

TO ALL CANDIDATES:

The following information is provided for information purposes only and is not a full or complete overview of the legal or legislated requirements or relevant legislation, city bylaws or other legal instruments related to the Local Government Election. Be sure to review the relevant legislation and election materials provided by or through the Ministry of Housing and Municipal Affairs and Elections BC for specific details, guidance, and accuracy.

Included in the package are the following documents:

Forms	Reference Documents
- Nomination Review Checklist - Candidate Nomination Package (Forms C1, C2, C3, C4, C5, C6) - Statement of Disclosure: Financial Disclosure Act - Candidate Confidential Contact Information - Consent for Public Disclosure of Contact Information - Candidate Information Release Authorization for CivicInfo - Election Sign Restrictions - Receipt of List of Electors Acknowledgement	- Notice of Nomination - Election Signs Bylaw 2038 - Council Remuneration Bylaw 1985 - Elections and Voting Bylaw 1948 - City of Colwood - Code of Conduct Policy COD 002 - Elections BC – Handbook for Local Candidates

Online Resources:

Ministry of Housing and Municipal Affairs

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

- [Handbook for Local Candidates](#)
 - [Thinking of Running for Local Office](#)
 - [Conduct of Locally Elected Officials](#)
- <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials>

Elections BC

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

- [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#)
- [Guide to Elector Organization Registration](#)

Legislation

- [Local Government Act](#)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00
- [Local Elections Campaign Financing Act](#)
<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14018>
- [Financial Disclosure Act](#)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96139_01

City of Colwood [Elections](#) | [City of Colwood](#)

GENERAL VOTING DAY ADVERTISING RESTRICTIONS

The ***Local Elections Campaign Financing Act s. 45***, outlines the following restrictions regarding advertising on general voting day:

- (1) An individual or organization must not sponsor or agree to sponsor election advertising or non-election assent voting advertising that is or is to be transmitted to the public on general voting day, whether the transmission is within British Columbia or outside British Columbia.
- (2) An individual or organization must not transmit election advertising or non-election assent voting advertising to the public on general voting day.
- (3) Subject to section 163 (4) [*prohibition against certain activities within 100 metres of voting proceedings on general voting day*] of the *Local Government Act* and section 125 (4) of the *Vancouver Charter*, subsections (1) and (2) of this section do not apply in respect of any of the following election advertising or non-election assent voting advertising:
 - (a) communication on the internet, if the communication was transmitted to the public on the internet before general voting day and was not changed before the close of general voting;
 - (b) communication by means of signs, posters or banners;
 - (c) communication by the distribution of pamphlets;
 - (c.1) communication that is transmitted to the public on the internet for the sole purpose of encouraging voters to vote in the election;
 - (d) any other election advertising or non-election assent voting advertising prescribed by regulation.
- (4) An individual or organization that contravenes this section commits an offence.

Sponsors, candidates, or other persons must ensure that election advertising on Voting Day in newspapers, magazines, radio, internet, or television whether or not the publication is within or outside British Columbia adhere to these, and any other rules associated with election advertising.

NOMINATION DOCUMENTS

Nomination Deposits: Nomination deposits are not required to run for election to the Office of Mayor or Councillor.

Nomination Period and Filing: The nomination period starts at 9:00 am on Tuesday, September 1st, and closes at 4:00 pm Friday, September 11th. Nominations must be filed by the 4:00 pm deadline on September 11th, 2026.

Submission of Nomination Documents

Candidates must have their Nomination Document (Form C2) declared and signed in front of the City's Chief or Deputy Chief Election Officer or a Commissionaire for taking affidavits.

Minimum Number of Nominators

The minimum number of qualified nominators required to make a nomination for Office of Mayor or Council is ten (10).

Nominations will be accepted by the following methods:

- By hand (in-person), mail or other delivery service to 3300 Wishart Road, Colwood BC, V9C 1R1
- By facsimile: 250-478-7516
- By email: hpower@colwood.ca

Nomination Documents cannot be altered once received by the Chief or Deputy Chief Election Officer.

