



## LETTER FROM THE CHIEF ELECTION OFFICER

Hello and thank you...

...for caring about your community and taking the first step in the BC local government election process. The Town of Ladysmith is welcoming candidates into the election ring for the 2025 By-Election. The election process itself is an exciting time as candidates put their names forward to serve their community.

Now that you have picked up a nomination package, please take a moment to consider the next steps in the process. Serving as a member of the Town of Ladysmith Council will undoubtedly prove to be both challenging and rewarding for you. To help you during the campaign, there is plenty of information available to candidates. Start with our website at [www.ladysmith.ca/election](http://www.ladysmith.ca/election) (or on our home page, click on the "2025 By-Election" button). [Elections BC](#) oversees all campaign financing and you can find all the information you need on their website, or from one of their staff. The [Provincial Government](#) website is also a great resource for election information including some great video series.

Once you have completed your nomination forms and obtained all the necessary signatures, please call us to arrange a time for you to bring the whole package into Ladysmith City Hall. It will take approximately 15 minutes to review your forms to ensure all the required information has been included.

Nominations will be accepted between 9:00am on Tuesday, January 14 and 4:00pm on Friday, January 24. The Town of Ladysmith only requires two nominators who must be eligible voters within the Town of Ladysmith.

As you proceed through the nomination process, please do not hesitate to contact myself or my deputies with any questions. You can reach all of us at [vote@ladysmith.ca](mailto:vote@ladysmith.ca) or by phone as noted at the bottom of this letter.

Sincerely,

A handwritten signature in blue ink that reads "Donna Smith".

Donna Smith  
Chief Election Officer

Completed Nomination Packages must  
be submitted to City Hall by 4:00pm on  
Friday, January 24, 2025.

**QUESTIONS? Please contact:**

Donna Smith, Chief Election Officer at [vote@ladysmith.ca](mailto:vote@ladysmith.ca)  
Sue Bouma, Deputy Chief Election Officer at 250.245.6419  
Sydney Ianson, Deputy Chief Election Officer at 250.245.6417  
Hayley Young, Deputy Chief Election Officer at 250.245.6418

[vote@ladysmith.ca](mailto:vote@ladysmith.ca) | [www.ladysmith.ca/election](http://www.ladysmith.ca/election)

## 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.

*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](mailto: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](http://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 OR REGIONAL DISTRICT ELECTORAL AREA)	
<b>We, the following electors of the above-named jurisdiction, hereby nominate:</b>			
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
<b>As a Candidate for the office of:</b>			
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 Qualified Under the *Local Government Act* or *Vancouver Charter* to Nominate a Nominee for Office**

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

*Please see over for additional space when more than two nominators (e.g., 10) are required. For local governments that require 25 nominators attach an additional sheet(s) as necessary.*

<b>I consent to the above nomination for office:</b>	
NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)

**CANDIDATE NOMINATION PACKAGE**

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
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
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

**THIS PAGE NOT  
REQUIRED ONLY TWO  
NOMINATORS**

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
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

**REQUIRED IN TOWN  
OF LADYSMITH  
ELECTIONS**

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
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
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)

### C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

**Office for which individual is a nominee:**

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY 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	

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

<input type="checkbox"/> I am acting as my own Financial Agent	<input type="checkbox"/> I am not acting as my own Financial Agent
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**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 OR REGIONAL DISTRICT ELECTORAL AREA)

**I hereby appoint as my Financial Agent for the:**

GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> 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)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> 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)	



## 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, REGIONAL DISTRICT ELECTORAL AREA)
<b>I hereby appoint as my Official Agent for the:</b>		
GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> 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 OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my <b>Scrutineer</b> for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> 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)	



## 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:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## 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.

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## 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.

<i>legal description(s)</i>	<i>address(es)</i>

## 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

## FINANCIAL DISCLOSURE ACT

The information in this fact sheet applies to you if you have accepted a nomination for election as a Member of the Legislative Assembly (MLA) in British Columbia.

### ABOUT THE ACT

The *Financial Disclosure Act* requires that the following people make disclosures of assets, debts and sources of income:

- 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 director of a francophone education authority.
- An employee designated by a local government, francophone education authority or 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.)

The intent of the Act is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and to ensure the public has reasonable access to the information.

### WHAT YOU MUST DISCLOSE

It is not necessary to disclose the value of your holdings or the amount of debt owed, but you must disclose:

- The name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.
- The name of each creditor to whom you owe a debt, with the following exceptions: 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.
- The name of each business or organization located or carrying on business in British Columbia from which you receive financial remuneration. You must also identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of company or society).
- The legal description(s) and address(es) of all land located in British Columbia in which you, or a trustee acting on your behalf, own an interest or have an agreement, which entitles you to obtain an interest. Your personal residence does not need to be disclosed.
- The following information with regard to corporations where you individually, or together with your spouse, child, brother, sister, mother or father, own shares which total more than 30% of votes for electing directors:
  - The name of each corporation and its subsidiaries.
  - 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).
  - list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

You must include shares held by a trustee on your behalf, but not shares you hold by way of security.

## FILING DISCLOSURE DOCUMENTS

You must use a "Statement of Disclosure" form to make your disclosures under the Act. You can obtain the form from the B.C. Government Web site at: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure Form' in search bar].

You must submit your completed disclosure form with your nomination papers to the Chief Electoral Officer or your District Electoral Officer. If you are elected, you will have further disclosure obligations under the Members' Conflict of Interest Act.

## FREQUENTLY ASKED QUESTIONS

### Q. Do I need to list mutual fund investments?

**A.** The Financial Disclosure Act was written many years ago and does not specifically address mutual fund investments. If you own mutual funds which do not contain corporate shares or interests in land located in British Columbia, you are not required to disclose your investment. If you own mutual funds which do contain corporate shares or interests in land located in British Columbia, your investment should be disclosed either as trusts (if applicable) or to comply with the spirit of the legislation.

### Q. Do I need to list investments held in my RRSPs?

**A.** It depends on the type of investments you hold in your RRSPs. If you hold corporate shares or interests in land located in British Columbia in an RRSP, those investments must be disclosed to the same extent as if you held those investments outside an RRSP. However, if you hold in an RRSP investments which would not be disclosable if you held them directly (e.g. term deposits or GICs), they do not become disclosable because they are held in an RRSP.

### Q. Do I need to list credit card debt for other than ordinary household or personal living expenses?

**A.** Yes, credit card companies for which you owe a debt for other than ordinary household or personal living expenses must be disclosed.

### Q. Do I need to provide information about land holdings outside the province?

**A.** No, unless the land holdings are owned by a corporation in which you individually (including through a trustee), or with family members, own shares (other than by way of security) carrying more than 30% of votes for electing directors.

### Q. What happens if I forget to include something on my form?

**A.** As a nominee for election to provincial office you are required by law to submit a complete disclosure form with your nomination papers. If you have forgotten to include something on your form, you should submit a supplement to your filed disclosure form or complete a new disclosure form and submit to the Chief Electoral Officer as soon as possible.

### Q. Who will have access to the information on my disclosure form?

**A.** Your statement of disclosure form will be available for public inspection during normal business hours.

### Q. How long is the information kept on file?

**A.** Elections BC keeps a copy of the information for one year. Following the close of nominations, the original form is sent to the Clerk of the Legislative Assembly (the disclosure clerk for provincial nominees) and it is kept indefinitely.

## FURTHER INFORMATION?

You should approach your solicitor or your political party's legal counsel if you require additional information on the Financial Disclosure Act and the disclosure form. The Chief Electoral Officer does not administer the Financial Disclosure Act. Neither the Chief Electoral Officer nor the Clerk of the Legislative Assembly (or their staff) are able to provide any assistance or advice regarding completion of the disclosure form.

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### DISCLAIMER

*The purpose of this fact sheet is to help nominees for election to provincial office understand the general requirements of the Financial Disclosure Act. However, nominees should refer to the Act itself for specific interpretations. (The Election Act and Members' Conflict of Interest Act are also recommended as sources of information.)*



TOWN OF LADYSMITH  
2025 BY-ELECTION  
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 the Town to provide additional information, as appearing below, to the public and / or media. **All fields are optional.**

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.

