



2018 LOCAL GOVERNMENT ELECTION
CANDIDATE NOMINATION PACKAGE and SUPPLEMENTAL CANDIDATE INFORMATION PACKAGE

A. Candidate Nomination Package, containing,

The same nomination package is used for the Office of Mayor and the Office of Councillor (stipulate on form)
All Nominees must use the standardized "Candidate Nomination Package" forms

- ☒ Cover Sheet – instruction page including Completion Instructions
- ☒ C1 - Candidate Cover Sheet and Checklist Form
- ☒ C2 - Nomination Documents
- ☒ C3 - Other Information Provided by Candidate
- ☒ C4 - Appointment of Candidate Financial Agent
- ☒ C5 - Appointment of Candidate Official Agent
- ☒ C6 - Appointment of Candidate Scrutineer

Note: A Candidate may appoint more than one Scrutineer; however, Colwood uses only one ballot box at a time, which means only one Scrutineer may be present during voting proceedings. Extra appointment forms are available on request. All appointees must carry their appointment form with them when acting in this capacity.

B. Statement of Disclosure – Financial Disclosure Act

Refer to the enclosed Statement of Disclosure – Fact Sheet (Ministry of Attorney General) for an explanation of what to consider when completing Statement of Disclosure

C. Elector Organization Endorsement Package, containing:

- ☒ Instruction page including Completion Instructions
- ☒ E1 – Elector Organization Cover Sheet and Checklist Form
- ☒ E2 – Elector Organization Endorsement Documents
- ☒ E3 – Elector Organization Endorsement Documents: Declaration of
Elector Organization Authorized Principal Official
- ☒ E4 – Consent of Elector Organization Responsible Principal Official(s)
- ☒ E5 – Other Information Provided by Elector Organization
- ☒ E6 – Appointment of Elector Organization Financial Agent

D. Candidate Information Release Authorization

- i) Candidate Information Release Authorization - public disclosure: CIVICINFO (must be signed)
- ii) Consent for Disclosure of Contact Information - public disclosure (must be signed)
- iii) Contact Information for Election Office Use Only – no public disclosure (must be signed)

2018 LOCAL GOVERNMENT ELECTION - SUPPLEMENTAL CANDIDATE INFORMATION PACKAGE 2018

- A.** All Candidates: Nomination Documents and Other Information
- B.** Request for Copy of List of Registered Electors – You must use City Form 2-12A
 - a. Voters List Confidentiality
- C.** Notice of Nomination (publication dates August 8 and 15, 2018)
- D.** Chief Election Officer's Letter to All Candidates and
Deputy Chief Election Officer's *Nomination Period and Receipt of Nomination Papers* schedule
- E.** Candidate's Calendar (a few dates to keep in mind) and Voting Opportunities
- F.** Overview – Campaign Disclosures and Election Expense Limits in Colwood
- G.** Information Election Signs – Size and Placement
- H.** City Council – A Commitment of Time
 - a. Includes information about Orientation Workshops for Newly Elected Council Orientations
- I.** Vision, Mission and Organizational Values Policy VIS 001
- J.** Code of Ethics Policy COD 001
- K.** Council Remuneration Bylaw No. 1732

L. Information Guides and Bulletins (Ministry of Municipal Affairs and Housing, UBCM, LGMA):

- a. What Every Candidate Needs to Know (Ministry)
- b. Thinking About Running for Local Office? (Ministry)
- c. Foundational Principles of Responsible Conduct for BC's Local Governments (Ministry, UBCM, LGMA)
- d. Local Elections In British Columbia: General Local Elections 101 (Ministry)
- e. Local Elections Campaign Financing Amendment Act, 2017 (Elections BC - Bulletin)
- f. Elector Organization Guide to Local Elections in BC (Ministry)
- g. Local Government Act [RSBC 2015] Chapter 1 – Part 3 – Electors and Elections
- h. Candidate's Guide to Local Elections in B.C. 2018 (Ministry)
- i. Guide to Local Elections Campaign Financing in BC for Candidates and Their Financial Agents (Elections BC)

ADDITIONAL RESOURCES❖ **Local Elections Campaign Financing Act [SBC 2014] Chapter 18**

Note: This legislation can be provided on request. It is available for review on-line through:

<http://www.bclaws.ca/civix/document/id/complete/statreg/14018>

❖ **Guide to Local Elections Campaign Financing in BC for Elector Organization and their Financial Agenda**

Note: This Guide can be provided by the City on request. Printed copies are available through Elections BC, or view it online: <https://elections.bc.ca/resources/guides/local-elections-guides/>

❖ **Guide to Local Elections Financing Third Party Sponsors in BC**

Note: Elections BC advises that this Guide requires third parties to register directly with Elections BC. Consequently, this guide cannot be provided with the City's supplemental nomination package.

Elections BC is your resource for campaign financing, advertising, third party sponsors and a great deal of other information.

Elections BC is fully responsible for administering the campaign financing and advertising rules for local elections campaign organizers, candidates, elector organizations and third party sponsors. The names of all declared candidates are provided to Elections BC and their Staff will follow up by contacting each declared candidate to provide information and guides, including the following guides, to assist you in ensuring that your campaign is compliant with legislation.

Visit the Elections BC website for more information: <https://elections.bc.ca>.

- On-line guides: <https://elections.bc.ca/resources/guides/local-elections-guides/>
- On-line forms: <https://elections.bc.ca/resources/forms/local-elections-forms/>
- **Relevant legislation:** <https://elections.bc.ca/resources/legislation/>
 - Local Elections Campaign Financing Act;
 - Local Elections Campaign Financing Expense Limit Regulation – B.C. Reg. 309/2016;
 - Local Government Act;
 - School Act; and
 - Community Charter.

If you require assistance or need more information on the nomination package or the election process, please contact:

- ✓ **Pat Crozier, Deputy Chief Election Officer**
250-478-4566 or pecroz@shaw.ca
- ✓ **Tom Moore, Chief Election Officer**
250-472-0059 or tmoore63@shaw.ca
- ✓ **Pat VanBuskirk, Director of Corporate Services**
250-478-5999 or pvanbuskirk@colwood.ca

IMPORTANT DATES

Election Period: Monday, January 1, 2018 - Friday, September 21, 2018.

Nomination Period: 9:00 a.m. Tuesday, September 4, 2018 – 4:00 p.m. Friday, September 14, 2018.

Campaign Period: Saturday, September 22, 2018 - Saturday, October 20, 2018.

Campaign financing disclosure statement filing deadline: Friday, January 18, 2019.

Advance Voting 2018: Wednesday, October 10th & Wednesday, October 17th – 8:00 a.m. to 8:00 p.m.

General Voting Day 2018: Saturday, October 20th – 8:00 a.m. to 8:00 p.m.



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 8th, 2018 and August 22nd, 2018. The nomination period starts at 9:00 a.m. on Tuesday, September 4th, 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 14th, 2018. General Voting Day, if any, will be October 20th, 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.
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, 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.
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



2018 LOCAL GOVERNMENT ELECTION

(For information purposes only)

(Information does not supersede requirements of legislation or city bylaws)

All Candidates: Nomination Documents and Other Information

1 Introduction: Documents provided with the Candidate Nomination Package

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 Housing and Elections BC for specific details, guidance and accuracy.

2 Nomination Documents

2.1 Nomination Deposits

The City of Colwood does not require a nomination deposit to be paid to run for election to the Office of Mayor or Councillor.

2.2 Nomination Period

The statutory period for receiving the nomination documents begins at 9:00 a.m. on Tuesday, September 4, 2018 and closes at 4:00 p.m. on Friday, September 14, 2018.

2.3 Nomination Documents – Filing

Nomination forms must be submitted in writing to the Chief or Deputy Chief Election Officer from 9:00 a.m. Tuesday, September 4, 2018 to 4:00 p.m. Friday, September 14, 2018, excluding statutory holidays and weekends.

Submission can be by hand (in person), by mail, facsimile or email.

Unless the Candidate has had their Nomination Document Form C2 declared and signed in front of the City's Chief or Deputy Chief Election Officer or a Commissioner for Taking Affidavits, it should not be sent in or simply left at City Hall: it will be incomplete.

a. ***By hand (in person), mail or other delivery service to:**

3300 Wishart Road, Colwood, BC, V9C 1R1

9:00 a.m. September 4, 2018 to 4:00 p.m. September 14, 2018, excluding statutory holidays and weekends.

b. **By facsimile to 250-478-7516**

from 9:00 a.m. September 4, 2018 to 4:00 p.m. September 14, 2018.

c. **By email to pecroz@shaw.ca**

from 9:00 a.m. September 4, 2018 to 4:00 p.m. September 14, 2018.

***By hand (in person): The Deputy Chief Election Officer will be at Colwood Municipal Hall to receive nomination papers during the following dates and times:**

- i. September 4, 2018 through September 12, 2018
between the hours of 10:00 a.m. and 2:00 p.m. daily, excluding weekends; and
- ii. September 13, 2018 and September 14, 2018
between the hours of 9:00 a.m. and 4:00 p.m. daily.
- iii. Contact Pat Crozier, Deputy Chief Election Officer, to make arrangements for filing nomination forms during or outside of these hours:
250-478-4566 or pecroz@shaw.ca.
- iv. Contact the Chief Election Officer to make alternate arrangements:
250-472-0059 or tmoore63@shaw.ca.

2.4 Receipt of Original Nomination Documents

Originals of faxed or emailed nomination documents, which must include the completed and signed solemn declaration, must be received by the Chief or Deputy Chief Election Officer by 4:00 p.m. on Friday, September 21, 2018. 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.

3 Public Access to Nomination Documents - Nomination Documents Form C2 only (Form CS2 for School Trustee Nominations)

The *Local Government Act* (section 89(7)) requires that public access be given to your nomination documents from the time of delivery unto 30 days after the declaration of the elections results.

The City's election bylaw, cited as "Election and Voting Procedure Bylaw No. 1546, 2014" 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. The authority comes from section 89(8) the *Local Government Act*.

To "inspect" includes "to make copies or extracts of the records" (*Interpretation Act*, section 27(7)). If requested, paper copies must be provided and the City may not impose fees for copies of nomination documents. Persons who inspects or otherwise accesses nomination documents must not use the information except for the purpose of the *Local Government Act* or purposes authorized by Section 63 of the *Local Elections Campaign Financing Act*.

After receiving nomination documents, the Chief or Deputy Chief Election Officer must review the Elections BC's candidate disqualification list provided on the website address following this statement, and if a nominee's name is on the disqualification list, the Chief or Deputy Chief Election Officer must commence a challenge of the nomination.

4 Nomination Documents cannot be altered in any way once received by the Chief Election Officer or designate.

- a. A candidate decides to run for Mayor instead of Councillor but submitted nomination papers for the office of Councillor. The candidate must formally withdraw the original nomination and file new documents with the Chief Election Officer or designate.
- b. A candidate indicated on their nomination they would act as their own financial agent. He/she then decides to appoint someone to this position.
Before the end of the nomination period (4 pm September 14, 2018) he/she must submit the Appointment of Financial Agent form (Candidate Nomination Package Form C4 (CS4 for School Trustee)). After the deadline, a change requires providing updated information and material as soon as practicable to the Chief Election Officer (or designate) if the change is before the declaration of election results, or to Elections BC if the change occurs after that declaration.

5 Candidates

5.1 Candidate Representatives – Financial Agent – Scrutineer(s)

Candidates can appoint one official agent to represent them from the time of appointment until the final determination of the election of the validity of the election. The official agent can be given the authority to appoint Scrutineers. Refer to Candidate Nomination Package – Form 3-1, C5 – Appointment of Candidate Official Agent

Candidates must have a financial agent and can appointment an individual or act as his/her 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* (s. 17(4)).

Candidates can also appoint one or more Scrutineers to represent them by overseeing the conduct of voting and counting proceedings for the election. Appointments must be in writing and signed by the Candidate or the official agent (if authority to do this given to the official agent), and must include the name and address of the appointee, and be delivered to the Chief Election Officer or designate, as soon as practicable after the appointment is made. The same is required to rescind an appointment.

Only one Scrutineer can be in the polling station at any given time. This allows the candidate to have Scrutineers working “shifts” instead of being presented for the full duration of each voting day, which goes from 8:00 a.m. to 8:00 p.m. Refer to Candidate Nomination Package – Form 3-1, C6 – Appointment of Candidate Scrutineer

5.2 Other Information to be Provided by Candidate

Before 4:00 p.m. Friday, September 14, 2018, a nominee must provide the Chief or Deputy Chief Election Officer with information and materials listed under Section 90 of the *Local Government Act* – Refer to Candidate Nomination Package–Form C3 (CS3 for School Trustees) – Other Information Provided by Candidate. If this information is not received by the end of the nomination period the nominee is deemed to have withdrawn from being a candidate in the local government election. A Nominee does not have to use Form C3 to provide the Other Information. The form is intended to make submitting the information easier. No matter “how” it is put together, the required information must be provided to the Chief or Deputy Chief Election Officer who will provide the information to Elections BC as required under the *Local Elections Campaign Financing Act*. If there is any change to the information and materials provided, the nominee must provide updated information to the Chief Election Officer or designate if the change occurs before the election results are declared or to Elections BC if the change occurs after the declaration is made.

5.3 Declaration of Candidates

Immediately following the end of the nomination period, if a sufficient number of nominations are received, the Chief or Deputy Chief Election Officer must declare as candidates for an elected office all personal who have been nominated for the office. This will take place in the main reception area at Colwood City Hall, 3300 Wishart Road, at 4:00 p.m. on Friday, September 14, 2018.

If there aren’t enough candidates, the nomination period will be extended and additional nominations will be received starting immediately. The deadline for receiving nominations if extension given due to insufficient candidates will be 4:00 p.m. on Monday, September 17, 2018 Where possible, notice of the extension will be given and at the end of the extended nomination period, the Chief or Deputy Chief Election Officer will declare as candidates for an elected office all additional persons who have been nominated for office.

5.4 Challenge of Nominations

Only a person who is an elector of the city, a nominee in the same election, or the Chief or Deputy Chief Election Officer can challenge a nomination. The challenge must be filed from the time the nomination documents are delivered to 4:00 p.m. Tuesday, September 18, 2018. The application must be made to the Provincial Court pursuant to the *Local Government Act* and must include the facts for the challenge and be supported by an affidavit.

5.5 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 p.m. Friday, September 21, 2018. The Chief Election Officer or designate must accept the withdrawal if he/or she is satisfied with its authenticity. After 4:00 p.m. Friday, September 21, 2018, a candidate may only withdraw by delivering a signed request to the Chief Election Officer (or designate) and receiving approval from the Minister. The Minister will be notified of any such requests as soon as possible by

the Chief or Deputy Chief Election Officer, and the Minister may or may not allow a candidate to withdraw. The decision will depend on the timing of the election and other circumstances as determined by the Minister.

6 Statement of Disclosure - Financial Disclosure Act

Complete, sign and date the Statement of Disclosure included with your Candidate Nomination Package Form 3-1. The Statement of Disclosure under the *Financial Disclosure Act* is mandatory and *must* accompany and be filed with your Nomination Papers.

A Fact Sheet (prepared by the Ministry of Attorney General) has been provided with the Candidate Nomination Package to better explain what is required under the *Financial Disclosure Act*. If you have questions about the Statement of Financial Disclosure form, it is suggested that you seek financial or legal counsel.

Note that the Statement of Financial Disclosure is different from the Campaign Financing Disclosure Statement, which must be filed with Elections BC after the election.

7 Applying for a copy of the City of Colwood's List of Registered Electors

Under section 77(8) of the *Local Government Act*, each person who has been nominated may request one copy of the list of registered electors without charge. (This means you have successfully filed your nomination papers with the Chief/Deputy Chief Election Officer, which makes you a candidate.) A signed "Request for Copy of the List of Registered Electors" ([City Form 2-12A](#)) should be completed and presented to an Election Official at the City of Colwood before the list is released. Please note that School Trustee candidates may also request a copy of the list of registered electors for the relevant portion of School District No. 62 located within City boundaries.

Candidates are entitled to one free printed (paper) copy or one free DVD of the City of Colwood List of Registered Electors. Candidates can purchase additional paper copies of the voters list for a fee of \$20 each, or an electronic version (DVD only) of the list of electors for a fee of \$10 (miscellaneous fees and charges bylaw). The List of Registered Electors can be provided with the listing being by name in alphabetic order from A to Z, or by order of street name, street number, last name, first name.

We strongly believe that we must take steps to preserve the confidentiality of the list, whether it is provided in paper or electronic format. Candidates must ensure there is sound security and control over the voters list and access to it. There is no authority for a candidate or his/her representatives to post the voters list online or to make it accessible outside of Canada. Paper format is encouraged as it reduces the ability to share (on purpose or inadvertently) or to manipulate the information contained in the list as provided by the City.

7.1 Confidentiality of the List of Registered Electors

The list of registered electors contains personal information which, as defined 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. The list of registered electors is supplied to declared candidates solely for municipal election purposes.

Candidates (or persons accepting the list on behalf of a candidate) are responsible for protecting the confidentiality of the information and for ensuring that all people in their organization who have access to the list do likewise. The list must be stored in a secure manner so that only authorized individuals have access to the information. All persons who have access to the information are individually responsible for protecting the confidentiality of that information.

The candidate's copy of the list of registered electors is not available for public inspection and citizens are not permitted to directly access a candidates list of registered electors to look up information. Only

authorized individuals in a candidate's office may use the list to assist citizens in determining whether they are on the list and whether their voter information is up-to-date.

As noted on the "Request for Copy of the List of Registered Electors", information in 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 municipal election purposes.

7.2 Destruction of the List of Registered Electors

When no longer required, or within eight weeks of the declaration of final results of the election (whichever date is sooner), **all copies of the list of registered electors must be destroyed**. For paper lists this does not mean simply recycling the paper: the list must be shredded or otherwise confidentially destroyed. Candidates are asked to return paper copies of the list of registered electors to the City of Colwood for confidential destruction. The Request for a Copy of the List of Registered Electors document requires the candidate's (or candidate's official) signature. When copies of the list are returned to City Hall, an election official will sign the bottom of that candidate's request form acknowledging that it was returned and when.

Those who choose to destroy their copies themselves will not have this section signed off by city hall and are bound by legislation to destroy all paper copies accordingly. There are serious consequences and penalties for the misuse of the information contained in the List of Electors. Candidates are encouraged to return their copies to city hall for destruction.

8 Council Remuneration Bylaw No. 1732, 2018

The current annual salary (2018 rate) paid to the Mayor of Colwood is \$28,900.

The current annual salary (2018 rate) paid to the Councillors of Colwood is \$14,450.

The annual salary paid to the Mayor of Colwood, effective January 1, 2019, is \$31,100.

The annual salary paid to the Councillors of Colwood, effective January 1, 2019, is \$15,550.

Mileage rates are set at the rate established by the Canada Revenue Agency.

(There is more information in City bylaws and/or policies that address other expenses incurred for meals, travel, conferences, and so on.)

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

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

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

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

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

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION		

SECTION B

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

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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

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

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

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

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required. For local governments that require 25 nominators attach an additional sheet as necessary.

I consent to the above nomination for office:	
NOMINEE'S SIGNATURE	DATE: (YYYY / MM / DD)

CANDIDATE NOMINATION PACKAGE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

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

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

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

NOMINEE'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

☐

I am acting as my own Financial Agent

NOMINEE'S SIGNATURE

☐

I have appointed as my Financial Agent

FINANCIAL AGENT'S NAME (IF APPLICABLE)

C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

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

Additional Addresses for Service Information

OPTIONAL

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

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

<input type="checkbox"/> I am acting as my own Financial Agent	<input type="checkbox"/> I am not acting as my own Financial Agent
--	--

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

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

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

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

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

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

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

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



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

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

Liabilities – s. 3 (e)

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

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

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

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

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

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

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

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

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

☐ no ☐ yes

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

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

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... to your local chief election officer

- with your nomination papers, and

... to the officer responsible for corporate administration

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

School board trustees/ Francophone Education Authority directors:

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

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

Nominees for provincial office:

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

Designated Employees:

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

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

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

Use the Elector Organization Cover Sheet and Checklist Form E1 to ensure that the Elector Organization Endorsement Package is complete and meets the legislative requirements of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Elector Organization Endorsement Package Cover Sheet and Checklist Form E1 serve as a guide to the forms that must be submitted by the Elector Organization Authorized Principal Official to the local Chief Election Officer as part of the Candidate endorsement process.

Ensure that, for each item checked off on the Checklist Form E1 (Section B), the relevant form is completed and attached.

The Elector Organization Cover Sheet and Checklist Form E1 are for the local Chief Election Officer's reference only and do not constitute part of the Elector Organization Endorsement Package.

Completing only the Elector Organization Cover Sheet and Checklist Form E1 **does not** constitute completion of the Elector Organization Endorsement Package, nor does it satisfy the legislative requirements set out in the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Elector Organization Authorized Principal Official's full name.
2. Record the endorsing Elector Organization's name.
3. Use section B of the Cover Sheet and Checklist Form E1 to identify which forms have been completed and are included in the Elector Organization Endorsement Package.
4. Return the completed package to the local Chief Election Officer.

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

- E3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official;
- E4 – Consent of Elector Organization Responsible Principal Official(s);
- E5 – Other Information Provided by Elector Organization; and
- E6 – Appointment of Elector Organization Financial Agent.

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

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

E1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORISING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY (YYYY / MM / DD)
--	-------------------------------------

SECTION B

This Elector Organization Endorsement Package includes the following completed forms, appointments, consents and declarations:

- ☐ **E2 – Elector Organization Endorsement Documents**
- ☐ **E3 – Elector Organization Endorsement Documents:
Declaration of Elector Organization Authorized Principal Official**
- ☐ **E4 – Consent of the Elector Organization Responsible Principal Official(s)**
- ☐ **E5 – Other Information Provided by Elector Organization**
- ☐ **E6 – Appointment of Elector Organization Financial Agent**

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Elector Organization Endorsement Package – however the forms are not a substitute for provincial legislation and/or regulations.

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

E2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

***Please see over for additional space when endorsing more than two candidates.
Please attach additional endorsement sheets as necessary.***

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

E3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

As **Authorized Principal Official** for the above named Elector Organization, I do solemnly declare that to the best of my knowledge and belief:

1. The above named Elector Organization has at least 50 members who are electors of the municipality or regional district for which the election is being held.
2. The above named Elector Organization is not disqualified from endorsing candidate(s).
3. The Elector Organization is aware of and understands the requirements and restrictions of the *Local Elections Campaign Financing Act* that apply to the above named Elector Organization and that the Elector Organization intends to fully comply with those requirements and restrictions.
4. I am authorized to make the solemn declaration on behalf of the above named Elector Organization.
5. This solemn declaration is made in relation to the candidate(s) named on Form E2 – Elector Organization Endorsement Documents included in this Endorsement Package.

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

E4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

I hereby consent to act as the **Authorized Principal Official** and a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)

☐General Local
Election☐

By-election

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)

CITY/TOWN

POSTAL CODE

ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)

CITY/TOWN

POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS (IF AVAILABLE)

Additional Addresses for Service Information

OPTIONALMAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)
IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE

CITY/TOWN

POSTAL CODE

FAX NUMBER

EMAIL ADDRESS
IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE

DATE: (YYYY / MM / DD)

E4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

I hereby consent to act as a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

If additional Responsible Principal Officials consent to act for the above named Elector Organization please attach additional sheets as necessary.

E5 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

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

Endorsed Candidate(s):

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

Please see over for additional space and attach additional endorsement sheets as necessary.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

E6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
is hereby appointed as the Financial Agent for the above named Elector Organization for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

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

FINANCIAL DISCLOSURE ACT

The information in this fact sheet applies to you if you have accepted a nomination for election as a Member of the Legislative Assembly (MLA) in British Columbia.

ABOUT THE ACT

The *Financial Disclosure Act* requires that the following people make disclosures of assets, debts and sources of income:

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

*(“local government” includes municipalities, regional districts, and the Islands Trust.)

The intent of the Act is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and to ensure the public has reasonable access to the information.

WHAT YOU MUST DISCLOSE

It is not necessary to disclose the value of your holdings or the amount of debt owed, but you must disclose:

- The name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.
- The name of each creditor to whom you owe a debt, with the following exceptions: residential property debt (mortgage, lease or agreement for sale); money borrowed for household or personal living expenses; or any assets you hold in trust for another person.
- The name of each business or organization located or carrying on business in British Columbia from which you receive financial remuneration. You must also identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of company or society).
- The legal description(s) and address(es) of all land located in British Columbia in which you, or a trustee acting on your behalf, own an interest or have an agreement, which entitles you to obtain an interest. Your personal residence does not need to be disclosed.
- The following information with regard to corporations where you individually, or together with your spouse, child, brother, sister, mother or father, own shares which total more than 30% of votes for electing directors:
 - The name of each corporation and its subsidiaries.
 - The type of business the corporation and its subsidiaries normally conduct.
 - A description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest or have an agreement entitling any of them to acquire an interest.
 - A list of creditors of the corporation, including its subsidiaries (you need not include debts of less than \$5,000 payable in 90 days).
 - list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

You must include shares held by a trustee on your behalf, but not shares you hold by way of security.

