

Running for City Council

Everything you need to know
about running for Local
Government Office in
Langley City



About Langley City

Langley City respectfully acknowledges the traditional unceded territory of the qíçəy' (Katzie), qw̓ a:n̓ é n̓ (Kwantlen), Mathxwí (Matsqui), and SEMYOME (Semiahmoo) First Nations.

Incorporated on March 15, 1955, the City of Langley was established following the separation of Langley Prairie from the Township of Langley, creating a more focused and localized form of governance.

Today, with a population of 35,444 (BC Municipal Population Estimates), Langley City is a 10-square-kilometre urban centre located in the heart of the Lower Mainland economic region.

Known for its strong sense of community and convenient location, the city offers easy access to major transportation routes and the broader Metro Vancouver region. Langley City blends urban amenities with a welcoming, small-city atmosphere, making it an ideal place to live, work, and visit.

With over 346 acres of parkland, residents and visitors enjoy a variety of parks and green spaces, including Douglas Park, City Park, and the Nicomekl Floodplain, which provide opportunities for recreation, relaxation, and community events.

With a commitment to livability, sustainability, and community connection, Langley City continues to grow as a dynamic and inclusive place for all.

VISION

The Place to Be

MISSION

Building a vibrant, safe and inclusive community together with current and future generations.

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Running for City Council

Council reflects the diverse perspectives and experiences that exist within the Langley City community. Serving as Mayor or Councillor provides an important opportunity to contribute to community leadership and help guide local decision-making.

It is not necessary to have prior education or experience in local government. Many candidates bring valuable, transferable skills and knowledge gained through volunteer work, community involvement, professional experience, participation in organizations, and family life. Sound judgment, respect for differing viewpoints, strong communication skills, and a collaborative approach are well positioned to contribute effectively at the Council table and work constructively through complex issues.

KEY CONSIDERATIONS

Local government is the level of government closest to residents and most directly connected to their needs and expectations. As a result, Council members have a significant opportunity to shape the future of the community, making the role both demanding and rewarding.

Before submitting nomination papers, it is important to consider whether you have sufficient time to dedicate to the position and to ensure the role aligns with your expectations.

As an elected official, you would:

- Bring the perspectives of your demographic to the decision-making table;
- Influence change for community benefit and ensure its sustainability;
- Put forward new ideas for debate and possible implementation;
- 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.

CANDIDATE ELIGIBILITY

To be eligible to run for local government office in a general local election or a by-election, a person must meet certain eligibility requirements. Council members are not required to live or own property in the local government where they are running for office; however, they must meet all of the following criteria, per section 81 of the *Local Government Act*:

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

DECISION-MAKING

Council decisions may be informed by:

- Community needs;
- City bylaws or other legislation (e.g., *Community Charter or Local Government Act*);
- Long-term plans and policies (e.g. Official Community Plan (OCP);
- City finances and strategic direction (e.g. Five-Year Financial Plan or Strategic Plan);
- Staff recommendations;
- Conflict of interest and ethical conduct rules;
- [Council Code of Conduct Bylaw 2023 No. 3225](#); and
- Responsible Conduct Legislation – Province of BC - anticipated in Fall 2026 when [Bill 17 Municipal Affairs Statutes \(Codes of Conduct\) Amendments Act](#)
- [Respectful Workplace Policy HR-01](#).*

* See *Resources & References* section for more document links.

COUNCIL COMMITMENTS

The Mayor and Councillors will each serve a concurrent four-year term. The 2026 Langley City Council will be sworn in a few weeks after the general local election and serve office until October 2030. Consider the time required as a member of Council and as a member of the community to balance Council commitments with personal life, work life, volunteer hours, and other priorities.

Council Meetings

Regular Council

- Held twice a month on Mondays.
- Includes delegations, public hearings, bylaws, business, petitions, administration updates, correspondence, reports and inquiries.
- Excludes holiday Mondays and the month of August.