<b>Address:</b>	
<b>Primary Phone:</b>	<b>Alternate Phone:</b>
<b>Email:</b>	
<b>Website:</b>	<b>Instagram:</b>
<b>Twitter:</b>	<b>Facebook:</b>

**Gender (Self-identified):**

- Female
                 
  Male
                 
  Non-binary
                 
  Other / Undisclosed

**Previous Elected Experience (Check one):**

- Served on Council *different role* between 2022 and 2025.  
 Served on Council before 2022, but not during the past term.  
 No Council experience, but has been elected to office elsewhere (school, local, provincial, or federal).  
 None.

\_\_\_\_\_  
(Signature of Candidate)





## TEMPORARY SIGN PERMIT APPLICATION (FOR 2025 BY-ELECTION PURPOSES)

✓ \$10 permit fee      ✓ \$100 refundable deposit

<b>Applicant Information (\$100 deposit will be returned via cheque to the <u>applicant</u> after the election):</b>			
Applicant Name:			
Candidate Name (if different from applicant):			
Phone:	Email:		
Mailing Address:			Postal Code:
<b>By signing this permit I am acknowledging that:</b> <ul style="list-style-type: none"> <li>✓ I will abide by the bylaws of the Town of Ladysmith and Provincial law regarding where I may place election signage*;</li> <li>✓ I will not place election signage within 100m of the voting place during Advance Voting (February 19 &amp; 26 at City Hall) and General Voting Day (March 1 at FJCC);</li> <li>✓ I will only place election signage during the campaign period: February 1 to March 1;</li> <li>✓ I will remove all election signage within 48 hours following the election (by 8pm on March 3).</li> </ul> <p style="text-align: center; margin-top: 5px; font-size: small;">*See reverse of this form for more information about signage placement.</p>			
Signature:		Date:	
<b>Office Use Only:</b>			
Date \$10 fee and \$100 deposit received: _____ by: _____ <input type="checkbox"/> Cash/Debit OR <input type="checkbox"/> Cheque                    (date)    (name)			
<b>GL Codes:</b> 10-1-61200-1030 (\$10) / 10-4-49500-0000 (\$100)			
<input type="checkbox"/> <b>Approval to release deposit</b> _____ <span style="float: right; text-align: center; margin-right: 20px;">(signature)</span> <span style="float: right; text-align: center;">(date)</span>			

The personal information on this form is collected under the general authority of the *Community Charter and Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or [foi@ladysmith.ca](mailto:foi@ladysmith.ca).

**Contact:**

Chief Election Officer or Deputy Chief Election Officers  
 City Hall, 410 Esplanade, Ladysmith, BC  
 250.245-6400 / [vote@ladysmith.ca](mailto:vote@ladysmith.ca)

## **Election Signs on Town of Ladysmith Property**

- A Temporary Sign Permit is **required** for any signage to be placed on Town property.
- Applications can be obtained from City Hall and submitted via email or in person at the Town Hall.
- Payment of **\$10.00 fee and a refundable deposit of \$100.00** are required at the time the application is submitted.
- Put up signage **on or after the start of the campaign period (February 1)**.
- Signage not permitted on traffic signs, Town signs, utility poles or Town trees on boulevards.
- Remove signage **within 48 hours following the election**.

Excerpt from "Town of Ladysmith Sign & Canopy Bylaw 1996, No. 1176":

<i>Bylaw 1303</i>	4.5.2	Political campaign signs may be erected on municipal boulevards or private property, providing that:
<i>Bylaw 1455</i>		
	(a)	a temporary sign permit is approved by the Building Inspector;
	(b)	the sign shall not exceed 32 sq.ft. (4' x 8')
	(c)	the sign shall not be erected where it could interfere with vehicle or pedestrian traffic safety
	(d)	the sign shall not be erected prior to an election writ being issued, or thirty (30) days before the date of a referendum and shall be removed within forty-eight (48) hours following the date of the election or referendum.

## **Election Signs on Provincial Highway Property (Trans-Canada Highway)**

It is the responsibility of each candidate to ensure they are following current guidelines. It is recommended that MOTI be contacted to confirm current requirements. The Ministry conditionally allows posters or signs on highway rights-of-way. Please see the following excerpts from the MOTI website (Election and Referendum Signs and Posters Policy) regarding procedures:

### **Election signs must:**

- Only be installed by an individual or organization that is registered with a Municipality, Elections BC or Elections Canada to sponsor advertising, such as a political candidate, political party, registered advertising sponsor, a proponent or opponent, or an authorized participant.
- Identify the owner of the sign, and a BC telephone number or BC mailing address at which the owner may be contacted.
- Only be installed during the campaign period as established by Elections BC for local elections, or by the drop/issue of a writ for federal/provincial government elections and must be removed on the day following the end of the electoral event.
- Be further from the road than standard traffic signs.

### **Election signs must not:**

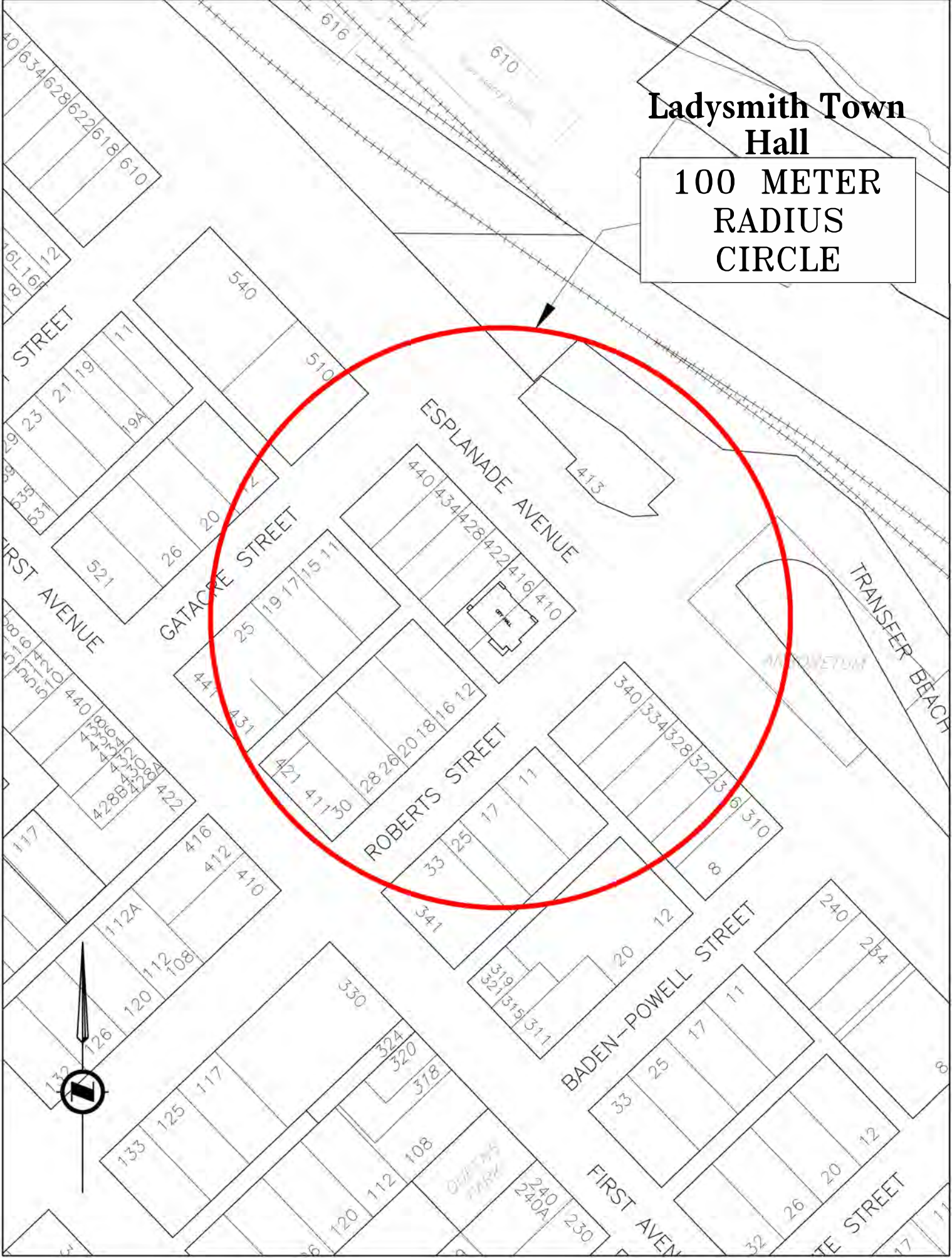
- Obstruct, simulate or be attached to any traffic control devices (e.g. signs, sign posts or traffic signal poles).
- In any way pose a traffic hazard.
- Be placed on bridges, overpasses, tunnels or other highway structures.
- Belong to unregistered individuals or groups (i.e. any group or individual that is not a political candidate, political party, or other authorized participant registered with Elections BC, Elections Canada, or a Municipality as required).

