

Reference Materials for Candidates

- R1 – 2026-2027 Board Meeting Calendar
- R2 – 2026-2027 Board Annual Work Plan
- R3 – School Trustee Candidates Guide
- R4 - General Local Elections 101
- R5 - Guide to Campaign Financing for Local Candidates and their Financial Agents in BC
- R6 – Elector Organization Guide
- R7 – Election and Assent Voting Bylaw No. 2018-017
- R8 – School District No. 67 Bylaw No. 1 Trustee Elections 2026
- R9 – School Trustee Elections Procedures
 - <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>
- R10 – The British Columbia School Trustee Association
 - <https://bcsta.org>
- R11 – The Role of Boards of Education and School Trustees
 - <https://bcsta.org/trustee-responsibilities/>
- R12 - Ministry of Education and Child Care Website
 - <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/education>
- R13 – [School Act](#)
 - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_00
- R14 - [Local Elections Campaign Financing Act](#)
 - <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14018>
- R15 – [Financial Disclosure Act](#)
 - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96139_01
- R16 – [Local Government Act](#)
 - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00

Additional reference materials can be found at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>

2026/2027 Board Meeting Calendar

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
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25	26	27	28	29	30	31

November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

January 2027						
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24	25	26	27	28	29	30
31						

February 2027						
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14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
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28	29	30	31			

April 2027						
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May 2027						
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23	24	25	26**	27	28	29
30	31					

June 2027						
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20	21	22	23	24	25	26
27	28	29	30			

July 2027						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

	Board Meetings		Business Committee		Education Committee
	Statutory Holiday		Inaugural/Oath of Office		Board In-Service/BCSTA

* Education Committee School visits (11:30)

** Held at Summerland Secondary Theatre





School District No. 67 (Okanagan Skaha)

Board Of Education

Board of Education Annual Work Plan

Monthly

- Attend Regular and In-Camera Board meetings
- Attend Business Committee meetings
- Attend Education Committee meetings
- Attend Board In-Service meetings
- Attend Parent Advisory Council meetings

September

- Review the Audit Findings Report and Management Letter
- Approve Audited Year End Financial Statements
- Approve Framework for Enhanced Student Learning document
- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Consider motions to BCSTA Provincial Council

October

- LOCAL TRUSTEE ELECTIONS
- Receive enrolment update

November

- Inaugural Board Meeting – Oath of Office/Election of Board Chairperson and Vice-Chairperson
- Attend the BCSTA Trustee Academy
- Attend In-Service sessions

December

- Approve Trustee Appointments to Committees and Community Liaison Groups
- Consider motions for BCSTA AGM and Provincial Council
- Receive Statement of Financial Information (SOFI)

January

- Receive the Ministry of Education recalculated grant update
- Represent Board at BCPSEA AGM
- Attend In-Service sessions

February

- Adopt the Amended Annual Budget Bylaw
- Review 3-year enrolment projections
- Represent Board at BCSTA Provincial Council Meeting

- Approve School District Calendar
- Attend In-Service sessions

March

- Receive Ministry of Education Preliminary Operating Grant for upcoming year
- Attend In-Service sessions

April

- Engage in Budget process
- Approve the Annual Facilities Grant spending plan
- Annual review of rental fees
- Attend the BCSTA Annual General Meeting
- Approve International Student Program fee structure
- Attend In-Service sessions

May

- Adopt the Annual Budget Bylaw
- Approve School Fees
- Receive the Carbon Neutral Action Report
- Annual review of transportation (ridership/fees)
- Approve School Learning Plans
- Attend In-Service sessions

June

- Adopt the Board Calendar for the upcoming year
- Adopt the Board Annual Work Plan for the upcoming year
- Approve Five-year Capital Plan for submission to Ministry of Education
- Year-end briefing to review Strategic Plan
- Attend In-Service sessions

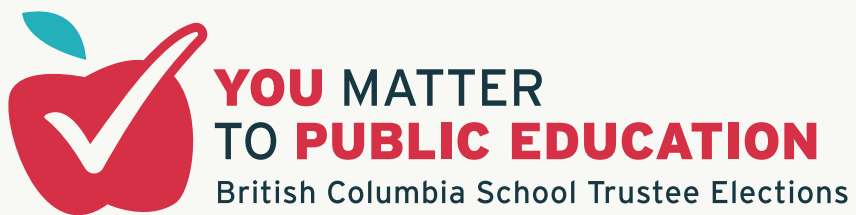
SUMMER

- Complete Superintendent Growth Plan Review
- Complete Board Self Evaluation
- Trustee/Senior Leadership Working Session

Other Items Ongoing or Scheduled as Needed

- Attend trustee learning/development/orientation sessions
- Attend school functions (as invited)
- Review and approve Board Policies and Bylaws
- Review and approve Capital Project Bylaws
- Hear student appeals as needed
- Respond to media requests regarding governance matters in consultation with the Superintendent of Schools and the Communications Specialist
- Review and approve Board/Authority Authorized Courses

- Ratify Collective Agreements
- Declare facilities/properties surplus to the needs of education
- Approve disposition of real property (land and buildings)
- Attend Board Committee Liaison meetings as outlined in the Trustee Calendar
- Advance Board positions through BCSTA
- Recognize school and community highlights
- Receive Operational Plan updates
- Receive energy management plan updates
- Attend employee recognition events



British Columbia School Trustee **CANDIDATES GUIDE**



YOU MATTER TO PUBLIC EDUCATION

Congratulations on your decision to run, or run again, for school trustee.

Local school trustee elections are an important opportunity for communities to shape and strengthen public education.

Trustees are dedicated community leaders who work together to support student success.

The work of a trustee is demanding, but it is also deeply meaningful and rewarding.

Update to Elections Legislation for 2026

Several changes have been made to the laws governing local and school trustee elections.

These changes take effect for the 2026 general local elections, which will be held on **October 17, 2026**. They do not apply to any by-elections held before that date.

Changes of note for the 2026 general elections:

- **No more “originals” requirement for nomination documents:** Candidates no longer need to submit original paper copies of their nomination documents. Nomination papers can be submitted to the Chief Election Officer in person, by mail, fax, or email, as long as they are received before the nomination deadline.
- **Improved candidate privacy:** New rules limit the amount of personal information that must be made public. Candidates' contact information (such as phone numbers and home addresses) will be removed from online postings and public notices. Instead, public notices will include the name of the jurisdiction where a candidate lives. Anyone wishing to see unredacted nomination documents can do so at the school district or local government office, but they must first sign a declaration promising to use that information only for legal election purposes.
- **Candidate endorsement documents:** To streamline the endorsement process, elector organizations are no longer required to submit separate endorsement documents. Endorsements will now be included as part of the candidate's nomination package and must include signed consent statements from both the candidate and the authorized principal officer of the elector organization.
- **Eligibility changes under the [Eligibility to Hold Public Office Act](#):** Members of the Legislative Assembly (MLAs) are not allowed to hold local elected offices, including the office of school trustee. If a sitting trustee later becomes an MLA, they are automatically considered to have resigned from their trustee position.



SIGNIFICANT DATES

General Election

Election Period: January 1, 2026 – September 18, 2026

Pre Campaign Period: July 20 – September 18, 2026

Nomination Period (BC-wide): September 1, 2026 – September 11, 2026

Declaration of Candidates: September 11, 2026

Challenge of Nomination Deadline: September 15, 2026

Candidate Withdrawal Deadline: September 18, 2026

Candidate Endorsement Withdrawal Deadline: September 18, 2026

Campaign Period: September 19, 2026 – October 17, 2026

Voting Day (General): October 17, 2026

Disclosure Statement Filing Deadline: January 15, 2027

Late filing deadline for disclosure statements (with \$500 fee): February 16, 2027

Conseil scolaire francophone de la Colombie-Britannique (CSF) Election

Please see **Appendix A** for more information on significant Conseil scolaire francophone de la Colombie-Britannique election dates.

IMPORTANT REMINDER

All candidates must be familiar with the [Local Elections Campaign Financing Act](#) and its requirements. For clear step-by-step information about campaign financing, expense limits, and third-party sponsors, see the following selection of Elections BC's guides:

- **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.**

These guides, and more, are available on the [Elections BC website](#).

Note: The BCSTA Candidate Guide is a resource. It does not replace or interpret the law. For specific questions about your eligibility or campaign, consult the relevant legislation or seek legal advice.

Note: This guide may not apply to:

- [The City of Vancouver](#), governed by the [Vancouver Charter](#), or
- [Conseil scolaire francophone de la Colombie-Britannique \(CSF\)](#) regulated by the [Francophone Education Authorities Regulation](#).



GENERAL INFORMATION

What Boards of Education Do

Governance and Leadership in Public Education

Boards of education share responsibility for public education with the provincial government and the Ministry of Education and Child Care through a co-governance model.

The Ministry sets the overall direction for education, including the curriculum, funding, and the laws that guide school districts.

Boards of education are responsible for running their local school districts in ways that reflect the goals and needs of their communities, while following provincial direction, the *School Act* and other relevant laws and statutes.

Under the *School Act*, boards of education are responsible for:

- Holding board and committee meetings
- Setting local policies for effective school operations
- Hiring staff needed to run the district
- Establishing conditions of employment
- Preparing and approving budgets and capital plans
- Hearing appeals from parents or students when a staff decision significantly affects a student's education, health, or safety

Boards as Employers

Boards of education are the legal employers of all school district staff. They are responsible for fair and lawful employee relations with management, teachers, and support staff.

In BC, teacher collective bargaining happens at two levels, provincial and local.

- At the provincial level, the BC Public School Employers' Association (BCPSEA) negotiates with the BC Teachers' Federation (BCTF) on province-wide issues such as salaries and benefits.
- At the local level, each board of education and local teachers' association negotiate local issues that affect their specific district.

Boards play a key role in ensuring that local priorities are represented during Provincial Collective Agreement negotiations between BCPSEA and BCTF.

What School Trustees Do

Understanding the Work of School Trustees

School trustees are the members of a board of education. They are locally elected representatives who speak and make decisions on behalf of their communities in support of public education.

Trustees work together as a board to make sure all students in the district have the best possible opportunities to learn, grow, and succeed. Their work is guided by the *School Act*, which sets out the responsibilities of boards of education and individual trustees.



A trustee's role is to:

- Keep the focus on student learning and well-being
- Represent the interests and values of their community
- Make informed decisions that benefit the entire district

Trustees Set the District's Strategic Direction

One of the most important responsibilities of a board of education is setting the strategic direction for the school district.

Trustees work together to develop the board's strategic plan, which outlines the district's goals, priorities, and actions to improve student outcomes. The plan helps guide decision-making for the board, staff, parents, and the wider community.

The board hires a superintendent, who serves as the district's chief executive officer (CEO). The superintendent is responsible for carrying out the board's strategic plan and overseeing the daily operations of schools.

Trustees are responsible for ensuring the right systems are in place, for example, fair and consistent processes to evaluate teachers and administrators. Trustees do not directly manage or evaluate individual employees. Their focus is on ensuring the system works effectively, not on making personnel decisions.

Trustees Are Financial Stewards

Boards of education manage significant public funds and are accountable for how those resources are used. Trustees play an important role in ensuring that financial decisions support student learning and align with the strategic plan.

Each year, the board approves the annual budget, which connects the district's goals and priorities with its available resources. Trustees review and approve the allocation of funds and staff to ensure the district's budget supports the priorities identified in the strategic plan.

Good financial stewardship means making transparent, responsible decisions that are focused on long-term sustainability and student outcomes.

Trustees Work as a Team

A school trustee is part of a team, the board of education.

Under the *School Act*, the authority to make decisions rests with the board, not with individual trustees. This means a single trustee cannot make decisions or act on behalf of the board unless specifically authorized to do so.

Trustees often have diverse perspectives, and respectful debate is a healthy part of governance. However, once the board votes and decides, that decision becomes the board's position. All trustees are expected to support that decision, even if they personally disagreed during the discussion.

Trustees may be motivated to run for personal or community reasons, for example, they may have a passion for student success or specific education issues. These motivations are important and valuable. However, once elected, trustees must always look beyond individual issues and make decisions that serve the best interests of the entire school district.



Trustees Are Community Leaders

School trustees are community leaders who work with others to strengthen public education. They collaborate with parents, Indigenous communities, local governments, and organizations to ensure every student in the district can reach their full potential.

Trustees represent the public's voice in education, but they also have a responsibility to think broadly and make decisions that benefit all students, not only those in their own neighbourhood or community.

Successful trustees balance their dual roles:

- As elected representatives, they bring their community's concerns and perspectives to the board table.
- As governors, they make collective decisions in the best interests of all students in the district.

In short, trustees are community-minded leaders who help shape the future of education in their district and across the province.

TRUSTEE ELECTORAL AREAS AND ELIGIBILITY

Trustee Electoral Areas

Every school district in British Columbia is divided into [trustee electoral areas](#), which are the regions from which trustees are elected.

You do not have to live in the community where you run for trustee. You may choose to run in any trustee electoral area within the district.

The number of trustees elected, and the division of electoral areas vary from district to district, depending on population size and community needs.

- In some school districts, all trustees are elected at large, meaning the entire district is a single electoral area, and all voters choose from the same list of candidates.
- In other districts, there are multiple trustee electoral areas, each electing one or more trustees.
- Trustee electoral areas may include one or more municipalities, rural areas, or a combination of both.

In some communities, elector organizations (also known as local political parties) may choose to endorse candidates.

Sometimes, local governments and boards of education work together to run elections. This means that in some districts, the election process, which includes nomination submissions, may be handled by the municipality or regional district office instead of (or in addition to) the board of education office.



ELIGIBILITY

To run for a position on a board of education, you must:

- Be a Canadian citizen,
- Be 18 years of age or older on general voting day,
- Have lived in British Columbia for at least six months before nomination day, and
- Not be disqualified under the School Act or any other law from being nominated, elected, or serving as a trustee.

You cannot serve as a school trustee if you are a Member of the Legislative Assembly (MLA).

If you are endorsed by an [elector organization](#), information about these organizations is available on the Elections BC website.

For those interested in running for the Conseil Scolaire Francophone de la Colombie-Britannique, see the [Francophone Education Authorities Regulation](#).

Board of Education Employees

If you are an employee of a board of education and wish to run for a seat on your employer's board, there are special rules you must follow:

1. Before you are nominated, you must give your employer written notice of your intention to be nominated.
2. You must take a leave of absence from your job starting on the first day of the nomination period, or the day you give notice – whichever comes later.
3. If you are elected, you must resign from your employment with the school district.

If you work for a different school district than in the one where you are seeking election, you do not need to take a leave or resign. However, you should be aware that certain situations may create a conflict of interest. For example, you may not be able to take part in provincial collective bargaining discussions if you are both a unionized school district employee and a trustee in another district.

Further details on conflict of interest are provided below.

Conflict of Interest

Conflict of interest rules for school trustees are found in both the *School Act* and common law (court decisions that interpret how the law applies).

When trustees take the [Oath of Office](#), they promise to follow all conflict of interest requirements in the *School Act*, including rules about pecuniary interests, that is, matters that could have a financial impact on the trustee or certain family members.

Pecuniary (Financial) Conflicts

Under [Part 5](#) of the *School Act*:

- If a matter being discussed by the board could financially benefit a trustee, or certain people connected to them (such as a spouse, parent, or child), the trustee is considered to have a pecuniary interest and therefore a conflict of interest.
- The same applies if those family members have financial interests tied to the school district, such as membership in a union representing district employees.



A trustee with a pecuniary interest cannot:

- Be elected to the board of directors of the BC Public School Employers' Association (BCPSEA),
- Serve as a trustee member of a BCPSEA bargaining team, or
- Represent their board at any BCPSEA general meeting or function.

