



DISTRICT OF CLEARWATER 2026 WHY RUN FOR COUNCIL?

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LAND ACKNOWLEDGMENT

- We acknowledge that we are gathering on the traditional lands of the Secwepemc people and acknowledge Simpcw First Nation who have called this home since time immemorial.



TOPICS TO COVER

- What is Local Government?
 - What Government Does What?
- Role of an Elected Official - Responsibility of Elected Official, Mayor
- Conflict of Interest
- Governance vs Operations
- Services Provided by District of Clearwater - Strategic Priorities
- Staff Roles Appointed by Council
- What's Involved and How Much?
- Up Coming Opportunities / Challenges
- Are you Ready?
- Nominations - Eligibility; Forms
- Key Dates Up Coming



WHAT IS LOCAL GOVERNMENT?

- **Principles of municipal governance**
- **s. 1 CC** (1) Municipalities and their councils are recognized as an order of government within their jurisdiction that
 - (a) is democratically elected, autonomous, responsible and accountable,
 - (b) is established and continued by the will of the residents of their communities, and
 - (c) provides for the municipal purposes of their communities.
- **Municipal purposes**
- **s. 7 CC** The purposes of a municipality include
 - (a) providing for good government of its community,
 - (b) providing for services, laws and other matters for community benefit,
 - (c) providing for stewardship of the public assets of its community, and
 - (d) fostering the economic, social and environmental well-being of its community.



WHAT IS LOCAL GOVERNMENT?

- Municipal powers and authority come primarily from the *Community Charter, Local Government Act* and other key Acts (eg public health, Transportation, solid waste management).
- **Fundamental powers** (examples of powers refer to s. 8 CC for full list)
 - Municipalities have broad service authority to provide core responsibilities that include but are not limited to the following:
 - general government;
 - transportation – streets and roads, in some cases urban transit;
 - protection – police, fire;
 - environment - water treatment and supply, waste water treatment, refuse collection/disposal;
 - recreation and culture – recreation centres, playing fields, parks, libraries;
 - regulation – animal control, public health, signs, business licensing, municipal services
 - cemeteries, crematoriums, columbariums and mausoleums and the interment or other disposition of the dead;
 - land use planning and regulation, building regulation, zoning;
- <https://www.youtube.com/watch?v=oXjKeOJsvpl>



WHICH GOVERNMENT DOES WHAT?

WHO DOES WHAT? A Snapshot for Candidates ORDER of GOVERNMENT

Municipality (Cities, Towns, Districts & Villages)		Regional District (made up of Electoral Areas, member municipalities and Treaty First Nations (if applicable))		First Nations		Provincial (British Columbia)		Federal (Canada)	
Key Responsibilities	Why it Matters	Key Responsibilities	Why it Matters	Key Responsibilities	Why it Matters	Key Responsibilities	Why it Matters	Key Responsibilities	Why it Matters
- Water quality & supply - Liquid waste (local) - Solid waste - Fire Protection - Road Mtce & transit - Parks & recreation - Local laws (eg: bylaws) - Policing/community safety (over 5,000)	Directly shapes neighborhood's, local services, and daily quality of life	- Solid Waste (regional) - Regional water & liquid waste services - Regional Parks - Emergency management - Rural land use & planning - Local Laws (eg: bylaws) - Policing/community safety	- Provides local governance to the rural areas of the province - Balances local priorities with regional collaboration	- First Nation governance may have a treaty, self-government agreement, or operate under federal legislation. As such the authorities & responsibilities of First Nation government can vary - Some examples can include: - Community services (eg: education, health, childcare) - Land management - Cultural preservation - Service provision (direct or by agreement)	- Many local governments & 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 & enhance relations by developing partnerships through protocols, service agreements and memorandums of understanding.	Health Care Education Highways Justice Provincial laws, including legislation that establishes the local government framework in BC	Provincial laws, grants, and approval processes can influence the scope & process of local decision-making	- Income tax - Banking - Immigration - Military - Federal laws (eg: <i>Species at Risk Act</i>, <i>Criminal Code</i>, <i>Constitution Act</i>)	- Federal laws programs can apply to local governments - Grant contribution programs support local governments to meet their objectives, such as infrastructure and climate change adaptation.