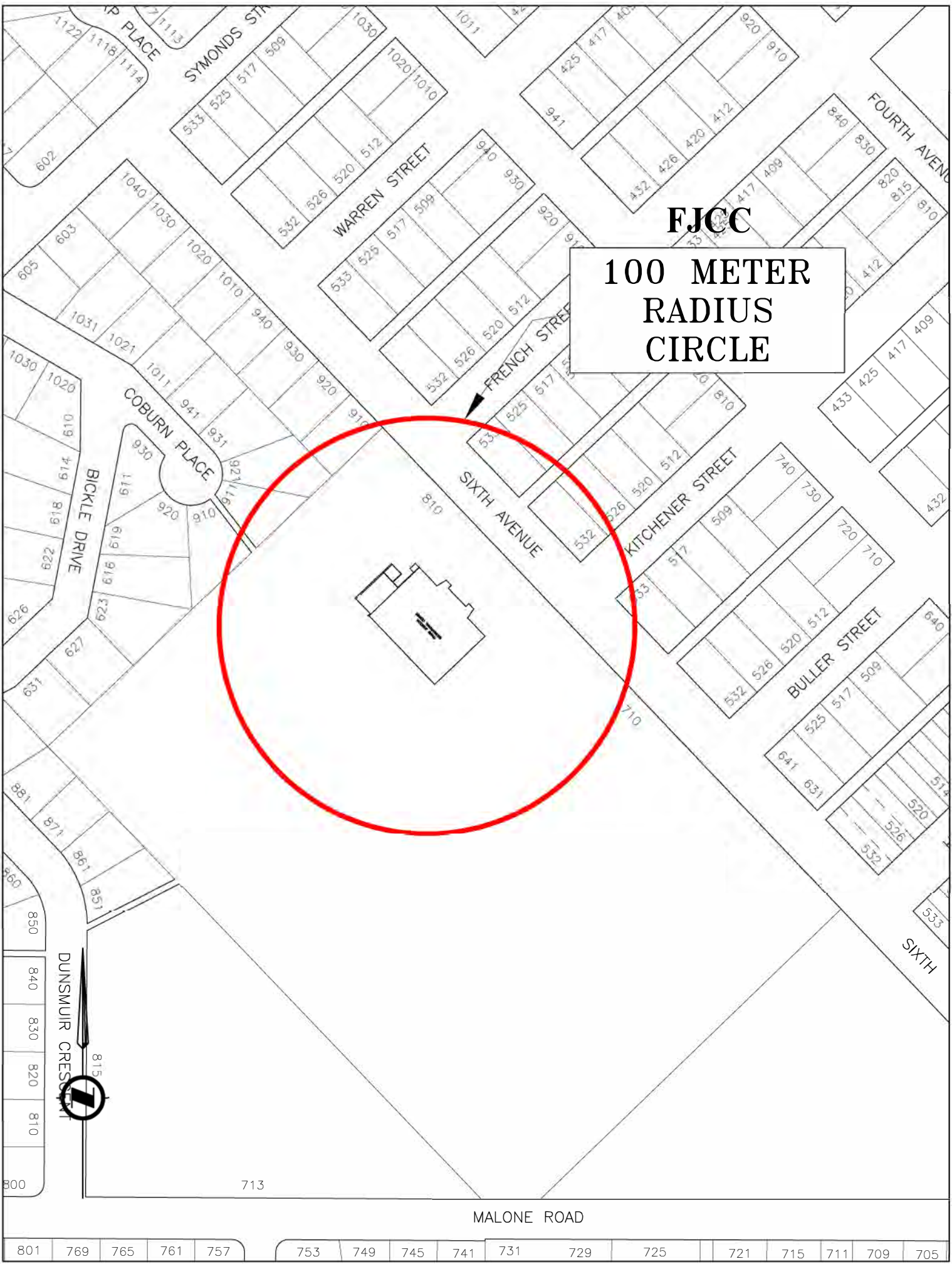
### **Removal of Signs**

Signs in contravention of this policy will be removed from the highway right-of-way by the ministry.

**Ladysmith Town  
Hall**

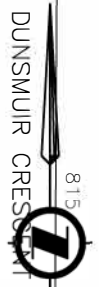
**100 METER  
RADIUS  
CIRCLE**





**FJCC**

**100 METER  
RADIUS  
CIRCLE**



MALONE ROAD

801 769 765 761 757 753 749 745 741 731 729 725 721 715 711 709 705

## To Whom It May Concern:

Section 18 of the *Local Elections Campaign Financing Act* (LECFA) requires financial agents of candidates running in a local election to deposit campaign funds into a separate campaign account in a savings institution. Section 18 also requires that all election related expenditures be paid from this account.

The definition of a candidate includes an individual who intends to become a candidate at a later date. This means a candidate must open a campaign account for their campaign financing transactions even if they have not yet filed nomination documents with their local jurisdiction.

Elections BC encourages potential candidates to open their campaign accounts as early as possible to ensure that all financial transactions are put through the account as required by LECFA. This could be several months before General Voting Day or before an election is officially called by the jurisdiction.

The campaign account must be a separate account. It must be in the name of the election campaign, and using the name of the candidate is acceptable. A business account is not required.

If you have any questions, please contact Electoral Finance at 1-800-661-8683 or [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).

# CANDIDATE EXPENSE LIMITS

## 2022 GENERAL LOCAL ELECTIONS

CODE	Jurisdiction	Election Area	Office	Candidate Expense Limit
INVE	Invermere	Invermere	Mayor	\$10,797.83
INVE	Invermere	Invermere	Councillor	\$5,398.92
KAML	Kamloops	Kamloops	Mayor	\$67,295.77
KAML	Kamloops	Kamloops	Councillor	\$34,080.90
KASL	Kaslo	Kaslo	Mayor	\$10,797.83
KASL	Kaslo	Kaslo	Councillor	\$5,398.92
KELO	Kelowna	Kelowna	Mayor	\$95,665.33
KELO	Kelowna	Kelowna	Councillor	\$48,506.10
KENT	Kent	Kent	Mayor	\$10,797.83
KENT	Kent	Kent	Councillor	\$5,398.92
KERE	Keremeos	Keremeos	Mayor	\$10,797.83
KERE	Keremeos	Keremeos	Councillor	\$5,398.92
KIMB	Kimberley	Kimberley	Mayor	\$10,797.83
KIMB	Kimberley	Kimberley	Councillor	\$5,398.92
KITI	Kitimat	Kitimat	Mayor	\$10,797.83
KITI	Kitimat	Kitimat	Councillor	\$5,398.92
LADY	Ladysmith	Ladysmith	Mayor	\$10,797.83
LADY	Ladysmith	Ladysmith	Councillor	\$5,398.92
LCOU	Lake Country	Lake Country At Large	Mayor	\$16,930.42
LCOU	Lake Country	Lake Country At Large	Councillor	\$8,471.40
LCOU	Lake Country	Ward of Carr's Landing	Councillor	\$5,398.92
LCOU	Lake Country	Ward of Okanagan Centre	Councillor	\$5,398.92
LCOU	Lake Country	Ward of Oyama	Councillor	\$5,398.92
LCOU	Lake Country	Ward of Winfield	Councillor	\$5,398.92
LCOW	Lake Cowichan	Lake Cowichan	Mayor	\$10,797.83
LCOW	Lake Cowichan	Lake Cowichan	Councillor	\$5,398.92
LANG	Langford	Langford	Mayor	\$35,264.67
LANG	Langford	Langford	Councillor	\$17,793.90
LANC	City of Langley	City of Langley	Mayor	\$24,434.63
LANC	City of Langley	City of Langley	Councillor	\$12,287.10
LANT	Township of Langley	Township of Langley	Mayor	\$88,415.41
LANT	Township of Langley	Township of Langley	Councillor	\$44,819.70
LZVI	Lantzville	Lantzville	Mayor	\$10,797.83
LZVI	Lantzville	Lantzville	Councillor	\$5,398.92
LILL	Lillooet	Lillooet	Mayor	\$10,797.83
LILL	Lillooet	Lillooet	Councillor	\$5,398.92
LION	Lions Bay	Lions Bay	Mayor	\$10,797.83
LION	Lions Bay	Lions Bay	Councillor	\$5,398.92
LOGA	Logan Lake	Logan Lake	Mayor	\$10,797.83
LOGA	Logan Lake	Logan Lake	Councillor	\$5,398.92
LUMB	Lumby	Lumby	Mayor	\$10,797.83
LUMB	Lumby	Lumby	Councillor	\$5,398.92