Special Council

- Held as required.
- Includes information and potential decisions for Council.
- Budget deliberations held annually in the fall.
- Some meetings are closed to the public, per section 90 of the *Community Charter*.

Committee of the Whole

- Held as required.
- Includes information for Council (no decisions).

All types of meetings regularly occur on the same day, meaning that Council meetings may start as early as 3:00pm with an average finish time between 9:00pm – 10:00pm. Also note that special meetings may take place on Mondays that fall BETWEEN regular council meeting dates. Depending on the volume of agenda items, there may be up to four Council meetings per month.

2026 Regular Council Meeting Dates

January 12, 26
February 9
February 23
March 9, 23
April 13, 27
May 11, 25
June 15, 29

July 13, 27
August – No meetings, summer break
September 21, 28
October – No meetings (due to election)
November 2 – Inaugural Council Meeting
November 23
December 7, 14

Regular Council Meetings are held on Mondays at 7:00 pm in the Council Chamber at Langley City Hall, 20399 Douglas Crescent, unless otherwise noted. Public Hearings and Closed Meetings are scheduled and held as required.

Regular Council Meetings are video-recorded and posted to the city's website for later viewing. Members of the public are welcome to view the livestream at the date/time of the meeting. A link to the livestream is posted on the City's website on or before the day of the meeting.

Board & Committee Meetings

On an annual basis, Councillors and the Mayor are appointed to represent Council and the community on internal and external committees and boards. Timing for each committee, board, or agency is varied and meetings may be held bi-weekly, monthly, or as-required, in the day or evening. The City's current list of advisory bodies various Council members serve on includes:

Advisory Committees

- Accessibility Advisory Committee
- Advisory Design Panel
- Arts, Recreation, Culture & Heritage Committee
- Community Safety Awareness Committee
- Environmental Sustainability Committee
- Socio-Cultural & Economic Development Advisory Committee

External Agencies

- Fraser Valley Regional Library Board
- Gateway of Hope Community Council
- Healthier Community Partnerships
- Langley Local Immigration Partnership
- Metro Vancouver Regional District Board & Committees

Conferences & Training

The Mayor and Councillors are required to attend various training opportunities organized by Langley City, including but not limited to, Council Orientation, Elected Officials Training, and Media Training.

Langley City is part of the Union of BC Municipalities (UBCM) and the Federation of Canadian Municipalities (FCM). The UBCM and FCM hold annual conferences in and out of the province that may require attendance and run over several days.

Social Events

The Mayor and Councillors will be required to attend social and community events to represent Langley City. Although the Mayor typically has more responsibility to attend local conferences, fundraisers, and other special events, Councillors are also often invited and expected to attend these types of events. Additionally, each Council member is appointed to serve a two-month rotating term as Deputy Mayor through the four-year term of office. This requires additional attendance at official, social and community events.

Daily Life

Living in a smaller municipality means Council members are highly visible within the community. Members of the public will email and phone you or even stop you at the grocery store to discuss City matters. As elected officials, the Mayor and Councillors commit to representing Langley City and are never truly "off duty" as members of Council.

Office of the Mayor

MAYORAL DUTIES

The Mayor is the head and chief executive officer of the municipality. The Mayor has all the legislative responsibilities of a Councillor and several additional responsibilities. Under the *Community Charter* the mayor must:

- Provide policy leadership to council including recommending bylaws, resolutions and other measures that may assist in the peace, order and good governance of the municipality.
- Is the Presiding Officer (Chair) of Council meetings, working through the agenda and maintaining parliamentary order at Council meetings.
- Reflect the will of Council and carry out other duties on behalf of Council, such as attending ceremonies and meetings of other bodies.
- Communicate information to Council, for example from the Chief Administrative Officer (CAO) or from meetings with other bodies.
- Establish Standing committees and appoint people to those committees.
- Provide, on behalf of Council, general direction to municipal officers about implementation of municipal objectives, policies, programs and other Council directions.
- Suspend municipal officers and employees if the mayor believes this is necessary, subject to confirmation by council under section 151 of the Community Charter.