The following documents must be completed:

C2 – Nomination Documents

The *Local Government Act* requires that public access be given to your nomination documents from the time of delivery until 30 days after the declaration of the election results.

The City's Election and Voting Procedure Bylaw No. 1948, allows the City to provide public access to nomination documents in paper form or via the internet or other electronic means from the time of delivery of the nomination documents until 30 days after the declaration of the election results. If requested, paper copies must be provided, and fees will not be charged. People who inspect or access nomination documents can only use the information for the purpose outlined in the *Local Government Act* or *Local Elections Campaign Financing Act*.

C3 – Other Information Provided by Candidate

As per s. 90 of the *Local Government Act*, a person who is nominated must provide other information (Form C3) in the Candidate nomination package]. If this information is not received before the end of the nomination period 4:00 pm Friday, September 11th, 2026, the nominee is deemed to have withdrawn from being a candidate in the local government election.

CANDIDATE REPRESENTATIVE (Official Agent)

Candidates may appoint one official agent to represent them from the time of appointment until the final determination of the election or the validity of the election. The official agent can be given the authority to appoint Scrutineers.

Candidates must have a financial agent and can appoint an individual or act as their own financial agent. Candidates cannot have more than one financial agent at a time, and the appointment must be made in accordance with the *Local Elections Campaign Financing Act*.

SCRUTINEERS

Each candidate can appoint one scrutineer for each ballot box used at a voting place. The City of Colwood uses two voting machines/ballot boxes at a time, which means TWO Scrutineers can be appointed to represent a candidate at voting opportunities (to observe voting procedures and scrutinize the ballot-counting process).

Scrutineer appointments must be made in writing and must include the person's full name and mailing address. The appointment must be signed by the candidate and submitted to the Chief or Deputy Chief Elections Officer as soon as practicable after the appointment has been made.

Scrutineers MUST:

- Carry a copy of their appointment documents and, before beginning duties at the voting place, show them to the Presiding Election Official;
- Make the required declaration to preserve the secrecy of the vote (if not previously completed);
- Follow the direction of the Presiding Election Official; and
- Remain in the designated area for scrutineers to observe the vote, if one has been designated.

Scrutineers MAY:

- Generally, only communicate with election officials during times when no electors are present at the voting place, unless they are challenging an elector's eligibility to receive a ballot;
- Ask to look at the voting books and write down the names of people who have voted, provided it does not interfere with the voting process;
- Be asked to witness the sealing of a ballot box by the Presiding Election Official;
- Add their initials during the sealing of a ballot box; or
- Privately communicate with the candidate or official agent provided it is outside the voting place and not in the presence of electors of election officials.

Scrutineers MUST NOT:

- Interfere with the duties of the President Election Official or handle election documents;
- Handle or touch the voting books, or make a copy (such as taking a photo or asking for a photocopy);
- View, interfere with, or assist a person marking a ballot;
- Communicate information about how someone voted;
- Canvass or solicit votes or otherwise attempt to influence an elector's vote;
- Display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting place or elsewhere;
- Display, distribute, or post any election advertising within 100 metres of a voting place on voting day that identifies a candidate or elector organization;
- Carry, wear or supply a flag, badge, or other item indicating support for a candidate, elector organization; or
- Make telephone calls or take photos inside the voting place.

Candidates can appoint one or more scrutineers to represent them by overseeing the conduct of voting and counting proceedings for the election. Appointments must be in writing and signed by the candidate or the official agent (if authority is given to the official agent) and must include the name and address of the appointee and be delivered to the Chief or Deputy Chief Election Officer or designate as soon as the appointment is made. The same is required to rescind an appointment. Only one candidate representative (scrutineer or official agent) for each candidate may be present to observe the count, unless another representative is also permitted by the Presiding Election Official.

DECLARATION OF CANDIDATES

At the end of the nomination period, if a sufficient number of nominations are received, the Chief or Deputy Chief Election Officer must declare candidates of all persons who have been nominated for each office.