If a trustee has a pecuniary interest in a matter before the board or one of its committees, the trustee must:

1. Declare their interest,
2. Leave the room during the discussion,
3. Not participate in any debate or vote, and
4. Not try to influence others on the matter before, during, or after the meeting.

Non-Pecuniary Conflicts

Sometimes a trustee may not have a direct financial interest, but there may still be a perceived conflict of interest.

For example, a trustee might be asked to vote on an issue involving a close friend or relative. Even if there is no financial impact, there might be an appearance of bias.

Non-pecuniary conflicts are not written into the *School Act* but are instead governed by the common law. In common law, it is a fundamental requirement that a statutory body, or one of its members, should not be biased or have the appearance of bias.

In these cases, the trustee may be seen as having a reasonable appearance of bias, meaning their decision-making may not appear impartial.

Trustees are expected to act in the best interests of all students and avoid participating in any decisions where personal interests, relationships, or outside responsibilities could be seen to influence their judgment.

Tip: When in doubt, disclose the potential conflict and seek legal advice or guidance from your board chair or the Ministry of Education and Child Care. It's always better to be transparent than risk violating conflict-of-interest rules.

NOMINATIONS, CAMPAIGNING, AND ELECTION RULES

Filing Your Nomination

You must submit complete nomination papers to the Chief Election Officer (CEO) by **4 p.m. on September 11, 2026**. These must include a sworn declaration of eligibility, signed in front of the CEO or an authorized official (e.g., a lawyer or notary public).

Nominations can be submitted in person, by mail/courier, or electronically, but must be received before the deadline. Late or incomplete submissions won't be accepted.

Most school boards offer a candidate package with required forms and instructions. Check local rules before applying.

Financial Interests

You must also file a [Financial Disclosure Statement](#) as required under section 2(1) of the [Financial Disclosure Act](#).

This statement lists your financial interests, including:

- Any personal or family income sources,
- Businesses you own or have shares in, and
- Property or other significant financial holdings.



This helps ensure transparency and public trust in the election process.

Following Election Rules

You are responsible for ensuring your nomination is complete and in compliance with all election rules.

This includes:

- Submitting all required documents,
- Paying a nomination deposit (if required), and
- Meeting all filing deadlines with your community's Chief Election Officer.

Late or incomplete nominations cannot be accepted, so double-check everything before you file.

Campaign Financing

As a school trustee candidate, you must follow the same campaign financing and advertising rules that apply to local government candidates. These rules are set out in the [Local Elections Campaign Financing Act \(LECFA\)](#). Elections BC oversees these rules and ensures they are followed. You can find detailed guides and forms on the [Elections BC](#) website.

Campaign finance rules can be complex. Take time to read Elections BC's resources carefully. They explain contribution limits, expense limits, and reporting requirements.

Campaigning

Before you begin campaigning, make sure you know and follow the rules that apply, including:

- Local bylaws about signage (size, placement, and timing),
- The Ministry of Transportation and Transit's rules for signs along roads,
- Rules for online and social media advertising, and
- Campaign restrictions on general voting day.

Your campaign may include activities such as:

- Social media (Facebook, Instagram, LinkedIn, X, etc.),
- Media interviews,
- Door-to-door canvassing,
- Meeting voters in public spaces ("mainstreeting"),
- Paid or unpaid advertising,
- A personal website or blog, and
- Attending all-candidates' meetings.

Preparing for Your Campaign

Good preparation will help you both as a candidate and, if elected, as a trustee.

Consider:

- Attending board of education meetings to understand how decisions are made,
- Reading school trustee publications and following education news in your region,
- Learning about provincial education issues, and
- Getting to know other candidates and their platforms.

This background knowledge will help you shape your own views on education and communicate them clearly to voters.



HELPFUL RESOURCES

Here are some key websites for more information:

- [BC School Trustees Association \(BCSTA\)](#)
- [BC Ministry of Education and Child Care](#)
- [BC Ministry of Housing and Municipal Affairs](#)
- [Elections BC](#)
- [CivicInfo BC](#)



ÉLECTIONS SCOLAIRES DU 17 OCTOBRE 2026

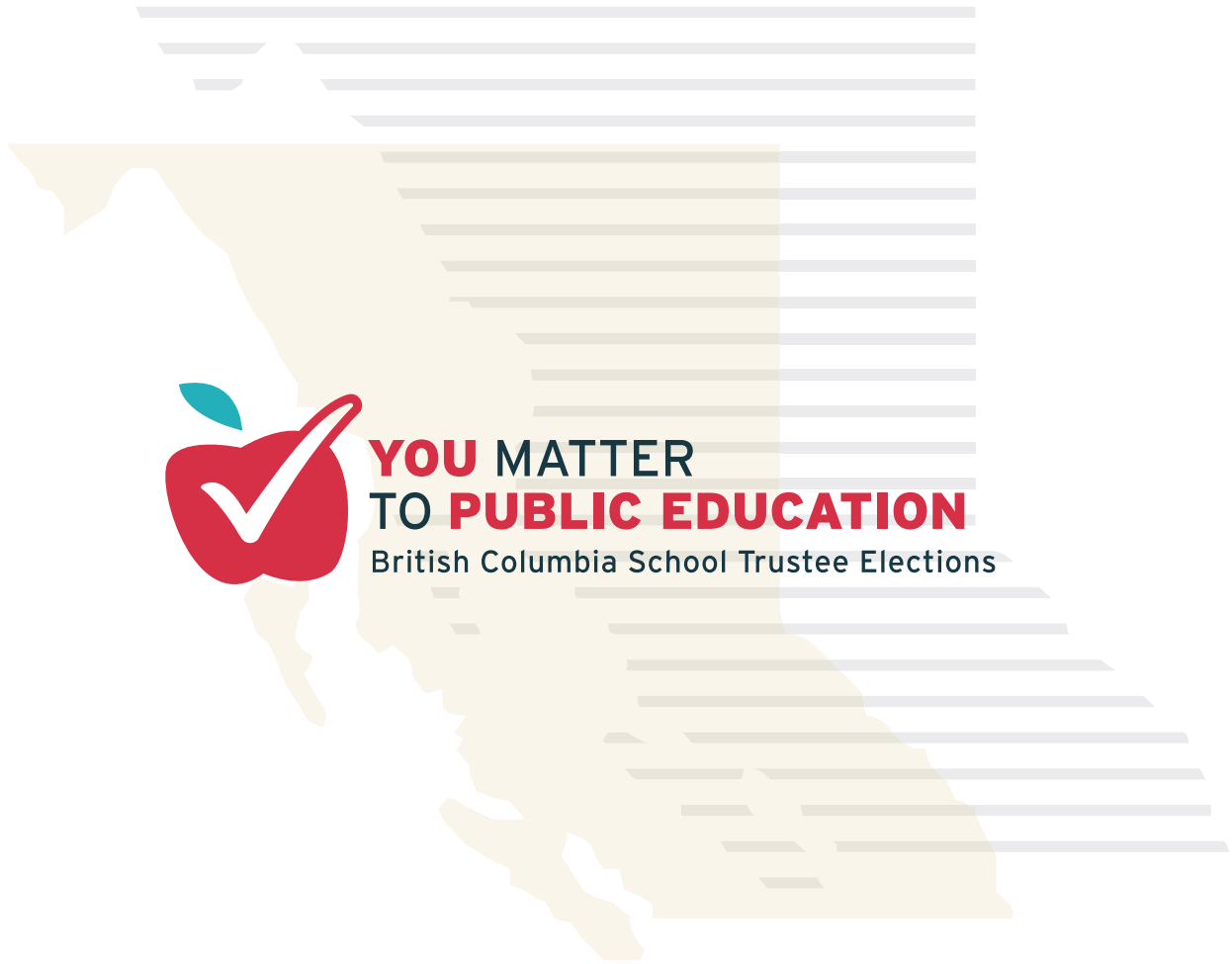
DATES IMPORTANTES

Le processus électoral, tel que décrit dans la Loi scolaire et le BC Reg. 212/99, se déroule en fonction de la date des élections. Voici le compte à rebours des dates limites qui correspondent aux échéances respectant la Loi scolaire :

Règles	Échéanciers	Dates limites
1. Date limite de résidence en Colombie-Britannique	6 mois avant les élections	16 avril 2026
2. Devenir membre du CSF	120 jours avant la date des élections	18 juin 2026
3. Appel aux candidatures	au moins 90 jours avant la date des élections	18 juillet 2026
4. Devenir membre du CSF dans le but de poser sa candidature	80 jours avant la date des élections	28 juillet 2026
5. Soumission de la candidature des membres intéressés au secrétaire trésorier	au moins 75 jours avant la date des élections	4 août 2026
6. Envoi de la liste des candidatures aux membres	au moins 70 jours avant la date des élections	7 août 2026
7. Contestation de la déclaration d'un membre se présentant aux élections en tant qu'élue(e) régional	au moins 60 jours avant la date des élections	16 h 00 18 août 2026
8. Annonce par le secrétaire trésorier des élues et/ou élus par acclamation	au moins 30 jours avant la date des élections	16 septembre 2026
9. Envoi, par le CSF, des bulletins de vote aux membres	au moins 30 jours avant la date des élections	16 septembre 2026
10. Annonce par le secrétaire trésorier des élues et/ou élus	Jour de l'élection	17 octobre 2026
11. Entrée en fonction des élu(e)s	Premier lundi après le 1 ^{er} novembre 2026	2 novembre 2026

Pour voter aux élections scolaires du CSF, vous devez :

- Être une personne citoyenne canadienne ;
- Avoir atteint l'âge de 18 ans lors de la date des élections ;
- Être une personne résidente de la zone électorale dans laquelle vous votez ;
- Être membre du CSF depuis le 18 juin 2026 ;
- Être une personne résidente de la province depuis le 16 avril 2026.





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, specified parks boards, local community commissions, the Islands Trust local trust committees and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively make decisions and govern on their behalf

General local elections will be held on **Saturday, October 17, 2026**

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.

Further information about board of education (i.e., school trustee) elections can be found on the [Ministry of Education and Child Care website](#).

How often are general local elections held?

General local elections are held every **four years on the third Saturday of October**.

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?

Locally elected officials are collectively responsible for making decisions that impact the daily lives of community residents. These decisions include, but are not limited to, establishing and operating services, such as water and sewer, fire protection, solid waste

management, land use and planning, and parks and recreation.

Elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy

and employment laws and policies, and local government procedures. This ensures elected officials are well-prepared when communicating with staff and the public and engaging in decision-making (e.g., passing bylaws and resolutions).

Refer to the *Foundational Principles of Responsible Conduct* brochure and the *Forging the Path to Responsible Conduct* guide for information about the key values that guide locally elected officials' conduct.

What is responsible conduct of locally elected officials?

How elected officials conduct themselves in their role and in relationships with each other, staff, and the public, directly impacts successful community governance. Effective governance requires dedicated, ethical and informed leaders who are committed to their communities. As part of that commitment, an effective elected official:

- holds themselves **accountable** in their decisions and conduct;
- is **respectful** of others as well as their role and the rules and responsibilities that come with holding local office;
- gives the time needed to become **knowledgeable** about local government roles, responsibilities, and legislative requirements;

- is **curious** about the perspectives and experiences of others to find solutions and inform decision-making; and,
- meaningfully **collaborates** with their colleagues, who share in the responsibility of representing the community interests.

How are general local elections for local governments administered?

Unlike provincial elections, local elections are not managed by one organization. Each local government is responsible for running its own local elections, including accepting candidate nominations, voting, counting ballots, and reporting results. [Elections BC](#) is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*.

Local governments appoint Chief Election Officers to run the elections process. The 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.

Chief Election Officers are responsible for overseeing all general local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results.





Chief Election Officers also work with Elections BC to monitor compliance with election advertising regulations and may assist Elections BC to address incidents of election advertising non-compliance.

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 or board of education's election bylaw, as applicable.

ELECTION BYLAWS

A local government election bylaw enables the local government to make decisions about election administration, including whether: voting machines will be used; mail ballot, additional or special 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.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local jurisdictions are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances.

Who are the key participants in local 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 (i.e., lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of real property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, specified parks board, local community commission or Islands Trust elections.

Further information about voter eligibility can be found in the [*Voter's Guide to Local Elections in B.C.*](#) or the [*Voter's Guide for Electors Living on Reserve*](#)

Candidates

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

Candidate nominators **must be qualified** under the *Local Government Act* or *Vancouver Charter* to nominate a candidate for 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 financial agent is responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*.

This includes opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions; and, filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may 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 Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process.

Each candidate or their official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government's election bylaw may allow a candidate to have more than one scrutineer for each ballot box used at a voting place.

Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address

Further information about scrutineers is available in the *Scrutineers Guide to General Local Elections in B.C.*

of the person) to the Chief Election Officer as soon as practicable after the appointment has been made. Scrutineers must carry a copy of their appointment documents while present at a voting place.

Volunteers

Candidates and/or elector organizations may retain volunteers to take on election campaign-related activities – such as preparing and distributing flyers, canvassing, calling eligible voters and/or handling logistics. Third party sponsors may also use volunteers to undertake their advertising activities independent of an election campaign.

A volunteer who works on an election campaign **must not receive any payment or remuneration** for their services.

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in general local elections.

An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside its endorsed candidate(s) name and/or promote the candidate(s) and the organization's viewpoints during an election campaign.

Elector organizations are required to register with Elections BC to endorse candidates in an election, receive campaign contributions or incur election expenses. Elector organization registration information and forms are available from [**Elections BC's website**](#).

Elector organizations must also file annual financial reports with Elections BC detailing their finances, including campaign contributions received and all expenditures incurred.

THIRD PARTY SPONSOR REGISTRATION

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods. Refer to Elections BC's [***Guide for Local Third Party Advertising Sponsors in B.C.***](#) for detailed information regarding third party sponsors.

Third Party Sponsors

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with or on behalf of a candidate and/or elector organization.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfo BC at:

www.civicinfo.bc.ca/directories

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

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to legislative **questions about school trustee elections** please contact:

Ministry of Education and Child Care

Governance and Legislation Branch

Email: EDUC.Governance.Legislation@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

For answers to **questions about elector organization registration, election advertising, third party sponsors or campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683

TTY 1 888 456-5448

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

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 shall prevail.

Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.



ELECTIONS BC
A non-partisan Office of the Legislature

GUIDE TO CAMPAIGN FINANCING FOR LOCAL CANDIDATES AND FINANCIAL AGENTS IN B.C.

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INTRODUCTION

This guide has been developed to assist local candidates and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act](#) (LECFA).

It is the responsibility of all local candidates and their financial agents to ensure they understand and follow the rules. This guide is not considered legal advice by Elections BC. It is based on our current understanding of the legislation.

Where there is inconsistency between this guide and LECFA, LECFA will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking legal advice.

We encourage all local candidates and their financial agents to read this guide and other compliance materials for local elections on our website (elections.bc.ca).

We discourage the use of artificial intelligence (AI) to summarize guidance materials or prepare information required under LECFA. Use of AI will not be considered as a mitigating factor in instances of non-compliance.

A link to the [Local Elections Campaign Financing Act](#) is available on the Elections BC website (elections.bc.ca) or a printed copy can be purchased from Crown Publications (crownpub.bc.ca).

PRIVACY

Elections BC has the authority to collect, use, disclose and dispose of personal information under LECFA and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of LECFA.

For information about Elections BC's privacy policies, please visit elections.bc.ca/privacy or contact the **Privacy Officer, Elections BC** at 1-800-661-8683 or privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

DEFINITIONS

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

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. In addition to the required mailing address or email address, an individual or organization may provide an additional address for service. This may include: ▪ an email in addition to the mailing address, ▪ a mailing address in addition to the email address, or ▪ a fax number.
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 exclusively for the purposes of an 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.
Campaign contribution limit	The maximum value of campaign contributions that an eligible individual may provide.
Campaign financing arrangement	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 their elector organization.

