shall state the following:
- 6.4.1. The use of the building for which the water is to be connected;
 - 6.4.2. The legal description and location (including street address) of the property or building to which the installation is to be made; and
 - 6.4.3. The name and contact information of the certified contractor hired to complete the Private Water Connection work.
- 6.5. When required by the Regional District, the applicant shall furnish a site plan and specifications which shall show:
- 6.5.1. The purpose of the water service, the size of pipes, and the number of water supply outlets related or connected thereto; and
 - 6.5.2. A description of the material which the applicant proposes to use.
- 6.6. Each new application for Water Connection shall give a full and true statement on the form provided by the Regional District of the size and description of the Premises, the number of dwelling units therein and all other information that may be necessary to determine the annual fee to be charged against the applicant for the said Premises. If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
- 6.7. When a new Water Connection is required, the connection fee prescribed by Schedule 'A' of this bylaw shall be paid by the applicant at the time application for connection is made.

- 6.8. Each new Water Connection shall be provided, at the expense of the Owner, with a shut-off valve of a pattern to be approved and location determined by the Regional District, for use in case of leaky or defective pipes or fixtures, or in case the Premises are vacated.
- 6.9. If required by the Regional District, a water meter shall be installed at the Owner's expense.
- 6.10. The Regional District reserves the right to refuse any application for water connection because of water supply and distribution reasons or because of unpaid fees or costs due.
- 6.11. The Regional District reserves the right to refuse to make any Water System extensions and/or install water service pipe to any Owner's property line under frost conditions in the winter months.
- 6.12. No application shall be considered approved until it has been signed by the Regional District.

7. GENERAL CONNECTION AND USE REQUIREMENTS

- 7.1. Every plumbing system shall conform to the *British Columbia Building Code*.
- 7.2. Notwithstanding the provisions of Section 7.1, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate Provincial regulations shall be required to conform should the plumbing system be renovated or replaced or should the system fail to withstand the normal water pressure of the Water System.
- 7.3. Each Service shall be provided with a pressure reducing valve, at the Owner's expense, if deemed necessary by the Regional District, and neither the Regional District nor the Commission shall be responsible for damages caused for non-compliance with this section.
- 7.4. A check valve or back flow preventer, or both, may be required to be installed, at the Owner's expense, if deemed necessary by the Regional District, and neither the Regional District nor the Commission shall be responsible for damages caused for non-compliance with this section.
- 7.5. All Service pipes, including that portion of the Service pipe between the Owner's property line and the Premises, shall be installed in accordance with Schedule 'E' of this bylaw.
- 7.6. No Service pipes or fittings shall be covered until they have been inspected and approved by the Regional District. The Regional District reserves the unfettered right to not turn on the water thereto without such inspection and approval.
- 7.7. All persons using water shall protect their Service pipes, shut-off valves, and other fixtures from frost and other damage at their own risk and expense.
- 7.8. The occupant of any Premises shall notify the Regional District immediately upon becoming aware of any leaky pipes on the Premises. Upon notification by the Regional District, the

occupant must complete the necessary repairs or alterations to leaky or imperfect pipes within five working days. If the necessary repairs or alterations are not completed within five working days, and the conditions of the pipes or fixtures, in the opinion of the Regional District, could cause serious waste of water or damage to property, the Regional District may, without further notice, turn off the water supply to the Premises. The water to the premises shall not be turned on until such repairs or alterations have been made to the pipes or fixtures at the occupant or Owner's expense and to the satisfaction of the Regional District and the charge for turning the water off and on shall have been paid. No person whose water is turned off pursuant to this section shall have any claim against the Regional District or the Commission by reason of such discontinuance of supply.

8. RESPONSIBILITIES OF THE OWNER

- 8.1. Every Owner shall ensure that all Service pipes and plumbing systems from the outlet side of the water system's curb stop or standard water distribution system service valve at the property line to the plumbing fixture comply with this bylaw and the *British Columbia Building Code*.
- 8.2. The Owner shall be responsible for the safekeeping, maintenance, repair, and replacement of all Service pipes and plumbing systems from the outlet side of the water system's curb stop (or standard water distribution system service valve at the property line) to the plumbing fixture. The Owner shall protect the Service pipes and plumbing fixtures from frost or other damage, and shall promptly repair frozen, leaky, or imperfect pipes or fixtures.
- 8.3. Every Owner shall be responsible for the cost of repair of any damage to the Water System that occurs as a result of work performed by the Owner or under his direction.
- 8.4. In the event that damage which is the Owner's responsibility is not resolved by the Owner within 30 days, or the damage requires the involvement of the Regional District staff to resolve, the costs so incurred by the Regional District shall be paid by the Owner.
- 8.5. When required by the Regional District, the Owner shall uncover and replace, at his expense, any Service lines that have been covered prior to inspection by the Regional District.
- 8.6. The Owner shall ensure that all Service line or plumbing installations are confined within the boundaries of his property and do not affect adjacent properties.

9. DISCONNECTION/TURN-OFF AND TURN-ON

- 9.1. All applications for Disconnection of any water Service shall be made in writing to the Regional District on an "Application for Water Disconnection" in the form attached hereto as



Schedule "C" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.

- 9.2. All applications for Turn-Off/Turn-On any water Service shall be made in writing to the Regional District on an "Application for Turn-Off / Turn-On of a Water Service" in the form attached hereto as Schedule "D" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 9.3. When a water Disconnection or water Turn-On/Turn-Off is requested, the applicable fee prescribed by Schedule 'A' of this bylaw shall be paid by the applicant at the time the application is made.
- 9.4. The Regional District reserves the right, at its sole discretion, to refuse any application for water Disconnection or water Turn-Off / Turn-On because of unpaid fees or costs due.
- 9.5. The Regional District reserves the right, at its sole discretion, to refuse to conduct any water Disconnection or water Turn-Off / Turn-On work under extreme weather conditions.
- 9.6. No application shall be considered approved until it has been signed by the Regional District.

10. BILLING, PAYMENTS & RATES

- 10.1. Every person being the Owner of lands and premises to which water Service is provided shall pay to the Regional District the rates established for the Service in accordance with Schedule 'A' as attached hereto, and in the manner herein provided.
- 10.2. All accounts shall be rendered to the Owner of the lands and premises to which water service is supplied, and every leaseholder shall be jointly liable with the Owner for same.
- 10.3. The rate shall be due and payable annually on the due date as established by the Regional District.
- 10.4. In the case of any Water Connection or water Turn-On being made during any year, the user fee charge imposed shall begin with the month during which the final inspection of the water connection was made or the date the Turn-On work was completed. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used.
- 10.5. In the case of a water Disconnection or Turn-Off being made during any year, the charge imposed shall end with the month during which the final inspection of the water disconnection was made or the date the Turn-Off work was completed. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be

pro-rated for the number of months used. Any excess payments shall be refunded by the Regional District.

11. ARREARS

- 11.1. All user charges applicable to a water Service area in which real property is situated shall be paid by the property Owner, and any balance or charge that is due and payable on or before the 31st day of December that remains unpaid on the 31st day of December shall be deemed to be taxes in arrears in respect of the property and be entered on the Tax Roll by the Provincial Collector as taxes in arrears.

12. PUBLIC HEALTH

- 12.1. The Health Inspector of the governing Health Authority shall be the authority to be consulted in all matters pertaining to public health resulting from the operation of the water system.

13. OFFENCES

- 13.1. Any person or corporation who violates any provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act*.

14. ACCESS TO INFORMATION

- 14.1. All information submitted to and collected by the Regional District that is contained in the plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.
- 14.2. In the event that any person submitting information to the Regional District, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* of BC, the person submitting the information shall so identify that information upon its submission to the Regional District and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.



15. SEVERABILITY

15.1. If any section, subsection, paragraph, subparagraph, or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

16. REPEAL

16.1. The Regional District of Bulkley-Nechako Bylaw No. 828, 1994, cited as "Fort Fraser Water Specified Area Rates Bylaw No. 828, 1994" and amendments thereto are hereby repealed.

17. CITATION

17.1. This bylaw may be cited as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011."

READ a FIRST time this 24 day of February, 2011.

READ a SECOND time this 24 day of February, 2011.

READ a THIRD time this 24 day of February, 2011.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1575 at third reading cited as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011."

Gail Chapman
Corporate Administrator

ADOPTED this 24 day of February, 2011.

[Signature]
Chairperson

Gail Chapman
Corporate Administrator



SCHEDULE "A" – WATER USER AND CONNECTION FEES

Fort Fraser Water System

A. USER FEES

Category of Consumer	Annual User Fee	
	<i>Beginning January 1, 2011</i>	<i>Beginning January 1, 2012</i>
1. Residential Dwelling	\$185.40	\$247.20
2. Café or Restaurant	\$310.50	\$414.00
3. Laundromat (per Washer)	\$77.40	\$103.20
4. Motel or Hotel (per Unit)	\$77.40	\$103.20
5. School (per Classroom)	\$247.50	\$330.00
6. Service Station	\$310.50	\$414.00
7. Churches & Community Halls	\$123.30	\$164.40
8. Commercial Users	\$310.50	\$414.00
9. Truck Shop, Car or Truck Wash	\$621.00	\$828.00

B. CONNECTION / DISCONNECTION / TURN-ON / TURN-OFF FEES

Category	Charge
New Connection	Actual Cost plus \$100 Connection Fee
Permanent Disconnection	Actual Cost
Turn-On / Turn-Off	\$25.00

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



SCHEDULE "B" – APPLICATION FOR WATER CONNECTION

Fort Fraser Water System

I, _____, hereby apply for water connection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

Size of Service: _____ mm

Type and Use of Building: _____

Name and Contact Information of Certified Contractor to Complete Private Water Connection work:

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Connection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "C" – APPLICATION FOR DISCONNECTION OF WATER SERVICES

Fort Fraser Water System

I, _____, hereby apply for water disconnection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Disconnection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "D" – APPLICATION FOR TURN-OFF/ TURN-ON OF WATER SERVICES

Fort Fraser Water System

I, _____, hereby apply for water Turn-Off / Turn-On to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Turn-Off/Turn-On Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "E" – SPECIFICATION OF MATERIALS

Water Service Piping Shall:

- Either be copper tubing, conforming to ASTM B88, Type K annealed and with a pressure rating of 150 psi (1035 kPa), or Polyethylene Tubing, conforming to CAN/CSA B137.1, Series 160, or equivalent;
- Have a minimum diameter of $\frac{3}{4}$ " (19 mm);
- All underground pipes on any premises shall be placed below the frost line, and in all cases, not less than 6 feet (1.8 m) below the surface of the ground or if placed under a driveway, sidewalk or other area that will be cleared of snow, not less than 9 feet (2.7 m) below the surface of the ground. It is mandatory that the property owner adequately protect pipes from freezing;
- Be joined, bedded, and backfilled in accordance with the manufacturers specifications, with at least a minimum of 6 inches of sand used as bedding material;
- Be installed greater than 10 feet (3 m) away from any sewer lines.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW No. 1576, 2011

A BYLAW TO REGULATE AND MANAGE THE FORT FRASER SEWER SYSTEM

WHEREAS the Regional District of Bulkley-Nechako was granted the function of Division XV – Specified Area – by Supplementary Letters Patent dated May 1, 1980 which established a specified area to be known as the Fort Fraser Sewer Specified Area being the former Fort Fraser Water-works District;

AND WHEREAS the Regional District of Bulkley-Nechako owns and operates a community sewer system for the Fort Fraser Local Community in Electoral Area “D” (Fraser Lake Rural)

NOW THEREFORE the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:



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1. DEFINITIONS

1.1. For the purpose of this bylaw, the following terms shall have the meanings indicated:

“Accredited Laboratory” means any laboratory accredited by an authorized accreditation body in accordance with a standard based on *“CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories”* established by the Standards Council of Canada, as amended, or *“ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories”* established by the International Organization for Standardization, as amended.

“Authorized Person” means the Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District of Bulkley-Nechako.

“Biomedical Waste” means biomedical waste as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Blowdown Water” means recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

“Board of Directors” means the Board of Directors of the Regional District of Bulkley-Nechako.

“Clear-Water Waste” – means and includes cooling water and other water that has not come into contact with wastewater contaminant sources.

“Combustible Liquid” means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

“Commission” means the Fort Fraser Local Community Commission established by the Regional District of Bulkley-Nechako.

“Connection” or **“Drain”** means that part or those parts of any pipe or system of pipes leading directly to a wastewater works.

“Cooling Water” means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

“Domestic Wastewater” means wastewater produced on a residential premises or sanitary waste and wastewater from showers and restroom washbasins produced on commercial or institutional property.

“Fuel” means alcohol, gasoline, naphtha, diesel oil, or any other ignitable substance intended for use as a fuel.

“Grab Sample” means a volume of wastewater, uncontaminated water, or effluent which is collected over a period not exceeding 15 minutes.

“Ground Water” means water beneath the earth’s surface accumulating as a result of seepage.

“Hauled Wastewater” means waste removed from a wastewater system, including a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater (sewage) holding tank.

“Hazardous Waste” means hazardous waste as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Ignitable” means ignitable as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Industrial” means of or pertaining to manufacturing, commerce, trade, or business as distinguished from domestic, residential, commercial or institutional.

“Industrial Wastewater” means any wastewater from an industry, excluding hauled wastewater.

“Industry” means any owner or operator of industrial premises.

“Institution” means a facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, and military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, and industrial processes.

“Matter” means any solid, liquid, or gas.

“Multiple Regional District Sewer Connection” means a Regional District sewer connection providing service to two or more premises.

“Non-Domestic Wastewater” means all wastewater except domestic wastewater, sanitary wastewater, storm water, uncontaminated water, and septic tank waste;

“Owner” in respect of real property means the registered owner and includes the owner’s agent, a tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of Crown land or municipal land (other than the Crown or a municipality).



“Pathological Waste” means human body parts; blood and other body fluids.

“Polychlorinated Biphenyls (PCBs)” means any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

“Person” means an individual, association, partnership, corporation, municipality, or an agent or employee of such a person.

“Pest Control Product” means a pest control product as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Premises” means any residence, building, or structure connected to the sewer system.

“Property” means any and all parcels of land contained within the boundaries of the Fort Fraser Local Sewer Service Area.

“Private Sewer Connection” means that part of any drain or system of drains lying within the limits of the private lands and leading to a Regional District sewer connection.

“Prohibited Waste” means prohibited waste as defined in Schedule “B” of this bylaw.

“Radioactive Waste” means substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended from time to time.

“Reactive” means reactive as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Regional District” means the Regional District of Bulkley-Nechako.

“Regional District Sewer Connection” means that part of any drain leading from the private sewer connection and connected to the Regional District sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

“Sanitary Sewer” means a sewer for the collection and transmission of residential, commercial or institutional wastewater or any combination thereof.

“Sanitary Wastewater” means wastewater that contains human feces, urine, blood, or body fluids originating from sanitary conveniences or other sources.

“Septic Tank Waste” means any waste extracted from a septic tank, sewage holding tank, or other containment for human excretion and wastes.

“Sewer” means a pipe, conduit, or drain for the collection and transmission of wastewater.



“Sewer System” means the Fort Fraser Local Community wastewater collection and treatment system.

“Spill” means a direct or indirect discharge into the wastewater works which is abnormal in quantity or quality in light of all the circumstances of the discharge.

“Standard Methods” means a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association, and the Water Environment Federation, latest edition or approved in writing by an Authorized Person.

“Storm Water” means the water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

“Subsurface Drainage Pipe” means a pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

“Subsurface Water” means groundwater including foundation drain water.

“Toxic Substance” means any substance defined as toxic under the *Canadian Environmental Protection Act*, 1999, c. 33, as amended from time to time.

“Waste Disposal Site Leachate” means the liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

“Wastewater” means the composite of water and water-carried wastes from residential, commercial, or institutional premises.

“Wastewater Sludge” means the solid material recovered from the wastewater treatment process.

“Wastewater Treatment Facility” means any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage, and disposal facilities.

“Wastewater Works” means any works for the collection, transmission, treatment, and disposal of wastewater including a sanitary sewer or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

- 1.2. All words in this bylaw referring to any person, consumer, or applicant shall be taken to be of such number and gender as the context and the facts may require and shall also include a partnership, association, company, society, or corporation.



2. ADMINISTRATION

- 2.1. The Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District shall administer and ascertain whether this bylaw is being observed.
- 2.2. Every person to whom sewer service is supplied under this bylaw shall at all reasonable times allow any Authorized Person to enter into and upon the Premises in respect of which such sewer service is supplied for the purpose of inspecting the sewer pipes, fixtures, and fittings used in connection with such sewer service.

3. AUTHORITY OF AUTHORIZED PERSON

- 3.1. An Authorized Person has the authority to carry out any investigation reasonably required to ensure compliance with this bylaw, including but not limited to:
 - 3.1.1. Take samples of Wastewater flowing within a private sewer connection;
 - 3.1.2. Collect and analyze samples of hauled Wastewater coming to a discharge location;
 - 3.1.3. Investigate the Premises where a release of prohibited waste or of water containing prohibited waste has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.
- 3.2. An Authorized Person may issue a discharge abatement order to:
 - 3.2.1. Require a person to alter the quantity, composition, duration, and timing of the discharge or cease discharge of Hauled Wastewater to a Wastewater Treatment Facility; and
 - 3.2.2. Include any terms or conditions that could be included in a waste discharge permit; and
 - 3.2.3. Shut down all non-compliant releases; and
 - 3.2.4. An Authorized Person may amend or cancel a discharge abatement order.
- 3.3. No person shall hinder or prevent an Authorized Person from carrying out any of his/her powers or duties.



4. OWNERSHIP OF SEWER SYSTEM

- 4.1. All sewer pipes, connections, appurtenances, or facilities required for sewer service to the Owner's property line which are constructed, whether at the Owner's expense or the Regional District expense, in present or future public highways, or within Regional District right-of-way property shall be the property of the Regional District.
- 4.2. Nothing contained in this bylaw shall be construed to impose any liability on the Regional District or the Commission to provide continuous sewer service to any person or Premises, and the Regional District and the Commission hereby reserve the right at any time to disconnect the sewer service from any Premises without giving notice to any person from whose Premises the service may be disconnected.

5. SANITARY SEWER REQUIREMENTS

- 5.1. No person shall release, or permit the release of, any matter into the sanitary sewer system except:
 - 5.1.1. Domestic Wastewater that complies with the requirements of this bylaw;
 - 5.1.2. Hauled Wastewater, including septage, that complies with the requirements of this bylaw;
- 5.2. No person shall release, or permit the release of, any prohibited waste listed in Schedule "B" of this bylaw.
- 5.3. No person shall in any way connect to the sanitary sewer system, drain or permit to be drained into the sanitary sewer system, any clear-water waste, roof drains, rainwater run-off, storm water, surface water or groundwater.

6. PROHIBITION OF DILUTION

- 6.1. No person shall discharge directly or indirectly, or permit the discharge or deposit of Wastewater into a sanitary sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "B" of this bylaw.

7. SEWER CONNECTION

- 7.1. Prior to connecting to the sewer system, approval in writing must be obtained from the Regional District.



- 7.2. All applications for sewer connection shall be made in writing to the Regional District on an "Application for Sewer Connection" in the form attached hereto as Schedule "C" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 7.3. All applications for sewer connection shall state the following:
 - 7.3.1. The use of the building for which the sewer service is to be connected;
 - 7.3.2. The legal description and location (including street address) of the property or building to which the installation is to be made; and
 - 7.3.3. The name and contact information of the certified contractor hired to complete the Private Sewer Connection work.
- 7.4. When required by the Regional District, the applicant shall furnish a site plan and specifications which show:
 - 7.4.1. The purpose of the sewer service, the size of pipes, and the number of Wastewater outlets related or connected thereto; and
 - 7.4.2. A description of the material which the applicant proposes to use.
- 7.5. Each new application for service shall give a full and true statement on the form provided by the Regional District of the size and description of the Premises, the number of dwelling units therein, and all other information that may be necessary to determine the annual fee to be charged against the applicant for the said Premises. If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
- 7.6. When a new service connection is required, the connection fee prescribed by Schedule "A" of this bylaw shall be paid by the applicant at the time application for connection is made.
- 7.7. The Regional District reserves the right, at its sole discretion, to refuse any application for sewer connection because of sewer treatment capacity reasons or because of unpaid fees or costs due.
- 7.8. No application shall be considered approved until it has been signed by the Regional District.
- 7.9. The Regional District reserves the right, at its sole discretion, to refuse to make any sewer collection system extensions and/or install sewer service pipe to any Owner's property line under extreme weather conditions.



8. GENERAL CONNECTION AND USE REQUIREMENTS

- 8.1. Every plumbing system shall conform to the *British Columbia Building Code*.
- 8.2. Notwithstanding the provisions of Section 8.1, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate Provincial regulations shall be required to conform should the plumbing system be renovated or replaced.
- 8.3. No service pipes or fittings shall be covered until they have been inspected and approved by the Regional District.
- 8.4. All persons using the sewer service shall protect their service pipes and other fixtures from frost and other damage at their own risk and expense.
- 8.5. All service pipes, including that portion of the service pipe between the Owner's property line and the Premises shall be installed in accordance with Schedule "F" of this bylaw.
- 8.6. The occupant of any Premises shall notify the Regional District immediately upon becoming aware of any leaky pipes on the Premises. Upon notification by the Regional District, the occupant must complete the necessary repairs or alterations to leaky or imperfect pipes within five working days.