FILING DISCLOSURE DOCUMENTS

You must use a "Statement of Disclosure" form to make your disclosures under the Act. You can obtain the form from the B.C. Government Web site at: www.gov.bc.ca [type 'Statement of Disclosure Form' in search bar].

You must submit your completed disclosure form with your nomination papers to the Chief Electoral Officer or your District Electoral Officer. If you are elected, you will have further disclosure obligations under the Members' Conflict of Interest Act.

FREQUENTLY ASKED QUESTIONS

Q. Do I need to list mutual fund investments?

A. The Financial Disclosure Act was written many years ago and does not specifically address mutual fund investments. If you own mutual funds which do not contain corporate shares or interests in land located in British Columbia, you are not required to disclose your investment. If you own mutual funds which do contain corporate shares or interests in land located in British Columbia, your investment should be disclosed either as trusts (if applicable) or to comply with the spirit of the legislation.

Q. Do I need to list investments held in my RRSPs?

A. It depends on the type of investments you hold in your RRSPs. If you hold corporate shares or interests in land located in British Columbia in an RRSP, those investments must be disclosed to the same extent as if you held those investments outside an RRSP. However, if you hold in an RRSP investments which would not be disclosable if you held them directly (e.g. term deposits or GICs), they do not become disclosable because they are held in an RRSP.

Q. Do I need to list credit card debt for other than ordinary household or personal living expenses?

A. Yes, credit card companies for which you owe a debt for other than ordinary household or personal living expenses must be disclosed.

Q. Do I need to provide information about land holdings outside the province?

A. No, unless the land holdings are owned by a corporation in which you individually (including through a trustee), or with family members, own shares (other than by way of security) carrying more than 30% of votes for electing directors.

Q. What happens if I forget to include something on my form?

A. As a nominee for election to provincial office you are required by law to submit a complete disclosure form with your nomination papers. If you have forgotten to include something on your form, you should submit a supplement to your filed disclosure form or complete a new disclosure form and submit to the Chief Electoral Officer as soon as possible.

Q. Who will have access to the information on my disclosure form?

A. Your statement of disclosure form will be available for public inspection during normal business hours.

Q. How long is the information kept on file?

A. Elections BC keeps a copy of the information for one year. Following the close of nominations, the original form is sent to the Clerk of the Legislative Assembly (the disclosure clerk for provincial nominees) and it is kept indefinitely.

FURTHER INFORMATION?

You should approach your solicitor or your political party's legal counsel if you require additional information on the Financial Disclosure Act and the disclosure form. The Chief Electoral Officer does not administer the Financial Disclosure Act. Neither the Chief Electoral Officer nor the Clerk of the Legislative Assembly (or their staff) are able to provide any assistance or advice regarding completion of the disclosure form.

DISCLAIMER

The purpose of this fact sheet is to help nominees for election to provincial office understand the general requirements of the Financial Disclosure Act. However, nominees should refer to the Act itself for specific interpretations. (The Election Act and Members' Conflict of Interest Act are also recommended as sources of information.)

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

Use the Elector Organization Cover Sheet and Checklist Form E1 to ensure that the Elector Organization Endorsement Package is complete and meets the legislative requirements of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Elector Organization Endorsement Package Cover Sheet and Checklist Form E1 serve as a guide to the forms that must be submitted by the Elector Organization Authorized Principal Official to the local Chief Election Officer as part of the Candidate endorsement process.

Ensure that, for each item checked off on the Checklist Form E1 (Section B), the relevant form is completed and attached.

The Elector Organization Cover Sheet and Checklist Form E1 are for the local Chief Election Officer's reference only and do not constitute part of the Elector Organization Endorsement Package.

Completing only the Elector Organization Cover Sheet and Checklist Form E1 **does not** constitute completion of the Elector Organization Endorsement Package, nor does it satisfy the legislative requirements set out in the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Elector Organization Authorized Principal Official's full name.
2. Record the endorsing Elector Organization's name.
3. Use section B of the Cover Sheet and Checklist Form E1 to identify which forms have been completed and are included in the Elector Organization Endorsement Package.
4. Return the completed package to the local Chief Election Officer.

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

- E3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official;
- E4 – Consent of Elector Organization Responsible Principal Official(s);
- E5 – Other Information Provided by Elector Organization; and
- E6 – Appointment of Elector Organization Financial Agent.

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

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

E1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORISING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY (YYYY / MM / DD)
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SECTION B

This Elector Organization Endorsement Package includes the following completed forms, appointments, consents and declarations:

- ☐ **E2 – Elector Organization Endorsement Documents**
- ☐ **E3 – Elector Organization Endorsement Documents:
Declaration of Elector Organization Authorized Principal Official**
- ☐ **E4 – Consent of the Elector Organization Responsible Principal Official(s)**
- ☐ **E5 – Other Information Provided by Elector Organization**
- ☐ **E6 – Appointment of Elector Organization Financial Agent**

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Elector Organization Endorsement Package – however the forms are not a substitute for provincial legislation and/or regulations.

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

E2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

***Please see over for additional space when endorsing more than two candidates.
Please attach additional endorsement sheets as necessary.***

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

E3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

As **Authorized Principal Official** for the above named Elector Organization, I do solemnly declare that to the best of my knowledge and belief:

1. The above named Elector Organization has at least 50 members who are electors of the municipality or regional district for which the election is being held.
2. The above named Elector Organization is not disqualified from endorsing candidate(s).
3. The Elector Organization is aware of and understands the requirements and restrictions of the *Local Elections Campaign Financing Act* that apply to the above named Elector Organization and that the Elector Organization intends to fully comply with those requirements and restrictions.
4. I am authorized to make the solemn declaration on behalf of the above named Elector Organization.
5. This solemn declaration is made in relation to the candidate(s) named on Form E2 – Elector Organization Endorsement Documents included in this Endorsement Package.

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

E4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

I hereby consent to act as the **Authorized Principal Official** and a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)

☐General Local
Election☐

By-election

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)

CITY/TOWN

POSTAL CODE

ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)

CITY/TOWN

POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS (IF AVAILABLE)

Additional Addresses for Service Information

OPTIONALMAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)
IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE

CITY/TOWN

POSTAL CODE

FAX NUMBER

EMAIL ADDRESS
IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE

DATE: (YYYY / MM / DD)

E4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

I hereby consent to act as a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

If additional Responsible Principal Officials consent to act for the above named Elector Organization please attach additional sheets as necessary.

E5 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT)	ELECTION AREA (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

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

Endorsed Candidate(s):

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

Please see over for additional space and attach additional endorsement sheets as necessary.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

E6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
is hereby appointed as the Financial Agent for the above named Elector Organization for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

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



CITY OF COLWOOD

CANDIDATE INFORMATION RELEASE AUTHORIZATION

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

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

I, _____
(please print name of person nominated)

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

Address:	
Phone:	Alternate Phone (e.g. Cell):
Email:	
Website:	Instagram:
Twitter:	Facebook:

Gender (Check one):

Female

Male

Other / undisclosed

Previous Elected Experience (Check one):

Incumbent. Served on Council **in the same role** between 2014 and 2018.

Served on Council **different role** between 2014 and 2018.

Served on council before 2014, but not during the past term.

No council experience, but has been elected to office elsewhere (school, local, provincial, or federal).

None.

(Signature of Candidate)

Collection and Use of Personal Information:

The personal information collected on this form is collected under the authority of Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* as it relates directly to and is necessary for a program or activity of the City (2018 Local Government Election). Any inquiries about the collection and use of this information should be directed to Pat VanBuskirk, Director of Corporate Services / Information and Privacy Head, or by Marcy Lalande, FOI Coordinator, at 250-478-5999.

* Please contact CivicInfo BC directly if you have questions or concerns about the information collected being on this form: CivicInfo BC at info@civicinfo.bc.ca or 250-383-4898.



2018 LOCAL GOVERNMENT ELECTION

CONSENT FOR DISCLOSURE OF CONTACT INFORMATION

I, _____, a
(Name)

Candidate, or

Chief Official/Financial Agent for _____, or
(Name of Elector Organization)

Chief Official/Financial Agent for _____, or
(Name of Third Party Sponsor)

consent to the public disclosure of the contact information indicated below in order to allow the media and the general public to contact me regarding the election campaign and to allow organizations to contact me regarding "All Candidates" meetings.

Signature: _____ Date: _____

Notes: The provision of public information is optional and entirely at your discretion. Indicate only the contact information that you wish to be made publicly available on request:

Campaign Phone Number: _____

Campaign Fax Number: _____

Campaign Cell Number: _____

Email Address: _____

Website Address: _____

Home Phone Number: _____

Home Fax Number: _____

Home Cell Number: _____

Other Contact Information: _____

(Incompliance with the Section 26(c) of the Freedom of Information and Protection of Privacy Act, the personal information on this form is collected for the purposes indicated to the General Local and School Trustee Election only and will not be used or disclosed for any other purpose than stated above, without express written consent. Any inquiries about the collection and use of this information can be answered by Pat VanBuskirk, Director of Corporate Services, or Marcy Lalande, FOI Coordinator, at 250-478-5999.)



2018 LOCAL GOVERNMENT ELECTION

Contact Information for use by Election Officials or City Staff Only

[Information will not be made available to the public: Completion of this form is optional]

The following information, if different from your publicly disclosed contact information, will only be used by Election Officials or City Staff to contact you or your designated representative in relation to the election.

Name: _____

Phone Number: _____

Phone Number: _____

Email Address: _____

Email Address: _____

Other: _____

Representative re Elections Signs:

The following person/contact is responsible for the placement of my **election signs** and may be contacted by the Bylaws Department or the Election Office should an issue arise regarding election signage:

Name: _____

Phone Number: _____

Email: _____

Other: _____

Collection and Use of Personal Information:

The personal information collected on this form is collected under the authority of Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* as it relates directly to and is necessary for a program or activity of the City (2018 Local Government Election). Any inquiries about the collection and use of this information can be answered by Pat VanBuskirk, Director of Corporate Services / Information and Privacy Head, or by Marcy Lalande, FOI Coordinator, at 250-478-5999.



REQUEST FOR COPY OF LIST OF REGISTERED ELECTORS

In accordance with section 77(9) of the *Local Government Act*, I declare that I will not inspect the List of Registered Electors or use information included in the List except for the purposes authorized by the *Local Government Act*.

NAME: _____
[Print Full Name]

ADDRESS: _____
[Complete Address]

HOME PHONE: _____ WORK PHONE: _____

SIGNATURE: _____ EMAIL: _____

* Format of free voters list requested: Electronic ☐ Paper ☐ Recipient's Initials _____

NUMBER OF COPIES RECEIVED: One Free Copy ☐ # of Additional Copies ☐

IMPORTANT:

Members of the public are not permitted to view a List of Electors provided to a Nominee, Candidate, Elector Organization, or any other person or group entitled to a copy of the list. They must be directed to contact Colwood City Hall (250-478-5999) – 3300 Wishart Road.

* **NO copy or copies of the list will be provided (partial or complete) to anyone other than those eligible under Part 3 of the Local Government Act:** a Nominee / Candidate may obtain a List of Electors through the Chief Administrative Officer, Corporate Officer, or Administrative Assistant IV, Chief Election Officer or Deputy Chief Election Officer. A Nominee/Candidate may only make copies of the list for elections purposes and must keep all copies in a secure place.

Nominees /Candidates are – upon signature - entitled to one free copy of the List of Electors (s. 77(8)): – additional printed copies may be purchased for a fee of \$20 per paper copy plus tax or \$10 per DVD plus tax (Miscellaneous Fees and Charges Bylaw). If the additional copies are obtained after the free copy is accepted, another declaration must be signed and submitted.

All Nominees/Candidates are required to return all copies of the List of Electors to the City: Those who do not return their copy or copies of the List of Electors within a week following the October, 20, 2018 Local Government Election must understand they are required by legislation to destroy all copies of the List of Electors provided to them for election purposes. Failure to do so, misuse of the information, or taking additional copies of the list may lead to serious consequences and/or significant penalty or fine.

NOMINEE/CANDIDATE ACKNOWLEDGMENT – MUST MAINTAIN THE CONFIDENTIALITY OF THE LIST OF REGISTERED ELECTORS AND MUST RETURN OR DESTROY ALL COPIES OBTAINED WITHIN ONE WEEK OF THE OCTOBER 20, 2018 ELECTION:

Print Name _____ Signature _____ Date _____

CITY ACKNOWLEDGMENT THAT NOMINEE/CANDIDATE RETURNED LIST OF ELECTORS: _____ copy/ies

Print Name _____ Signature _____ Date _____

[Keep all completed Statements until after general voting day for the next general election ... expected to be October 2022]



2018 LOCAL GOVERNMENT ELECTION

Voters List Confidentiality

The Voters List contains personal information as defined in the *Freedom of Information and Protection of Privacy Act* - this information is confidential and the *Election Act* provides serious penalties for the misuse of such information.

Voters Lists are supplied to candidates solely for civic election purposes. They must be destroyed when no longer required. The voters list is not provided to those "picking up" a nomination package: they are provided to candidates.

Candidates (and their official agents) are responsible for protecting the confidentiality of the Voters List and for ensuring that all individuals in their organization who have access to a Voters List maintain the confidentiality of the list. A signed "*Undertaking and Acknowledgement of Receipt of Voters List*" must be filed with the Deputy Chief Election Officer, Chief Election Officer, or a staff designate at the City of Colwood before a list will be released: refusal to sign for a list will result in not receiving a list.

Voters Lists must be stored in a secure manner. Only authorized individuals may access the list and all persons who have access to information contained in a Voters List are individually responsible for protecting the confidentiality of that information.

The Voters List is **not** available for public inspection except through the designated elected officials or city staff and in accordance with the restrictions provided in the Local Government Act. Only authorized individuals in a candidate's office may use a Voters List to assist qualified members of the public to determine if they are registered electors and confirm their elector information is up-to-date. The public must not be given access to the list and Voters must not be allowed "to look themselves up".

It is **not** permissible to use the Voters List to assist individuals to locate the current residence of another person whose address they do not know.

Information contained in the Voters List may not be used, copied, or distributed, in whole or in part, by or for any person, in any form whatever, except for civic election purposes. Misuse of the information is subject to serious penalties under the *Election Act*.

When no longer required, Voters Lists **must be destroyed**. Print copy lists **must be** shredded or otherwise confidentially destroyed. Candidates may return the print copy of the Voters List to the Deputy Chief Election Officer, Chief Election Officer, or designated Staff at the City of Colwood for confidential destruction.

**CITY OF COLWOOD
2018 GENERAL LOCAL ELECTION
NOTICE OF NOMINATION**

PUBLIC NOTICE is hereby given to the electors of the City of Colwood that the nominations for the offices of one (1) Mayor and six (6) Councillors will be received by the Chief or Deputy Chief Election Officer or designated person from 9:00 a.m. Tuesday, September 4, 2018 to 4:00 p.m. Friday, September 14, 2018.

The term of office for a Mayor and six Councillors will be four years commencing in November 2018 and terminating after the 2022 General Local Election in accordance with the *Local Government Act*.

During that period nomination documents will be received:

- By hand, mail or other delivery service during regular office hours, from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding statutory holidays, at City of Colwood, 3300 Wishart Road, Colwood, BC V9C 1R1.
- By hand, filing with the Deputy Chief Election Officer (DCEO) at Colwood City Hall, from 10:00 a.m. to 2:00 p.m. daily from Tuesday, September 4, 2018 through Wednesday, September 12, 2018, excluding statutory holidays and weekends, and from 9:00 a.m. to 4:00 p.m. daily on Thursday, September 13, 2018 and Friday, September 14, 2018. Contact the DCEO, Pat Crozier, at 250-478-4566 or pecroz@shaw.ca to book appointments or make alternate arrangements to file your nomination forms.
- By Facsimile or by Email from 9:00 a.m. Tuesday, September 4, 2018 to 4:00 p.m. Friday, September 14, 2018, to 250-478-7516 or pecroz@shaw.ca.

Originals of the faxed or emailed nomination documents must be received by the Deputy Chief Election Officer by 4:30 p.m. Friday, September 21, 2018.

Nomination forms are available at the Colwood Municipal Hall, 3300 Wishart Road, from 9:00 a.m. Friday, July 27, 2018 to 4:00 p.m. Friday, September 14, 2018, excluding statutory holidays and weekends, and will be made available on the City's website (www.colwood.ca) during this time.

QUALIFICATIONS FOR OFFICE

A person is qualified to be nominated, elected, and to hold office as a member of local government if they meet the following criteria:

- Canadian citizen;
- aged 18 years or older on general voting day [October 20, 2018];
- resident of British Columbia for at least six months immediately before the day nomination papers are filed;
- not disqualified under the *Local Government Act* or any other enactment from being nominated for, being elected to, or holding the office, or be otherwise disqualified by law.

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2018 General Local Election, and all subsequent elections, all candidates have expense limits that apply during the campaign period, September 22, 2018 to October 20, 2018. Each election area and office has its own limit, which is based on the office and population of the election area. Accordingly, the following expense limits for candidates during the campaign period apply:

- Office of Mayor \$16,623.60
- Office of Councillor \$ 8,325.56

THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2018 general local elections, the following third party advertising limits apply:

- Office of Mayor \$831.18
- Office of Councillor \$831.18

To obtain further information on campaign period expense limits and third party advertising limits, contact Elections BC:

Toll-free phone: 1-855-952-0280 Email: lecf@elections.bc.ca Website: www.elections.bc.ca/lecf

The mode of nomination of candidates shall be as follows: A nomination must be in writing and must be made separately for each candidate by at least two qualified nominators of the City of Colwood, and nominators must be electors of the City for which the person is nominated.

To obtain further information about the nomination process, contact Pat Crozier, Deputy Chief Election Officer at 250-478-4566 or pecroz@colwood.ca, or Tom Moore, Chief Election Officer at 250-472-0059 or tmoore63@shaw.ca.

Given under my hand at Victoria, B.C. this 8th (or 15th) day of August, 2018.

Thomas F. Moore,
Chief Election Officer

OVERVIEW - CAMPAIGN FINANCING DISCLOSURES

Pursuant to the *Local Elections Campaign Financing Act*, campaign financing oversight is the responsibility, and in the jurisdiction of, Elections BC. All campaign financing inquiries must be handled directly by Elections BC staff in order to ensure consistency of information.

Direct all questions and concerns to Elections BC. To speak to a compliance specialist, call toll-free at 1-855-952-0280, or send an email to lecf@elections.bc.ca.

☒ Campaign Financing Disclosures

After you file your nomination papers, the City's election officials will notify Elections BC that you are a candidate in the 2018 general local election. Elections BC Staff will send a package to you that includes the necessary forms and information in order for you to fulfil your responsibilities under the *Local Elections Campaign Financing Act*. Your completed campaign financing disclosures must be filed with Elections BC no later than January 18, 2019: you must file them directly with Elections BC. No other agency or individual has authority to receive these.

☒ Campaign Financing Guides and Forms

Elections BC's website (elections.bc.ca) includes links to forms and detailed guides that will provide you with all the information you need to be aware of the relation to campaign financing disclosures.

Printed copies of the Candidates Guide (4340) and the Electors Organization Guide (4440) are provided with the City's Nomination and Information Package.

ELECTION EXPENSE LIMITS IN COLWOOD – Contact Elections BC for information or details**➤ Candidate Expense Limits**

As outlined by Elections BC, all candidates in the 2018 General Local Election have expenses limits that apply during the September 20, 2018 through October 20, 2018 campaign period. The expenses vary among municipalities, regional districts and school districts with each jurisdiction and office having its own limit (based on population of the election area). The candidate expense limits for the City of Colwood election are as follows:

Office of	Expense Limit
Mayor	\$ 16,623.60
Councillor	\$ 8,326.56

➤ Third Party Expense Limits

There are two types of expense limits for third party sponsors/advertisers: directed advertising expense limits and cumulative advertising expense limits. Directed advertising expense limits apply to advertising about a specific candidate or elector organization. The third party directed advertising expense limits for the City of Colwood are as follows:

Office of	Expense Limit
Mayor	\$ 831.18
Councillor	\$ 831.18

If you are a Third Party Sponsor/Advertiser and you are conducting "issue advertising", or if you are advertising in more than one jurisdiction, please contact Elections BC for information about applicable expenses limits and related rules. Call them at 1-855-952-0280.

CANDIDATE'S CALENDAR: A few dates to keep in mind

Date	Time	Event
September 04, 2018 - Tuesday	9:00 am	Nomination Period Begins
September 14, 2018 - Friday	4:00 pm	Nomination Period closes; and Candidates declared
September 18, 2018 - Tuesday	4:00 pm	Deadline for Challenge of Nominations
September 21, 2018 - Friday	4:00 pm	Deadline for: - withdrawing as a candidate - withdrawing Elector Organization endorsement for a candidate
October 10, 2018 - Wednesday	8:00 am to 8:00 pm	Advance Voting Opportunity - Colwood City Hall
October 17, 2018 - Wednesday	8:00 am to 8:00 pm	Advance Voting Opportunity - Colwood City Hall
October 20, 2018 – Saturday	8:00 am to 8:00 pm	General Voting Day - Colwood City Hall Arrive at City Hall by 7:45 pm if you want to be present during the ballot count: you must wait until you are invited to enter the voting place at 8 pm.
November 5, 2018 - Monday	7:00 pm	Swearing in of Newly Elected Council Mayor and Council – Council Chambers – City Hall
January 18, 2019 - Friday	4:30 pm	Campaign Financing Disclosure Statements – Deadline for Filing (without penalty)

VOTING OPPORTUNITIES IN THE CITY OF COLWOOD

There are three voting opportunities offered in Colwood.

All voting is held at Colwood City Hall between the hours of 8:00 a.m. and 8:00 p.m.

Two Advance Voting Opportunities are scheduled for:

- ✓ Wednesday, October 10, 2018; and
- ✓ Wednesday, October 17, 2018

All eligible voters are permitted to vote at an Advance Voting opportunity.

General Voting Day is Saturday, October 20, 2018

On Saturday, October 20, 2018, eligible Colwood electors will vote at Colwood City Hall from 8:00 a.m. to 8:00 p.m.

- ☒ Candidates can vote at any of the three voting opportunities; however, they are not permitted to remain in the voting place except for the purpose voting.
- ✓ Candidates are permitted to be in the voting place for the ballot count.
Be sure to arrive at City Hall by 7:45 pm and wait until you are invited into the voting place. The doors will be locked at 8:00 p.m. and no one is permitted to leave or enter the voting place until the ballot count proceedings are complete.

Mail Ballots

The City of Colwood does not utilize mail ballot voting.



2018 GENERAL LOCAL ELECTION

Election Signs! [Revised July 31, 2018: see blue font]

All Candidates

Every year of a local general election the City has dealt with numerous questions and complaints regarding the placement of election signs. The purpose of this document is to provide clarity for the permitted use, size and placement of election signs in the City during elections for all levels of government, School Board Trustees and referendums.

ELECTION AND POLITICAL SIGN PLACEMENT - DURATION

For the 2018 General Local Election and School Trustee Election, a limited period of time is provided for the placement of election signs. This will start on the first day of the “campaign period”, which is Saturday, September 22, 2018. These signs must be taken down immediately following general voting day (October 20, 2018) and no later than October 27, 2018.

- For provincial and federal elections, election and political signs may be erected starting on the day that the writ of election is issued until seven days after General Voting Day.

ELECTION SIGNS AND CAMPAIGN ACTIVITY WITHIN 100 METRES OF A VOTING PLACE: CITY HALL

During voting proceedings campaign activity and election signs are strictly prohibited within 100 metres of a voting place, including on private property ([this is legislated](#)). [General Local Election](#) voting will be conducted at Colwood City Hall on October 10, 2018, October 17, 2018, and October 20, 2018.

To ensure you do not have any election signage or advertising, etc., within 100 metres of City Hall when voting proceedings are being conducted, do not place election signs or advertising within 100 metres of the entire City Hall building at any time. Make sure you don't have a bumper sticker or signage on the vehicle you use to attend City Hall on voting days!

There is no single point of measurement as City Hall is a large facility.

Err on the side of caution and avoid all the lawns surrounding the entire City Hall building, starting at City Hall right up the hillsides to the Wishart Road and neighbouring properties, along or near City Hall driveways, the inside border of neighbouring properties, and beside Wishart Elementary School.

Exercise caution to avoid inadvertent contravention of this rule, which is supported by legislation. Contravention is an offence and subject to severe penalties under the *Local Government Act*.

Elections BC – Advertising and Third Party Sponsors (includes issues related to signs!)

