

CITY OF COLWOOD

2026 GENERAL LOCAL ELECTIONS

NOTICE OF NOMINATION

NOTICE IS HEREBY GIVEN FOR NOMINATION OF THE OFFICES OF:

- MAYOR (1)
- COUNCILLOR (6)

Nomination forms are now available to the close of the nomination period at:

- Colwood City Hall (3300 Wishart Road) 8:30 am – 4:30 pm
- City of Colwood website (<https://www.colwood.ca/local-government/mayor-council/elections>)

Nominations will be received by the Chief Election Officer or designate by appointment from **9:00 am, Tuesday September 1, 2026, to Friday, September 11, 2026, at 4:00 pm** Monday to Friday, excluding statutory holidays. Nomination packages may be delivered as follows:

By hand, mail, or other delivery service: Colwood City Hall 3300 Wishart Road, Colwood BC V9C 1R1	By fax: 250-478-7516 By email: hpower@colwood.ca
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QUALIFICATIONS FOR OFFICE:

A person is qualified to be nominated, elected, and to hold office as Mayor or Councillor if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day October 17, 2026;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed; and
- not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to, or holding office as Mayor or Councillor, or be otherwise disqualified by law.

NOMINATION OF CANDIDATES:

A candidate must provide in writing ten (10) qualified nominators who are electors of the City of Colwood.

CAMPAIGN PERIOD EXPENSE LIMITS:

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local election, the following expense limits for candidates during the campaign period apply:

- Office of Mayor \$23,768.50
- Office of Councillor \$11,932.28

THIRD PARTY ADVERTISING LIMITS:

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 General Local Election, third-party advertising limits apply:

- Office of Mayor and the Office of Councillor: third party advertising limit \$1,188.43
- Cumulative third-party advertising limit \$184,856.70

For further information on **campaign expense limits and third-party advertising limits**, please contact Elections BC:

Toll-free phone: 1-800-661-8683
Email: electoral.finance@elections.bc.ca
Website: www.elections.bc.ca

For further information on the nomination process, please contact:

- Heather Power, Deputy Chief Election Officer at 250-812-9163 or hpower@colwood.ca
- Marcy Lalonde, Chief Election Officer at 250-208-4747 or mlalonde@colwood.ca





CITY OF COLWOOD
BYLAW NO. 2038

ELECTION SIGNS BYLAW

A Bylaw to regulate the date, duration, size, type, form, appearance and location of Election Signs and Election Event Signs placed in the City of Colwood.

The Council of the City of Colwood, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “Election Signs Bylaw, 2038.”

2. DEFINITIONS

In this Bylaw,

“Bylaw Enforcement Officer”, means any person authorized to enforce bylaws on behalf of the City of Colwood.

“City”, means the Corporation of the City of Colwood.

“Chief Election Officer” means the election official appointed under section 58(1) or under letters patent.

“Council”, means the elected Council of the City of Colwood.

“Election Sign” means a sign used to promote the campaign activities or the cause of any individual or organization or to encourage or discourage any person to vote in any matter at a federal, provincial, municipal, school district election or other similar type of voting event.

“Election Event Sign” means a sign erected for a specific time period announcing or advertising an election related event of limited duration, including but not limited to campaign rallies, all candidate meetings, vote information and voting place locations.

“Large Election Sign” means an Election Sign with each sign face that does not exceed 1.22 metres by 1.2 metres (4 by 4 feet) and having a height that does not exceed 2.5 metres (8 feet) as measured from the grade of the site on which it is placed to the top of the sign or its supporting structure, whichever is greater.

“Public Land”, means all streets, parks, or any other real property owned, held, or vested in the City.

“Private Property”, means any land owned by individuals or corporations other than the government.

“Small Election Signs”, means an Election Sign with each sign face that does not exceed 0.6 metres by 0.6 metres ((two (2) feet by two (2) feet) and having a height that does not exceed one (1) meter (3.28 feet) as measured from the grade of the site on which it is placed to the top of the sign or its supporting structure, whichever is greater.

“Street” means a highway greater than 7.3m (24 feet) in width.

“Roadway” means the portion of a street that is constructed, improved, designed or ordinarily used for vehicular traffic, or cycle traffic or both, but does not include the shoulder.

3. PURPOSE

3.1 The purpose of the Election Signs Bylaw is to mitigate distractions or safety hazards for pedestrians and motorists and to minimize the impact on nearby property.

3.2 To reduce environmental impacts of election signage through reduced consumption and thereby supporting City goals of zero waste and supporting a circular economy.

4. GENERAL REGULATIONS

4.1 As outlined in the Colwood Sign Bylaw No. 60 Election Signs are considered “Temporary Signs” and do not require permits.

4.2 Signs must meet the requirements of the Local Election Campaign Financing Act.

5. GENERAL PROHIBITIONS

5.1 Election Signs or Election Event Signs are prohibited on:

- Medians, traffic islands, utility poles, planting beds;
- Boulevard trees, or within one (1) meter of a boulevard tree;
- All City of Colwood facilities or structures, parks and playing fields, including the adjoining boulevard areas.
- Within one (1) meter of a fire hydrant;

5.2 Election Signs must not:

- Obstruct or detract from any traffic control device or signage;
- Obstruct the line of vision at an intersection; or
- Be placed in a manner that may constitute a hazard to pedestrians, cyclists or vehicles.
- Be located within 0.61 metres (2 feet) from the Roadway
- Be located within five (5) meters (16.4 feet) of a fire hydrant
- Be illuminated, animated, rotating, flashing or have moving lights or other electrical features.

- Have attachments such as balloons, kites, or an electronic message center of inflatable devices.
- Be erected sooner than thirty (30) days before the last day of voting.
- Be placed within 100 meters of any voting place.
- Have more than two (2) sign faces or sides.
- Have supporting structures deeper than 0.3 meters (1 foot) below grade.

5.3 Election Signs must be placed and removed in a manner so as not to damage Public Land or infrastructure.

5.4 Election Signs must be removed within forty-eight (48 hours) after the last day of voting for which the sign relates.

6. PUBLIC LAND – ELECTION SIGN ZONES

6.1 Election Signs are not permitted anywhere on Public Land or City owned equipment, buildings, structures except in the 12 zones identified in “Schedule A” to the bylaw.

6.2 A candidate, elector organization or third-party advertising sponsor may place up to one (1) Large Sign in any of the zones identified in “Schedule A” to a maximum of five (5) signs.

6.3 A candidate, elector organization or third-party advertising sponsor may place up to two (2) Small Election Signs in each of the twelve zones identified in “Schedule A”.

6.4 Election Event Signs for the municipal election may include electronic reader signs placed by the City of Colwood.

7. PRIVATE PROPERTY – ELECTION SIGNS

7.1 The placement of Election Signs is permitted on Private Property with the consent of the owner or occupant of the property.

7.2 Election Signs placed on Private Property must not overhang Public Land.

8. PROVINCIAL HIGHWAY RIGHTS-OF-WAY

8.1 This Bylaw does not apply to Provincial Highways Rights-of-Ways. Election Signs located within the Provincial highway rights-of-way are governed by the requirements of the Provincial Government Ministry responsible for the administration of the Transportation Act.

9. REMOVAL OF ELECTION SIGNS

9.1 The Chief Election Officer, Bylaw Enforcement Officer, or any person acting under the Chief Election Officer or Bylaw Enforcement Officer's direction, may remove any Election Sign if there are reasonable grounds to believe it has been erected, or in place, in contravention of the Bylaw or another enactment

9.2 Election Signs that have been removed in accordance with subsection 9.1 will be stored for a period of thirty (30) days after general voting day and the candidate of their agent may claim the sign(s) during that period, following which the material may be destroyed or otherwise disposed of by the Chief Election Officer, Bylaw Enforcement Officer or any person acting under direction of the Chief Election Officer or Bylaw Enforcement Officer without notice and without compensation to the owner of the sign.

10. USE OF THE CITY LOGO

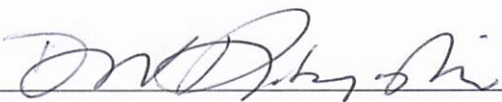
10.1 Except as authorized in writing by the City, no person is permitted to display on an Election Sign or other election advertising a logo, trademark or official mark, in whole or in part, owned or licensed by the City.