Campaign financing records	The records maintained to complete financial reports required under LECFA.
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 election advertising	During the campaign period of a general local election, the definition of election advertising expands to include communications that take a position on an issue associated with a candidate or elector organization.
Campaign period expense	An election expense that is used in the campaign period. Most campaign period expenses are subject to an expense limit.
Candidate	In relation to 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 in relation to 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. Disclosure statements are commonly referred to as Campaign Financing Reports. Please note: these are different than a "Statement of Disclosure".
Election advertising	Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used in an election campaign 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.
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. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses.
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. A candidate may act as their own financial agent or appoint someone else to this position. A candidate or elector organization may not have more than one financial agent at the same time. Financial agents are responsible for understanding and following the rules under LECFA to avoid penalties such as deregistration, disqualifications, paying for administrative monetary penalties, or committing offences.
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	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
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 with the payment of a penalty fee, 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. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque or money order), a payment by credit card, any form of electronic payment or funds transfer, or any other form of monetary payment.
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 are paid from or reimbursed to a campaign account. All of the following expenses must be reasonable. (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other travel related expenses (c) child or family care if the candidate is usually responsible for (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.
Pre-Campaign Period	The period which begins on the 89th day before General Voting Day for a general local election, and which ends on the 29th day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making, accepting or failing to return prohibited contributions or loans.
Production cost	The value of producing election advertising, including fees such as graphic design, video production fees, etc.
Required contribution information	Information that must be recorded for all campaign contributions: (a) value of contribution, (b) date the contribution was made, and (c) full name, 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: (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. It includes the name of the advertising sponsor and appropriate contact information.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report that 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: ▪ 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: (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

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

General local elections are held every four years in British Columbia. General local elections include elections for:

- mayors and municipal councillors,
- regional district directors,
- school boards trustees,
- specified parks boards,
- local community commissions, and
- the Islands Trust.

Unlike provincial elections, local elections are not managed by one organization.

Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations.

Elections BC is responsible for administering the campaign financing and election advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA).

The [Ministry of Housing and Municipal Affairs](#) and [Ministry of Education and Child Care](#) also have responsibilities in local elections.

Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers in the local jurisdiction
Nomination process	Local election officers in the local jurisdiction
Financial rules for advertising	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations and third party sponsors	Elections BC
Legislation for local elections	Ministry of Housing and Municipal Affairs Ministry of Education and Child Care

Contact the jurisdiction or the [Ministry of Housing and Municipal Affairs](#), if you have questions about voting, responsibilities of elected officials, election proceedings, or the rules in the *Local Government Act*, *Community Charter* or *Vancouver Charter*.

Contact the school district or the [Ministry of Education and Child Care](#) if you have inquiries about the *School Act*.

Local election officers

Local election officers are appointed by local governments to administer local elections in their jurisdiction. They are responsible for:

- receiving nomination and endorsement documents,
- declaring candidates,
- administering voting opportunities,
- counting votes, and
- reporting election results.

Elections BC

Elections BC is a non-partisan, independent Office of the Legislature.

In local elections, Elections BC is responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA).

Elections BC does **not** administer voting, counting or results reporting at the local level, including 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, annual financial reports and supplementary reports
- assisting participants to understand the rules and requirements under LECFA
- registering local advertising sponsors and elector organizations
- undertaking investigations and audits

CAMPAIGN FINANCING

The [Local Elections Campaign Financing Act](#) (LECFA) has rules for candidates, elector organizations and third party sponsors. This includes disclosure and reporting requirements for campaign financing and election advertising.

Campaign financing periods

Election Period	Pre-campaign Period	Campaign Period	Filing Period	Assessment Period
→	→	→	→	→
Start of Election Period	Start of Pre-campaign Period	Start of the Campaign Period	Filing Deadline	Assessment Period
January 1 for general local elections, or the date the seat becomes vacant for by-elections Expenses used in this period must be reported on the campaign financing disclosure statement.	89 days before General Voting Day Election advertising transmitted to the public must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement.	28 days before General Voting Day Definition of election advertising is expanded to include issue based advertising, and limits apply to the value of election expenses used.	90 days after General Voting Day Campaign financing disclosure statements must be filed with Elections BC.	Elections BC conducts compliance reviews and audits of financial reports, and if non-compliance is identified, the file is forwarded for investigation and possible enforcement.

[s. 10]

Election Period

For General Local Elections, the election period begins at the start of the calendar year in which the general local elections will be held.

For local by-elections, the election period starts the day the seat became vacant.

At the beginning of the calendar year, annual campaign contribution limits are calculated and posted on the Elections BC website.

Pre-campaign period begins (general elections only)

89 days before General Voting Day and ends at the start of the campaigning period. By-elections do not have a pre-campaign period.

Election advertising must contain authorization statements from this date.

Candidate Nomination Applications

Local jurisdictions oversee the nominations process. Prospective candidates should reach out to their local chief election officer to learn more about nomination applications.

Nomination period begins

46 days before General Voting Day.

Before the end of nominations

As soon as practicable after an elector organization endorses a candidate, the candidate must provide the financial agent for the elector organization the details of any contributions accepted.

Nomination period ends

36 days before General Voting Day.

Before the campaign period begins

Endorsed candidates **MUST** enter into a campaign financing arrangement with their elector organization. The candidate, their financial agent and the elector organization's financial agent must all sign and date the campaign financing arrangement. Once completed, the arrangement must be sent to Elections BC.

Campaign period begins

28 days before General Voting Day and ends on General Voting Day. Election expense limits apply to expenses used in this period.

GENERAL VOTING DAY**Filing deadline for election financing disclosure statements**

90 days after General Voting Day.

All candidates and elector organizations are **required** to file even if they had no or financial transactions.

As soon as possible after General Voting Day

Financial agents should have all documents and financial records ready to prepare the required election financing disclosure statement.

Late filing deadline for election financing disclosure statements

120 days after General Voting Day.

Candidates and elector organizations who did not file at the filing deadline may file at the late filing deadline on payment of a late filing penalty of \$500.

All reports are received

Elections BC begins conducting compliance reviews and audits of disclosure statements submitted to our office. Candidates, elector organizations and financial agents should be prepared for communications with our office. Following a review, disclosure statements may be referred to our Investigations department for consideration of penalties.

Once the disclosure requirements are fulfilled, the candidate must keep all financial records in BC for 5 years.

FINANCIAL AGENTS

The financial agent is legally responsible for administering the candidate's campaign finances in accordance with LECFA. It is the financial agent's responsibility to know, understand and follow the rules under LECFA to avoid penalties such as disqualifications, administrative monetary penalties, or offences.

A candidate may either act as their own financial agent or appoint another person to this position. If a candidate chooses to act as their own financial agent, all financial agent responsibilities and requirements are theirs.

A candidate can only have one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

The financial agent must keep records and supporting documentation for all election financing activities, income and expenses. The financial agent is also responsible for ensuring disclosure statements are submitted in accordance with LECFA. Elections BC may request this documentation during the review process.

[s. 17, 22]

Appointment requirements

If a candidate is not acting as their own financial agent, **appointments must be made in writing**.

If the appointment or changes are made:

- before the voting results are declared, it must be sent to the local election officer.
- after the 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

[s. 17]

Responsibilities of financial agents

A financial agent is responsible for ensuring compliance with the rules and requirements of LECFA. It is critical that financial agents understand campaign financing rules. To support financial agents, Elections BC provides education and advice about campaign financing and disclosure statements.

Failure to comply with LECFA can result in a penalty or offence. In some cases, the financial agent may be responsible for paying the administrative monetary penalty, and in those cases, the financial agent's name will be published in information related to the contravention. We encourage all financial agents to engage with Elections BC's educational materials.

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 campaign to which they are appointed.
 - Failure to open a designated campaign account is an offence under LECFA and can result in penalties.
- Ensuring campaign contributions are only received from eligible individuals and documenting the eligibility of the contributors. Contributions from the candidate are subject to the same rules, recording and reporting requirements as any other contributions.
- Ensuring campaign contributions from eligible individuals do not exceed the contribution limit.
 - Contribution limits can be found on our website: elections.bc.ca/local-contributions
- Ensuring all transactions of money are made through the campaign account(s), including contributions from the candidate to their own campaign.
- Ensuring election advertising contains the required sponsorship information.
- Determining the market value of in-kind contributions and expenses, including from the candidate.
- Accepting and depositing permitted campaign contributions into a correct designated campaign account.
- Incurring, paying, recording and disclosing election expenses.
- Pre-approving all election expenses incurred by others, including the candidate.

- Making and receiving transfers of money between an endorsed candidate's own campaign account and their elector organization.
- Making and receiving in-kind transfers between an endorsed candidate and their elector organization.
- Filing a campaign financing disclosure statement for each campaign the financial agent is appointed for.
- Responding to questions from Elections BC after filing a disclosure statement and filing supplementary reports when required.
- Ensuring all required financial records are given to the candidate after the disclosure requirements are met. Records must be kept by the candidate in BC for 5 years after General Voting Day.

Financial agents may authorize another individual in writing to accept campaign contributions or to pay election expenses if they choose. The authorization **must be in writing** and the authorization kept as a part of the records.

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

Elections BC must be notified as soon as possible of changes to the financial agent or their contact information.

[s. 17, 18, 22, 23, 24, 26, 27, 28, 29, 30]

CAMPAIGN ACCOUNTS

A campaign account is an account in a savings institution such as a bank, credit union or trust company used exclusively for the election campaign. Candidates must have a campaign account if they intend to incur any election expenses. Even if a candidate does not plan to accept campaign contributions from other individuals and will be self-funding their campaign from their own money, they must still have a designated campaign account. The only time a campaign does not have to open a campaign account is if they have no monetary transaction of any sort.

All monetary transactions (e.g. contributions, transfers and expenses) must go through the dedicated campaign account. 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 that can be printed and given to the savings institution.

A campaign account is only valid for the election it was opened in. For example, an account for a general election must not be used for a by-election.

Similarly, if a candidate is running in multiple jurisdictions, they must have a separate campaign account for each campaign. For example, if a candidate is running in both a municipal election and a school board election, they must open two separate accounts. Failure to open a dedicated campaign account for each campaign is an offence.

Candidates **cannot** share an account and an endorsed candidate must have a separate account from their elector organization.

Each campaign account must be in the name of the election campaign. Examples of candidate campaign account names include:

“Alex Smith 2026 Vancouver General Local Election Campaign Account”

“Victoria By-Election Campaign Account of Alex Smith”

Campaign accounts must remain open until all financial transactions have been completed, including the disbursement of surplus funds.

Credit Card Purchases

The financial agent or those appointed in writing by the financial agent, may approve the use of a credit card for a purchase. However, receipts from the credit card purchase must be kept and submitted to the campaign for reimbursement from the campaign account.

Credit card purchases which are not reimbursed become a contribution from the individual and count towards the contribution limit.

[s. 18]

VOLUNTEERS

A volunteer is an individual who willingly performs free services for an election campaign. A candidate's campaign may have paid workers and volunteers. 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

When volunteering does and does not count as a contribution

A volunteer's services, or the use of their own property for the campaign do not count as a campaign contribution or election expense. These services do not need to be valued.

Example

A volunteer, Miranda, uses their own car to deliver lawn signs and brochures and is not repaid for these expenses from the campaign account. Since the volunteer is using their own property in relation to their volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

If someone is self-employed and provides services for free that they would normally charge for, it is **not** volunteering. That individual is making a campaign contribution, and the value of their services is an election expense. Financial agents must therefore value, record and disclose that contribution and expense. If the value of the services is more than the contribution limit, the balance must be paid for from the campaign account.

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.

[s. 13, 14, Schedule s. 1]

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 including after the election, provided that the contribution is related to that election campaign.

A campaign contribution can be a donation of money or goods, services, 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. Campaign contributions made by the candidate are subject to contribution limits.

[s.13-13.02]

Who can make campaign contributions

Campaign contributions can only be made by eligible individuals. It is an offence to make or accept contributions from ineligible contributors.

An eligible individual is:

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

Contributions cannot be made by organizations.

Financial agents are responsible for confirming and documenting the eligibility of contributors and maintaining supporting documents with the financial records.

[Schedule s. 1]

Making and accepting campaign contributions

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.

Contributions with insufficient information recorded may become prohibited contributions.

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized in writing by the financial agent. Individuals who are not authorized in writing by the financial agent must not accept contributions.

Example

A candidate has a large campaign team and is running multiple campaign events on the same day. The financial agent is running the first event, and the candidate asks a campaign volunteer to run the second event. At the second event, several people want to contribute to the campaign and the campaign volunteer accepts the contributions, collecting the necessary contact information, and passes it on to the financial agent later that day. Since the campaign volunteer was not authorized in writing by the financial agent to accept contributions, these contributions are prohibited and need to be returned to the contributors.

- Only eligible individuals may make campaign contributions. Financial agents and authorized individuals may only accept contributions from eligible individuals.
- Contributions from corporate accounts, preferential discounts from a company, or contributions from out of province are prohibited. Making or accepting ineligible contributions is an offence and monetary penalties may apply.
- The financial agent must confirm contributor eligibility. If contributions are accepted online through a website, there should be a declaration that the contributor must complete confirming they are an eligible individual.
- Contribution dates are based on when the contribution was accepted, not when it was deposited.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements. The financial agent must keep records of these details even if the contribution was less than \$100 and those details may not need to be reported.

- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- Campaign contributions of money must be deposited into the relevant campaign's account. If a contributor wants to contribute to more than one campaign, they must make those contributions separately. A contribution must be deposited into the corresponding campaign account.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money. The value of donated property and services counts towards the individual's contribution limit.
- 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.
- The value of a candidate's own property used in their own campaign is not a campaign contribution.
- Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, and proof of their eligibility, so the financial agent can record it.
- Anonymous contributions cannot be collected over the internet.

[s. 16, 20, 27, 29]

Contribution rules

It is important to know which campaign contributions are acceptable, which are prohibited, and which funds, property or services are **not** contributions. All contributions are subject to contributor eligibility requirements and the annual contribution limit.

Acceptable contributions	Prohibited	Not contributions
▪ money given to a financial agent or an individual they have authorized ▪ non-monetary property and services provided to the campaign ▪ money given by a candidate to their own campaign within their allowable limit ▪ anonymous contributions of \$50 or less ▪ a person purchasing goods or services from the candidate for more than market value	▪ 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, including how the individual meets the eligibility requirements ▪ making or accepting indirect campaign contributions ▪ making or accepting an anonymous campaign contribution of more than \$50 ▪ making or accepting a loan from an eligible individual that is over their contribution limit when combined with their contributions ▪ not repaying a loan or bill from an organization and the amount becoming a prohibited contribution	▪ 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 owned by a candidate and provided 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 periodical, radio or television program ▪ publications intended to be sold whether or not there was an election

Campaign contribution limits

All campaign contributions are subject to annual contributions limits. This limit sets the maximum amount eligible individuals may contribute to each campaign during a calendar year. The combined total of any monetary contribution, loans, or services made by an eligible individual to a candidate cannot exceed the contribution limit in a calendar year.

Purchases by candidates and other self-funding activities which are not reimbursed through the campaign account, are contributions and are counted toward the candidate's contribution limit.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant monetary penalties for exceeding a contribution limit. It is also an offence to fail to return or remit the funds in the time specified.

Campaign contribution limits are adjusted either by regulation or by changes to the consumer price index (CPI). Adjusted amounts are published on the [Elections BC website](#) and in the *B.C. Gazette*.