The declaration of candidates will take place in the main reception area at Colwood City Hall, 3300 Wishart Road at 4:00 pm on Friday, September 11, 2026, and again on September 21, 2026. The draw for order of names on the ballot will take place immediately following the final declaration on September 21, 2026, at 4:05 pm. Only candidates, their official agents and those permitted by the CEO may be present for the draw.

CHALLENGE OF NOMINATIONS

Nominations may only be challenged by qualified electors of the City of Colwood, nominees in the same election, or the Chief Election Officer or designate. The challenge must be filed between the time of the delivery of the nominations to 4:00 pm on Tuesday, September 15, 2026. The challenge must be made by application to the Provincial Court.

WITHDRAWAL, DEATH, OR INCAPACITY OF CANDIDATE

A candidate can withdraw from the election if they deliver a signed withdrawal to the Chief or Deputy Chief Election Officer by 4:00 pm Friday, September 18, 2026, and if the Chief Election Officer is satisfied with its authenticity, must accept the withdrawal. After 4:00 pm on September 18, 2026, a candidate may withdraw only by delivering to the Chief Election Officer a signed request to withdraw and receiving the approval of the minister.

STATEMENT OF DISCLOSURE

Statement of Disclosure, as required by the *Financial Disclosure Act* must be submitted at the time of nomination and will be available to the public.

LIST OF REGISTERED ELECTORS

Candidate: Copy of List of Registered Electors

A signed “Candidate Acknowledgement of Receipt of List of electors” should be completed and presented to an Election Official at the City of Colwood before the list is released.

Candidates are entitled to one free copy either in printed or electronic format. Candidates can purchase additional paper copies of the voters list for a fee of \$20. Copies can be provided through a secure OneDrive platform.

Confidentiality of the List of Registered Electors

The list of registered electors contains person information which, as identified in the *Freedom of information and Protection of Privacy Act*, is confidential. The *Election Act* and the *Local Government Act* provide serious penalties for the misuse of this information which is supplied to declared candidates solely for municipal election purposes.

Candidates or their representatives are responsible for protecting the confidentiality of the information. The candidate’s copy of the list of registered electors is not available for public inspection and citizens are not permitted access.

The list of registered electors may not be used, copied, or distributed, in whole or in part, by or for any person, in any form whatsoever, except in relation to the municipal election purposes.

COUNCIL REMUNERATION

The current 2026 rate under the existing Bylaw No. is as follows:

Mayor - \$60,659.07

Councillor - \$30,330.08

TIME COMMITMENT

Becoming a member of Council requires significant time commitment. It is estimated that an average of 20 to 30 hours a week will be spent on “Council” related issues. Council is also approached in public by individuals who want to address a problem or concern, and through emails and phone calls, which can happen during the day, evening, and weekend.

Orientations:

Newly elected Council members can expect to attend several orientation sessions within the first six weeks of being elected.

Scheduled New Council Meeting and Orientation Dates

Meetings	Dates	Time
October 21	New Council Orientation Session - Esquimalt	5 – 9:30 pm
October 28	New Council Orientation Session - Esquimalt	5 – 9:30 pm
November 2	Inaugural Meeting	6:30 pm
November 9	Council Orientation 101	1 – 5 pm
November 10	Council Orientation 101	1 – 5 pm
November 12	Council Orientation 101	1 – 5 pm
November 23	Committee of the Whole / Council Meeting	6:30 pm
November 26	Council Strategic Planning	4 – 7 pm
November 30	Council Strategic Planning	4 – 7 pm
December 14	Committee of the Whole / Council Meeting	6:30 pm
January 13-15, 2027	Newly Elected Officials Seminar – Nanaimo (Vancouver Island Conference Centre)	TBD

Council and Committee of the Whole Meetings:

Colwood City Council generally meets on the second and fourth Monday of each month. Meeting schedules are adjusted in July, August and December to accommodate summer recess, the annual winter break, and other operational requirements.

Regular Council meetings begin at 6:30 pm and may be preceded by Committee of the Whole or In-Camera (closed) meetings. Council members should reserve time from 4:00 pm onward on scheduled Council meeting days.