9. ADDITIONAL CONNECTION REQUIREMENTS

9.1. Food-Related Oil and Grease Interceptors

- 9.1.1. The Owner or operator of a restaurant or other commercial, or institutional Premises where food is cooked, processed or prepared, at the request of the Regional District, shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its Premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.
- 9.1.2. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- 9.1.3. All interceptors shall be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481.



9.1.4. The Owner or operator of the restaurant or other commercial or institutional Premises where food is cooked, processed or prepared, at the request of the Regional District, shall keep the document of proof for interceptor cleanout and oil and grease disposal for review if requested by an Authorized Person.

9.1.5. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of an Authorized Person, an Authorized Person may require an alarmed monitoring device to be installed, at the expense of the Owner.

9.2. Vehicle Service Oil and Grease Interceptors

9.2.1. The Owner or operator of a motor vehicle service station, repair shop or garage or of a commercial or institutional Premises or any other establishment where motor vehicles are repaired, lubricated or maintained, at the request of the Regional District, shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its Premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).

9.2.2. All oil and grease interceptors and separators shall be maintained *in good working order* and according to the manufacturer's recommendations and shall be tested regularly to ensure performance is maintained to the manufacturer's specifications for performance.

9.2.3. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

9.2.4. A maintenance schedule and record of maintenance shall be made available to an Authorized Person, upon request, for each oil and grease interceptor installed.

9.2.5. The Owner or operator of a motor vehicle service station, repair shop or garage or a commercial or institutional Premises or any other establishment where motor vehicles are repaired, lubricated or maintained, shall keep the document of proof for interceptor cleanout and oil and grease disposal for review if requested by an Authorized Person.

9.2.6. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of an Authorized Person, an Authorized Person may require an alarmed monitoring device to be installed, at the expense of the Owner.



9.3. Sediment Interceptors

- 9.3.1. Every Owner or operator of a Premises from which sediment may directly or indirectly enter a sewer, including but not limited to Premises using a ramp drain or area drain and car and vehicle wash establishments, at the request of the Regional District, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer.
- 9.3.2. All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall be tested regularly to ensure performance is maintained to the manufacturer's specifications for performance.
- 9.3.3. A maintenance schedule and record of maintenance shall be submitted to an Authorized Person, upon request, for each sediment interceptor installed.

9.4. Back-flow Prevention

- 9.4.1. When required by the Regional District, and when connected to the municipal water supply, a building's main sanitary sewer service line must be equipped with a back-water valve located inside the building foundation at a point downstream of all building laterals and at a location approved by the building official. The back-water valve must be of the full-port (normally open) type and be in accordance with the *British Columbia Building Code*.

10. SEWER DISCONNECTION

10.1. Where Wastewater which:

- a) Is hazardous or creates an immediate danger to any person;
- b) Endangers or interferes with the operation of the Wastewater collection system; or
- c) Causes or is capable of causing an adverse effect;

is discharged to the Wastewater collection system, an Authorized Person may, in addition to any other remedy available, disconnect, plug or seal off the sewer line discharging the unacceptable Wastewater into the Wastewater collection system or take such other action as is necessary to prevent such Wastewater from entering the Wastewater collection system.

- 10.2. The Wastewater may be prevented from being discharged into the Wastewater collection system until evidence satisfactory to the Regional District has been produced to assure that no further discharge of hazardous Wastewater will be made to the Wastewater collection system.

- 10.3. Where the Regional District takes action pursuant to subsection 10.1, an Authorized Person may by notice in writing advise the Owner or occupier of the Premises from which the Wastewater was being discharged, of the cost of taking such action and the Owner or



occupier, as the case may be, shall forthwith reimburse the Regional District for all such costs which were incurred.

10.4. Upon approval in writing from the Regional District, a sewer connection may be permanently disconnected.

10.5. All applications for sewer disconnection shall be made in writing to the Regional District on an "Application for Sewer Disconnection" in the form attached hereto as Schedule "D" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.

10.6. All applications for sewer disconnection shall state the following:

10.6.1. The use of the building for which the sewer service is to be disconnected; and

10.6.2. The legal description and location (including street address) of the property or building to which the disconnection is to be made.

10.7. When a service disconnection is required, the disconnection fee prescribed by Schedule "A" of this bylaw shall be paid by the applicant at the time application for disconnection is made.

10.8. The Regional District reserves the right, at its sole discretion, to refuse any application for sewer disconnection because of unpaid fees or costs due.

10.9. No application shall be considered approved until it has been signed by the Regional District.

10.10. The Regional District reserves the right, at its sole discretion, to refuse to conduct any sewer disconnection work under extreme weather conditions.

11. BILLING, PAYMENT AND RATES

11.1. Every person being the Owner of lands and Premises to which sewer service is provided shall pay to the Regional District the rates established for the service in accordance with Schedule "A" as attached hereto, and in the manner herein provided.

11.2. All accounts shall be rendered to the Owner of the lands and Premises to which sewer service is supplied, and every leaseholder shall be jointly liable with the Owner for same.

11.3. The rate shall be due and payable annually on the due date as established by the Financial Administrator of the Regional District.

11.4. If an Owner of lands and Premises to which sewer service is provided wishes to apply for a change in classification, application may be made in format prescribed by the Regional



District. The Regional District shall at its sole discretion determine the classification and subsequently the user fee annual rate applicable to the property to which sewer service is provided.

- 11.5. In the case of any connection being made during any year, the charge imposed shall begin with the month during which the final inspection of the water connection was made. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used.
- 11.6. In the case of a permanent disconnection being made during any year, the charge imposed shall end with the month during which the final inspection of the sewer disconnection was made. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used. Any excess payments shall be refunded by the Regional District.

12. ARREARS

- 12.1. All user charges, connection or disconnection fees applicable to a sewer service area in which real property is situated shall be paid by the property Owner, and any balance or charge that is due and payable on or before the 31st day of December that remains unpaid on the 31st day of December shall be deemed to be taxes in arrears in respect of the property and be entered on the Tax Roll by the Provincial Collector as taxes in arrears.

13. HAULED WASTEWATER

- 13.1. No person shall discharge hauled Wastewater to the Wastewater Treatment Facility unless the discharger meets all conditions for discharge that are or may be set from time to time with respect to the haulage of Wastewater by the Regional District.
- 13.2. No person shall discharge or permit the discharge of hauled Wastewater at a location other than a hauled Wastewater location approved by the Regional District.
- 13.3. If required by the Regional District, Hauled Wastewater dischargers shall not discharge to the Wastewater Treatment Facility, until the discharger has obtained a "Waste Discharge Permit", which can be applied for using Appendix "E" of this bylaw.
- 13.4. An Authorized Person may issue, and amend, a Waste Discharge Permit to allow the discharge of Hauled Wastewater into a Wastewater Treatment Facility upon such terms and conditions as an Authorized Person considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:
- 13.4.1. Place limits and restrictions on the quantity, composition, frequency, and nature of the waste permitted to be discharged;

- 13.4.2. Provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.

14. SPILLS

- 14.1. In the event of a spill to a Wastewater works, the person responsible or the person having the charge, management, and control of the spill shall immediately notify the Regional District and provide any information with regard to the spill that is requested.
- 14.2. The person responsible for the spill and the person having the charge, management, and control of the spill shall also notify other government agencies, including federal and provincial as required and appropriate for the material and circumstances of the spill.
- 14.3. The person shall provide a detailed report on the spill to the Regional District, within five days after the spill, containing the following information to the best of his or her knowledge:
- (1) Location where spill occurred;
 - (2) Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
 - (3) Date and time of spill;
 - (4) Material spilled;
 - (5) Characteristics of material spilled;
 - (6) Volume of material spilled;
 - (7) Work completed and any work still in progress in the mitigation of the spill;
 - (8) Duration of spill event;
 - (9) Preventive actions being taken to ensure a similar spill does not occur again;
 - (10) Name of all other government agencies notified regarding the spill.
- 14.4. The person responsible for the spill and the person having the charge, management, and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue, and restore the affected area to its condition prior to the spill.
- 14.5. The Regional District may invoice the person responsible for the spill to recover the costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.



15. SAMPLING AND ANALYTICAL REQUIREMENTS

15.1. Where sampling is required for the purposes of determining the concentration of constituents in the Wastewater, the sample may:

- 15.1.1. Be collected manually or by using an automatic sampling device; and
- 15.1.2. Contain additives for its preservation.
- 15.1.3. Any single grab sample may be used to determine compliance with Schedule "B" of this bylaw.

15.2. All tests, measurements, analyses and examinations of Wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of an Authorized Person.

16. PUBLIC HEALTH

16.1. The Health Inspector of the governing Health Authority shall be the authority to be consulted in all matters pertaining to public health resulting from the operation of the sewer system.

17. OFFENCES

17.1. Any person or corporation who violates any provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act*.

18. ACCESS TO INFORMATION

18.1. All information submitted to and collected by the Regional District that is contained in the plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.

18.2. In the event that any person submitting information to the Regional District, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* of BC, the person submitting the information shall so identify that information upon its submission to the Regional District and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.



19. SEVERABILITY

19.1. If any section, subsection, paragraph, subparagraph, or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

20. REPEAL

20.1. The Regional District of Bulkley-Nechako Bylaw No. 949, 1996, cited as "Fort Fraser Sewer Specified Area Rates Bylaw No. 949, 1996" and amendments thereto are hereby repealed.

21. CITATION

21.1. This bylaw may be cited as the "Regional District of Bulkley-Nechako - Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011."

READ a FIRST time this 24 day of February, 2011.

READ a SECOND time this 24 day of February, 2011.

READ a THIRD time this 24 day of February, 2011.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1576 cited as "Regional District of Bulkley-Nechako – Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011."

Gail Chapman

Corporate Administrator

ADOPTED this 24 day of February, 2011.

W. Hamill

Chairperson

Gail Chapman

Corporate Administrator



SCHEDULE "A" – SEWER USER AND CONNECTION FEES

Fort Fraser Sewer System

A. USER FEES

Category of Consumer	Annual User Fee	
	<i>Beginning January 1, 2011</i>	<i>Beginning January 1, 2012</i>
1. Residential Dwelling	\$75.00	\$100.00
2. Café or Restaurant	\$150.00	\$200.00
3. Laundromat (per Washer)	\$37.50	\$50.00
4. Motel or Hotel (per Unit)	\$55.50	\$74.00
5. School (per Classroom)	\$294.00	\$392.00
6. Service Station	\$150.00	\$200.00
7. Churches & Community Halls	\$55.50	\$74.00
8. Commercial Users	\$150.00	\$200.00
9. Truck Shop, Car or Truck Wash	\$300.00	\$400.00

B. CONNECTION / DISCONNECTION FEES

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection Fee
Permanent Disconnection	Actual Cost

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



SCHEDULE "B" – PROHIBITED WASTES

No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of Wastewater into a sanitary sewer or private sewer connection to any sanitary sewer in circumstances where:

1. To do so may cause or result in:

- a) A health or safety hazard to a person authorized by the Regional District to inspect, operate, maintain, repair, or otherwise work on a Wastewater Works;
- b) An offence under the British Columbia *Environmental Management Act*, as amended from time to time, or any regulation made thereunder from time to time;
- c) Wastewater Sludge from the Wastewater Treatment Facility works to which either Wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the British Columbia *Environmental Management Act*, as amended from time to time;
- d) Interference with the operation or maintenance of a Wastewater Works, or which may impair or interfere with any Wastewater treatment process;
- e) A hazard to any person, animal, property or vegetation;
- f) An offensive odour to emanate from Wastewater Works, and without limiting the generality of the foregoing, Wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines, or ammonia in such quantity as may cause an offensive odour;
- g) Damage to Wastewater Works;
- h) An obstruction or restriction to the flow in Wastewater Works.

2. The Wastewater has one or more of the following characteristics:

- a) A pH less than 6.0 or greater than 11.5;
- b) Two or more separate liquid layers; or
- c) A temperature greater than 60 degrees Celsius

3. The Wastewater contains:

- a) Biomedical Waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended;



- b) Blowdown Water;
- c) Combustible Liquid;
- d) Dyes or colouring materials which may or could pass through a Wastewater Works and discolour the Wastewater works effluent, except where authorized by the Regional District;
- e) Fuel;
- f) Hazardous Waste;
- g) Hauled Wastewater, except where authorized by the Regional District;
- h) Ignitable waste;
- i) Industrial Waste;
- j) Industrial Wastewater;
- k) Pathological Waste;
- l) Pest Control Product;
- m) Polychlorinated Biphenyls (PCBs);
- n) Radioactive Waste;
- o) Reactive waste;
- p) Specified risk material for bovine spongiform encephalopathy as defined in the Federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
- q) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure;
- r) Toxic substance;
- s) Waste Disposal Site Leachate.



SCHEDULE "C" – APPLICATION FOR SEWER CONNECTION

Fort Fraser Sewer System

I, _____, hereby apply for Sewer connection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

Size of Service: _____ mm

Type and Use of Building: _____

Name and Contact Information of Certified Contractor to Complete Private Water Connection work:

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako – Fort Fraser Sewer System Regulatory Bylaw No. 1576, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Connection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "D" – APPLICATION FOR SEWER DISCONNECTION

Fort Fraser Sewer System

I, _____, hereby apply for a Sewer disconnection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako – Fort Fraser Sewer System Regulatory Bylaw No. 1576, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Disconnection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "E" – APPLICATION FOR WASTE DISCHARGE PERMIT

Name: _____

Mailing Address: _____

Telephone: _____

Email and/or Fax: _____

Type and source of waste to be disposed: _____

Capacity of Hauling Truck: _____

Number of times per week you wish to dispose of waste: _____

FOR REGIONAL DISTRICT USE ONLY

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "F" – SPECIFICATION OF MATERIALS

Sewer Service Piping Shall:

- Be PVC, SRD 35, conforming to CAN/CSA B182.1, or equivalent;
- Buried sewer pipe shall be joined using rubber gasket joints (the use of glued joints for buried pipe is not permitted);
- Have a minimum diameter of 4" (100mm);
- It is mandatory that the property owner adequately protect pipes from freezing;
- Be at a minimum gradient (slope) of 2% (1/4 inch per foot) and a maximum gradient of 15% (1 and 3/4 inch per foot);
- Be installed and backfilled in accordance to manufacturer's specifications, with at least a minimum of 6 inches of sand used as bedding material;
- Be installed greater than 10 feet (3 m) away from any water lines.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1595, 2011

A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw No. 642, 1990"

WHEREAS the Regional District has enacted the "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw No. 642, 1990" and established both the Fort Fraser Local Community and the Fort Fraser Community Commission within a portion of Electoral Area "D";

AND WHEREAS the Regional District wishes to amend the bylaw to increase the remuneration paid to the elected commissioners;

AND WHEREAS the Regional District wishes to amend the powers and duties of the Commission;

AND WHEREAS the Minister of Community, Sport and Cultural Development has waived the requirement for assent of electors under Section 838 (3) of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Section 11 is hereby repealed and replaced by the following:

"Elected Commissioners shall be paid ONE HUNDRED DOLLARS (\$100) for attendance at each Commission meeting as well as reimbursement for any reasonable expenses."

2. Section 12 is hereby repealed and replaced by the following:

12. The Board hereby delegates to the Commission the administrative powers of the Board with respect to the provision of water, sewer, and street lighting services for the local community of Fort Fraser. Without limiting the generality of the foregoing, the powers and duties delegated are:

- a) For the street lighting service, the Commission shall request new lights and report to the Regional District of Bulkley-Nechako when repair or maintenance is required for existing lights;

Bylaw No. 1595

Page 2

- b) For the water and sewer services, the Commission shall recommend levels of user charges to be established by bylaw of the Regional District of Bulkley-Nechako and extent of requisition to be collected by way of frontage taxes or parcel taxes;
 - c) The Commission shall recommend to the Regional District of Bulkley-Nechako the provision of funds for capital purposes, or the undertaking of capital projects, or the contracting of debt for the said services;
 - d) The Commission shall provide to the Regional District, not later than the 31st day of December in each year, an estimate of the revenues and expenditures necessary to provide the said services for the ensuing year, including the expenses of the Commission and an estimate of the capital expenditures required for the services for at least the ensuing five (5) years; and
 - e) The Commission shall provide such other recommendations and advice to the Regional District of Bulkley-Nechako as the Commission deems desirable regarding the provision of services or matters affecting the local community generally.
 - f) The operational, maintenance, and regulatory functions of the water and sewer service shall be performed by staff of the Regional District of Bulkley-Nechako in conformance with Regional District of Bulkley-Nechako policy/government regulation.
 - g) Despite the provisions of sections above, the Regional District of Bulkley-Nechako retains the right of approval of operational rules, procedures and policies, and the levels of fees and other charges to be established by bylaw of the Regional District of Bulkley-Nechako or taxes collected by requisition.
3. This bylaw may be cited for all purposes as "Fort Fraser Local Community Establishment Amendment Bylaw No. 1595, 2011."

Bylaw No. 1595
Page 3

Certified a true and correct copy of "Fort Fraser Local Community Establishment Amendment Bylaw No. 1595, 2011.

Gail Chapman
Corporate Administrator

READ A FIRST TIME this 24th day of February, 2011.

READ A SECOND TIME this 24th day of February, 2011.

READ A THIRD TIME this 24th day of February, 2011.

ASSENT of the electors waived by the Minister of Community, Sport and Cultural Development this 25th day of October, 2011.

APPROVED by the Inspector of Municipalities this 18th day of November, 2011.

ADOPTED this 15th day of December, 2011.

CHAIRPERSON

Gail Chapman
CORPORATE ADMINISTRATOR



Statutory Approval

Under the provisions of section _____ **802**

of the _____ ***Local Government Act***

I hereby approve Bylaw No. _____ **1595**

of the _____ ***Bulkley-Nechako Regional District*** ,

a copy of which is attached hereto.

Dated this _____ ***18th*** ***day***

of _____ ***November*** , ***2011***

Deputy Inspector of Municipalities

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1842

A bylaw to amend the "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw"

WHEREAS the Regional District of Bulkley-Nechako has enacted the "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw 642, 1990" that since has been subsequently amended;

AND WHEREAS the Regional District wishes to amend the existing establishment bylaw;

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw under Section 349 of the *Local Government Act*;

AND WHEREAS the Minister of Municipal Affairs and Housing has consented under Section 244 (2) of the *Local Government Act* to waive the requirement for assent of the electors ;

NOW THEREFORE, the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

1. Sections 5 to 13 of Bylaw 642, 1990 "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw" as amended by "Fort Fraser Local Community Establishment Amendment Bylaw 1595, 2011 are hereby repealed and replaced with the following:

- 5 The elections for Commissioners shall be held every four (4) years at the same time as the general local elections, referred to in Section 52 (a) of the Local Government Act.
- 6 The Term of office of the Commissioners shall be four (4) years or until their successors are elected under Section 5 of this by-law.
- 7 A quorum of the Commission shall be three (3) Commissioners. Elected Commissioners seats may become vacant through death, incapacity or resignation. The Regional District Chief Election Officer must hold a by-election for commissioners to fill the vacant seats if there are fewer than three remaining commissioners.
- 8 The Commission shall hold an annual general meeting no later than the second Monday of January.
- 9 At the annual general meeting, the commissioners must elect a chair and a vice chair. The Electoral Area Director may be elected.
- 10 The time, place and date of the Commissioners' meetings shall be determined by the chair. The Commission shall meet no less than six times per year.
- 11 Each Commission member shall be paid a monthly stipend equal to the half-day approved meeting rate as described on bylaw 1837 "A Bylaw for Directors'

Remuneration". Commissioners shall be reimbursed for any reasonable travel expenses as described in bylaw 1837 "A Bylaw for Directors' Remuneration" as if the Commissioner were an Electoral Area Director.

12 The Board hereby delegates to the Commission the administrative powers of the Board with respect to the duties listed below in this section for the local community of Fort Fraser. The powers and duties delegated are:

- a. For the street lighting service, the Commission shall request new lights and report to the Regional District of Bulkley-Nechako when repair or maintenance is required for existing lights;
- b. For the water and sewer services, the Commission shall recommend levels of user charges to be established by bylaw of the Regional District of Bulkley-Nechako and extent of requisition to be collected by way of frontage taxes or parcel taxes;
- c. The Commission shall recommend to the Regional District the undertaking of capital projects;
- d. The Commission shall provide to the Regional District a recommendation on all capital and operating budget matters no later than January 31st each year; and
- e. The Commission shall provide such other recommendations and advice to the Regional District of Bulkley-Nechako as the Commission deems desirable regarding the provision of services or matters affecting the local community generally.
- f. The operational, maintenance, and regulatory functions of the water and sewer service shall be performed by staff of the Regional District of Bulkley-Nechako in conformance with Regional District of Bulkley-Nechako policy/government regulation.
- g. Despite the provisions of sections above, the Regional District of Bulkley-Nechako retains the right of approval of operational rules, procedures and policies, and the levels of fees and other charges to be established by bylaw of the Regional District of Bulkley-Nechako or taxes collected by requisition.

13 The Corporate Officer and Chief Financial Officer of the Regional District or his/her designate shall be the Corporate Officer and Chief Financial Officer of the Local Community.

2. This bylaw may be cited for all purposes as "Fort Fraser Local Community Establishment Amendment Bylaw No. 1842, 2018."