# Canvasser Authorization Form

PLEASE PRINT IN BLOCK LETTERS

## Notice to building owners and property managers:

Please be advised, under section 160.1 of the *Local Government Act*, authorized canvassers are entitled to access multiple residence buildings in the applicable jurisdiction (e.g., municipality, regional district electoral area, board of education, specified parks board, local community commission or Islands Trust local trust area) **between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period** (from the 28<sup>th</sup> day before general voting day until general voting day). A canvasser may be a candidate or an individual authorized in writing by a candidate in order to canvass voters and distribute candidate information on the candidate's behalf.

At the request of a resident or individual acting on behalf of a multiple residence building, a canvasser entering a residential property must produce:

- government issued photo identification and proof of candidacy; or,
- written authorization to canvass on behalf of a candidate.

## PART A

### ACCEPTANCE OF CANVASSER APPOINTMENT

FULL NAME OF CANVASSER	
SIGNATURE OF CANVASSER	DATE (YYYY/MM/DD)

## PART B

### CANDIDATE AUTHORIZATION

I hereby authorize the above-named individual to canvass on behalf of my campaign as a candidate for the following jurisdiction:

FULL NAME OF CANDIDATE	
NAME OF JURISDICTION IN WHICH THE CANDIDATE IS SEEKING ELECTION (E.G., MUNICIPALITY, ELECTORAL AREA, BOARD OF EDUCATION)	
SIGNATURE OF CANDIDATE	DATE (YYYY/MM/DD)



## Town of Ladysmith 2025 By- Election Key Dates

DATE	EVENT	LEGISLATION
Tuesday, July 23, 2024	Last day to move to BC and be eligible as candidate to submit nomination documents before Nomination Period closes (January 24, 2025)	LGA 81(1)(c)
Friday, August 30, 2024	Last day to move to BC and be eligible to register and vote on General Voting Day (GVD) Saturday, March 1, 2025	LGA 65(1)(c) & 66(1)(d)
Tuesday, October 1, 2024	<b>Election Period</b> begins (first day office becomes vacant). See <a href="http://elections.bc.ca">elections.bc.ca</a> for recording, reporting and disclosure requirements for candidates, elector organizations and third-party advertisers	LECFA 10(1)(a)(i)
Sunday, December 1, 2024	Pre-Campaign Period starts (ends Friday, January 31, 2025) At the beginning of this period election advertising rules come into force and continue through General Voting Day.	LECFA 10
Monday, December 16, 2024	Candidate nomination and endorsement packages ready for pickup at City Hall	
Prior to Tuesday, January 7, 2025	Registered electors may apply to Chief Election Officer (CEO) to omit or obscure their personal information on the list of registered electors	LGA 77(6)(b) & 78
Tuesday, January 7, 2025	<ul style="list-style-type: none"> <li>Last day to withdraw consent for Non-resident Property Elector to be effective for 2025 By-Election</li> <li>Advance registration of electors at City Hall closes at 4:00 pm after which registration is only permitted at the time of voting</li> </ul>	LGA 66(7) & (8) LGA 71(4)
Wednesday, January 8, 2025	<ul style="list-style-type: none"> <li>Provincial Voter's List becomes List of Resident Electors</li> </ul>	LGA 76 & EB
Tuesday, January 14, 2025	<ul style="list-style-type: none"> <li><b>Nomination Period begins at 9:00 am</b> (ends 4:00 pm January 24)</li> <li>Nomination and endorsement papers available for public inspection from time of delivery until April 4 (if official results declared March 5) and candidate nomination or endorsement may be challenged through Provincial Court until 4:00 pm on January 28</li> <li>List of Electors available for public inspection period begins (no copying)</li> <li>Period for objections to elector registration begins</li> </ul>	LGA 84(1) LGA 89(7) LGA 89(7), 91 & 96  LGA 77(3) & (10) LGA 79(2)
Friday, January 24, 2025	<ul style="list-style-type: none"> <li><b>Nomination period ends at 4:00 pm</b></li> <li><b>CEO declares candidates</b> at 4:01 pm OR, if fewer candidates than positions, may extend the period to February 6 at 4:00 pm</li> <li>Period to object to elector registration ends at 4:00 pm</li> </ul>	LGA 84(1) & 89(5) LGA 97(1) & (2)  LGA 79(2)
Tuesday, January 28, 2025	Period to challenge a candidate nomination or elector organization endorsement through the Provincial Court ends at 4:00 pm	LGA 91 & 96



Town of Ladysmith 2025 By- Election Key Dates Page 2 of 3

DATE	EVENT	LEGISLATION
Friday, January 31, 2025	Last day for a Canadian (who is a resident of BC for 6 months immediately prior to voting day) to buy property in the Town of Ladysmith and be eligible to register and vote as a NRPE at March 1 By-Election	LGA 65(1)(d) & 66(1)(e)
Friday, January 31, 2025	Finalization of Candidates Deadline <ul style="list-style-type: none"> <li>• 4:00 pm deadline for a Court decision on challenge to nomination or challenge to elector organization endorsement</li> <li>• 4:00 pm deadline for withdrawal of a candidate (unless candidate obtains Ministerial approval of later date) and for withdrawal of elector organization endorsement</li> <li>• 4:00 pm deadline for delivery to CEO of originals of faxed or emailed nomination documents</li> <li>• Pre-campaign Period ends; Election Period ends (12:00 Midnight)</li> </ul>	LGA 91(9) & 96(8) LGA 101(1) & (2) LGA 95 LGA 89(5)  LECFA 10(1) & (1.1)
Sunday, February 1, 2025	<b>Campaign Period</b> begins (ends at the close of voting GVD). Expense limits apply to candidates, elector organizations and third-party advertisers	LECFA 10(2) (28 <sup>th</sup> day before voting day)
Monday, February 3, 2025	CEO declares Election by Voting or Candidates Elected by Acclamation at 4:00 pm	LGA 98(2) & (3)
Early February	Mail Ballot Packages sent to electors eligible for, and registered in advance to Vote by Mail. ( <i>Date subject to receipt of ballots from printer</i> ).	LGA 110 & EB
Wednesday, February 19, 2025	<b>ADVANCE VOTING DAY 8:00 am – 8:00 pm in the Council Chamber, City Hall, 410 Esplanade Avenue, Ladysmith, BC</b> <i>All electors are eligible to vote at Advance Voting – Ballots counted March 1</i>	LGA 107(1)
Wednesday, February 26, 2025	<b>ADVANCE VOTING DAY 8:00 am – 8:00 pm in the Council Chamber, City Hall, 410 Esplanade Avenue, Ladysmith, BC</b> <i>All electors are eligible to vote at Advance Voting – Ballots counted March 1</i>	LGA 107(1) & EB
Saturday, March 1, 2025	<ul style="list-style-type: none"> <li>• <b>GENERAL VOTING DAY 8:00 am – 8:00 pm at Frank Jameson Community Centre, 810 6<sup>th</sup> Avenue, Ladysmith, BC</b></li> <li>• Period for inspection of List of Electors ends at 8:00 pm (no copying)</li> <li>• Campaign Period ends at 8:00 pm</li> <li>• Deadline to deliver Mail Ballots to CEO at 8:00 pm after which all ballots (Advance, General Voting Day and Mail Ballots) are counted</li> <li>• CEO may release Preliminary Results (<a href="http://www.ladysmith.ca">www.ladysmith.ca</a> and City Hall bulletin board)</li> </ul>	LGA 52  LGA 77 (3) & (10) LECFA 10(2) LGA 110(9)  LGA 144(1)
Monday, March 3, 2025	<ul style="list-style-type: none"> <li>• Determination of Official Election Results starts at 10:00 am (Candidates entitled to be present) Council Chamber, City Hall</li> </ul>	LGA 145 & CEO
Wednesday, March 5, 2025	<ul style="list-style-type: none"> <li>• Last day for CEO to declare Official Election Results - before 4:00 pm</li> </ul>	LGA 146(1) LGA 148(3) LGA 160(3)