A Mayor also has the following unlegislated responsibilities:

- Consider and promote the welfare and interests of Langley City.
- Make themselves available to interact with the public via email, phone, and face-to-face in public and in private.
- Work closely alongside the CAO to monitor and respond to the organization's outcomes and goals.
- Direct questions and concerns regarding City administration to the CAO.
- Stay informed about relevant local issues and legislation.
- Attend and participate in community events, public functions, ceremonies, and other events.
- Liaise with elected officials from other municipalities and other levels of government regarding municipal issues.
- Communicate decisions of Council to the media and the public.

REMUNERATION & BENEFITS

The Mayor is paid an annual salary [\$155,840 in 2025], as authorized by Council Remuneration Policy CO-61.

Expenses incurred in the performance of such duties are paid in accordance with Travel and Expense Policy GE-10.

TIME COMMITMENT

Being elected as Mayor is generally considered to be a part-time commitment with the expectation of approximately 20-25 hours of work per week to perform the various duties. **Frequent evening hours and weekend work is also required.**

The Mayor chairs two Regular Council meetings per month, at minimum, and attends various internal or external board and committee meetings as appointed.

Depending on the number of internal committee and/or external organization appointments the Mayor may undertake, the work can be upward of 35 hours per week. Additionally, some work requires travel regionally and can extend further for certain conferences on Vancouver Island and to other provinces, which may require overnight stays.

The majority of the Mayor's time is spent working closely alongside Council, City administration, and community representatives to develop strategies, plans, policies, and initiatives that would be brought to Council for consideration and decision making.

Office of a Councillor

COUNCILLOR DUTIES

Six Councillors are elected to join the Mayor in forming Langley City Council, with the following duties and responsibilities provided in part by Section 115 of the *Community Charter*:

- Consider the well-being and interests of Langley City.
- Contribute to the development and evaluation of municipal policies and programs respecting its services and other activities.
- Participate in council and committee meetings and contribute to decision making.
- Preside at various select advisory committees, as appointed by Council in January of each year.
- Carry out other duties as assigned by the council, such as heading committees or being the liaison to external organizations, as appointed.
- Follow the rules in legislation, bylaws and council policies that establish any additional duties and set how council members exercise their authority.
- Keep in confidence matters discussed in private at a Council or Committee meeting until discussed at a meeting held in public.
- Liaise with the CAO about the operation or administration of Langley City.
- Make themselves available to interact with the public via email, phone, and face-to-face interactions in public and in private.
- Bring forward the views and opinions of residents to Council.
- Vote on bylaws, municipal policies, requests for decisions, and other motions made at Council meetings.
- Stay informed about relevant local issues and legislation.
- Direct questions and concerns regarding Langley City administration to the Mayor.
- Attend and participate in community events, public functions, ceremonies, and other events.

DEPUTY MAYOR

Councillors serve as Deputy Mayor on a two-month rotating basis each year, when the Mayor is absent or otherwise unable to act.

REMUNERATION & BENEFITS

Councillors are paid an annual salary [\$70,128 in 2025], as authorized by Council Remuneration Policy CO-61.

Councillors also receive an additional annual stipend [\$2,600 in 2025] for serving as Deputy Mayor during specified months.

Expenses incurred in the performance of such duties are paid in accordance with Travel and Expense Policy GE-10.

TIME COMMITMENT

Being elected as Councillor is generally considered to be a part-time commitment with the minimum expectation of approximately 15-20 hours of work per week to perform the various duties. **The flexibility and availability to work evenings and weekends is required.**

Depending on the number of internal committee and/or external organization appointments a Councillor may undertake, the work can be upward of 35 hours per week. Additionally, some work requires travel regionally and can extend further for certain conferences on Vancouver Island and to other provinces, which may require overnight stays.

