



## 2018 NOMINATION PACKAGE Letter from Chief Election Officer

### To all Candidates:

Legislation that sets out local government election procedures and requirements has changed substantially from the procedures that have been in place for many years.

To assist everyone interested in either running for Office or nominating someone to run for a local government office, the City is using the documentation developed by the Ministry of Municipal Affairs for the nomination portion of the package, as well as the documentation provided by Elections BC for the financial portion to assist in following through on the nomination process.

Included in this package are the following documents:

- (a) all relevant nomination forms;
- (b) appointment forms for the Official Agent, Financial Agent or appointment of a person in the dual role of Official Agent and Financial Agent;
- (c) a notice on advertising blackouts and the prohibition of posting of material on telephone and hydro poles;
- (d) a copy of Elector Organization documentation;
- (e) a copy of the Financial Disclosure Forms under the Financial Disclosure Act which, upon completion, are to be forwarded to Elections BC; and
- (f) a copy of Scrutineer Do's and Don'ts.

Other information will be provided with the nomination acknowledgement letter at the close of nominations.

A notice of nomination will be published in the Goldstream News Gazette on August 8<sup>th</sup>, 2018 and August 22<sup>nd</sup>, 2018. The nomination period starts at 9:00 a.m. on Tuesday, September 4<sup>th</sup>, 2018 and this nomination period closes at 4:00 p.m. Friday, September 14, 2018. Nominations must be filed by the 4:00 p.m. deadline on September 14<sup>th</sup>, 2018. General Voting Day, if any, will be October 20<sup>th</sup>, 2018.

Please contact me at 250-472-0059 should you wish to discuss these issue or obtain further information.

Thomas F. Moore  
Chief Election Officer

## **ELECTION BROADCAST BLACKOUT**

Under the authority of Part 5, Division 1 of the **Local Elections Campaign Financing Act**, restrictions are in place with respect to advertising on general voting day, as follows:

### **Restrictions on general voting day advertising**

- 45** (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.

### **POSTING NOTICES OR POSTERS**

Both B.C. Hydro and Telus advise that placing notices or posters of any kind on hydro or telephone poles is illegal and both companies are prepared to prosecute offenders. The nails, staples and notices cause an extremely dangerous hazard when workers have to climb the poles to make repairs.

The Ministry of Transportation and Infrastructure regulates sign placement along Provincial highways, medians, bridges and along major roadways.

Reference the City of Colwood's Information Memo regarding Election Signs provided with your nomination package. Also contact the Ministry of Transportation and Infrastructure office before placing election campaign signs on provincial highways, medians, bridges or along major roads.

Your cooperation in making sure that all you and your supporters adhere to all legislation and rules regulating the placing of notices, posters, and signs.

## **SCRUTINEER DOS AND DON'T'S**

**Each Candidate can appoint one scrutineers 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 Election Officer as soon as practicable after the appointment has been made.

Scrutineers must carry a copy of their appointment papers whenever they represent the candidate at an election proceeding.

### **Scrutineers can:**

1. Review new registration cards at the convenience of election officials
2. Record voters as they obtain a ballot
3. Give their agent their recordings of voters
4. Challenge a voter by following the procedure of requesting the election official not to issue a ballot until the scrutineer has the opportunity to put his\her case to the presiding officer who will discuss the matter with the voter and decide whether or not the voter is eligible (under certain circumstances a "challenge of voter" may be filled out and the ballot may be then issued and placed in an unmarked envelope which is then placed in an envelope with the voter's name on it; the envelope to be held until the eligibility of the voter is determined.
5. Sit behind the election officials recording the voter's name and handing out the ballot
6. Be substituted by another person throughout the day

### **Scrutineers cannot:**

- Have in their possession or operate a Cellular phone in the voting place
- Interfere with the lawful duties of an election official
- Carry on conversations in the voting place with voters, election officials or other scrutineers
- After serving a term of duty return for another session
- Make critical comments while in the voting place that may be heard by voters or officials
- Refuse to leave the voting place if requested to do so by the Presiding Officer

## To all Candidates:

**Legislation that affects local government elections has been substantially over the past few years by the Province which has resulted in a number of new formats as follows:**

1. Candidate Nomination Packages are compiled by the Province and one is enclosed in the package provided. While there is provision for more than two persons to nominate a Candidate, legislation only requires two nominators for the nomination to have legal status. More nominators may be recorded if the Candidate so wishes. Be sure your nominators are qualified to nominate you. Staff and election officials are not authorized to extend the filing deadline. Nomination packages should be filed with the City's Deputy Chief Election Officer (DCEO), who will ensure your papers have been completed as required. Refer to the DCEO's enclosed schedule to find out when she will be at city hall. You can contact her directly to make an appointment or to make alternate arrangements outside the attached schedule to receive your papers. Alternatively, you can contact the Chief Election Officer, Tom Moore, at 250-472-0059 to make arrangements to receive your papers. Additional nomination forms are available through City Hall, the DCEO, or the website [www.colwood.ca](http://www.colwood.ca).
2. This package also includes the Province's brochure entitled *What Every Candidate Needs to Know*, which should be helpful to you when you are completing your Nomination Package. Additional information and guidance brochures related to the 2018 election are available on the Ministry of Municipal Affairs and Housing website. Use this link, or type it into your browser, to be directed to Ministry developed brochures and guides to help you with the process: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>.
3. If the Candidate is to be endorsed by an Elector Organization supplementary packages are available for completion by the Elector Organization. This is mandatory. One Elector Organization Endorsement Package is included with the City's Nomination Package. These packages are available through City Hall, the DCEO, or the website [www.colwood.ca](http://www.colwood.ca), or the Ministry of Municipal Affairs and Housing website. Use this link, or type it into your browser, to be directed to Ministry developed brochures and guides to help you with the process: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>.
4. The legislation provides that the disclosing of financial matters concerned with election expenses will be fully administered by Elections BC; therefore, the nomination package in hand does not contain any financial forms relating to such financial matters. It is critical that you review the various Provincial election brochures and visit the Elections BC website to familiarize yourself with the new campaign financing, sign and third party advertising rules that are in effect in 2018. Use the following link (or type it into your browser) to be directed to the Elections BC website, and remember to search around this website for additional important information: <https://elections.bc.ca/political-participants/local-elections-campaign-financing/2018-general-local-elections/>
5. Elections BC will provide Candidates with financial forms (Candidate Financing Disclosure Statements) that disclose election revenues and expenses incurred during the campaign. These forms will be provided to Candidates after Nomination Papers are filed with the Municipal and District Offices. Municipalities and Regional Districts are required to forward all Candidate information to Elections BC and, upon receipt of the information, Elections BC will add candidates to their database and then forward the necessary financial forms and instructions to each Candidate. All related questions over this procedure should be directed to Elections BC. Quick access to information may be made through the Elections BC's website at [www.elections.bc.ca](http://www.elections.bc.ca).
6. Please ensure that the requirements are adhered to regarding the placement of signs in the proximity of a Voting Place set out in the Bylaws of the municipality and/or *Local Government Act*. Any breach of such requirements may lead to the request of immediate removal of such signs. Failure to remove signs may result in the City removing them and charging a fee to return them to you.

Thomas F. Moore, Chief Election Officer  
City of Colwood