DATE	EVENT	LEGISLATION
	<ul style="list-style-type: none"> <li>• After Official Results declared, period to apply for Judicial Recount and 30-day period for inspection (no copying) of Voting Day materials begins</li> </ul>	
Monday, March 10, 2025	Last day for application for Judicial Recount	LGA 148(3)
Friday, March 14, 2025	<ul style="list-style-type: none"> <li>• Deadline for completing Judicial Recount</li> </ul>	LGA 149(1)
To Be Determined	<b>Oath of office and term begins</b> , 7:00 pm at Ladysmith Seniors Centre, 630 2 <sup>nd</sup> Avenue, Ladysmith	LGA 147, EB, CC 120 & 124(2)(g)
Friday, April 4, 2025	<ul style="list-style-type: none"> <li>• Last day for application to the Supreme Court to invalidate an election or determine the right of a candidate to take office, if declared March 5</li> <li>• Last day to inspect Voting Day materials listed in LGA 160(3) and nomination documents, if declared March 5</li> <li>• Last day for CEO to report to Council, if declared March 5</li> </ul>	LGA 153(3)  LGA 160(3) & 89(7) LGA 158(1)
Friday, May 30, 2025	Deadline for all candidates (whether elected or not), elector organizations and third-party sponsors to file Campaign Financing Disclosure Statements with Elections BC (without penalty)	LECFA 47 (1), 56 & 90
Monday, June 29, 2025	Deadline for all candidates (whether elected or not), elector organizations and third-party sponsors to file <b>late</b> Campaign Financing Disclosure Statement with Elections BC (with \$500 penalty)	LECFA 47 & 56

Key: CEO Chief Election Officer CC *Community Charter* EB *Town of Ladysmith Election & Assent Voting Bylaw 2018, No. 1964* GVD General Voting Day LGA *Local Government Act*  
LECFA *Local Elections Campaign Financing Act*

### INFORMATION REGARDING ALL-CANDIDATES MEETINGS

The Town of Ladysmith has no involvement in organizing all-candidates meetings; however, associations, organizations, and groups that will be holding public all-candidates meetings can provide the meeting information to the Town for posting for the benefit of electors.

**ELECTION QUESTIONS?** Visit [www.ladysmith.ca](http://www.ladysmith.ca), email [vote@ladysmith.ca](mailto:vote@ladysmith.ca), or call 250.245.6400.

**CAMPAIGN QUESTIONS?** Visit [www.elections.bc.ca](http://www.elections.bc.ca), email [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca), or call 1.800.661.8683.



## TOWN OF LADYSMITH 2025 BY-ELECTION

# Candidate Resources

The Candidate's page on the Town's website is an excellent resource for all types of election information, documents and guides for the 2025 By-Election.

<https://www.ladysmith.ca/city-hall/elections-alternative-approval-assent-voting>.

The page also includes links to resources from the Province including 3 excellent video series and a link to the Elections BC website for all your campaign financing information.

Please contact us at [vote@ladysmith.ca](mailto:vote@ladysmith.ca) if you have questions or would like a hard copy of any of the documents.



## SO YOU WANT TO BE ON COUNCIL

EVERYTHING YOU NEED TO  
KNOW ABOUT RUNNING  
FOR MUNICIPAL OFFICE IN  
THE 2025 LADYSMITH BY-  
ELECTION

## TABLE OF CONTENTS

INTRODUCTION.....	3
DECIDING TO RUN.....	4
OFFICES FOR ELECTION .....	6
GENERAL INFORMATION FOR ELECTED OFFICIALS .....	8
COMMITTEES AND COMMISSIONS.....	11
CONFLICT OF INTEREST .....	12
IMPORTANT DATES .....	13
COUNCIL MEETING CALENDAR .....	14
ADDITIONAL RESOURCES .....	15

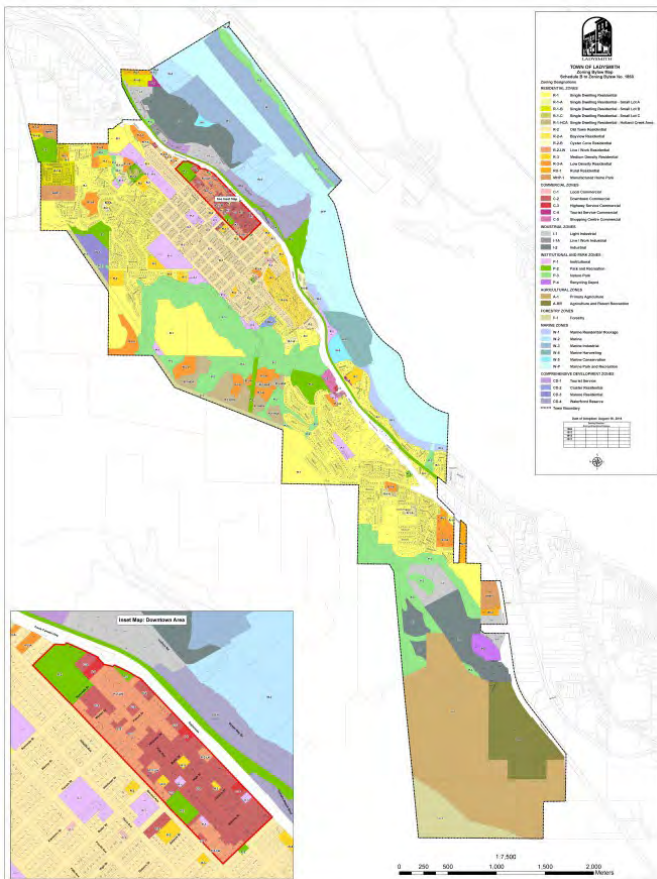
# INTRODUCTION

## ABOUT THE TOWN OF LADYSMITH

The Town of Ladysmith was founded in 1904, but the area, particularly the shores and waters of the harbour, have been home to the Stz'uminus First Nation for thousands of years. Ladysmith's population is 8,990 in 2021 (BC Stats estimate).

1<sup>st</sup> Avenue was voted Canada's Great Street by the Canadian Institute of Planners in 2017, and in 2018 was named one of the top fifteen vacation destinations in Canada.

There are seven elected members of Ladysmith Council – one Mayor and six Councillors.



## THINKING ABOUT RUNNING FOR COUNCIL?

As a member of Council you have a chance to be a leader in your community. There are no special qualifications legislatively required to be a councillor. However, visionary thinking, strong communication skills (speaking and listening), conflict resolution skills, an ability to be persuasive and to accept opposing views and enthusiasm are great attributes to bring to the Council table.

At the Council table, you will be representing the entire community with all its differences and variations. You will make decisions together with your fellow members of Council following democratic principles that everyone has a right to be heard, that all sides of an issue are considered, that the majority makes a decision, and that all members of Council support that decision when it has been duly voted on.

You will work with your fellow Council members to develop a strategic plan and priorities for the Town, and that will guide your work over the course of your term.

## DECIDING TO RUN

### MAKING AN INFORMED DECISION

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local council members therefore have the opportunity to significantly influence the future of our community. This can make a council member's job both rewarding and demanding.

