



LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

Election Training Online Course

**Self-paced Online Course with 12 pre-recorded modules,
interactive discussion forums
and live “Ask the Expert” Townhalls**

Will you be responsible for administering or assisting in the administration of the upcoming General Local Election in October 2026, by-election, or assent voting (referendum) processes? Are you looking to add elections to your skillset or perhaps need a refresher to get you ready for the 2026 General Local Elections? If so, this program is for you! This self-paced and interactive, fully online course has been developed for staff whose job requirements include administering elections, by-elections, and assent voting processes.

The LGMA Elections Advisory Committee, comprised of professionals who have administered local government elections across BC, has developed 12 pre-recorded modules that cover the basics of administering an election. These modules can be viewed on your own time and as many times as you need. Each module will also include an interactive Discussion Forum where you can ask questions and engage with your colleagues across the province. “Ask the Expert” Townhalls will be scheduled where you can pose questions and clarify concepts and election requirements with Elections Advisory Committee members and your peers across the province.

Course Format: This self-paced online course consists of 12 pre-recorded modules which include weekly Discussion Forums and periodic “Ask the Expert” live Townhall meetings. The recordings will be made available on scheduled dates, and you will receive an automatic notification of their availability.

Modules 1-5 – AVAILABLE November 24, 2025

Module 1: Getting Started + Discussion Forum

Module 2: Developing an Election Workplan + Discussion Forum

Module 3: Developing the Election Budget + Discussion Forum

Module 4: Election Bylaw + Discussion Forum

Module 5: Voting Places + Discussion Forum

Modules 6-10 – AVAILABLE BY January 5, 2026

Module 6: Nomination Package & Nomination Period + Discussion Forum

Module 7: Candidate Information Session + Discussion Forum

Module 8: Election Staff + Discussion Forum

Module 9: Ballots + Discussion Forum

Module 10: Mail Ballots + Discussion Forum

Modules 11 and 12 – AVAILABLE BY February 17, 2026

Module 11: Assent Voting + Discussion Forum

Module 12: Accessible Voting and Safety + Discussion Forum

Ask the Expert Townhall Dates for 2026:

- Modules 1 to 5: Friday, January 16, 9:00 to 11:00 am
- Modules 6 to 10: Friday, February 27, 9:00 to 11:00 am
- All Modules: Friday, March 13, 9:00 to 11:00 am

Completion of all modules is required to receive a Certificate of Completion.

Cost: \$412.50 + GST LGMA member
\$467.50 + GST Non-member

Registration: [Register online](#)

Registrants will receive course access **within 2 weeks of registration.**

Cancellation Policy: No refunds will be provided once registration has been completed.

FACILITATORS: LGMA Elections Advisory Committee Members
Sonia Santarossa, LGMA Program Advisor
Lisa Zwarn, Local Government Consultant

MODULE 1: GETTING STARTED

Understand the key decisions you will need to make at the outset to begin the election process. These key decision points include determining who will administer the election, securing voting places and determining if an assent voting (referendum) question will be included on the ballot.

MODULE 2: HOW TO DEVELOP AN ELECTION WORKPLAN

Learn to build a workplan to guide you through the election process including key dates and times. This module also touches on election requirements for School Districts.

MODULE 3: DEVELOPING THE ELECTION BUDGET

Building your election budget is one of the first tasks that should be completed. Securing the budget early will ensure you have the necessary funds to administer the election. Understand what items should be included in your election budget and will provide some guidance on how to estimate costs.

MODULE 4: ELECTION BYLAW

An Election Bylaw grants specific authority to the Chief Election Officer and guides the administration of the election. Learn the mandatory and optional components of an Election Bylaw.

MODULE 5: VOTING PLACES

Know the factors to consider when determining the number, type and location of voting places for the election.

MODULE 6: NOMINATION PACKAGES & NOMINATION PERIOD

Be confident in the information that must and could be included in the Nomination Package for candidates. This session also provides an overview of the Nomination Period and what you need to do when the nomination papers are received.

MODULE 7: CANDIDATE INFORMATION SESSION

Learn what a candidate needs to know if they plan to run for office such as the documentation that must be submitted during the nomination period, campaign financing requirements and where election signs can be placed.

MODULE 8: ELECTION STAFF

Learn about the different roles and responsibilities required in each voting place including some tips on how to determine the number of staff required and how to begin the hiring process. This module also touches on the content to be covered during staff training.

MODULE 9: BALLOTS

Be knowledgeable of all things related to ballots such as how many to order, manual count vs. automated voting tabulators/machines, multiple races, elector organizations etc.

MODULE 10: MAIL BALLOTS

Know the requirements and procedures to administer voting by mail in your local government.

MODULE 11: ASSENT VOTING

Understand assent voting (referendum) including how it compares to a general local election, preparing the question. It also touches on the alternative approval process.

MODULE 12: ACCESSIBLE VOTING & SAFETY

Learn how you can reduce access barriers in local government elections and make the voting process more accessible. You will hear about safety protocols that you should consider for your election process to ensure the personal safety of staff, electors and candidate representatives present in a voting place.