Elections BC is responsible for overseeing the rules and legislated requirements regarding to local elections candidates, elector organizations, and third party sponsors, as well as campaign financing disclosure statements. Visit the Elections BC website at www.elections.bc.ca to ensure you understand all the requirements (e.g. third party sponsor information on your signs) For information, contact Elections BC Staff toll-free at 1-855-952-0280 or lecf@elections.bc.ca. Candidates and Elector Organizations are responsible for familiarizing themselves with the rules regarding the placement of election signs. Please ensure that all election signs related to the campaign comply with City and Provincial requirements.

Colwood Sign Bylaw, 1988 (Bylaw No. 60) defines elections signs as “Temporary Signs”

The definition of Temporary Sign reads as follows:

Means an election sign or a sign advertising the construction, lease, subdivision, design, or sale of the property at which the sign is located which is removed upon completion of the lease or sale of the property.

The Colwood Sign Bylaw also states: *The following signs may be erected, placed, constructed, altered or maintained on a lot without a permit: Two unlighted temporary signs of not more than 1.5 square metres (16.2 sq. ft.) each or one unlighted temporary sign of not more than 3 square metres (32.3 sq. ft.).*

These rules are intended to apply to single-sided signs.

[Do not place these signs on a right-of-way or on finished streetscapes with landscaping or streetlights as inserting them into such areas may cause damage to underground wiring, sprinklers, and so on.](#)

Standard Rule of Thumb – “Use Common Sense”

In addition to the requirements identified in the Colwood Sign Bylaw, the standard rule of thumb for placing or erecting election signs in the City of Colwood is to “use common sense”.

- Do not interfere with driver safety (don’t impede the line of sight – don’t put too close to an intersection)
- Do not interfere with or cause confusion with the flow of traffic (vehicular or pedestrian).
- Do not impede access to businesses, or the “signs” of businesses in the area.
- Do not put on any property unless you have the property owner’s permission.
- Do not put signs on telephone or hydro poles (you may be fined!).
- Signs are placed on a first-come, first-served basis.
- Signs must be removed the day after the election, and by October 27, 2018 at the latest.
- Do not place signs within 100 metres of City Hall (polling station) – this is especially applicable to advance voting days (October 10th and 17th) and general voting day (October 20th). This also applies to, but is not limited to, posters, flyers, flags, bumper stickers, and badges.
- YOU MUST repair any damage or properly fill any holes caused or created by your signs.
- [West Shore Parks and Recreation respectfully requests that signs not be placed on recreation centre property.](#)

**Election Signs on City Infrastructure

Election and political signs must not be placed on City-owned infrastructure, including, but not limited to:

- Highways, roads, lanes ([e.g. no sandwich boards](#)), and bridges ([e.g. affixed to the bridge rails](#)); and
- Parks, playing fields, trees, fences, planters or waste receptacles; and
- Right-of-way or on finished streetscapes with landscaping or streetlights as inserting them into such areas may cause damage to underground wiring, sprinklers, and so on ([be aware of what is there!](#)).

[Note: When placing signage on boulevards or medians, candidates and their representatives must keep in mind the rules under the sign bylaw \(noted earlier\), sight lines, underground infrastructure, and access.](#)

Fees for the Placement of Signs

No fees are charged by the City for placement of these temporary signs. However, there are rules or guidelines that must be followed limiting the size and number of signs placed. For example,

Election and campaign signs can be erected starting Saturday, September 22, 2018. Signs must be removed the next business day immediately following general voting day (October 20, 2018) and must be removed no later than October 27, 2018 or they will be removed by City Staff. [\[Reference to fee removed.\]](#)

Hazardous placement of Election Signs

Election and political signs must not be placed on public or private property in such a manner as to create a safety or visual hazard for vehicles, cyclists, or pedestrians.

For example, election signs:

- must not be placed on a right-of-way or on finished streetscapes with landscaping or streetlights. This could cause damage to underground wiring, sprinklers, and so on.
- must not be placed to overhang City-owned property.
- must not be placed within one metre of a fire hydrant.
- must not obstruct sightlines at intersections.
- must not obstruct, stimulate or distract from a traffic control device or traffic sign.
- must not become unsightly or dilapidated if damaged.
- must not be flashing or inflatable.
- must not be placed on private property without the express approval of the property owner. Property owners would be within their rights to remove and/or dispose of signage placed on their property without permission.
- placed on private property at intersections must not obstruct sight lines.

Ministry of Transportation and Infrastructure, BC Hydro, Telus: Election Signs

The Ministry of Transportation and Infrastructure has rules in place addressing the placement of elections signs. The following information was found on their website in a Frequently Asked Questions document under the heading "Election Signs":

What is the ministry's policy regarding election signs on a highway right-of-way?

- The ministry conditionally allows election posters or signs on highway rights-of-way, with the exception of freeways or any major highway structures.

Election posters or signs:

- must not be attached to, obstruct or simulate any traffic control device;
- must not be positioned closer to the traveled lanes than standard traffic signs;
- must not be placed and/or constructed in any fashion that may cause a traffic hazard; and
- are not allowed until election writ has been dropped (applies to Provincial and Federal Elections).

Are there any highways where election campaign signs are not allowed to appear?

- The sign policy of the ministry allows the placement of election campaign signs along most provincial highways on a first-come, first-served basis.

There are, however, some exceptions.

Election campaign signs are not allowed to be placed on some freeways.

How does the ministry handle the removal of election signs?

- Signs or posters contravening the conditions mentioned in the answers to the previous two questions will be taken down by the ministry.
- The next working day after an election, the election signs should be taken down by those who installed them (general voting day is Saturday, October 20, 2018, which means signs must be removed by Monday, October 22, 2018).

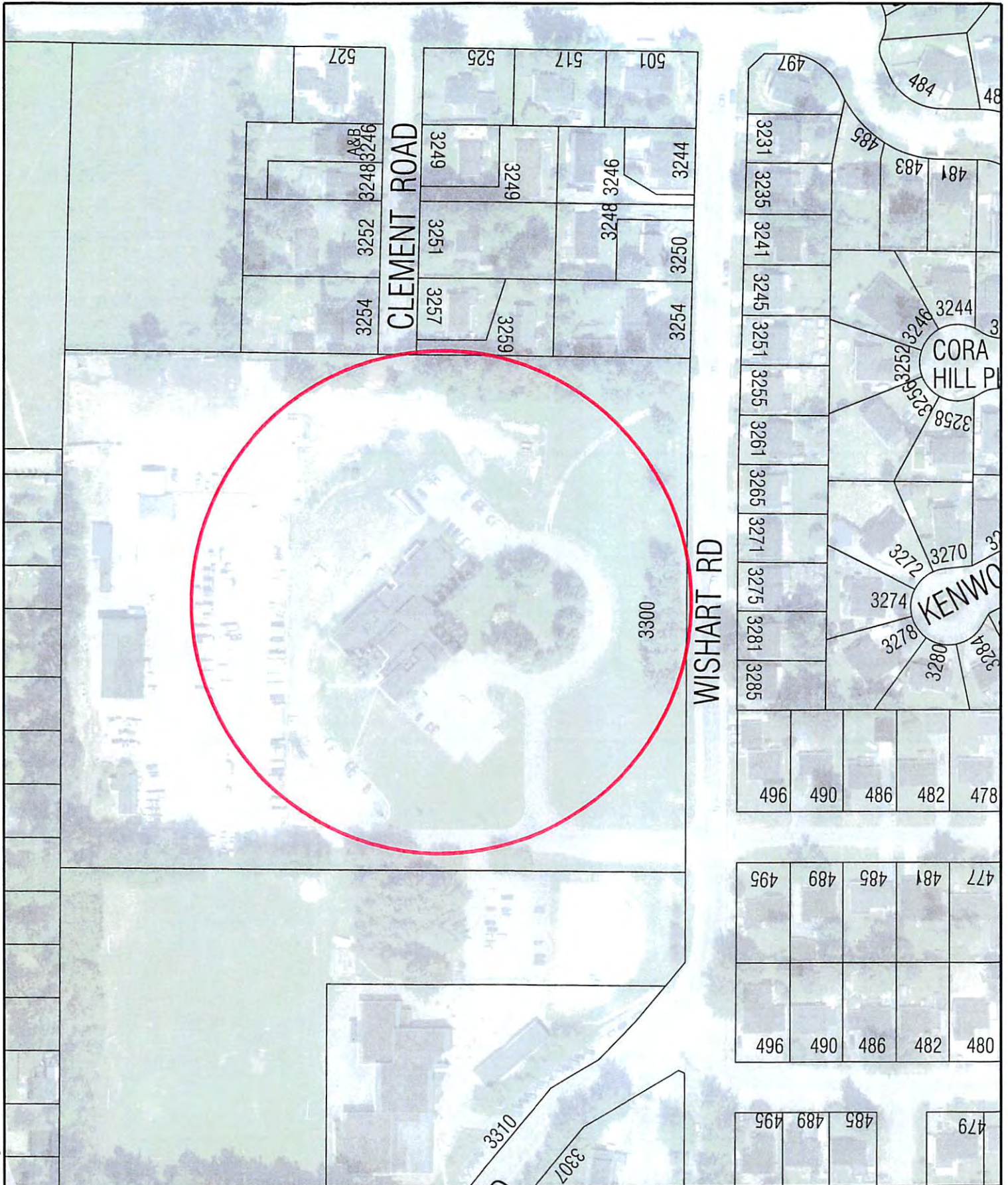
Telus and BC Hydro

Telus and BC Hydro do not allow the placement of notices, posters or signs of any kind on telephone or hydro poles: it is illegal and offenders may be prosecuted. The nails, staples and documents affixed to the poles cause an extremely dangerous hazard when workers have to climb the poles to make repairs.

Enforcement

- If time allows and the placement of a sign is not considered a safety issue or hazard, a Candidate or organization may be given an opportunity to remove the improperly placed sign.
- The City will remove signage without notice if it is considered to be a safety hazard or if the candidate or organization has not removed the sign in a timely manner after being notified (or if they are not responding to requests to move the signage).
- Election signs removed by the City will be held at the Public Works yard and may be disposed of without further notice if not claimed within seven days. Signs may be claimed between 8:30 a.m. and 4:00 p.m. Monday through Friday except statutory holidays.
- A person who places election or political signs in contravention of the sign bylaw may be subject to a fine.
- Complaints regarding the improper placement of signs should be directed to Bylaw Services at 250-478-5999.

The City is not responsible for the loss or damage of election signs that are placed in the community or removed by Staff for safety reasons (hazards) or under the authority of the sign bylaw.



100m Election Signage Restriction Area

DATE: July 24 2018

SCALE: NTS

3300 Wishart Road



City Council – A Commitment of Time

Newly Elected Officials (Orientations)

All members of the newly elected Council are required to attend a Newly Elected Officials Workshop in October following the election. The 2018 workshop will be hosted by the Township of Esquimalt and includes two evening sessions - and dinner. The first session will be held Wednesday, October 24, 2018 and the second session will be held Monday, October 29, 2018. City Staff will provide you with the specific details if you are elected. Please mark these dates as “tentative appointments” in your calendar to hold the nights!

Additional workshops, sponsored by the Union of British Columbia Municipalities, will follow within a few months of the election. Information will be provided once the session dates have been established. These workshops usually take place in the Parksville area over a period of two days.

The City will also host a Council Orientation Workshop over two days: Wednesday, November 7, 2018 (evening with dinner provided) and Thursday, November 8, 2018 (morning with breakfast provided). Please mark these dates as “tentative appointments” in your calendar!

Regular Council Meetings and Committee of the Whole Meetings

Colwood City Council meets the 2nd and 4th Monday of each month, except July, August and December where the schedule is modified for summer recess and the annual Christmas Closure. These meetings start at 7:00 p.m. and are sometimes preceded by in-camera (closed) Council meetings and/or public hearings. That equates to approximately 21 regular council meetings per year lasting from one hour to three or more hours each. All members of Council are required to attend Council meetings.

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

Council sitting as Committee-of-the-Whole (CoTW)

All members of Council serve on the Committee-of-the-Whole. When Council is sitting at CoTW meetings, they are serving as committee members, not Council members, and can only put forward motions that are ‘recommendations to Council’ for formal consideration and enactment. This means that any recommendation passed at a CoTW meeting must then be forwarded to a Council Meeting for consideration by the Council – the authority for passing resolutions and giving direction.

Committee of the Whole Meetings (CoTW), if required, are held on the first and/or third Monday of each month starting at 6:00 p.m. The schedule is modified to accommodate the “need to meet” as well as budget deliberations, summer recess and the Christmas Closure.

CoTW meetings are held to allow Council, sitting as a committee, to have more time to consider complex reports and issues in a forum that allows more time for in-depth discussion, which includes public input. The CoTW is also used for budget deliberations to develop the City’s annual Five-Year Financial Plan. These meetings can last anywhere from one hour to three hours or more with the frequency and dates of meetings determined by the need and the availability of members.

CoTW can also be called when there is an issue or there are issues that must be addressed and the process would be better served by having the Council sit as a Committee to allow them to hear all the relevant information prior to sitting as a Council to make a decision on the matter. These meetings are scheduled as required.

Select, Ad Hoc and Other Committees, Commissions, Boards – City and Outside Agencies

Council members are also appointed to various select and ad hoc committees whose meetings they are required to attend on behalf of Council. These committees may be established by the City, or they may belong to other organizations to which the City has been requested to appoint a Council member or members.

The commitment to these meetings varies depending on the nature of the committee, but normally would require attendance at a meeting on at least a monthly basis requiring anywhere from one to three hours. These include, but are not limited to: CRD Board of Director (and its subcommittees); CRD Regional Water Commission; Juan de Fuca Water Distribution Commission; Intermunicipal Advisory Committee on Disability Issues; Cycling Advisory; CREST Emergency Services Communications; Greater Victoria Public Library Board; Colwood Heritage Commission; Greater Victoria Labour Relations Association; Economic Development and Innovation Committee; Victoria Family Court and Youth Justice Committee; West Shore Parks and Recreation Society; Esquimalt Lagoon Stewardship initiative; Emergency Planning Committee; BC Transit Commission (including Victoria Regional Transit); and more.

Conferences and Conventions

The **Union of British Columbia Municipalities (UBCM)** is the advocate for local government in British Columbia and was formed to provide local governments with a common voice. Activities have expanded from annual presentations to Cabinet to direct involvement in intergovernmental committees, regular meetings with various Provincial Ministers, and daily contact with senior government representatives. The annual conventions are the main forum for UBCM policy-making, bringing local governments from all over British Columbia together to share their experiences and take a unified position. The conventions are five-days in duration and are usually held in the third or fourth week of September: all members of Council and the Chief Administrative Officer attend. The September Council meeting may be cancelled or rescheduled to accommodate the convention.

The **Association of Vancouver Island and Coastal Communities (AVICC)** is an association under the umbrella of UBCM. Established in 1951 its membership is made up of 51 municipalities and regional districts between Central Coast Regional District down to the tip of Vancouver Island, including the Sunshine Coast and Powell River. AVICC deals with issues affecting the largest urban areas right down to the smallest rural communities.

The AVICC holds its annual general meeting and convention in April each year in various locations. Members bring forward concerns from their individual communities through resolutions and debates and the Executive constantly works toward making the event very informative, which includes the ability for all members to share and discuss their issues. This convention is usually attended by one to three members of Council.

The City is a member of the **Federation of Canadian Municipalities (FCM)**, which has been the national voice of local government since 1951 and has more than 2,000 members. They represent municipalities on policy and matters that fall within federal jurisdiction. Their annual convention and trade show is usually held over a three day period in June. Council does not usually attend this convention; however, it is considered when issues of mutual interest are scheduled for discussion.

Public Consultation and Public Events

Every year the City schedules and hosts a number of public meetings on a wide variety of topics as required. It is not mandatory that members of council attend these public meetings, but they provide an opportunity for council to connect with and hear directly from the public and some councillors have found attendance to be very beneficial when pondering the issues and making up their minds about what is best for their community. There is no set schedule for these public meetings as they are held as needed according to the requirements of the process.

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.

Materials 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.

A great deal of information also comes through other agencies, boards, committee, or organization to which you may serve or that may be looking to you for support.

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.

Office Space and Computers

The Mayor is provided with his/her own office and computer.

Councillors are provided with office space to work in and a computer is available for use at City Hall.

The City is working toward a paperless system and provides City Council members with the necessary equipment to allow them to receive and view most documents digitally, including electronic agendas (currently using iPads).

Electronic Access to Agenda, Minutes and Council Meeting Webcasts

Access to meeting agendas, minutes and Council meeting webcasts are available on the City's website: www.colwood.ca/cityhall/meeting-calendar.

Scroll through the various meetings held each month, click on the meeting title to be directed to options that allow you to read the full agenda package and minutes. You can also watch the video webcast of Council meetings.

The Time Commitment

The current City Council spends an average of 20 to 30 hours a week on "Council" related issues that are relevant to their role as an Elected Official of the City of Colwood.

Council members are also approached quite often by individuals who want to address a problem or concern, and this can happen while grocery shopping or out and about in and outside the community.

Council also receive numerous emails and phone calls, which can happen during the day, evening, and weekend. Some of these they can manage themselves while others must be referred to City Staff for response.

Council Remuneration and Expenses Bylaw No. 1732, 2018.

The current annual salary (2018 rate) paid to the Mayor of Colwood is \$28,900 and will increase to \$31,100 effective January 1, 2019.

The current annual salary (2018 rate) paid to the Councillors of Colwood is \$14,450 and will increase to \$15,550 effective January 1, 2019.

There is an Expense Reimbursement policy in place for expenses incurred by a member of council when performing activities specifically referred to in Expense Reimbursement Policy EXP 001.

With respect to meals, please note these are the “maximum” amounts paid per meal and you can only claim the actual amount spent. If a member of Council or staff only spends \$12.49 for lunch, they can only claim \$12.49 for lunch, not \$25.00 (keep your receipts!).

Mileage rates are set at the rate established by the Canada Revenue Agency. The current rate is \$0.55 per kilometre. Clarification on ‘when’ mileage is paid to a member of Council, please contact the Director of Finance.

(Detailed information is provided in the City bylaws for expenses incurred for meals, travel, conferences, etc.)

VISION, MISSION, AND ORGANIZATIONAL VALUES

VIS 001

Vision

We want the City of Colwood to be the most liveable and safe city on Vancouver Island.

Mission Statement

Colwood is an exceptional community because of its natural contour beauty, its striking oceanfront, its pioneer heritage and its creative changing enhancements.

As employees of the City of Colwood, we have been entrusted to be the stewards of the quality of life cherished by those who work, live and play in the area.

In support of that trust, we commit to provide terrific service that respects the uniqueness and diversity of the community.

As an organization we embrace opportunities to improve our services and the quality and effectiveness of our relationships with the community and our teams. The following Organizational Values inspire and guide our efforts:

Accountable

We maintain the public trust by spending taxpayers' money wisely through working smart.

Collaborative

We work together and support one another as team members across departmental boundaries.

Committed

We provide unbeatable customer service and we care and we know it makes a difference.

Creative

We embrace freedom to imagine and courage to act and find innovation.

Green

We consider the impact on the environment in everything we do.

Inclusive

We appreciate and accept the added value that open-mindedness and diversity bring to our team.

Integrity

We do the right thing, not the easy thing. We honour the public trust by conducting ourselves with integrity and doing what it takes to get the job done right.

Proud

We are proud of who we are who we serve

Spirited

We do our best in each moment, have fun doing it and celebrate a job well done.

Policy VIS 001 Adopted by Council: 2009-11-23

City of Colwood

CODE OF ETHICS

COD 001

PURPOSE

The Code of Ethics expresses standards of ethical conduct expected for all employees and members of City Council.

Council Members have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the City.

And,

The effective management and operation of a Municipal Government requires that employees be independent, impartial, and responsible to City Council and the Citizens; that their positions not be used for personal advantage; and that the public have confidence in the integrity of the civic employee. Employees are expected to adhere to acceptable standards of behaviour, which sets the foundation of the organization's culture.

All employees are requested to carefully read the Code and become familiar with its provisions. Employees are cautioned that failure to obey any of the rules in the Code may lead to disciplinary action against the employee.

APPLICATION

The rules set out in the City of Colwood Code of Ethics apply to all exempt and regular employees of the City of Colwood, plus, where applicable, to City Council and its appointed Committees members unless otherwise stated.

Definitions

"Council" means the City of Colwood elected representatives and does *not* include its appointed public members to established committees, boards etc.

"Development Application" means an application brought forward by a property owner or owner representative or developer of a piece of property within Colwood that requires, rezoning, a variance, development approval or building permit permission.

"Employee" means an officer or employee of the City of Colwood.

"Family Company" means a company of which an employee or an immediate relative of the employee has an ownership interest.

"Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.

"Indirectly" means through any other person, including a company, trustee or immediate relative.

"Officer" means an Officer position as defined in the Colwood Officers Bylaw, and their deputies.

"Conflict of Interest" - General Conduct and Disclosure

Mayor and Councillors are expected to make decisions and take actions based on the best interests of the City of Colwood, as a whole, and not based on personal relationships or benefits. Generally, a "conflict of interest" is an activity that is inconsistent with or opposed to the best interest of the City of Colwood or one which gives the appearance of impropriety, such as mayor or Councillors obtaining a benefit for themselves, friends or family members. Conflicts of interest can compromise the ethical behaviour of elected officials, therefore they should be avoided.

If an elected official has a conflict of interest or potential conflict of interest in a matter and is present at a meeting at which that matter is considered, then the elected official:

1. must disclose at the meeting the official's pecuniary interest (see definition under "Conflict of Interest" – Pecuniary Interests) and the general nature of the pecuniary interest;
2. must not remain or attend at any part of a meeting during which the matter is under consideration and must leave the room in which the meeting is taking place;
3. must not take part in the discussion of or vote on any question in respect of the matter; and
4. must not attempt in anyway, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

"Conflict of Interest" - Pecuniary Interests

A "pecuniary interest" means, with respect to elected official, an interest in a matter that could have a financial affect on that official, and includes an indirect pecuniary interest. The pecuniary interest of a spouse, parent or child of a director is, if that pecuniary interest is known to that official, also the pecuniary interest of the official.

There are situations that could give rise to a conflict of interest. The most common examples are (i) accepting gifts, favours or kickbacks from; (ii) close or family relationships with suppliers, developers and builders; (iii) releasing confidential information to those not authorized to receive it or using such privileged information inappropriately.

POLICY

Employee Standards

All employees must support and adhere to all established policies, rules, regulations and objectives of the City in all areas of activity and must not release or discuss non-routine City or departmental business without prior authorization.

Employees must maintain the performance levels set by the Department in the execution of all duties and responsibilities and shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.

Safety in the work place is an objective and a priority. Officers and employees are encouraged to take responsibility for their own personal safety and to pursue learning about and understanding the City's objectives and goals and their importance to the community.

Employee Political Activity

School Boards, Municipal, Provincial or Federal – elected positions

The provisions under Employee Political Activity are superseded by any Act or Regulation governing this issue.

Employees are disqualified from being nominated for, being elected to or holding office as a member of the council of the municipality in which they work or the regional district in which the municipality is located unless they are granted a leave of absence. Approval to be away from work for such activity must be granted by the department director and CAO. Leaves of absence or increments of time off may be approved, without pay.

Before being nominated the employee must give notice in writing to his/her employer, is entitled to and must be given a leave of absence as provided for in the *Local Government Act* and the *Employment Standards Act*, must – if elected - resign from their position with the employer before making the oath of office, and can include in their resignation that their resignation is conditional on their election not being declared invalid on an application under the *Local Government Act*.

An employee shall be entitled to a leave of absence without pay if they are candidates in a Provincial or Federal election. Upon election, the employee must resign from the City's service. An employee who seeks election and is not elected shall be entitled to return to the same or similar employment effective the day after the election. Candidates are entitled to a leave of absence from employment pursuant to the relevant legislation (e.g. Elections Act, Employment Standards Act).

Employees have every right to join a Provincial or Federal political party or other political organization; participate actively in the internal affairs of a Federal or Provincial political party or organization; hold an office in a Provincial or Federal party or organization; and

solicit financial or other contributions for Federal or Provincial elections or campaigns.

Obligation to Citizens

Employees shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to all, not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or who might seek preferential treatment in any way.

Financial Advantage

Employees must not pass on to friends, relatives or other person any information concerning the municipality that might confer a financial advantage on that person.

Confidential Information

An employee or Council shall not use information concerning a property, personnel or legal affairs of the City or information not normally available to the general public for their or others personal gain, unless it is in the course of the employee's or Mayor/Councillor's duties to do so, or otherwise authorized.

An employee shall not use information which is not available to the general public for his or her own personal profit or advantage and shall not provide such information to others unless it is in the course of the employee's duties to do so.