READ A FIRST TIME this 18th day of October, 2018

READ A SECOND TIME this 18th day of October, 2018

READ A THIRD TIME this 18th day of October, 2018

ASSENT OF THE ELECTORS WAIVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

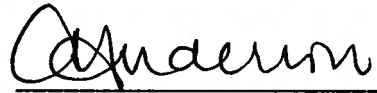
this 20 day of December, 2018

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 29 day of January, 2019

ADOPTED this 21 day of February, 2019



Chairperson



Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1842, as adopted.



Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1858

A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011"

WHEREAS the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011";

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

NOW THEREFORE the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 1858, 2019."

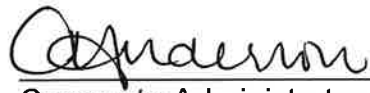
READ A FIRST TIME this 21 day of February, 2019

READ A SECOND TIME this 21 day of February, 2019

READ A THIRD TIME this 21 day of February, 2019

ADOPTED this 21 day of February, 2019


Chairperson


Corporate Administrator

Certified a true and correct copy of Bylaw No. 1858 as adopted.


Corporate Administrator

SCHEDULE "A" – WATER USER AND CONNECTION FEES
Fort Fraser Water System

A. USER FEES

<u>Category of Consumer</u>	<u>Annual User Fee Beginning on January 1</u>		
	<u>2016</u>	<u>2019</u>	<u>2020+</u>
1. Residential Dwelling	\$ 257.18	\$262.32	**
2. Café or Restaurant	\$ 430.73	\$439.34	**
3. Laundromat (per washer)	\$ 107.37	\$109.52	**
4. Motel or Hotel (per unit)	\$ 107.37	\$109.52	**
5. School (per Classroom)	\$ 343.33	\$350.20	**
6. Service Station	\$ 430.73	\$439.34	**
7. Churches & Community Halls	\$ 171.04	\$174.46	**
8. Commercial Users	\$ 430.73	\$439.34	**
9. Truck Shop, Car or Truck Wash	\$ 861.45	\$878.68	**

** The 2020 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonably adjusted) from end of December to the end of December for all items and services.

B. CONNECTION/DISCONNECTION FEES

CATEGORY

New Connection

Permanent Disconnection Fee

CHARGE

Actual Cost plus \$100.00 connection Fee

Actual Cost

Turn-On / Turn-Off

Requests associated with repair:

- | | |
|---|----------|
| 1) Emergency – outside normal operators work schedule | \$ 15.00 |
| 2) Requests – scheduled with operators work schedule | \$ 5.00 |
| 3) Other requests not associated with repair works | \$ 25.00 |

Repair works may include; repair or replace defective pipes, fittings, valves, tanks or appliances.

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1859

**A bylaw to amend "Regional District of Bulkley-Nechako - Fort Fraser
Sewer Service Regulatory Bylaw No. 1576, 2011"**

WHEREAS the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako-Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011";

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

NOW THEREFORE the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Schedule "A" of "Regional District of Bulkley-Nechako-Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 1859, 2019."

READ A FIRST TIME this 21 day of February, 2019

READ A SECOND TIME this 21 day of February, 2019

READ A THIRD TIME this 21 day of February, 2019

ADOPTED this 21 day of February, 2019


Chairperson


Corporate Administrator

Certified a true and correct copy of Bylaw No. 1859 as adopted.


Corporate Administrator

SCHEDULE "A" – SEWER USER AND CONNECTION FEES**Fort Fraser Sewer System****A. USER FEES**

Category of Consumer	Annual User Fee Beginning January 1		
	2016	2019	2020
1. Residential Dwelling	\$142.80	\$145.66	**
2. Café or Restaurant	\$285.60	\$291.31	**
3. Laundromat (per Washer)	\$71.40	\$ 72.83	**
4. Motel or Hotel (per Unit)	\$106.08	\$108.20	**
5. School (per Classroom)	\$559.98	\$571.18	**
6. Service Station	\$285.60	\$291.31	**
7. Churches & Community Halls	\$106.08	\$108.20	**
8. Commercial Users	\$285.60	\$291.31	**
9. Truck Shop, Car or Truck Wash	\$571.20	\$582.62	**

** The 2020 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonably adjusted) from end of December to the end of December for all items and services.

B. CONNECTION / DISCONNECTION FEES

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection
Permanent Disconnection	Actual Cost

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2086

**A bylaw to convert the Fort Fraser Sewer Specified Area Sewer Frontage
Tax Bylaw function to a service**

WHEREAS under Section 341 of the Local Government Act, if a Regional District proposes to amend a service established by Supplementary Letters Patent, it must convert that service by adopting a bylaw respecting that service which:

- a) meets the requirement of Section 339 of the Local Government Act for an establishing bylaw, and
- b) is adopted in accordance with the requirements of Section 349 of the Local Government Act as if it were a bylaw amending an establishing bylaw;

AND WHEREAS the Regional District of Bulkley-Nechako was granted the function of the Fort Fraser Sewer Specified Area which service was provided under the function of Division XV as established by Supplementary Letters Patent dated May 1, 1980;

AND WHEREAS the Director of Electoral Area "D" has consented in writing to the adoption of this bylaw in accordance with Section 347 of the Local Government Act;

NOW THEREFORE the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. The function of Division XV – Fort Fraser Sewer Specified Area as established by Supplementary Letters Patent dated December 18, 1980, is hereby established as a service to be known as the "Fort Fraser Sewer Service";
2. The boundaries of the service area shall be the boundaries as outlined on Schedule "A" which is attached hereto and forming part of this bylaw;
3. The Participating Area is Electoral Area D (Fraser Lake Rural);
4. The annual cost of the service shall be recovered by a sewer user fee against the owner or occupier of land or real property whose property is connected to the sewer system and a parcel tax upon the owners of land or real property within the Fort Fraser Sewer Service Area which

is capable of being connected with any sewer main, whether or not the parcel of land is connected with such sewer main.

5. The maximum amount of taxation that may be requisitioned annually for this service, under Section 388 of the Local Government Act, shall be EIGHTY THOUSAND (\$80,000) DOLLARS from the property owners within the Fort Fraser Sewer Service Area.
6. This bylaw may be cited as "Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025."

READ A FIRST TIME this 18th day of September, 2025.

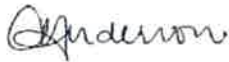
READ A SECOND TIME this 18th day of September, 2025.

READ A THIRD TIME this 18th day of September, 2025.

THIRD READING RESCINDED this 11th day of December, 2025.

READ A THIRD TIME AS AMENDED this 11th day of December, 2025.

I hereby certify that this is a true and correct copy of Bylaw No. 2086.

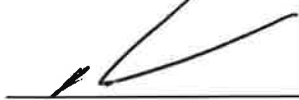


Corporate Administrator

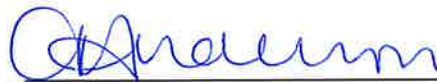
CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this 11th day of December, 2025.

RECEIVED APPROVAL FROM THE INSPECTOR OF MUNICIPALITIES
this 30th day of January, 2026.

ADOPTED this 26 day of February 2026



Chairperson



Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2087****A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011"**

WHEREAS the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011";

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

NOW THEREFORE the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. Section 10.3 is hereby repealed and replaced with the following:
"10.3 The rate shall be due and payable annually on the first business day in July. A penalty of 5% shall be incurred for any amount not paid by this date. A further 5% penalty shall be incurred for any amount not paid by the first business day in October. "
3. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Amendment Bylaw No. 2087, 2025."

READ A FIRST TIME this 20th day of November, 2025

READ A SECOND TIME this 20th day of November, 2025

READ A THIRD TIME this 20th day of November, 2025

THIRD READING RESCINDED this 11th day of December, 2025

READ A THIRD TIME AS AMENDED this 11th day of December, 2025

ADOPTED this 11th day of December, 2025


Chairperson
Corporate Administrator

Certified a true and correct copy of Bylaw No. 2087 as adopted.


Corporate Administrator

SCHEDULE "A" – WATER USER AND CONNECTION FEES Fort Fraser Water System

A. USER FEES

<u>Category of Consumer</u>		<u>Annual User Fee Beginning on January 1, 2025</u>
1	Residential Dwelling	318.00
2	Café or Restaurant	530.00
3	Laundromat (per washer)	132.00
4	Motel or Hotel (per unit)	132.00
5	School (per classroom)	424.00
6	Service Station	530.00
7	Churches and Community Halls	207.00
8	Commercial Users	530.00
9	Truck Shop, Car or Truck Wash	1067.00

** The 2025 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonally adjusted) from end of December to the end of December for all items and services and rounded to the nearest whole dollar.

B. CONNECTION/DISCONNECTION FEES

<u>CATEGORY</u>	<u>CHARGE</u>
New Connection	Actual Cost plus \$100.00 connection Fee
Permanent Disconnection Fee	Actual Cost plus \$100.00 disconnection Fee

Turn-On / Turn-Off

Requests associated with repair:

- | | |
|---|-----------|
| 1) Emergency – outside normal operators work schedule | \$ 100.00 |
| 2) Requests – scheduled with operators work schedule | \$ 50.00 |
| 3) Other requests not associated with repair works | \$ 50.00 |

Repair works may include; repair or replace defective pipes, fittings, valves, tanks or appliances.

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2088****A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011"**

WHEREAS the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1576, 2011";

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

NOW THEREFORE the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. Section 11.3 is hereby repealed and replaced with the following:
"11.3 The rate shall be due and payable annually on the first business day in July. A penalty of 5% shall be incurred for any amount not paid by this date. A further 5% penalty shall be incurred for any amount not paid by the first business day in October. "
3. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Amendment Bylaw No. 2088, 2025."

READ A FIRST TIME this 20th day of November, 2025

READ A SECOND TIME this 20th day of November, 2025

READ A THIRD TIME this 20th day of November, 2025

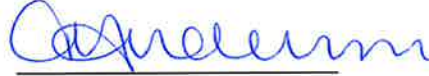
THIRD READING RESCINDED this 11th day of December, 2025

READ A THIRD TIME AS AMENDED this 11th day of December, 2025

ADOPTED this 11th day of December, 2025

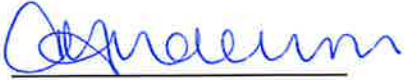


Chairperson



Corporate Administrator

Certified a true and correct copy of Bylaw No. 2088 as adopted.



Corporate Administrator

SCHEDULE "A" – SEWER USER AND CONNECTION FEES
Fort Fraser Sewer System

A. USER FEES

<u>Category of Consumer</u>		<u>Annual User Fee Beginning on January 1, 2025</u>
1	Residential Dwelling	176.00
2	Café or Restaurant	352.00
3	Laundromat (per washer)	88.00
4	Motel or Hotel (per unit)	130.00
5	School (per classroom)	689.00
6	Service Station	352.00
7	Churches and Community Halls	130.00
8	Commercial Users	352.00
9	Truck Shop, Car or Truck Wash	704.00

** The 2025 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonally adjusted) from end of December to the end of December for all items and services and rounded to the nearest whole dollar.

B. CONNECTION/DISCONNECTION FEES

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection
Permanent Disconnection	Actual Cost plus \$100.00 disconnection Fee

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BOARD OF DIRECTORS AND STAFF
CODE OF CONDUCT
Adopted: April 20, 2023**

Purpose

In addition to the Oath of Office that the Board members must affirm prior to taking office, the following Code of Conduct sets out shared expectations for conduct and behaviour for how Board members shall conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for the region.

Application

This code applies to the Board of Directors and staff (where applicable) of the Regional District of Bulkley-Nechako.

Key Values

1. Integrity

Board members 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/region;
- 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.

2. Leadership

Board members 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.

3. Responsibility

Board members must act responsibly, within the law and within the authorities of the *Local Government Act* and *Community Charter*. 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.

4. Respect

Board members and 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.

General Conduct:

Act in the Public Interest

Board members and staff shall act in the public interest by conducting business with integrity in a fair, honest and open manner.

Comply with the Law

Board members and staff shall comply with all applicable federal, provincial and local municipal laws in the performance of their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all applicable Regional District bylaws and policies.

Conduct of Board Members and Staff

Board members and staff will treat one another and the public with dignity and respect and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board, Committees, Staff or the public.

Respect for Process

Board members and staff shall perform their duties in accordance with the policies and procedures and rules of order established by the Board governing the deliberation of public policy issues, including involvement of the public.

Conduct of Meetings

Board members and 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 that a Director be interrupted during the meeting, the cell phone shall be kept on silent or vibrate.

Board members and staff shall endeavour not to interrupt other speakers or make personal comments or comments not germane to the business of the body or otherwise disturb a meeting.

Decisions Based on Merit

Board members shall base their decisions on the relevant merits and substance of the matter at hand, including input received from staff, Committees, and the public.

Communication and Media Relations

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

Board members will accurately communicate the decisions of the Board, even if they disagree with the majority decision of the Board. A Director may state that he/she voted against a decision but will refrain from making disparaging comments about other Directors or the Board's decision itself.

Social Media

Board members and staff will use caution in reporting decision-making by way of their social media profiles websites ensuring that any material they publish is accurate, precise, and communicates the intent of the Board.

When presenting their individual opinions and positions, Board members and staff shall explicitly state they do not represent the Board or the Regional District, nor shall they allow the inference that they do.

Conflict of Interest

Board members shall familiarize themselves and act in accordance with the provisions set out in the conflict of interest sections of the *Community Charter*.

Gifts

Board members and staff must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the Board or staff member's performance of their duties, except in accordance with the provisions of the *Community Charter*.

Confidential Information

Board members and staff shall respect the confidentiality of information concerning the property, personnel, legal affairs, or other information of the Regional District distributed for the purposes of, or considered in, a closed Council meeting. Board members and staff shall neither disclose confidential information without proper authorization, nor use such information to advance their own or anyone's personal, financial or other private interests. Without limiting the generality of the foregoing, Board members and staff shall not disclose Board resolutions or staff report contents from a closed meeting of the Board

unless and until a Board decision has been made for the information to become public. Board members and staff shall not disclose detail on the Board's closed meeting deliberations or how individual Board members voted on a question in a closed meeting.

Advocacy

Board members and staff shall represent the official policies or positions of the Board to the best of their ability when acting as delegates for this purpose. When presenting their individual opinions and positions, Board members and staff shall explicitly state they do not represent the Board or the Regional District, nor shall they allow the inference that they do.

Policy Role of Board Members

Board members shall respect and adhere to the Board/Chief Administrative Officer structure of municipal government as practiced in the Regional District. In this structure, the Board determines the policies of the Regional District with the advice, information and analysis provided by staff and Board committees. Directors therefore shall not interfere with the administrative functions of the Regional District or with the professional duties of Regional District staff, nor shall they impair the ability of staff to implement or enforce the Board's policy decisions.

Positive Workplace Environment

Board members and staff shall treat other members, the public and staff with respect and shall encourage the personal dignity, self-esteem and wellbeing of those with whom they come in contact with during the course of their professional duties. Comments about Regional District staff performance shall only be made to the Chief Administrative Officer through private correspondence or conversation.

Interactions of Board Members and Staff

The Regional Board operates under a single employee model. The single employee is the Chief Administrative Officer (CAO). Requests for information from the Board other than over the counter inquiries must be addressed to the CAO who will refer the inquiry to the appropriate staff member to respond.

The Board as a whole, not individual Directors, gives direction to staff through Board resolutions. Accordingly, Directors shall not request staff to undertake work that has not been expressly authorized by the Board.

Implementation

As an expression of the standards of conduct for members expected by the Regional District, this Code is intended to be self-enforcing. This Code therefore becomes most effective when Directors and staff are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for the Board.

Compliance and Enforcement

Board members are responsible for positive, proactive conflict resolution and will speak first to the Director with which they have a conflict. If unresolved then the Director will inform the Chair and the Chief Administrative Officer about the conflict. The Chair and Chief Administrative Officer will make the necessary considerations and, if needed, seek professional third-party support.

Review

This policy shall be brought forward for review at the beginning of each term as per the *Community Charter* and at any other time that the Board considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1981

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting

WHEREAS the Regional District of Bulkley-Nechako may, pursuant to Part 3 of the *Local Government Act*, determine that certain procedures shall be followed with respect to the conduct of general local elections and other voting opportunities;

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 Bulkley-Nechako in an open meeting of the Regional Board enacts as follows:

1. DEFINITIONS

In this bylaw:

"Elector" means a resident elector or non-resident property elector of the jurisdiction as defined under the *Local Government Act*;

"Election" means an election for the number of persons required to fill a local government office;

"General Local Election" means the elections held for the electoral area directors of the Regional District;

"General Voting Day" means,

(a) the third Saturday in October every four years following the November 15, 2014 election;

(b) for other elections, the date set under Sections 54, 55 or 152 of the *Local Government Act*, and

"Local Government" means:

- (a) in relation to a municipality, the Council, and
- (b) in relation to a Regional District, the Board;

"Jurisdiction" means in relation to an election, the municipality or election area for which it is held.

"Assent Voting" means voting on a matter referred to in Section 170 of the *Local Government Act* and includes voting on a referendum under Section 336 of that Act

2. ACCESS TO NOMINATION DOCUMENTS

As authorized under Section 89(7) of the *Local Government Act*, public Access to nomination documents will be provided by posting such documents on the Regional District of Bulkley-Nechako website within 3 business days of receiving such documents until 30 days after declaration of the official election results by the Chief Election Officer under Section 146 of the *Local Government Act*.

3. ELECTOR REGISTRATION

- (a) The "*Local Government Act*" authorizes under Section 69, that registration of electors be limited to the time of voting.
- (b) The "*Local Government Act*" authorizes under Section 70, that at each election or other voting, electors who wish to vote at such election or other voting are required to register at the time of voting.
- (c) Registration as an elector under clause 2(a) of this Bylaw is effective only for the election or other voting for which the voting is being conducted at that time.
- (d) The "*Local Government Act*" has authorized under Section 72 that a person may register as a resident immediately before voting by producing to the election officials at least 2 documents that provide evidence of the applicant's identity and make solemn declaration.

4. ADDITIONAL GENERAL VOTING OPPORTUNITIES

The Regional Board authorizes the Chief Election Officer to establish, as the Chief Election Officer deems necessary, additional general voting opportunities for general voting day for each election or other voting and to designate the voting places and voting hours, within the limits set out in Section 106 of the *Local Government Act*, for such voting opportunities.

5. REQUIRED ADVANCE VOTING OPPORTUNITIES

As required under Section 107 of the *Local Government Act*, advance voting opportunities will be held on the 10th day before general voting day between the hours of 8:00 a.m. and 8:00 p.m.

6. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

As authorized under Section 108 of the *Local Government Act* and in addition to the advance voting opportunities of Section 5 of this bylaw, the Regional Board authorizes the Chief Election Officer to establish, as the Chief Election Officer deems necessary, additional advance voting opportunities for each election or other voting, to be held in advance of general voting day, to establish the dates and to designate the voting places and the voting hours for these voting opportunities.

7. ORDER OF NAMES ON BALLOT

The order of names of candidates on the ballot will be alphabetically in accordance with Section 116 of the *Local Government Act*.

8. NUMBER OF SCRUTINEERS AT VOTING PLACES

- (a) As authorized under Section 120(3) of the *Local Government Act* the number of scrutineers for each candidate that may attend at an election is one (1) scrutineer for each ballot box in use;
- (b) The number of scrutineers who may attend at an other voting opportunity is one (1) scrutineer for the question and one (1) against the question.
- (c) The following restrictions and conditions apply to scrutineers permitted under this bylaw to be present at a voting place:
 - i) Scrutineers shall remain in an area as indicated by the Chief Election Officer so as to not interfere with the election process. Scrutineers will be located in an area

where observance of the election procedures and ballot boxes can be readily observed.

- ii) Scrutineers shall preserve the secrecy of the ballot in accordance with Section 123 of the *Local Government Act*.

9. RESOLUTION OF TIE VOTES AFTER JUDICIAL REVIEW

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*.

10. REPEAL

"Local Government Elections Procedure Bylaw No. 1697, 2014" is hereby repealed.

11. This bylaw may be cited as "Election Procedure Bylaw No. 1981, 2022.

READ A FIRST TIME this 30 day of June , 2022

READ A SECOND TIME this 30 day of June , 2022

READ A THIRD TIME this 30 day of June , 2022

Certified a true and correct copy of Bylaw No. 1981.



Corporate Administrator

ADOPTED this 30 day of June , 2022


Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2066

A Bylaw to Allow for Mail Ballot Authorization and Procedures

WHEREAS pursuant to Section 110 of the *Local Government Act*, a Regional District may, by bylaw, permit voting by mail ballot and establish procedures therefor;

NOW THEREFORE the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. CITATION

- 1.1 This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025."

2. AUTHORIZATION

- 2.1 Pursuant to Section 110 of the *Local Government Act*, voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized for those electors who meet the following criteria:
 - a) Those persons who have a physical disability, illness or injury that affect their ability to vote at another voting opportunity;
 - b) Persons who expect to be absent from the jurisdiction on general voting day and at times of all advance voting opportunities.

3. APPLICATION PROCEDURE

- 3.1 The Chief Election Officer is hereby authorized to establish time limits in relation to voting by mail ballot.