READ A FIRST TIME on the 9th day of September, 2024

READ A SECOND TIME on the 9th day of September, 2024

READ A THIRD TIME on the 9th day of September, 2024

ADOPTED on the 23rd day of September, 2024



Mayor

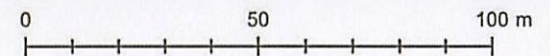


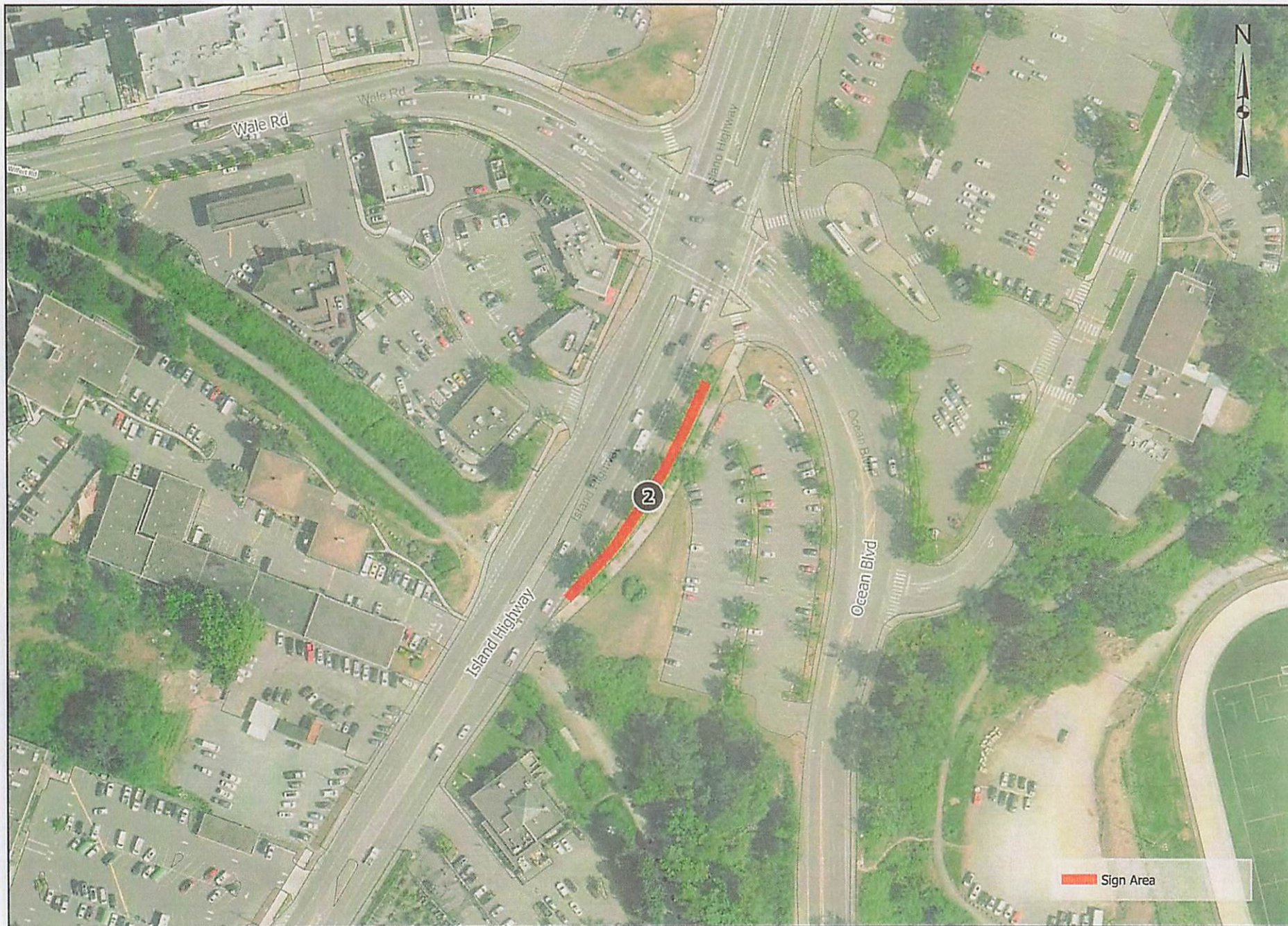
Corporate Officer



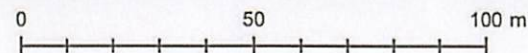


Schedule "A" to Bylaw 2038 - Zone 1 - Island Hwy



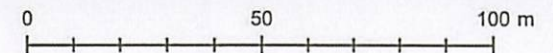


Schedule "A" to Bylaw 2038 - Zone 2 - Island Hwy Park and Ride





Schedule "A" to Bylaw 2038 - Zone 3 - Ocean Blvd



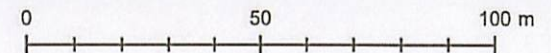


Schedule "A" to Bylaw 2038 - Zone 4 - Sooke Rd

0 50 100 m



Schedule "A" to Bylaw 2038 - Zone 5 - Goldstream Ave



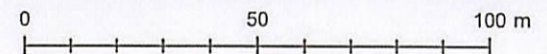


Schedule "A" to Bylaw 2038 - Zone 6 - Aldeane Ave

0 50 100 m

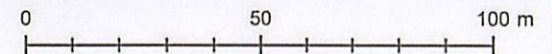


Schedule "A" to Bylaw 2038 - Zone 7 - Meaford Ave



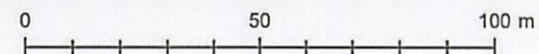


Schedule "A" to Bylaw 2038 - Zone 8 - Veterans Memorial Parkway



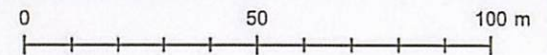


Schedule "A" to Bylaw 2038 - Zone 9 - Veterans Memorial Parkway



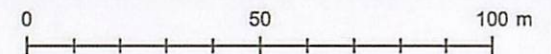


Schedule "A" to Bylaw 2038 - Zone 10 - Latoria Rd



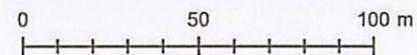


Schedule "A" to Bylaw 2038 - Zone 11 - Latoria Rd





Schedule "A" to Bylaw 2038 - Zone 12 - Metchosin Rd





**CITY OF COLWOOD
BYLAW NO. 1985**

A BYLAW TO PROVIDE COUNCIL REMUNERATION

The Council of the City of Colwood, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as **"Council Remuneration Bylaw 1985, 2023."**

2. REMUNERATION

- a) Effective January 1, 2023, the annual remuneration for the Mayor for the discharge of the duties of office is \$55,785.
- b) Effective January 1, 2023, the annual remuneration for a Councillor for the discharge of the duties of office is \$27,893.
- c) Effective January 1, 2023, the aforesaid Mayor and Council remuneration will increase yearly by a factor equal to the consumer price index for the prior year, for the Victoria metropolitan area as published by Statistics Canada.
- d) The compensation for Councillors will be set at 50% of the adjusted rate for the Mayor.
- e) A formal review of the remuneration bylaw be conducted in the third year of each Council term.

3. REPEAL

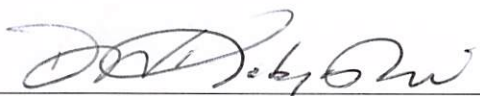
That Bylaw No. 1964, "Council Remuneration Bylaw, 2022", is hereby repealed.

READ A FIRST TIME on the 24th day of April, 2023

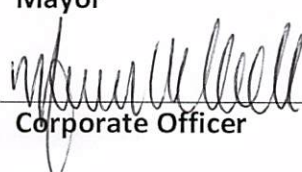
READ A SECOND TIME on the 24th day of April, 2023

READ A THIRD TIME on the 24th day of April, 2023

ADOPTED on the 8th day of May, 2023



Mayor



Corporate Officer





BYLAW NO. 1948

A BYLAW TO PROVIDE FOR AUTOMATED VOTING AND THE DETERMINATION OF VARIOUS PROCEDURES FOR THE CONDUCT OF GENERAL LOCAL ELECTIONS AND ASSENT VOTING

The Council of the City of Colwood, in open meeting assembled, enacts as follows:

1. Citation

This bylaw may be cited as "Election and Voting Procedure Bylaw No. 1948, 2022."

2. Definitions

In this bylaw:

"**Acceptable mark**" means a completed mark which the vote counting unit is able to identify and has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either 'yes' or 'no' on any assent voting question.

"**Automated vote counting system**" means a system that counts and records votes, and processes and stores election results. The system is housed in two hardware components, the upper half being the vote counting unit and the lower half being the ballot box.