Contribution limits for unendorsed and endorsed candidates

- For **unendorsed** candidates (candidates who are not endorsed by an elector organization) contribution rules change depending on whether it is or is not an election year.
 - In an election year, an unendorsed candidate can contribute up to double the annual campaign contribution limit for their own campaign.
 - In a non-election year, an unendorsed candidate can contribute up to the contribution limit.
- For candidates **endorsed** by an elector organization, the limit applies to the elector organization and all of its endorsed candidates in a jurisdiction as a whole. 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 in each jurisdiction.
- If the eligible individual contributed the full contribution limit to an endorsed candidate's campaign, they would be unable to contribute to the electoral organization. However, the eligible individual could contribute 50% of the contribution limit to the endorsed candidate's campaign and 50% of the contribution limit to the elector organization.

As soon as practicable after an elector organization endorses a candidate in an election, the financial agent for the candidate must provide to the financial agent for the elector organization all campaign contribution information. This is done to ensure contribution limits are maintained.

[s. 30.04-30.05, 35, Regulation s. 70]

How to determine the value of the contribution

The value of a campaign contribution is the amount provided by the contributor, including any fees collected by an online payment system. If an individual contributes the maximum annual contribution amount online, and the payment system charges the contributor an extra \$2, the \$2 is now a prohibited contribution provided in excess of the annual limit.

Financial agents must also determine and report the value of in-kind contributions, such as goods and services. In-kind contributions must be reported at market value. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

As an example of valuing donated items at market value, if signs are donated to the campaign, the financial agent will:

- use the receipt if the signs are new, or
- get a quote from a vendor for the same quantity and quality of the signs given if the signs are old.

This quote, or the receipted value, will be saved for the financial records and the value used to determine the value of the contribution and also the value reported as an expense.

Note: If the campaign is reusing signs purchased by the candidate during a previous election, the market value will need to be determined as in the example above. The value will be used to report the expense only. There is no contribution in this case as the property already belonged to the candidate.

Foreign currency and cryptocurrency contributions must be valued at the market rate on the date of the contribution and are subject to the same contribution rules as other contributions.

[s. 16, 20, 27, 29]

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 campaign. The financial agent must record the value and date of the contribution and how it was received.

An example of an acceptable time to receive anonymous contributions is at a pass-the-hat activity at a fundraiser.

For example, at a fundraising function the financial agent 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 totaling \$112, and no one donates more than \$50.

Anonymous contributions must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. A contributor cannot ask for a contribution to be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

[s. 26, 29]

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.

For example, Miriam, an eligible individual, provides office furniture to Anne, a candidate, to use in their campaign office for one month. The furniture is normally rented for \$500 per month. Miriam is making a campaign contribution as an eligible individual to Anne of \$500, the market value of renting the furniture for one month.

[s. 16]

Required contributor information and other recording requirements for campaign contributions

Under LECFA, financial agents must keep accurate and detailed records of all financial transactions. Detailed records are important for election transparency, and they make it easier to complete your campaign financing disclosure statement.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the contribution,
- the date the contribution was made, and
- the contributor's eligibility.

Note: 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. Contributor addresses will be obscured prior to publication of the report.

There are some circumstances where a financial agent must decline the contribution. A contribution must come from an eligible individual. If a contribution appears to come from an ineligible individual, the financial agent must decline it.

If the contribution appears to come from multiple eligible individuals, the financial agent must decline the group contribution and collect one from each individual wishing to contribute. Indirect contributions are prohibited.

Example

A candidate is campaigning door-to-door and a contributor wishes to write a cheque to contribute up to the contribution limit on behalf of each of their three family members, who all live there but are not presently at home. The contributor is not allowed to make contributions on behalf of other individuals and then be reimbursed by those individuals later, as that is an indirect contribution and prohibited.

[s. 29]

Contributions of \$100 or more

Eligible individuals who make campaign contributions of **\$100 or more** to the same campaigns are significant contributors, and will be reported with full details of each contribution in the disclosure report. 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.

Example

If a contributor gives \$50 in total contributions to a campaign, their name and contribution details are not reported in the disclosure statement, even though these details must be collected in the financial records for the campaign.

If a contributor gives \$50 one month and then another \$50 a few months later, the contributor's information for both contributions must be reported on the \$100 and over contributions form.

Information about contributors who give a total of \$100 or more must be disclosed in the candidate's disclosure statement. This includes:

- full name and residential address of contributor,

- value of contribution, and
- date of contribution.

Elections BC will obscure contributor addresses before publishing disclosure statements.

[s. 29, 49]

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution and monetary penalties may apply.

If the financial agent becomes aware that a contribution is prohibited, they must return the contribution to the contributor, or an amount equal to its value, within 30 days of becoming aware of the prohibited contribution. Additional monetary penalties may apply if the funds are not returned within 30 days. The return must be from the corresponding campaign account.

If a prohibited contribution cannot be returned, such as an anonymous contribution over \$50, the financial agent must remit it to Elections BC as soon as practicable. Remitted funds can now be paid using the Pay BC Application at (<https://pay.gov.bc.ca>), or by mailing certified cheque or money order.

Examples of prohibited contributions

- Organizations cannot contribute or offer preferential discounts.

Example

A financial agent purchases campaign signs from a local sign shop. The sign shop wants to support the candidate's campaign and gives the candidate a preferential 20% discount. The 20% discount is not available to any other purchaser and would be considered a contribution. As businesses are not eligible contributors, it would be prohibited.

- Contributions over \$50 that are anonymous are prohibited.

Example

A financial agent receives an anonymous contribution of \$75 in an envelope under the door of the campaign office. The full amount is a prohibited contribution and must be remitted to Elections BC.

- Contributions over the annual contribution limit are prohibited.

Example

Carrie, an eligible individual, has already contributed the maximum annual amount during the calendar year and then makes another contribution of \$300. This \$300 over the contribution limit is prohibited and must not be accepted. If accepted in error, the \$300 must be returned to Carrie.

- Contributions over the limit may also include candidates or campaigns which overspend.

Example

If a candidate spends \$8,000 during a campaign but only receives \$3,000 in contributions, the remaining \$5,000 in expenses they pay themselves. The \$5,000 the candidate spent of their own money would be a campaign contribution, and the amount over the contribution limit is a prohibited contribution.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

[s. 26, 28, 29, 35, 68.13, 68.14, 68.17, 72.1]

Indirect contributions

Indirect campaign contributions are not allowed. This means that individuals may not give money, property or services to another person to make a campaign contribution. This applies to members of the same family.

Example

After a fundraising function, a group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for \$3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. This is a prohibited contribution because the other supporters did not use their own funds for the contribution. Indirect contributions are prohibited.

Public Safety Canada

Ensuring that contributions come from eligible individuals is an important measure to help prevent foreign interference in local elections. If you become aware of individuals who may be suspicious actors, or of any incidents that could pose concerns related to national security, you may contact Public Safety Canada for guidance on reporting potential foreign interference. More information is available at: <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/frgn-ntrfrnc/hr-en.aspx>.

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.

For example, if one person purchases five tickets at \$20 dollars each, that individual has made a contribution because the total price of the tickets is \$100. If the same individual only purchased two tickets for a total of \$40, then it would not be a contribution.

All money received at a fundraising function must be deposited into the campaign account and disclosed accordingly. Financial agents are not permitted to use cash received at the function to pay for expenses. They must deposit all income from the function into the corresponding campaign account(s) and pay for costs of the function from the campaign account(s) separately.

For example, if a beer and burger fundraiser is held at a pub which will receive half the proceeds of the ticket sales, the pub may not collect the money and then give the elector organization their share of the profit.

Goods or services donated to be sold to raise funds are contributions from the individual who donated them.

If the item sells for market value or below, the sales income is reported as fundraising income. If the donated item sells for over market value, the amount over market value is a contribution from the purchaser.

Example

If an eligible individual donates a laptop to auction at the fundraiser, and the market value for the laptop is \$600, the individual has made a \$600 contribution. If the laptop sells at the auction for \$500, then the sale amount is not a contribution and is recorded as \$500 in other fundraising income.

However, if the laptop sells for \$750, the \$600 market value, is other fundraising income, and the \$150 over the market value is recorded as a contribution from the eligible individual who bought the laptop at the auction.

Any anonymous contributions received at the fundraiser, for example from a pass-the-hat, will also be reported as contributions on the fundraising function form. The financial agent must ensure they track how many people attend the event so they have a number of individuals to report on the disclosure statement.

Income generated from fundraisers must be deposited into the corresponding campaign account(s), and expenses must be paid from the same campaign account(s).

[s. 13, 13.01,16]

Loans and outstanding debts

Financial agents may receive loans from eligible individuals and savings institutions for campaign use. A loan which remains unpaid becomes a campaign contribution which may lead to a prohibited contribution.

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,
 - the date the loan was made,
 - the amount of the loan, and
 - due date of the loan.
- if the loan is received from a savings institution:
 - the name of the savings institution,
 - date the loan was made,

- amount of the loan,
- due date of the loan,
- interest rate of the loan, and
- the prime rate of interest at the time the loan is made.

Loans to campaigns from savings institutions cannot have a preferential interest rate and the interest rate cannot be less than prime at the time of the loan.

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. There are monetary penalties for making or accepting prohibited loans.

Any loan or debt that remains unpaid for six months after it becomes due converts into 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.

[s. 13, 13.02, 18, 22, 27.01-27.02, 30.05, 35, 68.15, 68.16]

Other income and transfers received

Other deposits that are not campaign contributions or permissible loans are recorded and reported as other income.

All money received by the campaign must be deposited into the campaign account. The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers of money or goods and services between an endorsed candidate and their elector organization. Transfers can be made at any time, including after General Voting Day

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between an endorsed candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the elector organization that made or received the transfer

For in-kind transfers between an endorsed 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 that made or received the transfer

For example, if an elector organization provides election signs to its endorsed candidate, then the elector organization will report the market value of the signs as a transfer given, and the endorsed candidate will report the same amount as a transfer received.

Because both the giver and receiver are required to report the transfer, the transaction information should be consistently reported by both the endorsed candidate and their elector organization. The financial agent should ensure the value and date of the each transfer is recorded and reported consistently.

[s. 13, 18, 22, 23, Regulation s. 6, 13]

EXPENSES AND EXPENSE LIMITS

Election expenses

An election expense is the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate or elector organization. This applies whether the item or service was used in the election period, the campaign period, or both.

Goods produced by a candidate from their own property are not campaign expenses if the materials were already owned prior to their decision to run for office.

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by the financial agent or an individual authorized in writing by the financial agent, and
- 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.

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete and accurate to meet the disclosure requirements in LECFA. These records can be requested by Elections BC at any time.

Details for record keeping include:

- 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 made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

Valuing election expenses

The value of an election expense is determined using the price paid or market value.

The following rules apply for determining the value of expenses:

- the price paid for the property or services, including any production costs, or
- if no price is paid or if the price paid is lower than the market value, the market value of the property or services. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Valuing reused materials

- It is common for candidates to reuse signs from previous elections. Although no money has been spent from the current campaign, the signs must be valued and reported as an election expense.
- The market value is the cost of buying new materials of the same quality and quantity. A quote should be obtained to determine the current price of the goods.
- If the reused materials are used during the campaign period, the full value must be reported on the disclosure statement as a campaign period election expense subject to limits.
- If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, those costs are included in the value of the election expense.

For example, if a campaign reuses 100 signs owned by the candidate from a previous election, the financial agent should get a quote from a sign maker for the price to create 100 new signs of the same size and materials and use this to value the expense for the reused signs. If the quote says that \$350 is the cost to have new signs printed of the same quality and amount, then \$350 will be reported as an expense subject to the limit.

Note: There is no amount paid on reused items owned by the candidate, this will create a known source of variance in the reporting between total income and expenses of the campaign.

Election period and campaign period expenses

Candidates are subject to expense limits. Exceeding the campaign expense limit carries serious penalties. If an elected candidate exceeds their expense limit, they will lose their seat.

It is important to note that election expenses must be reported for when they are used. Candidates and elector organizations cannot defer payment of expenses to avoid campaign expense limits.

When calculating expenses, financial agents must report the full value of the expense. This includes material used in production of an item. Incorrect calculations of expenses can result in campaigns exceeding their limits, which is an offence.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day.
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before General Voting Day.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
- Election expenses used in the campaign period are campaign period expenses.

Some expenses are divisible, and can be prorated based on when they are used.

For example, brochures can be apportioned between the election period and the campaign period based on when they were distributed.

Example

If the financial agent buys 200 brochures, and 100 are mailed out in the election period, the value of those 100 brochures are reported in the election period and not subject to the expenses limit. If the remaining 100 are mailed out in the campaign period, the value of those 100 will be campaign period election expenses and subject to the expenses limit.

If only a portion of property or services is used by the campaign, only that portion is an election expense. The unused portion is an intended election expense and is recorded as an other expense.

Example

If a financial agent buys 200 brochures and distributes 100, then half the cost will be reported as an election expense, and the other half as an intended election expense as other expenses.

Campaigns are permitted to incur expenses after the close of voting such as celebration parties and thank-you cards.

These post campaign period expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

[s.10, 14, 15, 22, 30]

Examples of Expenses

The list below is of examples only and does not include every type of campaign expense.

Election expenses	Election expenses that are not subject to the limit	Not election expenses
▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ signs reused or repurposed from previous elections ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ professional photographs, videographers, and any other costs associated with the production of 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) ▪ paid canvassing in person, by phone or over the internet ▪ campaign office costs ▪ bank fees	▪ sign, nomination or damage deposits if they are refunded ▪ candidate's personal expenses if paid or reimbursed from campaign account ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ interest on a permissible loan to a candidate's campaign for election period or campaign period expenses ▪ expenses that were intended to be used as election expenses but were not, for example leftover brochures that were not distributed	▪ 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 (such as news stories, interviews, current affairs program, etc.) ▪ producing, promoting or distributing a candidate's publication if it was planned to be sold whether or not there was an election

Expense limits

Election expense limits are the maximum amounts of campaign period expenses that a candidate may use in a campaign period.

Elections BC publishes and enforces expense limits but is not responsible for their calculation. The Ministry of Housing and Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation 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.

Elections BC must publish the expense limits by 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, visit elections.bc.ca/local-expense-limits.

[s. 14, 49, 63.01-63.04, 63.05, 63.06, Regulations s. 72-74]

Campaign financing arrangements

All candidates who are endorsed by an elector organization **must** have a campaign financing arrangement with their elector organization. Campaign financing arrangement forms can be found on the [Local Forms | Elections BC](#) page.

Elector organizations are not allowed to incur campaign period expenses unless the candidate shares their expense limit with the elector organization 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 their 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.

A campaign financing arrangement must be:

- filed with Elections BC directly,
- on the regulated form,
- completed before the start of the campaign period, and
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization.

The amounts listed for the candidate and the elector organization must equal the total expense limit if the expense limit is to be shared.

Amendments or terminations

Campaign financing arrangements may be amended or terminated. Amendments or terminations must be on Elections BC regulated forms.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than General Voting Day**.
- A termination of a campaign financing arrangement must be done **before the start of the campaign period**.

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.

[s. 63.07-63.11, Regulation s. 75-79]

Shared election expenses

A shared election expense is when two or more candidates agree to share in an election expense.

Each candidate's campaign must pay for and report their portion of the shared election expense. If one campaign pays for the expense directly, they must be repaid by the other campaign(s) for their portion of the expense. Candidates are not allowed to incur or pay for expenses on behalf of another candidate, and must be repaid or reimbursed for any shared expenses.

If 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

Two candidates decide to share signs that promote them both equally. The signs cost \$500. Each candidate's financial agent must account for their share (\$250). Each campaign may pay the vendor directly, or one candidate's financial agent may pay the vendor and other candidate's financial agent can pay their \$250 to the financial agent who paid the vendor. All payments and deposits must be made using the candidates' campaign accounts.

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, 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

[s. 16, Schedule s. 1, s. 44, Regulation ss. 12-13, 13, 25-26]

ELECTION ADVERTISING

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign periods.

Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign period or campaign period for a local election.