Council typically holds approximately 22 regular meetings each year. Meeting durations vary depending on the agenda and may range from one to three hours or longer.

Attendance at Council meetings is a fundamental responsibility of all Council members. In addition to regularly scheduled meetings, Special Council meetings may be called with a minimum of 24 hours notice when urgent matters cannot reasonably be deferred until the next regular meeting. The annual meeting schedule may also be modified to address budget deliberations, operational needs, summer recess or the winter break.

Committees, Commissions and Boards (City and External Agencies):

Council members are appointed to various committees and commissions that they are required to attend on behalf of Council. This includes internal and external agency meetings.

The time commitment for these meetings varies depending on the nature of the committee but attendance is typically once a month from one to three hours.

Material and Information Review

Council members can expect to spend a considerable amount of time reviewing reports, emails, and correspondence that comes to and through the City. There are many lengthy and complex reports and other communications created

and considered by the City on a regular basis, many of which form the basis of the discussions to be held at the Committee and Council Meetings.

Council members must be able to commit the time necessary to read and understand the information presented, and to ask questions or get clarification on issues presented so they can comfortably and confidently speak to the issues.

Conferences and Conventions:

Some conventions are attended by all Council members and some only by two or three. Some of the conventions that Council members may be expected to attend include:

- Union of BC Municipalities (UBCM) www.ubcm.ca - Typically held the third or fourth week of September lasting five days.
- Association of Vancouver Island and Coastal Communities (AVICC) <https://avicc.ca> – The Annual General Meeting is usually held in April for three days.
- Federation of Canadian Municipalities (FCM) <https://fcm.ca/en> - The Annual Conference and Trade Show is usually held in June over 3 days.

Public Consultation and Public Events:

Several public workshops and meetings may be held with the community. Council may be required to attend and provides a good opportunity for members to connect with the public. There is no set schedule for these events.

Council hosts, and is expected to participate in, annual City functions as they occur. Council members also receive numerous invitations to receptions, open houses, conferences, celebrations, concerts, annual general meetings, and official events.

QUESTIONS**Please direct questions regarding the nomination or election process to:**

Chief Election Officer, Marcy Lalande at 250-294-8141 or mlalande@colwood.ca

Deputy Chief Election Officer, Heather Power at 250-812-9163 or hpower@colwood.ca



**CITY OF COLWOOD
2026 GENERAL LOCAL ELECTIONS
NOMINATION REVIEW CHECKLIST**

Date: _____, 2026
Time: _____ am/pm

Position: Mayor Councillor

Name: _____

Address: _____

Name to appear on Ballot: _____

(**Note:** Name on ballot must be either **Full Name** or **Usual Name** of candidates. Ballot cannot include occupation, title, honour, degree, etc. or indicate that the candidate is holding or has held office.)

- ☐ 2 pieces of identification for confirmation of identity and residency listed on the nomination documents with at least 1 piece of identification containing the signature.

Nominators:

No.1		No.2	
No.3		No.4	
No.5		No.6	
No.7		No.8	
No.9		No.10	

Elector Organization Endorsement: _____
(if applicable)

- ☐ Not disqualified under the *Local Government Act* or any other Act from being nominated for, being elector to or holding the office.

Forms that must be received: • Make sure all forms are completed • Everyone signed • CEO/DCEO witness signature	☐ C2 (CS2) – Nomination Document ☐ Declaration of Candidate (Must have signature witnessed) ☐ Statement of Disclosure (<i>Financial Disclosure Act</i>) ☐ C3 (CS3) – Other Information provided by Candidate ☐ C7 – Candidate Information Release Authorization
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Forms that may be received: • Make sure all forms are completed and signed where required. • CEO/DCEO sign to acknowledge receipt (bottom of each page)	☐ C4 (CS4) – Appointment of Candidate Financial Agent (if no form, then candidate deemed to be own agent) ☐ C5 (CS5) – Appointment of Candidate Official Agent (if no form, then candidate deemed to be own agent) ☐ C6 (CS6) – Appointment of Candidate Scrutineer (Give copy to be taken to voting places) ☐ Form No.7-7 - Candidate Acknowledgement of Receipt of List of Electors ☐ Form No. 8-5 - Election Sign Bylaw Restrictions Acknowledgement
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Reminders to Candidates

