



RUNNING FOR MUNICIPAL OFFICE IN BRITISH COLUMBIA

BEFORE YOU FILE YOUR PAPERS

Here are some of the things you should consider before you file your Nomination Papers.

1. ARE YOU QUALIFIED?

To qualify to run for local government office, at the time of nomination a person must meet the following criteria:

- (a) will be on general voting day, 18 years of age or older;
- (b) Canadian citizen;
- (c) resident of BC for at least 6 months prior to the date of nomination (residency is defined in LGA s.67);
- (d) not disqualified under the LGA or any other enactment from being nominated for, elected to or holding the office, or otherwise disqualified by law.

2. ARE YOU DISQUALIFIED?

A person is disqualified from running for local government office if they fall within any of the following categories:

- (a) Judge of the Court of Appeal, Supreme Court or Provincial Court;
- (b) employee of the local government for which the election is being held, unless the requirements of LGA s.82 are met;
- (c) disqualified under the following *Community Charter* provisions:
 - Div. 6 of Part 4 conflict of interest
 - s. 120(1.1) council member failure to make oath of office
 - s. 125(5) unexcused absence from council meetings
 - s. 191(3) unauthorized expenditures (councils);
- (d) disqualified under the provisions referred to under (c) above as those provisions apply under another enactment;
- (e) disqualified under LGA Division 18 – Election Offences as it applies to elections or voting under the LGA or any other Act;
- (f) disqualified under any other enactment.

3. DO YOU HAVE THE TIME?

During your term, you will need to plan to attend:

- regular and special meetings of Council
- meetings of Council committees and public hearings
- meetings of other boards and agencies to which you are appointed as Council's representative
- conferences, conventions, seminars, and workshops for training and discussion
- social and other events promoting the District

You will need to prepare for meetings so that you can make informed decisions. This requires a significant amount of reading and talking with the residents, administrative staff and other people.

4. DO YOU UNDERSTAND THE POSITION?

Your power as a member of Council depends on your ability to persuade the other members to your view. Most policy decisions must be made at meetings held in public at which a quorum of Council is present.

As an individual member of Council, you will not have the power to commit the District of Summerland to any expenditure or to direct the activities of the municipal employees. As a member of Council, you will have the opportunity to significantly influence the future of Summerland. Any promise you make as a part of your election campaign that involves municipal expenditures or the activities of the employees can only be carried out if you can convince a majority of Council that it is a good idea.

5. COUNCIL'S POWERS

The Canadian Constitution delegates to the provinces responsibility for "municipal institutions". Through a variety of Acts, the British Columbia Legislature has delegated some of its authority to Councils. **Councils can only act on matters for which authority has been delegated.** The acts that you will use most often, and which you may choose to familiarize yourself with are the *Local Government Act*, *Community Charter* and *Local Elections Campaign Financing Act (LECFA)*. You can access these at the Provincial Government website www.gov.bc.ca.

6. **LOCAL LEGISLATION**

Local Legislation is in the form of bylaws, but governance also occurs through formal policies and ongoing procedures. These remain in effect until they are amended or repealed. It will assist you if you become familiar with what exists, how it has been created – by bylaw, resolution, or tradition – and the purpose each serves. Staff will assist you in this regard through our Council orientation process.

7. **ADMINISTRATION**

As a member of Council, it will be your responsibility to establish policy for your municipality. It is the job of the administration to implement it. Staff will provide support, advice and assistance in order to enable you to be an effective member of Council. Please talk to the CAO if you have ideas to improve staff's support of Council.

8. **RESEARCH**

The best way to find out what the job is all about is to read Council agendas and minutes and attend Council Meetings. Talk to the Corporate Officer or the Chief Administrative Officer and find out what other information is available.

FILING YOUR NOMINATION PAPERS

1. NOMINATION FORM:

- Must be in the form approved in the *Local Government Act* and signed by two persons who are electors of the District of Summerland.
- If your full name is different from the name you usually use, and you wish to have your usual name on the ballot, you must indicate that on the nomination form.
- If you have been endorsed by an elector organization in accordance with Section 79 of the *Local Government Act*, and you wish to have the endorsement of the elector organization included on the ballot, you must include the elector organization endorsement in your nomination forms.
- The nomination forms *MUST* be returned in full and originals (copies will not be accepted) to the Chief Election Officer during the **Nomination Period**, which **commences at 9:00 a.m. on Tuesday, September 4th, 2018 and ends at 4:00 p.m. on Friday, September 14th, 2018.**
- Your nomination documents become public information and will be available for public inspection and posted on the District's website.

2. STATEMENT OF DISCLOSURE (*Financial Disclosure Act*)

- Must be filled out and returned to the Chief Election Officer with your nomination papers starting at 9:00 am on Tuesday, September 4th, 2018 and ending at 4:00 pm on Friday, September 14th, 2018.

3. LOCAL ELECTIONS CAMPAIGN FINANCING ACT (LECFA) and the LOCAL ELECTIONS STATUTES AMENDMENT ACT (2018)

- Under LECFA, Elections BC is responsible for administering the campaign financing provisions and election advertising requirements for local elections and assent voting in BC. This includes overseeing campaign financing disclosure requirements, conducting investigations and enforcing campaign financing and third-party advertising provisions set out in LECFA.
- It is Elections BC's responsibility to educate participants on the campaign financing and election advertising requirements set out in LECFA. Please direct all inquiries, from the simple to the complex, related to the provisions of LECFA to Elections BC to ensure accurate and consistent messaging.

For more information contact Elections BC Campaign Financing Team:

- Toll-free phone: 1-855-952-0280
- Email: lecf@elections.bc.ca
- Website: www.elections.bc.ca/lec

4. WITHDRAWING

You may withdraw your nomination form up until 4:00 p.m. on Friday, September 21st, 2018, by giving your signed withdrawal to the Chief Election Officer.

5. ACCLAMATION

If the number of qualified candidates nominated equals the number of vacancies in any particular office, the Chief Election Officer will declare the people nominated to be elected by acclamation, and an election will not be held for that office.

AFTER FILING

1. CAMPAIGNING

You will want to fit your campaign style to match the municipality, your personality, and your resources. The purpose of campaigning is, of course, to convince the electors that you are the best candidate for the position. These are some rules regarding proper campaign procedures:

a) VOTE BUYING

It is an offence to pay, give, lend or procure inducement to anyone in order to be elected.

b) INTIMIDATION

It is an offence to use or threaten force, violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election or to obstruct a person from voting.

c) CORRUPT PRACTICES

It is an offence to give or promise to give money or any other valuable consideration (such as an office or job) to anyone in return for their voting or refraining from voting at any election. It is also an offence for anyone to accept money or other valuable consideration in return for voting or not voting.

d) ON ELECTION DAY

It is an offence to canvass or solicit votes in or within 100 meters of a voting place. It is also an offence to display or distribute campaign material inside or within 100 meters of a voting place.

e) AGENTS

You are entitled to have one official agent to attend the voting place on election day, and one scrutineer per ballot box during the counting of the ballots. As a candidate, you are entitled to be present when the votes are counted; however, while voting is being conducted, you are only entitled to be present at the voting place for the purpose of voting. Your Chief Election Officer will explain how candidate agents and scrutineers are appointed.

2. **ADVANCE VOTING OPPORTUNITIES**

Advance voting opportunities are held to give electors who expect to be away on voting day or for some reason will not be able to vote, an opportunity to vote.

This year, Advance Polls will be held in Council Chambers, located upstairs in Municipal Hall (13211 Henry Avenue), on Wednesday, October 10th and Tuesday, October 16th, 2018 from 8:00am to 8:00pm.

3. **VOTING DAY AND LATER**

Your Chief Election Officer will explain the election process to you. The District uses automated vote counting equipment, which uses optical scanning technology to read the ballots as they are deposited into the ballot box. This information is stored in the machine's memory until the close of the poll when election staff unlocks the machine and generates the vote totals. We anticipate vote results will be available shortly after voting closes. The official results will be proclaimed by the Chief Election Officer.

General Voting Day is Saturday, October 20th, 2018 from 8:00 a.m. to 8:00 p.m.

If you are elected at a general election, you will take office at the Inaugural Meeting of the Council being held on Monday, November 5th, 2018 at 7:00 PM in Council Chambers, located upstairs in Municipal Hall (13211 Henry Avenue). At the Inaugural Meeting, you will be required to take an Oath of Office and an Oath of Allegiance.

CONCLUSION

Accepting elected office is the highest order of public service and offers the opportunity to significantly influence the quality of life in your community. As such, it is not to be taken lightly. If, after serious consideration and consultation with your family, you are willing to accept the challenge and demands of elected office, have your nomination form completed and file it during the nomination period.

If you require any additional information, please contact the Chief Election Officer, Jeremy Denegar at 250-404-4046 or elections@summerland.ca.



DISTRICT OF SUMMERLAND
And
OKANAGAN – SKAHA SCHOOL DISTRICT NO. 67, ELECTORAL AREA 2

NOTICE OF NOMINATION - 2018 GENERAL LOCAL ELECTIONS

Public Notice is given to the electors of the District of Summerland and Okanagan-Skaha School District No. 67, Electoral Area 2, that nominations for the offices of:

- Mayor (one to be elected)
- Councillor (six to be elected)
- School Trustee, School District No. 67 (Okanagan-Skaha) (two to be elected)

will be received by the Chief Election Officer or a designated person, at Municipal Hall, 13211 Henry Avenue, **during regular office hours starting at 9:00 am on Tuesday, September 4, 2018 and ending at 4:00 pm on Friday, September 14, 2018.** Nomination documents are now available at the District of Summerland, Municipal Hall, Monday to Friday, 8:30 am – 4:00 pm, closed statutory holidays.

QUALIFICATIONS FOR OFFICE:

A person is qualified to be nominated, elected, and to hold office as a member of Local Government or School Board if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day October 20, 2018;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed;
- not disqualified under the *Local Government Act* or *School Act* any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

Further information can be obtained by contacting Jeremy Denegar, Chief Election Officer at 250-404-4046 or elections@summerland.ca.

DISTRICT OF SUMMERLAND - SIGN BYLAW NO. 2018-026

- 4.7.10 Canopy signs shall not project beyond the length of the canopy.
- 4.7.11 Canopies or canopy signs projecting over a sidewalk shall be designed to direct run-off and snow away from the sidewalk below.

4.8 Campaign Signs

Campaign signs are exempt from obtaining a sign permit provided the following conditions are met:

- 4.8.1 Campaign signs shall not be installed before an election is called or before the end of a nomination period.
- 4.8.2 Campaign signs shall be removed within 7 days after the election or referendum.

4.9 Changeable Copy Signs and Electronic Static Changeable Copy Signs

General / Location

- 4.9.1 Permanent Changeable Copy signs and Electronic Static Changeable Copy signs shall be permitted in Institutional (I), Highway Commercial (CH), and Shopping Centre (CB2) zones.
- 4.9.2 Portable Changeable Copy signs and Electronic Static Changeable Copy signs shall be permitted in Institutional, Commercial, and Industrial zones subject to the time limitations of a Portable sign.
- 4.9.3 Time, Temperature, Price signs shall be permitted in Commercial and Industrial zones.
- 4.9.4 Changeable Copy signs and Electronic Static Changeable Copy signs shall be located on the premise to which the sign refers unless the sign is being used solely to announce community (non-commercial) events.
- 4.9.5 Changeable Copy signs and Electronic Static Changeable Copy signs shall be part of a fascia, free-standing or portable sign.

Number

- 4.9.6 Maximum one (1) changeable copy sign or Electronic Static Changeable Copy sign per lot.

Sign Area

- 4.9.7 The maximum sign area is 3.0 m² (32.3 ft²) for a single-faced changeable copy sign or Electronic Static Changeable Copy sign and 3.0 m² (32.3 ft²) per face to a maximum of 6.0 m² (64.6 ft²) for a double-faced changeable copy sign or Electronic Static Changeable Copy sign.

THE DISTRICT OF SUMMERLAND

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 simply allows the municipality to provide additional information, as appearing below, to the public and / or media.

The information you choose to share will be posted on websites operated by CivicInfo BC (www.civicinfo.bc.ca). This is the primary source through which the media, the public, provincial ministries, researchers, and others are able to obtain province-wide local election information.

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, fax, or by any other means of electronic communication.

Address:	
Phone:	Alternate Phone (e.g. Cell):
Email:	
Website:	Instagram:
Twitter:	Facebook:

Gender (Check one):

- Female Male Other / undisclosed

Previous Elected Experience (Check one):

- Incumbent. Served on Council *in the same role* between 2014 and 2018.
 Served on Council *different role* between 2014 and 2018.
 Served on council before 2014, 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)

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 local 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 local 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 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 local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local 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: lecf@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		

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) for applicable election-related provisions and requirements.

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)		ELECTION AREA (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
We, the following electors of the above named jurisdiction, hereby nominate:			
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
As a Candidate for the office of:			
POSITION (E.G. MAYOR, COUNCILLOR, DIRECTOR)		JURISDICTION (E.G. MUNICIPALITY, 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 being nominated for, being elected to or holding the office, or is not otherwise disqualified by law.

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	

Please see over for additional space when more than two nominators are required. For local governments that require 25 nominators attach an additional sheet as necessary.

I consent to the above nomination for office:	
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

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

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, 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 being nominated for, being elected to or holding the office, or 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, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, 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
--	--

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, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, 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, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Official Agent for the:		
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, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Scrutineer 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

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

Use the Elector Organization Cover Sheet and Checklist Form E1 to ensure that the Elector Organization Endorsement 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 Elector Organization Endorsement Package Cover Sheet and Checklist Form E1 serve as a guide to the forms that must be submitted by the Elector Organization Authorized Principal Official to the local Chief Election Officer as part of the Candidate endorsement process.

Ensure that, for each item checked off on the Checklist Form E1 (Section B), the relevant form is completed and attached.

The Elector Organization Cover Sheet and Checklist Form E1 are for the local Chief Election Officer's reference only and do not constitute part of the Elector Organization Endorsement Package.

Completing only the Elector Organization Cover Sheet and Checklist Form E1 **does not** constitute completion of the Elector Organization Endorsement 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 Elector Organization Authorized Principal Official's full name.
2. Record the endorsing Elector Organization's name.
3. Use section B of the Cover Sheet and Checklist Form E1 to identify which forms have been completed and are included in the Elector Organization Endorsement Package.
4. Return the completed package to the local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer:

E3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official;

E4 – Consent of Elector Organization Responsible Principal Official(s);

E5 – Other Information Provided by Elector Organization; and

E6 – Appointment of Elector Organization 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: lecf@elections.bc.ca

E1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORISING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY (YYYY / MM / DD)
--	-------------------------------------

SECTION B

This Elector Organization Endorsement Package includes the following completed forms, appointments, consents and declarations:

- E2 – Elector Organization Endorsement Documents**
- E3 – Elector Organization Endorsement Documents:
Declaration of Elector Organization Authorized Principal Official**
- E4 – Consent of the Elector Organization Responsible Principal Official(s)**
- E5 – Other Information Provided by Elector Organization**
- E6 – Appointment of Elector Organization Financial Agent**

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Elector Organization Endorsement 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) for applicable election-related provisions and requirements.

E2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

***Please see over for additional space when endorsing more than two candidates.
Please attach additional endorsement sheets as necessary.***

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

E3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

As **Authorized Principal Official** for the above named Elector Organization, I do solemnly declare that to the best of my knowledge and belief:

1. The above named Elector Organization has at least 50 members who are electors of the municipality or regional district for which the election is being held.
2. The above named Elector Organization is not disqualified from endorsing candidate(s).
3. The Elector Organization is aware of and understands the requirements and restrictions of the *Local Elections Campaign Financing Act* that apply to the above named Elector Organization and that the Elector Organization intends to fully comply with those requirements and restrictions.
4. I am authorized to make the solemn declaration on behalf of the above named Elector Organization.
5. This solemn declaration is made in relation to the candidate(s) named on Form E2 – Elector Organization Endorsement Documents included in this Endorsement Package.

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY / MM / DD)

E4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

I hereby consent to act as the **Authorized Principal Official** and a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	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	
AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

E4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

I hereby consent to act as a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
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	
RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

If additional Responsible Principal Officials consent to act for the above named Elector Organization please attach additional sheets as necessary.

E5 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	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	

Endorsed Candidate(s):

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

Please see over for additional space and attach additional endorsement sheets as necessary.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

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USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

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USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

E6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
is hereby appointed as the Financial Agent for the above named Elector Organization for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

I hereby consent to act as the Financial Agent for the above named elector organization 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)	



CANDIDATE'S GUIDE

TO LOCAL ELECTIONS IN B.C.

2018



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Key Contacts

Ministry of Municipal Affairs and Housing

Contact the Ministry of Municipal Affairs and Housing (Ministry) for answers to questions about the material contained in this guide. Ministry staff can also provide additional information about local elections administration in British Columbia.

Ministry of Municipal Affairs and Housing

Governance and Structure Branch
PO Box 9839 Stn. Prov. Govt.
Victoria, BC V8W 9T1
Phone: 250 387-4020
Email: LGgovernance@gov.bc.ca
Website: www.gov.bc.ca/localelections

Elections BC

Contact Elections BC for answers to questions about election advertising, third party sponsors and campaign financing (including campaign contribution and expense limits).

Elections BC

Phone: 250 387-5305
Toll-free: 1 855 952-0280 / TTY 1 888 456-5448
Fax: 250 387-3578
Toll-free Fax: 1 866 466-0665
Email: lecf@elections.bc.ca
Website: www.elections.bc.ca/lecf

Ministry of Education

Contact the Ministry of Education for answers to questions about school trustee elections and the *School Act*.

Ministry of Education

Legislation, Policy and Governance Branch
PO Box 9146 Stn. Prov. Govt.
Victoria, BC V8W 9H1
Phone: 250 387-8037
Email: EDUC.Governance.Legislation@gov.bc.ca
Website: www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/school-trustee-election-procedures

Enquiry BC

Contact Enquiry BC for answers to questions about Provincial Government programs and services.

Enquiry BC

In Victoria call: 250 387-6121

In Vancouver call: 604 660-2421

Elsewhere in B.C. call: 1 800 663-7867

Outside B.C.: 604 660-2421

Email: EnquiryBC@gov.bc.ca

Website: www2.gov.bc.ca/gov/content/home/contact-us

Municipal and Regional District Information

Contact CivicInfoBC for local elections statistics, election results and local government mailing addresses, telephone numbers, email addresses and websites.

CivicInfoBC

Phone: 250 383-4898

Email: info@civicinfo.bc.ca

Website: www.civicinfo.bc.ca/directories

Other Resources

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. Statutes and Regulations is updated continually as new and amended laws come into force.

Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at: www.bclaws.ca

NOTE: The Province of British Columbia does not warrant the accuracy or the completeness of the electronic version of the B.C. Statutes and Regulations available online at BC Laws.

Elections Legislation

Printed versions of local elections legislation including the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available at public libraries in communities throughout British Columbia. Printed versions of the Acts are also available from Crown Publications, Queens Printer for British Columbia at:

Crown Publications: Queen's Printer for British Columbia

563 Superior Street
Victoria, BC V8V 1T7
Phone: 250 387-6409
Fax: 250 387-1120
Toll Free: 1 800 663-6105
E-mail address: crownpub@gov.bc.ca
Website: www.crownpub.bc.ca/

Educational Materials

The Ministry of Municipal Affairs and Housing, Elections BC, Union of B.C. Municipalities, Local Government Management Association, Ministry of Education, and the BC School Trustees Association collaborated to produce educational materials and guides for the 2018 general local elections.

The Ministry of Municipal Affairs and Housing's educational materials are available online at: www.gov.bc.ca/localelections

- Candidate's Guide to Local Elections in B.C.
- Elector Organization Guide to Local Elections in B.C. (Booklet)
- General Local Elections 101 (Brochure)
- Supporting a Candidate for Local Elections in B.C. (Brochure)
- Thinking About Running for Local Office? (Brochure)
- Voter's Guide to Local Elections in B.C. (available in: Chinese-Simplified; Chinese-Traditional; English; Farsi; French; Korean; and, Punjabi)
- What Every Candidate Needs to Know (Brochure)

Candidates in elections conducted by the City of Vancouver must refer to the *Vancouver Charter* and its regulations for specific provisions regarding the City of Vancouver election.

Educational materials developed by Elections BC are available online at: www.elections.bc.ca/lecf

- Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents
- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents
- Guide for Local Elections Third Party Sponsors in B.C.

Educational materials developed by the Ministry of Education are available online at: www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/school-trustee-election-procedures

- School Trustee Election Procedures in British Columbia

Educational materials developed by the BC School Trustees Association are available online at: www.bcsta.org/content/trustee-elections-2018

- BCSTA Guide to School Trustee Candidates

Disclaimer

The information contained in the *Candidate's Guide to Local Elections in B.C.* (guide) is provided as general reference and while all attempts have been made to ensure the accuracy of the material – the guide is not a substitute for provincial legislation.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for specific election-related provisions and requirements within the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act*.

NOTE: The *Candidate's Guide to Local Elections in B.C.* was prepared to help candidates understand the electoral process and legislation regarding local elections in British Columbia. Each candidate must refer to the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* for specific provisions related to local elections.

Terms in **boldface** font are further explained in the Glossary.

New Elections Legislation – Shared Roles and Responsibilities

The *Local Elections Campaign Financing Act* – enacted in 2014 – was created to enhance campaign financing rules and ensure greater accountability and transparency in local elections. The *Local Elections Campaign Financing Act* separates the rules that regulate election advertising, campaign contribution and election expense limits and campaign financing disclosure from the more procedural rules that apply generally to local elections.

In 2016, the *Local Elections Campaign Financing Act* was amended to implement election expense limits in general local elections – those provisions are in force for the 2018 general local elections.

In 2017, the *Local Elections Campaign Financing Act* was amended to set **campaign contribution limits** for the election campaigns of candidates and elector organizations, and to ban campaign contributions from organizations, including corporations and unions, and contributions from outside of British Columbia in local elections.

Elections BC has developed educational materials about campaign financing, election advertising, election expense limits, campaign contribution limits and **third party sponsors**.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and **third party advertising** rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

The Ministry of Municipal Affairs and Housing, Local Government Management Association, Union of B.C. Municipalities, Ministry of Education, the BC School Trustees Association and Elections BC have developed educational materials related to local elections.

Local **Chief Election Officers** appointed by local governments continue to be responsible for local government elections administration, including receiving nomination documents, declaring **candidates**, administering voting opportunities, counting ballots and declaring election results.

Local Chief Election Officers also work with Elections BC to monitor compliance with election advertising rules and may assist Elections BC to address incidents of non-compliance. In this way, the practical, on the ground presence and knowledge of local Chief Election Officers has been combined with the expertise of Elections BC to create an effective approach to administering the local elections campaign financing and election advertising rules.

See Appendix A for more information about local election partner roles and responsibilities.

Candidates must be familiar with the *Local Elections Campaign Financing Act* and its requirements. The *Local Elections Campaign Financing Act* is available online at BC Laws (www.bclaws.ca).

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents*, *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents*, and *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information and instructions about the campaign financing disclosure process and requirements and rules related to third party sponsors – these guides are available online at: www.elections.bc.ca/lecf

Introduction

Local elections are the foundation of democratic local governments in British Columbia (B.C.).

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, and the business community – **municipal councils, regional district boards, boards of education, Islands Trust, local community commissions, specified parks boards** and other local bodies influence jobs, create safe communities for British Columbians and shape the long-term vision for their community as a whole.

The local elections process enables residents and property owners to determine the body of individuals who will make decisions and govern on their behalf following **general voting day**.

Local governments (**municipalities** and **regional districts**) have roles that include:

- acting as a political forum through which citizens, families and business owners within the local community express their collective vision; and,
- providing services and programs to the community.

General local elections for **mayors, councillors, electoral area directors, school trustees, Islands Trust local trustees, local community commissioners** and **specified parks board commissioners** in B.C. are held every four years.

Local governments hold **by-elections** to fill council and regional district board vacancies that occur between **general local elections**. Local governments also conduct **assent voting** events (formerly referenda) to obtain **elector** assent in order to carry out certain municipal council and regional district board decisions (e.g. borrowing to construct a new library or recreation centre).

The *Candidate's Guide to Local Elections in B.C.* (guide) provides those considering running for elected office, **candidates**, election officials, **financial agents** and the general public with comprehensive, detailed information about the local elections process.

The guide provides: general information about local elections in B.C.; the key participants in local elections (e.g. electors, candidates, **third party sponsors** and **elector organizations**); the key administrators in local elections (e.g. local government election officials and **Elections BC**); elected officials' responsibilities; and, who is qualified to run for office.

The major elements of the local elections process – the call for nominations; **election campaigns**; candidate representatives; what happens on general voting day; and, how successful candidates take office are also described in the guide.

General local elections will be held on **Saturday, October 20, 2018**.

A separate guide for school trustee elections has been published by the Ministry of Education, available online at: www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/school-trustee-election-procedures

The guide focuses primarily on candidates for **municipal councils** and **regional district boards**; however, the information in the guide is applicable to candidates for the **Islands Trust Council**, **local community commissions** and **specified parks boards**.

Elections BC has published the *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents*, the *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents*, and the *Guide to Local Elections Third Party Sponsors in B.C.* that describe the campaign financing and election advertising rules and disclosure requirements – these guides are available online at: www.elections.bc.ca/lecf

Local Elections Generally

Local Government Act – sections 59, 65, 66, 92 and 104–110
Local Elections Campaign Financing Act – sections 17, 31–41 and 73–79

Each local government (**municipality** and **regional district**) is responsible for running its own **local election**. Local governments may also run school trustee elections on behalf of **boards of education**.

Municipal councils and regional district boards appoint a local **Chief Election Officer** to run the local election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, the *Offence Act* and the local government's **election bylaw**.

The elections legislation contains provisions that must be consistently applied to all local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct elections in a manner that suits local circumstances (e.g. drawing by lot to break a tie between two or more candidates).

Voting Opportunities

General voting day is usually the most publicized or widely-known voting opportunity **resident electors** and **non-resident property electors** have to cast their ballot in local elections.

An **advance voting opportunity** must also be available whereby eligible **electors** may cast their ballot in local elections. There are two additional opportunities that may also be available to eligible electors: special voting; and, mail ballot voting.

Local governments have the authority to increase **elector** access to the voting process by holding additional voting opportunities for their citizens. Increasing the number of voting opportunities may positively impact voter turnout and increase overall access to the electoral process.

General Voting Day

General voting day is the primary opportunity for **candidates** seeking office as a **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner** or **specified parks board commissioner** to be elected to office by eligible electors. Voting places are open from 8 a.m. to 8 p.m. local time on general voting day.

Advance Voting

An **advance voting opportunity** must be held 10 days prior to general voting day. This required advance voting day allows eligible electors who may not otherwise be able to vote on general voting day to cast their ballot. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.

Local governments may set out in their election bylaws whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the required additional advance voting opportunity will be waived.

See Appendix B for other key election dates.

An election bylaw enables a municipal council or regional district board to make decisions about election administration, such as whether: voting machines will be used; mail ballot voting will be available to voters; additional advance voting opportunities will be offered; voter registration will be conducted in advance or on voting day only; and, nomination deposits will be required.

General voting day for the 2018 general local elections is **October 20**.

The required advance voting opportunity for the 2018 general local election is **October 10**.

Electors may not cast their ballot on the Internet or by telephone.

An elector must have been a B.C. resident prior to **April 19, 2018** in order to register to vote on general voting day.

Special Voting

Special voting opportunities may be held in any location – inside or outside the local government boundary – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots during local elections.

Special voting opportunities are generally held in hospitals, long-term care facilities or other locations where electors' mobility may be impaired. Only designated **electors** are eligible to vote at special voting opportunities – for example, a local government may decide only patients and staff would be entitled to vote during a special voting opportunity held at a hospital.

Mail Ballot Voting

Mail ballot voting provides those electors unable to attend a special, advance or general voting opportunity the ability to vote in local elections. Generally, mail ballot voting is intended to allow **non-resident property electors**, seasonal residents, electors in geographically remote locations, and electors whose mobility or health is compromised, an opportunity to cast their ballot in the election.

Key Participants

Electors, candidates, financial agents, **volunteers**, **third party sponsors** and **elector organizations** are the key participants in the local elections process.

Electors

The right to vote in local elections is conferred on **resident electors** and **non-resident property electors**.

Resident electors are those people that may be eligible to vote in local elections based on where they reside. Non-resident property electors are those people that reside in one **jurisdiction** and own property in a different jurisdiction where they can also vote.

A resident elector must:

- 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 before registering to vote;
- have been a resident of the **jurisdiction** in which they intend to vote for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election, or be otherwise disqualified by law.

A non-resident property elector must:

- 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 before registering to vote;
- have owned property in the **jurisdiction** in which they intend to vote for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election, or be otherwise disqualified by law.

Candidates

A **candidate** is an individual seeking election as a **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner** or **specified parks board commissioner** within a **municipality, regional district electoral area**, Trust area, community commission area or specified parks board jurisdiction.

A candidate must have been nominated by eligible electors and have been declared a candidate by the local **Chief Election Officer** in order to run for elected office.

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to the position. The appointment of a financial agent by a candidate must be made in writing and the person must consent to the appointment.

Financial agents have a number of obligations under the *Local Elections Campaign Financing Act*, including maintaining records for campaign contributions, election expenses and other campaign account transactions, and filing required campaign financing disclosure statements with Elections BC.

Volunteers

Volunteers are individuals who provide services, such as preparing and distributing flyers, calling eligible voters, handling logistics and taking on other election campaign-related activities. Candidates and elector organizations may enlist volunteer services. Third party sponsors may also use volunteers to undertake their advertising activities independent of an election campaign. A volunteer must not receive any payment or remuneration for their services.

Contact Elections BC by phone at: 250 387-5305 or elsewhere in B.C. call: 1 855 952-0280 or by email at: lecf@elections.bc.ca for answers to questions about being a volunteer for an election campaign.

Third Party Sponsors

A third party sponsor is an individual or organization that sponsors election advertising independently from candidates or elector organizations during the **campaign period**. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated. Third party sponsors must register with Elections BC.

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for more information about registration and financial disclosure, available online at: www.elections.bc.ca/lecf

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in local elections and that file endorsement documents with the local Chief Election Officer. Elector organizations may be referred to as "civic political parties". Elector organizations may promote a candidate, group of candidates or a point of view during local elections in one or more jurisdictions.

Elector organizations have their name, abbreviation or acronym shown on the ballot beside their endorsed candidate's name. Elector organizations must comply with the campaign financing rules and disclosure requirements under the *Local Elections Campaign Financing Act*.

The *Local Elections Campaign Financing Act* refers to local Chief Election Officers as “local election officers”. Local Chief Election Officers and local election officers perform the same role and function during local elections.

Refer to the *Elector Organization Guide to Local Elections in B.C.* for more information about elector organizations, available online at: www.gov.bc.ca/localelections

Key Election Administrators

Local governments and **Elections BC** administer local elections in B.C.

Election Officials

Municipal councils and **regional district boards** appoint a local **Chief Election Officer** to administer local elections. The local Chief Election Officer may be a senior local government employee (e.g. **Corporate Officer**) or a private contractor hired to conduct the election on the local government’s behalf.

The local Chief Election Officer must conduct the election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, the *Offence Act* and the local government’s **election bylaw**.

The local Chief Election Officer is also responsible for training the Deputy Chief Election Officer, Presiding Election Officials and any additional election officials required to conduct local elections.

Elections BC

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including expense limits, campaign contribution limits and election advertising rules under the *Local Elections Campaign Financing Act*.

Refer to Elections BC’s *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents*, *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents* and *Guide for Local Elections Third Party Sponsors in B.C.* for more information about campaign financing and third party advertising rules, available online at: www.elections.bc.ca/lecf

B.C. CHIEF ELECTORAL OFFICER

The B.C. Chief *Electoral* Officer’s role is different from the local Chief *Election* Officer’s role. The **B.C. Chief Electoral Officer** is an independent officer of the Legislature who oversees the provincial electoral process in B.C. The *Local Elections Campaign Financing Act* gives the B.C. Chief Electoral Officer the additional role of overseeing campaign financing and election advertising in local elections and ensuring compliance with the *Local Elections Campaign Financing Act*.