"**Ballot**" means a single automated ballot card designed for use in an automated vote counting system, which shows:

- (a) the names of all of the candidates for the office of Mayor and for each office of Councillor, and School Trustee; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

"**Ballot return override procedure**" means the use, by an election official, of a device on a vote counting unit that causes the unit to accept a returned ballot.

"**City**" means the City of Colwood.

"**Election Headquarters**" means the City of Colwood Municipal Hall, 3300 Wishart Road, Colwood, British Columbia.

"**Memory card**" means the storage device that stores all the permanent results for the vote counting unit.

"**Results tape**" means the printed record generated from a vote counting unit at the close of voting on general voting day, that shows the number of votes:

- (a) for each candidate for the office of Mayor and each office of Councillor, and each office of School Trustee, if applicable; and

- (b) for the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.

"Returned ballot" means a voted ballot which was inserted by an elector into the vote counting unit that is not accepted and is returned by the unit to the elector with an explanation of the ballot marking error that caused the ballot to be unacceptable.

"Secrecy sleeve" means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.

"Storage ballot compartment" means a ballot box under each vote counting unit into which voted ballots are temporarily deposited in the event that the unit ceases to function.

"Vote counting unit" means the device into which voted ballots are inserted and that scans each ballot and records the number of votes for each candidate and for and against each assent voting question.

3. Access to Nomination Documents

As authorized by of the *Local Government Act*, to the Chief Election Officer must give public access to nomination documents will be made available 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.

4. Register of Electors

The most current available Provincial List of Voters prepared under the *Elections Act* shall form the register of resident electors for the city no later than 52 days before general voting day for any election or assent voting of the city to which this bylaw applies.

5. Required Advance Voting Opportunities

An advance voting opportunity must be held:

- (a) on the 10th day before general voting day, and
- (b) on the 3rd day before general voting day.

6. Additional Advance Voting Opportunities

The Chief Election Officer may:

- (a) establish additional advance voting opportunities in advance of general voting day, and
- (b) designate the voting places and set the voting hours for these opportunities.

7. Order of Names on Ballot

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

8. Minimum Number of Nominators

The minimum number of qualified nominators required to make a nomination for office as a member of Council shall be ten (10).

9. Determination of Results if Tie Vote in 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 the *Local Government Act*.

10. Use of Voting Machines

The Chief Election Officer may use an automated vote counting system for the conduct of elections and voting on bylaws or other matters on which the opinion of assent of the electors is sought.

11. Automated Voting Procedures

- 11.1.** The presiding election official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a vote counting unit is provided to an elector as soon as such elector enters the voting place and before the ballot is issued.
- 11.2.** Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy sleeve if applicable, the ballot making instrument, and any further instructions the elector requests.
- 11.3.** Upon receiving a ballot, and secrecy sleeve if so requested, the elector must immediately proceed to a voting compartment to vote.
- 11.4.** The elector may vote only by making an acceptable mark on the ballot:
 - (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for the office of Mayor, for each office of Councillor, and each office of School Trustee, if applicable; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 11.5.** Once the elector has finished marking the ballot, the elector must proceed to the vote counting unit, and under the supervision of the election official in attendance, insert the ballot directly from the secrecy sleeve, if applicable, into the vote counting unit without exposing the marks on the ballot.
- 11.6.** If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote counting unit, the elector may request a replacement ballot by advising the election official in.

- 11.7.** Upon being informed of the replacement ballot request, the presiding election official shall issue a replacement ballot to the elector and mark as "spoiled" and retain all spoiled ballots separately from all other ballots, and they shall not be counted.
- 11.8.** If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the ballot return overage procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks which have been made correctly.
- 11.9.** Any ballot counted by the vote counting unit is valid and all acceptable marks contained on such ballots will be counted in the election subject to any determination made under a judicial recount.
- 11.10.** Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 11.11.** During any period that a vote counting is not functioning, the election official supervising the unit shall insert all ballots delivered by the electors during this time, into the storage ballot compartment, on the understanding that if the vote counting unit:
- (a) becomes operational, or
 - (b) is replaced with another vote counting unit
- The ballots in the storage ballot compartment shall, as soon as reasonably possible, be removed by the election official and, under the supervision of the presiding election official, shall be inserted into the vote counting unit to be counted.
- 11.12.** Any ballots which were temporarily stored in the storage ballot compartment during the period when the vote counting unit was not functioning, which are returned by the vote counting unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.

12. Advance Voting Opportunity Procedures

- 12.1.** Vote counting units shall be used at all advance voting opportunities and voting procedures at advance voting opportunities must follow, as closely as possible, those described in this Bylaw.
- 12.2.** At the close of voting at each advance voting opportunity the presiding election official in each case must ensure that:
- (a) no additional ballots are inserted in the vote counting unit;

- (b) the storage ballot compartment is locked to prevent insertion of any ballots;
- (c) the results tapes in the vote counting unit are not generated; and
- (d) the memory card of the vote counting unit is secured.

12.3. At the close of voting at the final advance voting opportunity the presiding election official must:

- (a) ensure that any remaining ballots in the storage ballot compartment are inserted into the vote counting unit;
- (b) secure the vote counting unit so that no more ballots can be inserted; and
- (c) deliver the vote counting unit together with the memory card and all other materials used in the election to the Chief Election Officer.

13. Procedures After Close of Voting on General Voting Day

13.1. After the close of voting on general voting day, each presiding election official, except those responsible for advanced voting opportunities, shall undertake all of the following:

- (a) ensure that any remaining ballots in the storage ballot compartment are inserted into the vote counting unit;
- (b) secure the vote counting unit so that no more ballots can be inserted;
- (c) generate two copies of the results tape from the vote counting unit;
- (d) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, together with the memory card from the vote counting unit and one copy of the results tape, into the ballots and results box;
- (e) complete the ballot account and place the duplicate copy in the ballots and results box;
- (f) seal the ballots and results box; and
- (g) place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape, completed registration cards (if applicable), keys and all completed administrative forms into election materials box.

13.2. At the close of voting on general voting day, the Chief Election Officer shall direct the presiding election official for the advance voting opportunity where vote counting units were used, to proceed in accordance with this Bylaw.

13.3. All portable ballot boxes used in the election will be opened, under the direction of the Chief Election Officer, at the close of general voting day and all ballots shall be removed and inserted into a vote counting unit to be counted.

13.4. Upon the fulfillment of the procedures at the close of voting on general voting day, the Chief Election Officer shall, to obtain the election results, direct an election official to use the results tapes produced from the vote counting machine for each advance voting day and general voting day and place the results into a spreadsheet, which may be used for display at the election headquarters, indicating the total results.

14. Recount Procedure

14.1. Any recount after the preliminary election results are announced shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure:

- (a) the memory cards of all vote counting units must be cleared;
- (b) vote counting units will be designated for each recount voting place;
- (c) all voted ballots for the applicable vote counting units will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the vote counting unit under the supervision of the Chief Election Officer;
- (d) any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return override procedure, be reinserted in the vote counting unit to ensure that any acceptable marks are counted.

15. Repeal of Bylaws

Bylaw No. 1546, cited as " Election and Voting Procedure Bylaw No. 1546, 2014", is hereby repealed.

READ A FIRST TIME on the 13th day of June, 2022

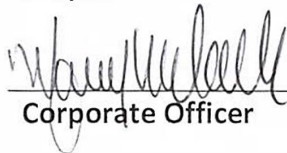
READ A SECOND TIME on the 13th day of June, 2022

READ A THIRD TIME on the 13th day of June, 2022

ADOPTED on the 27th day of June, 2022



Mayor



Corporate Officer



COUNCIL CODE OF CONDUCT	
ORIGIN: COUNCIL DATE OF ISSUE: NOVEMBER 24, 2025	AMENDED: ADOPTED: NOVEMBER 24, 2025

1. Purpose, Authority and Application

This Code of Conduct is adopted by Council in accordance and in alignment with sections 113.1 to 113.3 of the *Community Charter*. It establishes the standards of behaviour expected of Council Members and provides a fair process for addressing alleged breaches. The purpose of this Code is to promote public confidence in municipal governance through integrity, accountability, respect, leadership and collaboration.

It does not govern a Council Member's conduct in their personal life, except to the extent that such conduct reasonably undermines public confidence in the local government.

In the event of any conflict between this Policy and another City Bylaw or policy governing Council Member conduct, this Policy prevails.