Advertising

- ☐ Signs cannot be closer than 100 metres to the voting place (LGA, s. 163(4))
- ☐ Advertising must include Sponsorship (LECFA s. 44)
- ☐ Restrictions on Advertising on General Voting Day (LECFA s. 45)
- ☐ Signs must be removed by October 19, 2026

List of Electors

- ☐ Responsibility to safeguard the list of electors
- ☐ Return of list of electors by October 23, 2026
- ☐ Form No. 7-8 Return of List of Electors Acknowledge

Election Office Use Only

Initials and Date	Tasks
	"Declared Candidate contact Information for Release" updated and placed on the website
	Sent to Elections BC: ☐ C2 (CS2) – Nomination Documents (only page 3) ☐ C3 (CS3) – Other Information Provided by Candidates ☐ C4 (CS4) – Appointment of Candidate Financial Agent (if candidate is not acting on their own behalf)
	Nomination Documents – redacted C2 (CS2) and uploaded to website
	Update "Notice of Election by Voting" notice
	Update Ballot Information Sheet

CANDIDATE NOMINATION PACKAGE

Use the Candidate Cover Sheet and Checklist Form C1 to ensure that the Candidate Nomination Package is complete and meets the legislative requirements of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form C1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form C1 (Section B), the relevant form is completed and attached.

NOTE: Candidate Nomination documents can be submitted to the Chief Election Officer in-person, by mail, by fax or by email. Local government contact information is available online at:
<https://www/civicinfo.bc.ca/directories>

The Candidate Cover Sheet and Checklist Form C1 are for the Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package.

Completing only the Candidate Cover Sheet and Checklist Form C1 **does not** constitute completion of the Candidate Nomination Package, nor does it satisfy the legislative requirements set out in the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Record the office for which the Candidate is seeking election.
3. Use section B of the Candidate Cover Sheet and Checklist Form C1 to identify which forms have been completed and are included in the Candidate Nomination Package.
4. Return the completed package to the Chief Election Officer.

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

C2 – Nomination Documents (only page 3);
C3 – Other Information Provided by Candidate; and,
C4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to documents previously provided to Elections BC to:

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6
Toll-free fax: 1-866-466-0665
Email: electoral.finance@elections.bc.ca

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)		

SECTION B

This nomination package includes the following completed forms, appointments, consents and declarations:

- ☐ **C2 – Nomination Documents**
- ☐ **C3 – Other Information Provided by Candidate**
- ☐ **C4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- ☐ **C5 – Appointment of Candidate Official Agent** (if applicable)
- ☐ **C6 – Appointment of Candidate Scrutineer** (if applicable)
- ☐ **Statement of Disclosure: *Financial Disclosure Act*** (required under the *Financial Disclosure Act*)

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Candidate Nomination Package; however, the forms are not a substitute for provincial legislation and/or regulations.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for applicable election-related provisions and requirements

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)		ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
We, the following electors of the above-named jurisdiction, hereby nominate:		
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
As a Candidate for the office of:		
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	

Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
4. Is not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office or be otherwise disqualified by law.

A Nominator MUST be a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in section 65 & 66 of the *Local Government Act* and section 23 & 24 of the *Vancouver Charter*.

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required. Copies can be made as needed.

I consent to the above nomination for office:

NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)
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NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

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A Nominator MUST be a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in section 65 & 66 of the *Local Government Act* and section 23 & 24 of the *Vancouver Charter*.