About Being an Elected Official

Local Government Act – sections 198-199 and 207
Community Charter – sections 81, 119 and 123
Vancouver Charter – sections 9, 139 and 145.1

There are responsibilities and restrictions prospective **candidates** may wish to consider before they decide to run for elected office – these include the term of office, time commitment, remuneration, voting, financial disclosure, privacy, ethics, responsible conduct and the respective roles of elected officials and local government staff.

Term of Office

Candidates elected in **general local elections** serve a four-year term. This term begins at the first **municipal council** or **regional district board** meeting following general local elections. The term ends immediately before the first council or regional district board meeting following the general local elections four years later.

Time Commitment

Holding local office can represent a significant time commitment. Councils usually hold one meeting every week or two and regional district boards generally hold one meeting each month. Elected officials are expected to be prepared for meetings so that they can participate in an informed way and contribute to collective decision-making.

Councillors and regional district board members may also sit on special committees, boards or commissions that may require additional meetings and time commitment, along with attending public hearings and community engagement activities.

Council may also appoint members to the regional district board based upon whom it believes best represents the municipality's regional interests. Candidates elected as **electoral area directors** and municipal council members who are appointed as **municipal directors** serve together on the regional district board. Councillors and electoral area directors may also serve on a number of committees or commissions that require an additional time commitment to the regional district board.

Absences from Meetings

An elected official absent from meetings for 60 consecutive days or four consecutive regularly scheduled council or board meetings (whichever is longer) may be disqualified from office. This does not apply when the elected official has been absent because of illness or injury, or when the municipal council or regional district board has given the individual permission to be absent.

Remuneration

Elected officials generally receive honouraria or other financial compensation while in elected office. Remuneration varies from community to community – in some communities, elected officials may be compensated for part-time hours and find they sometimes work full-time hours. Local governments have the legislative authority and are responsible for setting the remuneration for elected officials.

Prospective candidates may wish to contact the local government to determine the remuneration elected officials receive in a given community.

A mayor or councillor may be appointed to the regional district board.

Obligation to Vote

Every elected official present at a municipal council and regional district board meeting must vote “for” or “against” a motion. The official meeting record will show that those councillors or board members that did not expressly vote “yes” or “no” voted in favour of the motion. The only exception would be when an elected official declared a conflict of interest related to the matter being voted upon – the elected official would then be prohibited from voting and must leave the meeting until after the vote had been taken.

Ongoing Financial Disclosure

Elected officials are required under the *Financial Disclosure Act* to file a **financial disclosure statement** at the time they submit nomination papers, each year while holding office and when leaving office.

The *Financial Disclosure Act* disclosure statement details an elected official's corporate and personal holdings and must be available for public inspection. Prospective candidates are required to file a financial disclosure statement at the time they submit nomination papers. The financial disclosure statement must be filed with the local government **Corporate Officer**. Failure to file a financial disclosure statement carries a penalty of up to \$10,000.

The *Financial Disclosure Act* disclosure statement is not the same as the candidate campaign financing disclosure statement required under the *Local Elections Campaign Financing Act* that each candidate must file after general local elections.

Privacy

Elected officials perform many of their duties in the public eye. Social media has increased the amount of exposure and feedback elected officials receive. As such, aspects of an elected official's life may become a matter of public interest and may result in a loss of privacy.

The Ethics of Elected Office

Elected officials are entrusted with significant decision-making authority. Mayors, councillors and regional district board members have a great deal of influence over, and responsibility for, the services and programs that citizens receive.

Elected officials must conduct themselves in an open, transparent and accountable manner and avoid situations that may bring their integrity or the integrity of the municipal council or the regional district board into question.

Responsible Conduct

How elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public is directly connected to how a community is governed. These three groups play a significant role in helping locally elected officials carry out their collective responsibilities as decision-makers of their communities.

Elected officials who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other elected officials and local government staff are essential to the effectiveness and success of a local government.

The *Financial Disclosure Act* is administered by the Ministry of Attorney General. For more information about ongoing financial disclosure, refer to: www2.gov.bc.ca/gov/content/governments/organizational-structure/financial-disclosure/municipal-officials

- *Integrity* means being honest and demonstrating strong ethical principles:
 - Upholding the public interest, serving citizens diligently to make decisions in the best interests of the community, and behaving in a manner that promotes public confidence in local government.
- *Accountability* means an obligation and willingness to accept responsibility or to account for one’s actions.
 - Being transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties; listening to and considering the opinions and needs of the community in all decision-making; and, allowing for discourse and feedback.
- *Respect* means having due regard for others’ perspectives, wishes, and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.
 - Treating every person, including other members of the council/board, staff and the public, with dignity, understanding and respect, and valuing the role of diverse perspectives and debate in decision-making.
- *Collaboration* means coming together to create or meet a common goal through collective efforts.
 - Calmly facing challenges and providing considered direction on the issues of the day, while empowering colleagues and staff to do the same; creating space for open expression by others, taking responsibility for one’s own actions and reactions; and, accepting the decisions of the majority.

Further information about responsible conduct and expectations for B.C.’s locally elected officials is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

Codes of Conduct

Many local governments have created codes of conduct in order to assist elected officials to conduct themselves in an appropriate manner. A code of conduct is a set of rules outlining how elected officials must behave when carrying out their elected duties. Codes of conduct provide guidance in addition to the obligations elected officials have under legislation, bylaws, policies and other legal rules.

Codes of conduct can also promote a positive, ethics-focused organizational culture and create a shared understanding about the roles and responsibilities of locally elected officials and local government staff, and what they can and cannot do.

Conflict of Interest and Other Ethical Standards

Disclosure of Conflict

The *Community Charter* conflict of interest rules provide that locally elected officials who have a financial (pecuniary) interest in a matter that will be discussed or voted on at a municipal council or regional district board meeting must declare that interest in the matter. Following their declaration, they may not participate in discussions, vote or exercise influence on the matter.

Elected officials must not vote on, or participate in discussions about, any matters where they have a direct or indirect financial interest that is not shared with the broader community.

CONFLICT OF INTEREST

Local Government Act
section 205

Community Charter,
sections 100-109

Vancouver Charter,
sections 145.2-145.92

Municipal councils or regional district board members who believe they have a financial interest in a matter under discussion, must:

- declare their interest in the matter;
- withdraw from the meeting;
- not participate in the discussion or vote; and,
- not attempt to influence, in any way, the voting of other elected officials on the matter.

An elected official who has a direct or indirect financial interest in a matter and has participated in discussions or attempted to influence the vote or votes on the matter, may be disqualified from office.

Given that conflict of interest is complex and dependent on the particular facts in a given circumstance, conflict of interest can only be decided by the courts; ultimately the courts have the expertise to apply the law to the facts of a specific situation. If an elected official were unsure about whether they were in a conflict of interest, it would be best for that elected official to seek independent legal advice.

CONTRACTUAL CONFLICT?

Aaron Michaels owns Arrow Landscaping, a local gardening and landscaping company – he is also a municipal councillor.

Arrow Landscaping holds a contract with a nearby municipality, and does not currently have a contract with the municipality where Aaron is a councillor – although the company did submit a bid the last time there was a request for tenders.

The current municipal landscaping contract is about to expire and council is considering whether to extend the current contract or put the contract out to tender.

Councillor Michaels has a *direct and/or indirect financial interest* in this matter, and is likely to be in a conflict of interest if he participated in any discussions or votes related to the landscaping contract.

Councillor Michaels would have a *direct financial interest* if Arrow Landscaping submitted a bid for the municipal landscaping contract. If only a small number of landscaping companies operate in the region, Councillor Michaels also has an *indirect financial interest* in decisions that affect the companies that compete with Arrow Landscaping for business – even if Arrow Landscaping did not submit a bid to provide services to the municipality.

Councillor Michaels must inform council about his connection to the contract and excuse himself from further debate and discussion by leaving the room until the council moves on to another topic, to avoid any perception of influencing or affecting council's decision.

Inside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation or action to be made or taken on a matter at a council or committee meeting, or by officers and employees of the local government. For example, a councillor would likely be in contravention of the inside influence restriction if they lobbied the municipal approving officer regarding an application to subdivide land owned by that councillor.

Outside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation or other action to be made or taken on a matter by any other person or body. For example, a councillor would likely be in contravention of the outside influence restriction if they lobbied a provincial regulator on behalf of a business partner using the municipality's letterhead in correspondence with the provincial regulator.

Accepting Gifts

Elected officials must not accept a fee, gift or other personal benefit that is directly connected to the performance of their duties as a municipal council or regional district board member. Elected officials may, however, accept gifts or other personal benefits received as a matter of social obligations or protocol related to their position (such as a gift from a visiting delegation from another government) and compensation authorized by law.

An elected official who received such a gift must file a disclosure statement with the local government **Corporate Officer**. The statement must include: the nature of the gift; its source; when it was received; and, the circumstances under which it was given and received. The statement must be filed as soon as possible after the gift was received.

Disclosure of Contracts

Elected official must publicly disclose any contract in which they have a monetary interest. This requirement applies to contracts between the local government and elected official, as well as to contracts between the local government and persons or companies with whom the elected official is connected. For example, this would include contracts with a company in which the elected official is a director, officer, significant shareholder or senior employee.

Use of Insider Information

An elected official must not use information that is not otherwise available to the general public for gaining or furthering a monetary interest. The *Community Charter* does not specify a time limit for this restriction. As such, the restriction applies indefinitely – or until the information is made available by the municipal council or regional district board to the general public.

Voting for an Illegal Expenditure

Elected officials must not vote for a bylaw or resolution authorizing the expenditure, investment or other use of money contrary to the *Community Charter* or the *Local Government Act*.

Consequences

Elected officials who contravene any of the conflict of interest provisions may be disqualified from holding office and may be required to pay the local government for any financial gain as a result of the contravention.

Confidentiality

Past and present elected officials are required to keep confidential information private until such time as that information is made publicly available by the municipal council or regional district board.

Information contained in records that have not been released to the public, and information discussed in closed meetings must be kept confidential until that information is released in an open meeting. A local government may recover any damages that result from an elected official, or former elected official, who intentionally disclosed confidential information.

Elected Officials and Local Government Staff

Elected officials perform a role that is distinct from the role of the Chief Administrative Officer (CAO), or **Corporate Officer**, and other local government staff. Elected officials are decision-makers, and set strategic policies and priorities for the municipality or regional district – they do not implement policies and decisions or otherwise administer the local government.

Local government staff (e.g. Chief Administrative Officer and Corporate Officer) are responsible for implementing municipal council or regional district board decisions and providing advice to elected officials. The Chief Administrative Officer or Corporate Officer is the primary point of contact between elected officials and local government staff (e.g. land use planners, bylaw enforcement officers, public works staff) employed by the municipality or regional district.

Elected officials do not have regular contact with local government staff, nor do elected officials perform, or supervise, the roles or duties assigned to local government staff. An elected official *must not* interfere with, hinder or obstruct the work of local government officers or employees.

Elected officials are not authorized to fulfill local government staff roles or duties.

Who May Run For Office

A person who has not been disqualified from seeking or holding elected office may become a **candidate** in local elections.

A candidate for **mayor, councillor, or electoral area director** must:

- 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 prior to filing nomination documents; 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.

Prospective candidates for local office must be nominated by at least two eligible electors from the jurisdiction where the person is seeking election. Local governments may require 10 or as many as 25 nominators for each prospective candidate.

Local Government Employees

Local government employees, or salaried officers who are paid for their services, are eligible to run for elected office. They must take a leave of absence to run and resign their employment when elected.

The requirement to take a leave of absence and resign when successfully elected applies in the following circumstances:

- an employee running for elected office in the municipality in which they are employed (including volunteer firefighters);
- a municipal employee seeking to be elected as an electoral area director for the regional district of which their municipal employer is a member;
- a regional district employee seeking to be elected as the mayor or councillor of a municipality that is a member of the regional district;
- an employee of a municipality within the Islands Trust seeking to be elected as a **Islands Trust local trustee**; and,
- an employee of the Islands Trust seeking to be elected as the mayor or councillor of any municipality in the Trust area.

Local Government Contractors

Individuals who provide contracted services to local governments may be eligible to be candidates in local elections. Eligibility is contingent on whether or not a contracted person is considered to be an “employee”.

B.C. Public Service Employees

B.C. Public Service employees may seek nomination as a candidate in local elections. The duties of elected office must not affect the employee’s normal working hours and there must not be a conflict of interest between the employee’s duties as an elected official and their duties as a B.C. Public Service employee.

Prospective candidates must have been a B.C. resident prior to **March 13, 2018** to be eligible to run in the 2018 general local elections.

Local government employees must take a leave of absence to run for elected office, and must resign from their position when elected.

Federal Employees

Federal public service employees may seek nomination as a candidate in local elections after they obtain permission from the Public Service Commission of Canada (PSC).

Federal employees must not be declared a candidate or undertake any candidacy-related activities unless they have first obtained permission from the PSC. The PSC may grant permission, with or without conditions, when it is satisfied that seeking nomination as, or being, a candidate will not impair or be perceived as impairing an employee's ability to perform their job-related duties in a politically impartial manner.

Visit: www.psc-cfp.gc.ca/index-eng.htm under the "Political Activities of Public Servants" section, or contact the PSC at 1 866 707-7152, or by e-mail at: pa-ap@psc-cfp.gc.ca for further information.

Members of the Legislative Assembly of B.C. (MLAs) may seek nomination as a candidate in local elections. MLAs may hold office both provincially and locally, as long as the person can fulfill the duties of both offices.

Volunteers

Volunteers who receive no monetary compensation for services provided to a local government are eligible to run for and hold elected office without taking a leave of absence or relinquishing their volunteer duties when elected.

Volunteers who receive monetary compensation (e.g. an hourly wage or call-out pay) for services provided to a local government are eligible to run for elected office if they take a leave of absence and resign when elected.

A paid municipal volunteer must take a leave of absence and resign in order to run for and hold office in the regional district where the municipality is a member. A paid regional district volunteer must take a leave of absence and resign in order to run for and hold office in a member municipality.

Who May Not Run For Office

A person is not eligible to run as a candidate for any local government office if they:

- 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 judges 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 campaign financing disclosure statement in a previous election;
 - make an oath of office; or,
 - attend local government meetings in the manner and frequency required by the *Community Charter*; or,
- 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.

Nomination Period and Declaration of Candidates

The nomination period is the only time during which the local **Chief Election Officer** is permitted to accept nomination documents and deposits (where applicable) from nominees for office. The nomination period begins at 9 a.m. local time on the 46th day before general voting day and ends at 4 p.m. local time on the 36th day before general voting day.

The local Chief Election Officer is required to publish notices about the nomination period that include: the offices for which candidates are to be elected; the dates, times and places at which nominations will be received; and, how interested persons can obtain information about the requirements and procedures for making a nomination.

It is the nominee's responsibility to ensure all of the required information in the nomination package is submitted to the local Chief Election Officer (or designate) by the deadline and that the information is accurate and complete. A nominee officially becomes a **candidate** when they have submitted all the required information in the nomination package and have been subsequently declared a candidate by the local Chief Election Officer.

The local Chief Election Officer officially declares the nominees who have met the candidacy requirements and have become candidates for the local government election after the end of the nomination period.

The local Chief Election Officer may extend the nomination period until 4 p.m. local time on the third day after the end of the nomination period when there are fewer candidates than positions to be elected. Any subsequent nominees would be declared candidates at that time.

See Appendix B: 2018 General Local Elections Key Dates for other key election dates.

Who May Nominate

Prospective candidates for local office must be nominated by at least two eligible electors from the local government where the person is seeking election. Local governments have the ability to require two, 10, or, in **jurisdictions** with populations greater than 5,000, 25 nominators for each prospective candidate by bylaw.

A nominator must be eligible to vote in the jurisdiction as a **resident elector** or as a **non-resident property elector**. Prospective candidates may wish to consider having more nominators than are required by the local government in case one or more nominators is determined to be ineligible.

Contact the local Chief Election Officer to determine the number of nominators required by the local government.

The nomination period for the 2018 general local elections begins at 9 a.m. local time on **September 4** and ends at 4 p.m. local time on **September 14**.

The declaration of candidates for the 2018 general local elections takes place at 4 p.m. local time on **September 14**.

The nomination period for the 2018 general local elections may be extended until 4 p.m. local time on **September 17**.

Do not put additional information on nomination documents (e.g. personal information not required by legislation).

Endorsement by an Elector Organization

An **elector organization** can endorse a candidate on the ballot by submitting all the required information in the **endorsement** package during the nomination period.

The elector organization must not be disqualified from endorsing candidates, and it must have a membership of at least 50 eligible electors (either resident electors or non-resident property electors) at the time it submits endorsement documents. An elector organization cannot endorse more candidates in an election than there are offices to be filled, and a candidate can only be endorsed by one elector organization.

Candidates endorsed by elector organizations must indicate their consent to the endorsement by providing their signature as part of the endorsement package submitted to the local Chief Election Officer by the elector organization.

Refer to the *Elector Organization Guide to Local Elections in B.C.* for more information about elector organization endorsements, available online at: www.gov.bc.ca/localelections

Nomination Packages

Nomination packages are generally available from local government offices during regular business hours two to four weeks before the nomination period begins and remain available until the nomination period ends.

Nomination documents must be submitted in writing to the local Chief Election Officer – or a person designated by the local Chief Election Officer and must include the following:

- the person's full name (first, middle, last);
- the person's usual name, if it is different from their full name and they would rather have that name appear on the ballot – e.g. Catherine instead of Cathy;
- the office for which the person is nominated (e.g. mayor, councillor, or electoral area director);
- the person's residential address;
- the person's mailing address, if different from their residential address;
- the names and residential addresses of nominators, and, if one or more of the nominators is a non-resident property elector, the address of the property owned by the nominator(s) in the jurisdiction; and,
- a statement signed by each nominator that, to the best of their knowledge, the person is qualified to hold local government office in British Columbia.

The nomination documents must also include supporting information that demonstrates the person's consent and preparedness to run in general local elections, including:

- the person's written consent to the nomination;
- the person's financial disclosure statement, as required by section 2(1) of the *Financial Disclosure Act*;
- a signed declaration that either the person is acting as their own financial agent, or identifying the individual they have appointed as their financial agent;

- the person's **solemn declaration** that:
 - they are qualified to be nominated for office;
 - the information provided in the nomination documents is true;
 - they fully intend to accept the office if elected; and,
 - they are aware of the *Local Elections Campaign Financing Act*, understand the requirements and restrictions under the Act and intend to comply with the Act.

Nomination documents can be submitted to the local Chief Election Officer, or other person designated for that purpose, in person, by mail, facsimile or email. The local Chief Election Officer must receive original copies of any documents submitted by facsimile or email by 4 p.m. local time on the 29th day before general voting day. The nomination is not valid if the original nomination documents are not received by the deadline.

Any changes to the nomination document information that take place after the election results have been declared must be sent directly to Elections BC.

Standardized nomination forms are available from local governments across B.C.

Nominees must be aware of, understand and intend to comply with the *Local Elections Campaign Financing Act*.

SOLEMN DECLARATIONS

Candidates must make a number of “solemn declarations.” **Solemn declarations** require the person making the declaration to attest to the truthfulness of a given statement – such as that a candidate is aware of certain legislative requirements or intends to take office if elected.

Solemn declarations are legal statements and the person making the declaration is responsible for ensuring that they are making true and accurate solemn declarations. A person who made a false or misleading solemn declaration has committed an election offence, and is subject to penalties including fines of up to \$5,000 and/or imprisonment for up to one year.

Prospective candidates can make the required solemn declarations in advance with a Commissioner for Taking Affidavits for B.C. (e.g. lawyer, notary public) or make a declaration before the local Chief Election Officer when the prospective candidate submits the nomination documents to the local Chief Election Officer or other person designated for that purpose.

Nomination Deposits

Local governments may require prospective candidates to pay a refundable nomination deposit of up to \$100 when they submit their nomination documents – the deposits are fully refunded when candidates file their campaign financing disclosure statement with Elections BC within 90 days following local elections.

The nomination deposit is refunded by the local government when a nominee withdraws their candidacy before the nomination period ends. The refund is returned after the nomination period closes.

Contact the local Chief Election Officer to determine if a nomination deposit is required by the local government.

Original copies of documents submitted by facsimile or email must be submitted to the local Chief Election Officer by 4 p.m. local time on **September 21** for the 2018 general local elections.

Nomination documents for the 2018 general local elections are available for public inspection until **November 23** if the official election results were declared on **October 24**.

Challenges to nominations for the 2018 general local elections can be submitted until 4 p.m. local time on **September 18**. The Provincial Court is required to hear the challenge and make a ruling by 4 p.m. local time on **September 21**.

Nominees for the 2018 general local elections may withdraw their candidacy until 4 p.m. local time on **September 21**.

Challenge of Nomination

Nomination documents are available for public inspection in local government offices during regular office hours from the time they have been submitted until 30 days after the election results have been declared. Local governments may, by bylaw, choose to make the documents available during all or part of the 30 day time period. They may also choose to make the documents available to the public via other means, including on the Internet.

A person who inspects or accesses nomination documents must only use the information they contain for purposes related to:

- local election activities;
- the conflict of interest provisions in the *Community Charter, Vancouver Charter, and/or School Act*;
- the disqualification provisions in the *Local Government Act, Local Elections Campaign Financing Act, Community Charter and/or Vancouver Charter*; and,
- provisions in the *Freedom of Information and Protection of Privacy Act*.

An eligible **elector**, another nominee for office or the local Chief Election Officer can challenge a prospective candidate's nomination when they believe the nomination documents are incorrect or the person is not otherwise eligible to be nominated for office. Nomination challenges must be made through an application to the Provincial Court.

The Provincial Court accepts challenges to nominations from the time the nomination documents were submitted to the local Chief Election Officer (or their designate) until 4 p.m. local time on the fourth day after the nomination period ends. The application must briefly set out the facts upon which the challenge is based and be supported by an affidavit signed by the challenger. The Provincial Court is required to hear the challenge and make a ruling within 72 hours of the challenge period ending.

A prospective candidate whose nomination has been challenged is entitled to immediate notification of the challenge. They must receive a copy of the challenge of nomination application and the date and time of the Provincial Court hearing within 24 hours of the application being submitted to the Provincial Court. The prospective candidate is also entitled to an opportunity to prove their eligibility to be nominated for elected office. The Provincial Court decision on the challenge of nomination is final and may not be appealed.

Withdrawing a Nomination

Prospective candidates may reconsider and withdraw their candidacy during the nomination period and for seven days following the close of nominations. The prospective candidate must provide written notice of their withdrawal to the local Chief Election Officer, and the local Chief Election Officer must then remove the prospective candidate's name from the ballot.

A prospective candidate may still withdraw their candidacy after the deadline by giving written notice to the local Chief Election Officer. The Minister responsible for local government must approve the withdrawal before the local Chief Election Officer can remove the prospective candidate's name from the ballot. The Minister is not obligated to approve the prospective candidate's withdrawal.

Any candidates who have withdrawn from **general local elections** after candidates have been declared are required to file a campaign financing disclosure statement with Elections BC – even if they received no campaign contributions and incurred no election expenses.

Candidates who fail to file a campaign financing disclosure statement, or do not obtain a Supreme Court order for relief from the obligation to file, forfeit their nomination deposit to the local government, are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections and potentially face additional penalties. A candidate declared elected also loses their seat and the seat then becomes vacant.

Campaign financing disclosure statements are not required when a prospective candidate withdraws before the declaration of candidates. Any nomination deposit paid by the prospective candidate is returned after the nomination period ends.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for more information about campaign financing disclosure, available online at: www.elections.bc.ca/lecf

Prospective candidates are not required to file candidate disclosure documents for the 2018 general local elections if they withdraw before 4 p.m. local time on **September 14**.

The election period for the 2018 general local elections begins on **January 1** and ends at midnight on **September 21**.

The campaign period for the 2018 general local elections begins on **September 22** and ends on **October 20**.

What are Election Campaigns?

An **election campaign** is a connected series of actions (e.g. advertising, meetings and speeches) for the purpose of electing a **candidate** or a group of candidates to a **municipal council** or **regional district board**.

Typically, an election campaign involves candidates and/or **elector organizations** communicating with the electorate, through:

- public appearances and speeches;
- advertisements on television, radio, the Internet and social media (e.g. Facebook, Twitter, YouTube), in newspapers and magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

An election campaign may be undertaken by a candidate or an elector organization during local elections. In some cases, candidates and elector organizations may work together on an election campaign where the elector organization has endorsed the candidate; in other cases, a group of candidates who are not endorsed by an elector organization may choose to work together to share costs.

ELECTION PERIOD AND CAMPAIGN PERIOD

The **election period** for general local elections begins at the start of the calendar year (January 1) in which the general local elections will be held and ends at the start of the campaign period (28 days before general voting day).

The **campaign period** for general local elections begins on the 28th day before general voting day and ends on the close of general voting day.

There are a number of election financing rules, including recording and disclosure requirements that apply to candidates, elector organizations and third party sponsors during the election and campaign periods.

Candidate Election Campaigns

Candidates generally direct their own election campaigns during local elections. Candidates may retain an election campaign manager and campaign **volunteers** to prepare and distribute flyers, call eligible voters, handle logistics and take on other election campaign-related activities. Candidates have considerable flexibility in organizing their election campaigns, provided they avoid committing election and/or campaign financing offences.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for more information about the election period, campaign period requirements, offences and penalties that apply to candidates, available online at: www.elections.bc.ca/lecf

Elector Organization Election Campaigns

Candidates and elector organizations may form mutually beneficial partnerships in order to realize a similar intended outcome – the election of the candidates endorsed by the elector organization. The elector organization would have its name, abbreviation or acronym appear on the ballot beside the candidate's name.

Refer to the *Elector Organization Guide to Local Elections in B.C.* for further information about elector organizations, available online at: www.gov.bc.ca/localelections

Campaign financing and election advertising rules apply to elector organization election campaigns. Every elector organization must appoint a **financial agent** to ensure the financial aspects of the election campaign are run in accordance with the *Local Elections Campaign Financing Act*.

All candidates endorsed by an elector organization must have a written campaign financing arrangement with the elector organization.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents* for more information about the campaign financing rules, offences and penalties that apply to elector organizations, available online at: www.elections.bc.ca/lecf

Third Party Sponsor Advertising

A **third party sponsor** is an individual or organization that conducts election advertising independently from a candidate or elector organization campaign. Candidates and their election campaigns *must* be independent from third party advertising sponsored by a third party sponsor. Third party sponsors and candidates *must not* coordinate their advertising.

Third party sponsors are required to register with Elections BC before undertaking election advertising.

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for more information about the campaign financing rules, offences and penalties that apply to third party sponsors, available online at www.elections.bc.ca/lecf

Key Election Campaign Activities

Key campaign activities may include a planned set of actions, events or initiatives (e.g. canvassing, telephone banks, events and advertising) designed to promote a candidate or a group of candidates and communicate their election platform to the electorate during an election campaign.

Campaign activities usually trigger campaign financing rules and candidates must ensure they are aware of and follow the rules. A candidate that has failed to follow campaign financing requirements may have committed an offence and may be subject to penalties.

Contact Elections BC by phone at: 250 387-5305 or elsewhere in B.C. call: 1 855 952-0280 or by email at: lecf@elections.bc.ca for detailed information about campaign financing rules.

LIST OF REGISTERED ELECTORS (VOTER'S LIST)

Each candidate is entitled to one free copy of a list of registered electors (voter's list) if one is used by the local government to register electors and conduct the local election. Additional copies may be available to candidates at a cost determined by the local government. A list of registered electors is not available if the local government only permits registration on voting day (same day registration).

The list of registered electors must only be used by candidates for election campaign-related purposes – such as door-knocking, flyer distribution, and/or calling eligible voters to remind them to “get out and vote”.

A candidate must agree, in writing, that the information provided on the list of registered electors will only be used for election purposes before receiving a copy of the list. Contact the local government for more information about how to obtain a copy of the list of registered electors.

A candidate using the voter's list must treat the personal information it contains carefully. The list must be returned to the local government or otherwise destroyed following the local elections.

Canvassing

Candidates and campaign **volunteers** may canvass door-to-door throughout the community in order to raise awareness about the candidate or elector organization and their election platform, identify which issues are important to electors and determine elector support for a given candidate.

Telephone Banks

Candidates may establish telephone banks as one aspect of their election campaign. Campaign volunteers may use the telephone bank to contact eligible **electors** to raise awareness about the candidate or elector organization, determine the level of support for their candidate and identify which issues are important to electors.

In-person telephone banks (as opposed to auto-dialing robocalls) may also be used by candidates or their representatives during advance and general voting opportunities to contact and remind eligible electors to “get out and vote”.

In-person Events

Candidates may hold “meet and greet” events (e.g. luncheons or fundraising dinners) where the electorate can listen to their platform or position on specific issues and ask questions.

Local governments, community groups and local media often provide opportunities for candidates to communicate their platform or position on specific issues to the electorate at “all-candidate” forums. Local governments are not obligated to organize, supervise or inform candidates of these events.

Advertising

Advertising is a key component in most local election campaigns. Subject to the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*, candidates, elector organizations and registered **third party sponsors** may use print, radio, television, the Internet and/or social media (e.g. Facebook, Twitter, YouTube) advertising to promote or oppose candidates, elector organizations or points of view during an election campaign.

Election advertising and campaigning of any sort is prohibited within 100 metres of a voting place. This includes displaying signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing or soliciting votes, or otherwise trying to influence electors to vote for a particular candidate.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for more information about election advertising, available online at: www.elections.bc.ca/lecf

Signs

Signs play a significant role in election advertising. Candidates may have supporters display signs on their behalf in windows, on lawns, or post signs in other public places throughout the **jurisdiction**.

Local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising – the rules may be quite different between local governments.

The Ministry of Transportation and Infrastructure regulates sign placement along Provincial highways, medians, bridges and along major roadways. Contact the local government or local Ministry of Transportation and Infrastructure office before placing election campaign signs on medians, bridges or along major roads.

Sponsorship Information

There are rules with respect to sponsorship information on election advertising. Please refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for more information about sponsorship information, available online at: www.elections.bc.ca/lecf

It is an election offense to transmit election advertising on general voting day.

Candidates and campaign workers convicted of vote-buying, intimidation, campaigning near a voting place on general voting day, providing or distributing false information, or conducting other activities contrary to the *Local Government Act* or *Vancouver Charter* may be subject to penalties.

Local Election Offences

Vote-buying

It is an election offence to offer incentives to an elector to vote or not to vote, or to vote for a particular candidate. Inducements can include offers of money, gifts, refreshments, entertainment, employment or any other benefit. It is also an offence for an elector to accept inducements to vote.

Vote-buying includes buying coffee for patrons or volunteering to drive an elector to a voting place in exchange for their vote. These activities are permitted as long as there is no obligation on the elector, whether overt or implied, to vote for a certain candidate(s).

Intimidation

It is an election offence to intimidate an elector, by action or threat, to compel the elector to vote, or to refrain from voting. It is also an election offence to punish an elector for voting or refraining from voting generally, or for voting for a particular candidate(s).

Campaigning Near a Voting Place

It is an election offence to campaign and engage in other activities that show support for one candidate over another, or for an elector organization, within 100 metres of a voting place.

Providing or Distributing False Information

It is an election offence to falsely withdraw a candidate from an election, distribute a false statement that a candidate has withdrawn, falsely withdraw an elector organization's candidate endorsement, consent to nomination when ineligible to do so, provide false information or make false statements or declarations during local government elections.

Contravening Voting Provisions

It is an election offence to vote when not entitled to do so, vote more than once in an election, obtain a ballot in another person's name, interfere with the secrecy of the ballot, tamper with ballots or ballot boxes, or print, reproduce, give out or destroy ballots without authorization during local government elections.

Election offences are generally dealt with by the Supreme Court of B.C. Generally, local election offences are prosecuted if Crown counsel chooses to proceed with laying charges after the police have undertaken an investigation and made a recommendation to Crown counsel.