In the campaign period, election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.

Election advertising is only regulated during the pre-campaign period and campaign period. Advertising conducted outside of these periods is not subject to election advertising rules. However, advertising activities during the election period and prior to pre-campaign period are still advertising expenses of the campaign and must be recorded and disclosed.

Examples

Election advertising	Not election advertising
▪ 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) ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote	▪ personal or private communications ▪ free media coverage (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, X, Instagram, Snapchat, YouTube, etc.) that also was free to produce ▪ free person-to-person phone calls and text messages ▪ websites or blogs that do not have hosting or production fees ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Who is the sponsor of election advertising

Election advertising must be reported by the advertising sponsor. The sponsor of election advertising is the individual or organization that pays for the communication to be transmitted, unless the cost of transmission is provided as a contribution.

The advertising sponsor must report the value of election advertising which includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

For example, if it cost \$500 to produce an advertisement and \$150 to transmit or post the advertisement, then the total cost of the advertisement is \$650.

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 personal Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (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

Note: The Canadian Radio-television and Telecommunication Commission (CRTC) also provides rules for unsolicited telecommunications made by political entities, including candidates and their campaigns. If your campaign is planning to contact the public through unsolicited communications, please ensure you familiarize yourself with the rules available at: <https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>

It is prohibited for candidates and elector organizations to sponsor election advertising in conjunction with a third party sponsor. Furthermore a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

[s. 7, 9, 16, Regulation s. 10]

Determining the value of election 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 and taxes).

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and subject to the expense limit.

Election advertising offered free of charge to all individuals and organizations has a market value of zero; however, the value of preparing the advertising is still an election expense.

For example if an advertisement cost \$500 to create but was published on a free platform, then the total cost of the advertising is \$500.

Advertising suppliers are prohibited from giving special discounts to preferred candidates.

Determining the sponsor of election advertising

The sponsor of election advertising is the individual or organization that is conducting the advertising.

The candidate is still the sponsor even if the advertising is paid for as a campaign contribution from an eligible individual and the advertising is conducted at the direction of the financial agent.

Note: A third party sponsor is an individual or organization that creates and pays for their own election advertising promoting or opposing a candidate or elector organization, or promoting or opposing an issue closely associated with a candidate or elector organization.

Sponsorship information on election advertising

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods.

Sponsorship information must include:

- the name of the financial agent,
- an indication that it was authorized by the identified financial agent, 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.

There are monetary penalties for failing to include sponsorship information. See page 50 for more information.

For example:

- Authorized by Jay Smith, j.smith@email.com
- Authorized by Rae Jones, 250-555-1234

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.

For example:

Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

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 directly to the website, landing page or profile page that contains it.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot be on the back of the sign.

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.

For example: Authorized by Jay Smith, j.smith@email.com and Rae Jones, 250-555-1234.

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. Contact your local government for more information about election sign bylaws in your area.

The [Ministry of Transportation and Transit](#) regulates sign placement on provincial highways. Please refer to the Ministry's policy at www.Gov.bc.ca/electionsigns.

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 or see the website at www.bc1c.ca to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Campaigning restrictions on General Voting Day

Election advertising is not permitted within 100 metres of a voting place while voting is being conducted.

An individual or organization must not transmit election advertising to the public on General Voting Day except for:

- election advertising on the internet as long as the advertising was transmitted to the public before General Voting Day and was not changed before the close of voting.
 - For example, if advertising purchased on a monthly basis and General Voting Day is included in that purchase and cannot be removed, then the advertising will be permitted.
 - It is not permitted to schedule election advertising for General Voting Day, such as paid Facebook posts.
- advertising on the internet that is for the sole purpose of encouraging voters to vote,
- advertising by means of signs, posters or banners outside of the 100 metre restriction, and
- distributing pamphlets outside of the 100 metre restriction.

Permitted on General Voting Day	Not permitted on General Voting Day
▪ using free social media ▪ free person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ election advertising on the internet as long as the advertising was not changed on General Voting Day or is solely to encourage voters to vote ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ campaign meetings or rallies outside of 100 metres of a voting place	▪ scheduling paid ads on the internet including paid social media posts on Facebook, X, Instagram, etc. ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ campaign meetings or rallies within 100 metres of a voting place ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

Note: Under the Canadian Radio-television and Telecommunication Commission (CRTC) rules, unsolicited telecommunications made on behalf of political entities can only occur on General Voting Day between the hours of 10 a.m. and 6 p.m. (<https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>)

[s. 45]

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

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)

[s. 44, Regulation s. 20-21]

SURPLUS CAMPAIGN FUNDS

Surplus campaign funds are the balance of money left in a campaign account after all financial transactions are completed. Financial agents 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 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.

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, and any accumulated interest, 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.

[s. 24]

DISCLOSURE STATEMENTS

Financial agents are responsible for filing disclosure statements with Elections BC, 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 are commonly referred to as “campaign financing reports”. These are different than the statement of disclosure which would have been submitted with a candidate’s nomination documents.

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 campaign.

All disclosure statements must be completed on Elections BC forms, which can be found on our [Local Forms | Elections BC](#) page.

Candidates who were endorsed by an elector organization must include the most recent copy of their campaign financing arrangement with their disclosure statement.

More information on how to complete disclosure statements and supplementary reports can be found on our website at [Local Guides | Elections BC](#).

[s. 46, 49]

Submitting the report

The campaign financing disclosure statement must be received by Elections BC by 90 days after General Voting Day. If the deadline falls on a weekend or holiday, the filing deadline is moved to the next business day.

The cover page must be signed by the candidate and the appointed financial agent (if relevant) for the report to be accepted as filed. Forms can be found on our website at the [Local Forms | Elections BC](#) page.

Failure to file a campaign financing disclosure statement has significant penalties.

If a candidate fails to file a report, they will be disqualified from running for local office until after the next General Local Elections. If the candidate was elected, they will lose their seat and a by-election will need to be held.

If an elector organization fails to file an election report or supplementary report then their endorsed candidates will also be disqualified and those elected will lose their seats. The elector organization will also be deregistered.

An application to the Supreme Court for relief from disclosure requirements may be made.

It is 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.

Names of late filers and non-filers will be published on our website at elections.bc.ca.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Secure Online Filing Application (SOFA) - (Preferred):** Scanned reports or forms that are filled electronically can be directly uploaded to SOFA which is accessible through *Elections BC Services*. Please note that an account **must** be set up to use SOFA: <https://services.electionsbc.gov.bc.ca/Portal/>
- **Email:** Scanned reports may be sent to electoral.finance@elections.bc.ca.
- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
A postmark is not acceptable as proof of delivery by the deadline, so ensure reports are mailed well before the deadline.
- **Courier:** Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8
Ensure reports are sent early enough to be received by the deadline.
- **Personal delivery:**
 - Elections BC at Suite 100 - 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (closed weekends and statutory holidays)

Elections BC will confirm receipt of your report once it have been received. If there are any issues with your submission that prevent it from being accepted, Elections BC may contact you so you can resolve issues before the filing deadline.

[s. 47, 57, 64, 85]

Late filing

If an acceptable campaign financing disclosure statement is not received by the filing deadline, the name of the candidate will be published by Elections BC for failure to file a report by the legislated deadline and the local jurisdiction will be notified.

A report may be filed late provided it is received:

- within 30 days of the filing deadline, and
- is accompanied by a \$500 late filing fee.

The late filing fee is payable by cash, money order or certified cheque to the Minister of Finance. Alternatively, you may pay the late filing fee online using PayBC. There are significant penalties if a financial report is not filed by the late filing deadline.

[s. 47]

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 must also inform the local jurisdiction 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 is a complete filing of all of the reporting forms. 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

[s. 54]

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. Failure to keep the records for the legislated time frame is an offence. Elections BC can request these records at any time as a part of their review process.

These records must include:

- copies of the disclosure statements
- 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.

[s. 22, 86]

Public information

Campaign financing reports are made available on the [Elections BC website](#) after the filing deadline. They may also be viewed at the Elections BC office in Victoria.

Prior to publication, LECFA requires Elections BC to redact from the report any addresses or telephone numbers that have been disclosed for candidates and significant contributors.

This requirement does **not** apply to an address or telephone number provided by a financial agent. Since this information is included on the published campaign financing report, financial agents should be aware that this information is publicly visible.

Local jurisdictions must also provide public access to disclosure statements.

Copies of campaign financing reports may be obtained from either Elections BC or the local authorities for a fee.

[s. 58, 59]

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.

For more information on the investigations process and to see currently posted administrative monetary penalties, see: elections.bc.ca/events-services/investigations/.

Posted monetary penalties can be found here: elections.bc.ca/events-services/investigations/administrative-monetary-penalties/.

A list of disqualified candidates and advertising sponsors is available on the Elections BC website (elections.bc.ca/local-elections/disqualification-lists) and at the Elections BC office in Victoria.

[s. 60]

Court orders for relief

Financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

An application to the Supreme Court for relief from a financial penalty must be filed before the compliance deadline.

Candidates and financial agents applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#) (LECFA).

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, Kings' 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.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca





ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO CAMPAIGN FINANCING FOR ELECTOR ORGANIZATIONS AND FINANCIAL AGENTS IN B.C.

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INTRODUCTION

This guide has been developed to assist elector organizations 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 activities conducted by elector organizations.

It is the responsibility of all elector organizations and their financial agents to ensure they understand and follow the rules. This guide is not considered legal advice by Elections BC. It is based on our current understanding of the legislation.

Where there is inconsistency between this guide and LECFA, LECFA will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking legal advice.

We encourage all elector organizations and their financial agents to read the most recent version of this guide and other compliance materials for local elections on our website ([elections.bc.ca](#)).

We discourage the use of artificial intelligence (AI) to summarize guidance materials or prepare information required under LECFA. Use of AI will not be considered as a mitigating factor in instances of non-compliance.

A link to the [Local Elections Campaign Financing Act](#) is available on the Elections BC website ([elections.bc.ca](#)) or a printed copy can be purchased from Crown Publications ([crownpub.bc.ca](#)).

PRIVACY

Elections BC has the authority to collect, use, disclose and dispose of personal information under LECFA and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of LECFA .

For information about Elections BC's privacy policies, please visit [elections.bc.ca/privacy](#) or contact the **Privacy Officer, Elections BC** at 1-800-661-8683 or [privacy@elections.bc.ca](#) or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

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. In addition to the required mailing address or email address, an individual or organization may provide an additional address for service. This may include: ▪ an email in addition to the mailing address, ▪ a mailing address in addition to the email address, or ▪ a fax number.
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 exclusively for the purposes of an 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.
Campaign contribution limit	The maximum value of campaign contributions that an eligible individual may provide.
Campaign financing arrangement	A written arrangement between an endorsed candidate and their elector organization that determines the amounts 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 and financial reports 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 or for five years after the reporting deadline for a financial report.
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 election advertising	During the campaign period of a local election, the definition of election advertising expands to include communications that take a position on an issue associated with a candidate or elector organization.
Campaign period expense	An election expense that is used in the campaign period. Most 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	Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used in an election campaign 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.
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. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses.
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. 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	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
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. This 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: (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.
Pre-Campaign Period	The period which begins on the 89th day before General Voting Day for a general local election, and which ends on the 29th day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are administrative monetary penalties for making or accepting prohibited contributions or loans.
Required contributor information	Information that must be recorded for all campaign contributions: (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: (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. It includes the name of the advertising sponsor and appropriate contact information.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report. 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: ▪ 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: (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

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

General local elections are held every four years in British Columbia. General local elections include elections for:

- mayors and municipal councillors,
- regional district directors,
- school boards trustees,
- specified parks boards,
- local community commissions, and
- the Islands Trust.

Unlike provincial elections, local elections are not managed by one organization.

Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations.

Elections BC is responsible for administering the campaign financing and election advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA).

The [Ministry of Housing and Municipal Affairs](#) and [Ministry of Education and Child Care](#) also have responsibilities in local elections.

Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers in the local jurisdiction
Nomination process	
Financial rules for advertising	Elections BC
Campaign financing and disclosure rules	
Registration of elector organizations and third party sponsors	
Legislation for local elections	Ministry of Housing and Municipal Affairs Ministry of Education and Child Care

Contact the jurisdiction or the [Ministry of Housing and Municipal Affairs](#), if you have questions about voting, responsibilities of elected officials, election proceedings, or the rules in the *Local Government Act*, *Community Charter* or *Vancouver Charter*.

Contact the school district or the [Ministry of Education and Child Care](#) if you have inquiries about the *School Act*.

Local election officers

Local election officers are appointed by local governments to administer local elections in their jurisdiction. They are responsible for:

- receiving nomination and endorsement documents,
- declaring candidates,
- administering voting opportunities,
- counting votes, and
- declaring election results.

Elections BC

Elections BC is a non-partisan, independent Office of the Legislature.

In local elections, Elections BC is responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA).

Elections BC does **not** administer voting, counting or results reporting at the local level, including 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, annual financial reports and supplementary reports
- assisting participants to understand the rules and requirements under LECFA
- registering local advertising sponsors and elector organizations
- undertaking investigations and audits

Information on how to complete disclosure statements can be found on the Elections BC website.

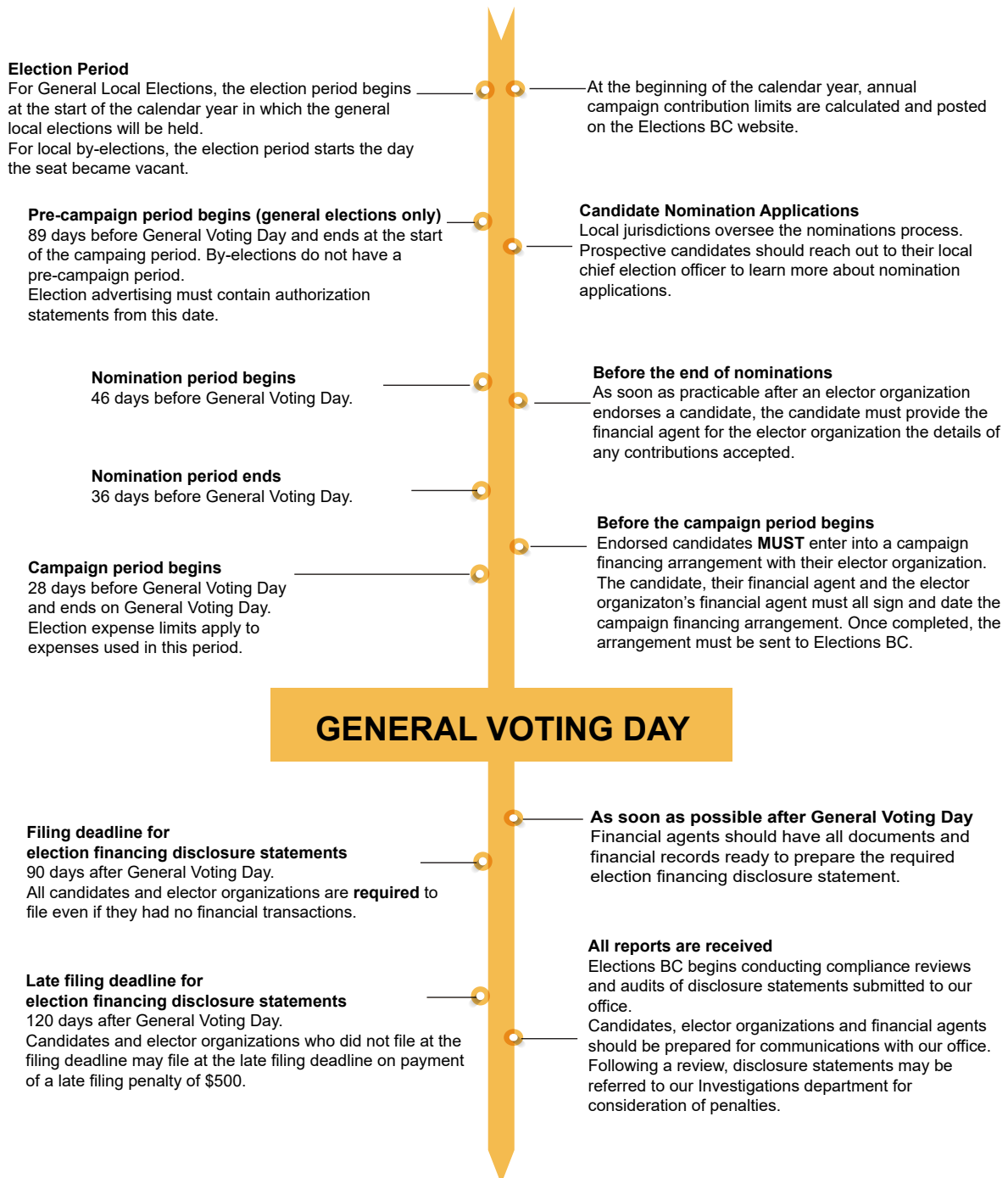
CAMPAIGN FINANCING

The [Local Elections Campaign Financing Act](#) (LECFA) has rules for candidates, elector organizations and third party sponsors. This includes disclosure and reporting requirements for campaign financing and election advertising.