Before casting your hat into the ring, it is important to figure out whether or not you have adequate time to devote to the position, and to make sure the job will meet your expectations.

### WHAT CAN I EXPECT?

For governments to be representative of, and responsive to, the needs of their constituents, their make-up should reflect the demographics of the constituency. As an elected official, you will:

- Bring the perspectives of your demographic to the decision-making table;
- Put forward new ideas for debate and possible implementation and change;
- Make a positive difference in the quality of life in the community;
- Provide a voice for the community with other levels of government; and
- Be part of a team that makes decisions that affect all aspects of community life.

### DO I HAVE THE SKILLS & KNOWLEDGE?

It is not crucial to have an education or experience in a government setting to run as a candidate.

You likely have skills, knowledge and abilities that are transferable to the elected official's role. You may want to undertake a self-assessment of your skills prior to running for elected office. Think about your volunteer experience, community involvement, work experience, membership in different organizations, and family life.

### ELIGIBILITY

To be eligible to run for local government office in a general local election or a by-election, a person must have been a resident of BC for at least six months before filing their nomination documents. You do not have to live or own property in the area where you are running for office.

In addition, a person must:

- Be 18 years of age or older on general voting day;
- Be a Canadian citizen; and
- Not be disqualified under the *Local Government Act* or any other enactment from being nominated for, being elected to or holding office, or be otherwise disqualified by law.

### YOU ARE NOT ELIGIBLE TO RUN IF YOU:

- Have been convicted of and sentenced for an indictable offence and are in custody;
- Have been found guilty of an election offence, such as intimidation or vote-buying, and are prohibited from holding office;
- Are a judge of the Provincial Court, Supreme Court or Court of Appeal;
- Are involuntarily confined to a psychiatric facility or other institution;
- Have been disqualified for specified reasons such as failing to file a candidate

disclosure statement in a previous election, failing to make an oath of office, or failing to attend local government meetings in the manner and frequency required by the *Community Charter*,

- Have been otherwise disqualified from being nominated for, elected to or holding office under the *Local Government Act*, *Community Charter*, *Local Elections Campaign Financing Act* or any other enactment or law.

## TIME COMMITMENT

The Mayor and Councillors serve four year terms. The 2022–2026 Council was sworn in on the first Tuesday in November, 2022, and will serve until October, 2026.

### WHAT ARE THE COMMITMENTS?

#### 1. REGULAR AND COMMITTEE OF THE WHOLE MEETINGS OF COUNCIL

Council meetings are held on the first and third Tuesday of each month at 7:00pm. Committee of the Whole meetings (all of Council meets as a committee to discuss matters in more depth before referring decisions to a Council meeting) are held on the second Tuesday of every second month at 6:30p.m. Meetings generally run for at least two to three hours.

#### 2. CLOSED MEETINGS OF COUNCIL

There are some matters that come before Council that must be discussed behind closed doors. The *Community Charter* is very specific about what matters may be discussed in closed session. They generally pertain to law enforcement, human resources matters, land acquisition or disposition, or matters that could cause harm if discussed in public. Closed meetings generally take place before a Council meeting, but may be scheduled at any time provided notice is given.

#### 3. SPECIAL MEETINGS OF COUNCIL

Additional Council meetings are scheduled from time to time for urgent business, and for budget deliberations in November and December.

#### 4. BOARD AND COMMITTEE MEETINGS

The Mayor and individual Councillors are each appointed to represent Council on an average of three internal and external committees, boards or agencies. Meeting times vary, and can be bi-weekly, monthly, or less frequent depending on the situation.

#### 5. CONFERENCES AND TRAINING

The Town of Ladysmith is a member of the Association of Vancouver Island and Coastal Communities (AVICC), the Union of British Columbia Municipalities (UBCM) and the Federation of Canadian Municipalities (FCM). All three associations hold annual conferences and conventions that provide networking and learning opportunities. Many Council members regularly attend the AVICC and UBCM conventions in April and September respectively, and may attend the FCM conference in June. Each councillor may also be required or invited to attend various training opportunities including media training, elected officials training, and more.



## 6. OTHER TRAVEL

Travel for other duties is not common; however, in the past, Council members have had opportunities to visit other communities to promote intermunicipal ties and to learn about successful initiatives. The Mayor has, on occasion, been required to travel to Victoria and Ottawa to meet with government officials on behalf of the Town of Ladysmith.

## 7. SOCIAL AND OTHER EVENTS

These events can range from attending local fundraisers, to giving welcome speeches at conferences, to representing Ladysmith at industry-related social functions, among a host of other things. Time commitments in this area are usually heavier for the Mayor and will also depend on the interest and availability of various Council members.

## 8. BACKGROUND WORK

Each Council meeting comes with an agenda package, a package of reports and correspondence intended to help you prepare for the decisions required at the meeting. You will need to have time to thoroughly read the information and research the issues before attending meetings. You will also want to have some time to meet occasionally with the Chief Administrative Officer (CAO), who is Council's only employee, and who is charged with the task of implementing Council's policies and programs.

## 9. YOUR LIFE

You may find that it takes ten times as long to go to the post office as it used to. Council members are very visible in this small town and usually find that they are never "off

duty". Be sure to take into consideration the time you need for your personal life and your work, volunteer, and educational priorities.

# OFFICES FOR ELECTION

## OFFICE OF A COUNCILLOR

The term of office for Councillors is 4 years. Six (6) positions are available for the office of Councillor.

### **DUTIES OF A COUNCILLOR**

- Considers and promotes the welfare and interests of the Town of Ladysmith;
- Abides by the *Community Charter* and *Local Government Act*;
- Is available to interact with the public. This can include email, phone calls, voicemail and face-to-face interaction both in public and at home;
- Participates in Regular Council and Committee of the Whole meetings;
- Brings the views of residents forward during Council meetings;
- Votes on bylaws, municipal policies, requests for decisions, the municipal budget and other motions made at Council meetings;
- Directs questions and concerns regarding the Town's administration to the Chief Administrative Officer (CAO);
- Stays informed on relevant local issues and local legislation; and
- Attends and participates in community events and functions.

### **TIME COMMITMENT**

In addition to the regularly scheduled Council meetings, a Councillor is expected to spend time reading the agenda package, researching

issues, responding to phone calls, letters and email, and attending other meetings as required. An estimate is that this will take at least 10 hours per week, and generally more than that.

## **OFFICE OF THE MAYOR**

The term of office for Mayor is 4 years.

### **DUTIES OF THE MAYOR**

The Mayor is the Chief Elected Official (CEO) of the Municipality and has specific duties that include the duties of a Councillor in addition to those of the Mayor as defined in the *Community Charter*.

In addition to the duties of a Councillor outlined above, THE MAYOR IS ALSO EXPECTED TO:

- Chair regular Council meetings;
- Attend meetings, public functions, ceremonies and other events, which may occur during evening hours and on weekends;
- Liaise with elected officials from other municipalities and other levels of government regarding municipal issues;
- Communicate Council policy to the media and the public; and
- Work closely with the CAO to monitor and respond to the organization's outcomes.

### **TIME COMMITMENT**

The position of Mayor is considered to be a part-time commitment in Ladysmith. Typically, the Mayor can expect to commit 20-25 hours per week to performing his or her duties (this varies according to the time of year, emerging issues, meetings, etc.). The Mayor works closely with Council, Town administration and community representatives to help develop plans, policies and strategies important to the

Town's business. As a regular member of Council, the Mayor is expected to prepare for and attend two regular Council meetings and one Committee of the Whole meeting per month, plus Closed Sessions as needed. In addition, the Mayor sits on a variety of boards and committees both internal and external.

The Mayor may also be required to represent the Town at meetings, ceremonies and other events. Frequent evening hours and weekend work may be required. The Mayor is also the chief spokesperson for the Town in discussions with elected officials in other municipalities, the Provincial Government, the Federal Government, and members of the media. Often this involves initiating and building important relationships with decision-makers outside the community.

### **DEPUTY MAYOR**

The Deputy Mayor serves as the backup to the Mayor (e.g. chairing Council meetings, attending other meetings and functions that the Mayor is unable to attend). The Deputy Mayor is appointed by the Mayor and in general this has been a rotating position with each member of Council holding the position for six months at a time.