Working on or Promoting Development Applications

An employee must ensure timely and full disclosure to a client or employer of a possible conflict of interest arising from their private or professional activities. Employees must not offer or accept any financial or other inducements, including prospective employment that could, or appear to, influence or affect professional opportunities or planning advice. As an employee of the City, one must not give professional planning advice for compensation to a private client or employer within the jurisdiction of the City without disclosure to the agency and written consent. Further, an employee of the City must not, as a consultant to a public agency during the period of a contract with the agency, give professional planning advice for compensation to others within the jurisdiction of the agency without disclosure to the agency and written consent in situations where there is a possibility of a conflict of interest arising. Refer to the provisions set out in the *Canadian Institute of Planners Code of Professional Conduct*.

Purchase of Property

Any officer who purchases, directly or indirectly, any real property located in the City of Colwood other than a personal residence or a residence for an immediate relative or property intended as a future residence for the Officer or an immediate relative, shall give written notice of the purchase to the City Council within thirty days of the completion of the purchase.

Tax Sale of Lands

An employee or member of Council shall not directly or indirectly bid on or acquire any property at any tax sale of lands for delinquent taxes held by the City.

Contract with the Municipality

An employee or municipally elected representative shall declare to the City Council, in writing, any interest held directly or indirectly by themselves or their spouse/partner in a contract or a proposed contract with the City at their earliest opportunity.

An employee at City Hall, Public Works, Fire Department or RCMP or any of their immediate relatives may not enter into a contract for the sale of goods or services to the city, if the goods or services are intended to be supplied to the department in which the employee works. An employee or their immediate relative shall not engage in any contract with the city that as an employee they can directly influence the decision of award of the contract.

Development Applications

An employee shall at the earliest opportunity declare to the City Council, in writing, any interest in any property directly or indirectly owned, leased or held under an Option to Purchase by the employee or their spouse/partner which is subject to:

- a) a rezoning application;
- b) a subdivision application;
- c) an application for a Development Permit;
- d) a request for an exemption from the requirements of a Development Permit/Development Permit Area
- e) an application for a Development Variance Permit
- f) an application for an amendment to the Official Community Plan;
- g) an application for a temporary commercial or industrial use permit;
- h) an application for conversion of a residential building to a condominium;
- i) an application for exclusion from the Agricultural Land Reserve;
- j) an application for inclusion into a Sewer Local Service Area.

Outside Employment

Employees may take supplementary employment, including self employment, unless such employment or business undertaking: interferes with the performance of their duties as a City employee; an advantage is derived from their employment with the City; in a professional capacity that will, or is likely to adversely influence or adversely affect the carrying out of duties as a Civic employee; appears to represent the City in some way; creates a conflict of interest between City obligations and private service being provided; where the employee accepts any outside employment in which such employment commitment is made in presumption by the outside employer of certain expertise and skills related to his function with the City.

Further, an employee shall not promote a private interest which will result in: Interference with the performance of his/her duties; a gain or advantage as a result of his/her responsibilities with the City; and the use of municipal property or time.

Gifts, Favours and Discounts

Generally, employees and Council members shall not accept any money, property, position

or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the City, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of those involved. An employee or Council member may participate in City programs open to the public and may purchase City property or goods offered for public sale. Council and staff should review the *Restrictions on Accepting Gifts and Disclosure of Gifts* requirements outlined in the *Community Charter*.

Solicitation

Employees are not permitted to receive or solicit a subscription, gratuity or fee for or in connection with any service or presumed service performed as a City employee, unless it is part of official sanctioned City business.

Generally personal gifts, seasonal gifts and other token of appreciation should not be accepted. However, there may be times when such gifts are left or could be shared with all employees and Council. Such gift(s) may be shared, or distributed in a fair way.

Notwithstanding the above, Council members and employees may take advantage of discounts for goods and services *offered* (not permitted to ask for a discount) by a business, but must pay for the service or goods immediately so that no invoice is submitted to the City.

Exceptions

The rules set out in ***Gifts, Favours and Discounts*** and ***Solicitation*** do not apply to:

- The acceptance of giveaway merchandise such as hats, mugs, pens and t-shirts having a retail value under \$50.
- The acceptance of any gift or prize of any value which is turned over by the employee to a manager for use in an employee or charity draw.
- Any gifts of food or beverages (other than liquor) which are consumed on City premises.
- The acceptance of gifts or gratuities from residents at Christmas and other recognized holidays or celebrations.
- The acceptance of tips or gratuities by food and beverage workers in accordance with the industry standard.

Prizes Won at Functions

Council members and employees attending conferences, trade shows or any function/event that is to do with City business may keep their winnings, but Council members must file a disclosure statement with the Corporate Officer where the value of the prize is over \$250.

Council and Committees

Act in the Public Interest

Recognizing that the City seeks to maintain and enhance the quality of life for all City residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner, while respecting the confidentiality requirements of the municipality and obligations under the *Freedom of Information and Protection of Privacy Act* and *Personal Information Protection Act*.

Comply with the Law

Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*; the *Provincial Human Rights Code*; the *Criminal Code*, the *Freedom of Information and Protection of Privacy Act*; the *Personal Information Protection Act*; the *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures, and employer responsibilities; and relevant City bylaws and policies.

Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the City must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, committees, the staff or the public. All members should familiarize themselves with *Workers Compensation Amendment Act, 2011 (Bill 14)*, which addresses bullying and harassment in the workplace, the City's "Harassment in the WorkPlace Policy HAR 001 (which is based on the B.C. Human Rights Act), and the *B.C. Human Rights Act*.

Respect for Process

Members shall perform their duties to the best of their abilities in accordance with the policies and procedures and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by City staff.

Conduct of Public Meetings

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions; and focus on the business at hand. They shall obey the rules of order for running meeting.

Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

Communication

Council members shall publicly share substantive information that is relevant to a matter under consideration by the Council or a committee, which they may have received from sources outside of the public decision-making process. For clarity, refer to the *Local Government Act* (Public Hearings). Disclosure of personal information contained in

submissions will be pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Conflict of Interest

The Mayor and Councillors shall be aware of and act in accordance with Division 6 of the *Community Charter*, and shall fulfill their *Oath of Office*.

Advocacy

Members shall represent the official policies or positions of the City Council or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council, their committee or the City of Colwood.

Policy Role of Members

Members shall respect and adhere to the Council-Chief Administrative Officer structure of government as practiced in the City of Colwood. In this structure, the Council determines the policies of the City with the advice, information and analysis provided by the public, committees, and City staff. Members, therefore, shall not interfere with the administrative functions of the City or with the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

Positive Work Place Environment

Members shall treat other members, the public and City staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Members shall be aware of and act in accordance with the City's Harassment in the Workplace Policy and *Workers Compensation Amendment Act, 2011 (Bill 14)*.

Breach of Code and Consequence

The City of Colwood Code of Ethics expresses standards of ethical conduct expected of members of the City Council and committees. Members themselves have the primary responsibility to ensure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the City of Colwood.

Council may impose sanctions, such as motion of censure, on members whose conduct does not comply with the City's ethical standards. Depending on statutory authority, the Mayor and/or Council may also rescind the appointment of a member to one or all the committees the member belongs for breaching the Code of Ethics.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Ethics shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, Council must ensure that a member has:

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
3. an opportunity to be heard.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or committee decision.

Written allegations of impropriety, contravention of the Criminal Code, oath of office, disqualification and conflict of interest shall be handled by the Chief Administrative Officer, who shall review the matter properly and fairly and take whatever action is consider necessary in consultation with the Mayor (or delegate). If deemed necessary by the CAO, the matter may be referred to the RCMP. The matter is to be dealt with in strict confidence, except for non-detail information being provided to Council in camera.

In a situation where there is a breach of the Code of Ethics Policy as a result of a substantiated claim of conflict of interest, Staff are to determine if the outcome of a resolution voted on might have been different if the member in conflict had not voted and take appropriate action.

Policy COD 001 Adopted by Council: 2009-11-23
Revised Policy COD 001 Adopted by Council: 2014:02:11
Amended Policy COD 001 Adopted by Council: 2014:02:24



CITY OF COLWOOD

BYLAW NO. 1732

A BYLAW TO PROVIDE FOR COUNCIL MEMBER REMUNERATION

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

1. REMUNERATION TO COUNCIL MEMBERS

- a) Effective January 1, 2018, the annual remuneration for the Mayor for the discharge of the duties of office is \$28,900.
- b) Effective January 1, 2018, the annual remuneration for a Councillor for the discharge of the duties of office is \$14,450.
- c) Effective January 1, 2019, the annual remuneration for the Mayor for the discharge of the duties of office is \$31,100.
- d) Effective January 1, 2019, the annual remuneration for a Councillor for the discharge of the duties of office is \$15,550.
- e) Effective January 1, 2019, the aforesaid Mayor and Council remuneration will increase yearly by a factor equal to: (1) annual staff increases, or (2) the consumer price index for the prior year, for the Victoria metropolitan area as published by Statistics Canada, whichever is higher.
- f) On those occasions when the Mayor is on a leave of absence without pay, the Councillor serving as Acting Mayor shall receive the remuneration normally paid to the Mayor, commencing the date that the Mayor's leave of absence starts and ending as of the day the Mayor resumes official duties.

2. REPEAL

"Council Remuneration and Expenses Bylaw No. 762, 2004" and amendments thereto are hereby repealed.

3. CITATION

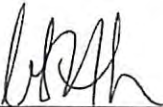
This bylaw may be cited for all purposes as "**Council Remuneration Bylaw No. 1732, 2018.**"

READ A FIRST TIME THIS 25TH DAY OF JUNE 2018.

READ A SECOND TIME THIS 25TH DAY OF JUNE 2018.

READ A THIRD TIME THIS 25TH DAY OF JUNE 2018.

ADOPTED BY THE MUNICIPAL COUNCIL OF THE CITY OF COLWOOD THIS 9TH DAY OF JULY 2018.



MAYOR



CORPORATE OFFICER





What Every Candidate **Needs** to Know





General local elections will be held on **Saturday, October 20, 2018.**

WHAT'S NEW FOR 2018

Have there been any major changes since the 2014 general local elections?

NEW

Yes. General local elections are now held every four years on the third Saturday of October. In 2018, general elections will be held on Saturday, October 20.

NEW

Amendments to the *Local Elections Campaign Financing Act* are in effect for the 2018 general local elections. Expense limits and campaign contribution limits now apply to candidates and elector organizations during general local elections, and in by-elections following the 2018 general local elections.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

What should the public expect from people who run for elected office?

People who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other locally elected officials and local government

staff are essential to the effectiveness and success of a local government.

ELECTION ADMINISTRATION

Who oversees local elections?

Local governments and Elections BC share responsibility for local elections. Local governments (municipalities and regional districts) administer elections and: set voting opportunity dates, times and places; accept nomination documents and nomination deposits; count ballots; announce election results; and, break tied elections.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including expense limits, campaign contribution limits and election advertising rules under the *Local Elections Campaign Financing Act*.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

HOW TO GET STARTED

What jurisdictions hold local elections?

Local elections are held for: municipalities; regional districts; boards of education; specified parks boards; trust areas (Islands Trust); and, local community commissions.

Am I eligible to run for office?

To be eligible to run for office you must:

- be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for six months immediately prior to filing nomination documents; and,
- not be disqualified under the *Local Government Act*, or any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.



How do I get nominated?

You must be nominated by at least two eligible electors – some local governments may require each candidate to have as many as 25 nominators.

You may also be required to pay a refundable nomination deposit (up to a \$100 maximum) as part of the nomination process. You can confirm specific nomination requirements with your local Chief Election Officer.

Where can I find nomination forms?

Candidate nomination packages are available from your local government.

What are some key nomination requirements?

Local governments generally use standard nomination forms and you are required to provide detailed contact information for you and those people who work for you during your election campaign.

The local Chief Election Officer is an individual appointed by a municipal council or regional district board to conduct a general local election or by-election. The local Chief Election Officer is responsible for overseeing all local election administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results.

You are also required to make a solemn declaration stating that you are aware of, understand, and will comply with the requirements of the *Local Elections Campaign Financing Act*.

Where do I file my nomination papers?

You must file your nomination documents with the local Chief Election Officer where you intend to run for office. The nomination deadline is 4 p.m. local time on **Friday, September 14, 2018**.

Who can help me run my election campaign?

Every candidate must have a financial agent. You may appoint an official agent, scrutineers and volunteers to help with your election campaign. Some candidates may also be endorsed by an elector organization.

Financial Agents

Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing your required campaign financing disclosure statement with Elections BC within 90 days following general voting day.

Elections BC will send the financial agent the required disclosure statement forms and the *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* shortly after receiving the candidate declaration and appointment of financial agent forms from the local Chief Election Officer. This information will assist you or your financial agent when it is time to disclose your campaign finances.

Every candidate must have a financial agent – candidates are their own financial agent unless they appoint another individual to act as financial agent. You must appoint your financial agent in writing and have their written consent, and the appointment must be made before any election related financial transactions



occur. The written appointment must be submitted to the local Chief Election Officer as part of your nomination documents. The local Chief Election Officer will send your candidate declaration and appointment of financial agent forms to Elections BC.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as your campaign manager or spokesperson or be the point of contact for the people helping on your election campaign. You must appoint your official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after you have made the appointment.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. You can appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow you to have more than one scrutineer at each voting place. You must appoint your scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after you have made the appointment.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling

logistics). A volunteer who works on your campaign must not receive any payment or remuneration for their services.

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name and/or promote your election platform or the organization's viewpoints during its election campaign.

What is a third party sponsor?

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

ELECTION CAMPAIGN FINANCING

Are there new campaign financing rules?

Yes. Every candidate, elector organization and third party sponsor now has limits on the amount of money they can spend during the campaign period.

Effective October 31, 2017, contribution limits and restrictions apply to campaign contributions made to candidates and elector organizations for the 2018 general local elections and all subsequent general local elections and by-elections.



Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding the new campaign financing rules, available online at: www.elections.bc.ca/lec

ELECTION CAMPAIGNING

What can I do to get my message out to the voting public?

Election campaigns are generally a planned set of actions, events or initiatives (e.g. public speeches, canvassing, phoning voters, holding events and advertising) designed to raise awareness about you or your election platform with voters.

Key campaign activities you could undertake include: going door-to-door to raise awareness about your campaign; identifying issues important to voters or determining your level of voter support; holding a luncheon or fundraising dinner where voters can listen to your election platform and ask questions; advertising in print, on radio, television or social media (e.g. Facebook, Twitter, YouTube, Instagram); and/or, putting up signs as a way of "getting your name out there."

It is an election offence to advertise in newspapers or magazines and on the radio or on television on general voting day.

ELECTION ADVERTISING

What are some key election advertising rules for local elections?

Generally, all your election advertising (e.g. signs, posters, brochures and pamphlets) transmitted during the campaign period must include information about who sponsored and authorized the ad. The sponsorship information must be provided in English.

The campaign period starts on **Saturday, September 22, 2018** and ends when voting closes at 8 p.m. local time on **Saturday, October 20, 2018**.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding election advertising, available online at: www.elections.bc.ca/lec

VOTING DAY

Will voters be able to cast their ballots before general voting day?

Yes. At least one advance voting opportunity must be held in every local government ten days before general voting day. The required advance voting opportunity for the 2018 general local elections is **Wednesday, October 10, 2018**.

Many local governments hold more than one advance voting opportunity and may also hold special voting opportunities at hospitals and/or long-term care facilities where people who have limited mobility can vote.

Voting places are open from 8 a.m. to 8 p.m. local time **Saturday, October 20, 2018** for general voting.

Can I campaign on general voting day?

Yes. You are allowed to campaign on general voting day by:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting

day and was not changed before being transmitted on general voting day;

- advertising by means of signs, posters, or banners;
- distributing pamphlets; and,
- advertising that encourages people to “get out and vote.”

You are not allowed to advertise in newspapers, magazines, on the radio or on TV on general voting day. You must not campaign within 100 metres of a voting place during voting proceedings.

Can I watch the ballot counting process?

Yes. Candidates can be present during the ballot count. The local Chief Election Officer can tell you the time and location for the final vote count and when the election results will be declared. Ballot counting starts after 8 p.m. local time at the close of voting. Your official agent or a scrutineer may also attend at each location where ballot counting takes place.

When will the election results be announced?

The official election results must be declared by 4 p.m. local time on **Wednesday, October 24, 2018**. Candidates with the most votes will be declared elected.

AFTER THE ELECTION

What do I do if I'm elected?

You must take the oath of office within 45 days after the election results were declared. You must also file a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* or contact Elections BC directly for more detailed information about campaign financing disclosure requirements.



Are there things I need to do even if I'm not elected?

Yes. You must file a campaign financing disclosure statement with Elections BC even if you were not elected.

ELECTION OFFENCES AND PENALITIES

What happens if I don't comply with all of the election rules?

You could be disqualified from office if you do not file a campaign financing disclosure statement or fail to take the oath of office following local elections.

You may also be subject to penalties of up to \$10,000 and/or two years imprisonment for buying votes, and/or intimidating a voter during general local elections. You will also be prohibited for running for local office for up to seven years if you are found guilty of these offences.

Offences for contravening campaign financing rules are set out in the *Local Elections Campaign Financing Act*.

You may also be subject to penalties of up to \$5,000 and/or imprisonment for up to one year for providing and/or distributing false information or campaigning near a voting place on general voting day during general local elections. These penalties could apply whether or not you were elected.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

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

Ministry of Municipal Affairs and Housing

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

www.gov.bc.ca/localelections

For answers to **questions about the campaign financing disclosure and election advertising rules for candidates** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lecf@elections.bc.ca

www.elections.bc.ca/lecf

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

Refer to the *Candidates Guide to Local Elections in B.C.* for more detailed information about being a candidate for mayor, councillor, or electoral area director.

The guide is available from local governments throughout B.C. and online at:
www.gov.bc.ca/localelections





This brochure was created to help potential candidates with answers to questions that they may have before making the final decision to run for local office. It is intended to help you think about the role you will play and the impact you will have on your community in an elected role. This brochure provides general information about:

- the characteristics of effective locally elected officials;
- the expectations of locally elected officials;
- the roles and responsibilities of locally elected officials; and,
- how local governments make decisions.

Why consider running for office?

As an elected official, you will be entrusted with making decisions that directly affect the daily lives of residents, families, local business owners and many others in the community. It is important to think about how you can best serve your community if you are elected.

QUESTIONS TO CONSIDER:

- Why do I want to be an elected official?
- How will I best contribute to my community as an elected official?
- What are my objectives for holding office and do they reflect the needs of my community?



An effective local government requires dedicated, ethical and informed leaders who are committed to their communities. Perhaps you want to become an elected official so you can:

- be actively involved in the local democratic process;
- contribute your experience and knowledge to your community;
- address various issues in your community; or,
- lead change in your community.

What are some of the values elected officials need to uphold?

Effective local government leaders share a number of values, including:

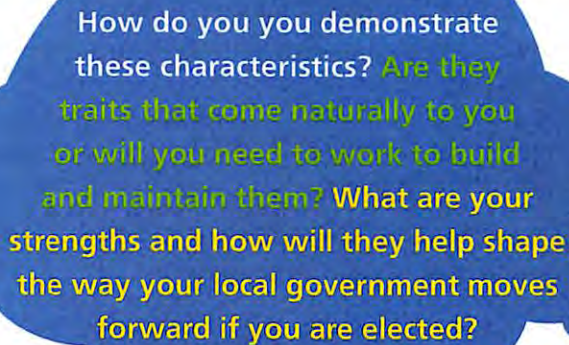
INTEGRITY - being honest and demonstrating strong ethical principles;

ACCOUNTABILITY - an obligation and willingness to accept responsibility or to account for your actions;

RESPECT - having due regard for others' perspectives, wishes, and rights; displaying respect for the offices of local government, and the role of local government in community decision-making; and,

LEADERSHIP AND COLLABORATION - an ability to lead, listen to and positively influence others; coming together to pursue a common goal through collective efforts.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about the key values that guide locally elected officials' conduct. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct



How do you demonstrate these characteristics? **Are they traits that come naturally to you or will you need to work to build and maintain them? What are your strengths and how will they help shape the way your local government moves forward if you are elected?**

What are some of the characteristics of an effective elected official?

The most effective elected officials are:

DILIGENT - prepared for meetings, asking questions and participating respectfully in discussions to contribute to a positive environment so that effective decisions can be made;

RESPONSIBLE - understand the role of an elected official and municipal council (council) and regional district board (board) protocols and the legislative requirements that apply to elected officials, councils and boards, and the local government system as a whole;

PROACTIVE - address community and council and board issues proactively by working to find collective solutions and being able to make informed decisions;

COMMITTED - have the time, energy and motivation required to be effective and responsive to the community's needs;

PATIENT/TOLERANT - have patience and tolerance for others' points of view, and for the council or board's processes and procedures;

INFLUENTIAL - build relationships; provide facts; explain points of view; listen to concerns and provide real examples of the impact of not taking action; and,

SELF-AWARE - assess their strengths and weaknesses; know their biases and the types of behaviours and comments that can cause upset; aware of their impact on others.

What are the responsibilities of an elected official?

Mayors, councillors and board members are expected to contribute to the betterment of their local government, to provide leadership, and to serve and act on behalf of all the citizens of the community.

An elected official must:

- consider the well-being and interests of the community;
- contribute to the development and evaluation of policies and programs in respect to local government services;
- participate in council/board and committee meetings and contribute to decision-making;
- carry out other duties as assigned (such as heading committees); and,
- follow the rules set out by legislation, bylaws and policies that govern how council and board members exercise their authority.

What is the role of a council/board?

The role of a council/board is to:

- set strategic direction;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- represent citizens;
- engage with the community; and,
- make policies and adopt bylaws.



Refer to the **What is Local Government** video for detailed information about local government governing bodies and their representatives. The video is available online at: www.gov.bc.ca/localgov-thinking-running-local-office

What is the role of the mayor and the board chair?

The mayor and board chair have all the responsibilities of a municipal councillor or regional district board member plus a number of additional responsibilities. The mayor and board chair:

- are the spokesperson for the council/board, reflecting the collective decisions of the council/board;
- lead deliberations and collective decision-making, and recommend bylaws and resolutions;
- chair meetings, maintain the order and conduct of debate, ensure meeting rules are followed, and encourage the expression of differing viewpoints;
- create standing committees, appoint people to these committees and decide the committees' mandates; and,
- communicate with local government staff, primarily the Chief Administrative Officer (CAO), and, on behalf of the council/board, provide general direction to staff about how to implement policies, programs and other council/board decisions.

What is the role of local government staff?

An elected official's interactions with local government staff are important to achieving the council/board's goals. The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

STAFF:

- implement the direction, decisions and policies of the council/board and manage the local government's resources;
- provide the council/board with information and professional advice to ensure informed decision-making; and,
- communicate local government policy and decisions to the public and other levels of government.

Elected officials provide direction, while staff manage and implement the council/board's decisions and direction.

The relationship between the CAO and the mayor/board chair provides a critical link between the council/board and the CAO.

The CAO is typically the only member of staff directly hired by the council/board. The CAO is then responsible and accountable for hiring and supervising all other staff. The CAO is responsible for the overall management of the local government, ensuring policies and programs are implemented, and advising and informing the council/board about the local government's operation and affairs.

How do councils and boards make decisions?

Councils and boards are independent decision-making bodies and must work within their authority.

Some of the things that influence how councils and boards make decisions are:

- the local government's legal authority as outlined in Provincial legislation (e.g. *Community Charter* and *Local Government Act*);
- community needs;
- the local government's long-term plans and policies;
- the local government's finances and strategic direction;
- staff recommendations; and,
- conflict of interest and ethical conduct rules.

What is the role of collaboration in effective decision-making?

Being collaborative and working through conflict are critical components of being an effective elected official. Council and board members' ability to work together and resolve conflict respectfully are keys to council and board effectiveness and good governance. Collaboration is a key part of leadership.

Further information:

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

- Ministry of Municipal Affairs and Housing -
www.gov.bc.ca/localelections
- Union of BC Municipalities -
www.ubcm.ca
- Local Government Leadership Academy -
www.lgla.ca
- Local Government Management Association of BC -
www.lgma.ca



Refer to the **What Every Candidate Needs to Know** brochure for information about the legislated rules for general local elections in B.C.

Refer to the **General Local Elections 101** brochure for detailed information about general local elections in B.C. These brochures are available from local governments throughout B.C. and online at:

www.gov.bc.ca/localelections

♻️ PRINTED ON RECYCLED PAPER

Foundational Principles Of Responsible Conduct

FOR BC'S LOCAL GOVERNMENTS

Key Foundational Principles

- ◇ INTEGRITY
- ◇ ACCOUNTABILITY
- ◇ RESPECT
- ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON
RESPONSIBLE CONDUCT

January 2018

What are foundational principles?

This document outlines four key foundational principles -- *integrity, accountability, respect, and leadership & collaboration* -- to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."

How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

Integrity: being honest and demonstrating strong ethical principles.

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

Accountability: an obligation and willingness to accept responsibility or to account for one's actions.