- 3.2 Upon receipt of a valid application for a mail ballot, the Chief Election Officer or designate shall:
- a) if the request for a mail ballot is delivered to the Chief Election Officer before the deadline that the Chief Election Officer has established, send to the applicant a mail ballot package as specified in Section 110(7) of the *Local Government Act*, together with an application for registration as an elector, and
 - b) immediately record and, upon request, make available for inspection the name and address of the person to whom the mail ballot package was issued.
- 3.3 The Chief Election Officer or designate is not responsible for failing to deliver a mail ballot and elector registration package if a request is not received, or not received before a time limit that may be set by the Chief Election Officer for applying for a package, and is not responsible for any delay or failure in the elector's receipt of the package or the elector's return of the package to the Chief Election Officer.
- 3.4 In accordance with an Applicant's direction, the Chief Election Officer may distribute the mail ballot in the following ways:
- a) Sending the mail ballot package by Canada Post (regular mail); or
 - b) Having the mail ballot package picked up by an Applicant (or their designate) at the RDBN office in Burns Lake.
 - c) Having the mail ballot package picked up by an Applicant (or their designate) at any identified member municipalities at a designated time.

4. VOTING PROCEDURE

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer or designate.
- 4.2 After marking the ballot, the elector shall:
- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - b) place the secrecy envelope in the certification envelope and complete and sign the certification printed on such envelope and then seal the certification envelope;
 - c) place the certification envelope, together with a completed elector registration application in the outer envelope and then seal the outer envelope;
 - d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer or designate at the address specified in accordance with the time limits established by the Chief Election Officer.

5. CHALLENGE OF ELECTOR

- 5.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act* before close of voting on general voting day and prior to the Chief Election Officer or designate opening the certification envelope.
- 5.2 The provisions of Section 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

6. MAIL BALLOT – REPLACEMENT OF SPOILED BALLOT

- 6.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or designate, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- 6.2 The Chief Election Officer or designate shall, upon receipt of the spoiled ballot package, record such fact, and issue a replacement ballot package in accordance with section 3.2 of this bylaw.

7. BALLOT ACCEPTANCE OR REJECTION

- 7.1 Before close of voting on general voting day, the Chief Election Officer or designate shall, in the presence of at least one other election official, proceed as follows:
- a) immediately record the date of receiving the returned mail ballot in the Register of Mail Ballots; and
 - b) Open the outer envelope and remove and examine the certification envelope and the application to register as an elector.
 - c) If the elector's certification and application to register as an elector are complete, the Chief Election Officer or designate shall mark the certification envelope as "ACCEPTED."
 - d) If the elector's certification and application to register as an elector are not complete, the Chief Election Officer or designate shall mark the certification envelope as "REJECTED" and the Chief Election Officer will note the reasons therefore in which case the certification envelope

shall not be opened and the ballots contained therein shall not be counted.

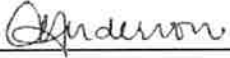
- e) Unless an elector's right to vote has been challenged, the Chief Election Officer shall open the certification envelopes marked as "accepted," and the secrecy envelopes contained therein shall be placed in a ballot box designated for that purpose.
- f) Mail ballots received after the close of voting on general voting day shall remain unopened and the Chief Election Officer or designate shall mark "REJECTED" on the outer envelopes, and shall note thereon the reasons for rejection, and the ballot contained therein shall not be counted in the referendum.
- g) The Chief Election Officer will retain in their custody all accepted and rejected certification envelopes in order to manage any challenges made in accordance with Section 5.
- h) If fewer than twenty-five (25) secrecy envelopes are received, they may be placed in any other ballot box in order to preserve secrecy.
- i) After close of voting on general voting day, the ballot box containing the secrecy envelopes and the secrecy envelopes contained therein shall be opened and the ballots shall be counted in the same manner as other ballots.

READ A FIRST TIME this 14th day of August 2025

READ A SECOND TIME this 14th day of August 2025

READ A THIRD TIME this 14th day of August 2025

Certified a true and correct copy of Bylaw No. 2066.

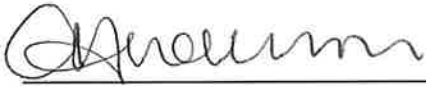


Corporate Administrator

ADOPTED this 18th day of September, 2025



Chairperson



Corporate Administrator

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What Every Candidate Needs to Know



General local elections will be held on **Saturday, October 17, 2026.**

This brochure provides candidates with basic information about general local election rules and answers questions about running for local office in British Columbia.

Refer to the *Candidates Guide to Local Government Elections in B.C.*

for more detailed information about being a candidate for mayor, councillor, or electoral area director.

WHAT'S NEW FOR 2026

There have been some notable changes since the 2022 general local elections:

- Candidates may submit their nomination documents to the Chief Election Officer in-person, by mail, or electronically, (e.g., by email or fax), so long as the documents are received by the end of the nomination period. Candidates are no longer required to deliver originals of nomination documents submitted by fax or email.

NEW

- Public notices and online publications of nomination documents will no longer include candidate personal information, such as personal telephone numbers and residential addresses. Electors will instead see the name of the jurisdiction in which the candidate is a resident (e.g., name of the municipality, electoral area, or treaty lands where the candidate resides) in public notices and online nomination documents.
- A candidate and the authorized principal official of an elector organization must work together to complete the endorsement section of the candidate's nomination documents in order for the candidate to be endorsed by the elector organization. Both parties must provide signed consent to the endorsement. Separate endorsement documents are no longer required (**Elector Organizations must be registered with Elections BC prior to endorsing a candidate(s)**).
- Members of the Legislative Assembly of British Columbia are disqualified from holding local elected office under the *Eligibility to Hold Public Office Act*. If a mayor, councillor, electoral area director or any other local elected official becomes a Member of the Legislative Assembly, that individual is considered to have resigned their local elected office.

ROLE OF ELECTED OFFICIALS

What is the role of a local elected official?

Local elected officials are the stewards of their community's public assets and collectively responsible for making decisions.

In their role, elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy and employment laws and policies, and local government procedures.

Elected officials that develop positive trusted relationships with colleagues, local government staff, and the public, support councils and regional district boards to carry out their collective responsibilities. How elected officials conduct themselves in their role and in these relationships directly impacts successful community governance.

The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

Local government staff provide the council/regional district board with information and professional advice to support informed decision-making, implement the collective decisions, policies, and direction of the council/regional district board, and communicate those decisions to the public and other orders of government.

Clarity about the distinct roles and responsibilities of elected officials and local government staff can help create a healthy working relationship during the term of elected office.

Refer to the *[Thinking About Running for Local Office?](#)* brochure for more information on the roles and responsibilities of locally elected officials.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

How often are general local elections held?

General local elections are held every **four years on the third Saturday of October**.

ELECTION ADMINISTRATION

Who oversees local elections?

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*. This includes providing information about



the rules, maintaining the register of elector organizations and advertising sponsors, receiving and publishing financial reports, assessing compliance through reviews and audits, and investigating non-compliance to determine appropriate enforcement.

CHIEF ELECTION OFFICER

The Chief Election Officer is an individual appointed by a municipal council or regional district board to conduct a general local election or a by-election. The Chief Election Officer is responsible for overseeing all local election administration activities, including: issuing statutory public notices; receiving nomination documents; declaring candidates; administering voting opportunities; preparing ballots; reviewing ballot accounts; and, determining and declaring official election results.

HOW TO GET STARTED

Am I eligible to run for office?

To be eligible to run for office you must:

- be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before filing nomination documents; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in an election in B.C. or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

EMPLOYEES AND VOLUNTEERS

There are additional requirements and eligibility considerations that people who work or volunteer for a local government must follow. For more information, please visit the B.C. government webpage about [Employees and volunteers](#).

How do I get nominated?

You must be nominated by at least two eligible electors from the jurisdiction where you are seeking to be elected – some local governments may, by bylaw, require each candidate to have as many as 10 or 25 nominators. You may also be required to pay a refundable nomination deposit (up to a \$100 maximum) as part of the nomination process. You can confirm specific nomination requirements with the Chief Election Officer in your community.

You must have become a B.C. resident by March 10, 2026, or, if the nomination period is extended, by March 13, 2026 in order to meet the B.C. residency requirement to run for local office. Refer to [section 67 of the *Local Government Act*](#), for the rules for determining B.C. residency.

NOMINATORS

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 the *Local Government Act* and the *Vancouver Charter*.



Where can I find nomination forms?

Candidate nomination documents are available from your local government during regular business hours, generally, two to four weeks before the nomination period begins. Local government contact information is available online from CivicInfo BC at: www.civicinfo.bc.ca/directories

What are some key nomination requirements?

Nomination documents require you to provide detailed contact about yourself and the people who will work for you during the election (e.g. financial agent, official agent). Information provided on the nomination document also includes the office you are running for, your nominators, your consent to be nominated, any endorsement you are accepting from an elector organization, and the Statement of Financial Disclosure required under the *Financial Disclosure Act*.

You are also required to make a solemn declaration stating that you are qualified to be a candidate and you are aware of, understand, and will comply with the requirements of the *Local Elections Campaign Financing Act*.

Where do I file my nomination papers?

You must file your nomination documents with the Chief Election Officer where you intend to run for office. The nomination deadline is 4:00 p.m. local time on **Friday, September 11, 2026**. Candidates may submit their nomination documents to the Chief Election Officer by hand, by mail or other delivery service, by fax or by email so long as they are received by the end of the nomination period.

You are required to make a solemn declaration in order for your nomination documents to be accepted for filing. If you are not submitting your documents in-person to the Chief Election Officer, you may make your solemn declaration before a commissioner for taking affidavits for British Columbia, such as a lawyer or notary. The solemn declaration must be signed by you and the person that took the solemn declaration.

Who can help me run my election campaign?

You may appoint a financial agent, an official agent, and scrutineers to help with your election campaign and to take on campaign activities. Your election campaign may also be supported by volunteers.

You may also be endorsed by an elector organization that may undertake certain campaign activities on your behalf (e.g., advertising, canvassing) to help you get elected.

Financial Agents

A financial agent is a representative that a candidate is legally required to have during an election campaign. **You are your own financial agent unless you appoint another individual to the position.**

Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing*

Act. This includes opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions; and, filing the candidate's required campaign financing disclosure statement with Elections BC within 90 days following general voting day.

You must appoint your financial agent in writing and have their written consent to be your financial agent. The written appointment must be submitted to the Chief Election Officer as part of your nomination package and the Chief Election Officer will send all required information to Elections BC.

GUIDANCE FOR FINANCIAL AGENTS

Elections BC will send the financial agent the **Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents** shortly after receiving the required candidate information and appointment of financial agent forms from the Chief Election Officer. The required disclosure statement will be sent by Elections BC to the candidate or their financial agent after general voting day. This information will assist you or your financial agent when it is time to disclose your campaign contributions and expenses.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may act as your campaign manager or spokesperson or be the point of contact for the people helping on your election campaign. You must appoint your official agent in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after you have made the appointment.

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process. You or your official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government may allow you to have more than one scrutineer for each ballot box.

Further information about scrutineers is available in the [*Scrutineers Guide to General Local Elections in B.C.*](#)

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, canvassing, calling eligible voters and/or handling logistics).

A volunteer who works on your election campaign **must not receive any payment or remuneration for their services.**

CANVASSING

Authorized canvassers are entitled to access multi-residential buildings (i.e. housing cooperatives, strata corporations and rental properties) between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period. You must appoint your canvasser(s) in writing and provide them with written consent to act as your canvasser. A canvasser entering a multi-residential property must produce government-issued photo ID and their written appointment at the request of a resident or an individual acting on behalf of the multi-residential property (e.g., building or property manager).

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in general local elections. An elector organization may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name.

Elector organizations and candidates may each direct their own separate election campaign or run complementary campaigns; you may also decide to rely solely on the elector organization to run campaign activities on your behalf.

An elector organization must provide a signed consent statement that is included in your nomination documents. You must also sign a statement consenting to the endorsement as part of your nomination documents submitted to the Chief Election Officer.

Elector organizations are required to register with Elections BC before endorsing a candidate.

What is a third party sponsor?

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations.

Third party advertising includes advertising for or against a candidate and/or an elector organization. Third party advertising also includes advertising on an issue with which a

THIRD PARTY ADVERTISING

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods. Refer to the Elections BC [***Guide for Local Third Party Advertising Sponsors in B.C.***](#) for more information about the responsibilities and legal obligations of third party sponsors.

candidate or elector organization is associated during the campaign period.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or an elector organization.

ELECTION CAMPAIGN FINANCING

What campaign financing and election advertising rules should I be aware of?

Election advertising, such as billboards or commercials, must include sponsorship information during the pre-campaign and campaign period.

Election advertising rules apply to advertising that promotes or opposes the election of a candidate or an elector organization that is endorsing a candidate (e.g., directed advertising) during the pre-campaign and campaign period.

CAMPAIGN PERIODS

The pre-campaign period begins on **Monday, July 20, 2026**, and ends on **Friday, September 18, 2026**.

The campaign period starts on **Saturday, September 19, 2026**, and ends when voting closes at 8:00 p.m. local time on **Saturday, October 17, 2026**.

Elections BC has investigative and enforcement tools to ensure compliance with the campaign financing and advertising rules in the *Local Elections Campaign Financing Act*. Elections BC can issue monetary penalties for a wide

Refer to Elections BC's [website](#) for detailed information regarding campaign financing and election advertising rules.



range of contraventions, including exceeding campaign contribution limits or expense limits for candidates.

ELECTION CAMPAIGNING

What can I do to get my message out to the voting public?

Election campaigns are generally a planned set of actions, events or initiatives designed to raise awareness about you or your election platform with voters.

Key campaign activities you could undertake include:

- making public speeches;
- canvassing by phone or door-to-door to raise awareness about your campaign and/or identifying issues important to voters;
- holding events where voters can listen to your election platform and ask questions;
- advertising in print, on radio, television or social media platforms; and/or,
- putting up signs as a way of “getting your name out there.”

Will voters be able to cast their ballots before general voting day?

Yes. Generally, at least two advance voting opportunities must be held in every local government before general voting day.

One voting opportunity must be held 10 days before general voting day (**Wednesday, October 7, 2026**), and in most cases, an additional one on a date established in the local government's bylaw. Local governments may set out in their election bylaw whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the second additional advance voting opportunity will be waived.

Voting places are open from 8:00 a.m. to 8:00 p.m. local time **Saturday, October 17, 2026**, for general voting.

Can I campaign on general voting day?

You are allowed to campaign on general voting day by:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting day and was not changed before being transmitted on general voting day;
- advertising by means of signs, posters, or banners;
- canvassing and/or distributing pamphlets; and/or,
- advertising that exclusively encourages people to “get out and vote.”

It is an election offence to transmit new election advertising on general voting day. It is also an election offence to campaign within 100 metres of a voting place during voting proceedings.

Can I watch the ballot counting process?

Yes. Candidates can be present during the ballot count. The Chief Election Officer can tell you the time and location for the final vote count and when the election results will be declared. Ballot counting starts after 8:00 p.m. local time following the close of voting. Your official agent or a scrutineer may also attend at each location where ballot counting takes place.

When will the election results be announced?

The official election results must be declared by 4:00 p.m. local time on **Wednesday, October 21, 2026**. Candidates with the most votes will be declared elected.

The Chief Election Officer must refer the election for a judicial recount if there is a tie in the number of votes between one or more candidates.

Following a judicial recount, a tie between two or more candidates must be broken in accordance with the *Local Government Act* (or *Vancouver Charter* in the City of Vancouver) and the local government's election bylaw. The judicial recount must be completed by **Friday, October 30, 2026**.

AFTER THE ELECTION

What do I do if I am elected?

All candidates must file a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

You must also make an oath of office or solemn affirmation within 45 days after the official election results are declared, or if you are declared elected by acclamation, within 50 days of general voting day.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* or contact Elections BC directly for more detailed information about campaign financing disclosure requirements.

A candidate who has been declared elected by the Chief Election Officer may make the oath of office or a solemn affirmation as soon as the time period for making an application for judicial recount has ended. The period to apply for a judicial recount ends nine days after the close of general voting (**Monday, October 26, 2026**).

Elected candidates do not take office immediately after making their oath of office or solemn affirmation. Municipal council members (i.e., mayor and councillors) formally take office at the first regularly scheduled council meeting following general local elections – this meeting must take place before **Tuesday, November 10, 2026**.

The term of office for regional district electoral area directors begins on the first Monday after November 1 following the general local election or when the individual makes their oath or solemn affirmation, whichever is later. The term of office for a municipal council member appointed to a regional district board begins when the person has made an oath of office or solemn affirmation as a regional district director.

Are there things I need to do even if I am not elected?

Yes. You must file a campaign financing disclosure statement with Elections BC by **Tuesday, February 16, 2027**, at the latest – even if you received no campaign contributions and incurred no election expenses. Statements filed after **Friday, January 15, 2027**, are subject to a \$500 late filing penalty fee.

ELECTION OFFENCES AND PENALITIES

What happens if I don't comply with all of the election rules?

You could be disqualified from office if you fail to take the oath of office following local elections.

Candidates who fail to file a campaign financing disclosure statement are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections. A candidate declared elected also loses their seat and the seat then becomes vacant.

Additional monetary and disqualification penalties for contravening campaign financing and advertising rules are set out in the *Local Elections Campaign Financing Act*. Elections BC can be notified when a person believes someone has committed a campaign financing election offence.

You may also be subject to penalties of up to \$5,000 and/or imprisonment for up to one year for providing and/or distributing false information, campaigning near a voting place during voting proceedings, falsely withdrawing a candidate or an endorsement, fraudulently voting, interfering with ballots or ballot boxes, or otherwise contravening section 163 of the *Local Government Act*. These penalties could apply whether or not you were elected.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfo BC at:

www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to **questions about elector organization registration, election advertising, third party sponsors or campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683

TTY 1 888 456-5448

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

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.

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.



Thinking About Running for Local Office?



This brochure is to help prospective candidates answer questions they may have before deciding to run for local government office (municipality or regional district).

This brochure provides information about:

- eligibility for local office;
- what local governments do;
- how local governments are governed;
- roles and responsibilities of locally elected officials; and,
- preparing to be a candidate.

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR LOCAL OFFICE?

To run for local office, a prospective candidate must be:

- at least 18 years of age or older on general voting day;
- a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before filing nomination documents; and,

- not be disqualified under the *Local Government Act*, or any other enactment from voting in an election in B.C. or from being nominated for, being elected to, or holding the office or be otherwise disqualified by law.

EMPLOYEES AND VOLUNTEERS

There are additional requirements and eligibility considerations that people who work or volunteer for a local government must also follow.

For more information, please visit the B.C. government webpage about [Employees and Volunteers](#).

WHAT DO LOCAL GOVERNMENTS DO?

Decision-making

Local government is where community decisions happen – and affects the lives of British Columbians, every day.

As collective decision-making bodies, municipal councils and regional district boards influence jobs, foster healthy, safe and sustainable communities, and have the ability to plan and shape the long-term vision for their communities. Councils and boards make decisions through the adoption of bylaws, policies, and resolutions.

Relationship-building

Municipal councils and regional district boards govern effectively and create benefits for their communities by working together and building relationships with other local governments, the provincial government, First Nations and the federal government.

Engagement by local governments, at both the local and regional levels, with neighbouring First Nation governments is common and can help

achieve matters of mutual interest. Engagement can happen on a broad range of mutual interests including land use, economic development, services and infrastructure, or to simply bring community leaders together for the first time or to renew an existing relationship.

FIRST NATIONS ENGAGEMENT

Engagement is a method of exploring opportunities for cooperation and collaboration between local governments and First Nations – building positive relationships and furthering the goal of reconciliation.

For examples of Local Government-First Nation Governments working together, visit:

CivicInfo BC | First Nations Relationships & Protocol Agreements

This engagement can also help councils and boards to better understand and serve the members in the community that also identify as Indigenous. Many local governments and First Nations have developed service agreements, protocol agreements and memorandums of understanding to identify opportunities to build relationships, collaborate, and further reconciliation.

Service Provision

Local governments provide a wide range of services to their communities. Locally elected officials may find that much of their time at the council/board table is spent on setting strategic direction and making decisions related to service provision, land use planning, and development for the community. There are a wide range of services that are within local government's scope of responsibility, and these services are different from the services provided by other levels of government:

WHO DOES WHAT?

A Services Snapshot for Candidates

ORDER OF GOVERNMENT – Municipalities (Cities, Towns, Districts, Villages)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Water quality and supply • Liquid waste (local) • Solid waste (local) • Fire protection • Road maintenance and transit • Zoning and permits • Parks and recreation • Local laws (e.g., bylaws) • Policing/community safety	• Directly shapes neighborhoods, local services, and daily quality of life.

ORDER OF GOVERNMENT – Regional Districts (Made up of Electoral areas, member municipalities and Treaty First Nations (if applicable))

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Solid waste (regional) • Regional water and liquid waste services • Regional parks • Emergency management • Rural land use and planning • Local laws (e.g., bylaws) • Policing/community safety	• Provides local governance to the rural areas of the province. • Balances local priorities with region-wide collaboration.

WHO DOES WHAT?

A Services Snapshot for Candidates

ORDER OF GOVERNMENT – First Nations

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• First Nation governments may have a treaty, self-government agreement, or operate under federal legislation. As such the authorities and responsibilities of First Nation government can vary. • Some examples of key responsibilities can include: - Community services (e.g., education, health, childcare) - Land management - Cultural preservation - Service provision (direct or by agreement)	• Many local governments and First Nations are geographic neighbours and as such are increasingly discussing common interests, challenges and identifying mutual opportunities for their respective communities. • Local governments and First Nations build and enhance relations by developing partnerships through protocols, service agreements and memorandums of understanding.