Campaign financing periods

Election Period	Pre-campaign Period	Campaign Period	Filing Period	Assessment Period
→	→	→	→	→
Start of Election Period	Start of Pre-campaign Period	Start of the Campaign Period	Filing Deadline	Assessment Period
January 1 for general local elections, or the date the seat becomes vacant for by-elections Expenses used in this period must be reported on the campaign financing disclosure statement.	89 days before General Voting Day Election advertising transmitted to the public must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement.	28 days before General Voting Day Definition of election advertising is expanded to include issue based advertising, and limits apply to the value of election expenses used.	90 days after General Voting Day Campaign financing disclosure statements must be filed with Elections BC.	Elections BC conducts compliance reviews and audits of financial reports, and if non-compliance is identified, the file is forwarded for investigations and possible enforcement.

[s. 10]



Once the disclosure requirements are fulfilled, the authorized principal official must keep all financial records in B.C. for 5 years.

ELECTOR ORGANIZATION REGISTRATION

Elector organizations must be registered with Elections BC before they can endorse candidates, receive campaign contributions, enter into a campaign financing arrangement, or incur election expenses. Elector organizations that do any of these things prior to registration with Elections BC may be subject to significant penalties.

As part of the registration process, the elector organization must appoint in writing a financial agent, an authorized principal official, and at least one other responsible principal official.

More information about the requirement and process for registering an elector organization is available on the Elections BC website.

Appointment of financial agents and principal officials

An elector organization must appoint a financial agent before it accepts any contributions, incurs any election expenses, or becomes responsible for paying any election-related costs.

An elector organization can only have one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

Principal officials are individuals in the elector organization who have agreed to take on official responsibilities under LECFA.

[s. 19]

Responsibilities of financial agents

The financial agent is legally responsible for administering elector organization's campaign finances in accordance with the LECFA. It is critical that financial agents understand and follow campaign financing rules to avoid penalties such as disqualifications, administrative monetary penalties or offences.

Failure to comply with LECFA can result in a penalty or offence. In some cases, the financial agent may be responsible for paying the administrative monetary penalty, and in those cases, the financial agent's name will be published in information related to the contravention. To support financial agents, Elections BC provides education and advice about campaign financing and disclosure statements. We encourage all financial agents to engage with our educational materials.

The financial agent must keep records and supporting documentation for all election financing activities, income and expenses, as the financial agent is responsible for ensuring disclosure statements are submitted in accordance with LECFA. Elections BC may request this documentation during the review process.

Financial agents are also 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 campaign to which they are appointed.
 - Failure to open a designated campaign account is an offence under LECFA and can result in monetary penalties.
- Ensuring campaign contributions are only received from eligible individuals.
- Ensuring campaign contributions from eligible individuals do not exceed the contribution limit.
 - Contribution limits can be found on our website: elections.bc.ca/local-contributions
- Ensuring all transactions of money are made through the appropriate campaign account(s).
- 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 into the correct campaign account.
- Incurring, paying, recording and disclosing election expenses.
- Pre-approving all election expenses incurred by others.
- Making and receiving transfers of money between the elector organization and its endorsed candidates.
- Making and receiving in-kind transfers between the elector organization and its endorsed candidates.
- Filing a campaign financing disclosure statement for each campaign the financial agent is appointed for.
- Filing annual financial reports for each organization the financial agent is appointed for.
- Responding to questions from Elections BC after filing a disclosure statement or report and filing supplementary reports when required.
- Ensuring all required financial records are given to the authorized principal official after the disclosure requirements are met. Records must be kept in B.C. for 5 years.

Financial agents may authorize another individual in writing to accept campaign contributions or to pay election expenses if they choose. The authorization **must be in writing** and the authorization kept as a part of the records.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of an elector organization 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.

Elections BC must be notified as soon as possible of changes to the financial agent or their contact information.

[s. 19, 20, 22]

Responsibilities of principal officials

All elector organizations are required to have at least two principal officials when they register: the authorized principal official and the responsible principal official.

The authorized principal official:

- makes declarations required under LECFA or other local elections legislation in relation to the elector organization, including the declarations for registration, and
- is required to retain all records as required for at least five years after General Voting Day.

The financial agent will provide the financial records to the authorized principal official once they have completed their reporting responsibilities with Elections BC.

Elections BC must be notified as soon as possible of any changes to the officials or their contact information.

[s. 21]

Financial agent appointment requirements

Financial agent **appointments must be made in writing** during the elector organization registration. If the appointment changes the registration must be updated with 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 authorized principal official and financial agent

To appoint or change a financial agent or their information, complete form 4044464 found on the Elections BC website.

[s. 19]

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 an election campaign. An elector organization must have at least one campaign account for each election campaign. An unregistered elector organization cannot accept any campaign contributions or incur any expenses.

All monetary transactions (e.g. contributions, transfers and expenses) must go through the dedicated campaign account.

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 that can be printed and given to the savings institution.

Campaign accounts are only to be used for each election event. For example, an account for a general election must not be used for a by-election.

Similarly, if an elector organization is running in multiple jurisdictions and operating multiple campaigns, they must have a separate campaign account for each campaign. For example, if an elector organization is running campaigns for both a municipality and a school district, they must open two separate accounts. Failure to open a dedicated campaign account for each campaign is an offence.

Financial agents **cannot** share an account and an endorsed candidate must have a separate account from their elector organization.

Campaign expenses for a given campaign must only be paid for from its dedicated campaign account and contributions to a given campaign must only be deposited into its campaign account. Expenses and contributions cannot be paid from one account and then transferred between campaign accounts.

For example, if a contribution is for a municipal campaign, then it must be deposited into the municipal account. An individual cannot contribute a single cheque for both a municipal campaign and a school district campaign as the contributions must be deposited directly into the designated account. Similarly, if an expense is to be shared between a municipal and a school district campaign, the payments for each share must come directly from each of the two campaign accounts.

A campaign account may not be used for any other purposes other than the election campaign it is associated with.

Each campaign account must be in the name of the election campaign. Examples of campaign account names include:

“Elector Organization Name Municipal Account 2026 Vancouver General Local Election”

“Elector Organization Name Municipal Account 2026 Victoria General Local Election”

“Elector Organization Name School District 61 2026 General Local Election”

Campaign accounts must remain open until all financial transactions have been completed, including the disbursement of surplus funds.

Credit Card Purchases

The financial agent or those appointed in writing by the financial agent, may approve the use of a credit card for a purchase. However, receipts from the credit card purchase must be submitted to the financial agent to be reimbursed from the campaign account, and retained as part of the elector organization’s records.

Credit card purchases which are not reimbursed become a contribution from the individual and count towards the contribution limit.

[s. 20, 30]

VOLUNTEERS

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

A campaign may have paid campaign workers and/or volunteers.

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

When volunteering does and does not count as a contribution

A volunteer's services, or the use of their own property for the campaign do not count as a campaign contribution or election expense. These services do not need to be valued.

For 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.

If someone is self-employed and provides services for free that they would normally charge for, it is **not** volunteering. That individual is making a campaign contribution, and the value of their services is an election expense. Financial agents must therefore value, record and disclose that contribution and expense. If the value of the services is more than the contribution limit, the balance must be paid for from the campaign account.

For example, Martin is a self-employed communications professional. An elector organization wants to prepare its officials 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 elector organization has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

[s. 13, 14, Schedule s. 1]

CAMPAIGN CONTRIBUTIONS

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

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

Membership fees paid to an elector organization are also campaign contributions.

[s.13-13.02]

Who can make campaign contributions

Campaign contributions can only be made by eligible individuals. It is an offence to make or accept contributions from ineligible contributors.

An eligible individual is:

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

Campaign contributions cannot be made by organizations.

Elector organizations cannot contribute to candidates. They may only transfer funds to their endorsed candidates.

Financial agents are responsible for confirming the eligibility of contributors and maintaining supporting documents with the financial records.

[Schedule s. 1]

Making and accepting campaign contributions

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.

Contributions with insufficient information recorded may become prohibited contributions.

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized in writing by the financial agent. Individuals who are not authorized in writing by the financial agent must not accept contributions.

For example, an elector organization has a large campaign team and is running multiple campaign events on the same day. The financial agent is running the first event, and the elector organization asks a campaign volunteer to run the second event. At the second event, several people want to contribute to the campaign and the campaign volunteer accepts the contributions, collecting the necessary contact information, and passes it on to the financial agent later that day. Since the campaign volunteer was not authorized in writing by the financial agent to accept contributions, these contributions are prohibited and need to be returned to the contributors.

- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.

For example, contributions from corporate accounts, preferential discounts from a company, or contributions from out of province are prohibited. Making or accepting ineligible contributions is an offence and monetary penalties may apply.

- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Records should be kept of how the financial agent confirmed the individual's eligibility.
- Campaign contributions of money must be deposited directly into the campaign account the contribution was made to. If an elector organization has more than one campaign, eligible contributions must be made separately for each campaign which an eligible individual contributes to.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.

- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money. The value of donated goods and services counts towards the individual's contribution limit.
- If property or services are provided by an eligible individual to the elector organization 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.
- If property or services are purchased by an eligible individual from the elector organization at more than market value, the eligible individual is making a campaign contribution. The value of the contribution is the difference between the purchase price and the market value.
- The value of a candidate's own property used in their own campaign is not a campaign contribution.

Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, and proof of their eligibility, so the financial agent can record it.

Anonymous contributions cannot be collected over the internet.

Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions. All campaign contributions are subject to the eligibility and limit restrictions.

Acceptable contributions	Prohibited	Not contributions
▪ money given to a financial agent or an individual they have authorized ▪ non-monetary property and services provided to the campaign ▪ money given by a candidate to the elector organization endorsing them ▪ anonymous contributions of \$50 or less ▪ a person purchasing goods or services from the campaign for more than market value	▪ 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, including how the individual meets the eligibility requirements ▪ making or accepting indirect campaign contributions ▪ making or accepting an anonymous campaign contribution of more than \$50 ▪ making or accepting a loan from an eligible individual that is over their contribution limit when combined with their contributions ▪ not repaying a loan or bill from an organization and the amount becoming a prohibited contribution	▪ services provided by a volunteer including the use of their own property in that role (such as a volunteer using their own car to drive around and put up signs) ▪ transfers of money, property, or services between an elector organization and its endorsed candidates ▪ free transmission of election advertising if offered equitably to all candidates (such as free publications from the jurisdiction) ▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program

Campaign contribution limits

Eligible individuals are subject to a limit for campaign contributions. This limit sets the maximum amount eligible individuals may contribute to each campaign during a calendar year. The annual contribution limit applies to the total amount of contributions received by the elector organization, including all candidates endorsed by the elector organization.

The combined total of any monetary contribution, loans, or services made by an eligible individual to the elector organization and its endorsed candidates cannot exceed the contribution limit in a calendar year.

The limit applies to the elector organization and all of its endorsed candidates in a jurisdiction as a whole. 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 in each jurisdiction.

If the eligible individual contributed the full contribution limit to an endorsed candidate's campaign, they would be unable to contribute to the electoral organization. However, the eligible individual could contribute 50% of the contribution limit to the endorsed candidate and 50% of the contribution limit to the elector organization.

Campaign contribution limits are adjusted at the start of each calendar year for changes to the consumer price index (CPI). Adjusted amounts are published on the Elections BC website (elections.bc.ca/local-contributions) and in the *B.C. Gazette*.

Additional amount for election years

In the year of the election, a group of candidates endorsed by the same elector organization may collectively contribute **a combined total** equal to the annual contribution limit.

For example, Candidate 1 could contribute 20% of the annual contribution limit, Candidate 2 could contribute 50% of the annual contribution limit, and Candidate 3 could contribute 30% of the annual contribution limit. Collectively, they have reached the combined contribution limit for endorsed candidates.

This additional amount is only available during the year of an election.

Excess campaign contributions

When an elector organization endorses a candidate in an election, the financial agent for the candidate must give to the financial agent for the elector organization all campaign contribution information. This is done to ensure contributors do not exceed the limits.

If there are excess campaign contributions, the financial agent for the elector organization must return them.

For example, if a financial agent for an elector organization discovers that an eligible contributor has contributed the annual limit of campaign contributions to an elector organization and also contributed \$500 in campaign contributions to one of its endorsed candidates, this contributor has made a prohibited contribution of \$500. This is because the contribution limit is shared between the elector organization and its endorsed candidates. The financial agent for the elector organization must return the excess amount of \$500 to the contributor. If this is not possible, the excess \$500 needs to be paid to the B.C. Chief Electoral Officer as soon as is practicable.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant penalties for exceeding a contribution limit.

[s. 30.04, 30.05, Regulation s. 70]

How to determine the value of the contribution

The value of the contribution is the amount provided by the contributor and it includes any fees collected by a payment system. If an individual makes a credit card contribution in 2026 for \$1,429.70 and the credit card company withholds 2% as a payment processing fee, the value of the contribution is still \$1,429.70, even if the elector organization only receives \$1,401.11.

Financial agents must also determine and report the value of in-kind contributions, such as goods and services. In-kind contributions must be reported at market value. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

As an example of valuing donated items at market value, if signs are donated to the campaign, the financial agent will:

- use the receipt if the signs are new, or
- get a quote from a vendor for the same quantity and quality of the signs given if the signs are old.

This quote, or the receipted value, will be saved for the financial records and the value used to determine the value of the contribution and also the value reported as an expense.

Note: If the campaign is reusing signs they purchased during a previous election in this election, the market value will need to be determined via quote as in the example above, but the value will be used to report the expense only. There is no contribution in this case as the property already belonged to the elector organization.

Foreign currency and cryptocurrency contributions must be valued at the market rate on the date of the contribution and are subject to the same rules and requirements as other contributions.

[s. 16, 20, 26, 27, 28, 29]

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 elector organization. The financial agent must record the value and date of the contribution and how it was received.

An example of an acceptable time to receive anonymous contributions is at a pass the hat activity at a fundraiser.

For example, at a fundraising function the financial agent 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 totaling \$112, and no one donates more than \$50.

Anonymous contributions must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. A contributor cannot ask for a contribution to be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

[s. 26, 29]

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.

For example, Miriam, an eligible individual, provides office furniture to an elector organization, to use in the campaign office for one month. The furniture is normally rented for \$500 per month. Miriam is making a campaign contribution as an eligible individual to the organization of \$500, the market value of renting the furniture for one month.

[s. 16]

Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records are required under the legislation and will make completing the campaign financing disclosure statements easier.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the campaign contribution,
- the date the campaign contribution was made, and
- how they confirmed the contributor's eligibility,

Note: 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.