Reporting and Enforcement of Local Election Offences

The local Chief Election Officer has the authority to enforce local election rules, such as the challenge of a candidate's nomination or elector eligibility and to maintain order at voting places. Local election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

If a person believes someone has committed an election offence, contact the police. The police are responsible for conducting an investigation and recommending to Crown counsel whether charges could be laid. Crown counsel makes the determination as to whether to proceed with a prosecution. Election offences are prosecuted through the courts.

The *Local Government Act* and *Vancouver Charter* provide that a person is not guilty of an election offence if they exercised due diligence to prevent the commission of the offence.

Local Election Penalties

Vote-buying, accepting an inducement to vote or intimidating an elector to vote for a particular candidate may result in penalties including fines of up to \$10,000, imprisonment for up to two years and/or disqualification from holding elected office in a local government for up to seven years.

Individuals and/or elector organization representatives (e.g. the financial agent) may be subject to penalties that include fines of up to \$5,000 and/or imprisonment for up to one year if they are convicted of:

- advertising on general voting day;
- falsely withdrawing a candidate or an endorsement;
- fraudulently voting;
- interfering with ballots or ballot boxes;
- canvassing, advertising or otherwise visibly supporting a candidate within 100 metres of a voting place on voting days; or,
- conducting any other activity contrary to the *Local Government Act*.

Local Election Officials' Authority

The local Chief Election Officer and Presiding Election Officials must maintain the integrity and secrecy of the voting process. The local Chief Election Officer and Presiding Election Officials may restrict or regulate the number of people admitted to a voting place and remove or cover election advertising within 100 metres of a voting place during voting proceedings.

Elections BC can delegate authority to local Chief Election Officers during the **campaign period** to enter onto property and remove, cover or destroy election advertising that contravenes the *Local Elections Campaign Financing Act*.

The local Chief Election Officer and Presiding Election Officials may require a person to show identification when they believe the person is at a voting place when not permitted to be present, disturbing the peace and order of voting, interfering with voting proceedings or contravening elections legislation. They may also order anyone engaged in these activities, including **scrutineers**, to leave a voting place and remove, or have a peace officer remove, the person.

Election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

In extreme cases the local Chief Election Officer or Presiding Election Official may adjourn voting proceedings when they believe people's health or safety at the voting place or the integrity of the vote is at risk.

See Appendix A for information about local elections partner roles and responsibilities.

See Appendix C for questions and answers about the local Chief Election Officer's role and responsibilities.

Candidate Representatives

Local Government Act – sections 102 and 103
Vancouver Charter – sections 53 and 54
Local Elections Campaign Financing Act – section 17

A **candidate** may appoint an individual or individuals to assist running an **election campaign** and to otherwise represent the candidate when the candidate is unable to appear in person. Each candidate may choose to appoint an official agent and/or **scrutineers**. Every candidate must have a financial agent. They are their own financial agent unless they appoint another individual to the position.

Each candidate representative who attends a voting place must have made a **solemn declaration** to preserve the secrecy of the ballot and not interfere with an elector marking a ballot. Official agents and scrutineers may attend a voting place once they have made their solemn declaration – financial agents must have permission from the Presiding Election Official to be present at a voting place.

Contact the local government for information about how candidate representatives make their solemn declaration.

Financial Agent

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to the position. The financial agent is responsible for administering election campaign finances in compliance with the *Local Elections Campaign Financing Act*.

A candidate who chooses to appoint another person to act as their financial agent must make that appointment in writing. The appointment must include the:

- person's full name;
- effective date of the appointment;
- **address for service**, telephone number and email address (if available) for the person appointed; and,
- person's signed consent to act as the financial agent.

The appointment must be signed by the candidate and submitted to the local Chief Election Officer before the nomination period ends. The financial agent appointment information is then forwarded by the local Chief Election Officer to Elections BC as soon as practicable after the appointment has been made.

A person may act as a financial agent for more than one election campaign. A person may act as the financial agent for an elector organization and all candidates that it has endorsed. However, each candidate election campaign may have only one financial agent at a time.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for information about the financial agent's role and responsibilities, available online at: www.elections.bc.ca/lecf

A candidate is their own financial agent unless they appoint another individual to be their financial agent.

Candidate representatives must carry copies of their appointment papers whenever they represent the candidate at an election proceeding.

Refer to the *Elector Organization Guide to Local Government Elections in B.C.* for information about elector organization financial agents, available online at: www.gov.bc.ca/localelections

Official Agent

Candidates may appoint an official agent to represent them during the election process. The official agent can act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign.

Candidates must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Scrutineers represent candidates at voting opportunities by observing voting procedures and scrutinizing the ballot-counting process. A candidate and/or their official agent may appoint scrutineers.

Each candidate is permitted under the *Local Government Act* or *Vancouver Charter* to appoint one scrutineer for each ballot box used at a voting place. A local government may pass a bylaw to permit each candidate to have more than one scrutineer present for each ballot box used at a voting place and establish specific restrictions and conditions in the bylaw as deemed necessary.

The scrutineer appointment must be made in writing and must include the person's full name and mailing address. The appointment must be signed by the candidate and submitted to the local Chief Election Officer as soon as practicable after the appointment has been made.

Voting Times

Voting places must be open from 8 a.m. to 8 p.m. local time on **general voting day** and the required **advance voting opportunity** and another advance voting opportunity (date to be determined by the local government) for local governments with populations greater than 5,000.

Local governments may set specific hours for any special voting opportunities or additional advance voting opportunities held during local elections.

All voting places must close by 8 p.m. local time on general voting day to ensure ballots are counted at the same time.

Counting Ballots

Ballot counting begins after voting places close at 8 p.m. local time.

Candidates are entitled to be present during the ballot count, and may assign one representative to each location where ballot counting takes place. Candidates or candidate representatives (e.g. scrutineer or official agent) must raise their objection to a ballot's acceptance or rejection with the Presiding Election Official supervising the ballot counting process.

Objections to the acceptance or rejection of a ballot must be raised while the ballot is being considered during the count. Objections to accept or reject a ballot and the Presiding Election Official's decision relative to the ballot in question are recorded and submitted with the ballot account for the voting place to the local **Chief Election Officer**.

The Presiding Election Official's decision to reject or accept a ballot can only be overturned by the local Chief Election Officer – or by the Provincial Court following a judicial recount.

Ballot accounts, that outline individual voting place results and reconcile the number of ballots distributed with the number of ballots cast in the local government election, are prepared at each voting place. Ballots are then packaged and returned to the local Chief Election Officer at the local government office, where the official election results are then determined.

Each candidate is notified by the local Chief Election Officer as to the time and location for the final ballot count and when the official election results will be declared. The official election results may not necessarily be announced on general voting day.

Conduct at Voting Places

The local Chief Election Officer has the authority to establish the process and standards of conduct that voters, candidates and candidate representatives must abide by at voting places during advance, special and general voting day opportunities.

Voting places must be open from 8 a.m. to 8 p.m. local time on general voting day and the required advance voting opportunity.

Ballot counting for the 2018 general local elections begins after 8 p.m. local time on **October 20**.

Candidate Conduct

Candidates must not be present at a voting place during an advance or special voting opportunity or on general voting day except to cast their ballot. Candidates must not campaign within 100 metres of a voting place on general voting day – it is an election offence to do so. Candidates may wish to cast their ballot at an advance voting opportunity to avoid this situation.

Candidates are permitted to be present while ballots are being counted following the close of general voting. Candidates or candidate representatives (e.g. scrutineer or official agent) must not touch the ballots or ballot boxes or otherwise interfere with election officials during the counting process – except to object to a ballot's acceptance or rejection by an election official.

No one is permitted to enter or leave a voting place while the ballot count is in progress.

Scrutineer Conduct

Candidates (and/or their official agent) may appoint scrutineers to observe the voting and ballot counting process at voting places during advance, special and general voting opportunities.

Scrutineers are not permitted to wear anything (e.g. shirt, cap, badge, button, pen or pin) that shows support for a particular candidate. Scrutineers must not interfere with the voting place routines and/or the election officials' duties. Scrutineers are not permitted to handle election documents.

Local governments, by bylaw, and local Chief Election Officers have the authority to establish specific rules governing scrutineer conduct and responsibilities. Local governments may permit more than one scrutineer for each candidate to be present per ballot box at a voting place during voting proceedings.

Scrutineers and election officials generally only communicate during times when no voters are present at the voting place – unless the scrutineer has challenged a voter's eligibility to receive a ballot. A scrutineer may challenge a voter's right to receive a ballot based on their belief that the elector is not entitled to vote or has accepted an inducement to vote. Challenges to a voter's eligibility to receive a ballot must be raised before the ballot is issued to the elector.

Scrutineers may also challenge a ballot's acceptance or rejection during the ballot counting process. The objection must be made to the Presiding Election Official supervising the ballot counting process. Objections to a ballot's acceptance or rejection must be raised while the ballot is being considered during the count. Objections to the Presiding Election Official's decision relative to the ballot in question are recorded and submitted with the ballot account for that voting place to the local Chief Election Officer.

After General Voting Day

Local Government Act – sections 144–157 and 202
Community Charter – sections 120 and 124
Vancouver Charter – sections 140 and 143

The *Local Government Act*, *Community Charter* and *Vancouver Charter* provide for several legislated procedures (e.g. breaking tie votes, taking the oath of office) that *may* or *must* be completed following **general voting day**.

Announcing Results

The official election results may not necessarily be announced on general voting day – the local **Chief Election Officer** may announce preliminary results after concluding the ballot count on general voting day and announce the official results at a later date.

The official election results must be declared within four days after the close of voting on general voting day. The local Chief Election Officer must state the number of ballots cast in favour of each **candidate** for each position. Those candidates with the most votes would then be declared elected.

Judicial Recount

An eligible elector, candidate, candidate representative (e.g. scrutineer or official agent), or the local Chief Election Officer may apply to the Provincial Court for a judicial recount. An application for a judicial recount can only proceed on the basis that the:

- ballots were incorrectly accepted or rejected;
- ballot account does not accurately record the number of valid votes for a candidate;
- final determination of results did not correctly calculate the total number of valid votes for a candidate; or,
- same number of votes was received by two or more candidates.

The period to apply for a judicial recount begins as soon as the official election results have been declared and ends nine days after the close of general voting.

The applicant must notify candidates and the local Chief Election Officer about the judicial recount application. The applicant, the local Chief Election Officer, candidates and their official agents and legal counsel are entitled to be present during a judicial recount. The Provincial Court has the authority to determine any other people permitted to attend the recount.

Judicial recounts are based on the ballots and ballot boxes used in the local elections. The Provincial Court declares the election results at the completion of the ballot recount.

A tie between two or more candidates must be broken in accordance with the *Local Government Act* or *Vancouver Charter* and the local government **election bylaw**. The judicial recount must be completed within 13 days after the close of general voting.

Official election results for the 2018 general local elections must be declared by 4 p.m. local time on **October 24**.

The period to apply for a judicial recount for the 2018 general local elections ends on **October 29**.

A judicial recount for the 2018 general local elections must be completed by **November 2**.

Breaking Ties

There are two methods for breaking ties in a local election in which two or more candidates have an equal number of votes – drawing by lot (a random draw) or by runoff election.

A local government must have passed an **election bylaw** that specifies that drawing by lot will be used as the method for breaking a tie when there is a tie between candidates. Otherwise, a runoff election must be held to break the tie.

A local government election bylaw that states ties will be broken by lot means that the names of the *tied candidates* are written on pieces of paper, placed into a container, and one name is drawn by a Provincial Court-appointed person. The Provincial Court then declares the candidate whose name was drawn to be elected to office.

A runoff election means that *all unsuccessful candidates* from the original election may run in a second election. The runoff election can only occur after a judicial recount in which no winner was declared.

The local **Chief Election Officer** is required to notify candidates that a runoff election has been called to break the tie. Candidates then have three days to notify the local Chief Election Officer if they do not intend to run in the runoff election.

The local Chief Election Officer must set a date for the runoff election for a Saturday no later than 50 days after the judicial recount was completed. Generally runoff elections are conducted under the same rules as the original local election.

Invalid Election

A candidate, the local Chief Election Officer or at least four eligible electors of the jurisdiction, may petition the Supreme Court to invalidate a local election.

A petition to invalidate a local government election may only be made on the basis that:

- an elected candidate was not qualified to hold office;
- the election was not conducted in accordance with elections legislation; or,
- a candidate committed an election offence such as vote-buying or intimidation during the local election.

A petition to invalidate a local election must be made within 30 days after the official election results were declared. The Supreme Court registry must set a date for the petition to be heard between 10 and 21 days after the petition was filed. The petitioner(s) must serve the local government with notice of the petition to declare the election invalid.

Oath of Office

Every municipal **councillor** must make an oath of office or solemn affirmation before they can assume their position on **municipal council**. Every **electoral area director** must also make an oath of office or solemn affirmation before they can assume their position on the **regional district board**.

Municipal councillors appointed to the regional district board must make a second oath of office or solemn affirmation in addition to the oath of office or solemn affirmation they made before they assumed their position on the municipal council.

A petition to invalidate a 2018 general local election must be made by **November 23** if the official election results were declared on **October 24**.

Candidates elected in the 2018 general local elections must make an oath or solemn affirmation by **December 8, 2018** if the official election results were declared on **October 24**.

Candidates elected in general local elections must make their oath of office or solemn affirmation within 45 days after the official election results were declared. Acclaimed candidates must make an oath of office or solemn affirmation within 50 days of the date set for general voting – had voting been required.

The oath of office or solemn affirmation may be made before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. or the local government **Corporate Officer**. Candidates who fail to make an oath or affirmation of office are disqualified from holding office until after the next general local elections.

Taking Office

A candidate may take the oath of office or make a solemn affirmation as soon as they are declared elected by the local Chief Election Officer; however, elected candidates do not take office immediately.

Municipal council members formally take office at the first regularly scheduled council meeting following general local elections.

The term of office for a municipal council member appointed to a regional district board begins when the person has made an oath of office or solemn affirmation as a regional district director.

The term of office for regional district **electoral area directors** begins at the first regularly scheduled board meeting in the calendar month after the month in which general local elections were held.

Candidates acclaimed in the 2018 general local elections must make an oath of office or solemn affirmation by **December 10**.

The inaugural meeting after the 2018 general local elections must be held by **November 10**.

The term of office for regional district electoral area directors elected in the 2018 general local elections begins on the first Monday after **November 1** following the general local elections - or when the director has made their oath of office or solemn affirmation – whichever is later.

The campaign period for the 2018 general local elections begins on **September 22** and ends on **October 20**.

Campaign financing rules under the *Local Elections Campaign Financing Act* were established to create accountability and transparency around campaign financing.

Campaign Period Expense Limits

In 2016, the *Local Elections Campaign Financing Act* was amended to establish expense limits that would apply to the **campaign period** expenses of candidates and **elector organizations**. The amendments also established spending limits for **third party sponsors**. Expense limits will first be applied for the 2018 general local elections.

Expense limits are determined using a consistent formula for all candidates and are generally based on the population of the election area where the elections are being held.

Campaign Contribution Limits

In 2017, the *Local Elections Campaign Financing Act* and the Local Elections Campaign Financing Expense Limit Regulation were amended to set campaign contribution limits for the election campaigns of candidates and elector organizations and to ban campaign contributions from organizations, including corporations and unions and contributions from outside of British Columbia in local elections.

The new rules apply for the 2018 general local election and are retroactive to October 31, 2017, meaning campaign contributions received on or after October 31, 2017 are subject to the new rules.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding the new campaign financing rules, available online at: www.elections.bc.ca/lecf

Elections BC Officials' Authority

Elections BC administers, investigates and enforces campaign financing, **third party sponsor** and election advertising provisions under the *Local Elections Campaign Financing Act*.

Elections BC has the authority to conduct audits and investigations related to non-compliance with campaign financing and third party sponsor provisions. It can also delegate certain powers (e.g. removing non-compliant advertising) to other individuals, such as local Chief Election Officers to act on its behalf.

Elections BC works with local Chief Election Officers to determine the most effective approach to dealing with non-compliant election advertising. When necessary, Elections BC can make applications to the Supreme Court to seek an injunction to require an individual or organization to comply with the *Local Elections Campaign Financing Act* or to prevent an individual or organization from contravening the *Local Elections Campaign Financing Act*.

Elections BC is responsible for reviewing candidate, elector organization and third party sponsor campaign financing disclosure statements to ensure compliance with the *Local Elections Campaign Financing Act*. Elections BC also publishes campaign contribution data and the campaign financing disclosure statements and the lists of disqualified candidates, elector organizations and third party sponsors online at: www.elections.bc.ca/lecfc

See Appendix A for information about local election partner roles and responsibilities.

See Appendix C for questions and answers about Elections BC's role and responsibilities.

Sections 107-108 of the
Local Government Act

Sections 69-70 of the
Vancouver Charter

Sections 169-171 of the
Local Government Act

Sections 129-131 of the
Vancouver Charter

Section 1 of the *School Act*

Section 30(2) of the
School Act

address for service

A mailing address or email address provided by an individual or organization at which notices and other communications are accepted as served on or otherwise delivered to the individual or organization.

advance voting opportunity

A voting day, prior to general voting day, for electors who choose to vote on that day for any reason. Typically electors who vote at that time do so because they:

- expect to be absent on general voting day from the jurisdiction for which the election is to be held;
- will be unable to vote on general voting day for reasons of conscience;
- will not be able to attend a voting place on general voting day for reasons beyond the elector's control;
- have a physical disability or are mobility impaired which would make it difficult to reach or navigate within a busy voting place on general voting day;
- are candidates or candidate representatives; or,
- are election officials.

assent voting

Voting on a bylaw or other matter for which a local government is required to obtain elector assent under Part 4 of the *Local Government Act* or Part 2 of the *Vancouver Charter*. Elector assent is obtained when a majority of the votes counted are in favour of the bylaw or question. Assent voting events may also be referred to as a "referendum".

B.C. Chief Electoral Officer

The B.C. Chief Electoral Officer is an independent officer of the Legislature who oversees the provincial electoral process in B.C. The *Local Elections Campaign Financing Act* gives the B.C. Chief Electoral Officer the additional role of overseeing campaign financing and election advertising in local elections and ensuring compliance with the *Local Elections Campaign Financing Act*.

board

See entry for "regional district board".

board of education

A school district's governing body as constituted under the *School Act*. A board of education is comprised of three, five, seven or nine trustees, or as otherwise determined by the Minister of Education.

by-election

An election held between general local elections to fill a vacancy that occurred due to the death, disqualification or resignation of a municipal council or regional district board member, school trustee, specified parks board commissioner or Islands Trust local trustee.

Municipal councils are not required to hold a by-election when the vacancy occurs in the same calendar year as a general local election. Regional district boards and the Islands Trust Council are not required to hold a by-election to fill a vacancy that occurs after July 1 in the same calendar year as general local elections.

campaign account

An account opened at a savings institution by a financial agent to be used exclusively for election campaign purposes. The account must be opened in the candidate or elector organization's name and be separate and distinct from any personal or business accounts.

campaign contribution limits

The applicable limit for a campaign contribution provided to a candidate or elector organization as established under the *Local Elections Campaign Financing Act*.

campaign period

The period that begins on the 28th day before general voting day and ends at the close of general voting.

candidate

A candidate is a person seeking election as a mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner or specified parks board commissioner within a municipality, regional district electoral area, Trust area, community commission area or specified parks board jurisdiction. That person must be nominated by eligible electors and declared a candidate by the local Chief Election Officer.

A candidate includes an individual who intends to become a candidate in local elections, an individual who is seeking or intends to seek endorsement by an elector organization in relation to local elections, and, in relation to obligations under the *Local Elections Campaign Financing Act*, an individual who was a candidate.

An individual who is declared a candidate in local elections must comply with the *Local Government Act* and the *Local Elections Campaign Financing Act*.

chief election officer

Municipal councils and regional district boards appoint a local Chief Election Officer (CEO) to administer local elections. The local CEO must conduct the election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter* (in the City of Vancouver), the *Community Charter*, the *School Act*, the *Offence Act* and the relevant local government election bylaw.

Section 54 of the
Local Government Act

Section 10 of the
Vancouver Charter

Sections 18 and 20 of the
*Local Elections Campaign
Financing Act*

Section 30.01 of the
*Local Elections Campaign
Financing Act*

Section 47 of the *Local
Government Act*

Section 7 of the
Vancouver Charter

Schedule - Definitions and
Interpretations of the
*Local Elections Campaign
Financing Act*

Sections 58 and 59 of the
Local Government Act

Section 14-15 of the
Vancouver Charter

Section 148 of the
Community Charter

Section 236 of the *Local
Government Act*

Section 115 of the
Community Charter

Section 56 of the
Local Government Act

Sections 12 of the
Vancouver Charter

corporate officer

An individual appointed by a municipal council or regional district board who is responsible for:

- ensuring accurate meeting minutes are prepared;
- ensuring access is provided to records of council or board committees;
- administering oaths and taking affirmations, affidavits and declarations;
- certifying copies of bylaws;
- accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or board; and,
- keeping the corporate seal and affixing it to required documents.

council

See entry for “municipal council”.

councillor

A member of a municipal council who is not the mayor. Every council member has the following responsibilities under the *Community Charter*, to:

- consider the well-being and interests of the municipality and its community;
- contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- participate in council meetings, committee meetings and meetings of other bodies which the member is appointed;
- carry out other duties assigned by the council; and,
- carry out other duties assigned under the *Community Charter* or any other Act.

election bylaw

A bylaw that enables a municipal council or regional district board to make decisions about election administration, including whether:

- voting machines will be used, and if so, the procedures that will govern their use;
- mail ballot voting will be used, and if so, what procedures will govern its use;
- additional advance voting opportunities will be offered, or, in communities of less than 5,000, whether the required additional advance voting opportunity will be waived;
- voter registration will be conducted both on voting day and in advance or on voting day only; and,
- nomination deposits (not to exceed \$100) will be required.

An election bylaw must be adopted at least eight weeks before the first day of the nomination period in a general local election or six weeks before the first day of the nomination period in a by-election.

election campaign

Election campaigns are undertaken by candidates and elector organizations and include activities organized and conducted to benefit a candidate or elector organization for one of the following purposes, to:

- promote or oppose, directly or indirectly, the election of a candidate or elector organization;
- approve or disapprove of a course of action advocated by a candidate or elector organization;
- promote or oppose, directly or indirectly, an elector organization or its program; or,
- approve or disapprove of a course of action advocated by an elector organization.

election period

The election period for general local elections begins at the start of the calendar year in which the election is held and ends at the beginning of the campaign period for the elections.

Elections BC

The non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

elector

An individual who is a resident elector or non-resident property elector and who is qualified to vote in municipal, regional district, Islands Trust, community commission or specified parks board elections.

elector organization

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in local elections and that file endorsement documents with the local Chief Election Officer. Elector organizations may be referred to as “civic political parties.”

electoral area director

A regional district board member who has been elected to that position by electoral area electors.

endorsement

The process by which an elector organization can formalize its relationship with one or more candidates running in local elections.

An endorsement allows the elector organization’s name, abbreviation or acronym to appear on the ballot beside the candidate’s name. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization.

Sections 4-5 of the *Local Elections Campaign Financing Act*

Section 10(1) of the *Local Elections Campaign Financing Act*

Sections 64-66 of the *Local Government Act*

Sections 22-24 of the *Vancouver Charter*

Section 92 of the *Local Government Act*

Section 45.3 of the *Vancouver Charter*

Sections 19-23 and 25 of the *Local Elections Campaign Financing Act*

Section 199(2) of the *Local Government Act*

Section 92 of the *Local Government Act*

Section 45.3 of the *Vancouver Charter*

Sections 17 and 19 of the
*Local Elections Campaign
Financing Act*

Section 2(1) of the *Financial
Disclosure Act*

Section 52(2) and 54(5) of
the *Local Government Act*

Section 9(2) and 10(5) of the
Vancouver Charter

Section 5 of the
Islands Trust Act

Section 6 of the
Islands Trust Act

financial agent

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to that position. A candidate or elector organization may not have more than one financial agent at the same time.

financial disclosure statement

A corporate and personal holdings statement made public by all nominated, elected and appointed public officials required under the *Financial Disclosure Act*.

The financial disclosure statement is intended to help public officials avoid conflict of interest situations by identifying their financial interests. Financial disclosure statements must be filed with the designated local government officer at the time of nomination, annually while holding elected office, and shortly after leaving elected office.

general local elections

A collective reference to the elections conducted throughout the province every four years for the:

- mayor and councillors of a municipality;
- electoral area directors of each regional district;
- commissioners of each local community commission that uses a four-year term;
- commissioners of each specified parks board;
- local trustees of each area in the Islands Trust; and,
- school trustees of each board of education.

general voting day

The final voting day in general local elections or by-election. General voting day is held on the third Saturday in October for general local elections, and a Saturday chosen by the local Chief Election Officer for a by-election.

Islands Trust

A federation of local island governments with a mandate to make land use decisions that preserve and protect the Islands Trust area.

Islands Trust Council

The Islands Trust governing body composed of two elected trustees (local trustees) from each local Trust area and two appointed trustees from each municipal council in the Trust area (municipal trustees).

Islands Trust local trustee

An individual elected to serve on a Local Trust Committee for each local Trust area within the Islands Trust. Two candidates are elected from each local Trust area. The local trustees are also members of the Islands Trust Council.

jurisdiction

The applicable municipality, regional district, Trust council or board of education in which general local elections, by-elections or assent voting is being held.

local community commission

A body established by regional district bylaw in an electoral area to provide advice in relation to, or management of, one or more regional district services provided within the "local community". Between four and six elected commissioners and the electoral area director generally comprise a local community commission.

Commissioners may be elected for a four-year term during general local elections or for a one-year term, as specified in the regional district establishing bylaw.

local community commissioner

See entry for "local community commission".

local elections

A collective term referring to general local elections or by-elections that may be conducted by municipalities, regional districts, specified parks boards, local community commissions, boards of education or the Islands Trust.

mayor

An individual elected to head the municipal council and be the municipal chief executive officer. The mayor has responsibilities under the *Community Charter* (Charter) in addition to their councillor responsibilities, including to:

- provide leadership to the council, including recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- communicate information to the council;
- preside at council meetings when in attendance;
- provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- establish standing committees in accordance with section 141 of the Charter;
- suspend municipal officers and employees in accordance with section 151 of the Charter;
- reflect the will of council and to carry out other duties on behalf of the council; and,
- carry out other duties assigned by or under the Charter or any other Act.

Section 1(2) of the
*Local Elections Campaign
Financing Act*

Section 243 of the *Local
Government Act*

Section 116 of the
Community Charter

Sections 114-121 of the
Community Charter

municipal council

The governing body of a municipality composed of a mayor and several councillors. A municipal council may consist of between five and eleven members – the number of councillors depends on the population of the municipality. All municipal council members are elected during general local elections unless elected in a by-election held to fill a council vacancy.

The municipal council is a decision-making body and is responsible for setting the strategic policies and priorities for the local government – municipal councils do not implement policies and decisions.

Section 198(2) of the
Local Government Act

municipal director

A council member appointed to the regional district board from a municipality within the regional district jurisdiction. A municipal director may be a mayor or councillor. The municipal director serves on the regional district board until the municipal council appoints a replacement or until they cease to be a council member.

Sections 3-40 of the
Local Government Act

municipality

A local government area represented by a mayor and councillors elected to serve on a municipal council. A municipality provides services within a defined geographic area.

Section 66 of the
Local Government Act

Section 24 of the
Vancouver Charter

non-resident property elector

An individual that does not live in a jurisdiction and who is entitled to vote in local elections by virtue of owning property in that jurisdiction. On the day of registration, a non-resident property elector must:

- be a Canadian citizen;
- be at least 18 years of age;
- have been a resident of British Columbia for at least six months before registering to vote;
- have owned the property in the jurisdiction for at least 30 days; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

referenda

See entry for “assent voting”.

Sections 193-194 of the
Local Government Act

regional district

A local government area represented by elected and/or appointed representatives serving on a regional district board. A regional district provides services within a defined geographic area which may consist of municipalities and/or unincorporated electoral areas.

Section 194-205 of the
Local Government Act

regional district board

The regional district governing body composed of electoral area elected representatives and appointed representatives from the municipal councils within the regional district jurisdiction.

resident elector

An individual qualified to vote in an election by virtue of living in the jurisdiction.

On the day of registration, a resident elector must:

- be a Canadian citizen;
- be at least 18 years of age;
- have been a resident of British Columbia for at least six months before registering to vote;
- have been a resident of the jurisdiction for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

school board

See entry for “board of education”.

school trustee

A member of the board of education for a school district.

scrutineer

An individual appointed in writing by a candidate (and/or their official agent) who may observe voter registration, voting procedures and the ballot-counting process at voting places during advance, special and general voting opportunities.

specified parks board

A board of commissioners having responsibility for the governance of a public park system and its attendant services, such as recreational operations. Commissioners of specified parks boards are elected to a four-year term during general local elections.

specified parks board commissioners

See entry for “specified parks board”.

solemn declaration

A written oath or solemn affirmation of a signed statement witnessed by the local Chief Election Officer or their delegate, or a Commissioner for Taking Affidavits for B.C. (e.g. lawyer or notary public).

third party advertising

Election advertising that is not sponsored by a candidate or an elector organization as part of their election campaign. Third party advertising is any transmission of a communication to the public during the campaign period that directly or indirectly promotes or opposes a candidate or an elector organization, including a communication that takes a position on an issue associated with a candidate or elector organization.

Section 65 of the
Local Government Act

Section 23 of the
Vancouver Charter

Section 1 of the *School Act*

Section 102(1)(b) of the
Local Government Act

Section 53(1)(b) of the
Vancouver Charter

Sections 485-497A of the
Vancouver Charter

Sections 3, 7 and 14 of the
Cultus Lake Park Act

Section 97 of the
*Local Elections Campaign
Financing Act*

Section 11 of the
*Local Elections Campaign
Financing Act*

third party sponsor

A third party sponsor is an individual or organization that sponsors or intends to sponsor election advertising independently from candidates or elector organizations during the campaign period. Third party sponsors must register with Elections BC.

volunteer

An individual who provides services, such as canvassing, preparing and distributing flyers, calling eligible voters, handling logistics and taking on other election campaign-related activities. A volunteer must not receive any remuneration or material benefit for their services.

A self-employed individual who provides services they normally sell or charge for is not a volunteer. Likewise, an individual whose employer continues to pay them while they are working on a campaign is not a volunteer.