WHO DOES WHAT?

A Services Snapshot for Candidates

PROVINCIAL GOVERNMENT – (British Columbia)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Health care • Education • Highways • Justice • Provincial laws, including legislation that establishes the local government framework in B.C.	• Provincial laws, grants, and approval processes can influence the scope and process of local decision-making.

FEDERAL GOVERNMENT – (Canada)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Income tax • Banking • Immigration • Military • Federal laws (e.g., <i>Species at Risk Act</i>; <i>Criminal Code</i>; <i>Constitution Act</i>)	• Federal laws and programs can apply to local governments. • Grant contribution programs support local governments to meet their objectives, such as infrastructure and climate change adaptation.

HOW ARE LOCAL GOVERNMENTS GOVERNED?

Municipal councils and regional district boards set the direction for their respective local governments.

The role of a council board is to:

- consider the well-being and interests of the entire community;
- set strategic direction, including the development and evaluation of policies and programs of the local government;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- engage with the community; and,
- make policies and adopt bylaws.

Collective Decision-making

Council and board powers are collective, not individual, with each member entitled to one vote on matters (unless otherwise set out in legislation) that come before them for decision.

While council and boards may sometimes reach unanimous agreement on a matter, at other times members may disagree with the majority decision of a council or board. Candidates need to be prepared for situations where they may not be aligned with the collective will of the council or board.

Elected officials ability to work together and resolve conflict respectfully are keys to council and board effectiveness and good governance for the community.

Role of Staff

The roles and responsibilities of elected officials and local government staff are interdependent, but distinct. Local government staff provide the council board with information and professional advice to support informed decision-making, implement the collective decisions, policies, and direction of the council board, and communicate those decisions to the public and other orders of government.

All local governments in British Columbia are required to have a corporate officer and financial officer. Local governments also often establish a Chief Administrative Officer (CAO) position – although this position is not required by legislation. In many local governments the CAO is the only member of staff directly hired by the council or board. This structure separates political policymaking from administrative implementation, with the CAO responsible for hiring and supervising all other staff.

WHAT ARE THE ROLES AND RESPONSIBILITIES OF LOCALLY ELECTED OFFICIALS?

Legislative Requirements

Locally elected officials are required to comply with the *Community Charter* and *Local Government Act* as well as other provincial legislation, including conduct rules, privacy and employment laws and policies, and local government procedures.

The *Community Charter* and *Local Government Act* set out the roles and responsibilities for municipal councillors and regional district board members. An elected official's responsibilities include:

- considering the well-being and interests of the entire community;
- contributing to the development and evaluation of the policies and programs with respect to local government services;
- participating in council/regional district board and committee meetings; and,
- carrying out other duties assigned (such as chairing committees).

The mayor and regional district board chair have all the same responsibilities as a municipal councillor or regional district board member plus a few additional responsibilities, these include:

- chairing meetings, maintaining the order and conduct of debate, ensuring meeting rules are followed, and encouraging the expression of differing viewpoints;
- creating standing committees, appointing people to these committees, and deciding the committees' mandates;
- communicating council or board decisions to the CAO so staff may implement policies, programs and other decisions; and,
- acting as the spokesperson and communicating the collective decisions of the council or regional district board.

Characteristics of Effective Elected Officials

Effective elected officials are dedicated, ethical, and informed. In practice, this means an effective elected official that is:

- **accountable** in their decisions and conduct;
- **respectful** of others (even when they don't agree) and understands the responsibilities that come with holding local office;
- **knowledgeable** about local government roles and legislative requirements;
- **curious** about the perspectives and experiences of others in order to find solutions and inform decision-making; and,
- **collaborative** with their colleagues, who share the responsibility of representing the interests of their community.



Mayors, councillors and board members work alongside each other to meet the needs of communities across B.C. and uphold local democracy, the law, and the principles of good officials.

Watch the video series "[Being an Effective Elected Official](#)" for direct insights into the role of a locally elected official.

CONFLICT OF INTEREST

Locally elected officials are subject to conflict-of-interest rules under the *Community Charter* and common law.

As a locally elected official, there may be times where you must not participate or vote on a particular matter due to your personal circumstances. It is your responsibility to determine when you may be in a conflict of interest and recuse yourself from discussing or voting on a matter.

You may be liable to penalties and/or disqualification from holding office until the next general local election if you do not adhere to the conflict-of-interest rules.

Demands of the Job

Being in elected office can be a very rewarding experience. It can also be quite demanding.

Potential candidates do not need to be an expert in governance or finance to run for local office, however, they need to be open minded and willing to learn.

Elected officials can expect a high volume of reading and learning across a variety of topics during their term in office. They will also need to become familiar with the local government's policies and procedures, as well as the legislation that applies to local governments.

Local government orientation sessions, educational resources and opportunities through local government associations or other relevant organizations, and the expertise of staff can support elected officials in fulfilling their duties.

Potential candidates must be prepared for the realities of local office and how their day-to-day life may change if elected to office – whether that is managing time commitments or adjusting to increased public and media scrutiny. Many local governments have policies (such as internal information-sharing protocols and social media policies) in place to support elected officials with this aspect of their role.

The **Local Government Leadership Academy**

(LGLA) serves locally elected officials throughout British Columbia by offering training, resources, and a Certificate program. The LGLA aims to improve the competencies needed to effectively manage and lead B.C.'s communities. Visit: <https://lgla.ca/> for more information.

HOW TO PREPARE FOR ELECTED OFFICE?

Contributing as an elected official to the long-term success of the community begins the moment an elected official takes office. Some ways to prepare include:

- reading the local government's key planning documents (e.g., strategic and financial plan), policies (e.g., social media), and the code of conduct (if any) and the procedure bylaws;
- attending council or board meetings to observe meeting procedures and learn about priority issues and projects in your community;
- reviewing the local government's website, meeting agendas, and minutes to understand its key priorities and initiatives;
- attending neighbourhood association meetings or getting to know key groups in the community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to better understand the diversity of interests;
- becoming familiar with neighbouring First Nation governments and reviewing any local government policies and agreements that support collaboration and partnerships;
- reading the *Local Government Act* and *Community Charter* to gain an understanding of the legislative requirements that local governments must follow; and,
- researching provincial government webpages to learn more about the local government system generally.

Refer to the **What Every Candidate Needs to Know** brochure for more information about running as a candidate in general local elections.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfo BC at:

www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to **questions about elector organization registration, election advertising, third party sponsors or campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683

TTY 1 888 456-5448

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

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.



**Scan the QR code to find
information and guidance
materials about the upcoming
general local elections**



www.gov.bc.ca/localelections

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

Forging the Path to **RESPONSIBLE CONDUCT** In Your Local Government



WORKING GROUP ON RESPONSIBLE CONDUCT

APRIL 2021

THANK YOU TO ALL PROJECT PARTICIPANTS

The Working Group on Responsible Conduct is a joint initiative of the B.C. Ministry of Municipal Affairs, the Local Government Management Association of British Columbia, and the Union of British Columbia Municipalities.

We sincerely appreciate the valuable contributions of all those who assisted the Working Group on Responsible Conduct in developing this guide, *Forging the Path to Responsible Conduct in Your Local Government*.

The project greatly benefited from the support and involvement of these participants, including B.C. local government elected and staff officials, and the legal experts who advise them. These individuals, through their willingness to share their experiences, were absolutely central in showing us how leading local governments can manage conduct issues within the current B.C. context. They are truly forging the path to responsible conduct in their communities. It is our hope that in passing on the wisdom built through those experiences, the guide will provide others with practical ideas to allow them to do the same.



INTRODUCTION

About this Guide

How local government elected officials conduct themselves matters. Conduct is central to governance and when conduct issues emerge, especially if allowed to fester, good governance can be impaired and public trust eroded. Yet dealing with conduct issues can sometimes be overwhelming and governing in the face of them enormously challenging.

The guide presents practical ways to help prevent conduct issues and to deal with them if they do arise. The guide does not represent legal advice, nor is it a substitute for that advice.

Guide Development

This guide was developed by the Working Group on Responsible Conduct (WGRC), a joint initiative by the Union of British Columbia Municipalities, the Local Government Management Association of British Columbia (LGMA), and the B.C. Ministry of Municipal Affairs. The staff-level Working Group undertakes collaborative research and policy work on the issue of responsible conduct of local government elected officials.

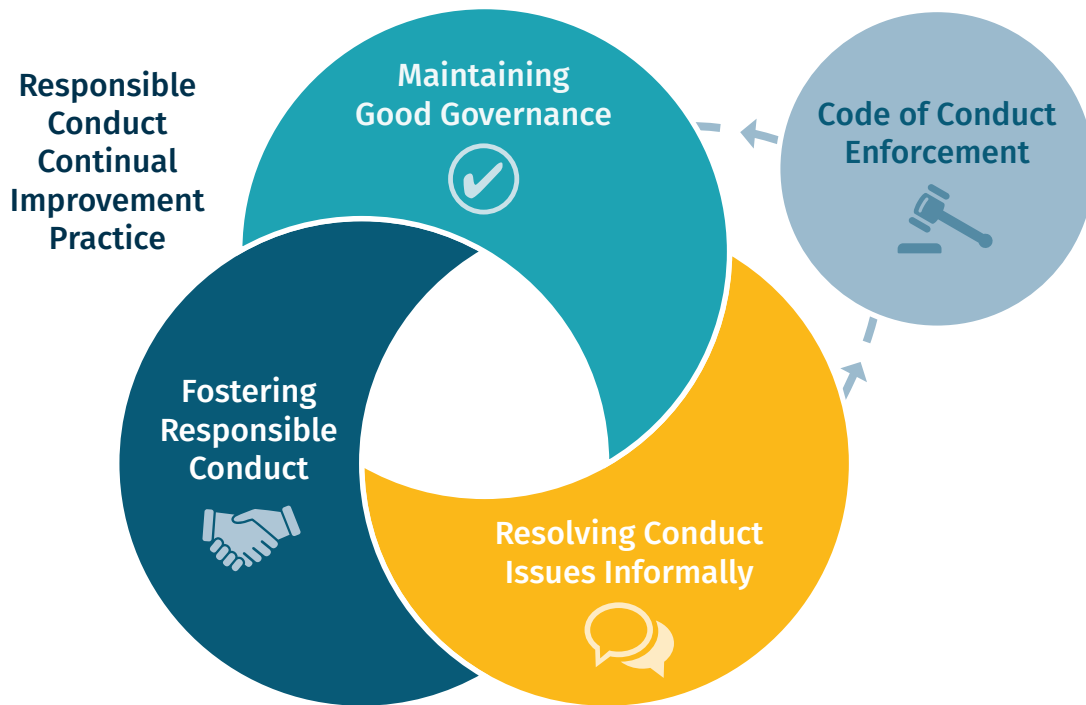
This guide builds on, and should be read in conjunction with, three previous WGRC publications: *Foundational Principles of Responsible Conduct for BC's Local Governments* along with *Getting Started on a Code of Conduct for Your Council/Board: Model Code of Conduct* and its *Companion Guide*.

The guide was informed by WGRC research, a review of a sample of B.C. local government codes of conduct that include enforcement provisions, and discussions with local government elected and staff officials and legal experts experienced in responsible conduct matters.

Our key take-away from those discussions was: **It's worth putting a lot of effort into prevention and informal resolution of conduct issues. There are enforcement processes if that doesn't work, but in practice, local governments are finding more success with informal methods.**

Watch for highlighted leading practice tips and quotes from trusted advisers that came to the WGRC during our research.

All resources noted in the chapters are linked in Chapter 6, Resources.



Guide Organization

The guide is organized around two central concepts:

- A continuous improvement practice to foster responsible conduct, maintain good governance, and resolve conduct issues informally; and
- Where it is needed, code of conduct enforcement.

The three continuous improvement topics do not represent a linear process, with a local government moving sequentially through each; instead, they are intertwined with activities in each undertaken iteratively, shaping an organizational culture of trust and respect, where participants work effectively together and councils and boards govern well.

There is a well-established body of practice in these areas, and the guide draws on this to provide examples, leading practice tips and links to further information and resources.

With these measures in place, conduct issues can be avoided, or managed early on, reducing the need for enforcement of a code of conduct. However, even within this context, there may occasionally be a need for a local government to enforce its code of conduct.

Articulating an enforcement process within a code of conduct is a relatively new practice in B.C. The guide draws on examples from leading local governments that have included enforcement in their codes to highlight both current practice and things a local government may wish to consider as it begins to design its own enforcement process.

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See Chapter 6, Resources for links to the publications and other resources referenced throughout this guide.

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CHAPTER 1

Fostering Responsible Conduct

What Kind of Conduct is Problematic and Why?

Some expectations of good conduct will be clear to most, often because these are set out in law: things like a person not voting on something if they have a financial interest in it, keeping confidential information confidential, not discriminating against a person,¹ and not making slanderous statements.

Other behaviours – like respecting others at meetings or not criticizing colleagues, staff or members of the public on social media – may be less obvious to some; perhaps council or board members don't even agree on what conduct they expect of each other in these areas. For example, some may think that there is nothing wrong with dismissing or belittling another in a debate because they have different backgrounds, experiences, or cultural values than you, or because their politics or points of view on a matter are different than yours.

Some may think that shouting at the chair is an acceptable tactic to get their point across, or that intimidating staff when they won't give you what you want is a way to get things done. However, all of these kinds of conduct can be destructive.

Even subtle actions can become pervasive, escalate over time, erode relationships and impair the ability of the local government to fulfill its most basic responsibilities to make collective decisions in the interests of the community. Electors have entrusted elected officials, acting collectively as the local government's governing body, to govern in the public interest; any conduct that gets in the way of that is a problem.



¹ The B.C. Human Rights Code prohibits certain activities and conduct that discriminate against a person or group or class of persons because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons. See Chapter 6, Resources for a link to the legislation.

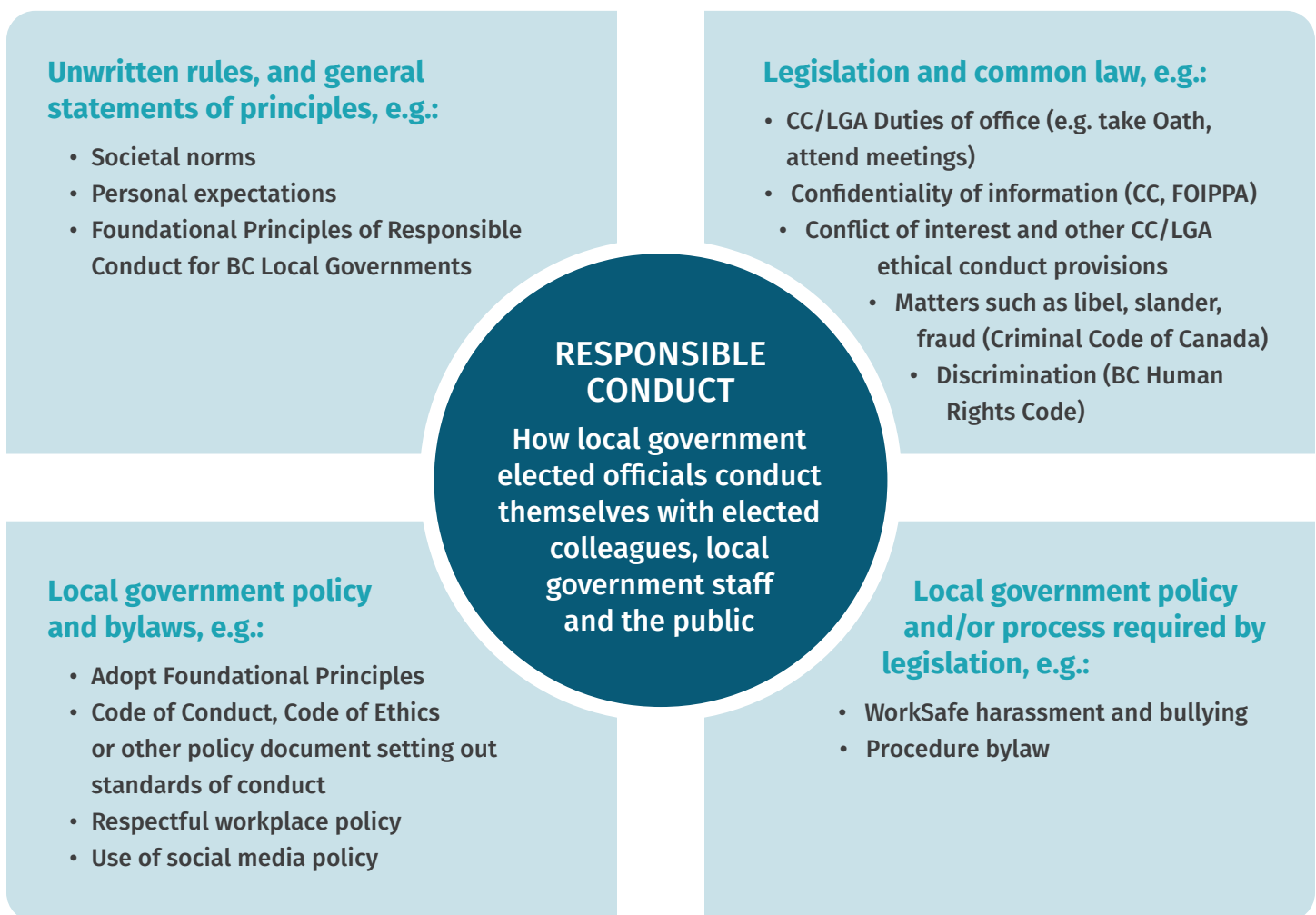
What is Responsible Conduct?

In the context of this guide, responsible conduct refers to how local government elected officials conduct themselves with their elected colleagues, with staff and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration, in a way that furthers a local government's ability to provide good governance to its community.

As illustrated in the graphic, conduct expectations can take the form of unwritten norms, written principles, or local, provincial or federal policy or law.

Much of this guide is focused on local government policy and bylaws, such as a local government code of conduct because:

- Preventing conduct issues is difficult when relying on unwritten rules or general statements of principle developed by others and not endorsed by the local government; and
- Considerable guidance is provided elsewhere for conduct that is governed by federal or provincial law; this guide touches on that aspect but directs the reader to external resources for more information.



How Can We Build Responsible Conduct in Our Local Government?

Adopt a Code of Conduct or Other Conduct Policy

Avoiding conduct issues when rules are unwritten is hard because people don't know what is acceptable. Building a shared understanding of expected conduct and setting that out in a code of conduct will make expectations clearer and is a good way to prevent issues.

Codes of conduct provide conduct standards that supplement conduct already required legislatively (e.g., conflict of interest rules, confidentiality requirements, prohibitions on discrimination) or through policy (e.g., council/board-staff relations) to ensure that the full range of expected conduct is clear. Existing legislation and/or local government policies will need to be considered as a local government develops its code to ensure the code is not inconsistent with existing conduct requirements.

Many codes also include details about how alleged contraventions will be dealt with. This can be a preventative measure because it adds clarity about how an individual elected official will be held accountable for their conduct.

Adoption of a code of conduct is strongly recommended – as is the inclusion of an enforcement process to address alleged contraventions, and a range of sanctions that may be imposed by the Council or Board if a contravention is determined. Ideally, initiate discussions towards adoption of the code before conduct issues emerge.

If you already have a code, use Chapter 4, Essentials of Code of Conduct Enforcement, to support development of an enforcement process. If you haven't yet adopted a code, start with two previous WGRC publications (*Model Code of Conduct* and its *Companion Guide*). Both are linked in Chapter 6, Resources.

Align Policies, Procedures and Practices

Procedure bylaws are an important tool in supporting conduct in meetings and Council and Board decision-making. *The Procedure Guide: For B.C.'s Local Governments* by the LGMA and B.C. Ministry of Municipal Affairs aims to help local governments proactively consider and change their procedure bylaw to help address challenging situations and to support responsible conduct.

Local governments have many other policy and procedural tools that can be used to support responsible conduct, including such things as (see links to samples in Chapter 6, Resources):

- Oath of office
- Social media policies
- Information-sharing practices
- Conduct expectations for members of the public
- Checklists and educational tools

LEADING PRACTICE TIPS

It's easiest to have discussions about creating a code of conduct before conduct issues emerge. If your Council or Board is struggling to have those discussions, try starting incrementally and adopting the WGRC's Foundational Principles of Responsible Conduct as a statement of the Council/Board's commitment to those principles.

LEADING PRACTICE TIPS

Try a visual or verbal reminder of expected conduct at meetings, like printing the WGRC's Foundational Principles of Responsible Conduct on a placemat for every Council or Board member's place at the table or stating the oath of office at the beginning of every meeting.

Elected Official Leadership, Knowledge-sharing, Skills Development and Support

Leadership development can play a significant role in maintaining responsible conduct and good governance.

For example, respectful dialogue at a Council or Board meeting is more likely when all members understand that decisions are made collectively and not by the mayor/chair, electoral area director, or any other individual elected official. Additionally, trust and respect can be improved through understanding one's role and how it fits with the roles of others, building cultural humility,² communicating in a way that respects people's inherent dignity, and developing an appreciation of the value of different perspectives.