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

Respect: having due regard for others' perspectives, wishes, and rights; displaying deference² to the offices³ of local government, and the role of local government in community decision making.

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

² Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

³ 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

Leadership and Collaboration: an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

Local Elections in British Columbia 2018:



General Local Elections **101**





This brochure answers a few of the basic questions about local government elections in British Columbia. Local government is government at the community level – government that affects British Columbians, every day.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, the business community and others. Municipal councils, regional district boards, boards of education, the Islands Trust local trust committees, local community commissions, specified parks boards and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities as a whole.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who collectively will make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

What jurisdictions hold general local elections?

General local elections are held for: municipalities; regional districts; boards of education; specified parks boards; local community commissions; and, Islands Trust trust areas.

How often are general local elections held?

General local elections for: mayors; councilors; electoral area directors; school trustees; specified parks board commissioners; local community commissioners; and, Islands Trust local trustees are held every **four years on the third Saturday of October**.

General local elections will be held on **Saturday, October 20, 2018**.

How many people run for elected office in general local elections?

Approximately 3,300 candidates run for 1,650 positions in over 250 jurisdictions across British Columbia. Because British Columbia is made up of small and large communities, the scale of individual general local elections varies. Some communities may only have a handful of candidates running for office and one or two voting places, while others may have many candidates running for office and multiple voting places.

What should the public expect from people who run for elected office?

People who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other locally elected officials and local government staff are essential to the effectiveness and success of a local government.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

How are general local elections administered?

General local elections are a shared responsibility between local governments (municipalities and regional districts) and Elections BC. Each local government is responsible for running its own general local election.

Local governments appoint local Chief Election Officers to run the elections process. The local Chief Election Officer may be a senior local government employee, such as a corporate officer, or a private contractor hired to conduct the election on the local government's behalf.

Local Chief Election Officers are responsible for overseeing all local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. Local Chief Election Officers also work with Elections BC to monitor compliance

The local Chief *Election* Officer's role is different from the B.C. Chief *Electoral* Officer's role. The B.C. Chief Electoral Officer is an independent officer of the Legislature who administers campaign financing and election advertising in general local elections and ensures compliance with the *Local Elections Campaign Financing Act*. Local Chief Election Officers are appointed by local governments to administer local elections.

with election advertising regulations, and may assist Elections BC to address incidents of election advertising non-compliance.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

What legislation governs general local elections?

General local elections must be run in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the local government's election bylaw, as applicable.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances – such as determining the number of advance voting opportunities to be held or drawing lots to break a tied election.

The election bylaw enables a local government to make decisions about election administration, including whether: voting machines will be used; mail ballot voting will be allowed; additional advance voting opportunities will be offered; voter registration will be conducted both on voting day and in advance or on voting day only; and, nomination deposits will be required.

Who are the key participants in general local elections?

Electors, candidates, financial agents, official agents, scrutineers, volunteers, elector organizations and third party sponsors are the key participants in general local elections.





Electors

An elector is an individual who is a resident elector (e.g. lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, school district, Islands Trust, community commission and specified parks board elections.

Candidates

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

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to the position. The financial agent is responsible for administering campaign finances in compliance with the *Local Elections Campaign Financing Act*.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign. Candidates must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. Candidates may appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow a candidate to have more than one scrutineer at each voting place. Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling logistics). A volunteer who works on a candidate's campaign must not receive any payment or remuneration for their services.



Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside the candidate's name and/or promote the candidate's election platform or the organization's viewpoints during its election campaign.

Third Party Sponsors

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information regarding third party sponsors, available online at: www.elections.bc.ca/lectf

What are some of the key dates in general local elections?

2018 GENERAL LOCAL ELECTIONS KEY DATES

ACTION OR DEADLINE	DATE
Start of Election Period	January 1, 2018
Start of Nomination Period	September 4, 2018
End of Nomination Period	September 14, 2018
Declaration of Candidates	September 14, 2018
Candidate Nomination Withdrawal Deadline	September 21, 2018
End of Election Period (12:00 Midnight)	September 21, 2018
Start of Campaign Period (12:01 a.m.)	September 22, 2018
Required Advance Voting Opportunity	October 10, 2018
General Voting Day	October 20, 2018
End of Campaign Period	October 20, 2018
Determination of Official Election Results	October 22, 2018
Start of Period to Make Oath of Office	October 30, 2018
End of Period to Make Oath of Office (by Voting)	December 8, 2018
End of Period to Make Oath of Office (by Acclamation)	December 10, 2018
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 18, 2019
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	January 21, 2019
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 19, 2019

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

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

Ministry of Municipal Affairs and Housing

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

www.gov.bc.ca/localelections

For answers to **questions about election advertising, third party sponsors and campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lecf@elections.bc.ca

www.elections.bc.ca/lecf

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

DISCLAIMER

In the event that there is inconsistency between this brochure and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation will prevail.

BULLETIN

LOCAL ELECTIONS CAMPAIGN FINANCING AMENDMENT ACT, 2017

Bill 15, *Local Elections Campaign Financing Amendment Act, 2017* received Royal Assent on November 30, 2017, resulting in many changes to the financing provisions of the *Local Elections Campaign Financing Act*.

The new rules apply to the 2018 General Local Elections and are retroactive to October 31, 2017. The new rules do not apply to local by-elections and assent voting that occurs before the 2018 General Local Elections.

Elections BC's forms and guides are under review and will be updated to reflect the amendments. Under the new rules:

- Campaign contributions from organizations, corporations and unions are prohibited.
- Only eligible individuals can make campaign contributions. An eligible individual is someone who is a resident of B.C. and a Canadian citizen or permanent resident.
- An eligible individual may contribute up to \$1,200 per year per campaign to an unendorsed candidate or \$1,200 in total to each campaign of an elector organization and its endorsed candidates.
- Penalties will apply to contributions that exceed the limit.
- Contributions must be collected in relation to a specific campaign and cannot be shared between campaigns.
- Candidates and elector organizations can only accept loans from eligible individuals up to \$1,200 per year, or from savings institutions up to any value. If a loan from an eligible individual is forgiven it becomes a campaign contribution.

- The total of an eligible individual's campaign contributions and outstanding loans to a campaign must not exceed \$1,200 in a calendar year.
- The rules for determining who is the sponsor of election advertising have been revised to match the provincial *Election Act*.
- Only eligible individuals may give sponsorship contributions to third parties for use in election advertising. There is no annual sponsorship contribution limit for contributions to third parties.
- Third party advertising sponsors can only accept loans from eligible individuals or savings institutions. Loans must be recorded and disclosed by third party advertising sponsors.

This bulletin applies to the *Local Elections Campaign Financing Act* only.

Questions?

**For more information, contact Local Elections Campaign
Financing at Elections BC.**

1-855-952-0280
lecf@elections.bc.ca



ELECTOR ORGANIZATION GUIDE

TO LOCAL ELECTIONS IN B.C.

2018



Purpose of Elector Organizations

What are elector organizations?

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in a general local election and that file endorsement documents with the local Chief Election Officer. Elector organizations may be referred to as "civic political parties."

In the 2014 general local elections, elector organizations operated in approximately 16 communities in B.C., primarily in the Lower Mainland.

What do elector organizations do?

Fundamentally, elector organizations endorse candidates. Elector organizations have their name, abbreviation or acronym shown on the ballot beside their endorsed candidates' name and generally promote their endorsed candidates' or the organization's viewpoints during an election campaign.

An elector organization election campaign is generally a connected series of actions designed to elect a candidate or a group of candidates to a municipal council, regional district board, Islands Trust local trust committee, specified parks board or board of education.

Typically, an election campaign involves elector organizations and/or candidates communicating with the electorate through:

- public appearances and speeches;
- advertisements on television, radio, the Internet, in newspapers and magazines;

- social media (e.g. Facebook, Twitter, YouTube);
- brochures, signs, posters, billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

Membership

Who are the members of elector organizations?

Members are eligible resident and non-resident property electors of the jurisdiction where the election is being held who have met the membership requirements of the elector organization.

How does an elector organization determine membership?

Many elector organizations request that prospective members fill out a membership form and pay either a one-time or monthly fee to the organization – although this is not a requirement under the *Local Government Act*.

Elector organizations typically use the information collected from membership forms to make a reasonable determination of which individuals are eligible electors in the jurisdiction where the election is being held. At a minimum the information they collect may include: the names and addresses of the members; and, for members who are non-resident property electors, the addresses of the properties in relation to which they are eligible to vote.

Elector organizations are subject to the *Personal Information Protection Act* (PIPA). Under PIPA, elector organizations must establish a policy regarding the use and disclosure of personal information and advise any prospective members about that policy prior to collecting their personal information.

Are elector organizations required to provide a membership list to the local Chief Election Officer?

No. However, an elector organization may be required to provide the list when a candidate's nomination is challenged on the basis that the elector organization is not qualified to make a ballot endorsement.

Qualifications and Structure

How are elector organizations qualified to endorse candidates?

An elector organization must have a membership of at least 50 eligible electors (resident and/or non-resident property electors) at the time it submits endorsement documents to the local Chief Election Officer, and it must not be disqualified from endorsing a candidate(s) under the *Local Government Act*, *Local Elections Campaign Financing Act* or any other Act.

How are elector organizations structured?

Elector organizations tend to have a somewhat formalized structure because of the 50 elector

membership requirement, the organization's ability to endorse a candidate on the ballot and also because of the campaign financing disclosure requirements they must follow.

An elector organization may adopt any organizational structure or decision-making model that provides a basis upon which the members collectively agree how a candidate will be endorsed and how election campaigning will be conducted.

Representatives

How many official representatives are elector organizations required to have?

Elector organizations must appoint at least two responsible principal officials and a financial agent – an individual can fill the role of both the financial agent and the responsible principal official. All representative appointments must be made in writing and must be submitted to the local Chief Election Officer before the nomination period of an election ends.

What duties do responsible principal officials have in an elector organization?

Responsible principal officials act as the elector organization's representatives – they are often the organization's presidents or chief officers. Under the *Local Elections Campaign Financing Act*, one of these officials must be designated to act as the authorized principal official.

The authorized principal official is the individual who must sign key documents for the elector

organization and make solemn declarations, such as appointing a financial agent and making candidate endorsements, on the elector organization's behalf. The authorized principal official is also responsible for retaining the elector organization's campaign financing records.

How long do responsible principal officials' duties last?

Responsible principal officials, including authorized principal officials, can be held legally responsible and liable for the elector organization's actions. These officials' obligations continue after general local elections, whether the elector organization continues to exist or not.

The authorized principal official must retain material and records of the elector organization's campaign financing transactions, including campaign contributions, permissible loans, election expenses and transfers, until five years after general voting day for the election to which the material and records relate.

What contact information are responsible principal officials required to provide?

Responsible principal officials must submit specific information to the local Chief Election Officer. This information must be made in writing and include the individual's:

- signed consent to act as responsible principal official;
- full name;
- mailing address; and,
- mailing address or email address at which notices and other communications can be served or otherwise delivered to the organization.

The elector organization's authorized principal official must provide the local Chief Election Officer with a telephone number or an email address (if available) where the authorized principal official can be reached. This is in addition to information they are already required to provide as a responsible principal official.

Updates to contact information that occur before general voting day must be submitted to the local Chief Election Officer by the responsible principal officials. Updates to contact information that occur after general voting day must be submitted to Elections BC.

What responsibilities does the financial agent have in an elector organization?

The financial agent is legally responsible for ensuring that the financial aspects of the elector organization's election campaign(s) comply with the *Local Elections Campaign Financing Act*.

A financial agent must be appointed before any campaign-related transactions occur.

The financial agent has a wide range of financial responsibilities, including:

- opening and depositing contributions to, and paying election-related expenses from, an elector organization's campaign account;
- recording campaign contributions, permissible loans and election expenses;
- completing campaign financing arrangements;
- reviewing campaign contribution and permissible loan amounts in relation to an endorsed candidate's campaign;

- returning campaign contributions and amounts of permissible loans that exceed contribution limits; and,
- filing the elector organization's campaign financing disclosure statement following the election.

The campaign financing arrangement establishes the amount of a candidate's expense limit that is available for use by the candidate and the amount that is available for use by the elector organization during the campaign period in an election campaign. The campaign financing arrangement must be entered into prior to the start of the campaign period and must be submitted by the endorsed candidate to Elections BC.

The financial agent must understand the scope of their responsibilities – failure to comply with the *Local Elections Campaign Financing Act* may result in a fine of up to \$20,000 for the elector organization or a fine of up to \$10,000 and/or imprisonment for up to two years for the financial agent and/or responsible principal officials.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents* for detailed information about the financial agent's role and campaign financing rules, available online at: www.elections.bc.ca/lecf

Are elector organizations allowed to appoint scrutineers?

No. Under the *Local Government Act*, only candidates are entitled to appoint scrutineers.

Candidate Endorsement

How do elector organizations choose which candidate(s) to endorse?

There are no specific rules related to how an elector organization decides which candidate(s) to endorse – or who may be involved in planning campaign activities.

The process an elector organization uses to select its candidate(s) may be unique to that organization. Factors such as the organization's history, its central objectives or its guiding principles may influence which like-minded candidate(s) are endorsed by the elector organization.

How many candidates can an elector organization endorse?

As many as it deems appropriate to fulfill its objectives; however, it must not endorse more candidates for a particular office than there are positions to be filled for that office.

Can an elector organization endorse candidates in multiple elections at the same time?

Yes. For example, an elector organization can endorse candidates for municipal council elections and regional district board elections at the same time.

Can a candidate be endorsed by more than one elector organization?

No. A candidate may only be endorsed by one elector organization.

What is a ballot endorsement?

A ballot endorsement is when the elector organization's name, abbreviation or acronym is noted beside the endorsed candidate's name on the ballot. This is the only visible indication of elector organization support for a candidate that is permitted within a voting place.

How do elector organizations choose a ballot endorsement mark?

There are no specific rules related to how an elector organization chooses its endorsement mark. The *Local Government Act* and *Vancouver Charter* do not permit the ballot to show any indication of a candidate's current or prior experience as an elected official, their occupation or titles, honours, degrees or decorations received or held. This restriction extends to information contained in the elector organization's endorsement mark.

It is at the local Chief Election Officer's discretion to accept or refuse an elector organization's endorsement mark. The local Chief Election Officer is prohibited from allowing additional candidate information or endorsement marks from appearing on the ballot that may be confusing to the electors.

Elector organizations may use the same endorsement mark from one election to the next; however, a new elector organization must choose a mark that cannot be confused with the name, abbreviation or acronym of another elector organization whose candidate endorsement appeared on a ballot in a previous election or will appear in the upcoming election.

Does a candidate have to consent to be endorsed on the ballot?

Yes. The endorsed candidate's consent is required before the local Chief Election Officer may place the endorsement mark on the ballot. Each endorsed candidate is required to give their signed consent to the endorsement on the elector organization's endorsement documents submitted to the local Chief Election Officer.

How do elector organizations make an endorsement?

Elector organizations must submit endorsement documents in writing to the local Chief Election Officer before the nomination period of a local election ends.

The endorsement documents must include:

- the elector organization's name and abbreviations, acronyms and other names used by the organization;
- the elector organization's contact information; and,
- full name of the endorsed candidate(s) and the candidate's consent to the endorsement.

In addition, the elector organization must submit contact information for its:

- financial agent;
- responsible principal officials, including the authorized principal official; and,
- candidate(s) it has endorsed.

The elector organization's authorized principal official must make a solemn declaration in order to endorse a candidate(s) on behalf of the elector organization. The solemn declaration attests that the elector organization:

- is not disqualified from endorsing a candidate(s);

- has at least 50 members who are eligible electors of the jurisdiction where the election is being held at the time the endorsement is made;
- is aware of and understands the *Local Elections Campaign Financing Act* and intends to comply with its restrictions and requirements; and,
- has authorized the official to make declarations on its behalf.

The elector organization's authorized principal official may make the required solemn declaration in advance of submitting endorsement documents before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. (e.g. lawyer, notary public) or make it before the local Chief Election Officer when the endorsement documents are submitted to the local Chief Election Officer.

How is an endorsement withdrawn?

An elector organization or candidate may reconsider and withdraw an endorsement up to 29 days before general voting day.

An elector organization may withdraw a candidate endorsement by delivering to the local Chief Election Officer a written withdrawal signed by the authorized principal official. The written withdrawal must be accompanied by a solemn declaration made by the authorized principal official that the elector organization has authorized the withdrawal.

A candidate may withdraw their consent to the elector organization's endorsement by delivering a signed withdrawal to the local Chief Election Officer up to 29 days before general voting day.

The campaign financing arrangement must be terminated following receipt of the elector organization's withdrawal of endorsement or withdrawal of a candidate's consent to elector

organization endorsement by the local Chief Election Officer. The campaign financing arrangement can be terminated up to 29 days before general voting day.

Can an endorsement be challenged?

Yes. An eligible elector, another nominee for office or the local Chief Election Officer can challenge a candidate's endorsement by an elector organization when they believe the endorsement documents are incorrect or the elector organization is not otherwise qualified to make an endorsement on the ballot.

Challenges to a candidate's endorsement must be made through an application to the Provincial Court and must be in accordance with the process outlined in section 96 of the *Local Government Act*.

Elector Organization Campaigns

Do elector organizations direct an endorsed candidate's election campaign?

Elector organizations and candidates each direct their own separate election campaigns; however, an endorsed candidate may decide not to undertake election campaign activities and instead rely solely on the elector organization to undertake these activities on the candidate's behalf. Alternatively, a candidate and elector organization may agree to run complementary campaigns in which they both undertake election campaign activities designed to elect that candidate within a specific jurisdiction.

Do elector organizations have their own campaign period expense limits?

No. Under the required campaign financing arrangement, endorsed candidates may sign over a portion of their expense limit for the elector organization to spend during the campaign period. An elector organization must attribute campaign period expenses to each endorsed candidate and disclose the expenses separately for each endorsed candidate.

In 2016, the *Local Elections Campaign Financing Act* was amended to implement expense limits in local elections. Limits apply to spending by candidates, elector organizations and third party sponsors during the campaign period beginning in the 2018 general local elections.

Refer to Election's BCs *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations* for detailed information about expense limits and campaign financing arrangements, available online at: www.elections.bc.ca/lecf

The campaign period starts on **Saturday, September 22, 2018** and ends when voting closes at 8 p.m. local time on **Saturday, October 20, 2018**.

Do contribution limits apply to elector organization campaigns?

Yes. In 2017, the *Local Elections Campaign Financing Act* and the *Local Elections Campaign Financing Expense Limit Regulation* were amended to set contribution limits for the election campaigns of candidates and elector organizations.

The new rules apply for the 2018 general local elections and are retroactive to October 31, 2017, meaning that campaign contributions received on or after October 31, 2017 are subject to the new rules.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information about contribution limits, available online at: www.elections.bc.ca/lecf

Elector Organizations vs. Third Party Sponsors

What is the difference between elector organizations and third party sponsors?

Elector organizations and third party sponsors are both subject to rules and requirements under the *Local Elections Campaign Financing Act*. However, there are key differences between these two types of local election participants.

ELECTOR ORGANIZATIONS:

- file endorsement documents with the local Chief Election Officer and endorse candidates by having the elector organization's name, abbreviation or acronym noted beside an endorsed candidate's name on the ballot;
- must have 50 members who are eligible electors of the jurisdiction where the election is being held to qualify as an elector organization and endorse a candidate(s) on the ballot at the time the endorsement is made;
- can work with candidates during their campaigns and undertake campaign activities, including advertising, on their behalf;

- share their endorsed candidates' expense limits;
- receive campaign contributions, which are subject to rules respecting contribution limits; and,
- are not required to register with Elections BC.

THIRD PARTY SPONSORS:

- are individuals or organizations who sponsor election advertising during the campaign period;
- must ensure that all of their activities and advertising are completely independent from candidates and elector organizations;
- cannot endorse a candidate(s) on the ballot;
- must register with Elections BC;
- are not subject to specific membership requirements; and,
- are subject to different 'expense limit' rules than candidates and elector organizations.

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information about third party sponsors, available online at: www.elections.bc.ca/lecf

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated. Third party sponsors must register with Elections BC.

Campaign Financing and Election Advertising

What campaign financing rules apply to elector organizations?

The *Local Elections Campaign Financing Act* sets out the campaign financing rules for elector organizations. These rules are administered by Elections BC and include recording and disclosing campaign contributions, permissible loans, election expenses, transfers and other income and expenditures, and submitting campaign financing disclosure statements to Elections BC.

New rules respecting expense limits are in force for the 2018 general local elections, and apply to elector organizations. These rules include the requirement for elector organizations to enter into campaign financing arrangements with endorsed candidates. Campaign financing arrangements are mandatory and allow endorsed candidates to sign over a portion of their expense limit for the elector organization to spend during the campaign period. Elector organizations, in addition to candidates and third party sponsors, are required to follow the rules that restrict spending during the campaign period.

New rules respecting campaign contribution limits also apply for the 2018 general local elections, and apply to campaign contributions made to elector organizations. These rules put limits on campaign contributions made to elector organizations (maximum of \$1,200 per donor, per year) and ban contributions from organizations, including corporations and unions, and contributions from outside of British Columbia.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents* for

detailed information about the campaign financing disclosure process, available online at: www.elections.bc.ca/lecf

What election advertising rules apply to elector organization?

The *Local Elections Campaign Financing Act* sets out the election advertising rules for elector organizations.

These rules are administered by Elections BC and include, and are not limited to, the requirement for sponsorship information to be included on election advertising and the requirement that no election advertising be transmitted on general voting day. Additionally, the value of election advertising conducted by an elector organization is an election expense of the elector organization and must be accounted for in accordance with the new expense limits framework under the *Local Elections Campaign Financing Act*.

There are exceptions to the rule that no election advertising be transmitted on general voting day. Advertising by signs, posters, banners and pamphlets is allowed on general voting day as long as it is not within 100 metres of a place where voting proceedings are being conducted. Also, election advertising on the Internet on general voting day is permitted if it was transmitted to the public before general voting day and was not changed before the close of general voting. Election advertising transmitted to the public on the Internet on general voting day is permitted only for the purpose of encouraging people to vote.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents* for detailed information about election advertising requirements, available online at: www.elections.bc.ca/lecf

Further Information

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

Refer to the *General Local Elections 101* brochure for information about general local elections in B.C. The brochure is available from local governments throughout B.C. and online at: www.gov.bc.ca/localelections

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

Ministry of Municipal Affairs and Housing
Governance and Structure Branch
Phone: 250 387-4020
Email: LGgovernance@gov.bc.ca
www.gov.bc.ca/localelections

For answers to **questions about election advertising, third party sponsors and campaign financing disclosure**, please contact:

Elections BC
Toll-free: 1 855 952-0280 / TTY 1 888 456-5448
Fax: 250 387-3578
Toll-free Fax: 1 866 466-0665
Email: lecf@elections.bc.ca
www.elections.bc.ca/lecf

For answers to **questions about board of education elections**, please contact:

Ministry of Education

Legislation, Policy and Governance Branch

Phone: 250 387-8037

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

www.gov.bc.ca/gov/content/education-training/administration/legislation-policy/school-trustee-election-procedures

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

Disclaimer

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This Act is current to July 11, 2018

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

LOCAL GOVERNMENT ACT

[RSBC 2015] CHAPTER 1

Deposited with Clerk of the Legislative Assembly on December 16, 2015

Part 3 — Electors and Elections

Division 1 — General

Definitions in relation to this Part

47 In this Part:

"additional advance voting opportunity" means a voting opportunity under section 108;

"additional general voting opportunity" means a voting opportunity under section 106;

"advance voting opportunity" means a required advance voting opportunity or an additional advance voting opportunity;

"candidate"

(a) means a person who is declared to be a candidate under section 97 *[declaration of candidates]*, and

(b) for the purposes of Division 7 *[Candidate Endorsement by Elector Organization]*, includes a person who is seeking endorsement or is proposed to be endorsed under that Division;

"candidate representative" means an official agent or a scrutineer appointed under section 102;

"election" means an election for the number of persons required to fill a local government office;

"election area" means the municipality, neighbourhood constituency, regional district electoral area or other area for which an election is held under this Act or other local elections legislation;

"election proceedings" means nomination, voting or counting proceedings under this Part;

"elector organization" means an organization that endorses a candidate under Division 7;

- "endorsement"**, in relation to a candidate, means the endorsement of the candidate by an elector organization under Division 7;
- "endorsement documents"** means documents required to be filed by an elector organization under section 93 [*endorsement documents*];
- "general voting"** means voting proceedings at required general voting opportunities and additional general voting opportunities and, if applicable, those proceedings as adjourned under section 62;
- "held at the same time"**, in relation to elections and assent voting, means being held at the same time in accordance with the rules established by section 6 [*when elections, or elections and assent voting, are considered to be held at the same time*] of the [Local Elections Campaign Financing Act](#);
- "judicial recount"** means a judicial recount under Division 15 [*Judicial Recount*];
- "neighbourhood constituency"** means an election area established as a neighbourhood constituency under section 53;
- "nomination deposit"** means a nomination deposit required by bylaw under section 88 [*nomination deposits*];
- "nomination documents"** means the documents required by section 87 (1) and (2);
- "nomination period"** means the period referred to in section 84 [*nomination period*] or, if applicable, as extended under section 62 [*adjournment of election proceedings*];
- "official agent"** means an official agent appointed under section 102 (1) (a) [*appointment of candidate representatives*] to represent a candidate;
- "presiding election official"** means, in relation to election proceedings, the chief election officer or the election official appointed under section 58 (3) (a) to act as presiding election official for those proceedings;
- "required advance voting opportunity"** means a voting opportunity under section 107;
- "required general voting opportunity"** means a voting opportunity on general voting day at a voting place under section 105;
- "residential address"** includes an indication of the area in which a person lives if no other specific designation is reasonably available;
- "solemn declaration"** means a declaration on oath or by solemn affirmation in accordance with section 51;
- "special voting opportunity"** means a voting opportunity under section 109;
- "voting compartment"** means an area described in section 123 (3) [*area where voters can mark their ballots screened from observation by others*];

"voting day" means the general voting day for an election, a day on which an advance voting opportunity for the election is offered or a day on which a special voting opportunity for the election is offered;

"voting hours" means the time during which voting is permitted on a voting day;

"voting opportunity" means an opportunity referred to in section 104 [*voting opportunities for electors*] for some or all electors of an election area to vote in an election for the election area;

"voting place" means a place where voting proceedings at general voting or an advance voting opportunity are conducted.