ROLE OF ELECTED OFFICIAL

Municipal Council represents the citizens of Clearwater

Council as a governing body

- Membership of a municipal council are the mayor and councillors
 - District of Clearwater is made up on 1 Mayor and 6 Councillors
- Council of a municipality is a continuing body and may complete any proceedings started but not completed before the change
- A Council exercising or performing its powers, duties and functions, is acting as the governing body of the municipality.
- A Council is required to comply with the CC and LGA along with other provincial legislation, including conduct rules.



https://www.youtube.com/watch?v=zatST8cw_lw

RESPONSIBILITIES OF COUNCIL MEMBERS

- Every council member has the following responsibilities:
 - a) to **consider the well-being and interests of the municipality and its community**;
 - b) to **contribute to the development and evaluation of the policies** and programs of the municipality respecting its services and other activities (Clearwater incorporated December 2007 and is still consider a young municipality)
 - c) to **participate** in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
 - d) to carry out other duties assigned by the council;
 - e) to carry out other duties assigned under this or any other Act;

Council is a collective, not individual, with each member entitled to one vote



RESPONSIBILITIES OF MAYOR (S. CC 116)

- **116** (1) The mayor is the head and chief executive officer of the municipality.
- (2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:
 - (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
 - (b) to communicate information to the council;
 - (c) to preside at council meetings when in attendance;
 - (d) to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
 - (e) to establish standing committees in accordance with section 141;
 - (f) to suspend municipal officers and employees in accordance with section 151;
 - (g) to reflect the will of council and to carry out other duties on behalf of the council;
 - (h) to carry out other duties assigned under this or any other Act.



BEING AN EFFECTIVE ELECTED OFFICIAL

- Effective elected officials have a number of things in common – they:
 - Act with **honesty** and with integrity
 - Accept **responsibility** for their actions
 - Are **accountable** to their decisions and conduct
 - Are **respectful** others and the institution of local government
 - Have an ability to be **curious, lead, listen**, and **positively influence** others while working **collaboratively**
 - **Open minded!**



Once you are elected the real work begins.

CONFLICT OF INTEREST

- BC Community Charter (Sections 100-101), local elected officials must declare any direct or indirect financial (pecuniary) interest in a matter before council, leave the room during discussion, and not vote or try to influence the outcome. Failing to do so **can** result in disqualification from office.
- **Key Rules**
 - **Pecuniary Interest:** Applies if an official or a close family member stands to gain or lose money from a decision.
 - **Mandatory Disclosure:** State the general nature of your conflict at the meeting before the matter is discussed.
 - **Recusal:** Leave the meeting room and remain out during the debate and vote.
 - **No Influence:** Members cannot try to influence anyone else's vote on the topic before, during, or after the meeting.
- **Common Exceptions**
 - **General Interest:** If the financial interest is shared with the general public or all electors in the community (e.g., a general tax rate change).
 - **Remote or Insignificant:** If the interest is too small or remote to reasonably affect judgment.
 - **Appointed Boards:** Under the *Conflict of Interest Exceptions Regulation*, officials appointed by the local government to local societies or non-profits are generally exempt from conflict rules when voting on funding for those specific groups



GOVERNANCE VS OPERATIONS

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

■ Governance (Elected)

- The Council as the governing body, set the strategic direction by establishing the organization's goals, direction for staff, limitations and accountability frameworks.

■ Operations (Staff)