Building a clear understanding about conduct rules and expectations early in a term – including those that are legislated (e.g., conflict of interest) and those that are established through codes of conduct – can be a key factor in elected officials meeting those expectations. In addition, compliance can be improved and conduct issues avoided if a local government provides its elected officials with trusted advice in response to their concerns about how they can comply with conduct rules.

Similarly, skill development in areas like effective communication, chairing a meeting, dispute resolution, and strategic thinking can support both good governance and responsible conduct. Leadership and skill development should be a priority for Councils and Boards as well as for both newly elected and veteran elected officials across B.C.

For participants in the decision-making process, shared power and decision-making puts a premium on leadership skills that help one's fellow leaders find common ground.

(From the Institute for Local Government webpage article Decision Making in the Collective Interest)

² “Cultural humility is a process of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a learner when it comes to understanding another's experience.” First Nations Health Authority. See Chapter 6, Resources for links and more information.

LEADING PRACTICE TIPS

Participate in the Local Government Leadership Academy's Annual Forum, which enables elected officials to learn formally from speakers, and informally through networking with colleagues from around the province. Relationships forged here can have ongoing benefit, as elected officials find they are not alone, and gain confidence to share ideas and seek advice from others who understand the challenges they may be facing.

Consider additional education, including:

- Scenario-based training where participants work through difficult situations or areas of conflict and practice skills to effectively deal with them;
 - Training to increase understanding of the history and experiences of people who make up the community and avoid stereotypes and discrimination;
 - Confidential coaching or mentoring for individual members of the Council or Board; or
 - Pre-election candidate orientation, so individuals considering running for office know what they're getting into.
-

Consider developing a process to involve your Council or Board in determining their leadership and skills development priorities.

FOOD FOR THOUGHT

- › How well are we prepared to deal with conduct issues if they begin to emerge?
- › Do we have a code of conduct? If not, why not?
- › Does our code include a process to address alleged contraventions? If not, why not?
- › What issues are emerging that aren't dealt with under our code? Do we have policies to deal with them (e.g., social media policy)? Can we strengthen compliance by referring to these policies in our code?
- › Have we allocated funding for elected officials' leadership development, skills building and support in our budget? Do elected officials know this is available? How do we know what support and skills building are important to members individually and collectively?
- › Where can our elected officials go if they have questions about their conduct or to get advice about how they can comply with conduct rules? Does that advice include both legislated rules like conflict of interest and duty to respect confidentiality, as well as our code of conduct?

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 2

Maintaining Good Governance

Working Together Before, During, After – and Despite – Conduct issues

A Council or Board is entrusted by electors to govern in the best interests of the community and it can only do this as a collective. Individual members cannot independently govern or make decisions affecting their community, but they can participate and contribute towards collective decision-making, and collaborative good governance responsibilities.

Given this, Boards and Councils need to find ways to work together; to effectively cooperate, collaborate, and make decisions, regardless of things like conduct issues, strained relationships or conflicting views.

“We need to stop pretending that good governance is an accident; if you’re not doing this proactively, you’ll be doing it reactively.”

(A B.C. local government consultant, facilitator and lawyer)

Whose Job is it Anyway?

Everyone has a role to play in responsible conduct and good governance.

- **Every elected official** is accountable for their own conduct and must make sure they are always acting ethically and responsibly.
- **The mayor or chair** provides leadership and can lead by example, maintain order at meetings and propose policy changes, but they cannot, on their own, ensure the Council or Board operates as it should.
- **All Council or Board members** influence how the collective works, and in the interest of serving their community, all can take steps to work effectively together, including speaking up when problems arise.
- **Staff** provide professional advice to the Council or Board and carry out its decisions in an effective, efficient and non-partisan manner. The relationship between elected and staff officials is intertwined, so it is vital for both to understand and respect one another’s roles. Developing effective lines of communication, and trustful, respectful relationships between elected and staff officials supports good governance, even under challenging circumstances. The CAO is your one employee and your ally to help elected officials be successful.

“Local officials are grappling with difficult policy challenges... A goal is to create a culture of tolerance for differing points of view that credits everyone with having the best interests of the community in mind.”

(From the Institute for Local Government document Tips for Promoting Civility in Public Meetings)

Enhance Collaboration: Embrace Diverse Ideas and Conflicting Views

Councils and Boards that welcome healthy debate, diverse ideas and conflicting views make better decisions. Different lived experiences and fresh perspectives can provide valuable insights, uncover opportunities and bring out solutions that hadn't previously been considered but are better for the community.

Productive conflict³ – that is, conflict that leads to productive results, such as better decisions – can be a significant positive influence on good governance. Productive conflict is an open exchange of conflicting or differing ideas in which parties feel equally heard, respected and unafraid to voice dissenting opinions as they work toward a mutually comfortable solution.

On the other hand, unproductive conflict – characterized by frequent, unresolved arguments – can leave individuals feeling angry and frustrated, bringing about conduct issues and making good governance more difficult.

LEADING PRACTICE TIPS

Provide a way for elected officials to build informal relationships beyond the Council or Board table (it can be as easy as sharing a meal together).

The next time a contentious issue is under discussion, try a “no rebuttal round table session” where every member has an opportunity to state their position on the issue and explain its impact from their perspective, and no member can rebut someone else's statement (when it is their turn, they must speak only to their personal perspectives).

(Details of this process, including its successes, are provided in the Enhancing Collaboration in British Columbia's Regional Districts report, found in Chapter 6, Resources.)

³ From *Unproductive Conflict vs. Productive Conflict*. See Chapter 6, Resources for link and details.

Individual strategies for productive conflict include:

- Separating the person from the issue;
- Moving the discussion from positions to interests; and
- Seeking win-win scenarios, where solutions can meet key mutual interests.

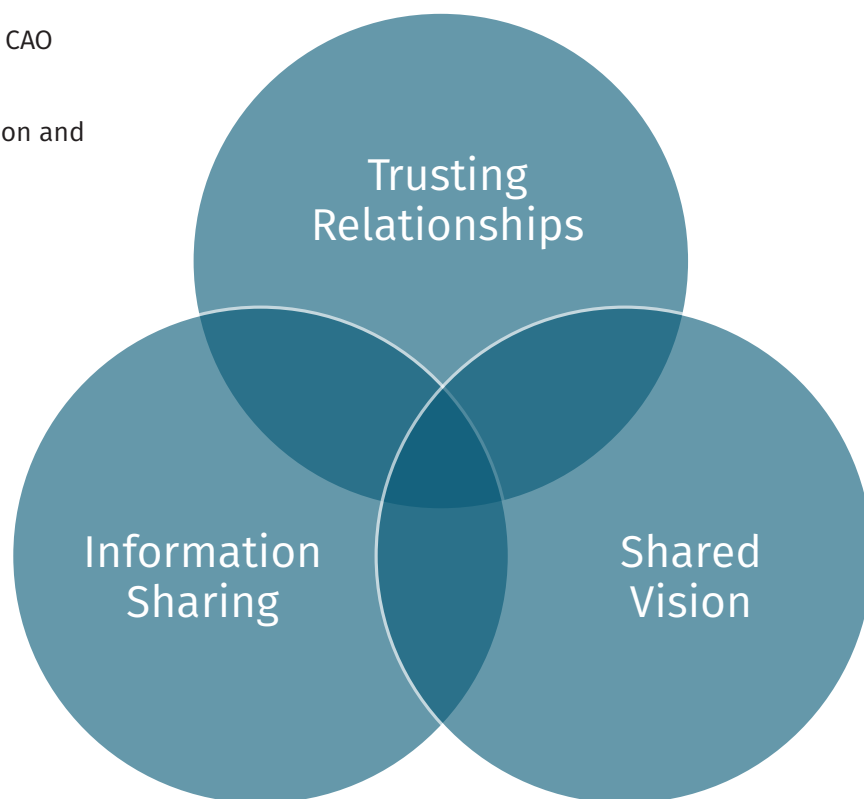
Developing these skills can be a catalyst to move from unproductive conflict, with parties entrenched in their positions, to a place where conflicting views become a pathway to better solutions.

Focusing on trusting relationships, strong information sharing practices and a shared vision can equip a local government to ensure conflict remains productive and improve collaboration. For example:⁴

- Organizing information seminars on complex issues;
- Maintaining a strong chair/mayor and CAO leadership team; and
- Preventing the spread of misinformation and establishing a common set of facts.

“Regional issues may be more obscure than in a municipality and it is important to give all directors, from municipalities and electoral areas, the support they need to appreciate their role in creating a regional vision.”

(A B.C. regional district CAO)



⁴ Examples from *Enhancing Collaboration in British Columbia's Regional Districts*. See Chapter 6, Resources for link and details.

Contain Conduct Issues: Use Policy/Procedural Tools to Manage Meetings and Conduct, and Support Good Governance

Simply having policy and procedural tools in place are not enough; they will only be effective in managing conduct if they are used.

If the procedure bylaw supports responsible conduct or a code of conduct is in place, the mayor or chair can remind an elected official of their obligation to comply in real time when a conduct incident occurs at a meeting. Alternately, Councillors or Directors can raise a point of order in relation to the conduct.

If policy levers are not sufficient to support responsible conduct and good governance, any Council or Board member can propose an agenda item for a future meeting to discuss adoption or amendment of the needed policy.

Some examples that illustrate the range of policy levers that could be engaged are shown in the 'Align Policies, Procedures and Practices' section in the previous chapter.

"You might not be able to change behaviour, but you can change the local government's practices and system framework around it."
(A B.C. local government legal advisor)

LEADING PRACTICE TIPS

Using a procedure bylaw that specifically addresses conduct expectations, in combination with handbooks like *Robert's Rules of Order*, and *Local Government Act* and *Community Charter* provisions like the ability to expel someone acting improperly from a meeting, can be powerful tools to help contain conduct issues that arise during a meeting.

Developing a checklist for the Council or Board to evaluate its own effectiveness can be a good starting point for a check-in discussion. See Chapter 6, Resources for some sample checklists that can be customized.

Council/Board Check-ins: Find Ways to Work More Effectively Together

A Council or Board discussion – or check-in – about how to work together more effectively can provide a useful forum to identify and address areas of concern, including conduct, conflict, or collective 'blind-spots' that get in the way of effective discussion and decision-making. This can help to build trusting relationships as well as identify policy or procedural changes to overcome systemic barriers, and/or learning topics that could support both the collective and its individual participants to become more effective.

When negative conflict or conduct issues are present, these check-ins can help to clear the air, de-escalate unproductive conflict, improve communication, and help the Council or Board refocus on improving working relationships and removing barriers to its effectiveness.

These discussions can be challenging to start if a Council or Board is facing significant stress. Consider initiating them early in the term when tensions aren't high, and continue them on a regular basis after that.

Alternatively, some of the discussion can be woven into other processes, such as those in the graphic. Successes from these early discussions will reinforce the benefit of open dialogue aimed at improving relationships, and may help to create a willingness to participate in future dedicated check-ins.

Success of a dedicated check-in may depend on ensuring elected officials feel comfortable exploring their perspectives on barriers to their collective success without fear of reprisal, so that they can consider new approaches when current patterns of engaging with each other are not working.

In addition to considering external professional facilitation, Councils and Boards may wish to consider undertaking these sessions in the absence of the public, which can help to facilitate the open, honest discussion that will be needed to explore these issues.⁵



⁵ If you are discussing these matters in the absence of the public, make sure you don't also move towards making decisions, which you would need to do in an open meeting. See Chapter 6, Resources for useful resources from the Ministry of Municipal Affairs and the B.C. Ombudsperson.

LEADING PRACTICE TIPS

If you're getting stuck finding ways to work better together, especially if interpersonal dynamics are regularly getting in the way of making decisions, an external professional might be able to help. The combination of professional expertise and independence from the organization provides an opportunity for these professionals to bring new perspectives to the table and suggest approaches that may not have been considered before.

FOOD FOR THOUGHT

- › Is our Council or Board governing well? If we were to get a grade on that, what would it be? What's getting in the way? Do we regularly have discussions about this? Have we made provision for regular check-ins and getting some outside help if we need it?
- › What enhancements could be made to our policies or procedures to avoid conduct issues? Do we have specific issues that seem to be evolving that should be a priority (e.g., release of confidential information)? What can we put in place that would resolve these issues (e.g., does everyone understand their legal obligations, are there changes to our information-sharing practices that could help, and is this something the Council/Board should discuss in a check-in)?
- › What kinds of things are causing tension at the Council/Board table (e.g., whether something discussed in a closed meeting should have been in an open meeting; whether or not a member is in a conflict of interest in a particular matter; lack of respect because of such things as different political views, backgrounds, experience, age, gender identity or sexual orientation)? Would training and leadership development help? Is additional information needed, either generally or on a case-by-case basis? Are there tips or tools that could be developed to support members? Is this something the Council/Board should discuss in a check-in?
- › As an individual, self-awareness is key. Ask yourself: Am I part of the problem? Am I contributing to dysfunction or to good governance? Do I make assumptions about other Council or Board members without trying to understand their experiences or perspectives? What steps can I take to help the Board or Council work better together? What support do I need to do that? How can I help to ensure our conflict is productive?

"If local governments did less in closed meetings, there would be fewer conduct issues."

(A B.C. local government legal advisor)

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 3

Resolving Conduct Issues Informally

When and Why to Consider an Informal Approach

Conduct issues can often be managed through prevention and good governance measures. Unfortunately, there are times where the issues are particularly significant or entrenched, and instead escalate or become more pervasive. In these cases, local governments may wish to consider taking additional steps to address the conduct issue.

Two approaches are available, and they are not mutually exclusive. Informal approaches are aimed at resolving conduct issues, through productive discussion toward mutually satisfactory solutions. Enforcement processes are aimed at determining whether there was a conduct contravention, and deciding on sanctions if a contravention is found.

Informal resolution can lead to better outcomes than enforcement processes because informal resolution tends to be:

- More effective in finding solutions that are satisfactory to all parties;
- Quicker, leaving less time for the problematic conduct to remain unchecked and less time for relationships to erode further;
- Less divisive since parties are brought together to work towards solutions that work for all, helping to rebuild trust and repair relationships (whereas in enforcement processes, parties oppose each other to prove or disprove a contravention); and
- Less legalistic, cumbersome and complex, which can also mean they are considerably less costly.

“I have yet to see an enforcement process where the elected official accepted the findings, so we need to make every effort to manage things before it gets to that.”

(A B.C. CAO, mid-sized municipality)

Given these advantages, many local governments are finding that in most circumstances it is well worth pursuing informal approaches to the fullest extent possible to see if they can resolve the conduct issues. In general, they are only considering enforcement processes if those informal resolution efforts are not successful.

However, despite its potential for positive outcomes, informal resolution is not appropriate for all circumstances.

Local governments will want to consider specific circumstances carefully before deciding on a course of action (and seek appropriate legal advice before proceeding). Consider the following examples.

When conduct issues impact employees:

Local governments are responsible for the safety of their employees at work. If a complaint relates to matters covered by legislated provisions to address workplace bullying and harassment, the complaint must be dealt with in accordance with the *Workers Compensation Act* and Occupational Health and Safety policies established by WorkSafeBC.

There may also be other laws, local government policies, or employment arrangements that will govern how to respond when an employee indicates they have been subjected to unsafe working conditions or inappropriate behaviour.

When conduct represents actual or threatened significant or imminent harm to persons, property or the local government:

In these situations, local governments will need to consider how best to preserve safety and security within their community. In addition to legal advice, local governments may need to consult with law enforcement.

“It’s important to remember that trust is built around understanding and respect, not necessarily agreement.”

(From the Institute for Local Government document Attributes of Exceptional Councils)

How to Pursue an Informal Approach

Informal resolution focuses on involved parties working out their differences to come to a mutually acceptable resolution that restores responsible conduct. Fairness is key, and local governments will want to consider fairness elements appropriate to the circumstances, which may be different than what is appropriate for enforcement (e.g., there may not be a need to provide parties an opportunity to be represented in informal discussions). Fairness supports informal discussions since people will be more willing to work towards solutions if they are being treated fairly. In addition, it is important to ensure that informal resolution does not jeopardize subsequent enforcement processes should they be needed. Providing an appropriate standard of fairness in informal discussions will help to meet that objective.

LEADING PRACTICE TIPS

Consider fairness training or coaching for all Council or Board members to raise awareness of the need for fair process in everything they do. This can lead to fewer conduct issues in the first place, and support informal resolution discussions if issues do arise, potentially avoiding the need for all parties to default to legal positions in the early stages of those discussions.

Who is involved in these conversations, and how the process unfolds, will depend on the situation and in part, who is willing and able to work through the issues.

The following are some common approaches; local governments should consider their own unique circumstances in deciding what methods to try.

When You Demonstrated Poor Conduct

All elected officials are accountable for their conduct and the vast majority are responsible, but lapses do occur: someone snipes in the heat of the moment that their colleague is too young, or too old, or too new to this country to have views on a topic; someone hits send on a social media post when they're still angry; someone picks on a staff member because they don't like a report's recommendations; someone takes a colleague's comment out of context in a way it was never intended. Sometimes, that someone is you.

Many elected officials find themselves in these situations; what distinguishes them is how they deal with them. Owning your part in a misunderstanding or admitting you've made a mistake or acted inappropriately is not a sign of weakness; it is a sign of strength and it is a quality common to exceptional leaders. It's also a way to build trust and respect and to repair relationships – valuable activities in one's quest to serve the community and get things done.

When faced with these situations, consider sitting down with the individual impacted by your conduct. It's a good opportunity to clear the air, to make an apology if that's in order, and to get to know each other's perspectives and experiences. It also allows you both to work through the issue and decide what else is needed to avoid further incidents and to move on.

Depending on how wide the impact, consider whether to have this conversation with the full Council or Board, and/or whether a public apology is appropriate.

“In more than six years as the Ombudsman for British Columbia, I have witnessed, again and again, how one action can make a difference in a small but meaningful way. I have observed that a sincerely offered apology will often satisfy a person who has a complaint... An apology can restore self-respect and dignity. An apology acknowledges that a mistake has been made and that the offending party will not repeat the action in question. It can help re-establish trust and assurance that the offending action was not the person's fault.”

(From the BC Ombudsperson special report The Power of an Apology: Removing the Legal Barriers)

LEADING PRACTICE TIPS

If you're immersed in a conduct issue, try finding a personal sounding board – a confidante with whom you can test how your behaviour stacks up and who can give ideas about how you can resolve the issue. An elected official from another local government can be particularly helpful because they can understand what you're going through and may even have faced something similar, but can offer an impartial perspective because they are not directly involved in your situation.

When You Are on the Receiving End of Poor Conduct

An elected official impacted by the conduct of a colleague might consider meeting with them if they are willing. This can help to defuse the situation, understand other points of view, discover common ground and jointly problem solve ways to work better together. It is important to avoid accusations, so it may be prudent to prepare for the conversation by considering how best to share perspectives and find mutual interests, and by thinking about what might be needed to set things right.

Involvement of Another Person in Individual Discussions

Sometimes the two elected officials aren't able to resolve the issues themselves and having a facilitator can help. Choosing the right person depends on the situation. Typical choices include:

- The mayor or chair or their deputy;
- An official who provides advice or support in relation to conduct; or
- An independent third party with experience in dispute resolution.

The choice will depend on the nature and significance of the conduct issue, who has the needed skills, and whether all parties see the facilitator as neutral.

Many local governments avoid involving the CAO or other staff in a Council or Board conflict in this way so that staff are not seen as “taking sides,” which may cause considerable damage to elected official and staff relations.

If initial facilitated discussions aren't successful, the local government may wish to consider additional efforts to reach resolution, including negotiation and/or mediation.

Where an Individual's Conduct Impacts All Members

Sometimes the conduct at issue is not directed towards an individual, but to all or part of the Council or Board. For this, the mayor or chair, or their deputy, could initiate a discussion with the elected official whose conduct is at issue. These discussions are similar to those noted above, and could be aimed at gaining a mutual understanding of the various perspectives, identifying solutions to avoid further incident, and perhaps exploring new ways to work more effectively together. Depending on the nature and significance of the conduct, consider a facilitator for these discussions (e.g., an independent third party).

TIPS FOR THESE DISCUSSIONS

Regardless of who initiates or is involved in the conversation, there are a number of elements that can help make the discussions successful, such as:

- › Ensure all discussions treat people fairly; be respectful, honest and accountable; be clear about what brought you to the discussion and what you would like to achieve; and give people an opportunity to respond;
- › Have the conversation in private, and keep the discussion confidential;
- › Try to start from a place of neutrality, aiming to gain an understanding of individual perspectives, intentions and impacts, and reflect on and challenge your own inherent stereotypes, assumptions and perspectives;
- › Try not to judge; separate the problem from the person, actively listen, ask questions, seek clarification, and build on your understanding;
- › Remain open to views about what you or others could have done differently;
- › Seek common ground/mutual interests and use these as a basis for joint problem-solving to find solutions that everyone can accept; and
- › Recognize that resolution may take some time and potentially a series of discussions; don't try and do this all at once as people need time to think through issues and discover solutions, and they may need time to work through complex emotions that the discussions reveal.

“Individuals sometimes ignore rules, and toxic personalities sometimes create challenges... difficult personalities on the Council create a challenging and uncomfortable environment for the Council itself... In the end, the Council must manage its own behavior and seek compliance from its own members.”