Time not extended for voting days

- 48** Section 25 (3) of the *Interpretation Act*, extending a time period if the time for doing an act falls on a day when a business office is not open during regular business hours, does not apply to a voting day.

This Act prevails in relation to use of information

- 49** To the extent of any inconsistency or conflict with the *Freedom of Information and Protection of Privacy Act*, Parts 3 [*Electors and Elections*] and 4 [*Assent Voting*] of this Act apply despite that Act.

Public notice by newspaper publication

- 50** (1) If this Part requires notice to be given in accordance with this section, the notice must be given by publication in a newspaper in accordance with section 4 of the Schedule to this Act.
- (2) Notices to which this section applies may be combined as long as the requirements of all applicable sections are met.

Solemn declarations

- 51** (1) If this Part requires a solemn declaration to be made, the declaration must be
- (a) made on oath or by solemn affirmation,
 - (b) made before a commissioner for taking affidavits for British Columbia or a person authorized by this Part to take the oath or solemn affirmation, and
 - (c) signed by the person making the oath or solemn affirmation and by the person before whom it is made.
- (2) If a regulation under section 168 [*election regulations*] applies, the declaration must be made in a form prescribed by the regulation.

Division 2 — Arrangements for Elections

General local elections every 4 years

- 52** (1) Elections for the mayor and all councillors of each municipality and elections for the electoral area directors of each regional district, to be known collectively as a general local election, must be held in the year 2014 and in every 4th year after that.

- (2) General voting day for a general local election must be the 3rd Saturday of October in the year of the election.

Municipal elections at large unless neighbourhood constituency established

- 53** (1) Unless a bylaw under subsection (2) applies, every council member must be elected from the municipality at large.
- (2) A council may, by bylaw, provide that all or some of the councillors be elected on a neighbourhood constituency basis.
- (3) A bylaw under subsection (2) must establish the areas that are to be neighbourhood constituencies and provide for an orderly transition to election on this basis.
- (4) The authority under subsection (2) applies despite the letters patent for the municipality, but a bylaw under that subsection must be approved by the Lieutenant Governor in Council before it is adopted.
- (5) If a neighbourhood constituency is established,
- (a) the only persons who may vote as electors of the neighbourhood constituency are
 - (i) resident electors of the municipality who meet the qualifications of section 65 [*resident electors*] in relation to the area of the neighbourhood constituency, and
 - (ii) non-resident property electors of the municipality who meet the qualifications of section 66 [*non-resident property electors*] in relation to the area of the neighbourhood constituency, and
 - (b) except as permitted at an additional general voting opportunity or a special voting opportunity, the electors of the neighbourhood constituency may vote on general voting day only at the voting places for that neighbourhood constituency.
- (6) The notice of election under section 99 [*notice of election by voting*] for an election on the basis of a neighbourhood constituency must include the following additional information:
- (a) the boundaries of the neighbourhood constituency;
 - (b) the voting place on general voting day for the neighbourhood constituency;
 - (c) a description of the qualifications established by subsection (5) (a) that entitle an elector to vote for a council member to represent the neighbourhood constituency.

By-elections

- 54** (1) Subject to this section, an election must be held to fill a vacancy in an elected local government office that occurs in any of the following circumstances:
- (a) the person elected or appointed to the office dies before taking office;
 - (b) the office is declared vacant on an application under section 153 [*application to court respecting validity of election*], or a candidate affected

by the application renounces claim to the office under subsection (9) of that section;

- (c) the person holding the office dies;
- (d) the person holding the office resigns from office;
- (e) the office becomes vacant under Division 7 [*Challenge of Council Member Qualification for Office*] of Part 4 of the [Community Charter](#) as it applies in relation to that office;
- (f) the office becomes vacant under any of the following sections of the [Local Elections Campaign Financing Act](#):
 - (i) section 64 (2) (a) [*candidate penalties for failure to disclose*];
 - (ii) section 65 (1) (a) [*candidate penalties for false or misleading disclosure*];
 - (iii) section 65.1 (1) [*endorsed candidate penalties for elector organization failing to file disclosure documents or disclosing false or misleading information*];
 - (iv) section 68.01 (3) [*candidate penalties for exceeding expense limits or amount available*].

(2) A local government may decide that a by-election is not to be held if the vacancy occurs after June 1 in the year of a general local election that will fill the office.

(3) In addition to the authority under subsection (2), a council may decide that a by-election is not to be held if all the following circumstances apply:

- (a) the vacancy occurs after January 1 in the year of a general local election that will fill the office;
- (b) the vacancy is not in an office elected on the basis of a neighbourhood constituency;
- (c) the number of remaining council members is at least one greater than the quorum for the council, as set under section 129 (1) [*quorum for conducting business*] of the [Community Charter](#).

(4) As soon as practicable after a vacancy occurs for which an election under this section is to be held, the local government must

- (a) appoint a chief election officer for the election, and
- (b) notify the minister of the election.

(4.1) As soon as practicable after the appointment under subsection (4) (a), the chief election officer must notify the BC chief electoral officer of the election.

(5) The chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed.

(6) If the number of members of a local government is reduced to less than a quorum, the minister may either

order that the remaining members of the local government constitute a quorum until persons are elected and take office to fill the vacancies, or
(a) appoint qualified persons to fill the vacancies until persons are elected and take office to fill them.

(7) A person elected in a by-election holds office until the end of the term of the office in respect of which the election was held.

Minister may arrange for election to be conducted

- 55** (1) If an election is not held or a vacant office is not otherwise filled as required under this Act, the minister may
- (a) set a general voting day for the election, appoint a chief election officer and otherwise arrange for the election to be conducted, or
 - (b) order the designated local government officer to arrange for the election to be conducted.
- (2) If considered necessary in relation to an election under subsection (1), the minister may make orders to provide for the conduct of the election and for the governing of the municipality or regional district until the candidates elected in that election take office, including orders that provide for exceptions to provisions of this Act and regulations or bylaws under this Act.
- (3) The general voting day for an election under this section must be on a Saturday set by the minister or by the chief election officer in accordance with the directions of the minister.

Election bylaws

- 56** (1) This section applies to a bylaw under
- (a) this Part,
 - (b) section 330 *[regulation of signs and advertising]* of this Act, or
 - (c) section 8 (4) *[fundamental powers — signs and advertising]* of the [Community Charter](#).
- (2) Unless otherwise provided,
- (a) in order for a bylaw referred to in subsection (1) to apply in relation to a general local election, the bylaw must be adopted at least 56 days before the first day of the nomination period of the general local election, and
 - (b) in order for a bylaw referred to in subsection (1) to apply in relation to an election under section 54 *[by-elections]*, the bylaw must be adopted at least 42 days before the first day of the nomination period for the election.

Costs of elections

- 57** (1) The costs of an election, including the costs of registration of electors for the election, are the responsibility of the municipality or regional district for which the election is held unless otherwise agreed.

- The costs of an election may be shared under an agreement between the local
- (2) government and another local government, the council of the City of Vancouver or a board of education for the conduct of the election by one party for the other or in conjunction with an election of the other.
 - (3) A local government that is a party to an agreement under subsection (2) may, by bylaw, provide that the bylaws of the other party respecting elections apply to elections conducted under the agreement.
 - (4) An agreement referred to in subsection (2) may provide for a party to conduct only some of the election proceedings for or in conjunction with the other party.
 - (5) If an agreement referred to in subsection (4) applies to an election, the election is valid despite the agreement and any bylaws in relation to it having the effect of creating differences in election proceedings between different parts of the election area for which an election is held.
 - (6) Without limiting subsection (4), an agreement referred to in that subsection may allow a local government to restrict the persons who may vote at the election proceedings conducted under the agreement to persons who are entitled to be registered as electors in relation to a specified part of the election area for which the election is held.
 - (7) If a restriction under subsection (6) applies, on any day on which an advance voting opportunity conducted under the agreement is open to electors of only part of the election area for which the election is held, an advance voting opportunity must be open to all electors of that election area on the same day.
 - (8) So long as any required advance voting opportunities are provided, no bylaw is necessary for an advance voting opportunity required by subsection (7), and the voting opportunity may be held at the place and for the voting hours established by the chief election officer.
 - (9) The chief election officer must give notice of a voting opportunity to which subsection (8) applies in any manner the chief election officer considers appropriate.
 - (10) The notice under subsection (9) must include the date, place and voting hours for the voting opportunity.

Division 3 — Election Officials Appointment and Authority

Appointment of election officials

- 58** (1) For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer.
- (2) The chief election officer must appoint election officials required for the administration and conduct of the election.
 - (3) Without limiting the generality of subsection (2), the chief election officer must appoint the following:
 - (a) presiding election officials for election proceedings where the chief election officer is not acting as presiding election official;

- election officials to act as alternate presiding election officials for election
 - (b) proceedings;
 - (c) election officials required to assist the presiding election official at election proceedings.
- (4) The chief election officer may delegate the authority under subsection (3) (c) to the presiding election official for the election proceedings.
- (5) The chief election officer may appoint peace officers as election officials to assist presiding election officials in fulfilling their duty to maintain peace and order at the election proceedings for which they are responsible.
- (6) If an election official is absent or unable to act, a person appointed as deputy chief election officer or appointed under this section as alternate for the official must perform the duties and has the powers of the official.
- (7) A candidate, candidate representative or financial agent may not be appointed as an election official.
- (8) Before assuming duties, an election official must make a solemn declaration that the person
 - (a) will faithfully and impartially exercise the powers and perform the duties of the position to which the election official is appointed,
 - (b) has not received and will not accept any inducement
 - (i) to exercise the powers or perform the duties of the position otherwise than impartially and in accordance with this Act, or
 - (ii) to otherwise subvert the election,
 - (c) will preserve the secrecy of the ballot in accordance with section 123 [*voting to be by secret ballot*], and
 - (d) is not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

Chief election officer duties and powers

- 59** (1) In addition to all other duties established by this Part and the [Local Elections Campaign Financing Act](#), the chief election officer must do the following:
- (a) ensure that a sufficient number of ballots are prepared for an election by voting;
 - (b) ensure that each voting place
 - (i) is supplied with sufficient numbers of ballots, ballot boxes and voting books, and
 - (ii) has an area that may be used as a voting compartment;
 - (c) take all reasonable precautions to ensure that a person does not vote more than once in an election;
 - (d) do all other things necessary for the conduct of an election in accordance with this Part, the [Local Elections Campaign Financing Act](#) and any bylaws and regulations under this Part or that Act.

- (2) In addition to all other powers given by this Part, the chief election officer may do one or more of the following:
- (a) exercise any power conferred on a presiding election official in relation to the election proceedings for which the presiding election official is responsible;
 - (b) as an exception to the restrictions on where an elector may vote when municipal voting divisions are established, authorize an election official to vote at the voting place at which the official is working;
 - (c) take solemn declarations where these are required under this Part or the *Local Elections Campaign Financing Act*;
 - (d) delegate to other election officials the chief election officer's duties and powers under this Part or the *Local Elections Campaign Financing Act*, subject to any restrictions or conditions specified by the chief election officer;
 - (e) apply to the minister for an order under section 167 [*ministerial orders in special circumstances*] of this Act or section 99 [*ministerial orders in special circumstances*] of the *Local Elections Campaign Financing Act*.

Presiding election official duties and powers

- 60** (1) In addition to other responsibilities established by this Part, a presiding election official for election proceedings must
- (a) ensure, so far as possible, that this Part and the regulations and bylaws under it are being complied with, and
 - (b) take all reasonable precautions to keep the ballots and ballot boxes secure from persons not entitled to have access to them.
- (2) In addition to other powers conferred by this Part, a presiding election official may
- (a) take solemn declarations required by this Part in relation to the election proceedings for which the presiding election official is responsible, and
 - (b) if section 163 (4) (b) or (c) [*campaigning materials near voting place*] is being contravened, enter on the property where the materials that are the subject of the contravention are located and remove or cover them or otherwise obscure them from view, or authorize another person to do so.

Keeping order at election proceedings

- 61** (1) A presiding election official must maintain peace and order so far as reasonably possible at the election proceedings for which the presiding election official is responsible.
- (2) For the purposes of this section, the presiding election official may do one or more of the following:
- (a) restrict or regulate the number of persons admitted at any time to the place where the proceedings are being conducted;

- order a person to leave the place where the proceedings are being conducted and the immediate vicinity of that place, if any of the
 - (b) circumstances referred to in subsection (5) (a) to (d) occur;
 - (c) order the removal of a person ordered to leave if that person does not comply;
 - (d) require the assistance of peace officers or of persons present at the place where the proceedings are being conducted.
- (3) A person ordered to leave under subsection (2) (b) must leave the place and the immediate vicinity of the place at which the election proceedings are being conducted and must not return while these election proceedings are being conducted unless permitted to do so by the presiding election official.
- (4) The authority under subsection (2) must not be used to prevent an elector otherwise entitled to vote at the place from exercising the right to vote.
- (5) The presiding election official may require a person to provide identification and the person must comply with that requirement if, in the opinion of the presiding election official, that person
 - (a) is present at a place when not permitted to be present under this Act,
 - (b) is disturbing the peace and order of the proceedings,
 - (c) is interfering with the conduct of the proceedings, or
 - (d) is contravening any provision of this Part or of a regulation or bylaw under this Part.

Adjournment of election proceedings

- 62** (1) Election proceedings may be adjourned by the presiding election official in accordance with this section if that official considers that the health or safety of persons is at risk, or that the integrity of the proceedings is at risk.
- (2) Election proceedings may be adjourned
- (a) temporarily to another time on the same day or another time on the same day at another place specified by the presiding election official, or
 - (b) to a day, time and place to be set by the chief election officer.
- (3) The presiding election official must notify the chief election officer as soon as possible of any adjournment and must follow any directions the chief election officer considers appropriate in the circumstances.
- (4) While proceedings are adjourned, the presiding election official must make all reasonable efforts to ensure that the election materials are secured and that the integrity of the election is not compromised.
- (5) The presiding election official must give notice to persons affected by an adjournment as directed by the chief election officer or, in the absence of direction, in any manner the official considers appropriate.

- Proceedings that are recommenced after an adjournment must continue for such a period that the total time for the proceedings is the same regardless of the adjournment.
- (6)
- (7) If voting proceedings are adjourned, the counting of the vote must not be started until the close of voting at the adjourned proceedings.

Exceptional assistance in election proceedings

- 63** (1) The provisions of this section are exceptions for allowing persons to exercise their rights under this Part in circumstances where they would otherwise be unable to do so.
- (2) If a person is required by this Part to sign a document and is unable to do so, the presiding election official or an election official authorized by the presiding election official may either sign on behalf of the person or have the person make his or her mark and witness that mark.
- (3) If a person is required by this Part to make a solemn declaration or to provide information to an election official and requires the assistance of a translator to do this, the presiding election official must permit another person to act as translator so long as that person first makes a solemn declaration that he or she is able to make the translation and will do so to the best of his or her abilities.
- (4) The obligation to provide a translator rests with the person who is required to make the solemn declaration or provide the information and, if that person does not provide a translator, that person must be considered to have refused to make the solemn declaration or provide the information.

Division 4 — Electors and Registration of Electors

Who may vote at an election

- 64** (1) In order to vote at an election for a municipality or electoral area, a person
- (a) must meet the requirements of section 65 (1) (a) to (e) [*resident electors*] or 66 (1) (a) to (g) [*non-resident property electors*] at the time of voting,
 - (b) must not be disqualified by this Act or any other enactment from voting in the election or be otherwise disqualified by law, and
 - (c) must be registered as an elector of the municipality or electoral area.
- (2) The following persons are disqualified from voting at an election:
- (a) a person who has not completed the sentence for an indictable offence, unless the person is released on probation or parole and is not in custody;
 - (b) a person who is involuntarily confined to a psychiatric or other institution as a result of being acquitted of or found not criminally responsible for an offence under the *Criminal Code* on account of mental disorder;
 - (c) a person who has contravened section 161 (3) [*accepting inducements to vote*] in relation to the election.

For clarification, no corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

⁽³⁾
~~(4)~~ A person must not vote at an election unless entitled to do so.

Resident electors

- 65** (1) In order to be registered as a resident elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration:
- (a) the person must be
 - (i) an individual who is 18 years of age or older on the day of registration, or
 - (ii) if an election is in progress for the municipality or electoral area, an individual who will be 18 years of age or older on general voting day for the election;
 - (b) the person must be a Canadian citizen;
 - (c) the person must have been a resident of British Columbia, as determined in accordance with section 67 [*rules for determining residence*], for at least 6 months immediately before the day of registration;
 - (d) the person must have been a resident of the municipality or electoral area, as determined in accordance with section 67, for at least 30 days immediately before the day of registration;
 - (e) the person must not be disqualified under this or any other enactment from voting in an election or be otherwise disqualified by law.
- (2) If the boundaries of a municipality or electoral area are extended or a new municipality is incorporated, a person is deemed to have satisfied the requirement of subsection (1) (d) if, for at least 30 days before the person applies for registration as an elector, the person has been a resident, as determined in accordance with section 67, of the area that is included in the municipality or electoral area or that becomes the new municipality.

Non-resident property electors

- 66** (1) In order to be registered as a non-resident property elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration:
- (a) the person must not be entitled to register as a resident elector of the municipality or electoral area;
 - (b) the person must be
 - (i) an individual who is 18 years of age or older on the day of registration, or
 - (ii) if an election is in progress for the municipality or electoral area, an individual who will be 18 years of age or older on general voting day for the election;
 - (c) the person must be a Canadian citizen;

- (d) the person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the day of registration;
 - (e) the person must have been a registered owner of real property in the municipality or electoral area for at least 30 days immediately before the day of registration;
 - (f) the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust;
 - (g) the person must not be disqualified under this Act or any other enactment from voting in an election or be otherwise disqualified by law.
- (2) A person may register as a non-resident property elector only in relation to one parcel of real property in a municipality or electoral area.
- (3) If the boundaries of a municipality or electoral area are extended or if a new municipality is incorporated, a person is deemed to have satisfied the requirement of subsection (1) (e) if, for at least 30 days before the person applies for registration as a non-resident property elector, the person has been a registered owner of property within the area that is included in the municipality or electoral area or that becomes the new municipality.
- (4) For the purposes of this section, the registered owner of real property means whichever of the following is applicable:
 - (a) the owner of a registered estate in fee simple of the property, unless another person holds an interest in the property referred to in paragraph (b), (c) or (d);
 - (b) the holder of the last registered agreement for sale, unless another person holds an interest in the property referred to in paragraph (c) or (d);
 - (c) the tenant for life under a registered life interest in the property, unless another person holds an interest in the property referred to in paragraph (d);
 - (d) the holder of a registered lease of the property for a term of at least 99 years.
- (5) If there is more than one individual who is the registered owner of real property, either as joint tenants or tenants in common, only one of those individuals may register as a non-resident property elector under this section in relation to the real property.
- (6) If the land title registration of the real property in relation to which a person is registering under this section indicates that there is more than one individual who is the registered owner of the real property, the person registering must do so with the written consent of the number of those individuals who, together with the person registering, are a majority of those individuals.

A registered owner who has consented to the registration of another registered owner of the property may withdraw the consent by delivering a written withdrawal to the municipality or regional district.

(7)
(8) Once a withdrawal of consent has been delivered in accordance with subsection (7), the person registered as the non-resident property elector in relation to the property ceases to be entitled to be registered and vote as such if the number of individuals referred to in subsection (6) falls below a majority of the registered owners, with this effective

- (a) for the next election, in the case of a withdrawal delivered at least 52 days before general voting day for the election, and
- (b) following the next election, in the case of a withdrawal delivered less than 52 days before general voting day for the election.

Rules for determining residence

67 (1) The following rules apply to determine the area in which a person is a resident:

- (a) a person is a resident of the area where the person lives and to which, whenever absent, the person intends to return;
- (b) a person may be the resident of only one area at a time for the purposes of this Part;
- (c) a person does not change the area in which the person is a resident until the person has a new area in which the person is a resident;
- (d) a person does not cease being a resident of an area by leaving the area for temporary purposes only.

(2) As an exception to subsection (1), if

- (a) a person establishes for the purposes of attending an educational institution a new area in which the person is a resident, and
- (b) the new area is away from the usual area in which the person is a resident,

the person may choose for the purposes of this Part either the usual area or the new area as the area in which the person is a resident.

When a person may register as an elector

68 (1) A person may register as an elector

- (a) at the time of voting in accordance with section 72 [*resident elector registration*] or 73 [*non-resident property elector registration*], or
- (b) by advance registration in accordance with section 71, if this is available.

(2) If a bylaw under section 76 [*Provincial list of voters as register of resident electors*] is in effect for a municipality or electoral area, a person entitled to register as a resident elector of the municipality or electoral area may effectively register as such by registering as a voter under the [Election Act](#) in sufficient time to have the person's name appear on the Provincial list of voters that becomes, under the bylaw, the register of resident electors for the municipality or electoral area.

Voting day registration only

- 69** A local government may, by bylaw, limit registration of electors to registration at the time of voting.

Application for registration

- 70** (1) An application for registration as an elector must include the following information:

- (a) in the case of registration as a resident elector,
 - (i) the full name of the applicant,
 - (ii) the residential address of the applicant, and the mailing address if this is different, and
 - (iii) either the birth date or the last 6 digits of the social insurance number of the applicant;
- (b) in the case of registration as a non-resident property elector,
 - (i) the full name of the applicant,
 - (ii) the address or legal description of the real property in relation to which the person is registering and the mailing address of the applicant, and
 - (iii) either the birth date or the last 6 digits of the social insurance number of the applicant;
- (c) a declaration that the applicant meets the requirements of section 64 (1) (a) and (b) [*qualifications for voting*] to be registered as an elector;
- (d) any other information required by regulation under section 168 [*election regulations*] to be included.

- (2) An application must

- (a) be signed by the applicant and by a witness to the signature of the applicant, and
- (b) include the residential address of the witness, if this is not a person authorized by the chief election officer or by the designated local government officer.

- (3) For the purpose of subsection (1), an address of an applicant that indicates the area in which the applicant is resident within the meaning of section 67 is sufficient if, in the opinion of the person authorized to receive the application, it indicates the location for the purpose of determining whether the applicant is resident in the municipality or electoral area.

- (4) In the case of an application for registration as a non-resident property elector, the application must be accompanied by

- (a) proof satisfactory to the person receiving the application that the applicant is entitled to register in relation to the real property referred to in subsection (1) (b), and
- (b) if applicable, the written consent from the other registered owners of the real property required by section 66 (6).

How to register in advance

- 71** (1) If a bylaw under section 69 [*voting day registration only*] does not apply, advance registration must be available in accordance with this section.
- (2) Subject to the closed period under subsection (4), if advance registration is available for a municipality or electoral area, a person may register as an elector by delivering an application and accompanying documents in accordance with section 70
- (a) at the local government offices during its regular office hours,
 - (b) at a special registration opportunity under subsection (6), or
 - (c) at other times and places authorized by the designated local government officer.
- (3) Advance registration required under subsection (1) must be available to both resident electors and non-resident property electors unless deemed registration of resident electors under section 76 [*Provincial list of voters as register of resident electors*] is in effect.
- (4) Advance registration closes 53 days before general voting day and does not reopen until the Monday after the close of general voting, subject to any extension of this closed period in relation to an election under section 152 [*runoff election if tie vote after judicial recount*].
- (5) At least 6 days but not more than 30 days before the start of the closed period under subsection (4), the designated local government officer must give public notice of the close of advance registration in accordance with section 50 [*newspaper publication*].
- (6) For the purpose of encouraging persons to register as electors,
- (a) a local government may direct the designated local government officer to arrange an enumeration of the municipality or regional district, and
 - (b) that officer may arrange other special opportunities for persons to apply to register as electors.
- (7) The designated local government officer must ensure that application forms are available from the local government offices during its regular office hours at any time when advance registration as an elector is permitted.