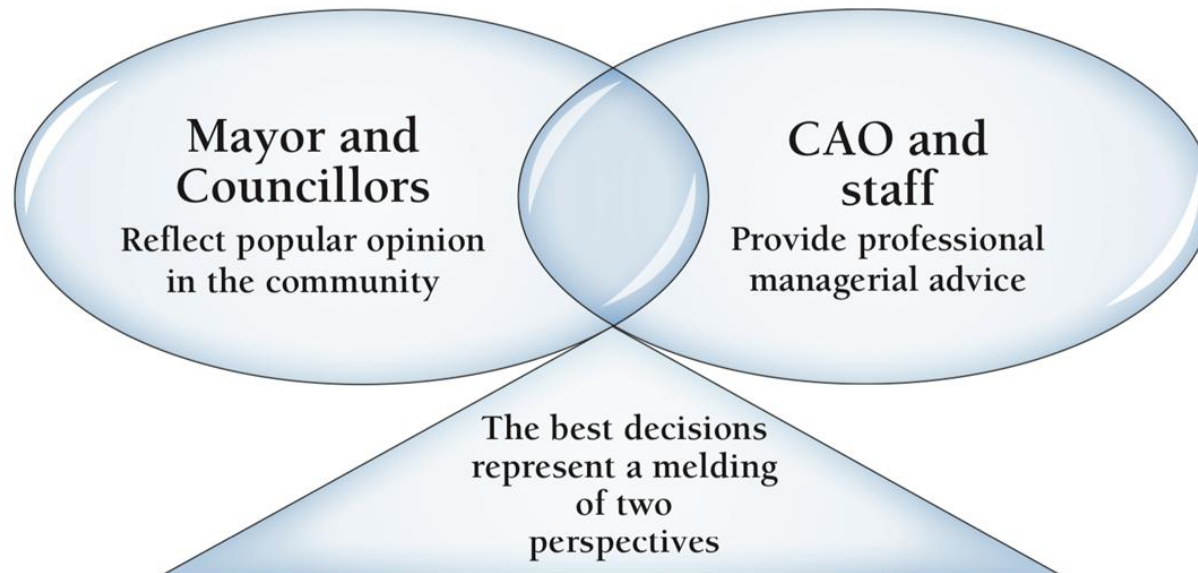
- Staff are responsible to provide good information and professional advice to support informed decision making, to implement policies and direction and to communicate these decisions to the public and stakeholders.
- Staff are responsible for the allocation of resources and overseeing the day-to-day operations of the organization.



GOVERNANCE VS OPERATIONS

Michael Fenn and David Siegel

Figure 1: Balancing the Political and the Professional



SERVICES PROVIDED BY THE DISTRICT OF CLEARWATER

- Administration
- Finance
- Building Inspection
- Bylaw Enforcement
- Cemetery
- Development Services – land use planning
- Economic Development
- Emergency Management, Fire Protection
- ICBC/Motor Vehicle Appointed Agent
- Parks and Recreation/Healthy Living
- Public Works (Water, Sewer, etc)
- Roads
- Street Lighting
- Transit Services

Mission Statement - *To provide good governance and necessary services for the community.*





Clearwater Strategic Planning

2025 - 2027

STRATEGIC FOCUS AREAS

Provide Quality Core Services

1) Adapting to Provincial Downloading

Council to provide advocacy for provincial support to deal with legislative changes in land use planning and emergency planning that hamper our ability to provide core services.

2) Enhancing Regional Collaboration

District to partner with neighbouring municipalities and the regional district for shared services.

3) Revenue Generation and Sustainable Finances & Taxation

Council directs staff to look at all alternative revenue sources and optimizing fees for full cost recovery.

4) Modernization and Efficiency

District to digitize and modernize internal processes, updating municipal bylaws, and investing in community assets.

Healthy Community

5) Improving Housing Affordability

Council will look at expanding housing options.

Review and update Development Cost Charge bylaw and projects, with an understanding of future growth demands.

Develop partnerships that make available a range of housing options and housing tenures at different income levels and stages of life.

6) Advancing Health Care

Support recruiting and retaining health care professionals to improve local health care services.

7) Enhancing Community "Vibe"

Council to support a community environment that encourages and attracts diverse economic investment.

Council to continue to support social, cultural, and recreational programs.

Strong Advocacy for Clearwater

8) Partnerships

Council to support partnerships in all facets of the organization with the community.

9) Engaging Communication and Public Consultation

Mayor and Council to proactively engage and have transparent communication with the public.

10) Strategic Advocacy

Strengthening advocacy at regional and provincial levels to secure necessary support and funding.

Infrastructure

11) Develop and Renew Utility Systems

Focus on the areas where development is constrained due to a lack of infrastructure and the renewal of aging, undersized infrastructure.

Complete the asset management initiative to better understand the current and accumulated infrastructure deficit. Consider sustainable funding mechanisms related to infrastructure.

12) Develop plans for Other Infrastructure

Key infrastructure such as roads, bridges and facilities should be reviewed and long-range plans developed.

Community Safety

13) Focus on Climate Change Mitigation

The District pursues continual improvement to our emergency management program, our wildfire mitigation program and wildfire response capabilities.

14) Other Community Safety Initiatives

The District to engage in and facilitate important community safety initiatives.