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 81 of the *Local Government Act* to be nominated, elected and to hold the office of:

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)

2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY/MM/DD)



I am acting as my own Financial Agent



I have appointed as my Financial Agent

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):

PRINCIPLE OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

I consent to the endorsement by the above-named Elector Organization

CANDIDATE'S SIGNATURE

DATE: (YYYY/MM/DD)

C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which the individual is a nominee:

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

Please ensure that name and mailing address information is the same as that entered on FORM C2 – NOMINATION DOCUMENTS

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY/MM/DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

I hereby consent to act as the Financial Agent for the above-named Candidate for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY/MM/DD)	

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
☐ I hereby delegate to the above-named official agent the authority to appoint scrutineers.		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

**("local government" includes municipalities, regional districts and the Islands Trust)*

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of *the Act*, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	 <i>last name</i>	 <i>first & middle name(s)</i>
Street, rural route, post office box:		
City:		Province:
		Postal Code:
Level of government that applies to you:	☐ provincial ☐ local government ☐ school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

your capacity

name(s) of business(es)/organization(s)

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

legal description(s)

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

☐ no ☐ yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... to your local chief election officer

- with your nomination papers, and

... to the officer responsible for corporate administration

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/Francophone Education Authority directors:

... to the secretary treasurer or chief executive officer of the authority

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position



CITY OF COLWOOD

2026 LOCAL GOVERNMENT ELECTION

CANDIDATE CONFIDENTIAL CONTACT INFORMATION

Contact information collected is for use by Election Officials or City Staff only in relation to the 2026 Local Government Election. Information will not be made available to the public. Completion of this form is optional.

Candidate Name:	
Primary Phone:	Alternate Phone:
Email:	

The following person is responsible for the placement of election signs and may be contacted by the City of Colwood should an issue arise regarding election signage.

Election Sign Representative Name:	
Primary Phone:	Alternate Phone:
Email:	

Candidate Signature

Date

Personal information collected on this form is collected for the purpose related the 2026 Local Government Election. The personal information is collected pursuant to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: 250-478-5999.



CITY OF COLWOOD
2026 LOCAL GOVERNMENT ELECTION

CONSENT FOR PUBLIC DISCLOSURE OF CONTACT INFORMATION

Candidate Name:
Chief Official/Financial Agent
Name of Elector Organization or Third-Party Sponsor (if applicable)

Completion of this form is optional. Indicate only the contact information that you wish to be made publicly available.

Campaign Phone Number	Campaign Fax Number
Campaign Email Address	
Campaign Website Address	
Other Contact Information	

I provide consent to public disclosure of the contact information provided above.

Candidate Signature

Date

Personal information collected on this form is collected for the purpose related the 2026 Local Government Election. The personal information is collected pursuant to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: 250-478-5999.



CITY OF COLWOOD
2026 GENERAL LOCAL ELECTIONS
CANDIDATE INFORMATION RELEASE AUTHORIZATION

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form simply allows the local government to provide additional information, as appearing below, to the public and/or media.

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

Note: Changes have been made to election publishing requirements to better protect candidates' personal information, such as their telephone number or address, including a requirement to redact this information in public notices and nomination documents published online. The name of the jurisdiction where the candidate resides will be included in public notices and in online nomination documents.

Electors may view unredacted nomination documents at the local government office; however, an elector must sign a declaration that they will not use the information included in them except for purposes of the Local Government Act, Vancouver Charter, or Local Elections Campaign Financing Act.

I, _____, (please print name of person nominated) having submitted nomination documents for election to the office of _____, give my consent to share the following information. This information may be shared by email, posting on a website, phone, fax, or by any other means of electronic communication.

Address:	
Phone:	Alternate Phone:
Email:	
Website:	
Twitter:	Facebook:

(Signature of Candidate)

Gender (Check one):

☐ Female ☐ Male ☐ Non-binary ☐ Other/undisclosed



Previous Elected Experience (Check one):

- ☐ Incumbent – Served on Council or Board in the same role since the last general election
- ☐ Served on Council or Board in a different role since the last general election
- ☐ Served on Council or Board before but not during this past term
- ☐ No Council or Board experience, but has been elected to office elsewhere (school, local, provincial, or federal).
- ☐ None.



**CITY OF COLWOOD
2026 GENERAL LOCAL ELECTIONS
ELECTION SIGN RESTRICTIONS**

Candidates, their representatives, or their elector organization may place election signage in the *City of Colwood* in accordance with *Election Signs Bylaw No. 2038*.