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Local Chief Election Officers	Provide nomination and endorsement documents, and receive nomination, endorsement and candidate and elector organization representative documents
	Collect nomination deposits (if applicable)
	Oversee all local elections administration activities (e.g. declare candidates, set up voting opportunities, count votes and declare the election results)
Elections BC	Provide local elections campaign financing and election advertising-related educational guides, online resources and presentations to local government staff, candidates, elector organizations, third party sponsors and the general public
	Provide information and support by telephone and email to candidates, elector organizations, third party sponsors, local government staff, other local elections participants and the general public about the campaign financing (including election expense limits and campaign contribution limits) and election advertising process
	Receive nomination and candidate representative documents from local election officials
	Receive updates to information in nomination and candidate representative documents
	Register third party sponsors
	Investigate non-compliant local elections advertising
	Enforce local elections campaign financing and election advertising rules, including election expense limits, campaign contribution limits and third party advertising rules
	Review disclosure and supplementary reports
	Collect \$500 late filing fee
	Investigate local elections campaign financing irregularities
	Maintain disqualification lists
	Report on the administration of compliance with the <i>Local Elections Campaign Financing Act</i>

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Ministry of Municipal Affairs and Housing	Provide election education guides, webinars, videos and presentations to candidates, elector organizations, local government staff, other election participants and the general public
	Provide information and support by telephone or email to candidates, local government staff, other election participants and the general public about local elections administration
Ministry of Education	Provide board of education trustee manual to candidates, school district administrators, local government staff and the general public
	Provide information and support by telephone and email to candidates, school district administrators, local government staff and the general public about local elections legislation
BC School Trustees Association	Produce and distribute elections educational material about school trustees and boards of education roles and responsibilities
Local Government Management Association	Provide election education manuals and workshops to local government election officials
	Provide information and support by telephone and email to local government election officials about local elections administration
Union of B.C. Municipalities	Develop election educational material for locally elected officials

Appendix B: 2018 General Local Elections Key Dates

2018 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
Start of Election Period	January 1, 2018	LECFA: s.10(1)(a)(i)
Candidate B.C. Residency Deadline	March 13, 2018	LGA: s.81(1)(c)
Candidate B.C. Residency Deadline (Extended)	March 16, 2018	LGA: s.81(1)(c)
Elector Residency Deadline	April 19, 2018	LGA: s.65(1)(c) & s.66(1)(d)
Election Bylaw Adoption Deadline	July 9, 2018	LGA: s.56
Start of Period for Notice of End of Advance Elector Registration	July 29, 2018	LGA: s.71(5)
Start of Period for Notice of Nominations	August 5, 2018	LGA: s.85(1)
Start of Period for Notice of List of Registered Electors	August 5, 2018	LGA: s.77(6)
Election Bylaw Adoption Deadline – Board of Education	August 6, 2018	SA: s.45(6)
End of Period for Notice of Close of Advance Elector Registration	August 21, 2018	LGA: s.71(5)
End of Period for Notice of Nominations	August 28, 2018	LGA: s.85(1)
End of Period for Notice of List of Registered Electors	August 28, 2018	LGA: s.85(1) & s.77(6)
End of Advance Elector Registration	August 28, 2018	LGA: s.71(4)
Last Day for Withdrawal of Non-resident Property Elector Consent	August 28, 2018	LGA: s.66(8)
Adoption of Provincial Voters List	August 29, 2018	LGA: s.76
Start of Nomination Period	September 4, 2018	LGA: s.84(1)
Start of Challenge to Nomination and Endorsement Period	September 4, 2018	LGA: s.91 & s.96
Start of Inspection of List of Registered Electors Period	September 4, 2018	LGA: s.77(3)
Start of Objections to Elector Registration Period	September 4, 2018	LGA: s.79(2)
Start of Period for Notice of Required Advance Voting	September 10, 2018	LGA: s.107(5)
End of Nomination Period	September 14, 2018	LGA: s.84(1) & s.89(5)
Declaration of Candidates	September 14, 2018	LGA: s.97(1) & s.97(2)

Appendix B: 2018 General Local Elections Key Dates

2018 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
End of Period of Objections to Elector Registrations	September 14, 2018	LGA: s.79(2)
End of Extended Nomination Period	September 17, 2018	LGA: s.97(2)
End of Challenge to Nomination and Endorsement Period	September 18, 2018	LGA: s.91 & s.96
Elector Local Residency/Ownership Deadline	September 19, 2018	LGA: s.65(1)(d) & s.66(1)(e)
Start of Period for Notice of Election	September 20, 2018	LGA: s.99(1)
Nomination Documents Originals to local Chief Election Officer Deadline	September 21, 2018	LGA: .89(5)
Candidate Nomination Withdrawal Deadline	September 21, 2018	LGA: s.101(1)
Elector Organization Endorsement Withdrawal Deadline	September 21, 2018	LGA s. 95
End of Election Period (12:00 Midnight)	September 21, 2018	LECFA: s.10(1)
Start of Campaign Period (12:01 am)	September 22, 2018	LECFA: s.10(2)
Declaration of Election by Voting or Acclamation	September 24, 2018	LGA: s.98(2) & s.98(3)
End of Period for Notice of Required Advance Voting	October 3, 2018	LGA: s.107(5)
Required Advance Voting Opportunity	October 10, 2018	LGA: s.107(1)
End of Period for Notice of Election	October 13, 2018	LGA: s.99(1)
General Voting Day	October 20, 2018	LGA: s.52
Mail Ballot Voting Deadline	October 20, 2018	LGA: s.110(9)
Announcement of Preliminary Election Results	October 20, 2018	LGA: s.144(1)
End of Period for Inspection of List of Electors	October 20, 2018	LGA: s.77(3)
End of Campaign Period	October 20, 2018	LECFA: s.10(2)
Determination of Official Election Results	October 22, 2018	LGA: s.145
Start of Advance Registration for Next Election	October 22, 2018	LGA: s.71(4)
Last Day for Declaration of Official Election Results by Voting	October 24, 2018	LGA: s.146(1)
Last Day for Declaration of Official Election Results by Acclamation	October 24, 2018	LGA: s.158(1)
Start of Period to Apply for Judicial Recount	October 24, 2018	LGA: s.148(3)

Appendix B: 2018 General Local Elections Key Dates

2018 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
Start of Public Inspection of Voting Day Materials	October 24, 2018	LGA: s.160(3)
End of Period to Apply for Judicial Recount	October 29, 2018	LGA: s.148(3)
Start of Period to Make Oath of Office	October 30, 2018	LGA: s.147(1)
Start of Period to Hold First Council Meeting	November 1, 2018	CC: s.124(2)(g)
Deadline for Completion of Judicial Recount	November 2, 2018	LGA: s.149(1)
First Day to Hold Runoff Election	November 3, 2018	LGA s.151 & s.152
End of Period to Hold First Council Meeting	November 10, 2018	CC: s.124(2)(g)
End of Period for Public Inspection of Nomination Documents	November 23, 2018	LGA: s.89(7)
End of Public Inspection of Voting Day Materials	November 23, 2018	LGA: s.160(3)
End of Period for Application to the Supreme Court to Invalidate Election	November 23, 2018	LGA: s.153(3)
Last Day for Chief Election Officer to Submit Election Report	November 23, 2018	LGA: s.158(1)
End of Period to Make Oath of Office (by Voting)	December 8, 2018	LGA: s.202(1)(a) & s.202(1)(b); CC: s.120(1)(a) & s.120(1)(b)
End of Period to Make Oath of Office (by Acclamation)	December 10, 2018	LGA: s.202(1)(a) CC: s.120(1)(a) SA: s.50(1)(a)
Start of Period to Destroy Election Material	December 20, 2018	LGA: s.160(8)
End of Period for Runoff Election	December 22, 2018	LGA: s.152
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 18, 2019	LECFA: s.47(1), s.56 & s.90
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 19, 2019	LECFA: s.47(2) & s.56

Definitions:

- a) CC – means *Community Charter*
- b) LGA – means *Local Government Act*
- c) LECFA – means *Local Elections Campaign Financing Act*

Appendix C: Elections BC and Local Chief Election Officer Questions and Answers

ELECTIONS BC AND LOCAL CHIEF ELECTION OFFICER QUESTIONS AND ANSWERS

QUESTION	ANSWER
Who do I get a nomination package from?	local Chief Election Officer
Who do I give my completed nomination package to?	local Chief Election Officer
Who do I pay my nomination deposit to (if required)?	local Chief Election Officer
Who do I make my solemn declaration to?	local Chief Election Officer
Who declares candidates?	local Chief Election Officer
Who oversees the administration of local elections (e.g. designing ballots, setting up voting opportunities, counting votes)?	local Chief Election Officer
Who declares the election results?	local Chief Election Officer
Who do I contact about election expense limits and campaign contribution limits?	Elections BC
Who do I contact for information about campaign financing?	Elections BC
Who do I contact for information about election advertising?	Elections BC
Who do I register with as a third party sponsor?	Elections BC
Who do I send nomination document updates to?	Elections BC
Who do I file campaign financing disclosure statements and supplementary reports with?	Elections BC
Who do I pay the \$500 late filing fee to?	Elections BC
Who maintains the disqualification lists?	Elections BC
Who do I submit prohibited contributions to?	Elections BC
Who addresses instances of non-compliant advertising?	Elections BC and/or local Chief Election Officer



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Thinking About
Running for
Local Office?

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This brochure was created to help potential candidates with answers to questions that they may have before making the final decision to run for local office. It is intended to help you think about the role you will play and the impact you will have on your community in an elected role. This brochure provides general information about:

- the characteristics of effective locally elected officials;
- the expectations of locally elected officials;
- the roles and responsibilities of locally elected officials; and,
- how local governments make decisions.

Why consider running for office?

As an elected official, you will be entrusted with making decisions that directly affect the daily lives of residents, families, local business owners and many others in the community. It is important to think about how you can best serve your community if you are elected.

QUESTIONS TO CONSIDER:

- Why do I want to be an elected official?
- How will I best contribute to my community as an elected official?
- What are my objectives for holding office and do they reflect the needs of my community?



An effective local government requires dedicated, ethical and informed leaders who are committed to their communities. Perhaps you want to become an elected official so you can:

- be actively involved in the local democratic process;
- contribute your experience and knowledge to your community;
- address various issues in your community; or,
- lead change in your community.

What are some of the values elected officials need to uphold?

Effective local government leaders share a number of values, including:

INTEGRITY - being honest and demonstrating strong ethical principles;

ACCOUNTABILITY - an obligation and willingness to accept responsibility or to account for your actions;

RESPECT - having due regard for others' perspectives, wishes, and rights; displaying respect for the offices of local government, and the role of local government in community decision-making; and,

LEADERSHIP AND COLLABORATION - an ability to lead, listen to and positively influence others; coming together to pursue a common goal through collective efforts.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about the key values that guide locally elected officials' conduct. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

How do you demonstrate these characteristics? Are they traits that come naturally to you or will you need to work to build and maintain them? What are your strengths and how will they help shape the way your local government moves forward if you are elected?

What are some of the characteristics of an effective elected official?

The most effective elected officials are:

DILIGENT - prepared for meetings, asking questions and participating respectfully in discussions to contribute to a positive environment so that effective decisions can be made;

RESPONSIBLE - understand the role of an elected official and municipal council (council) and regional district board (board) protocols and the legislative requirements that apply to elected officials, councils and boards, and the local government system as a whole;

PROACTIVE - address community and council and board issues proactively by working to find collective solutions and being able to make informed decisions;

COMMITTED - have the time, energy and motivation required to be effective and responsive to the community's needs;

PATIENT/TOLERANT - have patience and tolerance for others' points of view, and for the council or board's processes and procedures;

INFLUENTIAL - build relationships; provide facts; explain points of view; listen to concerns and provide real examples of the impact of not taking action; and,

SELF-AWARE - assess their strengths and weaknesses; know their biases and the types of behaviours and comments that can cause upset; aware of their impact on others.

What are the responsibilities of an elected official?

Mayors, councillors and board members are expected to contribute to the betterment of their local government, to provide leadership, and to serve and act on behalf of all the citizens of the community.

An elected official must:

- consider the well-being and interests of the community;
- contribute to the development and evaluation of policies and programs in respect to local government services;
- participate in council/board and committee meetings and contribute to decision-making;
- carry out other duties as assigned (such as heading committees); and,
- follow the rules set out by legislation, bylaws and policies that govern how council and board members exercise their authority.

What is the role of a council/board?

The role of a council/board is to:

- set strategic direction;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- represent citizens;
- engage with the community; and,
- make policies and adopt bylaws.

Refer to the **What is Local Government** video for detailed information about local government governing bodies and their representatives. The video is available online at: www.gov.bc.ca/localgov-thinking-running-local-office

What is the role of the mayor and the board chair?

The mayor and board chair have all the responsibilities of a municipal councillor or regional district board member plus a number of additional responsibilities. The mayor and board chair:

- are the spokesperson for the council/board, reflecting the collective decisions of the council/board;
- lead deliberations and collective decision-making, and recommend bylaws and resolutions;
- chair meetings, maintain the order and conduct of debate, ensure meeting rules are followed, and encourage the expression of differing viewpoints;
- create standing committees, appoint people to these committees and decide the committees' mandates; and,
- communicate with local government staff, primarily the Chief Administrative Officer (CAO), and, on behalf of the council/board, provide general direction to staff about how to implement policies, programs and other council/board decisions.

What is the role of local government staff?

An elected official's interactions with local government staff are important to achieving the council/board's goals. The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

STAFF:

- **implement the direction, decisions and policies of the council/board and manage the local government's resources;**
- **provide the council/board with information and professional advice to ensure informed decision-making; and,**
- **communicate local government policy and decisions to the public and other levels of government.**

Elected officials provide direction, while staff manage and implement the council/board's decisions and direction.

The relationship between the CAO and the mayor/board chair provides a critical link between the council/board and the CAO.

The CAO is typically the only member of staff directly hired by the council/board. The CAO is then responsible and accountable for hiring and supervising all other staff. The CAO is responsible for the overall management of the local government, ensuring policies and programs are implemented, and advising and informing the council/board about the local government's operation and affairs.

How do councils and boards make decisions?

Councils and boards are independent decision-making bodies and must work within their authority.

Some of the things that influence how councils and boards make decisions are:

- the local government's legal authority as outlined in Provincial legislation (e.g. *Community Charter* and *Local Government Act*);
- community needs;
- the local government's long-term plans and policies;
- the local government's finances and strategic direction;
- staff recommendations; and,
- conflict of interest and ethical conduct rules.

What is the role of collaboration in effective decision-making?

Being collaborative and working through conflict are critical components of being an effective elected official. Council and board members' ability to work together and resolve conflict respectfully are keys to council and board effectiveness and good governance. Collaboration is a key part of leadership.



Democracy is about having a diversity of views. You will be one voice at a table focused on making collective decisions. Often you will find early agreement at the table, and it is important to be prepared to manage situations that may not align with what you think is the correct course of action.

What are some of the demands elected officials face?

Being in elected office can be a very rewarding experience; making a difference in your community is both important and fulfilling. It can also be quite demanding.

Some of the demands of being in elected office include:

- a high volume of reading and learning in order to know your local government's policies, procedures and local government legislation;
- a substantial time commitment even when it may be considered only a "part-time" job;
- attending numerous meetings on a regular basis; and,
- public and potential media scrutiny.

QUESTIONS TO CONSIDER:

- How do you appropriately express your disagreement and work through it with others?
- Are you able to disagree while still maintaining a professional attitude and an open mind?
- How will you demonstrate the personal characteristics necessary to be effective, even in challenging situations?



What are some of the ways potential candidates can prepare for elected office?

Some ways you can prepare are to:

- look at your local government's key planning documents and reports;
- attend council or board meetings to learn about priority issues and projects in your community and observe what being on a council/board might be like;
- review your local government's website to understand its key priorities and initiatives;
- attend neighbourhood association meetings or get to know key groups in your community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to understand the diversity of interests in your area; and,
- research the Internet for information about local governments and basic facts about the local government system in B.C.

Further information:

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

- Ministry of Municipal Affairs and Housing - www.gov.bc.ca/localelections
- Union of BC Municipalities - www.ubcm.ca
- Local Government Leadership Academy - www.lgla.ca
- Local Government Management Association of BC - www.lgma.ca



Refer to the **What Every Candidate Needs to Know** brochure for information about the legislated rules for general local elections in B.C.

Refer to the **General Local Elections 101** brochure for detailed information about general local elections in B.C. These brochures are available from local governments throughout B.C. and online at:

www.gov.bc.ca/localelections



General Local Elections 101





This brochure answers a few of the basic questions about local government elections in British Columbia. Local government is government at the community level – government that affects British Columbians, every day.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, the business community and others. Municipal councils, regional district boards, boards of education, the Islands Trust local trust committees, local community commissions, specified parks boards and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities as a whole.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who collectively will make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

What jurisdictions hold general local elections?

General local elections are held for: municipalities; regional districts; boards of education; specified parks boards; local community commissions; and, Islands Trust trust areas.

How often are general local elections held?

General local elections for: mayors; councilors; electoral area directors; school trustees; specified parks board commissioners; local community commissioners; and, Islands Trust local trustees are held every **four years on the third Saturday of October**.

General local elections will be held on **Saturday, October 20, 2018**.

How many people run for elected office in general local elections?

Approximately 3,300 candidates run for 1,650 positions in over 250 jurisdictions across British Columbia. Because British Columbia is made up of small and large communities, the scale of individual general local elections varies. Some communities may only have a handful of candidates running for office and one or two voting places, while others may have many candidates running for office and multiple voting places.

What should the public expect from people who run for elected office?

People who are able to lead with *integrity*, *accountability*, and *respect* and in *collaboration* with other locally elected officials and local government staff are essential to the effectiveness and success of a local government.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

How are general local elections administered?

General local elections are a shared responsibility between local governments (municipalities and regional districts) and Elections BC. Each local government is responsible for running its own general local election.

Local governments appoint local Chief Election Officers to run the elections process. The local Chief Election Officer may be a senior local government employee, such as a corporate officer, or a private contractor hired to conduct the election on the local government's behalf.

Local Chief Election Officers are responsible for overseeing all local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. Local Chief Election Officers also work with Elections BC to monitor compliance

The local Chief Election Officer's role is different from the B.C. Chief Electoral Officer's role. The B.C. Chief Electoral Officer is an independent officer of the Legislature who administers campaign financing and election advertising in general local elections and ensures compliance with the *Local Elections Campaign Financing Act*. Local Chief Election Officers are appointed by local governments to administer local elections.

with election advertising regulations, and may assist Elections BC to address incidents of election advertising non-compliance.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

What legislation governs general local elections?

General local elections must be run in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the local government's election bylaw, as applicable.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances – such as determining the number of advance voting opportunities to be held or drawing lots to break a tied election.

The election bylaw enables a local government to make decisions about election administration, including whether: voting machines will be used; mail ballot voting will be allowed; additional advance voting opportunities will be offered; voter registration will be conducted both on voting day and in advance or on voting day only; and, nomination deposits will be required.

Who are the key participants in general local elections?

Electors, candidates, financial agents, official agents, scrutineers, volunteers, elector organizations and third party sponsors are the key participants in general local elections.





Electors

An elector is an individual who is a resident elector (e.g. lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, school district, Islands Trust, community commission and specified parks board elections.

Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, school trustee, specified parks board commissioner, local community commissioner or Islands Trust local trustee, within a municipality, regional district electoral area, school district, specified parks board jurisdiction, local community commission area or trust area. A candidate must be nominated by eligible electors and declared a candidate by the local Chief Election Officer.

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to the position. The financial agent is responsible for administering campaign finances in compliance with the *Local Elections Campaign Financing Act*.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign. Candidates must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. Candidates may appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow a candidate to have more than one scrutineer at each voting place. Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling logistics). A volunteer who works on a candidate's campaign must not receive any payment or remuneration for their services.



What are some of the key dates in general local elections?

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside the candidate's name and/or promote the candidate's election platform or the organization's viewpoints during its election campaign.

Third Party Sponsors

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or

elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information regarding third party sponsors, available online at: www.elections.bc.ca/lecf

2018 GENERAL LOCAL ELECTIONS KEY DATES

ACTION OR DEADLINE	DATE
Start of Election Period	January 1, 2018
Start of Nomination Period	September 4, 2018
End of Nomination Period	September 14, 2018
Declaration of Candidates	September 14, 2018
Candidate Nomination Withdrawal Deadline	September 21, 2018
End of Election Period (12:00 Midnight)	September 21, 2018
Start of Campaign Period (12:01 a.m.)	September 22, 2018
Required Advance Voting Opportunity	October 10, 2018
General Voting Day	October 20, 2018
End of Campaign Period	October 20, 2018
Determination of Official Election Results	October 22, 2018
Start of Period to Make Oath of Office	October 30, 2018
End of Period to Make Oath of Office (by Voting)	December 8, 2018
End of Period to Make Oath of Office (by Acclamation)	December 10, 2018
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 18, 2019
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	January 21, 2019
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 19, 2019

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs and Housing

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

www.gov.bc.ca/localelections

For answers to **questions about election advertising, third party sponsors and campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lccf@elections.bc.ca

www.elections.bc.ca/lccf

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

DISCLAIMER

In the event that there is inconsistency between this brochure and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation will prevail.



What Every Candidate **Needs** to Know





General local elections will be held on **Saturday, October 20, 2018.**

WHAT'S NEW FOR 2018

Have there been any major changes since the 2014 general local elections?

NEW **Yes.** General local elections are now held every four years on the third Saturday of October. In 2018, general elections will be held on Saturday, October 20.

NEW Amendments to the *Local Elections Campaign Financing Act* are in effect for the 2018 general local elections. Expense limits and campaign contribution limits now apply to candidates and elector organizations during general local elections, and in by-elections following the 2018 general local elections.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

What should the public expect from people who run for elected office?

People who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other locally elected officials and local government

staff are essential to the effectiveness and success of a local government.

ELECTION ADMINISTRATION

Who oversees local elections?

Local governments and Elections BC share responsibility for local elections. Local governments (municipalities and regional districts) administer elections and: set voting opportunity dates, times and places; accept nomination documents and nomination deposits; count ballots; announce election results; and, break tied elections.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including expense limits, campaign contribution limits and election advertising rules under the *Local Elections Campaign Financing Act*.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

HOW TO GET STARTED

What jurisdictions hold local elections?

Local elections are held for: municipalities; regional districts; boards of education; specified parks boards; trust areas (Islands Trust); and, local community commissions.

Am I eligible to run for office?

To be eligible to run for office you must:

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



How do I get nominated?

You must be nominated by at least two eligible electors – some local governments may require each candidate to have as many as 25 nominators.

You may also be required to pay a refundable nomination deposit (up to a \$100 maximum) as part of the nomination process. You can confirm specific nomination requirements with your local Chief Election Officer.

Where can I find nomination forms?

Candidate nomination packages are available from your local government.

What are some key nomination requirements?

Local governments generally use standard nomination forms and you are required to provide detailed contact information for you and those people who work for you during your election campaign.

The local Chief Election Officer is an individual appointed by a municipal council or regional district board to conduct a general local election or by-election. The local Chief Election Officer is responsible for overseeing all local election administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results.

You are also required to make a solemn declaration stating that you are aware of, understand, and will comply with the requirements of the *Local Elections Campaign Financing Act*.

Where do I file my nomination papers?

You must file your nomination documents with the local Chief Election Officer where you intend to run for office. The nomination deadline is 4 p.m. local time on **Friday, September 14, 2018**.

Who can help me run my election campaign?

Every candidate must have a financial agent. You may appoint an official agent, scrutineers and volunteers to help with your election campaign. Some candidates may also be endorsed by an elector organization.

Financial Agents

Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing your required campaign financing disclosure statement with Elections BC within 90 days following general voting day.

Elections BC will send the financial agent the required disclosure statement forms and the *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* shortly after receiving the candidate declaration and appointment of financial agent forms from the local Chief Election Officer. This information will assist you or your financial agent when it is time to disclose your campaign finances.

Every candidate must have a financial agent – candidates are their own financial agent unless they appoint another individual to act as financial agent. You must appoint your financial agent in writing and have their written consent, and the appointment must be made before any election related financial transactions



occur. The written appointment must be submitted to the local Chief Election Officer as part of your nomination documents. The local Chief Election Officer will send your candidate declaration and appointment of financial agent forms to Elections BC.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as your campaign manager or spokesperson or be the point of contact for the people helping on your election campaign. You must appoint your official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after you have made the appointment.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. You can appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow you to have more than one scrutineer at each voting place. You must appoint your scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after you have made the appointment.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling

logistics). A volunteer who works on your campaign must not receive any payment or remuneration for their services.

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name and/or promote your election platform or the organization's viewpoints during its election campaign.

What is a third party sponsor?

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

ELECTION CAMPAIGN FINANCING

Are there new campaign financing rules?

Yes. Every candidate, elector organization and third party sponsor now has limits on the amount of money they can spend during the campaign period.

Effective October 31, 2017, contribution limits and restrictions apply to campaign contributions made to candidates and elector organizations for the 2018 general local elections and all subsequent general local elections and by-elections.



Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding the new campaign financing rules, available online at: www.elections.bc.ca/lecf

ELECTION CAMPAIGNING

What can I do to get my message out to the voting public?

Election campaigns are generally a planned set of actions, events or initiatives (e.g. public speeches, canvassing, phoning voters, holding events and advertising) designed to raise awareness about you or your election platform with voters.

Key campaign activities you could undertake include: going door-to-door to raise awareness about your campaign; identifying issues important to voters or determining your level of voter support; holding a luncheon or fundraising dinner where voters can listen to your election platform and ask questions; advertising in print, on radio, television or social media (e.g. Facebook, Twitter, YouTube, Instagram); and/

or, putting up signs as a way of "getting your name out there."

It is an election offence to advertise in newspapers or magazines and on the radio or on television on general voting day.

ELECTION ADVERTISING

What are some key election advertising rules for local elections?

Generally, all your election advertising (e.g. signs, posters, brochures and pamphlets) transmitted during the campaign period must include information about who sponsored and authorized the ad. The sponsorship information must be provided in English.

The campaign period starts on **Saturday, September 22, 2018** and ends when voting closes at 8 p.m. local time on **Saturday, October 20, 2018**.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding election advertising, available online at: www.elections.bc.ca/lecf

VOTING DAY

Will voters be able to cast their ballots before general voting day?

Yes. At least one advance voting opportunity must be held in every local government ten days before general voting day. The required advance voting opportunity for the 2018 general local elections is **Wednesday, October 10, 2018**.

Many local governments hold more than one advance voting opportunity and may also hold special voting opportunities at hospitals and/or long-term care facilities where people who have limited mobility can vote.

Voting places are open from 8 a.m. to 8 p.m. local time **Saturday, October 20, 2018** for general voting.

Can I campaign on general voting day?

Yes. You are allowed to campaign on general voting day by:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting

day and was not changed before being transmitted on general voting day;

- advertising by means of signs, posters, or banners;
- distributing pamphlets; and,
- advertising that encourages people to “get out and vote.”

You are not allowed to advertise in newspapers, magazines, on the radio or on TV on general voting day. You must not campaign within 100 metres of a voting place during voting proceedings.

Can I watch the ballot counting process?

Yes. Candidates can be present during the ballot count. The local Chief Election Officer can tell you the time and location for the final vote count and when the election results will be declared. Ballot counting starts after 8 p.m. local time at the close of voting. Your official agent or a scrutineer may also attend at each location where ballot counting takes place.

When will the election results be announced?

The official election results must be declared by 4 p.m. local time on **Wednesday, October 24, 2018**. Candidates with the most votes will be declared elected.

AFTER THE ELECTION

What do I do if I’m elected?

You must take the oath of office within 45 days after the election results were declared. You must also file a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

Refer to Elections BC’s *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* or contact Elections BC directly for more detailed information about campaign financing disclosure requirements.



Are there things I need to do even if I’m not elected?

Yes. You must file a campaign financing disclosure statement with Elections BC even if you were not elected.

ELECTION OFFENCES AND PENALITIES

What happens if I don’t comply with all of the election rules?

You could be disqualified from office if you do not file a campaign financing disclosure statement or fail to take the oath of office following local elections.

You may also be subject to penalties of up to \$10,000 and/or two years imprisonment for buying votes, and/or intimidating a voter during general local elections. You will also be prohibited for running for local office for up to seven years if you are found guilty of these offences.

Offences for contravening campaign financing rules are set out in the *Local Elections Campaign Financing Act*.

You may also be subject to penalties of up to \$5,000 and/or imprisonment for up to one year for providing and/or distributing false information or campaigning near a voting place on general voting day during general local elections. These penalties could apply whether or not you were elected.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs and Housing

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

www.gov.bc.ca/localelections

For answers to **questions about the campaign financing disclosure and election advertising rules for candidates** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lcef@elections.bc.ca

www.elections.bc.ca/lcef

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

Refer to the *Candidates Guide to Local Elections in B.C.* for more detailed information about being a candidate for mayor, councillor, or electoral area director.

The guide is available from local governments throughout B.C. and online at:
www.gov.bc.ca/localelections

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 [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.

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.)

ELECTOR ORGANIZATION CAMPAIGN FINANCING QUICK REFERENCE SHEET



Refer to the Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents for full details on the rules in the *Local Elections Campaign Financing Act* (LECFA), or contact Elections BC at 1-855-952-0280 or lecf@elections.bc.ca.

Record keeping

- Keeping detailed records is one of the most important things a financial agent must do. Financial agents with questions about what to record should contact Elections BC.

Campaign account

- An elector organization must open a separate campaign account in a savings institution for each jurisdiction in which it endorses candidates (e.g., a campaign in a municipality and a campaign in a school district).
- Elector organizations are not allowed to use their operating accounts for campaign-related purposes or for day-to-day administrative expenses during an election period.
- Financing for campaigns in different jurisdictions must be kept separate.
- Contributions received in relation to each jurisdiction's campaign must be deposited into its respective campaign account.
- Expenses for each jurisdiction's campaign must be paid from its respective campaign account.
- Funds cannot be transferred between campaign accounts in different jurisdictions.

Campaign contributions

- Campaign contributions may only be made by eligible individuals. Organizations are not allowed to make campaign contributions. An eligible individual is:
 - a resident of British Columbia, and
 - a Canadian citizen or a permanent resident.
- There are campaign contribution limits for eligible individuals. An eligible individual may contribute up to \$1,200 per year per election campaign to an elector organization and its endorsed candidates. A group of endorsed candidates may collectively contribute an additional \$1,200 in total in 2018 for use in the campaign of the elector organization and the endorsed candidates.
- The following **must** be recorded for all campaign contributions, including monetary and in-kind contributions:
 - full name, mailing address and, if it is different, residential address of contributor
 - date contribution was made
 - value of contribution
- Campaign contributions must be made to the financial agent or an individual authorized in writing by the financial agent.

Fundraising functions

- Only eligible individuals may purchase fundraising function tickets. Organizations must not purchase fundraising function tickets.
- Financial agents must record all fundraising function information, including details on:
 - ticket purchases
 - items donated for the function
 - items that are sold at the function
 - costs of the function

Campaign financing arrangements

- An elector organization must have a campaign financing arrangement with each of its endorsed candidates.
- A campaign financing arrangement determines how much of each candidate's campaign period expense limit is shared with their elector organization.
- Elector organizations cannot exceed their share of the candidate's campaign period expense limit.

Expenses

- Financial agents must record the details for all expenses **and** the dates when expenses **are used** (such as the election period, campaign period or both).
- Financial agents must approve all election expenses.
- All expenses must be paid from or reimbursed from the respective campaign account.

Campaign period expenses

- All campaign period expenses, other than day-to-day administrative expenses, must be attributed to one or more endorsed candidates' expense limit.
- Campaign period expense attribution must be done on a reasonable basis in proportion to the benefit each candidate receives.
- For election advertising, the time and space provided to each candidate must be considered when attributing campaign period expenses.
- An elector organization must disclose the campaign period expenses attributed to each candidate in the elector organization's disclosure statement.

Questions?

Contact Elections BC.

Phone: 1-855-952-0280 | **Email:** lecf@elections.bc.ca

elections.bc.ca/lecf



ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO
**LOCAL ELECTIONS
CAMPAIGN FINANCING IN B.C.**

for Candidates and their Financial Agents

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How to read this guide

The purpose of this guide is to assist candidates and their financial agents to understand their responsibilities and legal obligations under the *Local Elections Campaign Financing Act* (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to a candidate's campaign. The last part of the guide includes instructions for completing the required disclosure statements that must be filed with Elections BC after General Voting Day.

How LECFA applies to any particular case will depend on the individual circumstances and may change if there are new legislative or judicial developments. Where there is inconsistency between this guide and LECFA, LECFA will prevail.

LECFA is available on the Elections BC website (elections.bc.ca/lecf). It can also be viewed at BC Laws (bclaws.ca) or purchased from Crown Publications (crownpub.bc.ca).

Contact

Elections BC Local Elections Campaign Financing

Phone toll-free: 1-855-952-0280 / TTY: 1-888-456-5448
Email: lecf@elections.bc.ca
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665

Mailing Address:
PO Box 9275 Stn Prov Govt
Victoria, BC V8W 9J6

elections.bc.ca/lecf



[@ElectionsBC](https://twitter.com/ElectionsBC)



[/ElectionsBC](https://www.facebook.com/ElectionsBC)

Definitions

The following key terms have been used throughout this guide. Most of the terms are defined in the *Local Elections Campaign Financing Act* (LECFA).

Address for service	A mailing address or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization.
Anonymous contribution	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum”.
B.C. Chief Electoral Officer	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Campaign account	An account in a savings institution opened by a financial agent to be used exclusively for the purposes of the election campaign.
Campaign contribution	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization. See page 16 for more information.
Campaign contribution limit	The maximum value of a campaign contribution that an eligible individual may provide.
Campaign financing arrangement	A written arrangement between an endorsed candidate and their elector organization that determines the amount of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.
Campaign financing records	The records maintained by a financial agent to complete disclosure statements for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Campaign period expense	An election expense that is used in the campaign period. Campaign period expenses are subject to an expense limit.