2. Definitions

For the purposes of this Code of Conduct:

"Complaint(s)" means a formal written allegation submitted under Section 4.3 asserting that a Council Member has breached this Code of Conduct.

"Complainant" means the individual who submits a Complaint under this Code.

"Respondent" means the Council Member against whom a Complaint has been filed.

"Fairness Advisor" means the external individual appointed by Council under Section 4.1 to review Complaints, conduct investigations, and make determinations regarding alleged breaches of this Code.

"Council" means the Mayor and Councillors of the City of Colwood elected or appointed under the Local Government Act and Community Charter.

"Council Member" or "Member" means an individual member of Council, including the Mayor.

"Informal Resolution" means a process facilitated by the Fairness Advisor aimed at resolving a Complaint through discussion, mediation, or other collaborative means without proceeding to formal investigation.

"Confidential Information" means information obtained by a Council Member in their official capacity that is not publicly available, including but not limited to closed meeting materials, personal information protected under FOIPPA, privileged legal advice, and matters designated as confidential by Council or law.

"FOIPPA" means the Freedom of Information and Protection of Privacy Act.

3. Guiding Principles

In accordance with the prescribed principles under the *Community Charter* and the Responsible Conduct Framework, Council members must conduct themselves with:

- Integrity: act honestly, in good faith, and in the public interest.
- Accountability: be answerable for decisions and actions.
- Respect: treat others with dignity, civility, and professionalism.
- Leadership and Collaboration: foster an environment of trust and cooperation.
- Inclusivity: ensure equitable and respectful participation of all.

4. Standards of Conduct

Council members must uphold these standards in all interactions and decisions:

4.1 Respectful Conduct

Council members must treat one another, staff, and the public with decorum and respect. Officials are expected to avoid discriminatory, harassing, or bullying behaviour.

4.2 Council and Staff Roles

Members must respect the distinct roles of Council and staff. Staff take direction only from Council as a whole, through the Chief Administrative Officer, and not from individual members.

4.3 Use of Influence

Members must not use their position for personal gain or to influence staff or contractors improperly.

4.4 Conflicts of Interest

Members must identify and disclose real, perceived or potential conflicts and comply with the requirements of the Community Charter.

4.5 Confidential Information

Members must not disclose or misuse information obtained in confidence, including closed meeting materials.

4.6 Use of City Resources

City property, equipment, and funds must be used only for official duties.

4.7 Communications and Social Media

Members must ensure public statements, including those made through social media platforms, are accurate, respectful, and distinguish between personal views and Council positions. In particular, Council Members should:

- a) Refrain from publicly disparaging, ridiculing, or undermining fellow Council Members, staff, or community members;
- b) Avoid misrepresenting Council decisions, deliberations, or official positions;
- c) Respect Confidential Information and not disclose or allude to matters discussed in closed meetings;
- d) Recognize that communications made in their capacity as an elected official, even on personal social media accounts, may reasonably be perceived as reflecting on the municipality and should uphold the principles of this Code;
- e) Promote civil discourse and constructive dialogue, even when expressing disagreement with decisions or colleagues.

4.8 Prohibition Against Retaliation

No Council Member shall retaliate, threaten, or take any adverse action against another Council Member, staff member, or member of the public for:

- a) Making a Complaint in good faith under this Code;
- b) Participating in an investigation or proceeding under this Code;
- c) Providing information or testimony related to a Complaint; or
- d) Exercising any rights provided under this Code.

Retaliation includes, but is not limited to, intimidation, harassment, exclusion from Council activities or information, public disparagement related to the Complaint, or any action that would reasonably discourage participation in the Complaint process. Any allegation of retaliation shall be treated as a separate potential breach of this Code.

4.9 BC Human Rights Code

- a) The Code of Conduct directly incorporates the principles from the *BC Human Rights Code*, reinforcing protections against discrimination based on race, gender, sexual orientation, disability, and other protected grounds.
- b) The Code states that all conduct must comply with the Human Rights Code, especially in interactions with staff and the public.

5. Complaint and Enforcement Framework

This section outlines the process for handling alleged breaches of this Code of Conduct. The process emphasizes fairness, education, and the opportunity for resolution.

5.1 Fairness Advisor

An external individual having sufficient governance background and experience will be appointed by Council as a Fairness Advisor to review and make determinations on Complaints made under this Code of Conduct. The term of an appointed Fairness Advisor will not extend past the term of an elected Council, unless re-appointed by a subsequent elected Council. The Fairness Advisor shall conduct all reviews and investigations in accordance with the Procedural Fairness Framework set out in [Appendix A].

5.2 Preliminary Steps

If a Council Member believes that they have observed or otherwise become aware of another Council Member engaging in conduct that would breach this Bylaw, they must attempt to resolve the Complaint directly with the other Council Member, if possible, prior to submitting a formal Complaint.

5.3 Submitting a Complaint

- a) Complaints must be directed to the Chief Administrative Officer to ensure they are included in the permanent records of the City. The Chief Administrative Officer acts solely in an administrative capacity to receive, document, and forward Complaints and does not evaluate the merits, substance, or validity of any Complaint. If the Complaint involves the Mayor and/or Chief Administrative Officer, the Complaint must be directed to Council as a whole, and another senior staff member designated by Council shall perform the administrative intake function.
- b) The Complaint must be in writing, must be submitted within 60 days of the alleged breach, and must include, with sufficient detail:
 - i. the name of the Complainant;
 - ii. the name of the Respondent Council Member(s);

- iii. the conduct that the Complainant alleges was in breach of the Code;
 - iv. the date of the alleged conduct;
 - v. the parts of the Code that the alleged conduct breached;
 - vi. the basis for the Complainant's knowledge of the conduct; and
 - vii. how a preliminary attempt to resolve the Complaint informally occurred as required.
- c) Anonymous Complaints will not be accepted.
 - d) A Complaint may be accepted notwithstanding that it does not comply with every requirement above if it is determined that there has been substantial compliance or if the circumstances otherwise warrant acceptance.
 - e) A Complaint submitted outside the time limits set out above will be rejected, except that an extension of no more than 30 days may be granted if the circumstances of the Complaint are deemed to be sufficiently serious.
 - f) In an election year, a Complaint submitted within 90 days of the general voting day will be accepted and held in abeyance until after the new Council has taken office, at which time the Complaint shall only proceed if it relates to a Council Member who has been re-elected in that election year.

5.4 Whistleblower Protection

- a) Any employee, elected official, volunteer, or member of the public who, in good faith reports a suspected or actual possible breach of the Code of Conduct Policy shall be protected from retaliation, including but not limited to dismissal, demotion, discipline, harassment, discrimination, or any other adverse employment or personal consequence, as further detailed in Section 5.8 of this policy.
- b) The identity of whistleblowers shall be maintained in strict confidence and disclosed only on a need-to-know basis, and only where required to conduct a thorough and fair investigation or as required by law.
- c) All reports will be received, documented and investigated promptly and discreetly. Investigations shall be conducted by impartial individuals with no conflict of interest.

5.5 Screening and Intake

- a) On receipt of a Complaint, the Chief Administrative Officer will, in all cases, refer it to the Fairness Advisor within five (5) business days. The Chief Administrative Officer's role is limited to administrative processing and does not include assessment, investigation, or determination regarding the Complaint. This ensures neutrality and avoids any perceived bias, particularly in circumstances where the Chief Administrative Officer may be indirectly implicated or involved in matters related to the Complaint.
- b) The Fairness Advisor will review the Complaint to determine if it falls within jurisdiction, contains sufficient detail, and is not frivolous or vexatious.
- c) If dismissed, the Complainant will be advised in writing with reasons.

5.5 Informal Resolution

- a) Where suitable, the Fairness Advisor may facilitate informal discussion or mediation between parties.
- b) If resolved, no investigation will occur, and a confidential summary will be retained.

5.6 Formal Investigation

- a) If Informal Resolution is not appropriate or is unsuccessful, the Fairness Advisor will notify the Respondent, provide an opportunity to respond, and may conduct interviews or review evidence.

- b) The Fairness Advisor must maintain appropriate confidentiality and procedural fairness.
- c) The Fairness Advisor must make every reasonable effort to conclude a formal investigation within 90 days. If this timeline cannot be met, the Fairness Advisor must provide a confidential briefing to those members of Council not implicated in the Complaint and request endorsement of a longer timeframe. Wherever possible, this extended timeframe should not exceed 30 days from the date of the Council briefing.