I, the undersigned, acknowledge the following:

1) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

“Election signage” includes any and all promotional materials advertising a candidate or a political party in a federal, provincial, or local government election or position on an issue in an assent vote.

2) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

Election signs may be erected no earlier than 30 days (*September 17, 2026*) before the last day of voting and must be removed within 48 hours following the last day (*October 19, 2026*) of voting. Candidates are responsible for complying with Election Signs Bylaw No. 2038 and all applicable requirements of the Local Elections Campaign Financing Act.

3) MAPS

See Election Signs Bylaw No. 2038, Schedule A.

By signing, I confirm that I am the Candidate or Official Agent as noted, and that I agree to and will abide by the requirements listed above and that I will ensure that the campaign for the Candidate will abide by the same.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Colwood, BC

this _____ day of _____, 2026.

Chief Election Officer or

Deputy Chief Election Officer

CITY OF COLWOOD, 2026 GENERAL ELECTION

CANDIDATE ACKNOWLEDGEMENT OF RECEIPT OF LIST OF ELECTORS

The list of electors contains personal information as defined in the *Freedom of Information and Protection of Privacy Act* and this information is confidential. The *Local Government Act* provides for significant penalties for the misuse of the list of elector information. Candidates (or a person accepting the list of electors on behalf of a candidate) are responsible for protecting the confidentiality of the list of electors and for ensuring that all people in their organization, on a paid or unpaid basis, (the "Campaign Workers") who have access to the list of electors, do likewise.

The list of electors must be stored in a secure manner, so that only authorized Campaign Workers have access to the information. All persons who have access to the list of electors' information are individually responsible for protecting the confidentiality of that information.

I, the undersigned, acknowledge that:

- I have received a copy of the list of electors;
- The information contained in the list of electors is confidential, is subject to the restrictions of the *Local Government Act*, and is supplied exclusively and solely for election purposes;
- I have an overall responsibility to maintain the security and the confidential nature of the contents of this list;
- *(Include the following only if providing access by voter management software)* I have received access to the list of electors by electronic means and am still responsible for any paper or electronic copies of list of electors that I have generated as a result of that access;
- I understand and accept that the information may **not be used, copied, or distributed**, in whole or in part, by or for any person, in any form whatsoever, except for election purposes;
- I ensure that Campaign Workers will be made aware of the permitted uses for the list of electors and of the confidential nature of this list;
- I will notify the Chief Election Officer as soon as possible after becoming aware if any Campaign Worker has used the list of electors other than for the permitted uses;
- If I provide any Campaign Worker with access to, or a copy of personal information, I will track and retain the following information in a personal information register:

- Date of provision, access or distribution;
 - The number of duplicates of the list of electors;
 - To whom the personal information was provided;
 - How the personal information was provided (e.g., access to database, provision of electronic copy of records, provision of a paper copy of record, etc.)
 - Confirmation that the individual or entity agrees to be bound by the same; and
 - Confirmation of date that the personal information was returned to me;
- In the case of loss or theft or, or unauthorized access, to personal information, I will carry out the following procedures:
 - Contain the breach and identify the source of the breach;
 - Report the loss, theft, or unauthorized access to the Chief Election Officer;
 - Carry out any additional instructions provided by the Chief Election Officer;
 - Retrieve, if possible, all the personal information that was lost,
 - Document the circumstances that led to the incident; and
 - Review processes and procedures to prevent future incidents
- I will ensure that any Campaign Worker with access to, or a copy of personal information has returned the personal information to me after general voting day.
- I will return **all** copies, paper or electronic, of the list of electors to the Chief Election Officer no later than **October 23, 2026**.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Colwood , BC _____
 this _____ day of _____, 2026. Chief Election Officer or
 Deputy Chief Election Officer

Form of List provided	Paper	Electronic
Date provided:	_____	CEO/DCEO Initials _____
Items Returned	Paper	Electronic
Date returned:	_____	CEO/DCEO Initials _____