A Councillor attends two Regular Council meetings per month, at minimum, and attends various internal or external board and committee meetings as appointed.

The majority of a Councillor's time is spent preparing for meetings by reading the various meeting agendas, liaising with the Chief Administrative Officer or their deputy, doing research, attending public events, meeting with the public, and attending a variety of other related meetings.

When fulfilling the Deputy Mayor role, the expectation of time and commitment is increased for the duration of the appointment, which is a minimum of 2 consecutive months per year.

The City currently has five select advisory committees. Each one has a Chair and Co-Chair. The appointments are made annually by City Council. Each committee generally meets one weekday evening per month for approximately two hours. A further time commitment is required to work with city staff to contribute, set and approve the monthly agenda and execute committee action items as required.

Role of City Council

Langley City Council is empowered to address the existing and future needs of the community by making collective decisions that are recorded in bylaws or resolutions.

To help understand the role of City Council, potential candidates are encouraged to observe Council fulfil its duties and responsibilities during a Regular Council Meeting.

COUNCIL'S POWER & DUTIES

Local governments derive their powers from higher levels of government. In Langley City, Council's legislative authority is delegated by the Province of British Columbia, primarily through the *Community Charter* and the *Local Government Act*.

Under Section 7 and Section 8 of the *Community Charter*, Langley City Council's purpose is to provide good governance, deliver services for community benefit, provide stewardship of public assets, and foster the economic, social and environmental well-being of the community.

Fundamental powers include the authority to provide any service that Council considers necessary or desirable for the community. Council can regulate, prohibit, and impose requirements in relation to municipal services, public places, protection of people or property, enhancement of well-being and public health and other regulations through adoption of bylaws.

At its core, Council is to ensure that the powers, duties, and functions of the municipality are carried out effectively and that the CAO is appointed. The CAO serves as the administrative and operations leader, responsible for implementing programs and policies and overseeing all City staff.

Council collectively makes decisions by resolution or bylaw through majority vote at Council meetings. Four of the seven Council members constitutes a quorum, which must be attained before a duly constituted Council meeting can be called to order. Individual Council members do not have the power and authority to personally direct the activities of City employees, programs, or initiatives.

Potential candidates are encouraged to become familiar with the City's guiding documents. For example: the Official Community Plan, Five-Year Financial Plan, the Strategic Plan, as well as the [Code of Conduct Bylaw](#) and [Respectful Workplace Policy](#).

ADOPTING BYLAWS

Bylaws are fundamental pieces of public policy that regulate, prohibit, and impose requirements within the community. Some are mandatory under the *Community Charter*, while others are discretionary and reflect Council's priorities and intention to address specific local issues.

Bylaw subjects cover a wide range of matters, including enforcement provisions, fees and fines, and regulations related to land use, private property, businesses, parks, and other public spaces.

In order to meet legislative requirements and/or best practices, City staff may bring forward proposed bylaws for Council's consideration. Council may also set the direction for staff to draft individual bylaws and bring them forward for consideration. Once adopted, bylaws establish "local law" within Langley City and are enforceable by authorized authorities. There are legislated requirements governing the bylaw adoption process.

APPROVING POLICIES

Policies are discretionary forms of legislation. They may be developed to meet legislative requirements or to support service delivery and other responsibilities.

The City has Administrative Policies and Council Policies. Administrative Policies pertain to operational decisions and protocols that fall within the Chief Administrative Officer's authority and are approved by the Chief Administrative Officer. Council Policies pertain to governance decisions and protocols that fall within Council's authority and are approved by Council.

Policy topics cover a broad range of areas, including travel and expense claims, water restrictions, technology use, and personnel management.

The City's frequently requested bylaws and policies can be found online at:
<https://www.langleycity.ca/city-hall/bylaws-policies>.