5.7 Findings and Recommendations

- a) Upon completion, the Fairness Advisor will prepare a written report outlining the process, findings, and any recommendations for action.
- b) The report will be submitted to Council for consideration.
- c) Unless confidentiality is required by law or recommended by the Fairness Advisor, the report will be included in the materials of an open Council meeting. In determining what information should be made public, the following principles apply:
 - i. A summary of the Complaint, the investigative process followed, the findings, and any recommended sanctions shall be made public to promote transparency and accountability.
 - ii. Personal information as defined under FOIPPA, details that could identify third parties who provided information in confidence, and any information subject to solicitor-client privilege shall be redacted or considered in-camera.
 - iii. The Fairness Advisor shall identify in their report which portions, if any, should be considered in-camera and provide reasons consistent with the applicable provisions of the Community Charter.
 - iv. Council shall make the final determination regarding what portions of the report are considered in-camera, in accordance with the requirements of the Community Charter.

5.8 Appeal Mechanism

- a) If a Council member disagrees with the findings or sanctions, they may request a review.
- b) Grounds for appeal will be considered for the following:
 - i. Procedural error or unfair process
 - ii. New evidence not previously available
 - iii. Misinterpretation or misapplication of the Code of Conduct
- c) Appeals Must be made within 30 calendar days of receiving the decision
- d) The appeal will be handed by an independent third party, ensuring fairness and transparency.
- e) The Appeal Authority shall review the appeal and may:
 - i. Uphold the original decision
 - ii. Modify the finding or sanctions
 - iii. Overturn the decision and dismiss the complaint
- f) The decision of the Appeal Authority shall be final and binding

6. Roles and Responsibilities

6.1 Council Members

Uphold the Code, participate in required training, and cooperate in any review or investigation including the consideration of reports submitted by the Fairness Advisor.

6.2 Fairness Advisor

Act independently, fairly, and confidentially to administer this Code, investigate Complaints, and provide advice.

6.3 Complainants and Respondents

Provide accurate information, maintain confidentiality, and engage respectfully throughout the process.

6.4 Mandatory Training

All Council Members must complete mandatory Code of Conduct and ethics training within 90 days of the commencement of each Council term. This training shall include:

- a) A comprehensive review of this Code of Conduct and its application;
- b) Education on ethical decision-making, conflict of interest requirements, and confidentiality obligations;
- c) Guidance on respectful workplace conduct and the Complaint resolution process; and
- d) Any other topics identified by the Chief Administrative Officer or Council as relevant to effective and ethical governance.

The Chief Administrative Officer shall arrange for appropriate training and maintain records of completion. Council may, by resolution, extend the timeline for completion in exceptional circumstances.

7. Sanctions and Reporting

If the Fairness Advisor concludes that a breach occurred, Council may determine one or more of the following actions:

- Verbal or written apology.
- Requirement for training, education, or mediation.
- Written reprimand or censure by Council resolution.
- Other actions consistent with the Community Charter.

All sanctions will be reported publicly, excluding confidential personal information as provided for in 5.7(c).

8. Request for Provincial Intervention

In circumstances involving persistent, egregious, or systemic misconduct that Council determines cannot be adequately addressed through the processes established in this Code, Council may, by resolution, formally request intervention from:

- a) The Minister of Municipal Affairs under the applicable provisions of the Community Charter or Local Government Act;
- b) The Office of the Ombudsperson to conduct an independent investigation or review; or
- c) Any other appropriate provincial authority with jurisdiction over municipal governance matters.

Such a request shall be made only after:

- i. The Complaint process under this Code has been exhausted or is demonstrably inadequate to address the conduct at issue;
- ii. Council has considered the recommendations of the Fairness Advisor (if applicable);
- iii. Council has determined, in good faith, that the conduct undermines the effective functioning of local government or public confidence in municipal governance to a degree that warrants external oversight.

A resolution to request provincial intervention shall identify the specific conduct of concern, the steps already taken under this Code, and the reasons why external intervention is necessary. Council shall provide notice of such resolution to all affected parties.

9. Post-Decision Matters

- a) A Respondent Council Member who is found not to have breached the Code may make a request to Council for reimbursement of the costs of legal advice and representation in responding to a formal investigation.
- b) Council may resolve to reimburse legal fees reasonably incurred by a Respondent Council Member after considering all the circumstances, including whether:
 - i. the Council Member has previously been found to have breached the Code; and/or
 - ii. the Council Member has been previously reimbursed under this section.
 - iii. reimbursement of legal costs claimed shall not exceed \$10,000.00 in any instance.

10. Review and Continuous Improvement

This Code shall be reviewed at least once per Council term, or upon recommendation of the Fairness Advisor, to ensure its continued effectiveness and alignment with the Responsible Conduct Framework and provincial best practices.

Appendix A – Procedural Fairness Framework

The Fairness Advisor shall adhere to the following procedural fairness principles when administering this Code:

Impartiality

- The Fairness Advisor must be independent and free from bias or conflict of interest in relation to any Complaint.
- If a reasonable apprehension of bias exists, the Fairness Advisor must disclose it and, if necessary, recuse themselves from the matter.
- The Fairness Advisor must not have any personal, financial, or professional relationship with the parties that could affect objectivity.

Right to Be Heard

- Both the Complainant and Respondent must be given adequate opportunity to present their perspective, provide evidence, and respond to allegations.
- The Respondent must be provided with sufficient details of the Complaint to understand the allegations and prepare a response;
- All parties must be treated with dignity and respect throughout the process.

Confidentiality

- All Complaint materials, investigation records, and communications shall be treated as confidential except as required by law or this Code;
- Participants in the process must maintain confidentiality and not disclose information regarding the Complaint except as authorized;
- The Fairness Advisor shall take reasonable steps to protect the privacy of all individuals involved while ensuring procedural fairness.

Documentation Standards

- The Fairness Advisor shall maintain comprehensive written records of all Complaints received, steps taken in the investigation, interviews conducted, and evidence reviewed;
- All findings and recommendations shall be documented in a written report with clear reasons;
- Records shall be retained in accordance with City records management policies and FOIPPA requirements.

Timeliness and Communication

- The Fairness Advisor shall keep parties reasonably informed of the status of the Complaint and any significant procedural steps;
- Investigations shall be conducted in a timely manner consistent with the timelines specified in this Code;

Any delays or procedural concerns shall be communicated to the parties and, where appropriate, to Council.



ELECTION PERIOD COMMUNICATIONS AND CITY EVENTS POLICY	
ORIGIN: CORPORATE SERVICES DATE OF ISSUE: July 1, 2026 APPROVED BY: JASON JOHNSON, CHIEF ADMINISTRATIVE OFFICER	AMENDED:

PURPOSE

The purpose of this policy is to maintain the political neutrality of the City of Colwood during the local government election period, ensure equitable treatment of all candidates, and preserve public confidence in the integrity of municipal administration and City-sponsored events.

SCOPE

This policy applies to:

- Members of Council
- Candidates for elected office
- City staff
- City volunteers and contractors acting on behalf of the City
- City-sponsored events, programs, facilities, communications, advertising, and public engagement activities

POLICY PERIOD

For the purposes of this policy, the Election Period begins on January 1st of the year in which the general election is scheduled and ends at the close of voting on General Voting Day.

DEFINITIONS

Campaigning or electioneering means any activity intended to promote or oppose a candidate, elector organization, campaign, or election platform, including soliciting votes, distributing campaign materials, displaying campaign signs or campaign messaging, collecting campaign contributions, or organizing campaign-related activity.

City resources includes City facilities, property, equipment, funds, staff time, communications channels, photographs, logos, branding, uniforms, vehicles, supplies, and social media accounts.

City-sponsored event means an event organized, funded, hosted, promoted, or formally supported by the City.

GENERAL PRINCIPLES

During the Election Period:

- The City shall remain politically neutral.
- City resources shall not be used to support or oppose any candidate, elector organization, or campaign.
- All candidates shall be treated fairly and consistently.
- Communications shall focus on municipal operations, public safety, service delivery, statutory notices, and factual information.

CITY COMMUNICATIONS

The City shall continue to provide:

- Emergency notifications
- Public safety information
- Statutory notices
- Council meeting agendas and minutes
- Service-related communications
- Election administration information

The City shall not:

- Highlight the achievements of individual elected officials;
- Publish communications that could reasonably be perceived as promoting a candidate;
- Provide preferential exposure to any candidate through City communication channels;
- Feature candidates in promotional campaigns, advertisements, publications, videos, or social media content.