How to register as a resident elector at the time of voting

- 72** (1) A person may register as a resident elector immediately before voting by
- (a) either
 - (i) delivering an application in accordance with section 70 [*application for registration*] to the election official responsible at the place where the person is voting, or
 - (ii) providing to that official the information required under that section in the manner established by the chief election officer, and
 - (b) satisfying that official of the applicant's identity and place of residence in accordance with subsection (2).
- (2) For the purposes of subsection (1) (b), an individual may either

- (a) produce to the election official at least 2 documents that provide evidence of the applicant's identity and place of residence, at least one of which must contain the applicant's signature, or
 - (b) produce to the election official at least 2 documents that provide evidence of the applicant's identity, at least one of which must contain the applicant's signature, and make a solemn declaration as to the applicant's place of residence within the meaning of section 67 [*rules for determining residence*].
- (3) Documents accepted under subsection (2) must either be documents prescribed as acceptable under section 168 [*election regulations*] or provide evidence satisfactory to the election official respecting the matter.
- (4) The election official registering an elector under this section must note on the application the nature of the documents produced for the purposes of subsection (1) (b).
- (5) The election official responsible for receiving applications under subsection (1) is the presiding election official or another election official designated by the presiding election official.

How to register as a non-resident property elector at the time of voting

- 73** (1) A person may register as a non-resident property elector immediately before voting by
- (a) either
 - (i) delivering an application in accordance with section 70 [*application for registration*] to the election official responsible at the place where the person is voting, or
 - (ii) providing to that official the information required under that section in the manner established by the chief election officer,
 - (b) satisfying that official of the applicant's identity in accordance with subsection (2), and
 - (c) providing to that official the materials described in section 70 (4).
- (2) For the purposes of subsection (1) (b), an individual must produce to the election official at least 2 documents that provide evidence of the applicant's identity, at least one of which must contain the applicant's signature.
- (3) Section 72 (3) to (5) [*requirements in relation to registration of resident electors*] applies for the purposes of this section.

Effect of registration

- 74** (1) Unless
- (a) a bylaw under section 69 [*voting day registration only*] applies, or
 - (b) all or the applicable part of the register of electors is cancelled,
- a person registered as an elector continues to be an elector of the municipality or electoral area as long as the person meets the requirements for registration.

- (2) If a bylaw under section 69 applies, registration as an elector is effective only for the elections for which the voting is being conducted at that time.

Register of electors

- 75** (1) Subject to section 76 [*Provincial list of voters as register of resident electors*], if advance registration is available for a municipality or electoral area, a register of electors for the municipality or electoral area must be maintained.
- (2) The designated local government officer is responsible for maintaining the register of electors.
- (3) The register of electors must separately record resident electors and non-resident property electors of the municipality or electoral area and, for each elector, must record the name of the elector and the address or addresses of the elector required to be included on an application under section 70 [*application for registration*].
- (4) For the purposes of recording the address or addresses of a resident elector under subsection (3), the register of electors may record only the residential address of the elector as required to be included on an application under section 70.
- (5) For the purposes of maintaining the register of electors, the designated local government officer
- (a) must add to the register persons who have registered in accordance with
 - (i) section 71 [*advance registration*],
 - (ii) section 72 [*registration as resident elector at time of voting*], or
 - (iii) section 73 [*registration as non-resident property elector at time of voting*],
 - (b) may add to the register persons who meet the requirements of section 65 (1) [*resident elector qualifications*] to be registered as resident electors of the municipality or electoral area, as evidenced by a current Provincial list of voters under the [Election Act](#),
 - (c) may add to the register persons who meet the requirements of section 65 (1) to be registered as resident electors of the municipality or electoral area, as evidenced by registration under section 172 [*who may vote at assent voting*],
 - (d) despite section 74 (2) [*time limited registration*], for a new register established after a bylaw under section 69 [*voting day registration only*] ceases to be in force, may add to the register
 - (i) persons whose names were included in the previous register, and
 - (ii) persons who registered for elections conducted in the municipality or electoral area while the bylaw was in force,
 - (e) if all or part of a register is cancelled under subsection (8) or section 76, may add to the new register persons whose names were included in the cancelled register,

on evidence satisfactory to that official, may delete from the register the names of persons who have died or who are no longer qualified as electors, and

(f)
(g) on evidence satisfactory to that official, may amend the register to show correctly the information to be included in the register.

- (6) A person whose name is added to the register under subsection (5) (b), (c), (d) or (e) is deemed to have registered as an elector, as recorded in the register, and section 74 (1) applies to the registration.
- (7) The designated local government officer may authorize a person to assist in that officer's duties under this section and may authorize the person to exercise the officer's powers under this section.
- (8) The local government or the minister may order the cancellation of an existing register of electors, or a portion of it, and direct the preparation of a new register.

Provincial list of voters as register of resident electors

- 76** (1) Instead of maintaining an ongoing register of resident electors, a local government may, by bylaw, provide that the most current available Provincial list of voters prepared under the [Election Act](#) is to be the register of resident electors.
- (2) A bylaw under subsection (1) must require that the Provincial list of voters becomes the register of resident electors no later than 52 days before general voting day for any election to which the bylaw applies.
- (3) If a bylaw under subsection (1) applies,
- (a) any previous register of resident electors of the municipality or electoral area is cancelled, effective at the time the Provincial list of voters becomes the register,
 - (b) a person who, on the basis of the Provincial list of voters, appears to meet the qualifications to be registered as a resident elector of the municipality or electoral area is deemed to be registered as such an elector, and
 - (c) the local government may have, but is not required to have, advance registration under section 71 for resident electors.

List of registered electors

- 77** (1) If a register of electors is required under section 75, the designated local government officer must prepare a list of registered electors for the municipality or electoral area, to be used for the purposes of administering an election.
- (2) The list of registered electors must give the names and addresses of all persons included on the register of electors at the time the list is prepared and must indicate whether a person is a resident elector or a non-resident property elector.
- (3) From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours.

- Before inspecting the list of registered electors, a person other than a local
- (4) government officer or employee acting in the course of duties must sign a statement that the person will not inspect the list or use the information included in the list except for the purposes of this Part.
 - (5) The designated local government officer must ensure that the statements referred to in subsection (4) are kept until after general voting day for the next general local election.
 - (6) At least 6 days but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection (3), notice must be given in accordance with section 50 *[newspaper publication]* that
 - (a) a copy of the list of registered electors will be available for public inspection at the local government offices during its regular office hours from the date specified in the notice until the close of general voting for the election,
 - (b) an elector may request that personal information respecting the elector be omitted from or obscured on the list in accordance with section 78 *[protection of privacy]*, and
 - (c) an objection to the registration of a person as an elector may be made in accordance with section 79 *[objection to elector registration]* before 4 p.m. on the 36th day before general voting day.
 - (7) The list of registered electors must be updated to reflect the changes to the register of electors made after any objections under section 79 have been dealt with.
 - (8) Each person who has been nominated in accordance with section 89 *[nomination by delivery of nomination documents]* is entitled, for use by the person for the purposes of the election, to
 - (a) one copy of the list of registered electors without charge, and
 - (b) on payment to the municipality or regional district of the reasonable costs of reproduction, other copies as requested by the person.
 - (9) Before receiving a list of registered electors, a person referred to in subsection (8) must sign a statement that the person will not inspect the document or use the information in it except for the purposes of this Part.
 - (10) Despite section 95 (3) of the *Community Charter* and section 27 (7) of the *Interpretation Act*, a person who is entitled to inspect a copy of the list of registered electors under subsection (3) of this section is not entitled to obtain a copy of the list.

Protection of privacy

- 78** If requested by an elector in order to protect the privacy or security of the elector, the chief election officer must amend a list of registered electors that is to be available for public inspection, or that is to be provided under section 77 (8) *[list provided to candidates]*, by omitting or obscuring the address of the elector or other information about the elector.

Objection to elector registration

- 79** (1) The registration of a person whose name appears on the list of registered electors under section 77 (3) may be objected to in accordance with this section.
- (2) An objection must be received by the designated local government officer, or a person authorized for this purpose by that officer, before 4 p.m. on the 36th day before general voting day.
- (3) An objection may be made only by a person entitled to be registered as an elector of the municipality or electoral area for which the registration is questioned.
- (4) An objection may be made only on the basis
- (a) that the person whose name appears has died, or
 - (b) that, at the time of the objection, the person is not qualified to be registered as an elector of the municipality or electoral area.
- (5) An objection must be made in writing, signed by the person making it and include the following:
- (a) the name and address, as shown in the list of registered electors, of the person against whose registration the objection is made;
 - (b) the basis of the objection, including a statement of the facts that the objector believes support this;
 - (c) the name and address of the person making the objection.
- (6) On receiving an objection, the designated local government officer must make a reasonable effort to notify the person against whom the objection is made of
- (a) the objection,
 - (b) the name of the person who made the objection, and
 - (c) the basis on which the objection is made.

Resolving objections to registration

- 80** (1) An objection under section 79 on the basis of death must be resolved by the designated local government officer in accordance with the following:
- (a) that official must have a search made of the records under the *Vital Statistics Act*;
 - (b) if a record of death is found and that official is satisfied that it applies to the person whose registration is being objected to, that official must remove the person's name from the register of electors;
 - (c) if a record of death is not found and that official is unable to contact the person, the official must proceed in accordance with subsection (2) (c) and (d).
- (2) An objection on the basis that a person is not entitled to be registered as an elector must be resolved by the designated local government officer in accordance with the following:
- (a) if, after receiving notice of the objection, the person provides proof satisfactory to that official of the person's entitlement to be registered or

makes a solemn declaration as to that entitlement, the person's name is to stay on the register of electors;

- (b) if, after receiving notice of the objection, the person does not provide proof of entitlement or make a solemn declaration as to entitlement, that official must remove the person's name from the register of electors;
- (c) if that official is unable to contact the person, that official must require the person who made the objection to provide proof satisfactory to that official of the basis of the objection and, if this is done, must remove the name from the register of electors;
- (d) if the person who made the objection does not provide satisfactory proof as required by paragraph (c), the name is to stay on the register of electors.

Division 5 — Qualifications for Office

Who may hold office on a local government

81 (1) A person is qualified to be nominated for office, and to be elected to and hold office, on a local government if at the relevant time the person meets all the following requirements:

- (a) the person must be an individual who is, or who will be on general voting day for the election, 18 years of age or older;
- (b) the person must be a Canadian citizen;
- (c) the person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the relevant time;
- (d) the person must not be disqualified under this Act or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

(2) Without limiting subsection (1) (d), the following persons are disqualified from being nominated for, being elected to or holding office on a local government:

- (a) a person who is a judge of the Court of Appeal, Supreme Court or Provincial Court;
- (b) a person who is disqualified under section 82 as an employee of a local government, except as authorized under that section;
- (c) a person who is disqualified under any of the following provisions of this Act, including as the provisions apply under section 6 (6) [*application to trustees*] of the *Islands Trust Act*:
 - (i) section 202 (4) [*failure to make oath or affirmation of office*];
 - (ii) section 204 (1) [*unexcused absence from board meetings*];
- (d) a person who is disqualified under any of the following provisions of the *Community Charter*:
 - (i) Division 6 [*Conflict of Interest*] of Part 4 [*Public Participation and Council Accountability*], including as it applies under section 205 (1)

- [application to regional district directors]* of this Act and under section 6 (7) *[application to trustees]* of the [Islands Trust Act](#);
 - (ii) section 120 (1.1) *[failure to make oath of office]*;
 - (iii) section 125 (5) *[unexcused absence from council meetings]*;
 - (iv) section 191 (3) *[unauthorized expenditures]*;
- (e) a person who is disqualified under any of the provisions referred to in paragraph (c) or (d) as the provision applies under another enactment;
- (f) a person who is disqualified from holding office on the council of the City of Vancouver under any of the provisions of the [Vancouver Charter](#) referred to in section 38 (2) (c) or (d) *[disqualifications from holding office]* of that Act;
- (g) a person who is disqualified from holding office under
 - (i) Division 18 *[Election Offences]* of this Part as it applies to elections or voting under this Act or any other Act, or
 - (ii) Division (17) of Part I of the [Vancouver Charter](#) as it applies to elections or voting under that Act or any other Act;
- (h) a person who is disqualified under the [Local Elections Campaign Financing Act](#) from holding office on a local authority;
- (i) a person who is disqualified under any other enactment.

Disqualification of local government employees

82 (1) For the purposes of this section, "**employee**" means

- (a) an employee or salaried officer of a municipality or regional district, or
- (b) a person who is within a class of persons deemed by regulation under section 168 *[election regulations]* to be employees of a specified municipality or regional district,

but does not include a person who is within a class of persons excepted by regulation under section 168.

- (2) Unless the requirements of this section are met, an employee of a municipality is disqualified from being nominated for, being elected to or holding office
 - (a) as a member of the council of the municipality, or
 - (b) as a member of the board of the regional district in which the municipality is located.
- (3) Unless the requirements of this section are met, an employee of a regional district is disqualified from being nominated for, being elected to or holding office
 - (a) as a member of the board of the regional district, or
 - (b) as a member of the council of a municipality, including the City of Vancouver, that is within the regional district.
- (4) Before being nominated for an office to which subsection (2) or (3) applies, the employee must give notice in writing to his or her employer of the employee's intention to consent to nomination.

- (5) Once notice is given under subsection (4), the employee is entitled to and must take a leave of absence from the employee's position with the employer for a period that, at a minimum,
- (a) begins on the first day of the nomination period or the date on which the notice is given, whichever is later, and
 - (b) ends, as applicable,
 - (i) if the person is not nominated before the end of the nomination period, on the day after the end of that period,
 - (ii) if the person withdraws as a candidate in the election, on the day after the withdrawal,
 - (iii) if the person is declared elected, on the day the person resigns in accordance with subsection (8) or on the last day for taking office before the person is disqualified for a failure to take the oath of office within the time specified by an enactment that applies to the person,
 - (iv) if the person is not declared elected and an application for judicial recount is not made, on the last day on which an application for a judicial recount may be made, or
 - (v) if the person is not declared elected and an application for judicial recount is made, on the date when the results of the election are determined by or following the judicial recount.
- (6) If agreed by the employer, as a matter of employment contract or otherwise, the leave of absence under this section may be for a period longer than the minimum required by subsection (5).
- (7) Sections 54 [*duties of employer in relation to leave*] and 56 [*employment deemed continuous while on leave*] of the [Employment Standards Act](#) apply to a leave of absence under this section.
- (8) Before making the oath of office, an employee on a leave of absence under this section who has been elected must resign from the person's position with the employer.
- (9) At the option of the employee, a resignation under subsection (8) may be conditional on the person's election not being declared invalid on an application under section 153 [*application to court respecting validity of election*].

Only one elected office at a time in the same local government

- 83** (1) At any one time a person may not hold more than one elected office in the same local government.
- (2) At any one time a person may not be nominated for more than one elected office in the same local government.
- (3) A current member of a local government may not be nominated for an election under section 54 [*by-elections*] for another office in the same local government unless the person resigns from office within 14 days after the day on which the chief election officer is appointed.

Division 6 — Nomination of Candidates

Nomination period

- 84** (1) The period for receiving nominations begins at 9 a.m. on the 46th day before general voting day and ends at 4 p.m. on the 36th day before general voting day.
- (2) If the first day of the nomination period would otherwise fall on a holiday, the nomination period begins on the next day that is not a holiday.
- (3) If the last day of the nomination period would otherwise fall on a holiday, the nomination period ends on the last day before that day that is not a holiday.

Notice of nomination

- 85** (1) At least 6 days but not more than 30 days before the nomination period begins, the chief election officer must issue a notice of nomination under this section in accordance with section 50 *[newspaper publication]*.
- (2) The notice must include the following information:
- (a) the offices for which candidates are to be elected;
 - (b) the dates, times and places at which nominations will be received;
 - (c) how interested persons can obtain information on the requirements and procedures for making a nomination;
 - (c.1) the expense limits,
 - (i) made publicly available under section 63.03 of the *Local Elections Campaign Financing Act*, that apply to the election area, or
 - (ii) if the election is a by-election, that apply to the election area under section 63.04 of the *Local Elections Campaign Financing Act*;
 - (c.2) the third party advertising limits,
 - (i) made publicly available under section 41.3 (2) of the *Local Elections Campaign Financing Act*, that apply to the election area, or
 - (ii) if the election is a by-election, that apply to the election area under section 41.4 of the *Local Elections Campaign Financing Act*;
 - (d) any other information required to be included by regulation under section 168 *[election regulations]*.
- (3) The notice may include any other information the chief election officer considers appropriate.
- (4) The chief election officer may provide for additional notice of the call for nominations to be given to the public.

Nomination of candidates

- 86** (1) A nomination for office as a member of a local government must be made in accordance with section 87, separately for each candidate,
- (a) by at least 2 qualified nominators of the municipality or electoral area for which the nomination is made, or

- (b) if a bylaw under subsection (2) of this section applies, by at least the minimum number of such persons as set by the bylaw.
- (2) A local government may, by bylaw, set the minimum number of qualified nominators as follows:
 - (a) in relation to a municipality or electoral area that has a population of 5 000 or more, the minimum number of qualified nominators may be set at either 10 or 25;
 - (b) in relation to a municipality or electoral area that has a population of less than 5 000, the minimum number of qualified nominators may be set at 10.
- (3) In order to be qualified as a nominator, a person
 - (a) must be an elector of the municipality or electoral area for which the nomination is made, and
 - (b) in the case of a nomination for an office to be filled on a neighbourhood constituency basis, must also be qualified as a resident elector or non-resident property elector in relation to the area of the neighbourhood constituency.
- (4) A person may subscribe as nominator to as many nomination documents as, but not more than, the number of persons who are to be elected to fill the office for which the election is being held.
- (5) Even if one or more of the nominators are not qualified in accordance with this section, a nomination is valid as long as the nomination is made by at least the minimum number of qualified nominators.

Nomination documents

- 87** (1) A nomination for local government office must be in writing and must include the following:
- (a) the full name of the person nominated;
 - (b) the usual name of the person nominated, if the full name of the person is different from the name the person usually uses and the person wishes to have his or her usual name on the ballot instead;
 - (c) the office for which the person is nominated;
 - (d) the residential address of the person nominated, and the mailing address if this is different;
 - (e) the names and residential addresses of the nominators and, if a nominator is a non-resident property elector, the address of the property in relation to which the nominator is such an elector;
 - (f) a statement signed by the nominators that, to the best of their knowledge, the person nominated is qualified under section 81 *[who may hold office on a local government]* to be nominated.
- (2) For a nomination to be accepted for filing, a nomination must be accompanied by the following:

- (a) a statement signed by the person nominated consenting to the nomination;
 - (b) a solemn declaration in accordance with subsection (3) of the person nominated, either made in advance or taken by the chief election officer at the time the nomination documents are delivered;
 - (c) as applicable, a signed declaration of the person nominated
 - (i) that the person is acting as his or her own financial agent, or
 - (ii) identifying the person who is appointed under the *Local Elections Campaign Financing Act* to act as financial agent for the person nominated;
 - (d) the written disclosure required by section 2 (1) of the *Financial Disclosure Act*.
- (3) For the purposes of subsection (2) (b), the person nominated must make a solemn declaration
 - (a) that he or she is qualified under section 81 to be nominated for the office,
 - (b) that, to the best of the person's knowledge and belief, the information provided in the nomination documents is true,
 - (c) that the person fully intends to accept the office if elected, and
 - (d) that the person
 - (i) is aware of the *Local Elections Campaign Financing Act*,
 - (ii) understands the requirements and restrictions that apply to the person under that Act, and
 - (iii) intends to fully comply with those requirements and restrictions.
- (4) A person must not consent to be nominated knowing that he or she is not qualified to be nominated.

Nomination deposits

- 88** (1) The local government may, by bylaw, require that a nomination for mayor, councillor or electoral area director be accompanied by a nomination deposit.
- (2) The amount of a required nomination deposit may be different for the different offices referred to in subsection (1), but must not be greater than \$100.
- (3) A nomination deposit must be held by the chief election officer to be dealt with as follows:
- (a) if the person nominated is not declared to be a candidate under section 97 *[declaration of candidates]*, the deposit is to be returned to the person or to the financial agent for the person;
 - (b) in the case of a person declared to be a candidate, if the candidate disclosure statement required under the *Local Elections Campaign Financing Act* for the person is filed in accordance with section 47 (1) *[time limit for filing on time]* of that Act, the deposit is to be returned to the person or the financial agent for the person;

- in the case of a person declared to be a candidate, the deposit is to be returned to the person or the financial agent for the person if the required candidate disclosure statement is not filed as referred to in paragraph (b), but
- (i) an application for relief in relation to the disclosure statement is made under Division 2 [*Court Orders for Relief in Relation to Disclosure Requirements*] of Part 6 of the [Local Elections Campaign Financing Act](#),
 - (ii) the court provides relief in relation to forfeiture of the deposit, and
 - (iii) if applicable, there is compliance with the court order;
- (d) in other cases, the deposit is forfeited and is to be paid to the local government.

Nomination by delivery of nomination documents

- 89** (1) In order to make a nomination,
- (a) the nomination documents required by section 87, and
 - (b) if applicable, the nomination deposit required under section 88
- must be received before the end of the nomination period by the chief election officer or a person designated by the chief election officer for this purpose.
- (2) The obligation to ensure that the nomination documents and nomination deposit are received in accordance with this section rests with the person being nominated.
- (3) For the purposes of subsection (1), the nomination documents and nomination deposit
- (a) must be received at the local government offices during its regular office hours, and
 - (b) may be received at other times and places as specified by the chief election officer.
- (4) Nomination documents may be delivered
- (a) by hand, by mail or by other delivery service, or
 - (b) by fax or email, with originals to follow.
- (5) If the originals of nomination documents delivered by fax or email are not received by the chief election officer before the end of the 29th day before general voting day, the person nominated is deemed to have withdrawn from being a candidate in the election.
- (6) After receiving nomination documents, the chief election officer must review the list under section 60 [*Elections BC to maintain disqualification lists*] of the [Local Elections Campaign Financing Act](#) to determine whether an application must be made under section 91 (5) [*challenge required if candidate appears to be disqualified*] of this Act.
- (7) Nomination documents delivered to the chief election officer

- must be available for public inspection in the local government offices during its regular office hours from the time of delivery until 30 days after
- (a) the declaration of the election results under section 146, and
 - (b) if a bylaw under subsection (8) applies, must be made available to the public in accordance with the bylaw.
- (8) A local government may, by bylaw, provide for public access to nomination documents, during all or part of the period referred to in subsection (7) (a), in any manner the local government considers appropriate, including by the internet or other electronic means.
- (9) A person who inspects or otherwise accesses nomination documents under this section must not use the information included in them except for the purposes of this Act or purposes authorized by section 63 [*restrictions on use of personal information*] of the [Local Elections Campaign Financing Act](#).

Other information to be provided by candidate

- 90** (1) A person who is nominated for local government office must, before the end of the nomination period, provide the following to the chief election officer:
- (a) a telephone number at which the person may be contacted;
 - (b) an email address at which the person may be contacted, unless the person does not have such an address;
 - (c) an address for service at which notices and other communications under this Act or other local elections legislation will be accepted as served on or otherwise delivered to the person;
 - (d) as applicable,
 - (i) a statement that the person is acting as his or her own financial agent, or
 - (ii) the information and material required under section 17 (5) [*candidate financial agent appointment documents*] of the [Local Elections Campaign Financing Act](#);
 - (e) any other information or material required by regulation under section 168 [*election regulations*].
- (2) If the information and material required under subsection (1) are not received by the chief election officer before the end of the nomination period, the person nominated is deemed to have withdrawn from being a candidate in the election.
- (3) If there is any change in the information or related material required to be provided under subsection (1), the person nominated must provide updated information and material as follows:
- (a) to the chief election officer if the change occurs before the declaration of the results of the election;
 - (b) to the BC chief electoral officer if the change occurs after the declaration of those results.