### **REMUNERATION & BENEFITS**

Council salaries and travel reimbursement are governed by the Council Remuneration Bylaw. In 2024, the Mayor earned \$45,538, and Councillors earned \$17,155. In addition to the Council remuneration, there may be the opportunity to receive extended health benefits through the Union of BC Municipalities.

## GENERAL INFORMATION FOR ELECTED OFFICIALS

### HOW COUNCIL WORKS

To get a taste of what it would be like to sit on Council, come to a Council meeting or two. Regular meetings are held the first and third Tuesdays of the month at 7:00pm at the Ladysmith Seniors Centre, 630 2<sup>nd</sup> Avenue. Committee of the Whole meetings are held on the second Tuesday of every other month at 6:30pm. Those meetings are also held at the Ladysmith Seniors Centre. You can read agenda packages and minutes for Council meetings at [www.ladysmith.ca](http://www.ladysmith.ca). In fact, the official Town of Ladysmith website is a great place to learn about all the programs and services we offer.

The Municipality's CAO, Allison McCarrick, is also a resource and would be happy to answer any questions you might have about municipal operations. You can contact her directly: 250.245.6401 or [amccarrick@ladysmith.ca](mailto:amccarrick@ladysmith.ca).

### WHAT ARE COUNCIL'S POWERS & DUTIES?

All powers of municipal governments are delegated from higher levels of government. In Ladysmith, Council's legislative authority comes primarily from the *Community Charter* and the *Local Government Act*. Both can be viewed online. In addition to these two major pieces of legislation, other federal and provincial statutes can come into play in Ladysmith.

Council is required by the *Community Charter* to employ a Chief Administrative Officer (CAO). The CAO is responsible for implementing the programs and policies of the

Town as set by Council; and is the administrative leader of the organization, the person to whom all other employees of the Town ultimately report.

### WHAT ARE THE INDIVIDUAL POWERS OF THE MAYOR OR A COUNCIL MEMBER?

Your individual influence on the future of Ladysmith will depend on your ability to persuade other members of Council to adopt your point of view. All decisions of Council are made through a majority vote of those present at a Council meeting; each member of Council, including the Mayor, represents one vote. So, at a typical meeting, at least four of the seven Council members present must vote in favour of a decision for it to pass.

Individual Councillors do not have the opportunity to commit the Town to expenditures, nor can they personally direct the activities of municipal employees. Any promise you make during your campaign involving these things can only be carried out if you convince a majority of Council that it is a good idea.

If you are running because you feel strongly about one particular issue facing the community, it is a good idea to become familiar with the legislation and history surrounding that issue.

Recommended resources include past Council minutes and agenda packages, Town of Ladysmith bylaws, and any relevant federal and provincial legislation, starting with the *Community Charter*. Most of the information you may need will be found at [www.ladysmith.ca](http://www.ladysmith.ca).

## HOW DOES COUNCIL SET POLICY?

Council develops and evaluates the programs and policies of the Town in a number of ways. One way is through approval of the annual operating and capital budgets. Through budget approval, Council decides which programs and projects will be supported by municipal revenue. Council also sets public policy through bylaws, which are local laws.

Council sets annual strategic priorities both for themselves and for the organization as a whole. These priorities focus the work of staff and help Council allocate funding in the budget process. They also provide the community with information about Council's progress. Current strategic priorities can be viewed at [www.ladysmith.ca](http://www.ladysmith.ca).

## BYLAWS

The "by" in bylaw is an old Norse word that means "town." A bylaw is simply a town, or local law. Bylaws can't be created out of thin air. Canadian municipalities don't have constitutional status of their own, so they can only pass laws authorized by other levels of government. Statutes like the *Community Charter* and the *Local Government Act* delegate authority for local bylaws. The "whereas" clause you sometimes see at the beginning of bylaws usually explains where the authority for the bylaw is coming from.

Some bylaws are mandatory (Zoning Bylaw, Council Procedure Bylaw, for example) while others are required only if a municipality wants to carry out a certain type of activity (regulating busking in streets, for example). A town doesn't have to require business licensing, for example, but if they do, they need

a bylaw. Bylaws can also customize provincial statutes to allow for local enforcement or reduced fines in areas like traffic safety.

The most relevant Town of Ladysmith bylaws are on the website at [www.ladysmith.ca](http://www.ladysmith.ca).

## POLICIES

Council policies are a specific type of document that set discretionary duties and/or standards of performance for the Town. Policies address recurring issues and provide guidelines setting out the level and manner in which the Town will perform duties imposed upon itself or those imposed on the municipality by legislation. For example, the Purchasing Policy lays out guidelines for buying and contracting goods and services, while the Council Code of Conduct Policy establishes guidelines for the conduct of Council members in fulfilling their obligations and carrying out their duties.

## BEING IN THE PUBLIC EYE

As a Council member, you should be prepared for some level of public speaking. You will need to be comfortable speaking at Council, Committee of the Whole, and board meetings, most of which are open to the public and broadcast. You may also be required to give interviews to the media, although in general, the Mayor is the spokesperson for the organization.

The Mayor is often asked to give welcome speeches at conferences and make presentations at various events. As a Councillor, you may be asked to speak publicly in your capacity as Deputy Mayor.

In your role as a Council member, you will find yourself talking to a lot of people you may not necessarily know, from local residents to

councillors from other municipalities and government officials.

### **OTHER OPTIONS**

If you decide that a term on Council is not right for you, but you still want to participate in municipal government, consider applying to be a public member on one of the Town's commissions or committees.

For more information about these opportunities visit our website.

## COMMITTEES AND COMMISSIONS

The Mayor and Councillors are appointed on an annual basis to various committees and commissions. These appointments are made at the annual Inaugural Meeting of Council held in November each year.

The following list of committees gives a general idea of the number of committees that Council members are appointed.

- Committee of the Whole
- Community Planning Advisory Committee
- Parks, Recreation and Culture Advisory Committee
- Liquid Waste Management Committee
- Waterfront Implementation Committee
- Parcel Tax Review Panel
- Public Art Committee
- Our Cowichan Community Health Network
- Vancouver Island Regional Library Board
- Stocking Lake Advisory Committee
- Cowichan Valley Regional District
- Ladysmith Celebrations Committee
- Ladysmith Chamber of Commerce
- Ladysmith Downtown Business Association
- Social Planning Cowichan
- Festival of Lights
- School District 68 Long Range Planning Advisory Committee
- Cowichan North Recreation Commission
- Accessibility Advisory Committee

## CONFLICT OF INTEREST

### PECUNIARY INTEREST

As an elected official of the Town of Ladysmith, you are held to a high standard relative to protecting the best interests of the Town and operating with integrity in an open and transparent manner.

As an elected official, you have a duty to disclose interests you may have that cross paths with your municipal role that could monetarily impact you and your family.

This is called pecuniary interest.

A Councillor will have a direct or indirect pecuniary interest in a matter if the matter could monetarily affect the Councillor, the Councillor's family or the Councillor's employer.

### WHAT TO DO?

In such a situation, the Councillor must disclose the general nature of the interest, abstain from voting on and discussing the issue, and leave the Council Chambers until the matter before Council is concluded.

### INSIDE INFLUENCE & BIAS

A Councillor cannot use his or her elected office to attempt to influence a decision of Council or staff if he or she has a direct or indirect pecuniary interest in the matter or is acting in the interests of one particular individual rather than the good of the community as a whole.

## DISQUALIFICATION

A Councillor can be disqualified from sitting as a member of Council for the following:

- Was not eligible to be nominated under the *Local Government Act*;
- Failed to file a disclosure statement as required under the *Local Election Financing Act*;
- Does not take the Oath of Office within the specified time;
- Missed four consecutive meetings or did not attend a meeting over a 60 day period, for reasons other than health, and without the prior consent of Council;
- Is convicted of an offence punishable by imprisonment for five (5) or more years;
- Does not declare a pecuniary interest and leave the Council Chambers on a matter having a pecuniary interest;
- Uses confidential information for his or her own benefit;
- Becomes an employee of the municipality.