There are some circumstances where a financial agent must decline the contribution. A contribution must come from an eligible individual. If a contribution appears to come from an ineligible individual, the financial agent must decline it.

If a contribution appears to come from multiple eligible individuals, the financial agent must decline the group contribution and collect one from each individual wishing to contribute. Indirect contributions are prohibited.

Please note the value of a contribution is the amount provided by the contributor.

Contributions received through online platforms may be subject to fees that are deducted from the contribution. In these cases, the value of a contribution is the total amount provided by the contributor, **not** the amount after the fees are deducted.

For example, an elector organization may use an online payment platform that charges them \$2.00 for every transaction. If a contributor makes a \$100 contribution through the online platform, and the platform deducts the \$2.00 fee from this amount, the contribution must still be recorded as \$100, even though the elector organization only received \$98.00. The \$2.00 fee should be recorded as an expense on the expenses forms.

The amount of a campaign contribution is the amount paid by the contributor, not the amount received by the elector organization.

Unpaid debts may become contributions. This could result in prohibited contributions from organizations or over limit contributions for eligible individuals.

[s. 29]

Contributions of \$100 or more

Eligible individuals who make campaign contributions of **\$100 or more** to the same campaigns are significant contributors. The full details of contributions received from significant contributors must be reported in the disclosure report. 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.

For example, if a contributor gives \$50 in total contributions to a campaign, then they are not a significant contributor. If a contributor gives \$50 one month and then another \$50 a few months later, then the contributor is a significant contributor who has contributed \$100 to the campaign and must be reported on the over \$100 contributions form.

Information about contributors who give a total of \$100 or more must be disclosed in the elector organization's disclosure statement. This includes:

- full name and residential address of contributor,
- value of contribution, and
- date of contribution.

Elections BC will obscure residential addresses of contributors prior to publishing disclosure statements.

[s. 29, 50]

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution and monetary penalties may apply.

If the prohibited contribution cannot be returned, such as an anonymous contribution over \$50, the financial agent must remit it to Elections BC as soon as practicable.

If the financial agent becomes aware that a contribution is prohibited, they must return the contribution to the contributor, or an amount equal to its value, within 30 days of becoming aware of the prohibited contribution. The return must be from the corresponding campaign account.

Remitted funds can now be paid using the Pay BC Application at (<https://pay.gov.bc.ca>), or by mailing certified cheque or money order.

Examples of prohibited contributions

- A financial agent receives an anonymous contribution of \$75 in an envelope under the door of the campaign office. Can the financial agent keep \$50 and just remit the \$25 over the \$50 anonymous contribution limit? No. The full amount is a prohibited contribution and must be remitted to Elections BC.
- Carrie, an eligible individual, has already contributed the maximum annual amount during the calendar year when she makes another contribution of \$300 to the same campaign. This \$300 over the contribution limit is prohibited and must not be accepted. If accepted in error, the \$300 must be returned to Carrie.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

[s. 28, 29, 68.13]

Indirect contributions

Indirect campaign contributions are not allowed. This means that individuals may not use or give money, property or services to another person for the purpose of making a campaign contribution. This applies to members of the same family, as related individuals are not exempt from the prohibition on indirect contributions.

For example, after a fundraising function, a group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for \$3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. Because the other supporters did not use their own funds for the contribution, it would be prohibited.

Public Safety Canada

Ensuring that contributions come from eligible individuals is an important measure to help prevent foreign interference in local elections. If you become aware of individuals who may be suspicious actors, or of any incidents that could pose concerns related to national security, you may contact Public Safety Canada for guidance on reporting potential foreign interference. More information is available at: <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/frgn-ntrfrnc/index-en.aspx>.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, an elector organization 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.

For example, if one person purchases five tickets at \$20 dollars each, that individual has made a contribution because the total price of the tickets is \$100. If the same individual only purchased two tickets for a total of \$40, then it would not be a contribution.

All money received at a fundraising function must be deposited into the campaign account. 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 appropriate campaign account(s) and pay for costs of the function from the campaign account(s) separately.

For example, if a beer and burger fundraiser is held at a pub which will receive half the proceeds of the ticket sales, the pub may not collect the money and then give the elector organization their share of the profit.

If the total ticket sales is \$400 and \$200 is to go to the venue, the financial agent must collect and record the details of all of the \$400 in sales and contributions. Then the financial agent must pay the venue their \$200 as an expense of the function. The venue cannot sell the tickets and then give the financial agent the \$200 in profit as that would be a contribution from an organization, which is prohibited.

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.

For example, if an eligible individual donates a laptop for sale at auction at the fundraiser, and the market value for the laptop is \$600, the individual has made a \$600 contribution.

If the laptop sells at the auction for \$500, then the sale amount is not a contribution it is recorded as \$500 in other fundraising income.

However, if the laptop sells for \$750, the value of \$600, the market value, is other fundraising income, and the \$150 over the market value recorded as a contribution from the eligible individual who bought the laptop at the auction.

[s. 13, 13.01,16]

Loans and outstanding debts

Elector organizations may receive loans from eligible individuals and savings institutions for campaign use. A loan which remains unpaid becomes a campaign contribution which may lead to a prohibited contribution.

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,
 - the date the loan was made,
 - the amount of the loan, and
 - due date of the loan.
- if the loan is received from a savings institution:
 - the name of the savings institution,
 - date the loan was made,
 - amount of the loan,
 - due date of the loan,
 - interest rate of the loan, and
 - the prime rate of interest at the time the loan is made.

Loans to campaigns from savings institutions cannot have a preferential interest rate and the interest rate cannot be less than prime at the time of the loan.

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. There are monetary penalties for making or accepting prohibited loans.

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.

[s. 13, 13.02, 22, 27.01, 27.02, 28]

Other income and transfers received

Other deposits that are not campaign contributions or permissible loans are recorded and reported as other income.

All money received by the campaign must be deposited into the campaign account. The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account(s).

Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers of money or goods and services between an endorsed candidate and their elector organization. Transfers can be made at any time, including after General Voting Day

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between an endorsed candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the candidate that made or received the transfer

For in-kind transfers between an endorsed 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 candidate that made or received the transfer

For example, if an elector organization provides election signs to its endorsed candidate, then the elector organization will report the transfer as a transfer given on the other expenses and transfers given form at the market value of the signs. The endorsed candidate will report the market value of the signs as a transfer received on the other expenses and transfers received form.

The information and dates on the elector organization's report and the information on the candidate's report should reconcile.

[s. 13, 22, 23, Regulation s. 6, 14, 23(5)]

EXPENSES AND EXPENSE LIMITS

Election expenses

An election expense is the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate or elector organization. This applies whether the item or service was used in the election period, the campaign period, or both.

Elector organizations:

- cannot share election expenses with other elector organizations.
- cannot promote, share expenses with, or contribute to candidates that are not endorsed by the elector organization.
- can only transfer funds or goods and services with their endorsed candidates.

Goods produced by a candidate from their own property are not campaign expenses if the materials were already owned prior to their decision to run for office.

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by the financial agent or an individual authorized in writing by the financial agent, and
- 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.

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete and accurate enough to meet the disclosure requirements in LECFA. These records can be requested by Elections BC at any time.

Details for record keeping include:

- 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 other 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.

[s. 14, 22, 30, Regulation s. 38-40]

Valuing election expenses

The value of an election expense is the market value of the property or services used in an election campaign, determined as follows:

- the price paid for the property or services, including any production costs, applicable taxes, or
- if no price is paid or if the price paid is lower than the market value, the market value of the property or services. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Valuing reused materials

- It is common for elector organizations and candidates to reuse signs from previous elections. Although no money has been spent from the current campaign, the signs must be valued and reported as an election expense.
- The market value is the cost of buying new materials of the same quality and quantity. A quote should be obtained to determine the current price of the goods.
- If the reused materials are used during the campaign period, the full value must be reported on the disclosure statement as a campaign period election expense subject to limits.
- If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, those costs are included in the value of the election expense.

For example, if a campaign reuses 100 signs owned by the candidate from a previous election, the financial agent should get a quote from a sign maker for the price to create 100 new signs of the same size and materials and use this to value the expense for the reused signs. If the quote says that \$350 is the cost to have new signs printed of the same quality and amount, then \$350 will be reported as an expense subject to the limit.

Note: There is no amount paid on reused items owned by the elector organization, this will create a known source of variance in the reporting between total income and expenses of the campaign.

Election period and campaign period expenses

Candidates have campaign period expense limits, which they can choose to share with their elector organization. Exceeding the campaign expense limit carries serious penalties.

It is important to note that election expenses must be reported for when they are used. Candidates and electoral organizations cannot defer payment of expenses to avoid campaign expense limits.

When calculating campaign period expenses subject to limits, the full value of any and all materials used in the campaign period should be captured. Incorrect calculation of campaign period expenses could cause a campaign to accidentally exceed the limits, which is an offence.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day.
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before General Voting Day.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day. For local elections in 2026, this is September 19th.
- Election expenses used in the campaign period are campaign period expenses.

Some expenses are divisible, and can be prorated based on when they are **used**.

For example, brochures can be apportioned between the election period and the campaign period based on when they were distributed. For example, if the financial agent buys 200 brochures, and 100 are mailed out in the election period, the value of those 100 brochures are reported in the election period and not subject to the expenses limit. If the remaining 100 are mailed out in the campaign period, the value of those 100 will be campaign period election expenses and subject to the expenses limit.

If only a portion of property or services is used by the campaign, only that portion is an election expense. The unused portion is an intended election expense and is recorded as an other expense.

For example, if a financial agent buys 200 brochures but distributes 100, then half the cost will be reported as an election expense, and the other half as an intended election expense as an other expense.

Campaigns are permitted to incur expenses after the close of voting such as celebration parties and thank-you cards.

These post campaign period expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

[s.10, 14, 15]

Examples of Expenses

The list below is of examples only and does not include every type of campaign expense.

Election expenses	Election expenses that are not subject to the limit	Not election expenses
▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ signs reused or repurposed from previous elections ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ professional photographs, videographers, and any other costs associated with the production of 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) ▪ paid canvassing in person, by phone or over the internet ▪ campaign office costs ▪ bank fees	▪ sign, nomination or damage deposits if they are refunded ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ cost of any communication an elector organization transmits exclusively to its members ▪ property and services used exclusively for the day-to-day administration of an elector organization office that operates on a continued basis outside of a campaign period ▪ interest on a permissible loan for election period expenses or campaign period expenses.	▪ 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 (such as news stories, interviews, current affairs program, etc.)

Expense limits

Election expense limits is defined by the maximum value of campaign period expenses that a candidate may use in a campaign period.

Elections BC publishes and enforces expense limits but is not responsible for their calculation. The Ministry of Housing and Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation 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.

Elections BC must publish the expense limits by May 31 in the year of general local elections.

Elector organizations cannot incur campaign period expenses that are subject to limits unless they have entered into a campaign financing arrangement with each of their candidates prior to the campaign period.

For by-elections, the expense limits for the most recent general local elections apply.

If an elector organization exceeds their portion of the candidate expense limit as determined in the campaign financing arrangements:

- monetary penalties will apply
- they may be deregistered
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at elections.bc.ca/local-expense-limits.

[s. 63.01-63.04]

Campaign financing arrangements

A campaign financing arrangement (CFA) 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.

All candidates who are endorsed by an elector organization **must** have a campaign financing arrangement with their elector organization. Campaign financing arrangement forms can be found on the [Local Forms | Elections BC](#) page.

Elector organizations are not allowed to incur campaign period expenses unless they share an endorsed candidate's expense limit under a campaign financing arrangement.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

A campaign financing arrangement must be:

- filed with Elections BC directly,
- on the regulated form,
- **completed before the start of the campaign period,**
- submitted directly to Elections BC, and
- signed by **the candidate, the candidate's financial agent** (if applicable) and **the financial agent of the elector organization.**

The amounts listed for the candidate and the elector organization must equal the total expense limit if the expense limit is to be shared.

Amendments or terminations

Campaign financing arrangements may be amended or terminated. Amendments or terminations must be on Elections BC regulated forms.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than General Voting Day.**
- A termination of a campaign financing arrangement must be done **before the start of the campaign period.**

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.

[s. 63.07-63.11, Regulation s. 15, 75-79]

ELECTION ADVERTISING

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign periods.

Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign period or campaign period for a local election.

In the campaign period, election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.

Election advertising is only regulated during the pre-campaign period and campaign period. Advertising conducted outside of these periods is not subject to election advertising rules. However, advertising activities outside of the pre-campaign and campaign periods are still advertising expenses of the elector organization and must be recorded and disclosed.

Examples

Election advertising	Not election advertising
▪ 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) ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote	▪ personal or private communications ▪ free media coverage (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, X, Instagram, Snapchat, YouTube, etc.) ▪ free person-to-person phone calls and text messages ▪ websites or blogs that do not have placement cost ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Who is the sponsor of election advertising

Election advertising must be reported by the advertising sponsor. The sponsor of election advertising is the individual or organization that is paying for the communication to be transmitted. If the communication is provided free of charge as a contribution to a candidate, elector organization or third party sponsor, the sponsor is the individual or organization to which the service is provided.

The advertising sponsor must report the value of election advertising which includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

For example, if it cost \$500 to produce an advertisement and \$150 to play or post the advertisement, then the total cost of the advertisement is \$650.

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.
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (such as news stories, editorials, radio interviews, etc.)
- a communication by an individual or group sent directly to their members, employees or shareholders

Note: The Canadian Radio-television and Telecommunication Commission (CRTC) also provides rules for unsolicited telecommunications made by political entities, including candidates and their campaigns. If your campaign is planning to contact the public through unsolicited communications, please ensure you familiarize yourself with the rules available at: <https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>

It is prohibited for candidates and elector organizations to sponsor election advertising in conjunction with a third party sponsor. Furthermore a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

[s. 7, 9, 16, Regulation s. 10]

Determining the value of election 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.).

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.

Election advertising offered for free equally to all candidates or elector organizations has a market value of zero. However, the value of preparing the advertising is still an election expense.

For example if an advertisement cost \$500 to create but was posted to a free platform, then the total cost of the advertising is \$500.

Advertising suppliers are prohibited from giving discounts to candidates or elector organizations.

Sponsorship information on election advertising

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods.

Sponsorship information must include:

- the name of the financial agent,
- an indication that it was authorized by the identified financial agent,
- 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.

There are monetary penalties for failing to include sponsorship information. See page 50 for more information.

For example: Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत

604-123-4567

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 directly to the website, landing page or profile page that contains it.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

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.

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. Contact the local authority for more information about election sign bylaws in your area.

The [Ministry of Transportation and Transit](#) regulates sign placement on provincial highways. Please refer to the Ministry's policy at www.Gov.bc.ca/electionsigns.

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 or see the website at www.bc1c.ca to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Campaigning restrictions on General Voting Day

Election advertising is not permitted within 100 metres of a voting place while voting is being conducted.

An individual or organization must not transmit election advertising to the public on General Voting Day except for:

- election advertising on the internet as long as the advertising was transmitted to the public before General Voting Day and was not changed before the close of voting.
 - For example, if advertising purchased on a monthly basis and General Voting Day is included in that purchase and cannot be removed, then the advertising will be permitted.
 - It is not permitted to schedule election advertising for General Voting Day, such as paid Facebook posts.
- advertising on the internet that is for the sole purpose of encouraging voters to vote,
- advertising by means of signs, posters or banners outside of the 100 metre restriction, and
- distributing pamphlets outside of the 100 metre restriction.