Ethics & Standards

As elected officials, the Mayor and Councillors are held to a high ethical standard to protect the interests of the community they serve. Transparency and accountability are essential to maintaining public trust.

OATH OF OFFICE

Once elected or appointed to Council, each member of Council must complete an oath (or solemn affirmation) of office. If a Council member fails to complete their oath of office within a specified period, they could be disqualified from holding office.

The wording of the Oath of Office is as follows:

I, _____ [name of mayor or councillor (as applicable)] _____, do solemnly affirm that:

I am qualified to hold the office of Mayor or Councillor for the City of Langley to which I have been elected/appointed.

I have complied with the provisions of the Local Government Act in relation to my election to this office.

I will abide by all rules related to conflicts of interest under the Community Charter.

I will carry out my duties with integrity.

I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties.

I will be respectful of others.

I will demonstrate leadership and collaboration.

I will abide by the Code of Conduct.

I will not allow any private or personal interest to influence my conduct in public matters.

In 2026, each Oath of Office will be administered during the Inaugural Council Meeting (first meeting of the new Council).

DISCLOSURE & CONFLICT OF INTEREST

It is required that elected officials disclose any personal or financial interests that could create, or be perceived to create, a conflict with their official duties. This may include situations where decisions could result in personal gain, benefit immediate family members, or involve acceptance of gifts above a specified threshold.

When a conflict arises, elected officials must declare the nature of the interest, refrain from participating in related discussions, and remove themselves from the decision-making process until the matter has been fully considered.

Pecuniary interest, conflict of interest, gifts, insider information and more are covered under the Community Charter: Part 4 [Public Participation and Council Accountability] - Division 6 [Conflict of Interest].

CIVIL LIABILITY

A Council member can be held personally liable for a number of reasons, and any candidate should make themselves aware of the ramifications for contravening the *Community Charter* or *Local Government Act*.

Reasons for liability include, but are not limited to defamation, expenditures not authorized in the budget or approved by Council, voting to spend money borrowed or from a grant on something else, or voting in favor of a loan, or borrowing guarantee which exceeds the City's debt limit.

Information on financial liability is provided under Section 191 of the *Community Charter*.

DISQUALIFICATION

Grounds for a Council member to be disqualified from holding office are covered under the *Community Charter*. A Mayor or Councillor can be disqualified if they contravene:

- Division 6 [Conflict of Interest];
- Section 120 (1.1) [failure to make oath of office];
- Section 125 (5) [unexcused absence from council meetings]; or
- Section 191 (3) [unauthorized expenditures].

COUNCIL CODE OF CONDUCT

In upholding a high ethical standard to protect municipal interests, elected officials are expected to serve the community while fostering responsible conduct, maintaining good governance, and resolving conduct issues.

Conduct for Langley City Council is outlined under [Council Code of Conduct Bylaw 2023 No. 3225](#) and provides guidance on topics such as:

- Interactions with staff and volunteers;
- Meeting decorum;
- Use of influence;
- Election activities;
- Conflict of interest;
- Outside activities and business relations;
- Use of municipal assets and services; and
- Collection and handling of information.

Local government responsible conduct requirements are anticipated in Fall 2026 when [Bill 17 Municipal Affairs Statutes \(Codes of Conduct\) Amendments Act](#) introduced in April 2026, is brought into force.

Election Key Dates

ELECTION PERIOD

January 1, 2026 – September 18, 2026

Period beginning January 1 of an election year until 29 days before General Voting Day. Campaigns must report all expenses incurred during the election period.

NOMINATION PERIOD

September 1, 2026, 9:00am – September 11, 2026, 4:00pm

The period for candidates to submit their nominations to local election officials. Nomination and endorsement documents are made available for public inspection. Nomination documents will be available for downloading from the City's website or for pick up at City Hall on August 4, 2026.