(From the Public Management article Preparing Councils for their Work by Julia Novak and John Nalbandian, August 2009, pg. 27)

Where the Conduct Issues are Systemic or Widespread

Some types of conduct lend themselves to discussions with the full Council or Board and informal resolution would begin there (e.g., certain elected officials are repeatedly interrupted, bullied or belittled by others; conduct is markedly different in closed meetings than in open ones; grandstanding becomes an issue when the public is particularly engaged and vocal at the Council or Board meeting).

In other cases, informal resolution that begins with individual discussions noted above reveals underlying causes that need to be discussed by the full Council or Board, and informal resolution would then move to these more broadly-based discussions.

This presents an opportunity for the Council or Board to engage in continuous improvement with broader discussions about how to work more effectively together.

This could involve processes discussed in Chapter 1, Fostering Responsible Conduct and Chapter 2, Maintaining Good Governance, and it is well-suited to discussion as part of a Council or Board's next check-in.

Full Council/Board discussion is appropriate whenever the conduct or its root causes indicate underlying systemic challenges, because those challenges need to be addressed in order to satisfactorily resolve the conduct issue and to avoid future incidents. Councils and Boards that find a way to identify systemic issues (e.g., preconceptions about things like gender identity, economic status, ability, race or age; lack of a common set of facts on matters discussed; gaps in a shared understanding of conduct expectations), speak about them openly and safely, and jointly develop solutions (e.g., leadership development, enhanced policy alignment) may find that conduct issues can be resolved, unproductive conflict and friction reduced, and more effective trusting working relationships established.

Professional Advice from Staff

While ultimately it is up to elected officials to restore responsible conduct of their members, senior staff can provide key support to that process. For example, they are well-positioned to:

- Provide advice about approaches to resolve conduct issues, including resolution at an individual level and potential structural, system or policy realignment;
- Provide process and technical support to individual elected officials on informal resolution and/or enforcement processes;
- Provide advice on how to ensure informal resolution processes are fair to all participants and where expert fairness advice may be needed; and
- Provide advice about when to involve a facilitator in discussions and the skills that will be important to the success of that role, and/or what other external support or advice could be considered (e.g., legal advice; involvement of law enforcement).

FOOD FOR THOUGHT

- › Is there anything in this situation that should prevent it from being considered for an informal resolution process?
- › Who is best positioned to initiate a conversation or to facilitate one if needed?
- › What support could the local government offer to elected officials who have conduct questions or concerns, or who want to better understand the process to try and deal with issues informally?
- › What is being done to support relationship-building? What can be done to ensure all voices are heard? If these were enhanced, might it be easier for elected officials to sort out conduct issues informally? Are there lessons to be learned from this process that could apply more generally to elected officials' relationships, and/or to changes needed in the local government's policies and procedures?
- › At an individual level: What triggers a change in my conduct? How can I manage that? What subconscious assumptions might be influencing my conduct? What support do I need to make a change or to sort out a conduct issue with my colleagues?

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 4

Essentials of Code of Conduct Enforcement

When to Consider Enforcement

In most cases local governments find it is worth exerting considerable effort towards informal resolution, and considering enforcement only if those efforts prove unsuccessful. Conduct is often about relationships, and with the collective governance model of local governments, good working relations are critical to good governance. Informal resolution can help to maintain relationships. Enforcement processes – being lengthy, protracted affairs that sometimes pit colleagues against each other – can serve to erode relationships as well as public trust in the process and the local government.

For this reason, local governments generally find informal resolution more effective, and are more satisfied with its outcomes (see Chapter 3, 'Resolving Conduct Issues Informally' for details). If informal resolution is not attainable, local governments may wish to consider enforcement.

A local government can hold its elected officials accountable for their conduct through an enforcement process articulated within its code of conduct, so long as that process is fair. This chapter focuses on characteristics of these code of conduct enforcement processes, and what to consider in their development, but first, it points to enforcement approaches outside of a code of conduct that may be applicable.



Overview of Other Enforcement Approaches

Specific Statutory Processes

Various federal or provincial laws provide specific accountability or enforcement processes for certain conduct matters, for example:

- **Incidents and complaints regarding bullying and harassment of an employee and/or other conduct that affects employees:** Local governments are responsible for the safety of their employees at work. If a complaint relates to matters covered by legislated provisions to address workplace bullying and harassment, the complaint **must** be dealt with in accordance with the *Workers Compensation Act* and Occupational Health and Safety policies established by WorkSafeBC. There may also be other laws, local government policies or employment arrangements that will govern how to respond when an employee indicates they have been subjected to unsafe working conditions or inappropriate behaviour.
- **Application to court for a declaration of disqualification and forfeiture of financial gain for contraventions of conflict of interest and other ethical conduct requirements:** The *Community Charter*, *Local Government Act* and related legislation provide rules for conflicts of interest, inside influence, outside influence, gifts, contracts and insider information. Contraventions result in disqualifications and may result in forfeiture of any financial gain that resulted. Electors or the local government may apply to the Supreme Court for a declaration of disqualification and for an order to forfeit financial gain.

- **Prosecution of an offence:** Some contraventions of legal requirements are offences which may, at the discretion of the provincial Crown Counsel, be prosecuted in court, and convictions may result in fines and/or imprisonment (e.g., unauthorized disclosure of personal information under the *Freedom of Information and Protection of Privacy Act*, and unauthorized disclosure of certain confidential information under the *Community Charter*, *Local Government Act* and related statutes).

LEADING PRACTICE TIPS

This list is not exhaustive. There are numerous other federal or provincial laws that provide enforcement processes (e.g., Court-based prosecutions under the Criminal Code of Canada for contravention of laws related to libel or slander; Human Rights Tribunal determination of discrimination complaints under the BC Human Rights Code). Local governments will want to familiarize themselves with all applicable legislation before initiating a local government enforcement process.

Local Government Process to Decide on a Specific Alleged Conduct Contravention and Impose Related Sanctions

The courts have found that a local government has an ability to control conduct of its members in some circumstances, and local governments have relied on this to impose sanctions for contraventions on a case-by-case basis.

These case-by-case processes are similar to enforcement processes articulated within a code of conduct: both can result in sanctions; both must be undertaken using a high standard of fairness; and both are complex from a legal perspective.

However, an important distinction between them relates to whether the process is established in advance (as it is for processes articulated within a code of conduct), or whether it is developed each time it is needed (as it is for case-by-case processes).

LEADING PRACTICE TIPS

Before getting into a situation where misconduct of a Council or Board member becomes an issue, develop a code of conduct to set standards of conduct, and include within the code the process that will be used to deal with alleged contraventions.

An enforcement process articulated within a code of conduct has several advantages over a case-by-case enforcement process, as illustrated in the graphic, and is strongly recommended.

ADVANTAGES OF CODE OF CONDUCT ENFORCEMENT

ENHANCED CERTAINTY AND TRANSPARENCY IN THE PROCESS

- Everyone understands the process by which officials will be held accountable for their conduct
- Improved public confidence

IMPROVED COMPLIANCE

- Those who are subject to a code may be more likely to comply if there are known consequences for contraventions

ADMINISTRATIVE EFFICIENCIES

- Once the process is developed, using it for a subsequent contravention allegations will eliminate the need to “reinvent the wheel” each time an allegation is made

ENHANCED FAIRNESS

- Consistent use of the same process helps to ensure everyone is treated fairly
- Can help to overcome perceptions of bias in decisions about the process itself

Obtaining Legal, Law Enforcement and Other Advice About Enforcement Processes

Conduct enforcement is a complex and evolving area of law; while this guide is intended to help support local government decision-making in relation to conduct matters, it does not provide legal advice, and it is not a substitute for that advice.

Code of conduct enforcement does not replace other enforcement approaches that may be available or required, such as those described above. As a local government begins to explore what enforcement processes are available for a particular conduct contravention, it may want to consider discussing the matter with their legal advisors and, in some circumstances, with law enforcement or other agencies (e.g., WorkSafe BC for matters in which the conduct affects an employee; Office of the Human Rights Commissioner for matters that may be discriminatory).

Code of conduct enforcement is a complex process and its outcomes can be significant, so it is important for local governments to give considerable thought to how to ensure its process is sound. Articulating an enforcement process within a code of conduct is also a relatively new practice in B.C. and largely untested in the courts, which represents some legal uncertainties. These factors give rise to a critical need to seek legal advice on details of the process as it is being designed and when it is implemented.

This guide should not be used as a template for designing a code enforcement process, because some elements (e.g., what is an appropriate standard of fairness; what would comply with open and closed meeting rules; how to ensure that informal processes do not jeopardize a subsequent enforcement process; what complaints can be dismissed; what sanctions may be imposed) can vary considerably depending on specific circumstances. The considerations and current practice set out in the guide are intended to support a local government's initial thinking about these processes and as a starting point for it to have an informed discussion with its legal advisors about how to design an enforcement process that will meet its unique circumstances and needs.

Code of Conduct Enforcement: Overarching Considerations

Ensuring a Fair Process

Code of conduct enforcement processes have two stages: determining if there has been a contravention (e.g., taking complaints; conducting investigations; making determinations), and if so, making decisions on what, if any, sanctions to impose (e.g., recommendations from investigation and/or a Council/Board decision on sanctions). Fair process in both of these stages is critical.

A local government is obligated to ensure its decision processes are fair, particularly where the decision affects the interests of a specific individual.

Given the significance of these processes to elected officials, local governments need to consider how they can meet a high standard of fairness, including finding ways to ensure throughout the process that:

- The person affected by a decision is able to participate in the process before the decision is made (e.g., is notified of allegations, findings and recommendations and provided all documents and information that will be relied on by decision-makers, is provided with an opportunity to respond and sufficient time to prepare, and is given an opportunity to be represented by legal counsel at the appropriate stage);
- The decision-makers are open-minded (i.e., they have neither a conflict of interest nor a predetermined bias); and
- The decision is based on relevant evidence and, where applicable, the justification for the decision is given to the person(s) affected by it.

LEADING PRACTICE TIPS

Build timelines into the various steps of your enforcement process. This will enhance fairness, and can avoid eroding relationships further as the process drags on.

Build an informal resolution component into your code of conduct enforcement process.

Consider carefully managing the extent to which staff are involved in enforcement processes. Given the nature of these processes, critical staff-elected official working relationships can be significantly affected.

Consider specifically referring to legislated confidentiality requirements in your code of conduct, so members know how they will be held accountable for contraventions of those provisions.

Ensuring the Investigator has Sufficient Independence, Expertise and Authority

It can be extremely challenging to ensure the person conducting an investigation is free from bias or the perception of bias when investigating a colleague (i.e., where a Council/Board or one of its committees is investigating the conduct of a Council/Board member) or when there is an employer/employee relationship (e.g., where a CAO is investigating the conduct of a Council or Board member).

In order to remove this perception of bias, improve fairness, and enhance public trust in the process, investigations are most often assigned to an independent third party.

Balancing Transparency and Confidentiality

Local government legislation provides rules around what must be dealt with in open meetings, and what may or must be dealt with in closed meetings. The *Freedom of Information and Protection of Privacy Act* provide rights of access to certain records, as well as a requirement to protect personal information. A local government will need to ensure compliance with these laws as it develops and implements its enforcement processes.

Within these legislated parameters, there may be some discretion for local governments to make choices about whether to conduct some parts of the enforcement process in open or not. Where there is sufficient discretion, local governments may wish to consider where confidentiality is needed to support a fair process, where transparency is needed to enhance public confidence in the process, and how to balance these two objectives in each step of the process and overall.

For example, to protect the privacy of the individuals involved and ensure investigations are free from bias, most local governments maintain confidentiality throughout the complaint and investigation processes (e.g., notifying only those involved and requiring them to maintain confidentiality). Once the investigation is complete, and if it finds there was a contravention, the balance can sometimes shift towards transparency by providing for consideration of, and decisions on, investigators' reports and sanctions in an open Council or Board meeting. This is typically because the legislation requires this (i.e., the subject matter does not meet the criteria for discussion in a closed meeting) and/or the local government considers the public interest is best served by making these decisions transparently.

Matters of Cost, Capacity, Efficiency and Effectiveness

Decisions around process will have an impact on financial and human resource capacity. For example, decisions about who can make a complaint (e.g., elected officials, staff or the public) can significantly affect the volume of complaints and investigations. This will affect resources that will need to be dedicated to the enforcement process, since investigations can be time consuming and require people with highly specialized skills.

These considerations can help to sharpen the focus on various design elements and implementation strategies, not just for enforcement but for all elements of building and restoring responsible conduct. In addition, they may encourage reconsideration of alternative measures (e.g., prevention activities or informal resolution of conduct issues) that may have been previously discarded because of their associated costs (yet may be much less costly – both financially and in relationship impacts – than code of conduct enforcement).



Code of Conduct Enforcement: Process Steps, Current Practice and Considerations

The inclusion of details of how alleged contraventions will be addressed is a recent trend in B.C. local government codes of conduct. Where processes are articulated, they tend to consist of a number of distinct steps, within which there are both some common elements and some variation.

The following tables are snapshots of these provisions taken from a small sample of current B.C. codes. Readers are cautioned that this does not represent the full extent of existing practice, but rather an overview intended to be generally representative of the range of enforcement approaches articulated currently in B.C. codes of conduct.

As noted earlier, including enforcement provisions in codes of conduct is an emerging area still largely untested in the courts.

The examples provided here are not provided as templates but rather as a starting point; each local government needs to consider its own circumstances and seek its own legal advice as it develops its processes and sanctions.

It is critical that local governments exercise a high standard of fairness in these processes. Some jurisdictions choose to articulate this extensively in their code in order to provide clarity and certainty, while others do not articulate this in their code, but instead provide fair process as a matter of practice, allowing some flexibility to adapt to specific circumstances. Do not assume that codes that lack explicit fair process provisions mean that the jurisdiction is not practicing fair process. The choice is not whether or not to provide a fair process, but rather how and where to define it.

INITIATION: What triggers the process?

How is the enforcement process initiated and who can make a complaint?	The process is typically initiated by a complaint, and complaints are allowed from any member of the Council or Board. In some cases, committee members and/or staff may also make a complaint, and in a few cases, complaints are accepted from “any person,” which would include all of the above as well as members of the public.
How is the complaint made, and what must it contain?	Typically, the complaint must be in writing, and most require these to be signed and dated by the complainant. There are varying degrees of specificity in the detail to be provided, with some codes saying nothing about this, and others requiring more specifics (e.g., detailed description of the conduct, witnesses and supporting documents).
To whom is the complaint made?	Most are delivered to the mayor/chair and/or a staff official (e.g. CAO), with provision that if the mayor/chair is involved, delivery is to the acting mayor/chair. In a few cases, delivery is to mayor and Council/chair and Board, and in some cases, complaints go to an investigator if one has been appointed.

Considerations:

- › **Fair process/cost and capacity:** Fairness would dictate that at a minimum, anyone subject to a code of conduct should be allowed to make a complaint. From a public trust perspective, consideration could be given to allowing complaints from anyone impacted by the conduct (e.g., members of the public who are impacted by the erosion of good governance resulting from the conduct). The volume, and perhaps the complexity, of complaints tends to increase as the number of potential complainants increases, which will have cost and capacity impacts.
- › **Fair process:** Consider timelines for making a complaint. Existing practice examples: some codes don’t explicitly provide a deadline, while others tie a deadline to the breach (e.g., as soon as possible after, or within six months).
- › **Fair process:** Consider how much detail to require in a complaint. Part of a fair process is enabling the respondent to respond, which would be difficult without sufficient detail as to the allegation. To be clear about process, consider explicitly stating that the respondent is to be provided notice of the allegations and an opportunity to respond before a decision to proceed to an investigation is made, perhaps with some deadlines. Existing practice examples: some codes do not provide this explicitly, while others do and provide deadlines (e.g. must respond within 14 days of notification).
- › **Confidentiality/transparency:** Consider measures to ensure confidentiality until an investigation of the allegations is complete.

INFORMAL RESOLUTION: What informal resolution processes are available?

When does informal resolution occur and how is it triggered?

Most codes explicitly provide for informal resolution. Some create an informal complaint process, and encourage complainants and respondents to try informal resolution before a formal complaint is made. Some other codes encourage an attempt at informal resolution after a formal complaint has been submitted and before the complaint review process; in these cases, the CAO and/or mayor/chair become involved in that informal resolution step.

What is the informal resolution process?

Some codes that provide for informal resolution are silent as to the process. However, most others call for the complainant to address the issue directly with the respondent to encourage compliance, and/or to request the assistance of the mayor/chair to attempt to resolve the issue. In one case, a senior staff official could be called on to assist the complainant in that process, and third-party mediation is an option if these steps aren't successful in reaching resolution.

What are the timelines and fair process provisions?

There is no deadline for informal resolution where it occurs prior to receiving a formal complaint, because the de facto deadline is when a formal complaint is made. Most codes that encourage informal resolution after a formal complaint is made set a 30-day deadline to attempt informal resolution prior to an investigator being appointed. Most do not have specific fair process or transparency/confidentiality provisions for this informal stage. However, in some cases, there are specific provisions for confidentiality, and where mediation is part of the process, legal or other representation for the complainant and respondent are offered for that part of the process.

Considerations:

- › **Cost/capacity/efficiency/effectiveness:** Local governments may want to consider encouraging informal resolution because that can be less costly and lead to better outcomes than investigation and sanction processes (see Chapter 3, Resolving Conduct Issues Informally).
- › **Confidentiality/transparency:** Consider measures to keep informal resolution processes confidential.

APPOINTMENT OF INVESTIGATOR: Who is appointed to investigate and how are appointments made?

Who is the investigator, who makes the appointment, and on what basis?	In the majority of cases, the investigator is an independent third party, typically appointed by either the mayor/chair, the person acting in their place, or jointly by the mayor/chair and CAO. Exceptions include when the code assigns investigator duties to a position (e.g., senior staff official), or when the investigator is defined as the Council/Board or an individual or body appointed by the Council/Board. In cases where a senior staff official is assigned in the code as investigator, the code also provides for that individual to appoint an independent third party to investigate instead of the senior staff official.
What duties does the investigator perform?	Typically, investigators undertake the complaint review process, investigation and reporting of findings. In at least one case, a senior staff official is responsible for the complaint review process, and the investigator is appointed only after the complaint review process is complete, if needed. In one case, the investigator is assigned a broader range of responsibilities.⁶
What are the timelines and fair process provisions?	Several jurisdictions require the investigator be appointed within 30 days of receipt of a formal complaint (unless the matter is resolved informally within that time frame). See “Who is the Investigator” above for fair process provisions.

Considerations:

- **Fair process/investigator independence, expertise and authority:** Choosing an investigator who is free from bias is critical. This would indicate a need to appoint an independent third party, and/or ensure other mechanisms are in place to protect investigator independence. Assigning an investigation to a senior staff position, such as a CAO, is not recommended for most investigations as it would be very difficult to achieve the needed level of independence, and because the investigation could harm the staff-Council/Board relationship, compromising both the ability of the Council/Board to provide good governance and the CAO’s ability to effectively perform their duties. Providing for input from the complainant and respondent on the choice of investigator can help ensure all parties agree the investigator is unbiased and qualified; this effect can be enhanced by provisions that refer to the need for investigators to have professional skills/expertise.
- **Confidentiality/transparency:** The choice of who appoints the investigator (e.g., Council/Board, mayor/chair and/or CAO) may impact when complaint information becomes public, since Council/Board decisions may need to be made in an open meeting.

⁶ City of Surrey Bylaw 20018 creates an Ethics Commissioner position and assigns a number of roles to the position, including providing advice and delivering training. See link in Chapter 6, Resources.

COMPLAINT-REVIEW PROCESS: How are complaints initially dealt with and by whom?

What is the complaint review process and who carries it out?	If informal resolution is not reached, complaints undergo an initial assessment and are either dismissed or proceed to investigation. Almost always, the investigator is responsible for the initial assessment, although in at least one code of conduct, this role is assigned to a senior staff official.
On what basis can a complaint be dismissed?	Reasons that a complaint may be dismissed are usually provided, but there is some variation on the grounds for dismissal. Many refer to complaints that are frivolous, vexatious and/or not made in good faith. Several also mention complaints that are unfounded, based on insufficient grounds, unlikely to succeed and/or beyond the jurisdiction of the code or other conduct policy.
What is the process if a complaint is dismissed?	Many do not provide a specific process. Where one is provided, there is a requirement to inform the complainant and, in at least one code of conduct, the Council or Board.
What are the timelines and fair process provisions?	Codes don't typically set timelines for this step. Some codes provide that the respondent must be notified and given an opportunity to provide an initial response prior to the complaint review process; of these, a few provide deadlines for the initial response (e.g., within 14 days of notification).

Considerations:

- › **Cost, capacity, efficiency, effectiveness:** Local governments will want to consider some form of complaint-review process, to ensure that investigations aren't required when not warranted by the nature of the complaint.
- › **Fair process:** Both fair process and public trust can be enhanced by being clear about the types of complaints that can be dismissed, while providing some discretion for investigators to make decisions based on their professional judgement and specific circumstance. Local governments may also want to consider whether to provide some deterrents for vexatious complaints (see Other Enforcement-Related Provisions table).
- › **Confidentiality/transparency:** For complaints that are dismissed, local governments will want to consider how to treat the involved parties fairly when making decisions about whether or not to provide notification about the complaint and the reasons it has been dismissed, and the extent of that notification. For complaints that proceed to investigation, fair process would require notification to both the complainant and respondent, and opportunities for the respondent to respond during the investigation (see the Investigation table below).