Permitted on General Voting Day	Not permitted on General Voting Day
▪ using free social media ▪ free person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ election advertising on the internet as long as the advertising was not changed on General Voting Day or is solely to encourage voters to vote ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ campaign meetings or rallies outside of 100 metres of a voting place	▪ scheduling paid ads on the internet including paid social media posts on Facebook, X, Instagram, etc. ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ campaign meetings or rallies within 100 metres of a voting place ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

Note: Under the Canadian Radio-television and Telecommunication Commission (CRTC) rules, unsolicited telecommunications made on behalf of political entites can only occur on General Voting Day between the hours of 10 a.m. and 6 p.m. (<https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>)

[s. 45]

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

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)

[s. 44, Regulation s. 20-21]

SURPLUS CAMPAIGN FUNDS

Surplus campaign funds are the balance of money left in a campaign account after all financial transactions are completed. Financial agents must record the amount of surplus campaign funds left in an elector organization's campaign account once all election expenses and any other reasonable expenses incidental to the elector organization's election campaign have been finalized.

Any surplus funds remaining in the account following the payment of election expenses and other reasonable incidental expenses must remain in the authorized account until deregistration.

Upon deregistration, an elector organization's surplus funds may be paid to the elector organization, or in accordance with the directions of the elector organization.

Surplus funds from a previous campaign are not permitted to be used for an election campaign other than the campaign for which they were raised.

[s.20]

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 elector organization and for every jurisdiction that the elector organization endorsed candidates in.

All disclosure statements must be completed on Elections BC forms, which can be found on our [Local Forms | Elections BC](#) page.

Financial agents for elector organizations are also responsible for filing other types of reports beyond the disclosure statements and supplementary reports required for General and By-Elections. These include Annual Financial Reports and Deregistration Reports.

Some disclosure statements may require multiple supplementary reports to be submitted before they are deemed complete and accurate records of campaign financial activity.

More information on how to complete disclosure statements and supplementary reports can be found on our website at [Local Guides | Elections BC](#).

Submitting the report

The campaign financing disclosure statement must be received by Elections BC by 90 days after General Voting Day. If the deadline falls on a weekend or holiday, the filing deadline is moved to the next business day.

The cover page must be signed by the appointed financial agent and the authorized principal official for the report to be accepted as filed. Forms can be found on our website at the [Local Forms | Elections BC](#) page.

Failure to file an initial or supplementary report has significant penalties.

If an elector organization fails to file an election report or supplementary report then their endorsed candidates will also be disqualified and those elected will lose their seats. The elector organization will also be deregistered.

It is an offence to fail to file a disclosure statement or supplementary report and a 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.

Names of late filers and non-filers will be published on our website at elections.bc.ca.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Secure Online Filing Application (SOFA) - (Preferred):** Scanned reports or forms that are filled electronically can be directly uploaded to SOFA which is accessible through *Elections BC Services*. Please note that an account **must** be set up to use SOFA: elections.bc.ca/services
- **Email:** Scanned reports may be sent to electoral.finance@elections.bc.ca.
- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
A postmark is not acceptable as proof of delivery by the deadline, so ensure reports are mailed well before the deadline.
- **Courier:** Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8
Ensure reports are sent early enough to be received by the deadline.
- **Personal delivery:**
 - Elections BC at Suite 100 - 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (closed weekends and statutory holidays)

Elections BC will confirm receipt and acceptance of submissions once they have been accessed. If there are any issues with your submission that prevent it from being accepted, Elections BC may contact you so you have an opportunity to resolve those issues before the filing deadline.

[s. 57, 64, 85]

Late filing

If a campaign financing disclosure statement is not accepted by the filing deadline, the name of the registered elector organization will be published by Elections BC for failure to file a report by the legislated deadline and the local jurisdiction will be notified.

A report may be filed late provided it is received:

- within 30 days of the filing deadline, and
- is accompanied by a \$500 late filing fee

The late filing fee is payable by cash, money order or certified cheque to the Minister of Finance. Alternatively, you may pay the late filing fee online using PayBC. There are significant penalties if a financial report is not filed by the late filing deadline.

[s. 47]

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 must also inform the local authority of any supplementary reports required and notify the candidates endorsed by the elector organization.

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 is a complete filing of all of the reporting forms. 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

[s. 54]

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. Failure to keep the records for the legislated time frame is an offence. Elections BC can request these records at any time as a part of their review process

These records must include:

- copies of the disclosure statements
- 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 authorized principal official of the elector organization becomes responsible for retaining records and materials.

[s. 22, 86]

Public information

Campaign financing reports are made available on the Elections BC website (elections.bc.ca/frpc) after the filing deadline. They may also be viewed at the Elections BC office in Victoria.

Prior to publication, LECFA requires Elections BC to redact from the report any addresses or telephone numbers that have been disclosed for candidates and significant contributors.

This requirement does not apply to address or telephone number provided by a financial agent. Since this information is included on the published campaign financing report, financial agents should be aware that this information is publicly visible.

Local authorities must also provide public access to the disclosure statements.

Copies of campaign financing reports may be obtained from either Elections BC or the local authorities for a fee.

[s. 58, 59]

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.

For more information on the investigations process and to see currently posted administrative monetary penalties, see: (elections.bc.ca/events-services/investigations).

Posted monetary penalties can be found here: elections.bc.ca/events-services/investigations/administrative-monetary-penalties/.

A list of disqualified candidates and advertising sponsors is available on the Elections BC website (elections.bc.ca/local-elections/disqualification-lists) and at the Elections BC office in Victoria.

[s. 60]

Court orders for relief

Financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

An application to the Supreme Court for relief from a financial penalty must be filed before the compliance deadline.

Candidates and elector organizations applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#) (LECFA).

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, Kings 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.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca



THE CORPORATION OF THE DISTRICT OF SUMMERLAND
BYLAW NUMBER 2018-017

**A bylaw to provide for the determination of various procedures for the conduct of
local government elections and assent voting.**

<i>Consolidated for convenience to include the following Bylaws: 2022-020; 2026-006</i>

WHEREAS under the *Local Government Act* Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

NOW THEREFORE, the Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Election and Assent Voting Bylaw No. 2018-017”.

2. ELECTOR REGISTRATION

The most current available Provincial list of voters prepared under the *Election Act* shall form the register of resident electors and shall become the register of electors on the 52nd day prior to general voting day¹.

3. ADVANCE VOTING OPPORTUNITIES

3.1 Required Advance Voting

As required under section 107 of the *Local Government Act*, in addition to the required advance voting opportunity on the 10th day before general voting day, the Wednesday² before General Election Day is hereby established as an

¹ Amendment Bylaw No. 2022-020 (May 24, 2022).

² Amendment Bylaw No. 2026-006 (March 25, 2026)

advance voting opportunity for elections and assent voting.

3.2 Additional Advance Voting

As authorized under section 108 of the *Local Government Act*, the Council authorizes the chief election officer to establish dates for additional voting opportunities to be held in advance of general voting day and to designate the voting places and set the voting hours for these voting opportunities.

4. SPECIAL VOTING OPPORTUNITIES

(a) As authorized under section 109 of the *Local Government Act*, special voting opportunities will be provided, and the chief election officer is hereby authorized to establish the dates, locations, and voting hours within the limits set out in section 99 of the *Local Government Act*, for the special voting opportunities.

(b) The following restrictions apply as to who may vote at the special voting opportunities:

- (i) Residents, or visiting family;
- (ii) Patients or visiting family; or
- (iii) Employees

Of the special voting locations as determined by the chief election officer.

(c) The procedures for voting and for conducting the voting proceedings for the special voting opportunities; shall be in accordance with “Automated Voting Machines Authorization Bylaw No. 2000-112”:

(d) The chief election officer is authorized to limit the number of candidate representatives who may be present at the special voting opportunity.

5. ADDITIONAL GENERAL VOTING OPPORTUNITIES

As authorized under section 106 of the *Local Government Act*, additional voting opportunities for general voting day may be provided and the chief election officer is hereby authorized to designate the voting places and set the voting hours within the limits set out in section 106 of the *Local Government Act*, for the additional general voting opportunities³.

³ Amendment Bylaw No. 2022-020

6. ORDER OF NAMES ON BALLOT

The order of names of candidates on the ballot will be determined by lot in accordance with section 117 of the *Local Government Act*.

7. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

8. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS⁴

- a) The chief election officer must give public access to nomination documents by posting on the District of Summerland Website⁵ or other electronic means from the time of delivery to the Chief Election Officer until 30 days after the declaration of the election results under section 146 of the *Local Government Act*.
- b) A person who inspects or otherwise accesses nomination documents under this section must not use the information included in the documents except for the purposes prescribed in the *Local Government Act*.
- c) The Chief Election Officer must give public access to elector organization endorsement documents by posting on the Internet or other electronic means for the period prescribed in the *Local Government Act*.

9. REPEAL

Upon coming into force of this bylaw, "General Local Government Election (2014) Bylaw No. 2014-011" is hereby repealed.

Read a first time this 28 day of May, 2018.

Read a second time this 28 day of May, 2018.

Read a third time this 28 day of May, 2018.

⁴ Amendment Bylaw No. 2022-020 (May 24, 2022)

⁵ Amendment Bylaw No. 2026-006 (March 25, 2026)

Adopted by the Municipal Council of the Corporation of the District of Summerland
this 11th day of June, 2018.

Mayor

Corporate Officer

BOARD OF EDUCATION SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

BYLAW NO. 1 - Trustee Elections 2026

A bylaw to provide for the determination of various procedures
for the conduct of trustee elections.

WHEREAS the *School Act* provides that the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

AND WHEREAS in School District No. 67 (Okanagan Skaha), trustee elections are held in the following trustee electoral areas:

Trustee Electoral Area	Trustee Electoral Area Description	Number of Trustees
1	City of Penticton	Four (4)
2	District of Summerland	Two (2)
3	Electoral Areas D, E, F and I of the Regional District of Okanagan-Similkameen)	One (1)

NOW THEREFORE, the Board of Education of School District No. 67 (Okanagan Skaha), in an open meeting, hereby **ENACTS AS FOLLOWS**:

1. DEFINITIONS

- a. The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act* except as the context indicates otherwise.

- b. **“Board”** means the Board of Education of School District No. 67 (Okanagan Skaha).

“Election” means a trustee election.

“By-election” means a trustee election to fill a vacancy on the school board in any of the circumstances described in Section 36 of the *School Act*.

“Chief Election Officer” means the person appointed to perform the duties of chief election officer under the applicable legislation.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of a general school elections or a by-election.

“Local Government(s)” means, as applicable, the City of Penticton, District of Summerland and/or the Regional District of Okanagan Similkameen”

“Minister” means the Minister of Education and Child Care.

2. APPLICATION

This bylaw applies to both general school trustee elections and By-elections, except as otherwise indicated in this bylaw.

3. AGREEMENT WITH OTHER LOCAL GOVERNMENTS

Pursuant to Section 38 of the *School Act*, the Board authorizes the Secretary-Treasurer and/or the Chief Election Officer to enter into agreements on its behalf with other Local Governments for the purpose of conducting trustee elections.

4. VOTERS LIST

- a. In Trustee Electoral Area 1, the election bylaws of the City of Penticton will determine the eligible electors.
- b. In Trustee Electoral Area 2, if the District of Summerland conducts all or part of the trustee election, the election bylaws of the District of Summerland will determine the eligible electors for that trustee election or part of that trustee election.
- c. In Trustee Electoral Area 3, if the Regional District of the Okanagan-Similkameen conducts all or part of the trustee election, the election bylaws of the Regional District of the Okanagan Similkameen will determine the eligible electors for that trustee election or part of that trustee election.
- d. If the Board conducts all or part or part of the trustee election in Trustee Electoral Areas 1 or 2, the most current available provincial list of voters prepared under the *Election Act* is the register of resident voters. The provincial list of voters will be adopted as the register of resident electors no later than 52 days before general voting day for any trustee election or part of a trustee election to which this provision applies.

5. APPLICATION OF LOCAL GOVERNMENT BYLAWS

- a. In Trustee Electoral Area 1, the election bylaws of the City of Penticton (including bylaws that address voting machines and mail ballot voting) apply to trustee elections conducted by the City of Penticton, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the Local Government bylaws may not by law apply to a trustee election.
- b. In Trustee Electoral Area 2, if the District of Summerland conducts all or part of the trustee election, the elections bylaws of the District of Summerland apply to that trustee election or part of that trustee election conducted by the District of Summerland, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the Local Government bylaws may not by law apply to a trustee election.
- c. In Trustee Electoral Area 3, if the Regional District of the Okanagan-Similkameen conducts all or a part of the trustee election, the elections bylaws of Regional District of the Okanagan-Similkameen apply to trustee elections conducted by the Regional District of the Okanagan-Similkameen, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after

judicial recount, or any other matter on which the Local Government bylaws may not by law apply to a trustee election.

6. ELECTIONS CONDUCTED BY BOARD OF EDUCATION

The following provisions apply to those trustee elections which the Board conducts on its own behalf.

a. Required Advance Voting Opportunities

As required by the *Local Government Act* and the *School Act*, advance voting opportunities will be held:

- i. on the tenth day before General Voting Day; and
- ii. three days before General Voting Day.

b. Additional Advance Voting Opportunities

The Chief Election Officer is authorized to establish dates for additional advance voting opportunities for each election and to designate the voting places, and the voting hours for these voting opportunities.

c. Additional General Voting Opportunities

The Chief Election Officer is authorized to establish additional general voting opportunities for General Voting Day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

d. Special Voting Opportunities

In order to give electors who may otherwise be unable to vote an opportunity to do so, the Chief Election Officer is authorized to establish special voting opportunities for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

e. Public Notice Posting Places

For the purpose of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

- i. the notice board located at the main entrance to the Board's head office; and
- ii. the notice board at City of Penticton Municipal Hall, District of Summerland Municipal Hall and the Regional District of Okanagan-Similkameen office.

f. Publication by means other than newspaper

The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the *Community Charter*:

- i. the Board's official website at www.sd67.bc.ca; and
- ii. the District's Facebook page.

7. NOMINATION OF CANDIDATES

The minimum number of qualified nominators for a trustee candidate is two (2).

8. ORDER OF NAMES ON THE BALLOT

The order of names of candidates on the ballot will be alphabetical in accordance with the *Local Government Act* for Trustee Electoral Area 1 and Trustee Electoral Area 3.

The order of names of candidates on the ballot will be determined by lot in accordance with Section 107 of the *Local Government Act* for Trustee Electoral Area 2.

9. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

10. NUMBER OF SCRUTINEERS AT VOTING PLACES

The maximum number of scrutineers for each candidate that may attend an election is a maximum of one (1) for each ballot box in use.

11. ACCESS TO CANDIDATE NOMINATION DOCUMENTS AND CAMPAIGN FINANCE STATEMENTS

- a. The Board authorizes public access to nomination documents of the trustee candidates during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after the declaration of the election results.
- b. The Board will make available to the public by website access, without charge, the disclosure statements of supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:
 - i. a mailing address or residential address of a significant contributor, or
 - ii. a telephone number, mailing address, or residential address of a candidate,
 until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.
- c. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public under sections 10(a) or 10(b), for a fee of fifty (50) cents per page.
- d. Before providing the services under this section, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to:

- i. Satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
- ii. provide a signed statement that the individual and, if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

12. TITLE

This bylaw may be cited as "The Board of Education of School District No. 67 (Okanagan Skaha) Bylaw No. 1 – Trustee Elections 2026".

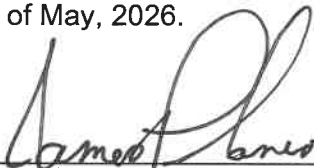
13. REPEAL

School District No. 67 (Okanagan Skaha) Trustee Elections Bylaw No. 1 2021/22 is hereby repealed.

READ a first time this 27th day of May, 2026.

READ a second time this 27th day of May, 2026.

READ a third time, passed and adopted this 27th day of May, 2026.


Chairperson of the Board


Secretary-Treasurer/CFO