Candidate	In relation to candidate obligations applicable under LECFA, an individual who: (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization for an election, or (c) was a candidate
Disclosure statement	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC.
Election advertising	See page 40.
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used during the election period or the campaign period by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization. See page 31 for more information.
Election period	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
Election period expense	An election expense that is used in the election period.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Elector organization	An organization that endorses or intends to endorse a candidate in an election.
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
Financial agent	A representative that a candidate and elector organization is required to appoint during an election campaign. A candidate may either act as their own or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.

Fundraising function	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Incurring an election expense	Using property or services in such a way that their value is an election expense.
Jurisdiction	The applicable jurisdiction in which a general local election, by-election or assent voting event is held.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.
Member	An individual or organization who is a member of an organization. It does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
Permissible loan	A loan made by an eligible individual or savings institution to a candidate or elector organization.
Personal expenses	Campaign expenses of a candidate that include the following if they are reasonable and paid or reimbursed from a campaign account: <ul style="list-style-type: none"> (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other incidentals related to travelling (c) child or family care if the candidate is usually responsible for the care (d) expenses related to a disability of the candidate
Placement cost	The cost of purchasing election advertising space on the Internet, including a social media site or website.

Prohibited contribution	A campaign contribution that is made or accepted in contravention of LECFA.
Required contributor information	Information that must be recorded for all campaign contributions: <ul style="list-style-type: none"> (a) value of contribution (b) date the contribution was made (c) full name, mailing address and, if it is different, residential address of the contributor
Shared election expense	An election expense agreed to be shared by two or more candidates.
Significant contributor	An eligible individual who makes: <ul style="list-style-type: none"> (a) a campaign contribution having a value of \$100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.
Sponsorship information	An authorization statement that is required to be on most election advertising.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement. It includes a description of the circumstances leading to its submission.
Surplus campaign funds	The balance of money left in the campaign account after all financial transactions are completed.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
Transfer	Movements of money, property or services between a candidate and their elector organization.
Value of election advertising	The value of election advertising is: <ul style="list-style-type: none"> ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
Volunteer	An individual who provides services for no remuneration or material benefit, but does not include: <ul style="list-style-type: none"> (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

Elections BC

A non-partisan, independent Office of the Legislature, Elections BC is responsible for administering the provincial electoral process, including provincial general elections and by-elections, provincial referenda, recall and initiative petitions and initiative votes.

Elections BC is also responsible for administering campaign financing and election advertising rules under the *Local Elections Campaign Financing Act* (LECFA). This responsibility includes managing campaign financing disclosure requirements, conducting investigations, and enforcing the campaign financing and third party advertising provisions set out in LECFA. This responsibility also extends to by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements and supplementary reports
- assisting participants to comply with LECFA
- registering local advertising sponsors
- undertaking investigations and audits
- reporting on the administration of compliance with LECFA

Privacy notice

The information collected by Elections BC in the campaign financing disclosure statements and supplementary reports is to administer the *Local Elections Campaign Financing Act*.

For more information, contact the Privacy Officer at Elections BC:

1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

Elections BC: local elections campaign financing guides

This guide is for candidates and their financial agents to assist with understanding the comprehensive rules under LECFA. Elections BC also produces the following guides available at elections.bc.ca/lecf:

- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.

Local elections: shared roles and responsibilities

General local elections are held every four years for mayors, councillors, electoral area directors, local community commissioners, board of education trustees, park board members and commissioners, advisory council members, regional trustees and Islands Trust local trustees in British Columbia.

Local governments and boards of education also hold by-elections to fill vacancies that occur between general local elections. Non-election assent voting is conducted periodically by local governments to obtain elector assent to carry out certain council and board recommendations (such as borrowing to construct a new library or recreation centre).

The Ministry of Municipal Affairs and Housing, the Local Government Management Association, the Union of British Columbia Municipalities, the Ministry of Education, the British Columbia School Trustees Association and Elections BC all have educational materials related to local elections.

A local election officer is the chief election officer or designated local authority officer appointed for a jurisdiction by a local government or board of education.

Local election officers are responsible for:

- receiving nomination documents
- declaring candidates
- administering voting opportunities
- counting votes
- declaring election results

Who does what

Area of administration	Who is responsible
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

Campaign financing for candidates

The *Local Elections Campaign Financing Act* (LECFA) includes:

- rules that candidates, elector organizations and advertising sponsors must follow, including
- disclosure requirements for campaign financing and election advertising.

The campaign financing rules create accountability and transparency by requiring financial agents to record and disclose detailed information about financial and non-financial activities. This includes campaign contributions, election expenses, and other deposits and expenditures related to a campaign.

Campaign financing periods

There are two campaign financing periods: the election period and the campaign period.

Election period

For general local elections, the election period begins on January 1st of the general local election year and ends at the beginning of the campaign period. For by-elections, the election period starts on the day the office becomes vacant.

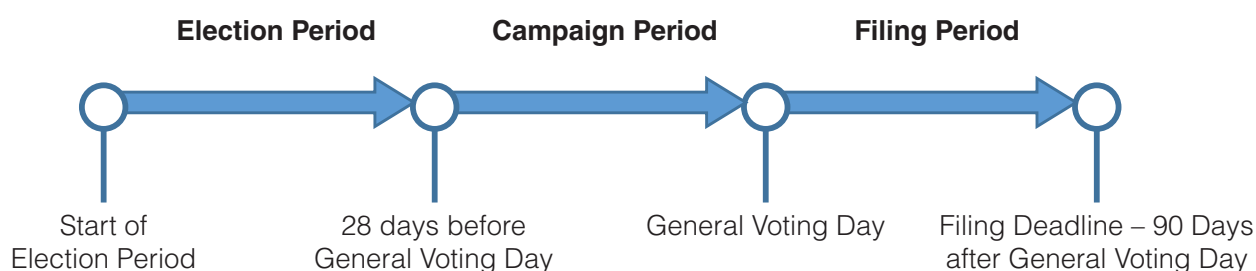
Campaign period

For general local elections or by-elections, the campaign period begins on the 28th day before General Voting Day (GVD) and ends at the close of voting.

Filing period

The disclosure statement filing deadline is 90 days after GVD. However, a disclosure statement may be filed late, before the late filing deadline of 120 days after GVD, if a late filing fee of \$500 is paid. Failure to file a disclosure statement is an offence.

Campaign financing periods



Financial agents

A candidate is their own financial agent unless they appoint another person to be their financial agent. The financial agent is legally responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act* (LECFA).

A candidate may not have more than one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

Appointment requirements

Unless the candidate is their own financial agent, appointments must be made in writing. If the appointment is made or changes before voting results are declared, it must be sent to the local election officer. If the appointment is made or changes after voting results are declared, it must be sent to Elections BC. Appointment information includes:

- the full name of the financial agent
- the effective date of appointment
- contact information
- address for service
- signatures of the candidate and financial agent

To appoint or change a financial agent or their information, complete Form 4322 found on the Elections BC website: elections.bc.ca/lecf.

Responsibilities

Financial agents must understand their campaign financing responsibilities under LECFA.

Financial agents are responsible for:

- keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions
- opening a separate campaign account for each candidate they are appointed for
- ensuring campaign contributions are only received from eligible individuals or anonymously
- ensuring campaign contributions from eligible individuals do not exceed the contribution limit

The campaign contribution limits can be found on the Elections BC website at elections.bc.ca/lecf.

- ensuring all transactions of money are made through the campaign account, including contributions from the candidate
- ensuring election advertising contains the required sponsorship information
- determining the market value of in-kind contributions and expenses, including election advertising
- accepting and depositing permitted campaign contributions
- incurring, paying, recording and disclosing election expenses
- pre-approving all election expenses incurred by others
- making and receiving transfers of money between the candidate's own campaign accounts or between the candidate and their elector organization
- making and receiving in-kind transfers between the candidate and their elector organization
- filing a campaign financing disclosure statement
- responding to questions from Elections BC after filing the disclosure statement
- ensuring all required financial records are given to the candidate after the disclosure requirements are met

Elections BC works closely with financial agents to ensure the disclosure requirements are met. Some disclosure statements may take months to finalize.

Financial agents may authorize another individual to accept campaign contributions or to pay election expenses.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of a candidate or their campaign.

Financial agents may also have other roles, such as campaign manager for a candidate or a responsible principal official for an elector organization.

Campaign accounts

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and **must** be used exclusively for the election campaign.

A sub-account may be opened as long as it has a distinct account number and separate campaign financing records are kept.

Candidates who do not use any of their own money and have no financial transactions do not have to open a campaign account.

A campaign account may not be used for any other purposes other than the election campaign.

Financial agents must open a separate campaign account for each campaign. Candidates **cannot** share an account. An endorsed candidate must have a separate account from their elector organization.

An election is held in a specific jurisdiction. Elections in different jurisdictions, such as municipalities or school districts, are separate elections. A candidate running in multiple jurisdictions is operating multiple campaigns.

Each campaign account must be in the name of the election campaign.

Examples of candidate campaign account names

“John Smith campaign”

“Campaign of John Smith”

“John Smith”

When to open

A campaign account must be opened as soon as practicable after the first campaign contribution of money is received and before any of the following transactions:

- paying for an election expense
- receiving a transfer from an elector organization
- receiving surplus campaign funds from the previous election

Financial agents are encouraged to open campaign accounts as early as possible. If a financial agent has difficulty opening a campaign account, there is a letter on the Elections BC website at elections.bc.ca/lecf that can be printed and given to the savings institution.

Using the campaign account

The *Local Elections Campaign Financing Act* includes detailed rules on how a campaign account is used.

- all monetary transactions (e.g., contributions, transfers and expenses) must go through this account
- must only be used for that election
- must remain open until all financial transactions have been completed, including the disbursement of surplus campaign funds

Examples of Campaign Account Transactions

Deposits	Withdrawals
<ul style="list-style-type: none"> ▪ campaign contributions ▪ fundraising income ▪ payment received for reimbursement of election expenses shared with other candidates ▪ transfers from an elector organization ▪ surplus campaign funds from a previous election ▪ interest ▪ dividends of shares paid by a credit union 	<ul style="list-style-type: none"> ▪ nomination deposit ▪ election expenses ▪ campaign-related professional fees ▪ other expenses incidental to the election campaign ▪ reimbursements paid to other candidates for shared election expenses ▪ financial agent salary or stipend ▪ repayment or remittance of prohibited contributions ▪ transfers to an elector organization ▪ disbursement of surplus campaign funds ▪ campaign account fees

Volunteers

A candidate's campaign may have paid campaign workers and/or volunteers.

A volunteer is an individual who willingly performs free services for an election campaign.

Volunteers:

- receive no compensation (directly or indirectly) for their services
- cannot be paid by their employer for working as a volunteer
- can use their vacation time to volunteer
- must be authorized in writing by the financial agent to accept campaign contributions or pay for election expenses
- must not be self-employed and providing services they normally charge for

A volunteer's services, or their own property they use in relation to their services, does not need to be valued. These services are neither a campaign contribution nor an election expense.

Example

Miranda is a volunteer for Kelly's campaign. Miranda uses her own car to deliver lawn signs and brochures. Miranda does not get any money for gas or other expenses. Since Miranda is using her own property in relation to her volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

An individual who is self-employed, and provides free services for which they would normally charge, is **not a volunteer**. That individual is making a campaign contribution and the value of their services is an election expense of the candidate. Financial agents must therefore value, record and disclose that contribution and expense.

Example

Martin is a self-employed communications professional. A candidate wants to prepare for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge \$150 for three hours of work, but Martin provides the service for free.

Martin has made a campaign contribution of \$150, and the candidate has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

Employer

An employer that is a sole proprietorship may provide their employees to a campaign for free. The employees are not volunteers because they are getting paid while providing that service. The employer is making a contribution to the candidate as an eligible individual. The value of the contribution is the cost to pay the employees to provide the service. This value is also an election expense of the candidate.

It is prohibited for employers that are organizations to provide employees to a campaign for free.

Example

Maurice, an eligible individual who owns a sole proprietorship, offers an employee to Barbara's campaign for free. The total cost for wages for five days is \$500.

What is the amount of the campaign contribution?

The amount of the campaign contribution from Maurice is \$500. The \$500 is also an election expense.

Campaign contributions

A campaign contribution is the value of any money, property or services provided without compensation to a candidate for campaign use. A campaign contribution can be made at any time.

A campaign contribution can be a donation of money or goods, advance, deposit or discount. Campaign contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

If a candidate gives money to their own campaign it is a campaign contribution and must be recorded and disclosed in the same way as all other campaign contributions.

A candidate giving money to their own campaign is making a campaign contribution.

Campaign contribution source restrictions

Campaign contributions can only be made by eligible individuals and cannot be made by organizations or any other individuals.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident

Campaign contribution limits

Eligible individuals are subject to a limit for campaign contributions made to each candidate during a calendar year. This limit includes any loans made by an eligible individual to a candidate. The campaign contribution limit for each calendar year can be viewed on the Elections BC website at elections.bc.ca/lecf.

Candidates making contributions from their personal funds that are not endorsed by an elector organization can provide up to twice the campaign contribution limit in the calendar year of the election. They are subject to the regular campaign contribution limit in other years.

For candidates endorsed by an elector organization, the limit applies to the elector organization

and all of its endorsed candidates in a jurisdiction. An eligible individual may not contribute more than the annual limit, in total, to the elector organization and its endorsed candidates for each calendar year. A group of candidates endorsed by the same elector organization can make additional contributions to the elector organization that do not exceed the contribution limit.

When a candidate receives endorsement from an elector organization, the financial agent for the candidate must provide all campaign contribution information to the financial agent of the elector organization to ensure that contributions from eligible individuals do not exceed the limit.

Campaign contribution limits are adjusted either by regulation or by changes to the consumer price index (CPI). Adjusted amounts will be published on the Elections BC website and in the *B.C. Gazette*.

Making and accepting campaign contributions

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized by the financial agent.
- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.
- Campaign contributions of money must be deposited into the campaign account.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- When accepting a campaign contribution, the financial agent, or authorized individual, must record the value, the date the contribution was made and the required contributor information.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money.

Crowdfunding, or crowdsourcing, through the Internet for campaign contributions is also permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information so the financial agent can record it. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the Internet.

Anonymous contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a single candidate. The financial agent must record the value and date of the contribution and how it was received.

An anonymous contribution of more than \$50 is prohibited. It is also prohibited to accept multiple anonymous contributions from the same eligible individual totalling more than \$50.

An anonymous contribution must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous.

Example

Candidate Ralph is hosting a social function and asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totalling \$112, and no one donates more than \$50.

Are these anonymous contributions permissible?

Yes. They are permissible because no one has donated more than \$50.

Discounted property or services

If property or services are provided by an eligible individual to the candidate at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.

Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Example

Jeremy is a sole proprietor of a sign shop and gives a special discount on signs to Alex for her election campaign. The signs would normally cost \$1,500, but Alex is only charged \$1,000. Jeremy has made a campaign contribution as an eligible individual.

What is the value of the contribution?

The campaign contribution is valued and recorded as \$500 (\$1,500 - \$1,000).

Donated property or services

Donated property or services, also called in-kind contributions, may only be given by eligible individuals and must be recorded as a campaign contribution. The value of an in-kind campaign contribution is its market value.

The value of a candidate's own property used in their own campaign is not a campaign contribution.

Example

Deanne donates wood for signs to Michelle's campaign. The value of the wood is \$500. Deanne is making a campaign contribution as an eligible individual.

What is the value of the contribution?

The value of the campaign contribution is \$500.

Capital assets

Capital assets may include buildings, computers, office furniture and equipment. When capital assets are donated by eligible individuals, the contribution is the market value of using the property.

Example

Miriam provides office furniture to Anne, a candidate, to use in her campaign office for one month. The furniture is normally rented for \$500 per month.

Is Miriam making a campaign contribution to Anne?

Yes. Miriam is making a campaign contribution as an eligible individual to Anne of \$500, the market value of renting the furniture for one month.

Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records will make completing the campaign financing disclosure statements easier.

Financial agents must record the following for each campaign contribution:

- the full name, mailing address and, if it is different, residential address of the contributor
- the value of the campaign contribution
- the date the campaign contribution was made

A residential address is the eligible individual's home address. Mailing addresses such as a PO Box, work address or commercial address do not meet the recording requirements.

A contribution must come from a single eligible individual. If a contribution appears to come from multiple eligible individuals, the financial agent must determine which contributor made the donation and record that information.

Example

Josie receives a contribution by cheque from Sam and Pat Smith for \$300. Josie must determine which eligible individual made the contribution.

Scenario 1

Josie contacts Sam and Pat and asks which name should be recorded as the contributor. Sam tells Josie that the contribution was intended to come from both of them. Josie records a contribution of \$150 each from Sam Smith and Pat Smith.

Scenario 2

Sam tells Josie that the contribution was from Pat only. Josie records a \$300 contribution from Pat Smith.

Significant contributors

Significant contributors are eligible individuals who make campaign contributions of **\$100 or more** to the same candidate. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

Information about significant contributors must be disclosed in the candidate's disclosure statement. This includes:

- full name and residential address of contributor
- value of contribution
- date of contribution

Elections BC will redact residential addresses of contributors prior to publishing disclosure statements.

Example 1

On September 1, Raj's uncle, an eligible individual, donates a \$50 gift certificate for use in a silent auction for Raj's campaign.

Is the uncle a significant contributor?

No. The value is less than \$100.

Example 2

On September 23, Raj's uncle gives Raj a \$75 cash campaign contribution.

Is the uncle now a significant contributor?

Yes. The total contributions from him are now \$100 or more.

\$50 in-kind donation + \$75 cash contribution = \$125 total contributions.

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution. If the financial agent becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days.

If the contribution cannot be returned (such as an anonymous contribution over \$50) the financial agent must send it to Elections BC.

Example 1

Rosalie receives an anonymous contribution of \$75 in an envelope. Rosalie keeps \$50 and sends the remaining \$25 to Elections BC.

Is this permissible?

No. All of the \$75 must be sent to Elections BC because it is an anonymous contribution over \$50.

Example 2

Carrie, an eligible individual, has already contributed the maximum annual amount to a candidate during the calendar year when she makes another contribution of \$300.

Is this permissible?

No. The candidate must return the \$300 to Carrie because it is a prohibited contribution.

Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions.

Acceptable contributions	Prohibited	Not contributions
<ul style="list-style-type: none"> ▪ money of any amount given to a financial agent or an individual they have authorized ▪ non-monetary property and services ▪ money given by a candidate to their own campaign ▪ discounts on property or services ▪ anonymous contributions of \$50 or less ▪ a person paying the campaign more than market value for goods or services 	<ul style="list-style-type: none"> ▪ contributions made by organizations and ineligible individuals ▪ contributions that exceed the contribution limit ▪ giving a contribution to someone other than the financial agent or someone they have authorized ▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information ▪ making or accepting indirect campaign contributions ▪ elector organizations contributing money ▪ making or accepting an anonymous campaign contribution of more than \$50 	<ul style="list-style-type: none"> ▪ services provided by a volunteer including the use of their own property in that role ▪ transfers of money, property, or services between an elector organization and its endorsed candidates ▪ non-monetary property or services provided by a candidate for use in their own campaign ▪ candidate's surplus campaign funds from the last election returned by the jurisdiction ▪ free transmission of election advertising if offered equitably to all candidates ▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a legitimate periodical, radio or television program ▪ publications intended to be sold whether or not there was an election

An indirect contribution is a campaign contribution made with money or non-monetary property or services of another individual or organization.

Example 1

Jane contributes cash to a candidate but is later reimbursed by her employer.

Did Jane make an acceptable campaign contribution?

No. This is a prohibited contribution because the employer has made an indirect contribution through Jane.

Example 2

John is a candidate and sets up his campaign office at home and uses his personal computer and office supplies to make brochures and signs.

Did John make a campaign contribution?

No. Property or services provided by a candidate for use in their own campaign is not a contribution.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, a candidate for the purpose of obtaining funds.

Tickets sold for a fundraiser may **only** be purchased by eligible individuals and they cannot be reimbursed for the purchase of tickets. The purchase of tickets by an eligible individual may or may not be a campaign contribution.

- If an eligible individual purchases more than \$50 worth of tickets, it is a campaign contribution.
- If an eligible individual purchases \$50 or less worth of tickets, it is not a campaign contribution.

Example 1

Sally, an eligible individual, buys five tickets for \$50 each to a candidate fundraising dinner.

5 tickets x \$50 per ticket = \$250

Has Sally made a campaign contribution?

Yes. Sally has made a campaign contribution because she purchased more than \$50 worth of tickets.

Example 2

Big Company buys two tickets for \$25 each to a luncheon held by a candidate.

2 tickets x \$25 per ticket = \$50

Is this permissible?

No. This is a prohibited contribution because organizations are not allowed to purchase tickets to fundraising functions. The \$50 must be returned to Big Company.

All money received at a fundraising function must be deposited into the campaign account. Candidates and financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the campaign account and pay for costs of the function from the campaign account separately.

Example

Buck is a candidate who is his own financial agent. He hosts a burger and beer fundraiser at a pub for \$20 per meal. The pub collects \$400 and charges Buck \$200 to host the event. The pub gives Buck his \$200 profit, which Buck deposits into the campaign account.

Is this allowed?

No.

What should Buck have done?

Buck should have collected the entire \$400 from the pub and deposited it into the campaign account. Buck should have then paid the pub \$200 from the campaign account to cover the cost of the event.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

All money received must be deposited into the campaign account.

Candidates are not permitted to use lotteries, raffles or other gambling activities to raise campaign funds.

Example 1

To raise money for Martina's campaign, Jerry donates a TV with a market value of \$625. Jennifer buys the TV at Martina's fundraising auction for \$400.

How much is Jerry's campaign contribution?

The contribution of the TV is \$625 because that is its market value.

Has Jennifer made a campaign contribution?

No. Jennifer has not made a contribution as the amount paid was less than the market value of the TV.

What is the \$400 paid by Jennifer?

The \$400 paid by Jennifer must be deposited into the campaign account and reported as an "other deposit."

Example 2

Marvin, a candidate, hosts a silent auction and purchases a gift certificate for \$75. The gift certificate is sold to Kim for \$100.

Has Kim made a campaign contribution?

Yes. Kim has made a contribution because she paid more for the gift certificate than its market value.

How much is Kim's campaign contribution?

Kim's contribution is \$25 (price paid less the market value $\$100 - \$75 = \$25$). The remaining \$75 is reported as an "other deposit."

Loans or debts

Any loan or debt that remains unpaid for six months after it becomes due converts to a campaign contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become campaign contributions from organizations or eligible individuals if the total amount of their contributions exceeds the contribution limit.

If a loan or debt becomes a campaign contribution after the disclosure statement is filed with Elections BC, the financial agent must file a supplementary report. See page 51 for information on supplementary reports.

Permissible loans

Candidates may receive loans from eligible individuals and savings institutions for campaign use. A loan received from an eligible individual must be counted towards the contribution limit for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received:

- if the loan is received from an eligible individual, the full name and residential address of the lender
- if the loan is received from a savings institution, the name of the savings institution
- amount of the loan
- date the loan was made
- due date of the loan
- interest rate of the loan
- if the loan is received from a savings institution, the prime rate of interest at the time the loan is made

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days.

Other deposits

Campaign funds that are not campaign contributions or permissible loans are called “other deposits.” Such deposits include:

- interest earned on the account
- dividends of shares of a credit union
- money earned through product sales
- some fundraising income
- surplus campaign funds from a previous election returned by the jurisdiction
- transfers

Recording requirements for other deposits

The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

All money received must be deposited into the campaign account.

Transfers

Transfers, both monetary and in-kind, are reported as “other deposits.”

Money given from a candidate’s personal account is a campaign contribution, not a transfer.

Transfers include:

- movements of money between a candidate and their elector organization
- provision of property or services between a candidate and their elector organization

Transfers can be made at any time, including after General Voting Day.

Recording requirements for transfers

The information that must be recorded and reported for transfers depends on the specific circumstances of the transfer.

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between a candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the elector organization

For in-kind transfers between a candidate and an elector organization, report:

- the date of the transfer
- the market value and a description of the transferred property or services
- the name of the elector organization

Example

XYZ Elector Organization provides election signs to its endorsed candidate, Irene, on August 31, 2018.

What must Irene report for this transfer?

Irene must report that the signs were received from XYZ Elector Organization on August 31, 2018. Irene must also determine and report the market value of the signs and report that value as an “other deposit.”

Expenses and expense limits

Election expenses

An election expense is the value of property or services used in an election campaign. This applies whether the item was used in the election period, the campaign period or both.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day (GVD).
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before GVD.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before GVD and ends at the close of voting on GVD.
- Election expenses used in the campaign period are campaign period expenses.

Election expenses used in both the election period and the campaign period are both election period expenses and campaign period expenses.

Goods produced by a candidate from their own property are not election expenses if the materials were already owned prior to their decision to run for office.

Examples of Expenses

The list below is of examples only and does not include every type of expense or election expense.

Election expenses	Non-election expenses that require recording and disclosure	Not election expenses
<ul style="list-style-type: none"> ▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ campaign signs, including signs reused or repurposed from previous elections ▪ professional photographs used in election advertising ▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally) ▪ paid research and opinion polling and campaigning (such as operating a phone bank) ▪ campaign office costs ▪ bank fees 	<ul style="list-style-type: none"> ▪ sign, nomination or damage deposits ▪ candidate's personal expenses if paid or reimbursed from campaign account* ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ incidental expenses related to the campaign (such as payments made for the purposes of campaign fundraising) ▪ interest on a loan to a candidate for election expenses 	<ul style="list-style-type: none"> ▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned) ▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.) ▪ free media coverage from a legitimate media provider (such as news stories, interviews, current affairs program, etc.) ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
<p>*Candidate personal expenses are:</p> <ul style="list-style-type: none"> ▪ travel to, within or from the election area where the candidate is running for office ▪ lodging, meals and other incidentals related to travelling ▪ child or family care if the candidate is usually responsible for the care ▪ expenses related to a disability of the candidate <p>All personal expenses must be reasonable.</p>		

Valuing expenses

The value of an election expense is the market value of the property or services used in an election campaign.

Valuation of re-used election signs and advertising materials

Signs or other advertising materials left over from previous elections may be re-used, but they must have a value attributed to them for campaign period expense limit purposes. This value is the market value of buying new materials of the same quality. A quote must be obtained to determine the current price of the goods of the same quality. If they are being used during the campaign period, the value must be reported in the disclosure statement as a campaign period expense.

If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, they are not included in the value obtained in the quote.

Example

Rafael reuses 500 signs from a previous election. He has a different financial agent than the last election so the signs need to be updated with the new financial agent's name and phone number. He has stickers printed with the new information at a cost of \$100.

Since the signs were purchased during the previous election, Rafael must determine the current market value of 500 signs of the same quality. Rafael calls a local print shop and learns that the lowest replacement cost for 500 signs of the same quality is \$2,000.

What is the value of the election expense?

The value of the election expense is \$2,000. As new signs would not require the stickers, the \$100 is already included in the market value.

If only a portion of property or services is used in an election, only that portion is an election expense. The unused portion is an intended election expense and is recorded as "other payments from the campaign account."

Example 1

Svetlana purchases 500 brochures for \$200 but only uses 250.

What is the value of the election expense?

Since Svetlana only used half of the brochures, the value of the election expense is \$100. The remaining \$100 is recorded as an intended election expense and reported as an “other payment from campaign account.”

Example 2

A campaign worker is contracted to create a website at an hourly rate of \$20 for 25 hours. Hosting fees are \$10 per month. The website is public for eight months during the election period and all of the 29-day campaign period.

What is the value of the expense?

The value is calculated by multiplying the number of hours it took to create the website by the hourly rate of the worker and adding the hosting fees.

Election period expense

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$80 (\$10 \text{ per month} \times 8 \text{ months}) = \580

The value of the election period expense is \$580.

Campaign period expense

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$9.35 (\$10 \text{ per month} \times 29 \text{ days} / 31 \text{ days}) = \509.35

The value of the campaign period expense is \$509.35 (can be rounded to \$509).

Expense limits

The Ministry of Municipal Affairs and Housing and the Ministry of Education calculate the campaign period expense limits for candidates.

All candidates are subject to these expense limits, which are based on the office sought and the population of the election area.

An election area is the geographical area where the election is held.

Elections BC will publish the expense limits no later than May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

If a candidate exceeds their expense limit:

- monetary penalties will apply
- they will lose their seat, if elected
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at elections.bc.ca/lecf.

Campaign financing arrangements

Campaign financing arrangements are only used by candidates endorsed by an elector organization.

All candidates who are endorsed by an elector organization must have a campaign financing arrangement (CFA) with their elector organization.

Elector organizations are not allowed to incur campaign period expenses unless they share a candidate's expense limit under a campaign financing arrangement.

A campaign financing arrangement is a written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with the elector organization.

A campaign financing arrangement must be:

- on the regulated form
- completed before the start of the campaign period
- submitted to Elections BC
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

Campaign financing arrangements may be amended or terminated.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than** three days before General Voting Day.
- A termination of a campaign financing arrangement must be done before the start of the campaign period.

Amendments and terminations to campaign financing arrangements must be submitted to Elections BC and completed on regulated forms.

Important note: a candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

Campaign financing arrangement forms can be found on the Elections BC website at elections.bc.ca/lecf.

Incurring and paying for expenses

All election expenses must:

- be approved by the financial agent before they are incurred
- be paid for by a candidate, financial agent or an individual authorized in writing by the financial agent
- be paid or reimbursed from the campaign account, including if a candidate pays for an expense from their personal funds. Receipts must be submitted to the financial agent for reimbursement.

Shared election expenses

A shared election expense is when two or more candidates agree to participate in an election expense.

Each candidate's campaign must pay for their portion of the shared election expense. If one campaign pays for the expense, it must be reimbursed by the other candidates' campaigns. Candidates' campaigns are not allowed to pay for another campaign's election expense.

Example 1

Bill and Zara are both candidates acting as their own financial agents. They purchase 20 shared signs for \$500. Bill writes a cheque from his campaign account and pays the full amount directly to the supplier. Bill is then later reimbursed \$250 from Zara's campaign account.

Is this permissible?

Yes. Each candidate paid for their portion of the shared election expense.

Example 2

Candidates Julie, Jessica and Jack decide to host a campaign event together. The venue charges \$300. Julie has no campaign funds, so Jessica and Jack agree to split the cost and each pay the venue \$150.

Is this permissible?

No. Each candidate must pay for their portion of a shared election expense. Julie must reimburse Jessica and Jack \$50 each to cover Julie's portion.

Post-election expenses

Candidates are permitted to incur expenses after the close of voting that are incidental to their campaign, such as celebration parties and thank-you cards. These incidental expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as an “other payment from campaign account.”

Recording requirements for expenses

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete enough to meet the disclosure requirements in LECFA including:

- total value and description of each election expense
- when each election expense was used (such as election period, campaign period or both)
- total value and description of each payment for non-election expenses
- total value and description of each other type of payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

Election expenses are broken down into the following categories:

Advertising:

- signs and billboards (including reused signs, lumber, sign wires, etc.)
- value of reused signs
- brochures, pamphlets and flyers
- newspaper, magazine and journal
- Internet
- radio
- television
- other advertising (including business cards, promotional items, etc.)

Campaign Administration:

- bank fees
- courier services and postage
- rent, insurance and utilities

- furniture and equipment
- office supplies
- salaries and wages (excluding financial agent salaries)
- professional services
- other campaign administration expenses
- convention and similar meeting expenses
- other campaign related functions
- research and polling
- interest expenses
- other expenses

Recording shared election expenses

Detailed disclosure of shared election expenses is required. In order to meet these requirements, financial agents for candidates who participated in a shared election expense must record the following:

- the total value of the shared expense
- the value of their candidate's portion
- the names of the other participating candidates

They must also record and disclose, as applicable:

- the amount paid to the supplier
- the amount of each reimbursement received from other participating candidates
- the amount of each reimbursement paid to other participating candidates

To ensure information is consistent and disclosed correctly, Elections BC reconciles shared election expenses with the other participating candidates. Financial agents may wish to work with other participating financial agents to ensure their records and reports are accurate and consistent.