Economic Development

15) Economic Development Model

The District will explore and develop its preferred economic development model.

16) Official Community Plan Update

The District will engage in the update of the OCP with a key focus on visioning the development of our urban centres, encouraging commercial development, and future housing development. Community engagement in this process is critical.

17) Project Planning

Work with developers planning large projects to help facilitate their development.

STRATEGIC PRIORITIES



Revised April 2025

STAFF ROLES APPOINTED BY COUNCIL

CHIEF ADMINISTRATIVE OFFICER – CAO (S. 147 CC)



- A bylaw under section 146 may establish the position of CAO of the municipality, whose powers, duties and functions include the following:
 - Overall management of the operations of the municipality;
 - Ensuring that the policies, programs and other directions of the council are implemented;
 - Advising and informing the council on the operation and affairs of the municipality;
 - Works with Mayor and Council to accomplish community goals;
- Works with community, regional, provincial and federal levels of government;
- Oversee major projects.
- **Duties vary in each municipality – smaller communities CAO's tend to wear more hats...**



THE ONE EMPLOYEE OF THE COUNCIL

CAO - THE ONLY EMPLOYEE OF COUNCIL

- In addition to Council's obligations to appoint and or suspend/revoke the appointment of their CAO, **municipal councils are expected to manage and supervise the person appointed** through the office of the Mayor
- By hiring a CAO, whose main focus is on the day-to-day operations of the municipality and the implementation of Council's decisions, **Council is able to concentrate on policy making**
- The CAO is their only employee, this means, that if and when Council wishes to interact with other municipal employees, they must do so through the CAO. The one exception to this, is if members of Council are seeking information only from municipal employees.



A single member of Council does not have the power to bind the municipality in any way (with the exception of the powers of the mayor) or direct either its employees or its affairs.

CORPORATE SERVICES (S. 148 CC)

■ Primary responsibilities

- Elections
- Ensures access is provided to Records of council ss required by law or authorized by council
- Ensures accurate minutes of the meetings of council, committees of council
- Ensures Bylaws and other records of the business of Council are maintained and kept safe
- Accepting on behalf of Council or the municipality – notices, documents, petitions, etc
- Commission for taking affirmations, affidavits, and declarations
- Ensure compliance to all relevant provincial and federal legislation
- Keeper of the corporate seal, if any



DIRECTOR OF FINANCE (S. 149 CC)



■ Primary Responsibilities

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.