There may be other reasons for a Council member to be disqualified depending on the individual circumstances. In general, operating with integrity and following the rules prescribed by the legislation and the Town's own bylaws is a good way to stay out of trouble as an elected official.

## IMPORTANT DATES

### ELECTION RELATED DATES

#### 2024

**Friday, August 30**

Last day to meet 6 month BC residency requirement

**Monday, December 16 (9:00 am)**

Candidate nomination packages available

#### 2025

**Tuesday, January 14 (9:00 am)**

Nominations open

**Friday, January 24 (4:00 pm)**

Nominations close; candidates declared

**Tuesday, January 28 (4:00 pm)**

Deadline for:

- Challenging nominations and elector organizations
- Extension required due to insufficient candidates

**Friday, January 31 (4:00 pm)**

Deadline for:

- Withdrawing as a candidate
- Withdrawing endorsement for a candidate
- Submitting originals of faxed or emailed forms

**Wednesday, February 19 (8:00 am-8:00 pm)**

**ADVANCE VOTING DAY** at City Hall

**Wednesday, February 26 (8:00 am-8:00 pm)**

**ADVANCE VOTING DAY** at City Hall

**Saturday, March 1 (8:00 am to 8:00 pm)**

**GENERAL VOTING DAY** at Frank Jameson Community Centre

**Wednesday, March 5 (4:00 pm)**

- Declaration of official results
- First day to apply for judicial recount

**Monday, March 10**

Last day to apply for judicial recount

**Friday, March 14**

Deadline for completing judicial recount

**March (date to be determined) (7:00 pm)**

Oath of Office and Inaugural Meeting at Ladysmith Seniors Centre.

**Friday, May 30 (4:30 pm)**

Deadline for filing campaign financing disclosure statements with Elections BC

**Monday, June 29 (4:30 pm)**

Last day to file late campaign financing disclosure statement with Elections BC (\$500 late filing penalty).



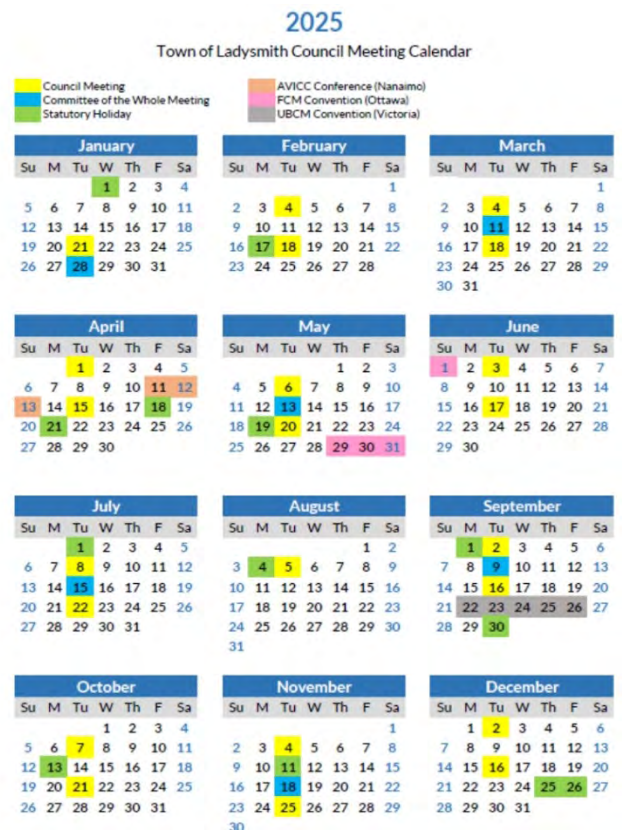
## POST ELECTION

The first six weeks in office are very busy, requiring a significant amount of time and dedication. Since the By-Election is mid-term, it will be a steep learning curve for the newly-elected Mayor. The CAO and senior staff will provide one-on-one orientation on topics such as governance (Roberts Rules of Order and Council's Procedure Bylaw), department priorities, budgets and workplans.

## COUNCIL MEETING CALENDAR

The Town of Ladysmith holds regular Council meetings on the first and third Tuesday of each month unless otherwise noted. The meetings start at 7:00 p.m. at the Ladysmith Seniors centre, 630 2<sup>nd</sup> Avenue. The 2025 meeting schedule is posted to the right. Meetings may be held in person or electronically as authorized in Council's Procedure Bylaw.

Council encourages and welcomes your participation. For meeting agendas, minutes and video, please visit the Town's website at [www.ladysmith.ca](http://www.ladysmith.ca) or call 250.245.6400.



## ADDITIONAL RESOURCES

- [Town of Ladysmith](#)
  - Election Information
  - Council Meeting Agendas & Minutes
  - Council Procedure Bylaw
  - Council Remuneration Bylaw
  - Council governance
- [CivicInfo BC](#)
- [Ministry of Municipal Affairs & Housing](#)
  - General Local Election Information
  - Candidate Guides and Information
- [Local Government Act](#)
- [Community Charter](#)
- [Association of Vancouver Island & Coastal Communities \(AVICC\)](#)
- [Federation of Canadian Municipalities \(FCM\)](#)
- [Union of BC Municipalities \(UBCM\)](#)
- [Elections BC](#)
  - Campaign Financing
  - Campaign Advertising

## CURRENT BUDGET

### [Town of Ladysmith Five Year Financial Plan](#)

Each municipality in British Columbia must prepare a five year financial plan, and update it every year. The Financial Plan must be adopted by Council in the form of a bylaw on or before May 15. The Plan includes the detailed budget for the current year (the Town's fiscal year is January 1-December 31).

Council reviews the budget at a number of meetings, generally between February - April, prior to adopting the Financial Plan. Citizens are invited and encouraged to provide input by attending Council meetings where the budget is discussed or by writing to Council at any time.

## STRATEGIC PRIORITIES

In 2023, Council adopted its [Strategic Plan](#) document to provide focus and direction to Council and staff for the years 2023-2026.

The five strategic priorities are:

- **Infrastructure** – Advance projects that address climate change, renew our infrastructure, protect natural and built assets and accommodate future growth.
- **Official Community Plan Implementation** – Employ strategies and actions which maintain a diverse, vibrant and affordable community, ensuring we do not pass undue burden onto future generations.
- **Waterfront** – Implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, and cultural celebration.
- **Economy** – Promote an environment that facilitates business development and job creation.
- **Leadership** - Show leadership in building strong relationships with First Nations, reconciliation, and excellence in good governance.
- 

In setting the new strategic priorities, Council considered a broad range of documents, plans and external factors, as well as legislated responsibilities and requirements, consideration for the overall health and well-being of the community and the environment, and respect for the taxpayers' ability to pay for programs and services.

## NEXT STEPS

Still interested?

Beginning at 9:00 am on Monday, December 16, 2024, you can pick up a nomination package from City Hall (410 Esplanade) during regular business hours (8:30 am-4:00 pm) or on the [Town's website](#).

Completed nomination packages will only be accepted at City Hall during the following legislated timeframe:

**Tuesday, January 14 at 9:00 am until  
Friday, January 24 at 4:00 pm.**

For more information, please contact:

**Donna Smith**      **Chief Election Officer**  
[vote@ladysmith.ca](mailto:vote@ladysmith.ca)

**Sue Bouma**      **Deputy Chief Election Officer**  
250.245.6419      [vote@ladysmith.ca](mailto:vote@ladysmith.ca)

**Sydney Ianson**      **Deputy Chief Election Officer**  
250.245.6417      [vote@ladysmith.ca](mailto:vote@ladysmith.ca)

**Hayley Young**      **Deputy Chief Election Officer**  
250.245.6418      [vote@ladysmith.ca](mailto:vote@ladysmith.ca)



**TOWN OF LADYSMITH  
2025 BY-ELECTION  
INFORMATION SHEET – WHO DOES WHAT IN AN ELECTION?**

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Election administration can be confusing. The table below provides information about which body is responsible for each aspect of the election process.

**Who does what**

<b>Area of administration</b>	<b>Who is responsible</b>
Voting and ballots	Local election officers
Nomination process	Local election officers
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
School trustees/school board elections	Ministry of Education
Legislation for local elections	Ministry of Municipal Affairs and Housing