PRE-CAMPAIGN PERIOD

July 20, 2026 – September 18, 2026

At the beginning of this period election advertising rules come into force and continue through General Voting Day. See Elections BC's document entitled Local Election Advertising for Candidates and Elector Organizations, available on their website at:

<https://elections.bc.ca/local-elections/local-quick-reference-sheets/>

CAMPAIGN PERIOD

September 19, 2026 – October 17, 2026

The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day. Candidate and third-party expense limits apply during this period.

DATES OF ADVANCE AND GENERAL VOTING OPPORTUNITIES

The following opportunities are provided for Langley City residents and non-resident property electors to cast ballots in the 2026 General Local Election:

- **Advance Voting - October 6, 2026 - 1:00 pm to 8:00 pm - Timms Community Centre**
- **Advance Voting - October 7, 2026 - 8:00 am to 8:00 pm - Timms Community Centre**
- **Advance Voting - October 8, 2026 - 8:30 am to 4:30 pm - Timms Community Centre**
- **Advance Voting - October 14, 2026 - 8:00 am to 8:00 pm - Timms Community Centre**
- **General Voting Day - October 17, 2026 - 8:00 am to 8:00 pm - Timms Community Centre**

CAMPAIGN FINANCING DISCLOSURE FILING DEADLINE

January 15, 2027

Deadline to file campaign financing disclosure statement with Elections BC.

CAMPAIGN FINANCING DISCLOSURE LATE FILING DEADLINE

January 16, 2026 – February 16, 2026

Final deadline to file campaign financing disclosure statement with Elections BC. Late filing during this period incurs a \$500 late filing fee.

Council Orientation

An orientation session will be scheduled for Council with City administration to get to know each other and to help establish professional trust and respect. The session will include information and presentations about the role and portfolios of the senior management team and the departments they oversee.

COUNCIL ORIENTATION CALENDAR

November 2026

The three-day session will be held at a location inside or outside of Langley City.

- Day 1 will include a half-day of events.
- Day 2 will include a full day of events.
- Day 3 will include a half-day of events.

The session will be held in a meeting room environment. If required, accommodation and meals will be coordinated and paid for by City administration. Reasonable travel and additional expenses incurred will be reimbursed, if applicable.

Resources & References

CONTACTS

Kelly Kenney, Chief Election Officer
Phone: 604-514-4591
Email: kkenney@langleycity.ca

Paula Kusack, Deputy Chief Election Officer
Phone: 604-514-4585
Email: pkusack@langleycity.ca

ONLINE RESOURCES

City Website

<https://www.langleycity.ca/>

City Election Information

<https://www.langleycity.ca/city-hall/local-election>

City Bylaws & Policies

<https://www.langleycity.ca/city-hall/bylaws-policies>

Council Meeting Schedule

[2026 Council Meeting Schedule | City of Langley](#)

Council Meeting Agendas & Minutes

<https://www.langleycity.ca/city-hall/city-council/council-meetings-public-hearings>

Financial Plan (2026-2030)

<https://www.langleycity.ca/media/file/2026-financial-plan>

Strategic Plan (2026-2031)

<https://www.langleycity.ca/media/file/2026-2031-strategic-plan>

City Economic Indicators

<https://data.langleycity.ca/population-profile>

Community Charter

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00

Local Government Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00

Elections BC

<https://elections.bc.ca/>

Elections BC – Handbook for Local Candidates

<https://elections.bc.ca/wp-content/uploads/2026/03/451001-Candidate-Handbook.pdf>

Government of British Columbia

<https://www2.gov.bc.ca/gov/content/home>

Union of British Columbia Municipalities

<https://www.ubcm.ca/>

Federation of Canadian Municipalities

<https://fcm.ca/en>

Local Government Leadership Academy

<https://www.lgla.ca>

Metro Vancouver Regional District Board

<https://metrovancover.org/>

Langley Chamber of Commerce

<https://www.langleychamber.com/>