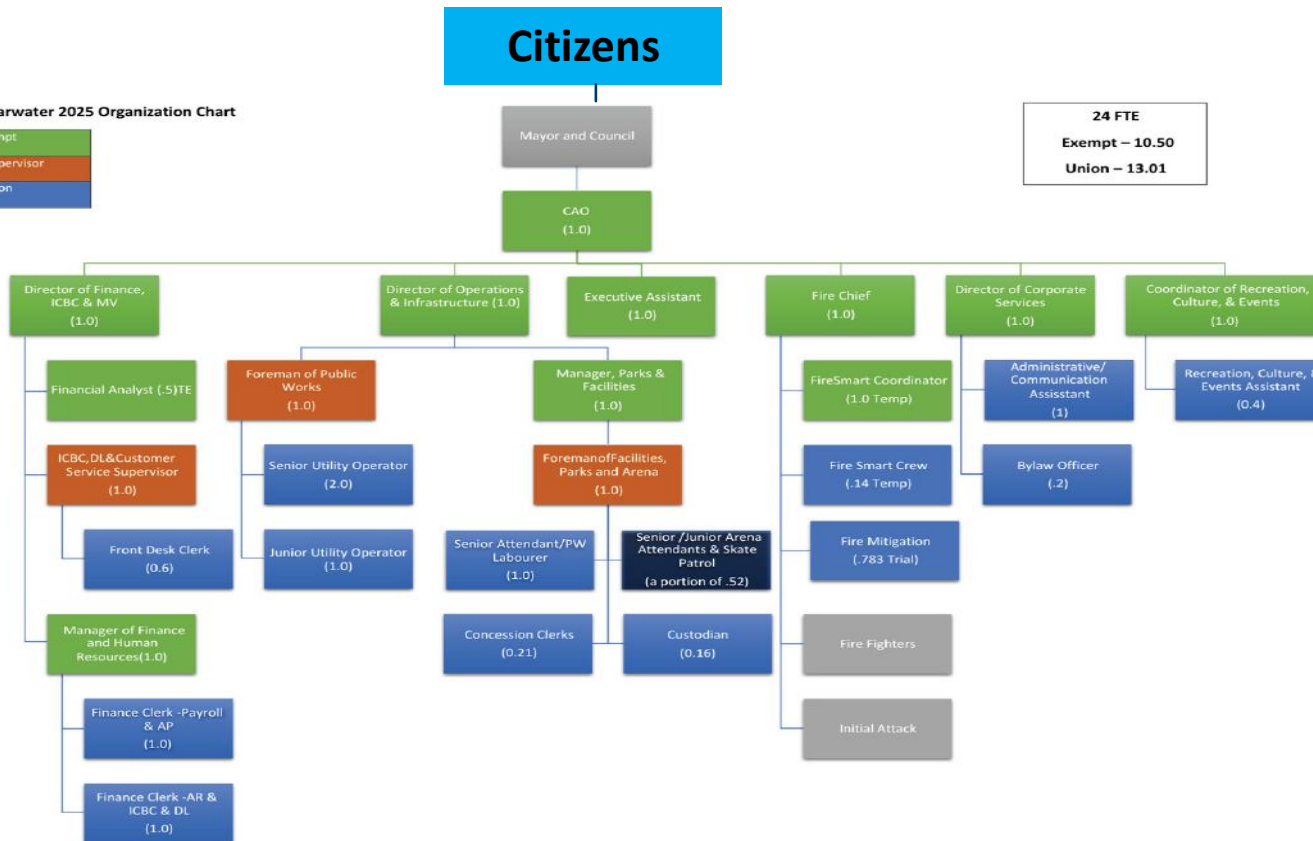
DISTRICT'S ORGANIZATION CHART - 2025

ORGANIZATIONAL CHART 2025

District of Clearwater 2025 Organization Chart



24 FTE
Exempt – 10.50
Union – 13.01



WHAT IS INVOLVED AND HOW MUCH?

■ Time Commitment

- Meetings (2025 = 46 Council) First & Third Tuesday of the month
- Committees of Council
- Community Committees
- Festivals and events
- Phone, email, social media, and preparation for meetings

■ Compensation

- Remuneration - 2026
 - Councillor \$13,151/year
 - Mayor \$25,273/year
- Travel – mileage, meals and accommodation
- Council allowance for Pro-d/Council business set during budget



UP COMING OPPORTUNITIES / CHALLENGES

- Water and Sewer Infrastructure
- Roads (69+kms)
- Development pressures
 - TMX3
 - Trekor Yellowhead Copper Mine
- Labour force / recruitment & retention
- Affordable housing
- Health care / Clinic Operations
- Economic growth
- To name a few.....



Are you ready to run?

[https://www](https://www.Characteristics of Effective Locally Elected Officials)

NOMINATION ELIGIBILITY

■ Who May Hold Elected Office:

- A person is qualified to be nominated to run for Mayor or Council if they meet the following requirements:
 - are at least 18 years old on voting day;
 - are a Canadian citizen;
 - have lived in British Columbia for at least 6 months;
 - have not been disqualified by the Local Government Act or any other enactment from voting in an election or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.



You do not have to be a resident or own property within the municipality to run for office

NOMINATION ELIGIBILITY - CONT

■ Who May Nominate A Candidate?

- To run as a candidate for Council, a person must be nominated by **two (2) people** who are qualified to vote either as resident or non-resident property electors in the District of Clearwater.
- A qualified elector is a person who meets **ALL** of the following qualifications on the day they register to vote:
 - is age 18 or older, or will be on general voting day (October 17, 2026);
 - is a Canadian citizen;
 - has been a resident of British Columbia for at least six (6) months immediately before the day the nomination paper is completed;
 - has been a resident of the District of Clearwater for at least 30 days immediately before registration (for resident elector) OR the registered owner of real property in the District of Clearwater for at least 30 days immediately before registration (for non-resident property electors);
- has not been disqualified by law from voting.



Note: Local government staff (e.g., officers and employees), who wish to run for office in the local government where they work must take a leave of absence in order to run and they must resign if elected.