CITY SPONSORED EVENTS

City sponsored events are intended to be non-partisan community events. Candidates may attend City sponsored events on the same basis as any other member of the public.

During the Policy Period, candidates, elector organizations, campaign volunteers, or persons acting on behalf of a campaign must not use City sponsored events for campaigning or electioneering. This includes soliciting votes, distributing campaign literature, displaying campaign signs, banners, campaign clothing, or other campaign messaging, collecting campaign contributions, operating campaign booths or displays, or otherwise using the event as an organized campaign opportunity.

Where elected officials are invited to participate in official City ceremonies, announcements, openings, or community recognition events during the Election Period:

- Invitations shall be based on office held, not candidacy.
- Participation shall be limited to official duties.
- Event organizers shall take reasonable steps to ensure the event is not used for campaigning.
- Speaking remarks should be restricted to the purpose of the event and should not include election-related content.

CURRENT COUNCIL MEMBERS

Where a member of Council is invited to participate in an official City ceremony, announcement, opening, or recognition event during the Policy Period, the invitation shall be based on the office held and not on the individual's status as a candidate. Participation must be limited to official duties and must not include campaign messaging, election-related comments, or references to the individual's candidacy.

PHOTOGRAPHS AND CITY MATERIALS

Photographs, videos, graphics, logos, branding, or other materials produced by the City must not be used in campaign materials or on campaign-related websites, social media accounts, advertisements, or publications.

STAFF CONDUCT

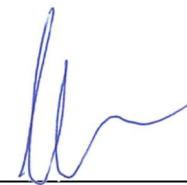
Staff shall remain politically neutral while acting in their official capacity.

Staff shall not:

- Participate in campaign activities while on duty;
- Use City resources for campaign purposes;
- Provide preferential treatment to candidates;
- Appear in campaign materials while representing the City.

ENFORCEMENT

Any candidate, elected official, staff member, volunteer, or member of the public who engages in prohibited electioneering activities at a City-sponsored event may be directed to cease the activity or leave the event.



Jason Johnson, Chief Administrative
Officer



ELECTIONS BC

A non-partisan Office of the Legislature

HANDBOOK FOR LOCAL CANDIDATES

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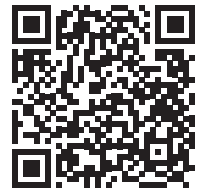
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INTRODUCTION

This handbook is designed as a day-to-day resource to help local candidates understand their campaign responsibilities under the *Local Elections Campaign Financing Act* (LECFA) and associated regulations. It is the responsibility of candidates to ensure they understand and follow the rules. This guide is based on current interpretation of the legislation and is not considered legal advice by Elections BC.

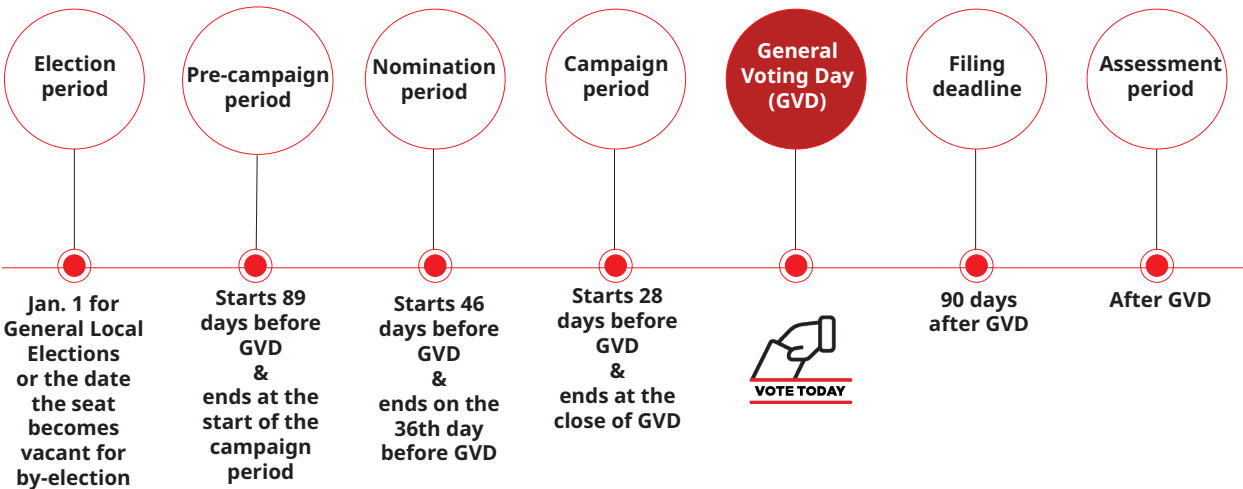
Each section is designed to address common issues candidates may encounter during local elections. We recommend this resource be used in collaboration with other Elections BC resources available on our website (elections.bc.ca/local-candidates), including:

- [Local guides](#)
- [Local forms](#)
- [Online learning](#)
- [Information sessions](#)



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

TIMELINES



Key dates	Period	Important to know
Election period 	Starts January 1st in the year for General Local Elections, or for a by-election, from the date the seat becomes vacant, until the start of the campaign period	• Candidates are required to appoint a financial agent and open a campaign account. • There are rules for campaign contributions that candidates must follow. • All income and expenses must be recorded and receipts maintained.
Pre-campaign period 	Starts 89 days before General Voting Day (GVD) and ends at the start of campaign period Only applicable for General Local Elections (not applicable for by-elections)	• There are rules for election advertising, including a requirement for an authorization statement on all advertising. • All income and expenses must be recorded and receipts maintained.
Nomination period 	Starts 46 days before GVD and ends on the 36th day before GVD	• Elections BC does not administer candidate nominations for local candidates. • Candidate nominations, including elector organization endorsements, must be filed with Local Chief Election Officers directly.

Campaign period 	Starts 28 days before GVD and ends at the close of general voting	• There are rules for election advertising, which now also include advertising that takes a position on an election issue. • All income and expenses must be recorded and receipts maintained.
General Voting Day (GVD) 		• No election advertising can be transmitted to the public. • During voting, candidates must not post, display, or distribute election advertising or materials identifying a candidate or an elector organization within 100 metres of a voting place.
Filing deadline 	90 days after GVD	• All candidates must file a campaign financing report with Elections BC.
Assessment period 	After GVD	• Elections BC conducts compliance reviews and audits. Issues of non-compliance are forwarded to investigations for possible enforcement. • Candidates must respond to requests from Elections BC for additional information.

RUNNING AS A CANDIDATE



Individuals can run as:

- unendorsed candidates (candidates who are not supported by an electoral organization), or
- endorsed candidates (candidates who are supported by an electoral organization).

There are some important differences if running as an endorsed candidate and they are highlighted through this booklet. Check page 11 for endorsed candidates expense limits.

FINANCIAL AGENTS

All candidates **must** have a financial agent. Candidates may appoint another individual to act as their financial agent.

A candidate is automatically their own financial agent if they do not appoint anyone.



The appointment must be made in writing.

Appointment of financial agent checklist:

- ☐ Full name
- ☐ Start date of the appointment
- ☐ Contact information for financial agent, including service address
- ☐ Signatures of the candidate and financial agent

Appointment forms, including updates, must be sent to the relevant authorities as soon as practicable:

- **before** the voting results are declared, to the **Local Chief Election Officer** for your jurisdiction, or
- **after** voting results are declared, to **Elections BC**.



What to look for in a financial agent?

A background in accounting or finance can be an advantage for financial agents, but it is not a requirement under LECFA.

An individual can be appointed as the financial agent for more than one campaign, however, they should ensure they have the time and resources available to meet the responsibilities they have committed to.

Financial agent duties

Financial agents are legally responsible for managing the campaign's finances.

Failure to manage the campaign finances and follow LECFA can result in significant penalties.

If a candidate does not appoint a financial agent, they are responsible for all the financial agent's duties.

Duties include:

1 Open and manage a separate campaign bank account that is used exclusively for the candidate's election campaign.

The account must be in the name of the candidate's campaign. This means it includes the candidate's name and details about the specific election. A campaign account must be opened prior to incurring election expenses or accepting campaign contributions.

Acceptable account name	Not acceptable account name
- Alex Smith 2026 Vancouver Local Election Campaign Account - Vancouver by-election for Alex Smith	- Vancouver Election Account - Alex's Vancouver account

2 Accept and record all income.*

- Contributions must come from eligible individuals, who are:
 - residents of British Columbia, and
 - Canadian citizens or permanent residents.

