

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 Municipal Affairs and Elections BC for specific details, guidance, and accuracy.

Included in the package are the following documents:

Forms	Reference Documents
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Notice of Nomination• 2022 Election Signage• Council Remuneration Bylaw 1732• Elections and Voting Bylaw 1948• City of Colwood - Code of Ethics• City of Colwood – Vision, Mission, and Values• Candidates Guide to Local Elections

Online Resources:

Ministry of Municipal Affairs

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

- [Candidates Guide to Local Elections](#)
- [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/2022-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 www.colwood.ca/election

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: A nomination deposit is 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 Tuesday, August 30th, and closes at 4:00 pm Friday, September 9th. Nominations must be filed by the 4:00 pm deadline on September 9th, 2022.

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: airving@colwood.ca

Receipt of Original Nomination Documents

If submitting documents by email or fax, original copies must be provided to the City of Colwood Chief or Deputy Chief Election Officer by 4:00 pm on Friday, September 16, 2022. The nomination is not valid if the original nomination documents that were faxed or emailed are not received by the deadline, the person nominated is deemed to have withdrawn from being a candidate in the election.

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. Persons 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 9th, 2022, 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 one voting machine/ballot box at a time, which means ONE Scrutineer 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 papers
- Show their appointment papers before beginning their duties to the Presiding Election Official
- Show their appointment papers to an election official when requested by that official
- Make the required declaration to preserve the secrecy of the vote
- Follow the direction of the Chief Election Officer, Presiding Election Official, and the local guidelines for scrutineers
- Remain in the designated area for scrutineers to observe the voting proceedings.

Scrutineers MAY:

- 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; however, scrutineers may not handle or touch the voting books
- 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.

Scrutineers MUST NOT:

- Interfere with the duties of the President Election Official or handle election documents
- Interfere with or assist a person marking a ballot
- Attempt to discover how someone voted or marked their ballot
- Communicate information about how someone has voted
- Canvas 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
- Display, distribute, post any election advertising or any material that identifies a candidate or elector organization, unless this is done with the authorization of the Chief Election Officer; or
- Carry, wear or supply a flag, badge or other thing indicating support of a candidate, elector organization or result in the voting

Candidates can appoint one or more scrutineer 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 scrutineer per candidate can be in the polling station at any given time.

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 9, 2022 and again on September 19, 2022. The draw for order of names on the ballot will take place immediately following the final declaration on September 19, 2022 at 4:05 pm. Only candidates, their official agents and those permitted by the CEO may be present for the draw.

*Updated date of the draw for order of names on the ballot.

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 13, 2022. 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 16, 2022 and if the Chief Election Officer is satisfied with its authenticity, must accept the withdrawal. After 4:00 pm on September 16, 2022, 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 Council Remuneration Bylaw is currently under review.

The current 2022 rate under the existing Bylaw No. 1732, 2018 is as follows:

Mayor - \$33,003.57

Councillor - \$16,501.78

TIME COMMITMENT

Becoming a member of Council requires a 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 19	New Council Orientation Session - Esquimalt	5 – 9:30 pm
October 24	Council Dinner (Incoming / Outgoing)	TBD
October 26	New Council Orientation Session - Esquimalt	5 – 9:30 pm
November 7	Inaugural Meeting	6:30 pm
November 9	Council Orientation 101	1 – 9 pm
November 10	Council Orientation 101	1 – 9 pm
November 14	Council Meeting	6:30 pm
November 15	Council Service Review	1 – 5 pm
November 17	Council Service Review	1 – 5 pm
November 21	Committee of the Whole	6:30 pm
November 22	Council Service Review	1 – 5 pm
November 23	Council Service Review	1 – 5 pm
November 24	Council Service Review (Tentative)	1 – 5 pm
November 28	Council Meeting	6:30 pm
December 5	Committee of the Whole	6:30 pm
December 12	Council Meeting	6:30 pm
December 13	Special Committee of the Whole (Budget Deliberations)	6:30 pm
January 2023	Council Orientation - Tigh Na Mara	TBD

* Nov 9 & 10
Orientation
Time updated

Council and Committee of the Whole Meetings:

Colwood City Council meets the second and fourth Monday of each month, except July, August, and December where the schedule is modified for summer recess and the annual winter break. These meetings start at 6:30 p.m. and are sometimes preceded by in-camera (closed) Council meetings and/or public hearings. That equates to 22 regular council meetings per year lasting from one to three hours or more each. All members of Council are required to attend Council meetings.

The first and third Monday of each month is reserved for Committee of the Whole Meetings starting at 6:30 p.m. The schedule may be modified to accommodate the “need to meet” as well as budget deliberations, summer recess and the winter break.

Special Meetings of Council are called as required, usually when an issue cannot wait until the next scheduled meeting.

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, Amanda Irving at 250-294-8157 or airving@colwood.ca