Election advertising

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the campaign period. Advertising activities during the election period are still advertising election expenses and must be recorded and disclosed, but they are not election advertising.

Election advertising is any transmission of a communication to the public during a campaign period that directly or indirectly promotes or opposes a candidate or an elector organization, including a communication that takes a position on an issue associated with a candidate or elector organization.

With the exception of sponsorship information, Elections BC does not regulate the content of election advertising.

Election advertising does not include:

- messages on the Internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites. Although these messages are not election advertising, any costs related to their design or production are election expenses and must be disclosed accordingly.
- personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage from a legitimate media provider (such as news stories, editorials, radio interviews, etc.)
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
- a communication by an individual or group sent directly to their members, employees or shareholders
- transmission by an individual, on a non-commercial basis, on the Internet, or by telephone or text message, of their personal views

Examples

Election advertising	Not election advertising
<ul style="list-style-type: none"> ▪ television, radio, newspaper or magazine advertisements ▪ signs, billboards, posters, bumper stickers or branded clothing or objects ▪ newsletters, brochures, mailing inserts or other advertising sent to the public ▪ ads on the Internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.) ▪ phone calls made using an automated system (e.g., robocalls) 	<ul style="list-style-type: none"> ▪ personal or private communications ▪ free media coverage from a legitimate media provider (such as a candidate debate on a local news channel, news stories, radio interviews, etc.) ▪ a communication by an individual or group sent directly to their members, employees or shareholders ▪ any free communication on the Internet (such as Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) ▪ person-to-person phone calls and text messages ▪ websites or blogs ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Determining the sponsor of election advertising

The sponsor of election advertising is the candidate that is conducting the advertising. If two or more candidates conduct advertising together, they are co-sponsors.

Example

Amanda, Preet and Jeremy are campaigning together and decide to create a shared brochure. Preet designs and prints the brochure and provides several to each campaign to distribute.

Who is the sponsor of the advertising?

All candidates are co-sponsors of the advertising.

The candidate is still the sponsor even if:

- the advertising is provided to the candidate as a campaign contribution, or
- another individual or organization conducts advertising on behalf of the candidate.

Example

A local parents' group meets with Braeden, a candidate, and they decide, with the consent of Braeden's financial agent, that the group will create brochures on behalf of Braeden and distribute them door-to-door during the campaign period.

Who is the sponsor of the advertising?

Braeden is the sponsor. The local parents' group is working on behalf of Braeden to create and distribute the brochures. The cost of preparing and printing the brochures is a campaign period expense of Braeden.

Sponsorship information on election advertising

Sponsorship information, also known as an authorization statement, is required on most election advertising and must include:

- the name of the financial agent,
- the words "authorized by" in front of the financial agent's name, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Although there are no size requirements for the sponsorship information, it must be clear and readable.

Sponsorship information must be on the election advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

If the election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

Example 1

Election signs

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot only be on the back of the sign.

Two-sided election signs must have sponsorship information on at least one side. It is not required to be on both sides.

Example 2

Candidate sponsor

Authorized by Susan Wong, electsusan@campaign.ca

Example 3

Another language

Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

Example 4

Multiple candidates

Authorized by John Smith, 604-123-4567 and Susan Wong, electsusan@campaign.ca

Election advertising exempt from sponsorship information

Certain types of election advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

Sponsorship information for advertising on the Internet

For Internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer to the website, landing page or profile page that contains it.

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. However, local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways.

Signs must:

- Only be installed after the election is called, and must be removed the next working day after General Voting Day. Signs not removed by the owners on the next working day following the election will be removed by maintenance contractors. Maintenance contractors will invoice the owner of the signs for the cost of removal.
- Be further from the road than standard traffic signs, and must not obstruct, simulate or be attached to any traffic control device (such as signs, posts, polls).
- Not be placed on bridges, overpasses, tunnels or other highway structures.
- Not be placed on the following provincial highways:
 - Highways within provincial parks.
 - Highway 1, from Horseshoe Bay to Hope.
 - Highway 5, from Hope to Kamloops.
 - Highway 19, from Duke Point Ferry Terminal to Trans-Canada Highway.
 - Highway 19, Nanaimo Parkway, from Trans-Canada Highway to Island Highway.

- Highway 19, Parksville to Campbell River.
- Highway 91 and 91A.
- Highway 99, from US border to Horseshoe Bay.
- Highway 17, from Tsawwassen Ferry Terminal to Highway 99.
- Highway 97C, from Aspen Grove to Peachland.

Important safety note: Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed

Campaigning restrictions on General Voting Day

An individual or organization must not transmit election advertising to the public on General Voting Day (GVD) except:

- election advertising on the Internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting
- advertising by means of signs, posters or banners
- distributing pamphlets
- advertising on the Internet that is for the sole purpose of encouraging voters to vote

Permitted on General Voting Day	Not permitted on General Voting Day
<ul style="list-style-type: none"> ▪ using free social media ▪ person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ election advertising on the Internet as long as the advertising was not changed on GVD or is solely to encourage voters to vote ▪ campaign meetings or rallies outside of 100 metres of a voting place 	<ul style="list-style-type: none"> ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ placing new paid ads or paid social media posts on the Internet ▪ television, radio or newspaper ads

Election advertising is never permitted within 100 metres of a voting place while voting is being conducted.

For more information about the 100 metre rule, please contact your local authority.

Determining the value of election advertising

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and is subject to the expense limit. The value of election advertising is either:

- the price paid for preparing and transmitting the advertising
- if the advertising is provided for free or at a discount, the market value of preparing and transmitting the advertising

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

Example 1

Pavel pays an agency \$500 to produce an advertisement and then pays a radio station \$150 per play. The ad is played 20 times during the campaign period.

What is the value of this election advertising?

The production cost plus the cost per play multiplied by the number of times played: $\$500 + \$3,000 (\$150 \times 20 \text{ plays}) = \$3,500$.

Example 2

Sabrina is a candidate and prepares a brochure at home and prints 500 copies at a local shop for \$0.25 per copy. The brochures are mailed to 500 different homes at a postage rate of \$1 per brochure.

What is the value of this election advertising?

$500 \text{ brochures} \times \$1.25 (\$0.25 \text{ printing} + \$1 \text{ postage per brochure}) = \625 .

The value of producing the brochure is not included in the value of the election advertising because it was made with Sabrina's own materials.

Election advertising offered for free equally to all candidates has a market value of zero. However, the value of preparing the advertising is still an election expense.

Example

A television station offers all candidates a free 15 second advertisement. Elizabeth pays an agency \$300 to produce an ad.

What is the value of this election advertising?

\$300. As the transmission was offered for free to all candidates, only the production cost is included in the value of the advertisement.

Free advertising provided by the local jurisdiction

If the local jurisdiction provides free election advertising to all candidates in that election equitably, the following information must be recorded and disclosed:

- how the election advertising was transmitted (e.g., newspaper ad, brochure, etc.)
- the name of the jurisdiction

Many local jurisdictions publish biographies of candidates on their websites, which is not election advertising. Check with the local jurisdiction to confirm if free advertising was offered.

Third party advertising sponsor

It is an offence to conduct third party advertising before registering with Elections BC.

A candidate may also act as a third party advertising sponsor but not for the election in which they are running. This means that generally, a candidate can only be a third party sponsor outside their own jurisdiction. Candidates considering becoming third party sponsors should contact Elections BC and must register with Elections BC before conducting third party advertising.

Example

Barinder, a mayoral candidate in Vancouver, has a good friend and colleague running for council in Whistler. To advertise in support of that friend, Barinder must register as a third party sponsor before placing the election advertising.

For more information about third party advertising and requirements for third party sponsors, refer to the Guide for Local Elections Third Party Sponsors in B.C. available at elections.bc.ca/lecf.

Surplus campaign funds

Surplus campaign funds are the balance of money left in the campaign account after all financial transactions are completed. Candidates must record the amount of surplus campaign funds remaining and how they deal with them.

If the candidate contributed money to their own campaign, the financial agent can only repay the candidate up to the value of those contributions. After the candidate has been reimbursed, any remaining surplus campaign funds must be dealt with as follows:

- Under \$500: The financial agent must pay the amount to the candidate or deal with those funds as directed by the candidate.
- \$500 or more: The financial agent must pay the total amount of the surplus campaign funds (not just the amount over \$500) to the jurisdiction where the candidate ran.

The jurisdiction holds the funds and any accumulated interest in trust.

Surplus campaign funds held in trust by a jurisdiction

If a candidate who paid surplus funds to a jurisdiction seeks office in the same jurisdiction in the next general local election or an earlier by-election, the jurisdiction must pay the surplus campaign funds to the candidate's financial agent for use in the new election.

If the candidate does not run for office in the same jurisdiction in the next election, the funds become the jurisdiction's to be used at its discretion.

Disclosure statements

Financial agents are responsible for filing disclosure statements with Elections BC. A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every candidate. All disclosure statements must be completed on Elections BC forms.

Who must file

Financial agents are responsible for filing disclosure statements even if the candidate withdrew, was acclaimed, or had few or no financial transactions. Candidates also have a responsibility to ensure that their financial agents file their disclosure statements.

Disclosure statements can be filed by:

- email
- mail
- courier
- fax
- hand to a Service BC Centre (servicebc.gov.bc.ca/locations)
- hand to the Elections BC office in Victoria

Filing deadline

The filing deadline for disclosure statements is 4:30 p.m. (Pacific time), 90 days after General Voting Day.

The disclosure statement must be received and accepted by Elections BC by the filing deadline. A postmark is not acceptable as proof of delivery.

Disclosure statements filed by the filing deadline are accepted as long as the disclosure requirements are met. If a disclosure statement requires additional information to be accepted, Elections BC will contact the financial agent to give them an opportunity to make the required corrections. If a financial agent does not meet the 90 day deadline, they may file the disclosure statement under the late filing provisions discussed below.

The B.C. Chief Electoral Officer may grant extensions to the filing deadline in extraordinary circumstances. Requests for extensions must be made in writing to the B.C. Chief Electoral Officer before the 90 day filing deadline.

Late filing deadline

The late filing deadline is 4:30 p.m. (Pacific time), 120 days after General Voting Day (GVD). Disclosure statements submitted between 91 and 120 days after GVD must include a \$500 late filing fee.

It is an offence to not file a disclosure statement by the late filing deadline. There are significant penalties for committing offences.

Compliance review

Elections BC conducts a routine compliance review of each disclosure statement to ensure the requirements under the *Local Elections Campaign Financing Act* are met. If any issues are identified, Elections BC will contact the financial agent to request additional information.

If issues identified during the compliance review remain unresolved, Elections BC may require the financial agent to file a supplementary report.

Supplementary reports

If Elections BC advises a financial agent that a supplementary report is required, it must be submitted within 30 days of the notification. Elections BC will also inform the local chief election officer of any supplementary reports required.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. These records must include:

- copies of the disclosure statement forms
- records of contributions and required contributor information
- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

Financial agents must keep all campaign financing records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the candidate becomes responsible for retaining records and materials.

Public information

Disclosure statements are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria. All residential addresses of significant contributors will be redacted prior to publication.

Local authorities must also provide public access to the disclosure statements.

Copies of disclosure statements may be obtained from either Elections BC or the local authorities for a fee.

Campaign financing penalties, offences and court orders for relief

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

Campaign financing penalties and offences

Failing to comply with the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act* (LECFA) is an offence and a person who commits an offence is liable to a fine and/or imprisonment.

There are also administrative penalties imposed by the B.C. Chief Electoral Officer for failing to comply with the campaign financing and election advertising rules. Administrative penalties include monetary penalties, loss of seat and disqualification.

A list of disqualified candidates, elector organizations and advertising sponsors is available on the Elections BC website and at the Elections BC office in Victoria.

Failing to file a disclosure statement

Candidates who fail to file a disclosure statement or supplementary report are disqualified from being nominated for, elected to or holding office on a local authority in B.C. until after the next general local elections. Elected candidates who fail to file will also lose their seats.

Candidates endorsed by elector organizations are also subject to these same penalties if the elector organization fails to file a disclosure statement or supplementary report.

It is also an offence to fail to file a disclosure statement or supplementary report and a candidate or financial agent who fails to file a report is liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

Exceeding the expense limit

An elected candidate who exceeds their expense limit loses their seat. A candidate endorsed by an elector organization will also lose their seat if the total of the candidate's campaign period expenses and the elector organization's campaign period expenses attributed to the candidate exceed the candidate's expense limit.

All candidates who exceed their expense limit must pay a monetary penalty of twice the amount by which they exceeded their limit. If the penalty is not paid within 30 days, the candidate becomes disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections. However, if they pay the penalty, even after the 30 days, they will no longer be disqualified.

Monetary penalties are made payable to the Minister of Finance.

It is also an offence to exceed the expense limit and a candidate who exceeds the limit is liable to a fine of up to \$5,000 and/or imprisonment for up to one year.

Providing false or misleading information

Providing false or misleading information or making false or misleading statements under LECFA is an offence and individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

Court orders for relief

Candidates or financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements and expense limit penalties. These applications must be made before the late filing deadline.

Candidates applying for court relief may want to consult independent legal counsel about the court process.

For details on filing for a court order for relief, see sections 66-72 of the *Local Elections Campaign Financing Act*.

Disclosure statement completion instructions

The disclosure statement forms provided by Elections BC are mailed after nomination information is received from local authorities. These forms contain the contact information provided on the nomination documents. Blank versions of these forms are also available online at elections.bc.ca/lecf.

The following are some general instructions when completing all forms:

- Separate disclosure statements must be filed for each election where the candidate ran.
- Submit all relevant forms. Forms not relevant to the candidate's campaign do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand.
- Complete the detailed forms first then carry forward the totals to the summary forms.
- Ensure the candidate's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 20, 2018, enter 2018/10/20.
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.

4300 – Disclosure Statement Cover Page

The cover page must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

1. Enter the date of General Voting Day (YYYY/MM/DD).
2. Enter the full name of the candidate and (if different) their ballot name.
3. Enter the candidate's mailing address, phone number and (if available) email address.
4. Enter the jurisdiction and election area where the candidate sought office.
5. Enter the office sought by the candidate (councillor, mayor, board of education trustee, etc.).
6. If the candidate is endorsed by an elector organization, enter its ballot and legal names.
7. Tick this box if the candidate is their own financial agent.
8. Tick this box if the candidate is registered with Elections BC as a third party advertising sponsor. A separate disclosure statement must be filed for third party sponsors.
9. Unless the candidate is their own financial agent, enter the full name, mailing address, phone number and (if available) email address of the appointed financial agent.
10. Enter the date the financial agent was appointed. If others were previously appointed as financial agents for this election, provide their information on Form 4312 – Former Financial Agents and Free Advertising from Jurisdiction.
11. Carefully read the instructions in this section. If all five criteria apply to the candidate, only the cover page is required to be completed and filed. If any of these five criteria do not apply, complete any other form applicable to the campaign.
12. The declaration must be signed and dated by the candidate and, if applicable, the financial agent. If the candidate is their own financial agent, only one signature is required.

4300 - DISCLOSURE STATEMENT COVER PAGE

LOCAL ELECTIONS CANDIDATE



GENERAL VOTING DAY (YYYY/MM/DD)
2018/10/20 **1**

CANDIDATE'S FULL NAME DAVID PETER MILLER			BALLOT NAME (IF DIFFERENT) PETE MILLER 2		
CANDIDATE'S MAILING ADDRESS 1217 BLUE PINE CROSSING			PHONE NO. 778-555-6543		
CITY/TOWN VANCOUVER 3	PROV. BC	POSTAL CODE V6A 2B4	EMAIL (IF AVAILABLE) PETE.MILLER@PM4MAYOR.COM		

JURISDICTION CITY OF VANCOUVER 4	OFFICE SOUGHT MAYOR 5
ELECTION AREA VANCOUVER	

BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE) XYZ ELECTOR ORGANIZATION 6
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF DIFFERENT) THE XYZ ELECTOR ORGANIZATION

7 Tick if candidate is their own financial agent **8** Tick if candidate was also a third party sponsor

FINANCIAL AGENT'S FULL NAME (IF NOT ACTING AS OWN) DEBORAH BECKER CURTIS 9			EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2018/09/05 10		
FINANCIAL AGENT'S MAILING ADDRESS 9261 18 AVE W			PHONE NO. 604-555-9876		
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V5W 4J8	EMAIL (IF AVAILABLE) DEB@CURTIS.CA		

<p>ZERO CAMPAIGN ACTIVITY 11</p> <p>Candidates with zero campaign activity may file this form only. If any of the conditions are not met, file other forms applicable to the campaign.</p> <ol style="list-style-type: none"> 1. No income or deposits, including funds from the candidate, contributions, donations, gifts, loans, funds from previous elections, transfers, etc. 2. No expenses, including signs reused from previous elections, campaign account fees, etc. 3. Did not have a campaign account. 4. Did not change financial agents during this election. 5. Did not receive any free election advertising from their jurisdiction (see Form 4312 for description). 	<input type="checkbox"/> Tick if candidate had zero campaign activity
---	---

NOTE - ENDORSED CANDIDATES MUST ALSO INCLUDE A COPY OF THEIR CAMPAIGN FINANCING ARRANGEMENT.

DECLARATION:

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act*.

SIGNATURE OF CANDIDATE <i>David Miller</i> 12	SIGNATURE OF FINANCIAL AGENT <i>Deborah Curtis</i>
DATE (YYYY/MM/DD) 2019/01/15	DATE (YYYY/MM/DD) 2019/01/15

WARNING: Signing a false declaration is a serious offence and is subject to significant penalties.

4301 – Campaign Financing Summary

This form is a summary of the inflows and outflows of the candidate's campaign. The information is carried forward from other disclosure statement forms. Complete this form after the totals from the related forms are calculated. Depending on the candidate's campaign, inflows may not equal outflows.

1. Enter the total value of campaign contributions received, as reported in box A on Form 4302 – Summary of Campaign Contributions.
2. Enter the total value of all permissible loans received, as reported in box B on Form 4304 – Permissible Loans Received.
3. Enter the total value of other deposits into the campaign account and in-kind transfers, as reported in box A on Form 4305 – Other Deposits into Campaign Account and In-kind Transfers.
4. Add the above three values and enter the total inflows of the campaign in this box.
5. Enter the total value of election period expenses, as reported in box A on Form 4307 – Summary of Election Expenses.
6. Enter the total value of campaign period expenses, as reported in box B on Form 4307.
7. Enter the total value of exclusions from election period expenses, as reported in box D on Form 4307.
8. Enter the total value of exclusions from campaign period expenses, as reported in box E on Form 4307.
9. Enter the total value of other payments from the campaign account and in-kind transfers, as reported in box A on Form 4309 – Other Payments from Campaign Account and In-kind Transfers.
10. Enter the total value of surplus funds disbursed, as reported in box A on Form 4311 – Disbursement of Surplus Funds.
11. Add the above six values and enter the total outflows of the campaign in this box.
12. Enter the name and address of each savings institution where the candidate had an account for this campaign.

4301 - CAMPAIGN FINANCING SUMMARY

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE DAVID PETER MILLER
--

Value of campaign contributions from all sources (box A on Form 4302)	1	4,836.18
Amount of all permissible loans received (box B on Form 4304)	2	1,500.00
Other deposits into campaign account and in-kind transfers (box A on Form 4305)	3	2,491.15
TOTAL INFLOWS (sum of above boxes)	4	8,827.33
Election period expenses (box A on Form 4307)	5	3,288.98
Campaign period expenses (box B on Form 4307)	6	2,938.51
Exclusions from election period expenses (box D on Form 4307)	7	43.50
Exclusions from campaign period expenses (box E on Form 4307)	8	219.75
Other payments from campaign account and in-kind transfers (box A on Form 4309)	9	3,877.20
Amount of surplus funds disbursed (box A on Form 4311)	10	322.12
TOTAL OUTFLOWS (sum of above boxes)	11	10,690.06

Campaign Account(s)	
NAME OF SAVINGS INSTITUTION WEST COAST SAVINGS	12
ADDRESS 123 CHEQUING ST, VANCOUVER, BC V1A 3B4	
NAME OF SAVINGS INSTITUTION VANCOUVER CREDIT UNION	
ADDRESS 3333 SAVINGS BLVD, VANCOUVER, BC V2A 1C1	

4302 – Summary of Campaign Contributions

This form summarizes all campaign contributions the candidate received in relation to their campaign including in-kind contributions, the candidate's own funds and contributions from fundraisers. The rules and requirements for reporting fundraising function income is listed earlier in the guide. Contributions of goods and services must be recorded at their current market value.

1. Enter the total number of eligible individuals who gave less than \$100. Do not include the number of anonymous contributions received.
2. Enter the total value of all contributions of less than \$100 received from eligible individuals. If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on Form 4303 - Significant Contributors (\$100 or More).
3. Enter the total number of anonymous contributors.
4. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on Form 4306 – Prohibited Campaign Contributions and Loans.
5. Enter the total value of all significant contributions received from eligible individuals as reported on Form(s) 4303.
6. Add the above values and enter the total amount of contributions received in this box.

4302 - SUMMARY OF CAMPAIGN CONTRIBUTIONS

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE
DAVID PETER MILLER

**Campaign contributions include monetary and in-kind contributions.
 Campaign contributions from the candidate must be reported in the same way as contributions from other sources.
 Do not include anonymous contributions with contributions less than \$100.**

<p>1 Number of contributors who gave less than \$100 # 19</p> <p>3 Number of anonymous contributors # 14</p>	<p>2 Total contributions of less than \$100 \$ 466.18</p> <p>4 Anonymous contributions \$ 300.00</p> <p>5 Significant contributions (box A from Form 4303) \$ 4,070.00</p> <p>6 TOTAL CONTRIBUTIONS \$ 4,836.18 A</p>
--	---

4303 – Significant Contributors (\$100 or More)

This form is used to disclose all contributors who made one or more campaign contributions to the candidate that total \$100 or more. If applicable, review the section on fundraising functions as income from these events may need to be disclosed on this form.

Note: signs the candidate reused from a previous election are not contributions. Use additional pages as necessary.

- 1.** Enter the full name of the contributor. List only one individual per contribution. If a contribution was received from two individuals, the financial agent must determine which individual made the contribution or split the amount between the individuals and report them as two separate contributions.
- 2.** Enter the date each contribution was made. If a single contributor made multiple contributions on different dates, list each of the dates separately.
- 3.** Enter the value of each contribution. If a single contributor made contributions on different dates, the value of each contribution must be listed separately.
- 4.** Enter the residential address of the contributor. All residential addresses will be redacted by Elections BC before the statement is published.
- 5.** Enter the total value of all significant contributions per page.
- 6.** Enter the total value of all significant contributions listed on all pages of this form.

4303 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)
LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE DAVID PETER MILLER	PAGE <input style="width: 30px;" type="text" value="1"/> OF <input style="width: 30px;" type="text" value="1"/>
--	--

Attach additional forms if necessary.

1 FULL NAME OF CONTRIBUTOR (List only one name per contribution)	2 DATE OF CONTRIBUTION (YYYY/MM/DD)	3 \$ VALUE OF CONTRIBUTION	4 RESIDENTIAL ADDRESS OF CONTRIBUTOR
ANDERS HOLMSON	2018/09/05	40.00	1345 FORT RD, VANCOUVER, BC V6B 2G1
ANDERS HOLMSON	2018/09/25	40.00	1345 FORT RD, VANCOUVER, BC V6B 2G1
ANDERS HOLMSON	2018/10/05	40.00	1345 FORT RD, VANCOUVER, BC V6B 2G1
ANDREA MILLER	2018/10/13	1,000.00	2222 MAIN ST, VANCOUVER, BC V6E 1D4
PETE MILLER	2018/10/13	2,400.00	1217 BLUE PINE CROSSING, VANCOUVER, BC V6A 2B4
XINYANG HUI	2018/10/14	350.00	543 BROOK ST, VICTORIA, BC V8P 3B1
JOANNE MACKAY	2018/09/21	200.00	12 UNION PL, VANCOUVER, BC V7R 1W1
SUBTOTAL OF THIS PAGE		5 4,070.00	
TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4303		6 4,070.00	A

4304 – Permissible Loans Received

This form is used to report all permissible loans made to the campaign. All loans received must be reported even if they were completely paid off or forgiven. Loans from the candidate are reported in the same way as loans from other sources. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the full name of the lender.
2. Enter the residential address of the lender if the loan is from an eligible individual.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
8. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at elections.bc.ca/docs/fin/407.pdf.
9. Enter the total of boxes A from all pages of this form to show the total amount of all loans. This value must be carried forward to Form 4301 – Campaign Financing Summary.

4304 - PERMISSIBLE LOANS RECEIVED

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE

DAVID PETER MILLER

PAGE 1

OF 1

**Complete one entry for each permissible loan received. Attach additional forms if necessary.
Permissible loans from the candidate must be disclosed in the same way as permissible loans from other sources.**

LOAN

NAME OF LENDER

1 JOHN COOPER

RESIDENTIAL ADDRESS OF LENDER*

2 1415 CANAL DR, RICHMOND, BC V8C 1B1

LOAN DETAILS

DATE RECEIVED (YYYY/MM/DD)

2018/09/01

3

DATE DUE (YYYY/MM/DD)

2019/01/31

4

\$ ORIGINAL AMOUNT OF LOAN

1,000.00

5

A

\$ AMOUNT OF LOAN OUTSTANDING

200.00

6

LOAN INTEREST RATE %

0.00

7

PRIME RATE** %

8

Report all loan payments as other payments from campaign account on Form 4309.

LOAN

NAME OF LENDER

VANCOUVER CREDIT UNION

RESIDENTIAL ADDRESS OF LENDER*

LOAN DETAILS

DATE RECEIVED (YYYY/MM/DD)

2018/08/15

DATE DUE (YYYY/MM/DD)

2018/12/15

\$ ORIGINAL AMOUNT OF LOAN

500.00

A

\$ AMOUNT OF LOAN OUTSTANDING

0.00

LOAN INTEREST RATE %

5.00

PRIME RATE** %

3.00

Report all loan payments as other payments from campaign account on Form 4309.

TOTAL AMOUNT OF ALL LOANS RECEIVED
(Sum of all boxes A on Form(s) 4304)

9

1,500.00

B

***RESIDENTIAL ADDRESS:**
REQUIRED FOR INDIVIDUAL LENDERS ONLY

****PRIME RATE OF INTEREST:**
REQUIRED FOR LOANS FROM SAVING INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

4305 – Other Deposits into Campaign Account and In-kind Transfers

This form is used to report all money deposited into the campaign account that is not a campaign contribution or a loan and in-kind transfers. These include transfers from other campaign accounts of the candidate, transfers from elector organizations, surplus funds from a previous election that were returned by the jurisdiction, return of deposits (e.g., damage deposit), fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals, proceeds of sales from auctions or other fundraising activities), interest income from savings institutions and dividends of shares paid by credit unions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the deposit or the value of the in-kind transfer.
4. Add the amounts and enter the total into box A. This amount must be carried forward to Form 4301 – Campaign Financing Summary.

4306 – Prohibited Campaign Contributions and Loans

This form is used to report any campaign contributions or loans that are prohibited under the *Local Elections Campaign Financing Act* (LECFA). This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information, indirect contributions and any contributions or loans that exceed the contribution limit.

LECFA requires the candidate to return prohibited contributions and prohibited loans, or an amount equal to the value of the contribution or loan, to the contributor or lender within 30 days of becoming aware of the contravention. If this is not possible, the contribution or loan, or an amount equal to its value, must be remitted to Elections BC as soon as possible. Complete one entry for each prohibited contribution or prohibited loan received. Use additional pages as necessary.

Prohibited contribution

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously, by ticking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was goods or services, enter the current market value.
4. Enter the date the contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution was prohibited.
6. Enter the full name of the contributor.
7. If the prohibited contribution was received from an organization, enter the address of the organization.

Prohibited Loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).
10. Enter the full name of the lender.



- 11.** Enter the date the prohibited loan was received (YYYY/MM/DD).
- 12.** Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
- 13.** Enter the original amount of the loan received.
- 14.** Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
- 15.** If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at elections.bc.ca/docs/fin/407.pdf.

4306 - PROHIBITED CAMPAIGN CONTRIBUTIONS AND LOANS

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE

DAVID PETER MILLER

PAGE 1

OF 1

Complete one entry for each prohibited campaign contribution or loan received. Attach additional forms if necessary.

PROHIBITED CONTRIBUTION

RECEIVED FROM 1	DATE RECEIVED (YYYY/MM/DD) 2	\$ VALUE 3	DATE RETURNED (YYYY/MM/DD) 4 OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input checked="" type="checkbox"/> ANONYMOUS	2018/09/08	60.00		2018/09/30

DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED **5**

UNMARKED ENVELOPE FOUND IN MAILBOX

FULL NAME OF INDIVIDUAL OR ORGANIZATION **6**ADDRESS OF ORGANIZATION, IF APPLICABLE **7****PROHIBITED LOAN**

DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED 8		DATE RETURNED TO LENDER (YYYY/MM/DD) 9
LOAN EXCEEDS CAMPAIGN CONTRIBUTION LIMIT		2018/10/10
NAME OF LENDER 10		
JAMES MILLER		
DATE RECEIVED (YYYY/MM/DD) 11	DATE DUE (YYYY/MM/DD) 12	\$ ORIGINAL AMOUNT OF LOAN 13
2018/10/01	2018/12/31	1,500.00
LOAN INTEREST RATE % 14		PRIME RATE* % 15
0.00		

*PRIME RATE OF INTEREST:
REQUIRED FOR LOANS FROM SAVING INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

4307 – Summary of Election Expenses

This form is used to report all election expenses incurred by the campaign. There are two types of election expenses based on when the expense was used: election period and campaign period expenses.

For general local elections, the election period begins on January 1st and ends on the 28th day before General Voting Day (GVD). For a by-election, the election period begins on the day of the office vacancy and ends on the 28th day before GVD.

For both types of events, the campaign period begins on the 28th day before GVD and ends at the close of voting. Campaign period expenses are subject to an expense limit under the *Local Elections Campaign Financing Act*.

If goods and services were used in both periods, their full value must be reported in both periods.

“Exclusions that must be reported” are not election expenses and are not applied towards a candidate’s expense limit.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

1. Enter the values of each class of expense used during the election period.
2. Enter the total of all election period expenses into box A. This value must be carried forward to Form 4301 – Campaign Financing Summary.
3. Enter the values of each class of expense used during the campaign period.
4. Enter the total of all campaign period expenses into box B. This value must be carried forward to Form 4301.
5. Enter the candidate’s campaign period expense limit, if not already completed. Expense limits are available on the Elections BC website.
6. Enter the values of each class of exclusions used during the election period.
7. Enter the total of all exclusions from election period expenses into box D. This value must be carried forward to Form 4301.
8. Enter the values of each class of exclusions used during the campaign period.
9. Enter the total of all exclusions from campaign period expenses into box E. This value must be carried forward to Form 4301.

4307 - SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE

DAVID PETER MILLER

Election Period Expenses - Report the value of all goods and services used in the election period.

Campaign Period Expenses - Report the value of all goods and services used in the campaign period.

If goods and services were used in both periods, report the full amount used in both columns (e.g., campaign signs).