Note: Record all required information for contributions and ensure individuals do not exceed the annual contribution limit. Required information listed on page 8.

- Contributions from organizations or individuals residing outside of B.C. cannot be accepted.
- In addition to contributions, all other income must be tracked, deposited into the campaign account and disclosed in the campaign financing report.

If running as an endorsed candidate, contribution limits are shared with the elector organization and all candidates endorsed by the elector organization for the same election campaign. This means an individual can give the maximum amount to the electoral organization and not to each individual candidate.



3 Approve expenses.*

- Approve all expenses incurred by the campaign.
- Ensure all election expenses are paid or reimbursed directly from the campaign account.
- Ensure campaign period election expenses do not exceed the expense limit.
- Maintain accurate and complete records of all campaign expenses.
- Ensure that all campaign expenses are disclosed in the campaign financing report.



What does it mean to incur an election expense?

Expenses are considered to be incurred once the property or service is used in such a manner that the value is an election expense.

Example: Candidate Alex Smith purchases \$1,000 worth of signs during the pre-campaign period. These signs are displayed in the campaign period. The full \$1,000 cost of the signs must be reported as a campaign period expense and will count towards the expense limit.

For more information, please scan this code and review the election expense limit quick reference sheet.

* Financial agents may authorize someone to assist with accepting contributions and incurring expenses. The authorization must be in writing and kept as an official record.



4 File campaign financing reports with Elections BC by the filing deadline.

- The financing report must be submitted within 90 days after GVD.
- Amended reports must be submitted within 30 days of becoming aware of errors or omissions in the report.

5 Maintain financial records in B.C.

- The financial agent must retain the financial records until all required campaign financing reports have been submitted.
- Afterwards, the financial records must be forwarded to the candidate, who must retain them for five years after GVD.

CAMPAIGN CONTRIBUTIONS

Contributions include any amount of money, property, or services provided without compensation to a candidate for campaign use.

For more information about contributions, including the current contribution limit, scan the code and see (elections.bc.ca/local-contributions).



Who can contribute?	Individuals who live in B.C. and are either a Canadian citizen or a permanent resident
What are contribution limits?	\$1,429.70 for 2026 - Updated January 1st each year
What counts as a contribution?	- Cash, cheque, credit card payments, and electronic fund transfers - Property or services provided free of charge which would normally have a cost - Discounts, forgiven loans or unpaid debts
What needs to be recorded when accepting contributions?	- Contributor’s full name - Contributor’s mailing address - If different, contributor’s residential address - Amount of contribution - Date received - How eligibility was confirmed

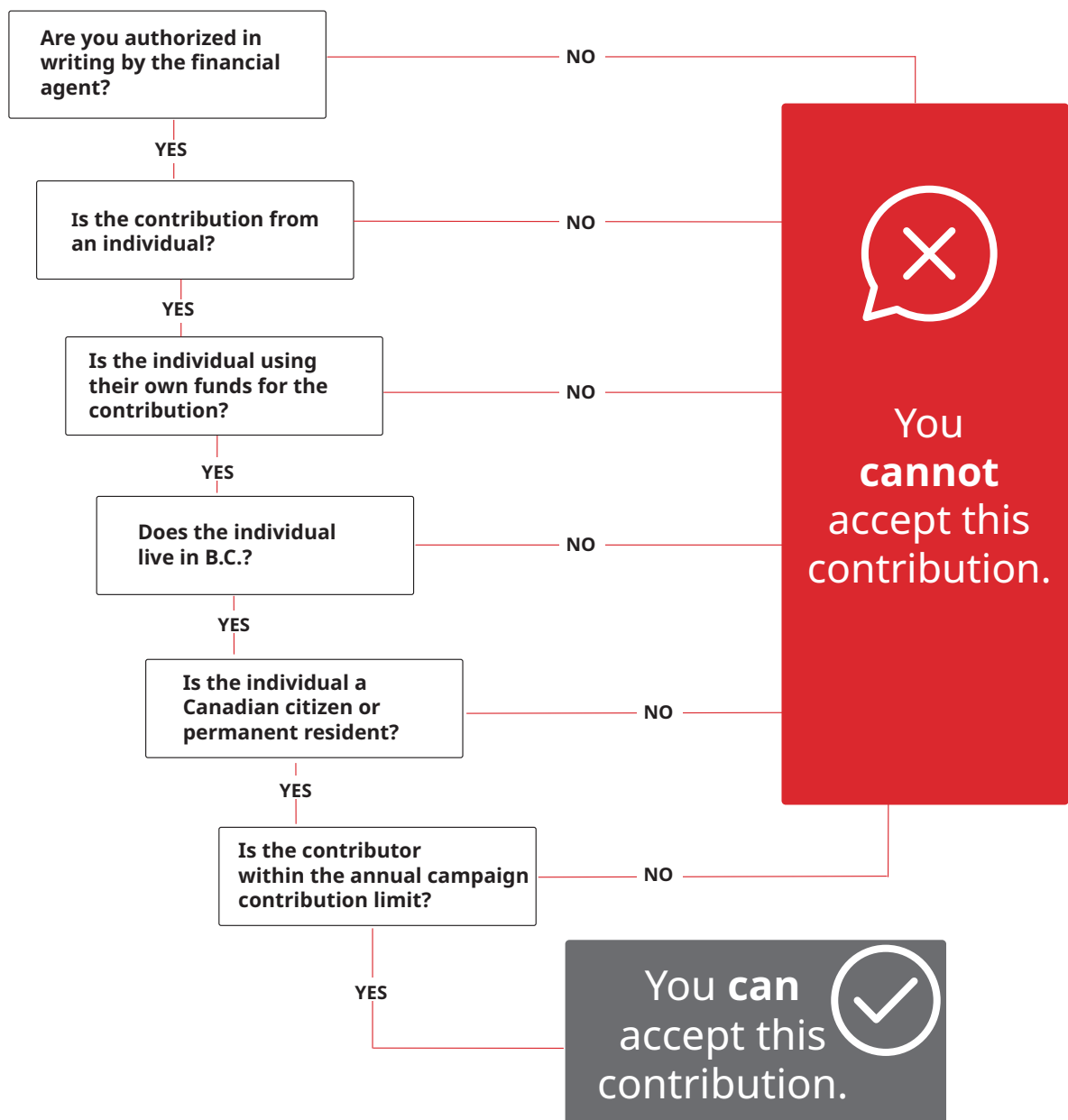
If using an online processing system (such as Stripe, Square, etc), the contribution amount includes any service fees withheld by the processing system.

If an individual contributes \$1,420 and the system retains \$2.50 as a processing fee, the contribution amount is still \$1,420, despite the campaign receiving only \$1,417.50.



Accepting contributions

Candidates, financial agents, and appointed individuals must ensure that a contribution is permitted before accepting it. This flow chart will help to determine when contributions can and cannot be accepted.



Prohibited Contributions

It is an offence to make or accept a prohibited contribution and Elections BC may issue monetary penalties for such contraventions. If you unintentionally accept a prohibited contribution, you must return it as soon as you realize the error. Failing to return a prohibited contribution can result in significant penalties.

Prohibited contribution checklist:

- ☐ Return the contribution to the contributor within 30 days of becoming aware. If the amount cannot be returned, remit it to Elections BC as soon as practicable.
- ☐ Record the details of how the contribution was dealt with as part of the campaign's financial records, including any supporting documentation (i.e. cancelled cheque, etc.).
- ☐ Report the prohibited contribution to Elections BC in your campaign financing report.



When returning a prohibited contribution, you should keep all supporting documentation about the return.

This includes the amount returned and the date it was returned to the contributor. If the contributor does not cash the cheque for the returned contribution, you must remit the contribution to Elections BC.



Individuals must use their own funds to make a political contribution. This means that the bank account or credit card used for the contribution must be in their own name. If the account is in another individual's name, the contribution is an indirect contribution which is prohibited.

Example: 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.

ELECTION EXPENSES

Candidates are limited in the amount of election expense they can use during the campaign period. Current expense limits are posted on our website (elections.bc.ca/local-expense-limits).



Endorsed candidates may have a reduced expense limit if they have chosen to share some of their limit with their elector organization through a Campaign Financing Arrangement (CFA). There are significant penalties for exceeding an election expense limit or amount available under a CFA.

The following election expenses are not subject to the campaign period expense limits:

- Personal expenses
- Legal or accounting services
- Services provided by a financial agent
- Interest on a permissible loan for election expense

There are no expense limits for property or services used exclusively outside of the campaign period.