NOMINATION - KEY THINGS TO KNOW

■ PUBLIC INSPECTION OF NOMINATION DOCUMENTS

- In accordance with Election and Assent Voting Procedure Bylaw No. 180, 2018 nomination documents will be available for public inspection on the District of Clearwater's website from the time of filing until 30 days after the declaration of election results.

■ CHALLENGE OF NOMINATIONS

- If an elector or another nominee feels something in your nomination documents is incorrect (for example that the name you have given is not your usual name or you have only lived in BC for 5 instead of 6 months) then they may challenge your nomination through an application to the Provincial Court. This application must be made within 4 days after the close of the nomination period (September 15). The Court will rule on the challenge within 72 hours of the end of the period for commencing a challenge.

■ WITHDRAWING

- To withdraw you must deliver a signed withdrawal statement to the CEO no later than **4:00 p.m. on Friday, September 18, 2026.**
- Withdrawing after **Sept 18**, requires a signed withdrawal statement to the CEO and receipt of approval of the Minister responsible for local government affairs.



NOMINATION FORMS

- MANDATORY Forms that must be submitted:
 - C1 – Candidate Cover Sheet and Checklist Form (not available for public inspection);
 - C2 (3 pages) – Nomination documents (available for public inspection);
 - C3 – Other Information Provided by Candidate (not available for public inspection);
 - C4 – Appointment of Candidate Financial Agent (not available for public inspection however, Elections BC is required to make agent's name and mailing address available for public inspection)
 - Statement of Disclosure (3 pages) (available for public inspection)
- Nomination documents can be submitted in person, by mail, facsimile or email. The Chief Election Officer must receive original copies of any documents submitted by facsimile or email by **4 pm local time on September 11, 2026**;
- Nomination documents will be posted to the District's website & are available for public inspection from the time submitted until 30 days after election results have been declared.

Forms C2 (pg 3), C3 and C4 are forwarded to Elections BC

OTHER FORMS IN NOMINATION PACKAGE

- Candidate Representative Appointments (Optional)
 - C-5 – Appointment of Candidate Official Agent (can be completed and returned any time before the declaration of official results of election;
 - C6 – Appointment of Candidate Scrutineer(s) (submitting these forms early is appreciated by election staff, but they can be received up to and including on election day);
 - Candidate Canvasser Authorization Form
- Additional Forms Requested by CEO before Nomination Deadline
 - 8-6 Candidate Information Release Authorization
 - 8-5 Election Sign Regulations

Questions or to make an appointment to submit Nomination Forms

**Contact Leslie Groulx, Chief Election Officer – 672-648-0930 or email @
elections@docbc.ca**



KEY DATES COMING UP

SEPTEMBER 1, 2026 – 9AM	Candidate Nomination Period begins
SEPTEMBER 11, 2026 – 4PM	Candidate Nomination Period ends / Declaration of candidates
SEPTEMBER 15, 2026 – 4PM	Deadline to challenge candidate nominations
SEPTEMBER 17, 2023	Start of Period for Notice of Election
SEPTEMBER 18, 2026 - 4PM	Deadline to withdraw candidacy
SEPTEMBER 21, 2026	Declaration of election by voting / Declaration of acclaimed candidates
SEPTEMBER 19, 2026	Start of Campaign Period
OCTOBER 7, 2026 – 8AM TO 8PM	ADVANCED VOTING DAY (DLCC)
OCTOBER 17, 2026 – 8AM TO 8PM	GENERAL VOTIG DAY (DLCC)
OCTOBER 21, 2026 - 4PM	Declaration of Election Results
NOVEMBER 10, 2026 – 1PM	Inaugural Council Meeting / Elected Officials Swearing In

LINKS TO RESOURCES

■ District of Clearwater

- Election Information - Nomination Package - <https://www.districtofclearwater.com/municipal-hall/municipal-election-2026/>
 - [2025 Annual Report](#)
 - [2026-2030 Five-Year Financial Plan](#)
 - [District of Clearwater's Official Community Plan](#)
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- Election BC - <https://elections.bc.ca/news/2022-general-local-elections-disclosure-statements-available/>
 - Ministry of Municipal Affairs - <http://www.gov.bc.ca/localelections>
 - CivicInfo - <https://www.civicinfo.bc.ca/election>
 - *Community Charter* [SBC 2003] Chapter 26
 - [UBCM FACT SHEETS – 2022](#)



QUESTIONS?

