



2026 General Local Election – Appointment of Election Officials and Rescheduling the October 8, 2026, Electoral Area Services Committee Meeting

RECOMMENDATIONS

1. That Jacquie Hill be appointed as Chief Election Officer to conduct the 2026 Regional District of Nanaimo General Local Election and any assent voting (referendum) held in conjunction with it, pursuant to sections 58 and 170 of the *Local Government Act*.
2. That Nelda Richardson, Christine Holt, Shanna Patrickson, and Dilbar Rupa be appointed as Deputy Chief Election Officers for the Regional District of Nanaimo 2026 General Local Election and any assent voting (referendum) held in conjunction with it, pursuant to sections 58 and 170 of the *Local Government Act*.
3. That the Electoral Area Services Committee meeting scheduled for October 8, 2026, be rescheduled to October 1, 2026.

BACKGROUND

General Local Elections in British Columbia (BC) are conducted every four (4) years with the general voting day occurring on the third Saturday of October in the year of the election. The next General Local Election (GLE) in BC will be held on Saturday, October 17, 2026. As required by the *Local Government Act*, the Regional District of Nanaimo (RDN) Board must appoint a Chief Election Officer and one or more Deputy Chief Election Officers with the powers and duties established by the *Local Government Act* and *Local Elections Campaign Financing Act*.

The Chief Election Officer is responsible for conducting the GLE and assent voting in accordance with the applicable legislation, including appointing other election officials as required, the administration of voting, candidate nominations, and election results. The Deputy Chief Election Officer supports the Chief Election Officer with the administration and conduct of the GLE and assent voting and may exercise the powers and duties of the Chief Election Officer in their absence.

Administering the 2026 GLE and any assent voting (referendum) held in conjunction with it will require significant staff commitment, so early appointments to statutory roles are needed well before general voting day to enable thorough planning and preparation.

It is recommended that Jacquie Hill, Manager of Legislative Services/Corporate Officer, be appointed as Chief Election Officer for her extensive experience and knowledge, and that the following RDN staff be appointed as Deputy Chief Election Officers to assist the Chief Election Officer with conducting the RDN 2026 GLE and any assent voting (referendum) held in conjunction with it:

- a) Nelda Richardson, Acting/Assistant Manager, Legislative Services/Deputy Corporate Officer;
- b) Christine Holt, Legislative Services and FOIPP Coordinator;
- c) Shanna Patrickson, Acting/Legislative Services and FOIPP Coordinator; and
- d) Dilbar Rupa, Planning & Logistics Manager, 2026 General Local Elections.

Appointing internal staff members to these roles provides operational continuity, institutional knowledge, and day-to-day coordination and collaboration with internal departments, senior staff, municipal partners and other parties involved in election delivery and supports the effective administration of the 2026 GLE and any assent voting that may be held.

Rescheduling the Electoral Area Services Committee Meeting

Pursuant to “Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022” and the *Local Government Act*, the Board approved the 2026 Board and Electoral Area Services Committee (EASC) regular meeting schedule at its meeting held on September 16, 2025 (Attachment 1). Consistent with the Board’s previous practice, no Board meetings are scheduled between the October 17, 2026, General Local Election and the November 10, 2026, Inaugural Board meeting.

EASC meetings are regularly scheduled the Thursday prior to the first Board meeting of the month. This allows sufficient time to bring Committee recommendations forward to the second Board meeting of the month. At the time the schedule was approved, the October EASC meeting was scheduled accordingly, however, as there is no second Board meeting in October 2026, it is recommended that the October 8, 2026 EASC meeting be rescheduled to October 1, 2026 to allow Committee recommendations to be considered by the Board at its October 13, 2026 meeting.

FINANCIAL IMPLICATIONS

There are no additional costs associated with appointing the Chief Election Officer, Deputy Chief Election Officers, or moving the October 8, 2026, EASC meeting to October 1, 2026. Funding for the 2026 GLE is included within the approved 2026–2030 Financial Plan.

STRATEGIC PLAN ALIGNMENT

This report aims to assist the Board in making transparent, strategic decisions that consider RDN staff capacity and promote efficient, fiscally responsible service delivery and is aligned with strategy 3.1 of the Board’s 2023 - 2026 Strategic Plan: *Understand and develop an inter-connected framework of strategies and plans to manage growth to support complete communities, including planning, transportation, infrastructure, and fiscal sustainability.*

REVIEWED BY:

- J. Hill, Manager, Legislative Services/Corporate Officer
- C. Crabtree, General Manager, Corporate and Transportation Services
- D. Holmes, Chief Administrative Officer

ATTACHMENT

1. 2026 Board and Electoral Area Services Committee Regular Meeting Schedule