All election expenses must be tracked. Record keeping must include:

- ☐ Description of the election expense
- ☐ Total value of each election expense
- ☐ Date the election expense was incurred, including when it was used by the campaign



Supporting documents (e.g. receipts, invoices, etc.) must be retained for five years to support campaign record keeping.

Incurring election expenses

Election expenses are incurred based on when the property or services are used. This means that you might pay for an expense before the expense is considered to be incurred.

How to calculate election expenses?

Election expenses must include all production and transmission costs, and applicable taxes.

Example: *Candidate Alex Smith pays \$2,000 to have a video produced during the pre-campaign period. This video is not shared until the campaign period. During the campaign period, Alex Smith pays \$100 to share the video with the public. In this scenario the candidate must report \$2,100 towards their election expense limit.*



It is important to report expenses during the period they are used. Failure to report expenses in the right period may result in unintentionally exceeding the campaign period expense limit and being disqualified from the election.

Apportioning election expenses

Some election expenses can be split between two periods – this is called apportioning expenses. This can only be done when some of the value is used in the campaign period and some of the value is used outside of the campaign period.

For example, if you pay for a monthly phone bill, you can split the cost by month. However, you can't split the usage of campaign signs. If a campaign sign is publicly displayed starting in the pre-campaign period, and remains during the campaign period, the entire value of the sign must be counted against the campaign period expense limit (as the full value was transmitted during the campaign period).



MARKET VALUE

Candidates need to record and report transactions that do not involve money, for example, property or services donated and/or used by the campaign. To do this, they must assign a market value.

Market value is the lowest price charged for an equivalent property or service in the area at the time. This can be determined by obtaining quotes or estimates online or from local vendors for similar products.

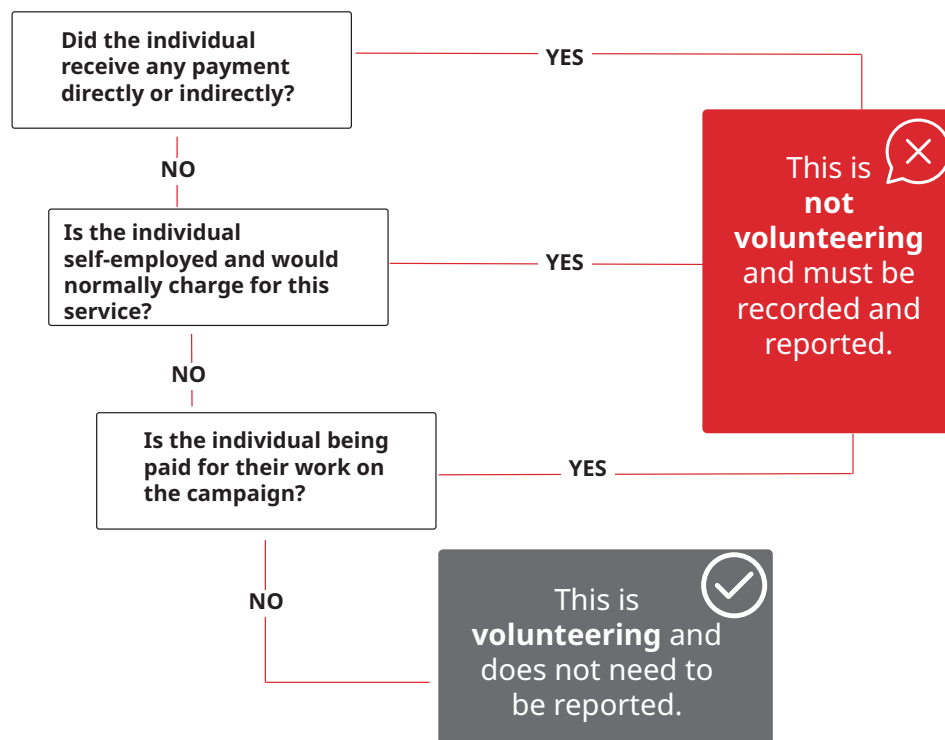


The supporting documentations showing how market value was determined must be retained as part of the financial records.

Example: Eligible individuals can give non-monetary contributions, including services or property, or provide discounts to a candidate. The **difference between market value and the price paid** is a non-monetary contribution. The full market value of the property or services used is the amount of the election expense incurred. This amount must be recorded and disclosed in the same way as contributions of money and election expenses purchased by the campaign.

VOLUNTEERING

Individuals are allowed to volunteer for a campaign, however, in some cases their services may be a contribution and election expense under LECFA. This flow chart helps to determine when an individual's participation must be reported as a contribution and expense.



ELECTION ADVERTISING

Election advertising includes any paid public transmission, including canvassing voters, that promotes or opposes the election of a candidate or an elector organization during the pre-campaign period or campaign period.

- During the campaign period, election advertising also includes messages that take a position on an issue with which a candidate or elector organization are associated.
- LECFA does not regulate when a candidate can start advertising, or where they can place signs. Candidates should contact their local authority as there may be specific by-laws regulating election advertising.
- If someone other than a candidate or elector organization wants to conduct election advertising, they must register as a third party sponsor with Elections BC. They must be independent from the election campaign of any candidate or elector organization.

When candidates are conducting election advertising, the message must include sponsorship information that:

- ☐ indicates the ad is authorized by the financial agent,
- ☐ includes the name of the financial agent, and
- ☐ provides a B.C. phone number, B.C. mailing address or email address where the financial agent can be contacted about the advertising.

Acceptable sponsorship information	Not acceptable sponsorship information
• Authorized by Alex Smith, financial agent, 604-555-1234	• Paid for by Alex Smith's campaign • Authorized advertising, www.AlexSmith.com

- If multiple candidates conduct advertising together, or with their elector organization, each participant is responsible for paying for their share of the advertising. Furthermore, the advertising authorization statement must identify and provide contact information for all authorized financial agents.

Advertising must not be transmitted on General Voting Day, unless it is one of the following activities and is conducted more than 100 metres from a voting place:

- Signs, posters, and banners
- Distribution of pamphlets
- Internet message posted before GVD, which are not changed before the close of voting
- Message with the sole purpose of encouraging voters to vote

Elections BC does not regulate the placement of election advertising. Candidates are encouraged to contact the local authority to confirm if there are rules for election signs, and to confirm the location of voting places.

If contacting voters by phone, please be aware of the Canadian Radio-television and Telecommunications Commission (CRTC) rules for unsolicited calling, including do not call lists, identification requirements and automatic dialing-announcing device (ADAD) rules. More information is available on the CRTC website (<https://crtc.gc.ca>).

CAMPAIGN FINANCING REPORTS

Every candidate must file a campaign financing report with Elections BC within 90 days of GVD, even if they are acclaimed, withdraw or have no financial activity to report.

The report consists of the following forms which are available on the Elections BC website (elections.bc.ca/local-forms).



- Disclosure Statement Cover Page
- Campaign Financing Summary
- Summary of Campaign Contributions
- Campaign Contributions With a Total Value of \$100 or More
- Permissible Loans Received
- Other Income and Transfers Received
- Prohibited Campaign Contributions and Loans
- Summary of Elections Expenses
- Shared Election Expenses
- Other Expenses and Transfers Given
- Fundraising Functions
- Disbursement of Surplus Funds
- Former Financial Agents
- Campaign Financing Arrangement

If a candidate has no financial activity to report, this can be indicated on the cover page. The remaining forms only need to be filed if there is financial information that needs to be reported.

To be accepted, the campaign financing report must be:

- received by Elections BC by the filing deadline (postmark is not acceptable) – contact information is included in this handbook.
- signed by both the candidate and the financial agent.



Submitting reports

Candidates can submit reports online, by email, mail, fax, courier, or in-person. To meet the deadline, we recommend using the **Secure Online Filing Application (SOFA)**.

Scanned reports or electronically filled forms can be directly uploaded to SOFA through Elections BC Services (<https://services.electionsbc.gov.bc.ca/Portal>).



ONGOING EDUCATION

As you run your campaign, there are a variety of resources available at elections.bc.ca/local-candidates. These materials are designed to guide your campaign, deepen your understanding of the rules, and help you approach your campaign responsibilities with knowledge and confidence.

Be sure to visit the candidate homepage regularly. It serves as a central hub for updates, reminders, announcements, and additional educational materials. Checking in often will ensure you stay informed at every stage of the campaign.

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

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