	ELECTION PERIOD EXPENSES (JANUARY 1 – SEPTEMBER 21, 2018) 1	CAMPAIGN PERIOD EXPENSES (SEPTEMBER 22 – OCTOBER 20, 2018) 3
ADVERTISING		
Signs and billboards	1,062.73	1,062.73
Value of reused signs	500.00	500.00
Brochures, pamphlets and flyers	462.78	280.65
Newspaper, magazine and journal	310.00	130.00
Internet	30.00	90.00
Radio		
Television		
Other advertising		
CAMPAIGN ADMINISTRATION		
Bank fees	15.00	15.00
Courier and postage	36.32	18.90
Rent, insurance and utilities	360.00	240.00
Furniture and equipment		
Office supplies	42.15	61.23
Salaries and wages		
Professional services	300.00	300.00
Other campaign administration expenses		
Conventions and meetings	70.00	120.00
Other campaign related functions	100.00	120.00
Research and polling		
Interest		
Other expenses (describe)		
TOTAL EXPENSES	2 3,288.98 A	4 2,938.51 B
	CAMPAIGN PERIOD EXPENSE LIMIT	
		5 25,388.22 C

	ELECTION PERIOD EXCLUSIONS 6	CAMPAIGN PERIOD EXCLUSIONS 8
EXCLUSIONS THAT MUST BE REPORTED		
Personal election expenses		72.96
Financial agent services		
Legal and accounting services	43.50	138.46
Interest on loans for election expenses		8.33
TOTAL EXCLUSIONS	7 43.50 D	9 219.75 E

4308 – Shared Election Expenses

This form is used to report expenses that were shared with other candidates. Each candidate must pay their portion of the shared expense. If a candidate paid more than their share to the supplier, they must be reimbursed the difference by the other candidate(s).

Complete a separate form for each unique group of candidates that shared election expenses. Use additional pages as necessary.

1. Enter the total value of the shared election period expenses.
2. Enter the candidate's portion of the shared election period expenses. Ensure this is also reported as an election period expense on Form 4307 – Summary of Election Expenses.
3. Enter the total amount the candidate paid the supplier directly for the shared election period expenses, if applicable.
4. Enter the total value of the shared campaign period expenses.
5. Enter the candidate's portion of the shared campaign period expenses. Ensure this is also disclosed as a campaign period expense on Form 4307.
6. Enter the total amount the candidate paid the supplier directly for the shared campaign period expenses, if applicable.
7. Enter the full names of all other candidates that shared the expense(s).
8. Enter the value of reimbursements given to other candidates for the shared election period expenses.
9. Enter the value of reimbursements received from other candidates for the shared election period expenses.
10. Enter the value of reimbursements given to other candidates for the shared campaign period expenses.
11. Enter the value of reimbursements received from other candidates for the shared campaign period expenses.

4308 - SHARED ELECTION EXPENSES LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE DAVID PETER MILLER
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PAGE 1
OF 1

Report the total value of all shared election expenses in the applicable column for each period. Use a separate form for each unique group of candidates that shared election expenses. Attach additional forms if necessary.

	ELECTION PERIOD (JANUARY 1 – SEPTEMBER 21, 2018)	CAMPAIGN PERIOD (SEPTEMBER 22 – OCTOBER 20, 2018)
Total value of shared election expenses	1	4 240.36
Candidate's portion of shared election expenses	2	5 80.12
Amount paid to supplier(s) (if applicable)	3	6 240.36

Note - ensure only your portion of shared election expenses is reported on Form 4307.

Provide the full names of other candidates the election expenses were shared with and the amounts of reimbursements either received from other candidates for their portion or given to other candidates for your portion.

	ELECTION PERIOD		CAMPAIGN PERIOD	
	Amount of reimbursement		Amount of reimbursement	
	\$ Given 8	\$ Received 9	\$ Given 10	\$ Received 11
FULL NAME(S) OF OTHER CANDIDATE(S) 7				
REBECCA JOYCE FITZGERALD				80.12
COLIN ANDREW FOX				80.12

4309 – Other Payments from Campaign Account and In-kind Transfers

This form is used to report all in-kind transfers and payments from the campaign account that are not reported on Form 4307 – Summary of Election Expenses or Form 4311 – Disbursement of Surplus Funds. These include transfers to other campaign accounts of the candidate, transfers to elector organizations, fundraising costs, payment of deposits (e.g., damage deposits), loan payments, intended election expenses that were not used and payments of prohibited contributions. Use additional pages as necessary.

For each payment from the campaign account:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the payment or the value of the in-kind transfer.
4. Add the amounts and enter the total value into box A. This amount must be carried forward to Form 4301 – Campaign Financing Summary.

4310 – Fundraising Function

This form is used if the candidate held a fundraising function. Complete a separate form for each function.

1. Enter the date of the fundraising function.
2. Enter a brief description of the fundraising function. If the candidate held a joint function, list the other candidate(s).

Tickets and entry fees for fundraising functions may or may not be campaign contributions depending on different circumstances.

Section A – Fundraising income disclosed as campaign contributions

Tickets and entry fees are campaign contributions if an eligible individual purchased more than \$50 worth of tickets.

Amounts in this section are reported on Form 4302 – Summary of Campaign Contributions. If applicable, they are also reported on Form 4303 – Significant Contributors (\$100 or More).

3. Enter the number of tickets sold to eligible individuals.
4. Enter the amount of money charged per ticket.
5. Enter the total amount of money collected from ticket sales.
6. Tick this box if the tickets were sold at different prices.
7. Enter the number of eligible individuals that purchased more than \$50 worth of tickets.

Other income from fundraising functions may also be campaign contributions. Goods and services donated at functions such as auctions, garage sales and bake sales are campaign contributions. If the goods and services are bought at the function for a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

8. Enter a description of the income received that was a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
9. Enter the total value of other campaign contributions received.



Section B – Fundraising income not disclosed as campaign contributions

Tickets and entry fees are not campaign contributions if an eligible individual purchased \$50 or less worth of tickets.

- 10.** Enter the number of tickets that were sold to eligible individuals for \$50 or less.
- 11.** Enter the amount of money charged per ticket.
- 12.** Enter the total amount of money collected. This amount is disclosed on Form 4305 – Other Deposits to Campaign Account and In-kind Transfers.
- 13.** Tick this box if the tickets were sold at different prices.
- 14.** Enter the number of eligible individuals that purchased \$50 or less worth of tickets.

Some other income from fundraising functions are not campaign contributions, such as goods and services bought at the function at or below their market value

- 15.** Enter a description of the income received that was not a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
- 16.** Enter the total value of other income received.

Section C – Cost of function

The total cost of fundraising functions is not an election expense but is reported on Form 4309 – Other Payments from Campaign Account and In-kind Transfers. Costs of functions include goods and services purchased such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

- 17.** Enter the total cost of the fundraising function.

4310 - FUNDRAISING FUNCTION LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE DAVID PETER MILLER	PAGE 1 OF 1
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Complete a separate form for each function.

DATE OF FUNCTION (YYYY/MM/DD) 2018/09/21 1	DESCRIPTION OF FUNDRAISING FUNCTION (IF JOINT FUNCTION, LIST OTHER CANDIDATE(S)) DINNER AND DANCE AT THE RECREATION HALL 2
---	---

A – FUNDRAISING INCOME REPORTED AS CAMPAIGN CONTRIBUTIONS
 All income reported as campaign contributions must also be included on Form 4302 and, if applicable, Form 4303.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of more than \$50 worth of tickets	4 3	50.00 4	200.00 5	<input type="checkbox"/> 6
Number of eligible individuals that purchased tickets	1 7			

OTHER CAMPAIGN CONTRIBUTIONS
 (i.e., goods and services that are donated for the function or sold at the function for more than their market value)

DESCRIPTION	\$ VALUE
GOODS DONATED FOR SALE AT AUCTION 8	100.00 9

B – FUNDRAISING INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS
 All income not reported as campaign contributions must also be included on Form 4305.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of \$50 or less worth of tickets	12 10	50.00 11	600.00 12	<input type="checkbox"/> 13
Number of eligible individuals that purchased tickets	12 14			

OTHER INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS
 (i.e., goods and services sold at the function for their market value or less)

DESCRIPTION	\$ VALUE
SILENT AUCTION PROCEEDS 15	200.00 16

C – COST OF FUNCTION

The total cost of all fundraising functions must also be included on Form 4309.

The cost of a fundraising function includes goods and services such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

	\$ TOTAL COST OF FUNCTION 714.20 17
--	--

4311 – Disbursement of Surplus Funds

This form is used to report how funds remaining in the campaign account were disbursed after the election and payment of all expenses.

1. Enter the balance remaining in the campaign account after all expenses have been paid. This value must be carried forward to Form 4301 – Campaign Financing Summary.
2. Enter the total value of all monetary contributions the candidate made to their own campaign. Do not include contributions of goods or services.
3. If the candidate made contributions of money to their campaign, they can be paid back up to the total amount of those contributions from funds remaining in the campaign account after the payment of all expenses. Enter the payment date and amount, if applicable.
4. If the amount remaining in the campaign account is \$500 or more after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be paid to the jurisdiction where the candidate ran. Enter the payment amount and date, if applicable.
5. If the amount remaining in the campaign account is less than \$500 after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be disbursed as directed by the candidate. Enter the payment amount, date and a brief description of how the funds were disbursed, if applicable.

4311 - DISBURSEMENT OF SURPLUS FUNDS

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE
DAVID PETER MILLER

Balance remaining in campaign account(s) after payment of all expenses 1 322.12 A

Total amount of campaign contributions from candidate 2 2,400.00

A If the candidate made campaign contributions of money to their own campaign, they can be paid back for those amounts from the balance remaining in the campaign account. Enter the payment to the candidate below and go to B.

DATE (YYYY/MM/DD)		\$ AMOUNT
2019/01/05	3	322.12

B If the amount remaining in the campaign account is \$500 or more after payment of all expenses, and the candidate has been paid back (if applicable), the funds must be paid to the jurisdiction where the candidate ran for election. Enter the payment below. If the amount remaining in the campaign account is less than \$500 skip this section and go to C.

DATE (YYYY/MM/DD)		\$ AMOUNT
	4	

C If the amount remaining in the campaign account is less than \$500 after the payment of all expenses, and the candidate has been paid back (if applicable), the funds must be disbursed as directed by the candidate. Enter this disbursement below, including a description of how the funds were disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	\$ AMOUNT
	5	

4312 – Former Financial Agents and Free Advertising from Jurisdiction

This form is divided into two sections. The first section is for reporting information about other individuals previously appointed as a financial agent for this election. Do not complete this section if the candidate was the previous financial agent.

1. Enter the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent.

The second part of this form is for reporting free election advertising provided to a candidate by the jurisdiction where they ran. Do not include free local media coverage offered to all candidates equally, election expenses or election advertising that has already been disclosed.

Note: biographies or profiles of candidates offered on the jurisdiction's website are not election advertising.

3. Enter the means of transmission (e.g., flyers, newspaper advertisement, etc.).

4312 - FORMER FINANCIAL AGENTS AND FREE ADVERTISING FROM JURISDICTION

LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE DAVID PETER MILLER

FORMER FINANCIAL AGENTS				
Enter the information below for any former financial agents during this election. Do not enter financial agent information from previous elections, or the name of the candidate if they previously acted as their own financial agent.				
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2018/09/01				
FINANCIAL AGENT'S FULL NAME ANDREA JANE MILLER				
FINANCIAL AGENT'S MAILING ADDRESS 1217 BLUE PINE CROSSING			PHONE NO. 778-222-5634	
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V6A 3B4	EMAIL (IF AVAILABLE) A.MILLER@PM4MAYOR.COM	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)				
FINANCIAL AGENT'S FULL NAME				
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NO.	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)	

FREE ADVERTISING FROM JURISDICTION	
Report free election advertising provided by the jurisdiction where the candidate ran. Note - candidate profiles on jurisdiction websites are not election advertising. Do not include free media coverage such as news articles or interviews.	
MEANS OF TRANSMISSION (NEWSPAPER, FLYER, ETC.)	BROCHURE FOR ALL CANDIDATES

Resources

Election legislation

Printed versions of local election legislation — including the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* — are available at public libraries in communities throughout B.C. Printed versions are also available from Crown Publications, Queen's Printer for British Columbia, at:

Mailing address:

563 Superior Street, Victoria, B.C. V8V 1T7

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at bclaws.ca.







ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE FOR
LOCAL ELECTIONS
THIRD PARTY SPONSORS IN B.C.

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How to read this guide

The purpose of this guide is to assist third party sponsors to understand their responsibilities and legal obligations under the *Local Elections Campaign Financing Act* (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to third party advertising. The last part of the guide includes instructions for completing the required disclosure statement that must be filed with Elections BC after General Voting Day.

How LECFA applies to any particular case will depend on the individual circumstances and may change if there are new legislative or judicial developments. Where there is inconsistency between this guide and LECFA, LECFA will prevail.

LECFA is available on the Elections BC website (elections.bc.ca/lecf). It can also be viewed at BC Laws (bclaws.ca) or purchased from Crown Publications (crownpub.bc.ca).

Contact

Elections BC Local Elections Campaign Financing

Phone toll-free: 1-855-952-0280 / TTY: 1-888-456-5448

Email: lecf@elections.bc.ca

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

Mailing Address:

PO Box 9275 Stn Prov Govt

Victoria, BC V8W 9J6

elections.bc.ca/lecf



[@ElectionsBC](https://twitter.com/ElectionsBC)



[/ElectionsBC](https://www.facebook.com/ElectionsBC)

Definitions

The following key terms have been used throughout this guide. Most of the terms are defined in the *Local Elections Campaign Financing Act* (LECFA).

Address for service	A mailing address or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization.
Anonymous contribution	A sponsorship contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single sponsor.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum.”
Authorized principal official	An individual who makes legally binding statements and declarations on behalf of a third party sponsor. Responsibilities include ensuring a disclosure statement is filed and retaining records related to sponsorship contributions and sponsored advertising.
B.C. Chief Electoral Officer	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Candidate	In relation to candidate obligations applicable under LECFA, an individual who: <ul style="list-style-type: none"> (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization for an election, or (c) was a candidate
Directed advertising	Advertising specifically related to a candidate or elector organization by naming the candidate or elector organization or identifying the candidate by an image, likeness, voice or physical description or identifying an elector organization by their logo.
Disclosure statement	A document that discloses activities related to third party advertising. All disclosure statements must be filed with Elections BC.
Election area	The defined geographical area where the election is held.

Election period	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Elector organization	An organization that endorses or intends to endorse a candidate in an election.
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of third party advertising expenses that a third party sponsor may incur in a campaign period.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Issue advertising	A form of third party advertising that is: <ul style="list-style-type: none"> (a) a communication respecting an issue of public policy, including an assent voting issue, and (b) not specifically related to any candidate or elector organization.
Jurisdiction	The applicable jurisdiction in which a general local election, by-election or assent voting event is held.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.
Member	An individual or organization who is a member of an organization. It does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.

GUIDE FOR LOCAL ELECTIONS THIRD PARTY SPONSORS IN B.C

Money	Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
Non-election assent voting advertising sponsor	An individual or organization that sponsors non-election assent voting advertising or that registered as a non-election assent voting advertising sponsor.
Permissible loan	A loan made by an eligible individual or savings institution to an advertising sponsor.
Placement cost	The cost of purchasing third party advertising space on the Internet, including a social media site or website.
Prohibited contribution	A sponsorship contribution that is made or accepted in contravention of LECFA.
Required contributor information	Information that must be recorded for all sponsorship contributions: <ul style="list-style-type: none"> (a) value of contribution (b) date the contribution was made (c) full name, mailing address and, if it is different, residential address of the contributor
Responsible principal official	A principal officer of an advertising sponsor who has consented to be a responsible principal official. Each third party sponsor that is an organization must have at least two individuals consent to be responsible principal officials, one of which must be the authorized principal official.
Significant contributor	An eligible individual who makes: <ul style="list-style-type: none"> (a) a sponsorship contribution having a value of \$100 or more, or (b) multiple sponsorship contributions to the same advertising sponsor such that the total value is \$100 or more.
Sponsorship contribution	Generally, a contribution of money, or the value of goods and services provided without compensation to an advertising sponsor. See page 26 for more information.
Sponsorship information	An authorization statement that is required to be on most third party advertising.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement. It includes a description of the circumstances leading to its submission.
Third party advertising	See page 9.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.

<p>Value of third party advertising</p>	<p>The value of third party advertising is:</p> <ul style="list-style-type: none"> ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
<p>Volunteer</p>	<p>An individual who provides services for no remuneration or material benefit, but does not include:</p> <ul style="list-style-type: none"> (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

Elections BC

A non-partisan, independent Office of the Legislature, Elections BC is responsible for administering the provincial electoral process, including provincial general elections and by-elections, provincial referenda, recall and initiative petitions and initiative votes.

Elections BC is also responsible for administering campaign financing and election advertising rules under the *Local Elections Campaign Financing Act* (LECFA). This responsibility includes managing campaign financing disclosure requirements, conducting investigations, and enforcing the campaign financing and third party advertising provisions set out in LECFA. This responsibility also extends to by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements and supplementary reports
- assisting participants to comply with LECFA
- registering local advertising sponsors
- undertaking investigations and audits
- reporting on the administration of compliance with LECFA

Privacy notice

The information collected by Elections BC in the campaign financing disclosure statements and supplementary reports is to administer the *Local Elections Campaign Financing Act*.

For more information, contact the Privacy Officer at Elections BC:

1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

Elections BC: local elections campaign financing guides

This guide is for third party sponsors to assist with understanding the comprehensive rules under LECFA. Elections BC also produces the following guides available at elections.bc.ca/lecfa:

- Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents
- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.

Local elections: shared roles and responsibilities

General local elections are held every four years for mayors, councillors, electoral area directors, local community commissioners, board of education trustees, park board members and commissioners, advisory council members, regional trustees and Islands Trust local trustees in British Columbia.

Local governments and boards of education also hold by-elections to fill vacancies that occur between general local elections. Non-election assent voting is conducted periodically by local governments to obtain elector assent to carry out certain council and board recommendations (such as borrowing to construct a new library or recreation centre).

The Ministry of Municipal Affairs and Housing, the Local Government Management Association, the Union of British Columbia Municipalities, the Ministry of Education, the British Columbia School Trustees Association and Elections BC all have educational materials related to local elections.

A local election officer is the chief election officer or designated local authority officer appointed for a jurisdiction by a local government or board of education.

Local election officers are responsible for:

- receiving nomination documents
- declaring candidates
- administering voting opportunities
- counting votes
- declaring election results

Who does what

Area of administration	Who is responsible
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

Third Party Advertising

The *Local Elections Campaign Financing Act* (LECFA) includes:

- rules that third party sponsors must follow, including
- disclosure requirements for third party advertising and financing.

Third party advertising rules create accountability and transparency by requiring third party sponsors to record and disclose detailed information about third party advertising and financing activities. This includes sponsorship contributions and third party advertising expenses.

The campaign period begins 28 days before General Voting Day and ends at the close of voting on General Voting Day.

Organizations and individuals, other than candidates or elector organizations, that sponsor election advertising are third party sponsors.

The definition of third party advertising is broad and applies to advertising conducted by third parties during the campaign period.

Third party advertising is any transmission of a communication to the public by a third party sponsor during a campaign period that directly or indirectly promotes or opposes a candidate or an elector organization, including a communication that takes a position on an issue associated with a candidate or elector organization.

Example

Bill is a candidate running for councillor on a public platform of new bike lanes throughout the community. Two different signs are placed by third party sponsors. One sign directly promotes Bill as a candidate and the other sign indirectly promotes Bill by taking a position on the issue of bike lanes.

Direct promotion	Indirect promotion
"Vote for Bill on October 20"	"Vote for new bike lanes on October 20"

Third party advertising is only regulated during the campaign period. Advertising conducted outside of this period is not subject to third party advertising rules.

With the exception of sponsorship information, Elections BC does not regulate the content of third party advertising.

Third party advertising does not include:

- messages on the Internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not third party advertising include Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites.
- personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage from a legitimate media provider (such as news stories, editorials, radio interviews, etc.)
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
- a communication by an individual or group sent directly to their members, employees or shareholders
- transmission by an individual, on a non-commercial basis, on the Internet, or by telephone or text message of their personal views

Examples

Third party advertising	Not third party advertising
<ul style="list-style-type: none"> ▪ television, radio, newspaper or magazine advertisements ▪ signs, billboards, posters, bumper stickers or branded clothing or objects ▪ newsletters, brochures, mailing inserts or other advertising sent to the public ▪ ads on the Internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.) ▪ phone calls made using an automated system (i.e., robocalls) 	<ul style="list-style-type: none"> ▪ personal or private communications ▪ free media coverage from a legitimate media provider (such as a candidate debate on a local news channel, news stories, radio interviews, etc.) ▪ a communication by an individual or group sent directly to their members, employees or shareholders ▪ any free communication on the Internet (such as Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) ▪ person-to-person phone calls and text messages ▪ websites or blogs ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Types of third party advertising

There are two types of third party advertising: directed advertising and issue advertising.

Directed advertising is third party advertising that identifies a candidate, includes a photo or likeness of a candidate or identifies a candidate by voice or physical description. Directed advertising also includes advertising that names an elector organization or includes a logo or likeness of a logo used by the elector organization.

Example of directed advertising

A third party sponsor sends out a brochure with the message:

“For change, vote Joe Smith for Mayor”

Issue advertising is third party advertising about an issue of public policy that a candidate or elector organization is associated with, but does not name the candidate or elector organization. It also includes advertising that takes a position on an assent voting question that is held in conjunction with an election.

Example of issue advertising

A third party sponsor pays for an advertisement in a local newspaper that says:

“Vote for the new ice rink to be built”

Review process and evaluation criteria

Elections BC reviews and responds to questions about third party advertising on a case-by-case basis.

The following questions are asked when determining if something is third party advertising:

- Was the message transmitted to the public?
- Was it during the campaign period?
- Did it directly or indirectly promote or oppose a candidate or elector organization, or did it take a position on an issue with which a candidate or elector organization is associated?
- If the message was transmitted over the Internet, was there, or would there normally be, a placement cost?

If the answer is “yes” for any of the above questions, the message could be third party advertising.

Indicators that advertising and activities may be third party advertising include:

- advertising that identifies candidates or elector organizations
- advertising that evaluates the performance of candidates or elector organizations
- advertising that compares the positions of candidates or elector organizations on a policy issue
- the promotion of, or opposition to, policy issues associated with a candidate or an elector organization
- advertising which references the election, voting and/or the date of General Voting Day
- advertising which uses language like “Your choice” or “Make your voice heard”
- advertising specifically planned to coincide with the campaign period
- formatting or branding a communication in a similar manner to a candidate’s or elector organization’s own election material
- a substantial increase in the normal volume of advertising
- a substantial increase in the number and size of public events
- advertising that promotes or opposes a particular result in assent voting during a local election

Indicators that advertising and activities may not be third party advertising include:

- advertising that does not name a candidate or elector organization or take a position on an issue supported or opposed by a candidate or an elector organization
- advertising that has occurred historically during that particular time of year
- advertising that is consistent with previous advertising conducted by the individual or organization
- factual information on how to contact the individual or organization conducting the advertising

Requesting an opinion

On request, Elections BC will review a message and provide an opinion on whether it could be third party advertising. To request an opinion, contact Elections BC toll-free by phone at 1-855-952-0280 or by email at lecf@elections.bc.ca.

Obtaining an opinion from Elections BC is not the same as obtaining a legal opinion. For greater certainty, obtain independent legal advice.

Registering as a third party sponsor

An individual or organization that wants to sponsor third party advertising must register with Elections BC before doing the advertising. Any individual or organization can apply to register as a third party sponsor and is subject to the registration and financing disclosure requirements under the *Local Elections Campaign Financing Act* (LECFA).

Registered third party sponsors must be independent from the election campaigns of candidates and elector organizations. This means a third party sponsor must not conduct third party advertising on behalf of, or together with, a candidate or elector organization. A third party sponsor and a candidate or elector organization cannot coordinate their advertising campaigns.

Candidates and elector organizations can be third party sponsors, but they can only conduct third party advertising that is not related to their own election campaign.

Example

A candidate running for office in Victoria may sponsor third party advertising in Prince George.

When and how to register

To register, an application must be completed and submitted to Elections BC before conducting any third party advertising. The application form can be obtained by contacting Elections BC or found at elections.bc.ca/lecf.

An application must be fully completed and include the following:

Individual	Organization
Name and contact information.	Names and contact information of the organization and its responsible principal officials (one of whom must act as the authorized principal official).

Third party sponsor applications require solemn declarations, which must be witnessed by a Commissioner for Taking Affidavits for British Columbia. This can be done free of charge by:

- local election officers
- Service BC Centre staff (servicebc.gov.bc.ca/locations)
- Elections BC staff in Victoria

Steps to apply to register as a third party sponsor:

1. Complete the relevant application form (available at elections.bc.ca/lecf)
 - 4700 - Registration Application – Individual
 - 4701 - Registration Application – Organization
 - 4701B – Registration Application – Responsible Principal Officials
2. Submit the form(s) to Elections BC by email, mail or fax.
3. If the application is approved, Elections BC will send a letter confirming registration.
4. If the application is not approved, or if more information is required, Elections BC will contact the applicant, explain the reasons for refusal and provide an opportunity to supply the additional information for a reconsideration of the decision.

Registration as a third party sponsor is only valid for one election. Third party sponsors will need to re-register with Elections BC if they wish to sponsor third party advertising in a future election.

Requirement to file registration information updates

Registered third party sponsors must keep their registration information current by advising Elections BC if any of their information changes (i.e., a change in contact information or responsible principal officials).

Steps to update third party sponsor registration information:

1. Complete the applicable update form (available at elections.bc.ca/lecf)
 - 4702 - Registration Update – Individual
 - 4703 - Registration Update – Organization
 - 4703B – Registration Update – Responsible Principal Officials
2. Submit the form(s) to Elections BC by email, mail or fax.
3. If the update form is complete, Elections BC will update the information without contacting the sponsor.
4. If more information is required to process the registration update, Elections BC will make contact and explain what is required.

Determining the sponsor of third party advertising

Generally, the sponsor of third party advertising is the individual or organization that pays for the advertising. If two or more third party sponsors sponsor advertising together, they are co-sponsors.

Example

Amanda and Jeremy are both registered third party sponsors that decide to create a shared brochure. Amanda designs and prints the brochure for both sponsors to distribute.

Who is the sponsor of the advertising?

Amanda and Jeremy are co-sponsors of the advertising.

The third party sponsor is still the sponsor even if:

- the advertising is provided to the sponsor as a sponsorship contribution, or
- another individual or organization conducts advertising on behalf of the sponsor

Example

A local parents' group meets with XYZ Organization and they decide, with XYZ's consent, that the parents' group will create brochures on their behalf and distribute them door-to-door during the campaign period.

Who is the sponsor of the advertising?

XYZ Organization is the sponsor. The local parents' group is working on behalf of XYZ to create and distribute the brochures. The cost of preparing and printing the brochure is an advertising expense of XYZ Organization. Because only eligible individuals may make a sponsorship contribution to a third party sponsor, the parents' group cannot pay for the brochures. XYZ Organization must pay for or reimburse the cost of the advertising.

Sponsorship information on third party advertising

Sponsorship information, also known as an authorization statement, is required on most third party advertising and must include:

- the name of the sponsor,
- the words “authorized by” in front of the sponsor’s name,
- that the sponsor is registered under LECFA, and
- a B.C. phone number, or B.C. mailing address or email address at which the sponsor can be contacted

Although there are no size requirements for the sponsorship information, it must be clear and readable.

Sponsorship information must be on the third party advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

If the advertising is co-sponsored by two or more third party sponsors, the sponsorship information for each sponsor must be on the advertising.

Example 1

Individual

Authorized by John Smith, registered sponsor under LECFA, 604-123-4567

Example 2

Organization

Authorized by XYZ Company, registered sponsor under LECFA, xyz@company.ca

Example 3

Individual – another language

जॉन स्मिथ LECFA तहत पंजीकृत प्रायोजक द्वारा अधिकृत 604-123-4567

Authorized by John Smith, registered sponsor under LECFA, 604-123-4567

Example 4

Multiple Sponsors

Authorized by ABC Company, registered sponsor under LECFA, 250-123-4567 and ABC Trade Union, registered sponsor under LECFA, 250-123-8910

Third party advertising exempt from sponsorship information

Certain types of third party advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

Sponsorship information for advertising on the Internet

For Internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer to the website, landing page or profile page that contains it.

Determining value of third party advertising

The value of third party advertising is an advertising expense and is either:

- the price paid for preparing and transmitting the advertising
- if the advertising is provided for free or at a discount, the market value of preparing and transmitting the advertising

The value of third party advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

Example

A third party sponsor pays an agency \$500 to produce a radio advertisement and then pays a radio station \$150 per play. The ad is played 20 times during the campaign period.

What is the value of this advertising?

The production cost plus the cost per play multiplied by the number of times played: \$500 + \$3,000 (\$150 x 20 plays) = \$3,500.

Individuals who are sponsors do not have to value their own services used to prepare or transmit third party advertising. However, they must include any property consumed in producing or transmitting the advertising, such as paper, wood, paint and gasoline. Property not consumed, such as a vehicle or a computer, is not included in the value of the advertising.

Example

An individual sponsor prepares a brochure on their own computer and makes 500 copies at a local print shop for \$0.25 per copy. The sponsor delivers the brochures using their own car to 500 different homes within the community. The sponsor uses \$20 worth of gas to deliver the brochures.

What is the value of this advertising including all applicable taxes?

500 brochures x \$0.25 printing = \$125 x a tax rate of 12% = \$140 + \$20 gas (tax already included) = \$160 total value.

Valuing staff, volunteer and outside services

A volunteer's services do not need to be valued or included in the value of third party advertising.

The value of services used to prepare and transmit third party advertising must be included in the value of third party advertising if:

- the services are purchased or received from an outside vendor, or
- the services are performed by employees of an organization that is a third party sponsor
- the services are provided by a self-employed individual that normally charges for the service

Example

A third party sponsor has a paid staff member prepare an advertising message that is third party advertising.

Does the sponsor include the value of the staff member's services in the value of the third party advertising?

Yes. The staff member's services are included in the value of the advertising. Since the staff member is paid to perform these services, their wages are included in the value of the advertising.

The value of any property owned by a volunteer that is consumed in producing or transmitting third party advertising, such as paper, wood, paint and gasoline must be included in the value of third party advertising. Property of a volunteer that is not consumed in producing or transmitting advertising, such as a vehicle or a computer, is not included in the value of the advertising.

Example

A volunteer uses their own vehicle to drive around the community and place third party advertising signs. The volunteer uses \$10 of gas to do this.

What does the sponsor need to include in the value of third party advertising?

The sponsor must include the full value of the signs and the \$10 of gas that the volunteer used to place the signs.

Prorating and apportioning third party advertising

The value of third party advertising can be prorated or apportioned according to the following principles:

- The full production cost of the advertising must be included in the value. This applies to all third party advertising even if the advertising is used for other purposes before the campaign period or will continue to be used after the election.
- For transmission costs, include only the portion related to transmission during the campaign period.
- For third party advertising that is co-sponsored by two or more registered third party sponsors, each sponsor must report the amount that they paid and the total value of the shared advertising.

Example

Two third party sponsors jointly rent a billboard for one year at a rate of \$1,000 per month (\$12,000 total). The cost of producing the billboard advertisement is \$2,000. The billboard meets the definition of third party advertising, and it remains on display through the campaign period.

What is the value of the third party advertising?

Since the campaign period is 29 days, including General Voting Day, 29 days' worth of transmission costs must be included along with the full production value of the billboard advertisement. The total value of the third party advertising must be fully reported by both sponsors.

Total value of third party advertising:

$\$2,000 + [\$12,000 \div 365 \text{ days} \times 29 \text{ days}] = \$2,953.42 \text{ each.}$

Third party advertising expense limits

There are two expense limits for third party advertising: a **directed** advertising expense limit and a **cumulative** advertising expense limit.

The directed advertising expense limit is the limit that applies to directed advertising. The cumulative advertising expense limit applies to the total amount of advertising conducted by a third party sponsor, including both directed and issue advertising.

Directed advertising limits are specific to an election area and apply to advertising for or against candidates and/or elector organizations. These limits vary by election area.

The cumulative advertising limit is \$150,000 and applies to directed and issue advertising in all election areas. The total value of election advertising cannot exceed this limit.

The Ministry of Municipal Affairs and Housing and the Ministry of Education calculate campaign period expense limits for third party sponsors.

All third party sponsors are subject to these expense limits, which are based on the population of the election area.

An election area is the geographical area where the election is held.

Elections BC will publish the expense limits no later than May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

If a third party sponsor exceeds their expense limit:

- monetary penalties will apply
- disqualification penalties will apply
- they commit an offence

Expense limits for third party advertising can be found at elections.bc.ca/lecf.