INVESTIGATION: How are complaints investigated?

What is the purpose of the investigation and how is it conducted?	Investigations tend to be described quite generally (e.g., independent, impartial investigation of complaint; determine the facts, review relevant documents, conduct interviews), which provides considerable room for investigators to use their professional judgement to adapt the investigative process to meet the circumstances. Specific provisions relate to fair process, described below.
What are the timelines?	Some codes do not provide timelines. Where they are provided, timelines can refer to when the investigation begins (e.g., within 10 days, or as quickly as possible), when updates are provided (e.g., updates within 90 days after investigator's appointment) and/or when the investigation finishes (e.g., within 30 days, with extensions possible).
What are the fair process provisions?	Codes typically provide for confidential investigations and require participants to respect that confidentiality. All codes have investigation fair process provisions, that are either general (e.g., investigate in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice), or more specific (e.g., complainant and respondent are provided notice, and relevant documents, respondents must be given opportunity to respond, and participants may be represented (including legal counsel)).

Considerations:

➤ **Fair process:** Whether or not specific provisions are included in the code, participants must be afforded fair process. Local governments will need to consider how they will provide key fairness elements, like:

- How respondents will be able to effectively participate, including how and when they will be provided with relevant documents, how and when they can respond (ensuring they are given sufficient time to prepare that response); and when are respondents and potentially others given an opportunity to be represented and by whom; and
- How to ensure the decision is based on relevant information (e.g., considerations around things like documentation of evidence, findings and decisions).

In addition, local governments will want to consider how much of this to detail within their code. More detail helps to ensure processes are consistently applied and things don't get missed, but may make the process less flexible and more difficult to adapt to emerging circumstances.

➤ **Confidentiality/transparency:** Considerations typically relate to how to ensure allegations and evidence remain confidential during the investigation process.

REPORTING FINDINGS: How are investigation findings and recommendations reported and to whom?

What must be in the investigator's report?	Reports must provide investigation findings. In some cases, there is a specific requirement to include findings as to whether there has been a contravention, and/or recommendations on resolution of the complaint.
Can sanctions be recommended if there has been a contravention?	There are two approaches: specific authority for the recommendations of sanctions from among a list of potential sanctions in the code; OR no specific mention of the ability to recommend sanctions, even though the code lists potential sanctions.
Can additional recommendations be made in the report?	A number of codes specifically allow any recommendation an investigator deems appropriate and also specifically provide for a recommendation that the complaint be dismissed.
To whom is the report delivered?	There are two general approaches, with some slight variation: to the Council/ Board, with some also provided to a staff official; OR to the mayor/chair (with provision for the acting mayor/chair if that person is involved) with most also being provided to a staff official.
What are the timelines and fair process provisions?	There are few timelines for reporting (see Investigation table above for details). In many cases, there are explicit provisions for reports to be provided to both the complainants and respondents. A few state that the report to the mayor/chair is confidential, and in one case, there is explicit provision that if there is insufficient evidence in an investigation, the investigator reports that finding but there is to be no permanent record of the complaint.

Considerations:

- **Fair process:** Consider how and when the complainant and respondent are informed of the findings of the investigation. Consider whether different approaches are needed if no contravention has been found as opposed to if the findings indicate a contravention.
- **Confidentiality/transparency:** Consider whether the investigator's report is provided confidentially or not. The choice of who receives the investigator's report may impact the extent to which the report is confidential, since if the report is delivered to the Council/Board, this may be in an open meeting. Where reports are not confidential, consider whether some information must be severed to comply with legislated privacy rules. Consider whether different approaches are needed if no contravention has been found as opposed to if the findings indicate a contravention.

FINAL RESOLUTION: What actions can be taken once findings have been reported and by whom?

If the investigator's report goes to mayor/chair, does it also go to Council or Board?	Some codes require the mayor/chair to provide the report, or a summary of it, to the Council/Board, others allow that person to decide whether it should go to the Council/Board, and the remainder do not give direction to the mayor/chair as to whether or not the report should be provided to the Council/Board.
What happens if the investigation finds a contravention?	Some codes state that the decision about whether there was a contravention rests with the Council/Board. Others are less explicit, stating only that the investigator's report must state whether there has been a contravention.
If there was a contravention, who imposes sanctions and what are the parameters around that?	In no case can an investigator impose sanctions. That decision rests with the Council/Board. Codes describe what sanctions may be imposed, and in many cases, a Council/Board can choose from among those provided. In some cases, the only sanctions that can be imposed are some or all of those recommended by the investigator. In at least one case, the Council/Board is directed to consider specified factors (e.g., nature or impact of the conduct).
What are the timelines and fair process provisions?	Some codes do not articulate fair process. Others do, including: notification to the respondent prior to Council/Board consideration, stating that the respondent is entitled to respond and given time to prepare response (e.g., two weeks), stating that the respondent is entitled to be represented, including by legal counsel (some have indemnification; see 'Other Enforcement-related Provisions' table below). Some codes provide for Council/Board consideration in open meetings, while others provide for closed meetings for this.

Considerations:

- **Fair process:** Whether or not specific provisions are included in the code, participants must be afforded fair process. Local governments will need to consider how they will provide key fairness elements and how much to detail this within their code. **Refer to the fair process discussion in the 'Investigation' table above, which is relevant for this step also.** In addition, consider how to ensure an unbiased decision on sanctions. Some local governments find that limiting Council/Board discretion (e.g. may only impose sanctions recommended by investigator, or must consider specific factors) can help to reduce the potential for bias and/or ensure the decision is based on relevant information.
- **Confidentiality/transparency:** Consider relevant meeting rules and the nature of the matter. If these matters are dealt with in open meetings, consider whether some personal information should be severed; if dealt with in closed meetings, consider when and how the respondent is informed of decisions, and when and to what extent information is made available to the public (as a void of information can ultimately be filled by misinformation). Consider also whether different approaches are needed if no contravention has been found as opposed to if the findings indicate a contravention.

OTHER ENFORCEMENT-RELATED PROVISIONS: A sample of other key enforcement provisions that may be included in a code.

What enforcement provisions are there for different groups that are subject to a code?	Many codes apply only to members of the Council/Board; some also include committee members and/or staff. Where these other groups are included, codes tend to modify enforcement provisions (e.g., who deals with complaints and how this is done; what sanctions may be imposed) for each group.
Do codes provide for reimbursement of legal costs for a person involved in an enforcement process?	Some codes make provisions for reimbursement of a respondent's legal costs under certain circumstances, and with certain limits (e.g., if the person did not act in a dishonest, grossly negligent or malicious way; for the first occurrence, but not subsequently unless agreed in advance; upon request; only reasonable costs are reimbursed, sometimes with specified dollar limits).
What are the responsibilities of persons subject to the code?	Most codes require that members refrain from discussing allegations at open meetings until after investigations and Council/Board decisions on them. Some codes require that members endeavour to resolve disputes in good faith, cooperate with informal resolution and/or not obstruct the Council/Board in investigations. Some also require that members not act or threaten reprisal/retaliation against involved persons (i.e., complainant, respondent, witness, staff). In at least one case, for complaints that are vexatious, malicious or in bad faith, complainants are subject to disciplinary action, including sanctions in the code.

Considerations:

- **When code applies to committee members and/or staff:** All processes must be fair, and all will need to consider the confidentiality/transparency balance, but how these are applied is often different for each group. There may also be different legal or contractual requirements that would guide enforcement processes that must be considered (particularly with respect to staff).
- **Reimbursement:** Fairness can be enhanced by providing clear policy in the code, rather than dealing with reimbursement of legal costs on a case-by-case basis. In considering the potential to offer reimbursement of legal costs and limitations around that, local governments may wish to consider whether their indemnification policy could inadvertently act as a deterrent to trying to work things out informally.
- **Responsibilities:** Local governments may wish to consider whether the fairness and/or effectiveness of their enforcement processes could be enhanced by provisions such as these.

Sanctions

As described in the 'Final Resolution' table above, if the findings of an investigation indicate that there has been a conduct contravention, a Council or Board may consider what, if any, sanctions to impose.

As with other elements of a code of conduct enforcement process, legal advice is recommended as sanctions are being designed and when they are imposed.

Current Practice for Sanctions

Codes of conduct that provide details of an enforcement process also typically set out a range of sanctions that the Council or Board could impose for contraventions.

Sanctions are stated specifically, generally, or as a combination of these. For example, some codes say that the Council/Board "may impose sanctions" and follow this with a few examples, while others provide a specific list of sanctions, sometimes followed with a general provision for "any other sanction considered appropriate" by the investigator in some cases and the Council/Board in others.

Some codes also provide overarching statements that sanctions may only be imposed if they do not prevent the member from fulfilling their legislated duties of elected office.

Specific sanctions included in a sampling of B.C. codes of conduct are:

- Request letter of apology
- Mandatory education, training, coaching or counselling
- Suspension/removal from some or all committees or other bodies
- Public censure
- Letter of reprimand or formal warning
- Publication of reprimand or request for apology and member's response
- Suspension or removal as deputy/acting mayor/chair
- Restrictions on representing the local government or attending events or conferences
- Limits on travel/expenses beyond those in corporate policies
- Limiting access to certain local government facilities
- Requirement to return local government property provided for convenience
- Restrictions on how documents are provided to the member
- Reduction in compensation (in accordance with remuneration bylaw)⁷
- Written pledge promising to comply

Readers are cautioned that this listing merely presents a compilation of sanctions currently included within B.C. local government codes of conduct. They should be considered in the context of evolving law and the legal uncertainty that is discussed above. Given this, legal advice is advised on sanctions as well as other elements of a code of conduct enforcement process.

⁷ This sanction is provided for in the District of North Cowichan's code of conduct, and it is specifically linked to its Council remuneration bylaw. See Chapter 6, Resources for link.

Considerations When Imposing Sanctions

- **Fair process:** Fairness can be enhanced and the potential for bias reduced by providing direction to the Council or Board about what it must consider in making sanction decisions, or limiting Council/Board discretion to only imposing some or all of the sanctions recommended by the third-party investigator.
- **Effectiveness:** While sanctions can be imposed as a way of distancing the Council or Board from the member's conduct (e.g., public rebuke) or to penalize the member for the contravention (e.g., reduction in remuneration, imposing limits on travel or suspension of committee appointments), local governments may also wish to consider how sanctions may be used to support a return to responsible conduct and to prevent conduct issues in the future. For example, providing coaching, skills building or training can help to avoid conduct issues that stem from a misunderstanding about roles and responsibilities, from cultural assumptions or from frustration with not being able to get one's point across at a meeting. Additionally, restricting how documents are provided to the member can help to prevent a recurrence of a contravention of a duty of confidentiality.
- **Legal risk:** Sanctions are not specifically mentioned in B.C. local government legislation but local governments have been found by the courts to have the ability to manage conduct; this may include the ability to sanction in cases of the misconduct of a Council or Board member. The edges of that authority – in terms of what specific sanctions may be imposed – aren't yet clear, but some key questions to think about in imposing sanctions are set out in this graphic. Ensuring that each question can be answered with a "yes" may mean that the legal risk related to the proposed sanction is lower.

Could the sanction fall within the local government's legislated powers?

(e.g. CC/LGA fundamental and included powers; power to rescind appointments.)



If the sanction were imposed, would the elected official still be capable of fulfilling their duties of office?

(e.g., a suspension or disqualification from office would mean the elected official could not fulfill their duties of office; removal from rotation as acting mayor/chair or from a committee would not have that effect.)



Is the sanction consistent with other policies and procedures of the local government?

(e.g., do policies related to compensation allow for reduced remuneration if an elected official is found to have contravened the code of conduct?)



Were processes to determine the contravention and impose sanctions procedurally fair, with due regard to natural justice?

(e.g. notice, opportunity to be heard, open-minded decision-making, and consideration of relevant facts?)

How to Improve the Post-sanction Environment

Disqualification is not a sanction that can be imposed by a local government. Consequently, an elected official found to be in contravention of a code of conduct will continue to be a Council or Board member. By the time formal complaints are made, relationships among Council or Board members may be very strained, and the investigation and sanction process will likely further damage these relationships.

Finding effective ways to work together will become even more important, and local governments may wish to consider what specific support could be provided to the elected official found to be in contravention, and to the collective to facilitate them working effectively together again. In addition, consideration may be given to whether policy or procedure changes could support a return to responsible conduct. Local governments may also wish to consider whether to give the investigator an ability to make these types of restorative and support recommendations, which could help to move away from a singular focus on sanctions.



FOOD FOR THOUGHT

- › Is informal resolution something that would be suitable for the conduct issue at hand? If so, have we attempted that? If not, why not?
- › What enforcement processes and sanctions does our code of conduct include? Are they sufficient?
- › Do we have a process in place to review our code of conduct and what it covers? What can we learn from what we have just gone through for any future situations?
- › Does our code refer to legislated conduct rules? If so, is it clear about which enforcement processes refer to what code provisions? (e.g., court-based processes for conflict of interest, WorkSafe BC processes for bullying and harassment involving an employee, code of conduct enforcement for all others).
- › Have we done everything we can to make sure investigations and decisions are free from bias and administratively fair, and that the entire enforcement process reduces the potential for the process to be used for purely political purposes?
- › Are we providing the same standard of fairness to everyone?

“Justice Crawford sounded one important note of caution on the right of an elected council to take action regarding a council member’s misconduct. The power to decide whether a council member’s conduct falls below the expected standard of conduct must be exercised with great care and discretion:

‘Far too easily, this could turn into an abuse of process for cheap political gain, and any council that sets out in this direction must be careful in what it is doing.’”

(From the Young Anderson paper Controlling Councillor Conduct)

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 5

Conclusion

Forging the Path to Responsible Conduct

Local governments are finding that putting sustained effort towards fostering responsible conduct and resolving conduct issues informally is an effective way to avoid lengthy, divisive enforcement processes, and is also necessary to sustain and maintain good governance.

Key success factors include:

- Initiating discussions towards adoption of a code of conduct before conduct issues emerge;
- Adopting a code of conduct, including details of the enforcement process to be used to address alleged contraventions of the code and the range of sanctions that may be imposed by the Council or Board if a contravention is determined;
- Building supporting structures, including policy alignment, and supporting elected official leadership and skills development;
- Finding ways to work effectively together and to build trustful, respectful working relationships, through such means as regular Council or Board check-ins; and
- Not allowing conduct issues to fester, but rather taking steps to resolve them informally early on and identify and address their underlying causes (e.g., preconceptions, mistrust, misinformation) in order to avoid future conduct issues.

“The time to adopt a code of conduct is not when you’re in the middle of a crisis – it’s when things are going well, and when it can be aspirational.”

(A B.C. regional district CAO)

When enforcement processes are needed, local governments are well served by having articulated their process within their code of conduct in advance. Key factors to consider include ensuring a high standard of fairness throughout the process (e.g., the person affected by the decision is able to participate in the process before the decision is made, the decision-maker is open-minded, and the decision is based on relevant information).

Subsequent to enforcement processes, local government have found a need to take a renewed interest in improving working relationships among the Council or Board that tend to have further eroded during the enforcement process. Efforts towards continuous improvement in fostering responsible conduct and maintaining good governance are helpful – in particular, rebuilding respectful and trustful relationships.

CHAPTER 6

Resources

Click the name of the resource in dark blue to link to the website.

Please note: the following links were up-to-date at time of publication. If the links do not work, most of these resources can be found by conducting a web search using the name and organization listed below.

Chapter 1: Fostering Responsible Conduct

Featured Resources

- Working Group on Responsible Conduct materials:
 - [Foundational Principles of Responsible Conduct for BC Local Governments](#) describes key principles to guide elected officials' conduct.
 - [Getting Started on a Model Code of Conduct for Your Council/Board: Model Code of Conduct](#) and its [Companion Guide](#) provide a model code that local governments can modify to meet their needs, and describes things to think about when developing a code; the Companion Guide provides links to numerous resources, including several B.C. local government codes of conduct.
 - The Ministry of Municipal Affairs and Local Government Management Association publication [Procedure Bylaw Guide: For B.C.'s Local Governments](#) explains legislative requirements, provides best practices, and sets out questions to consider in developing procedure bylaw amendments.
- Other local government resources:
 - Oath of office: [City of Kelowna](#)
 - Social media policies: [District of Saanich Code of Conduct, s.6](#)
 - Information-sharing practices: District of North Vancouver policy [Staff Handling of Individual Council Member Requests for Information](#) (see Corporate Administration tab)
 - Conduct expectations for the public: [District of North Cowichan Public Input and Meeting Conduct Policy](#) and [Respectful Places Bylaw](#)
 - Checklists and educational tools: [District of Sparwood Code of Conduct Quick Reference Guide to Accepting and Disclosing Gifts](#)

Click the name of the resource in dark blue to link to the website.

Other Resources

- [B.C. Human Rights Code](#)
- [Local Government Leadership Academy website](#)
- [Local Government Management Association resources webpage](#)
- Institute for Local Government (California) publications:
 - [Developing a Local Agency Ethics Code: A Process-oriented Guide](#)
 - [Ethics Code Menu/Worksheet](#)
- Province of B.C. video [Roles and Responsibilities of a Locally Elected Official](#)
- Province of B.C. video [Characteristics of Effective Locally Elected Officials](#)

Chapter 2: Maintaining Good Governance

Featured Resources

- [Enhancing Collaboration in British Columbia's Regional Districts](#) (2014, by Jennie Aitken of the University of Victoria in collaboration with the Ministry of Community, Sport & Cultural Development, Union of B.C. Municipalities and LGMA) is a research study with findings that show what can support collaboration, and it provides a number of recommendations in relation to this; a [checklist](#) summarizes these recommendations.
- [Local Government External Resource Database](#) provides areas of speciality and contact information for professionals who work with local governments on governance and other critical issues.
- The Province of B.C.'s short videos [What Contributes to Effective Local Government Decision-making](#) and [Roles and Responsibilities of a Locally Elected Official](#) focus on key elements related to effective governance.
- [Sample customizable self-evaluation checklists for Councils and Boards](#).
- [B.C. Ombudsperson Complaint Handling Guide](#) and [First Nations Health Authority](#) provide information on treating people with dignity and respect and building cultural humility.

Other Resources

- Ministry of Municipal Affairs webpage [Local Government Open Meeting Rules](#)
- B.C. Ombudsperson special report [Open Meetings: Best Practices Guide for Local Governments](#)
- Candice Martin presentation on Prezi.com [Unproductive Conflict vs. Productive Conflict](#)
- Institute for Local Government (California) publications:
 - [Leadership & Governance: Tips for Success](#)
 - [Tips for Promoting Civility in Public Meetings](#)
 - [Understanding the Role of the Chair](#)
 - [Working Together to Achieve Ones' Goals](#)
 - [Dealing with Bumps in the Road](#)

Click the name of the resource in dark blue to link to the website.

Chapter 3: Resolving Conduct Issues Informally

Featured Resources

- B.C. Ombudsperson report [The Power of an Apology: Removing the Legal Barriers](#) and [Quick Tips on Apologies](#)
- *Public Management* article [Preparing Councils for their Work](#), Julia Novak and John Nalbandian (August 2009, pg. 27)
- [Local Government External Resource Database](#) provides areas of speciality and contact information for professionals who work with local governments on governance and other critical issues.
- Institute for Local Government (California) publication [Dealing with Bumps in the Road](#) provides strategies for dealing with elected official and staff relationship challenges, which may also be useful when taking informal steps to resolve conduct issues among elected officials informally.

Resources

- [Getting to Yes: Negotiating an Agreement Without Giving In](#); Roger Fisher and William Ury, with Bruce Patton, Editor
- Institute for Local Government (California) publication: [Attributes of Exceptional Councils](#)

Chapter 4: Essentials of Code of Conduct Enforcement

Featured Resources

- [Getting Started on a Model Code of Conduct for Your Council/Board: Model Code of Conduct](#) and its [Companion Guide](#) – of particular interest to enforcement are links to several B.C. local government codes of conduct, many of which articulate enforcement provisions, located within the *Companion Guide*.
- [City of Surrey Bylaw 20018](#) creates an Ethics Commissioner position and assigns a number of roles to the position, including providing advice and delivering training.
- District of North Cowichan's code of conduct provides for a sanction to reduce remuneration, noted in its [Council remuneration bylaw](#).

Other Resources

- B.C. Ombudsperson resources [Fairness in Practice Guide](#), along with [Fairness by Design](#) and [Quick Tips: Essentials of Procedural Fairness](#)
- Young Anderson report [Controlling Councillor Conduct](#) by Barry Williamson, 2013.
- B.C. Ministry of Municipal Affairs webpage [Ethical Standards for Locally Elected Officials](#)
- Union of British Columbia Municipalities fact sheet [Conflict of Interest](#)
- WorkSafe BC's [bullying and harassment resource toolkit](#) along with [A Handbook on Addressing Workplace Bullying and Harassment](#)
- [B.C.'s Office of the Human Rights Commissioner](#) and [B.C. Human Rights Tribunal](#) websites provide links to information and resources about the Human Rights Code, prohibited discrimination and how to file a complaint with the Human Rights Tribunal.

WORKING GROUP ON RESPONSIBLE CONDUCT

The Working Group on Responsible Conduct is a joint initiative between the Union of BC Municipalities, the Local Government Management Association of British Columbia, and the B.C. Ministry of Municipal Affairs. The group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.