Example

Mark registers as a third party sponsor to promote candidates for mayor and board of education trustee. Mark needs to determine the applicable expense limits. On the Elections BC website at elections.bc.ca/lecf, Mark finds the relevant election areas and determines that the expense limits for directed advertising for mayor is \$2,000 and for board of education trustees is \$1,200.

If he spends the maximum on directed election advertising (\$2,000 + \$1,200) he still has a cumulative limit of \$146,800 he can spend on issue advertising (\$150,000 - \$2,000 - \$1,200).

Attribution rules

There are specific attribution rules for third party sponsors that conduct directed advertising. In order to meet the disclosure requirements, sponsors are encouraged to record as much information as possible about each directed advertising expense, including:

- the total value of the expense,
- which election area(s) the advertising relates to, and
- how much time or space in the ad is attributed to each candidate or elector organization.

Third party sponsors are encouraged to contact Elections BC for clarity on how to attribute third party advertising expenses.

For directed third party advertising in relation to a single election area, the total value of the expense must be attributed to the expense limit for that election area.

For directed third party advertising in relation to multiple election areas, the expense must be attributed using the following rules.

For directed advertising that relates to multiple candidates, or candidates and elector organizations, sponsors must attribute the value of the advertising to each applicable election area's expense limit based on the amount of time and space related to each election area.

Example

Scott conducts directed advertising to promote the candidates endorsed by ABC Elector Organization for both city council in Election Area A and the local board of education in Election Area B. Scott's advertising has a total value of \$2,000 and provides equal space for each election area.

How must Scott attribute the advertising expense to each election area?

Scott must attribute \$1,000 to the expense limit for each election area because the advertising was the same space related to each election area.

For directed advertising that relates to elector organizations and is not related to candidates, sponsors must divide the total value of each advertising expense by the number of election areas it is related to. This value must be applied to each election area's expense limit.

Example

Mildred conducts directed advertising to oppose ABC Elector Organization, which is endorsing candidates in Election Area A and Election Area B. The advertising has a total value of \$1,500.

How must Mildred attribute the expense to each election area?

Mildred must attribute \$750 to each election by dividing the total value of the ad by the number of election areas it relates to ($\$1,500 \text{ total value} \div 2 \text{ election areas} = \750).

Third party sponsors may also share advertising with other registered sponsors, but the total value of the advertising is still subject to the same limit (i.e., they do not each get a separate limit).

Each third party sponsor must report the amount they paid for the shared advertising.

Advertising Restrictions

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. However, local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways.

Signs must:

- Only be installed after the election is called, and must be removed the next working day after General Voting Day. Signs not removed by the owners on the next working day following the election will be removed by maintenance contractors. Maintenance contractors will invoice the owner of the signs for the cost of removal.
- Be further from the road than standard traffic signs, and must not obstruct, simulate or be attached to any traffic control device (such as signs, posts, polls)
- Not be placed on bridges, overpasses, tunnels or other highway structures.
- Not be placed on the following provincial highways:
 - Highways within provincial parks.
 - Highway 1, from Horseshoe Bay to Hope.
 - Highway 5, from Hope to Kamloops.
 - Highway 19, from Duke Point Ferry Terminal to Trans-Canada Highway.
 - Highway 19, Nanaimo Parkway, from Trans-Canada Highway to Island Highway.
 - Highway 19, Parksville to Campbell River.
 - Highway 91 and 91A.
 - Highway 99, from US border to Horseshoe Bay.
 - Highway 17, from Tsawwassen Ferry Terminal to Highway 99.
 - Highway 97C, from Aspen Grove to Peachland.

Important safety note: placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Authority to remove third party advertising

If third party advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed

Campaigning restrictions on General Voting Day

An individual or organization must not transmit third party advertising to the public on General Voting Day (GVD), except:

- advertising on the Internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting
- advertising by means of signs, posters or banners
- distributing pamphlets
- advertising on the Internet that is for the sole purpose of encouraging voters to vote

Permitted on General Voting Day	Not permitted on General Voting Day
<ul style="list-style-type: none"> ▪ using free social media ▪ person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ placing signs or distributing brochures outside of 100 metres from a voting place ▪ third party advertising on the Internet as long as the advertising was not changed on GVD or is solely to encourage voters to vote ▪ campaign meetings or rallies outside of 100 metres from a voting place 	<ul style="list-style-type: none"> ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ placing new paid ads or paid social media posts on the Internet ▪ television, radio or newspaper ads

Third party advertising is never permitted within 100 metres of a voting place while voting is being conducted.

For more information about the 100 metre rules, please contact your local authority.

Sponsorship contributions

A sponsorship contribution is the value of any money, property or services provided without compensation to a third party sponsor to be used for third party advertising. A sponsorship contribution can be made at any time.

A sponsorship contribution can be a donation of money or goods, advance, deposit or discount. Sponsorship contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

Sponsorship contribution source restrictions

Sponsorship contributions can only be made by eligible individuals and cannot be made by organizations or any other individuals.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident

There are no limits to the value of sponsorship contributions an eligible individual can make.

Making and accepting sponsorship contributions

The following are rules for making and accepting sponsorship contributions:

- Only eligible individuals may make sponsorship contributions and third party sponsors may only accept contributions from eligible individuals.
- When accepting a sponsorship contribution, the third party sponsor must record the value, the date the contribution was made and the required contributor information, including their residential address.
- Contributors must provide information so that third party sponsors can meet their legal disclosure requirements.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money.

Crowdfunding, or crowdsourcing, for sponsorship contributions through the Internet is also permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information so the sponsor can record it. Anonymous contributions cannot be collected over the Internet.

Anonymous sponsorship contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a single third party sponsor. The sponsor must record the value and date of the contribution and how it was received.

An anonymous contribution of more than \$50 is prohibited. It is also prohibited to accept multiple anonymous contributions from the same eligible individual totalling more than \$50.

An anonymous contribution must be truly anonymous. This means that the sponsor does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous.

Example

A third party sponsor is hosting a social function and asks Maya, a volunteer for the sponsor, to monitor a donation jar at the entrance. Maya observes that eight people make anonymous contributions totalling \$112, and no one donates more than \$50.

Are these anonymous contributions permissible?

Yes. They are permissible because no one has donated more than \$50.

Discounted property or services

If property or services are provided by an eligible individual to the sponsor at less than market value, the eligible individual is making a sponsorship contribution. The sponsorship contribution is the difference between the price paid and the market value.

Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Example

Jeremy is a sole proprietor of a sign shop and gives a special discount on signs to a third party sponsor. The signs would normally cost \$1,500, but the sponsor is only charged \$1,000. Jeremy has made a sponsorship contribution as an eligible individual.

(Remember that organizations may not make sponsorship contributions so if Jeremy's business is incorporated, it must not give the sponsor a discount.)

What is the value of the contribution?

The sponsorship contribution is valued and recorded as \$500 (\$1,500 - \$1,000).

Donated property or services

Donated property or services, also called in-kind contributions, may only be given by eligible individuals and must be recorded as a sponsorship contribution. The value of an in-kind sponsorship contribution is its market value.

Example

Deanne donates wood for signs to a third party sponsor. The value of the wood is \$500. Deanne is making a sponsorship contribution as an eligible individual.

What is the value of the contribution?

The value of the sponsorship contribution is \$500.

Required contributor information and other recording requirements for sponsorship contributions

Third party sponsors must keep accurate and detailed records of all financial transactions. Detailed records will make completing the disclosure statements easier.

Sponsors must record the following for each sponsorship contribution:

- the full name, mailing address and, if it is different, residential address of the contributor
- the value of the sponsorship contribution
- the date the sponsorship contribution was made

A residential address is the eligible individual's home address. Mailing addresses such as a PO box, work address or commercial address do not meet the recording requirements.

A contribution must come from a single eligible individual. If a contribution appears to come from multiple eligible individuals, the sponsor must determine which contributor made the donation and record that information.

Example

Josie, a third party sponsor, receives a contribution by cheque from Sam and Pat Smith for \$300. Josie must determine which eligible individual made the contribution.

Scenario 1

Josie contacts Sam and Pat and asks which name should be recorded as the contributor. Sam tells Josie that the contribution was intended to come from both of them. Josie records a contribution of \$150 each from Sam Smith and Pat Smith.

Scenario 2

Sam tells Josie that the contribution was from Pat only. Josie records a \$300 contribution from Pat Smith.

Significant contributors

Significant contributors are eligible individuals who make sponsorship contributions of **\$100 or more** to the same third party sponsor. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

Information about significant contributors must be disclosed in the third party sponsor's disclosure statement. This includes:

- full name and residential address of contributor
- value of contribution
- date of contribution

Elections BC will remove residential addresses of contributors before publishing disclosure statements.

Example 1

On September 1, Raj, a third party sponsor, receives a \$50 contribution from his uncle, who is an eligible individual. It is the first contribution his uncle has made.

Is the uncle a significant contributor?

No. The value is less than \$100.

Example 2

On September 23, Raj's uncle gives Raj a \$75 contribution.

Is the uncle now a significant contributor?

Yes. The total contributions from him are now \$100 or more ($\$50 + \$75 = \125).

Indirect contributions

Indirect sponsorship contributions are not allowed. This means that someone cannot give money or other property or services to a person for that person to make a sponsorship contribution.

Making a sponsorship contribution with someone else's money, property or services is also prohibited.

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution. If a third party sponsor becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days.

If the contribution cannot be returned (such as an anonymous contribution over \$50) the sponsor must send it to Elections BC.

Example

A third party sponsor receives an anonymous contribution of \$75 in an envelope. The sponsor keeps \$50 and sends the remaining \$25 to Elections BC.

Is this permissible?

No. All of the \$75 must be sent to Elections BC because it is an anonymous contribution over \$50.

Loans or debts

Any loan or debt in relation to third party advertising that remains unpaid for six months after it becomes due converts to a sponsorship contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become sponsorship contributions from organizations.

If a loan or debt becomes a sponsorship contribution after the disclosure statement is filed with Elections BC, the sponsor must file a supplementary report. See page 34 for information on supplementary reports.

Permissible loans

Third party sponsors may receive loans from eligible individuals and savings institutions for third party advertising. Loans from savings institutions must not have an interest rate that is lower than the prime rate of the government's principal banker.

Sponsors must record the following for each loan received:

- if the loan is received from an eligible individual, the full name and residential address of the lender
- if the loan is received from a savings institution, the name of the savings institution
- amount of the loan
- date the loan was made
- due date of the loan
- interest rate of the loan
- if the loan is received from a savings institution, the prime rate of interest at the time the loan is made

If a sponsor becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days.

Disclosure statements

Third party sponsors are responsible for filing disclosure statements with Elections BC. A disclosure statement includes information on all sponsorship contributions and third party advertising expenses. A disclosure statement must be filed for every third party sponsor. All disclosure statements must be completed on Elections BC forms.

Who must file

Third party sponsors that have less than \$500 of advertising expenses only have to file the cover page of the disclosure statement.

Third party sponsors that have advertising expenses of \$500 or more must include all other applicable forms in the disclosure statement.

If the third party sponsor is an organization, the responsible principal officials have a responsibility to ensure that the disclosure statement is filed.

Disclosure statements can be filed by:

- email
- mail
- courier
- fax
- hand to a Service BC Centre (servicebc.gov.bc.ca/locations)
- hand to the Elections BC office in Victoria

Filing deadline

The filing deadline for disclosure statements is 4:30 p.m. (Pacific time), 90 days after General Voting Day.

The disclosure statement must be received and accepted by Elections BC by the filing deadline. A postmark is not acceptable as proof of delivery.

Disclosure statements filed by the filing deadline are accepted as long as the disclosure requirements are met. If a disclosure statement requires additional information before it can be accepted, Elections BC will contact the sponsor to give them an opportunity to make the required corrections. If a sponsor does not meet the 90 day deadline, they may file the disclosure statement under the late filing provisions discussed below.

The B.C. Chief Electoral Officer may grant extensions to the filing deadline in extraordinary circumstances. Requests for extensions must be made in writing to the B.C. Chief Electoral Officer before the 90 day filing deadline.

Late filing deadline

The late filing deadline is 4:30 p.m. (Pacific time), 120 days after General Voting Day (GVD). Disclosure statements submitted between 91 and 120 days after GVD must include a \$500 late filing fee.

It is an offence to not file a disclosure statement by the late filing deadline. There are significant penalties for committing offences.

Compliance review

Elections BC conducts a routine compliance review of each disclosure statement to ensure the requirements under the *Local Elections Campaign Financing Act* are met. If any issues are identified, Elections BC will contact the third party sponsor to request additional information.

If issues identified during the compliance review remain unresolved, Elections BC may require the sponsor to file a supplementary report.

Supplementary reports

If Elections BC advises a third party sponsor that a supplementary report is required, it must be submitted within 30 days of the notification.

A supplementary report must also be filed if a sponsor becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

Requirement for retaining records

Third party advertising records must be retained in British Columbia until five years after General Voting Day. These records must include:

- copies of the disclosure statement forms
- records of contributions and required contributor information
- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other records related to sponsorship contributions and third party advertising

Sponsors must keep all records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. If the sponsor is an organization, the authorized principal official becomes responsible for retaining records and materials after the disclosure requirements are met.

Public information

Disclosure statements are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria. All residential addresses of significant contributors will be obscured prior to publication.

Copies of disclosure statements may be obtained from Elections BC for a fee.

Penalties, offences and court order for relief

Elections BC works closely with participants to help them understand and comply with the local elections third party advertising rules and regulations.

Third party sponsor penalties and offences

Failing to comply with the third party advertising rules in the *Local Elections Campaign Financing Act* (LECFCA) is an offence and a person who commits an offence is liable to a fine and/or imprisonment.

There are also administrative penalties imposed by the B.C. Chief Electoral Officer for failing to comply with the third party advertising rules. Administrative penalties include monetary penalties and disqualification.

A list of disqualified candidates, elector organizations and advertising sponsors is available on the Elections BC website and at the Elections BC office in Victoria.

Failing to file a disclosure statement

Third party sponsors who fail to file a disclosure statement or supplementary report are disqualified from sponsoring third party or non-election assent voting advertising and prohibited from accepting sponsorship contributions until after the next general local elections. However, sponsors may still accept sponsorship contributions for the purpose of paying debts in relation to the election to which the penalty applies.

It is also an offence to fail to file a disclosure statement or supplementary report. If the sponsor is an individual, they are liable to a fine of up to \$10,000 and/or imprisonment for up to two years. If the sponsor is an organization, they are liable to a fine of up to \$20,000.

Exceeding the expense limit

Third party sponsors who exceed their expense limit must pay monetary penalties. Sponsors that are individuals must pay a penalty of twice the amount by which they exceeded the limit. Sponsors that are organizations must pay a penalty of five times the amount by which they exceeded the limit.

Monetary penalties are made payable to the Minister of Finance.

It is also an offence to exceed an expense limit. If the sponsor is an individual, they are liable to a fine of up to \$5,000 and/or imprisonment for up to one year. If the sponsor is an organization, they are liable to a fine of up to \$10,000.

Providing false or misleading information

Providing false or misleading information or making false or misleading statements under LECFA is an offence. Individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years. Organizations that commit such an offence are liable to a fine of up to \$20,000.

Court orders for relief

Third party sponsors or responsible principal officials can apply to the Supreme Court for a court order for relief from disclosure requirements and expense limit penalties. These applications must be made before the late filing deadline.

Sponsors applying for court relief may want to consult independent legal counsel about the court process.

For details on filing for a court order for relief, see sections 66-72 of the *Local Elections Campaign Financing Act*.

Disclosure statement completion instructions

The disclosure statement forms provided by Elections BC are mailed after the sponsor's registration application is approved. These forms contain the contact information provided on the registration application. Blank versions of these forms are also available online at elections.bc.ca/lecf.

The following are some general instructions when completing all forms:

- Submit all relevant forms. Forms not relevant to the sponsor do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand.
- Ensure the sponsor's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 20, 2018, enter 2018/10/20.
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.

4500 – Disclosure statement

The cover page must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

1. Enter the full name of the third party sponsor, including the sponsor's usual name, acronym, abbreviation or other names, and the legal name, if different.
2. Enter the date of General Voting Day (YYYY/MM/DD).
3. Enter the mailing address, phone number and (if available) email address of the sponsor.
4. If the sponsor was also a candidate or elector organization, enter the name of the jurisdiction and election area where the sponsor was a candidate or elector organization. A separate disclosure statement must be filed for candidates and elector organizations.
5. Enter the full name, mailing address, phone number and (if available) email address of the authorized principal official of the sponsor.
6. Enter the full name and mailing address of the responsible principal official of the sponsor.
7. Tick this box if the total value of all advertising you sponsored during the campaign period was less than \$500. In this case, you only need to file this cover page.
8. The declaration must be signed and dated by the sponsor. If the sponsor is an organization, the declaration must be signed by the authorized principal official.

4500 - DISCLOSURE STATEMENT

LOCAL ELECTIONS THIRD PARTY SPONSOR



FULL NAME OF SPONSOR CANADIAN INDUSTRY COMPANY ①			GENERAL VOTING DAY (YYYY/MM/DD) 2018/10/20 ②	
SPONSOR'S USUAL NAME, ACRONYM, ABBREVIATIONS AND OTHER NAMES CIC			SPONSOR'S LEGAL NAME (IF DIFFERENT) CANADIAN INDUSTRY COMPANY LIMITED	
MAILING ADDRESS 101-1010 BINARY RD ③			PHONE NO. 250-555-4321	
CITY/TOWN VICTORIA	PROV. BC	POSTAL CODE V1A 2B3	EMAIL (IF AVAILABLE) CANADIAN_IND_COMP@EMAIL.CA	

JURISDICTION WHERE SPONSOR WAS EITHER A CANDIDATE OR ELECTOR ORGANIZATION (IF APPLICABLE)

CAPITAL REGIONAL DISTRICT ④

ELECTION AREA WHERE SPONSOR WAS EITHER A CANDIDATE OR ELECTOR ORGANIZATION (IF APPLICABLE)

ELECTION AREA G

For organizations only:

AUTHORIZED PRINCIPAL OFFICIAL'S FULL NAME LINDA MCGARNIGLE ⑤			
AUTHORIZED PRINCIPAL OFFICIAL'S MAILING ADDRESS 9732 SOME ST			PHONE NO. 250-555-6789
CITY/TOWN VICTORIA	PROV. BC	POSTAL CODE V2G 7X4	EMAIL (IF AVAILABLE) LINDAM@EMAIL.CA
RESPONSIBLE PRINCIPAL OFFICIAL'S FULL NAME SAM G EAGLE ⑥			
RESPONSIBLE PRINCIPAL OFFICIAL'S MAILING ADDRESS 726 BIRDS NEST BLVD			
CITY/TOWN SAANICH	PROV. BC	POSTAL CODE V9H 3K3	

All responsible principal officials must be listed. Attach additional forms if necessary.

LIMITED ADVERTISING ACTIVITY ⑦

Advertising sponsored during campaign period had a total value of less than \$500. No additional forms required.

DECLARATION:

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act*.

SIGNATURE OF INDIVIDUAL SPONSOR OR AUTHORIZED PRINCIPAL OFFICIAL FOR ORGANIZATION <i>Linda McGarnigle</i> ⑧	DATE (YYYY/MM/DD) 2019/01/10
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WARNING: Signing a false declaration is a serious offence and is subject to significant penalties.

4501 – Summary of total value of advertising

This form is used to report the total value of all advertising sponsored during the campaign period. This includes the total value of all issue advertising and directed advertising disclosed on all forms 4502 – Value of Directed Advertising by Class and Election Area.

1. Enter the total value of each class of election advertising sponsored.
2. Enter the value and a brief description for any other types of election advertising sponsored.
3. Enter the total value of election advertising sponsored into box A.

4501 - SUMMARY OF TOTAL VALUE OF ADVERTISING
LOCAL ELECTIONS THIRD PARTY SPONSOR



NAME OF SPONSOR
 CANADIAN INDUSTRY COMPANY

Report all sponsored advertising below, including the total value of directed advertising disclosed on all form(s) 4502 and the total value of all issue advertising sponsored.

Total value of sponsored advertising by class:

	1	\$
Brochures, pamphlets, flyers, etc.	500.00	
Newspaper, magazine, journal, etc.	682.40	
Radio	1,281.02	
Signs (lawn signs, billboards, etc.)	967.10	
Television	2,600.00	
Internet	1,836.90	
Other (describe) T-SHIRTS & BUMPER STICKERS	2	341.25
TOTAL	3	8,208.67 A

4502 – Value of directed advertising by class and election area

This form is used to report the total value of directed advertising sponsored in each election area. Directed advertising is advertising specifically related to a candidate or elector organization by naming the candidate or elector organization, or identifying the candidate by an image, likeness, voice or physical description or identifying an elector organization by their logo.

A separate form is required for each election area in which directed advertising was sponsored.

1. Enter the jurisdiction and election area in which directed advertising was sponsored.
2. Enter the total value of each class of directed advertising sponsored.
3. Enter the value and a brief description for any other types of directed advertising sponsored.
4. Enter the total value of directed advertising sponsored into box A.

4502 - VALUE OF DIRECTED ADVERTISING BY CLASS AND ELECTION AREA LOCAL ELECTIONS THIRD PARTY SPONSOR



NAME OF SPONSOR CANADIAN INDUSTRY COMPANY	PAGE <input style="width: 40px;" type="text" value="1"/> OF <input style="width: 40px;" type="text" value="1"/>
JURISDICTION VICTORIA	
ELECTION AREA 1 VICTORIA	

**Report the value of directed advertising by class for the above jurisdiction and election area.
Complete one form per election area in which directed advertising was sponsored.**

	2	\$	
Brochures, pamphlets, flyers, etc.	500.00		
Newspaper, magazine, journal, etc.	238.59		
Radio	1,281.02		
Signs (lawn signs, billboards, etc.)	498.12		
Television	2,600.00		
Internet	1,480.62		
Other (describe) T-SHIRTS & BUMPER STICKERS	341.25		
TOTAL	6,939.60		A

4503 – Shared third party advertising

This form is used to report election advertising that was shared with other third party sponsors.

1. Enter the names of other third party sponsors that shared the advertising as shown in their sponsorship information.
2. Enter the amount paid by the sponsor. This must also be disclosed on Form 4501 – Summary of Total Value of Advertising and, if applicable, Form 4502 – Value of Directed Advertising by Class and Election Area.
3. Enter the total value of the shared advertising.

4503 - SHARED THIRD PARTY ADVERTISING

LOCAL ELECTIONS THIRD PARTY SPONSOR



NAME OF SPONSOR
 CANADIAN INDUSTRY COMPANY

PAGE **1**
 OF **1**

If advertising was shared with other third party sponsors, list the names of the other third party sponsors as shown in their sponsorship information, the amount the filer paid to the supplier and the value of the shared advertising. Attach additional forms if necessary.

Name(s) of other third party sponsor(s) as shown in their sponsorship information	Amount paid by sponsor \$	Total value of shared advertising \$
SARAH O'CONNER 1	2 200.00	3 400.00
BC SOCIETY OF PEOPLE; 0123456 BC LTD	500.00	1,400.37
TOTALS	700.00 A	1,800.37 B

4504 - Summary of sponsorship contributions

This form summarizes all sponsorship contributions the sponsor received to use for third party advertising. Contributions of goods and services must be recorded at their current market value.

This form is also used to report the amount of the sponsor's own funds that were used to pay for election advertising.

1. Enter the total value of the sponsor's own funds that were used to pay for election advertising. Do not include the value of sponsorship contributions received.
2. Enter the total number of eligible individuals who gave less than \$100. Do not include the number of anonymous contributions received.
3. Enter the total value of all contributions of less than \$100 received from eligible individuals. If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on Form 4505 – Significant Contributors (\$100 or More).
4. Enter the total number of anonymous contributors.
5. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on Form 4507 – Prohibited Sponsorship Contributions and Loans.
6. Enter the total value of all significant contributions received from eligible individuals as reported on Form(s) 4505.
7. Add the above values and enter the total amount of contributions received in this box.

4504 - SUMMARY OF SPONSORSHIP CONTRIBUTIONS

LOCAL ELECTIONS THIRD PARTY SPONSOR



NAME OF SPONSOR

CANADIAN INDUSTRY COMPANY

Sponsorship contributions include monetary and in-kind contributions.
Do not include anonymous contributions with contributions less than \$100.

Total value of sponsor's own funds, other than funds disclosed below, that were used to pay for third party advertising:

\$ **1** 5,500.00

Total value of sponsorship contributions, excluding sponsor's own funds, from eligible individuals:

Number of contributors who gave less than \$100	# 2 7	Total contributions of less than \$100	\$ 3 295.00
Number of anonymous contributors	# 4 12	Anonymous contributions	\$ 5 180.00
		Significant contributions (box A from Form 4505)	\$ 6 1,233.67
		TOTAL CONTRIBUTIONS	\$ 7 1,708.67 A

4505 – Significant contributors (\$100 or more)

This form is used to disclose all contributors who made one or more sponsorship contributions to the sponsor that total \$100 or more. Use additional pages as necessary.

- 1.** Enter the full name of the contributor. List only one individual per contribution. If a contribution was received from two individuals, the sponsor must determine which individual made the contribution or split the amount between the individuals and report them as two separate contributions.
- 2.** Enter the date each contribution was made. If a single contributor made multiple contributions on different dates, list each of the dates separately.
- 3.** Enter the value of each contribution. If a single contributor made contributions on different dates, the value of each contribution must be listed separately.
- 4.** Enter the residential address of the contributor. All residential addresses will be redacted by Elections BC before the statement is published.
- 5.** Enter the total value of all significant contributions per page.
- 6.** Enter the total value of all significant contributions listed on all pages of this form.

4505 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)
LOCAL ELECTIONS THIRD PARTY SPONSOR



NAME OF SPONSOR CANADIAN INDUSTRY COMPANY	PAGE <input style="width: 40px; text-align: center;" type="text" value="1"/> OF <input style="width: 40px; text-align: center;" type="text" value="1"/>
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Attach additional forms if necessary.

1 FULL NAME OF CONTRIBUTOR <small>(List only one name per contribution)</small>	2 DATE OF CONTRIBUTION <small>(YYYY/MM/DD)</small>	3 \$ VALUE OF CONTRIBUTION	4 RESIDENTIAL ADDRESS OF CONTRIBUTOR
GEORGE SHANNESSEY	2018/07/01	150.00	1736 ODENDRON RD SAANICH BC V2K 4L7
LEE KIM	2018/09/02	180.00	1212 APPLETON CRES OAK BAY BC V8C 4T2
SHELLY TURTLE	2018/09/02	80.00	413 CURD WAY VICTORIA BC V9H 6K2
SHELLY TURTLE	2018/09/10	20.00	413 CURD WAY VICTORIA BC V9H 6K2
YURI ZAHKAROV	2018/09/22	350.00	988 FOX DR SAANICH BC V2J 3D9
TIM BURR	2018/10/05	112.42	2105 RIND ST VICTORIA BC V5P 7V2
SPIKE DIAZ	2018/10/15	341.25	380 FORT PL VICTORIA BC V6K 2B1
SUBTOTAL OF THIS PAGE		5 1,233.67	
TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4505		6 1,233.67	A

4506 – Permissible loans received

This form is used to report all permissible loans made to the sponsor. All loans received must be reported even if they were completely paid off or forgiven. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the full name of the lender.
2. Enter the residential address of the lender if the loan is from an eligible individual.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
8. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at elections.bc.ca/docs/fin/407.pdf.

4506 - PERMISSIBLE LOANS RECEIVED

LOCAL ELECTIONS THIRD PARTY SPONSOR



NAME OF SPONSOR

CANADIAN INDUSTRY COMPANY

PAGE 1

OF 1

Complete one entry for each permissible loan received. Attach additional forms if necessary.
Permissible loans from the sponsor must be disclosed in the same way as permissible loans from other sources.

LOAN

NAME OF LENDER

1 PATRICK JONES

RESIDENTIAL ADDRESS OF LENDER*

2 505 RAINY ST VICTORIA BC V9L 2P6

LOAN DETAILS

DATE RECEIVED (YYYY/MM/DD)

3 2018/10/01

DATE DUE (YYYY/MM/DD)

4 2018/12/01

\$ ORIGINAL AMOUNT OF LOAN

5 500.00

\$ AMOUNT OF LOAN OUTSTANDING

6 0.00

LOAN INTEREST RATE %

7 0.00

PRIME RATE** %

8

LOAN

NAME OF LENDER

ABC BANK

RESIDENTIAL ADDRESS OF LENDER*

212 MONEY BLVD

LOAN DETAILS

DATE RECEIVED (YYYY/MM/DD)

2018/09/01

DATE DUE (YYYY/MM/DD)

2018/12/01

\$ ORIGINAL AMOUNT OF LOAN

500.00

\$ AMOUNT OF LOAN OUTSTANDING

0.00

LOAN INTEREST RATE %

5.00

PRIME RATE** %

3.00

*RESIDENTIAL ADDRESS:
REQUIRED FOR INDIVIDUAL LENDERS ONLY

**PRIME RATE OF INTEREST:
REQUIRED FOR LOANS FROM SAVING INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

4507 – Prohibited sponsorship contributions and loans

This form is used to report any sponsorship contributions or loans that are prohibited under the *Local Elections Campaign Financing Act* (LECFA). This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information and indirect contributions.

LECFA requires the sponsor to return prohibited contributions and prohibited loans, or an amount equal to the value of the contribution or loan, to the contributor or lender within 30 days of becoming aware of the contravention. If this is not possible, the contribution or loan, or an amount equal to its value, must be remitted to Elections BC as soon as possible. Complete one entry for each prohibited contribution or prohibited loan received. Use additional pages as necessary.

Prohibited contribution

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously, by ticking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was goods or services, enter the current market value.
4. Enter the date the contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution was prohibited.
6. Enter the full name of the contributor.
7. If the prohibited contribution was received from an organization, enter the address of the organization.

Prohibited loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).

10. Enter the full name of the lender.
11. Enter the date the prohibited loan was received (YYYY/MM/DD).
12. Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
13. Enter the original amount of the loan received.
14. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
15. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at elections.bc.ca/docs/fin/407.pdf.

**4507 - PROHIBITED SPONSORSHIP
CONTRIBUTIONS AND LOANS
LOCAL ELECTIONS THIRD PARTY SPONSOR**



NAME OF SPONSOR

CANADIAN INDUSTRY COMPANY

PAGE 1

OF 1

Complete one entry for each prohibited sponsorship contribution or loan received. Attach additional forms if necessary.

PROHIBITED CONTRIBUTION

RECEIVED FROM	2 DATE RECEIVED (YYYY/MM/DD)	3 \$ VALUE	4 DATE RETURNED (YYYY/MM/DD)	OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION 1 <input checked="" type="checkbox"/> ANONYMOUS	2018/10/06	60.00			2018/10/09

DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED

5 UNMARKED ENVELOPE OF CASH FOUND IN MAILBOX

FULL NAME OF INDIVIDUAL OR ORGANIZATION

6

ADDRESS OF ORGANIZATION, IF APPLICABLE

7**PROHIBITED LOAN**

DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED

PERSON IS NOT ELIGIBLE INDIVIDUAL **8****9** DATE RETURNED TO LENDER (YYYY/MM/DD)

2018/10/02

NAME OF LENDER

10 RORY MCCANN

DATE RECEIVED (YYYY/MM/DD)

11 2018/09/28

DATE DUE (YYYY/MM/DD)

12 2018/11/28

\$ ORIGINAL AMOUNT OF LOAN

13 1,000.00

LOAN INTEREST RATE %

14 0.00

PRIME RATE* %

15***PRIME RATE OF INTEREST:**

REQUIRED FOR LOANS FROM SAVING INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

Resources

Election legislation

Printed versions of local election legislation — including the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* — are available at public libraries in communities throughout B.C. Printed versions are also available from Crown Publications, Queen's Printer for British Columbia, at:

Mailing address:

563 Superior Street, Victoria, B.C. V8V 1T7

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at bclaws.ca.