Challenge of nomination

- 91** (1) A nomination may be challenged only by an application to the Provincial Court in accordance with this section.
- (2) The time period during which a challenge may be made is between the time of the delivery of the nomination documents in accordance with section 89 and 4 p.m. on the 4th day after the end of the nomination period.
- (3) A challenge may be made only by
- (a) a person who is an elector of the municipality or electoral area for which the election is being held,
 - (b) another nominee in the same election, or
 - (c) the chief election officer.
- (4) A challenge may be made only on one or more of the following bases:
- (a) that the person is not qualified to be nominated or elected;
 - (b) that the nomination was not made in accordance with sections 86 to 89;
 - (c) that the usual name given under section 87 (1) (b) in the nomination documents is not in fact the usual name of the person.
- (5) The chief election officer must commence a challenge under this section if, on a review under section 89 (6) [*review of disqualification list*], it appears to the chief election officer that a person is disqualified from being nominated.
- (6) The document filed with the court to commence a challenge must briefly set out the facts on which the challenge is based and must be supported by affidavit as to those facts.
- (7) At the time a challenge is commenced, a time must be set for the hearing that is adequate to allow the court to give its decision on the matter within the time limit set by subsection (9).
- (8) The person making a challenge must
- (a) immediately give notice of the challenge to the chief election officer and the person whose nomination is challenged, and
 - (b) within 24 hours of filing the document commencing the application, serve on these persons that document, the accompanying affidavit and a notice of the time set for the hearing.
- (9) Within 72 hours of the end of the period for commencing a challenge, the court must hear and determine the matter and must issue an order, as applicable,
- (a) confirming the person as a candidate or declaring that the person is no longer a candidate, or
 - (b) declaring that the person is or is not entitled to have the usual name indicated in the nomination documents used on the ballot.
- (10) The court may order that the costs of a challenge, within the meaning of the Supreme Court Civil Rules, be paid in accordance with the order of the court.

The decision of the court on a challenge under this section is final and may not be (11) appealed.

Division 7 — Candidate Endorsement by Elector Organization

Candidate endorsement by elector organization may be included on ballot

- 92** (1) Subject to this section, an incorporated or unincorporated organization may endorse a candidate in an election and have that endorsement included on the ballot for the election if
- (a) the organization makes the endorsement in accordance with section 93,
 - (b) the candidate consents to the endorsement, and
 - (c) the organization complies with section 94 (1) [*other information to be provided by elector organization*].
- (2) To be qualified to endorse a candidate, an organization
- (a) must have a membership that, at the time the solemn declaration under section 93 (1) (c) is made, includes at least 50 electors of the municipality or regional district for which the election is being held, and
 - (b) must not be disqualified under this Act, the [Local Elections Campaign Financing Act](#) or any other Act from endorsing a candidate.
- (3) An organization must not endorse more candidates in an election for a particular office than there are positions to be filled for that office.
- (4) A candidate must not consent to endorsement by more than one organization in relation to the same election for the same office.

Endorsement documents

- 93** (1) An organization must file the following with the chief election officer before the end of the nomination period in order to endorse a candidate:
- (a) a statement of the following:
 - (i) the full name of the candidate to be endorsed by the elector organization and, if applicable, the usual name that is to be used on the ballot;
 - (ii) the legal name of the organization, if applicable;
 - (iii) the usual name of the organization, if this is different from its legal name or if it has no legal name;
 - (iv) any abbreviations, acronyms and other names used by the elector organization;
 - (v) subject to the restrictions in subsection (3), which name, abbreviation or acronym the elector organization wishes to have included on the ballot;
 - (vi) the mailing address for the organization;
 - (b) written consent of the candidate to the endorsement;

- a solemn declaration of the authorized principal official of the organization
 - (c) in accordance with subsection (2) and any applicable regulations;
 - (d) any other information or material required to be provided by regulation under section 168 [*election regulations*].
- (2) For the purposes of subsection (1) (c), the authorized principal official of the organization must make a solemn declaration that, to the best of the knowledge and belief of the official, the organization
 - (a) has a membership of at least 50 electors of the municipality or regional district for which the election is being held,
 - (b) is not disqualified from endorsing a candidate,
 - (c) is aware of the [Local Elections Campaign Financing Act](#),
 - (d) understands the requirements and restrictions that apply to the organization under the [Local Elections Campaign Financing Act](#),
 - (e) intends to fully comply with the requirements and restrictions referred to in paragraph (d) of this subsection, and
 - (f) has authorized the official to make the solemn declaration.
- (3) The name, abbreviation or acronym referred to in subsection (1) (a) (v) must not
 - (a) include any matter that is prohibited by section 115 [*what must and must not be included on a ballot*] from being included on the ballot, or
 - (b) be, in the opinion of the chief election officer, so similar to the name, abbreviation or acronym of another elector organization whose endorsement of a candidate appeared on a ballot at the preceding general local election, or at an election after that general local election, as to be confusing to the electors.
- (4) If an organization is filing endorsement documents
 - (a) for more than one candidate in the same election, or
 - (b) in multiple elections being held at the same time for the same jurisdiction,
 a solemn declaration under subsection (1) (c) may be made in relation to any or all of those candidates.
- (5) After receiving endorsement documents, the chief election officer must review the list under section 60 [*Elections BC to maintain disqualification lists*] of the [Local Elections Campaign Financing Act](#) to determine whether an application must be made under section 96 (5) [*challenge required if organization appears to be disqualified*] of this Act.
- (6) Section 89 (7) to (9) [*public access to nomination documents*] applies in relation to endorsement documents.

Other information to be provided by elector organization

- 94** (1) For endorsement documents to be accepted for filing, the organization must provide the following to the chief election officer before the end of the nomination period:

- a telephone number at which the organization can be contacted;
 - (a) an email address at which the organization can be contacted, unless the organization does not have such an address;
 - (c) an address for service at which notices and other communications under this Act or other local elections legislation will be accepted as served on or otherwise delivered to the organization;
 - (d) the information and material required under section 19 (4) [*elector organization information respecting financial agent*] of the [Local Elections Campaign Financing Act](#);
 - (e) the information and material required under section 21 [*responsible principal officials and authorized principal official of elector organization*] of the [Local Elections Campaign Financing Act](#);
 - (f) any other information or material required to be included by regulation under section 168 [*election regulations*] of this Act.
- (2) If there is any change in the information or material required to be provided under subsection (1), an elector organization must provide updated information or material as follows:
- (a) to the chief election officer if the change happens before the end of general voting day for the applicable election;
 - (b) to the BC chief electoral officer if the change happens after that general voting day.

Withdrawal of endorsement on ballot

- 95** An elector organization endorsement must not appear on a ballot if, before 4 p.m. on the 29th day before general voting day,
- (a) the candidate withdraws his or her consent to have the elector organization endorsement appear on the ballot by delivering a signed withdrawal to the chief election officer by that time, or
 - (b) the elector organization withdraws its endorsement of the candidate by delivering to the chief election officer by that time a written withdrawal signed by the authorized principal official of the elector organization.

Challenge of elector organization endorsement

- 96** (1) The endorsement of a candidate under this Division may be challenged only by an application to the Provincial Court in accordance with this section.
- (2) The time period during which a challenge may be made is between the time of the filing of the endorsement documents in accordance with section 93 [*endorsement documents*] and 4 p.m. on the 4th day after the end of the nomination period.
- (3) A challenge may be made only by
- (a) a person who is an elector of the municipality or electoral area for which the election is being held,

- a person nominated as a candidate in the same election as the election in relation to which the endorsement documents were filed or in another election being held at the same time for the same municipality or electoral area, or
 - (c) the chief election officer.
- (4) A challenge may be made only on one or more of the following bases:
 - (a) that the organization is not qualified to be an elector organization under section 92 [*candidate endorsement by elector organization*];
 - (b) that the endorsement was not made in accordance with section 93;
 - (c) that section 92 (3) or (4) [*limits on candidates to be endorsed and limits on consenting to endorsement*] was contravened.
- (5) The chief election officer must commence a challenge under this section if, on a review under section 93 (5) [*review of disqualification list*], it appears to the chief election officer that the organization named in the endorsement documents is not qualified to endorse a candidate.
- (6) Section 91 (6), (7), (10) and (11) [*challenge of nomination*] applies in relation to a challenge under this section.
- (7) The person making a challenge must
 - (a) immediately give notice of the challenge to the chief election officer, the organization whose endorsement is being challenged and the candidates endorsed by that organization, and
 - (b) within 24 hours of filing the document commencing the challenge, serve on these persons that document, the accompanying affidavit and a notice of the time set for the hearing.
- (8) Within 72 hours of the end of the period for commencing a challenge, the court must hear and determine the matter and must issue an order, as applicable,
 - (a) declaring that the organization has not endorsed a candidate, or
 - (b) declaring that the organization named in the endorsement documents is or is not qualified to endorse a candidate.

Division 8 — Declaration of Candidates

Declaration of candidates

- 97** (1) Immediately following the end of the nomination period, the chief election officer must declare as candidates for an elected office all persons who have been nominated for the office.
- (2) If there are fewer persons declared as candidates than there are to be elected, additional nominations must be received by the chief election officer from the time of the declaration under subsection (1) up until 4 p.m. on the 3rd day after the end of the nomination period.
- (3) If reasonably possible, the chief election officer must give notice to the public of an extended time for receiving nominations under subsection (2).

- (4) At the end of the time for receiving additional nominations under subsection (2), the chief election officer must declare as candidates for an elected office all additional persons who have been nominated for the office.

Declaration of election by voting or acclamation

- 98** (1) At 4 p.m. on the Monday following the last day for determining a challenge under section 91 [*challenge of nomination*], the chief election officer must declare the election in accordance with this section.
- (2) If there are more candidates for an office than there are to be elected for the office, the chief election officer must declare that an election by voting is to be held.
 - (3) If no more candidates for an office are nominated than there are to be elected for that office, the chief election officer must declare the candidate or candidates elected by acclamation.

Notice of election by voting

- 99** (1) At least 6 days but not more than 30 days before general voting day for an election by voting under section 98 (2), the chief election officer must issue a notice of election in accordance with section 50 [*newspaper publication*].
- (2) The notice must include the following information:
 - (a) the offices for which persons are to be elected;
 - (b) the usual names and residential addresses of the candidates for each office;
 - (c) the date of general voting day, the voting places for required general voting opportunities and the voting hours for those places;
 - (d) the documents that will be required in order for a person to register as an elector at the time of voting;
 - (e) if applicable, information required to be included under section 53 (6) regarding neighbourhood constituencies or section 113 (5) regarding municipal voting divisions.
 - (3) The notice may also include any other information the chief election officer considers appropriate.
 - (4) The chief election officer may provide for additional notice of the election to be given to the public.
 - (5) For the purposes of including the residential address of a candidate in a notice under this section, an address that indicates the municipality or electoral area in which the candidate is resident is sufficient.
 - (6) If requested by a candidate in sufficient time to reasonably have this done, the residential address of the candidate included in a notice under this section must be limited to the municipality or electoral area in which the candidate is resident.

Appointment if insufficient number of candidates are elected

If there are fewer candidates declared elected by acclamation under section 98 than there are to be elected, the local government must appoint a person to each vacant office,

- 100** (1) (a) in the case of a general local election, within 30 days after the first meeting of the local government at which the persons elected in the election are holding office, and
- (b) in any other case, within 30 days after the first meeting of the local government after the declaration of the election results.
- (2) If a local government fails to make an appointment required by subsection (1), or if there is no quorum of the local government able to make the appointment, the minister must appoint a person to each vacant office.
- (3) A person appointed under this section
- (a) must be qualified under section 81 to hold the office, and
- (b) must reside in the municipality, electoral area or neighbourhood constituency, as applicable, at the time of appointment.
- (4) A person appointed as a member of a local government under this section or any other provision of this Act has the same rights, duties and powers as a person elected as a member.
- (5) An enactment that applies to an elected member of a local government applies to a person appointed under this section in the same manner as if the person had been elected at the election in relation to which the appointment is made.

Division 9 — Candidates and Representatives

Withdrawal, death or incapacity of candidate

- 101** (1) At any time up until 4 p.m. on the 29th day before general voting day, a person who has been nominated may withdraw from being a candidate in the election by delivering a signed withdrawal to the chief election officer, which must be accepted if the chief election officer is satisfied as to its authenticity.
- (2) After the time referred to in subsection (1), a candidate may withdraw only by delivering to the chief election officer a signed request to withdraw and receiving the approval of the minister.
- (3) For the purposes of subsection (2), the chief election officer must notify the minister of a request to withdraw as soon as practicable after receiving it.
- (4) The chief election officer must notify the minister if, between the declaration of an election by voting under section 98 (2) and general voting day for the election,
- (a) a candidate dies, or
- (b) in the opinion of the chief election officer, a candidate is incapacitated to an extent that will prevent the candidate from holding office.
- (5) On approving a withdrawal under subsection (2) or being notified under subsection (4), the minister may order

- that the election is to proceed, subject to any conditions specified by the
- (a) minister, or
- (b) that the original election is to be cancelled and that a new election is to be held in accordance with the directions of the minister.

Appointment of candidate representatives

102 (1) A candidate may appoint

- (a) one individual to act as official agent of the candidate, to represent the candidate from the time of appointment until the final determination of the election or the validity of the election, as applicable, and
- (b) scrutineers, to represent the candidate by observing the conduct of voting and counting proceedings for the election.

(2) An appointment as a candidate representative must

- (a) be made in writing and signed by the person making the appointment,
- (b) include the name and address of the person appointed, and
- (c) be delivered to the chief election officer or a person designated by the chief election officer for this purpose as soon as practicable after the appointment is made.

(3) An appointment as a candidate representative may be rescinded only in the same manner as the appointment was made.

(4) An appointment of an official agent may include a delegation of the authority to appoint scrutineers.

(5) If notice is to be served or otherwise given under this Part to a candidate, it is sufficient if the notice is given to the official agent of the candidate.

Presence of candidate representatives at election proceedings

103 (1) A candidate representative present at a place where election proceedings are being conducted must

- (a) carry a copy of the person's appointment under section 102,
- (b) before beginning duties at the place, show the copy of the appointment to the presiding election official or an election official specified by the presiding election official, and
- (c) show the copy of the appointment to an election official when requested to do so by the official.

(2) The presiding election official may designate one or more locations at a place where election proceedings are being conducted as locations from which candidate representatives may observe the proceedings and, if this is done, the candidate representatives must remain in those locations.

(3) The absence of a candidate representative from a place where election proceedings are being conducted does not invalidate anything done in relation to an election.

Division 10 — Voting Opportunities

Voting opportunities for electors

- 104** An elector who meets the applicable qualifications may vote in an election at one of the following voting opportunities:
- (a) on general voting day at a required general voting opportunity or at an additional general voting opportunity, if any;
 - (b) at a required advance voting opportunity or at an additional advance voting opportunity, if any;
 - (c) at a special voting opportunity, if any;
 - (d) by mail ballot, if this is available for the election.

Required general voting opportunities

- 105** (1) As soon as practicable after the declaration of an election by voting, the chief election officer must designate voting places for general voting day.
- (2) If neighbourhood constituencies or municipal voting divisions are established, the chief election officer must specify which of the voting places under subsection (1) is to be used on general voting day for each neighbourhood constituency or municipal voting division.
- (3) The voting places under subsection (1) must be open on general voting day from 8 a.m. to 8 p.m. to all electors entitled to vote, subject to the restrictions regarding where a person may vote if municipal voting divisions or neighbourhood constituencies are established.

Additional general voting opportunities

- 106** (1) A local government may, by bylaw,
- (a) establish or authorize the chief election officer to establish additional voting opportunities for general voting day, and
 - (b) designate the voting places and set the voting hours for these voting opportunities or authorize the chief election officer to do this.
- (2) As a limit on subsection (1), the voting hours established for an additional general voting opportunity must not extend later than 8 p.m. on general voting day.
- (3) The chief election officer must give notice of an additional general voting opportunity in any manner the chief election officer considers appropriate.
- (4) The notice under subsection (3) must include the date, place and voting hours for the voting opportunity.

Required advance voting opportunities

- 107** (1) At least 2 advance voting opportunities must be held for an election by voting,
- (a) one on the 10th day before general voting day, and
 - (b) the other on another date which the local government must establish by bylaw.

- (2) As an exception to subsection (1) in relation to a municipality or electoral area with a population of 5 000 or less, the local government may, by bylaw, provide that the advance voting opportunity referred to in subsection (1) (b) is not to be held for the municipality or electoral area.
- (3) Voting hours for the required advance voting opportunities must be from 8 a.m. to 8 p.m.
- (4) As soon as practicable after the declaration of an election by voting, the chief election officer must designate voting places for the required advance voting opportunities.
- (5) At least 6 days but not more than 30 days before a required advance voting opportunity, the chief election officer must give notice in accordance with section 50 *[newspaper publication]* of
 - (a) the date, location of the voting places and voting hours for the voting opportunity, and
 - (b) the documents that will be required in order for a person to register as an elector at the time of voting.

Additional advance voting opportunities

- 108** (1) A local government may, by bylaw,
- (a) establish, or authorize the chief election officer to establish, dates for additional voting opportunities in advance of general voting day, and
 - (b) designate, or authorize the chief election officer to designate, the voting places and set the voting hours for these voting opportunities.
- (2) The chief election officer must give notice of an additional advance voting opportunity in any manner the chief election officer considers appropriate.
- (3) The notice under subsection (2) must include the date, place and voting hours for the voting opportunity.

Special voting opportunities

- 109** (1) In order to give electors who may otherwise be unable to vote an opportunity to do so, a local government may, by bylaw, establish one or more special voting opportunities under this section.
- (2) A bylaw under subsection (1) may do one or more of the following for each special voting opportunity:
- (a) for the purpose referred to in subsection (1), establish restrictions on persons who may vote at the special voting opportunity;
 - (b) establish procedures for voting and for conducting the voting proceedings that differ from those established under other provisions of this Part;
 - (c) limit, or authorize the chief election officer to limit, the number of candidate representatives who may be present at the special voting opportunity;
 - (d) establish, or authorize the chief election officer to establish, the date and voting hours when and the place where the special voting opportunity is to be conducted.

- (3) At least one candidate representative is entitled to be present at a special voting opportunity for the election, with that candidate representative chosen by agreement of the candidates for that election or, failing such agreement, by the chief election officer.
- (4) The voting hours established under subsection (2) (d) for a special voting opportunity must not extend later than 8 p.m. on general voting day.
- (5) A special voting opportunity may be conducted at a location outside the boundaries of the municipality or electoral area for which the election is being held.
- (6) The chief election officer must give notice of a special voting opportunity in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote at it.
- (7) The notice of a special voting opportunity must include the following:
 - (a) the date, the location and the voting hours for the special voting opportunity;
 - (b) any restrictions on who may vote at the special voting opportunity;
 - (c) any special procedures involved.

Mail ballot voting

- 110** (1) Subject to this section and any regulations under section 168 [*election regulations*], a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.
- (2) For a municipality, the only electors who may be permitted to vote by mail ballot are
 - (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
 - (b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.
 - (3) For a regional district, the only electors who may be permitted to vote by mail ballot are
 - (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,
 - (b) if, for this purpose, a bylaw under subsection (1) specifies an area on the basis that it is remote from the voting places at which persons who reside in the specified area are entitled to vote, persons who reside in that specified area, and
 - (c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.
 - (4) A bylaw under subsection (1) may
 - (a) establish procedures for voting and registration that differ from those established under other provisions of this Part, and

- establish, or authorize the chief election officer to establish, time limits in
(b) relation to voting by mail ballot.
- (5) The chief election officer must give notice of an opportunity to vote by mail ballot in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote by this means.
- (6) The procedures for voting by mail ballot must require the chief election officer to keep sufficient records so that challenges of an elector's right to vote may be made in accordance with the intent of section 126 [*challenge of elector*].
- (7) Mail ballot packages must contain the following:
- (a) the ballot or ballots to which an elector is entitled;
 - (b) a secrecy envelope that has no identifying marks, in which the ballots are to be returned;
 - (c) a certification envelope on which is printed the information referred to in subsection (8) for completion by the person voting, in which the secrecy envelope is to be placed;
 - (d) an outer envelope on which is printed the address of the chief election officer at the local government offices and in which the envelopes under paragraphs (b) and (c) and, if applicable, the registration application under paragraph (e) are to be returned;
 - (e) if permitted by the bylaw under subsection (1), an application for registration as an elector, to be completed if necessary and returned in the outer envelope;
 - (f) instructions as to how to vote by mail ballot.
- (8) The certification envelope must be printed
- (a) with spaces in which the person voting is to record his or her full name and residential address, and
 - (b) with a statement to be signed by the person voting declaring that the person
 - (i) is entitled to be registered as an elector for the election,
 - (ii) is entitled to vote by mail ballot, and
 - (iii) has not previously voted in the election and will not afterwards vote again in the election.
- (9) In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit.

Division 11 — Arrangements for Voting

Voting places

- 111** (1) So far as reasonably possible, voting places must be easily accessible to persons who have a physical disability or whose mobility is impaired.

- (2) A voting place for a required general voting opportunity must not be outside the boundaries of the municipality or electoral area for which the election is being held unless one of the following circumstances applies:
- (a) at least one voting place for that voting opportunity is within the boundaries;
 - (b) there are no facilities as described in subsection (1) available within the boundaries, or there are facilities outside the boundaries that are more accessible as described in that subsection;
 - (c) the chief election officer considers that the location will be more convenient for a majority of electors of the municipality or electoral area.
- (3) A voting place for an additional general voting opportunity or for an advance voting opportunity may be outside the boundaries of the municipality or electoral area for which the election is being held.

Use of voting machines

- 112** (1) A local government may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election, subject to any requirements, limits and conditions established by regulation under section 168 [*election regulations*].
- (2) A bylaw under subsection (1) must include the following:
- (a) procedures for how to vote, to be used in place of those established by section 129 [*how to vote by ballot*];
 - (b) the form of ballot, if this is to be different from the form of ballot otherwise required by this Act;
 - (c) procedures, rules and requirements regarding the counting of votes, if these are to be different from those established by Division 14 [*Counting of the Votes*] of this Part.
- (3) If a bylaw under subsection (1) includes only provisions referred to in subsection (2), to the extent there is an inconsistency between the procedures, rules and requirements established by the bylaw and the procedures, rules and requirements established under this Part, the bylaw prevails.
- (4) If a bylaw under subsection (1) includes provisions other than those referred to in subsection (2) and is approved by the minister, to the extent that there is an inconsistency between the procedures, rules and requirements established by the bylaw and the procedures, rules and requirements established under this Part, the bylaw prevails.

Municipal voting divisions

- 113** (1) A council may, by bylaw,
- (a) establish municipal voting divisions, or
 - (b) authorize the designated municipal officer or chief election officer to establish municipal voting divisions.

- (2) The authority under subsection (1) is subject to any requirements, limits and conditions established by regulation under section 168 [*election regulations*].
- (3) Subject to subsection (4), if municipal voting divisions are established,
- (a) electors who reside in a municipal voting division, and
 - (b) electors who are non-resident property electors in relation to property within the voting division
- may vote on general voting day only at the voting place specified for that voting division.
- (4) The restriction under subsection (3) does not apply to voting at an additional general voting opportunity or a special voting opportunity.
- (5) The notice of election under section 99 [*notice of election by voting*] must include the following additional information if municipal voting divisions are established:
- (a) that municipal voting divisions will be used in the election;
 - (b) that electors residing in a municipal voting division or who are non-resident property electors in relation to property within that voting division will be entitled to vote on general voting day only at the voting place specified for the voting division unless they are voting at an additional general voting opportunity or a special voting opportunity, if any is offered;
 - (c) either
 - (i) the boundaries of each municipal voting division and the voting place for each division, or
 - (ii) how electors can obtain information as to where they are entitled to vote on general voting day.
- (6) The chief election officer may provide additional notice to electors in a municipal voting division of the voting place where they are entitled to vote.

Form of ballots

- 114** (1) The chief election officer must establish the form of ballots to be used in an election.
- (2) Without limiting subsection (1), the chief election officer may do either or both of the following:
- (a) determine that composite ballots are to be used, on which an elector's votes on 2 or more elections may be indicated;
 - (b) determine that ballots are to be in the form of a ballot set, in which ballots for 2 or more elections are packaged together.

What must and must not be included on a ballot

- 115** (1) A ballot for an election must include the following:
- (a) instructions as to the number of candidates to be elected to the office;
 - (b) instructions as to the appropriate mark to make a valid vote for a candidate;

- the full name of each candidate or, if a candidate specified a different usual
 - (c) name in the nomination documents, this usual name;
 - (d) if applicable, the name, abbreviation or acronym of the endorsing elector organization for a candidate, as shown on the endorsement documents for the candidate.
- (2) As an exception, if the name, abbreviation or acronym referred to in subsection (1) (d) is too long to be reasonably accommodated on the ballot, the chief election officer may, after consulting with the authorized principal official of the elector organization, use a shorter name, abbreviation or acronym that, in the opinion of the chief election officer, identifies the elector organization.
- (3) A ballot for an election must not include any of the following:
- (a) an indication that a candidate is holding or has held an elected office;
 - (b) a candidate's occupation;
 - (c) an indication of a title, honour, degree or decoration received or held by a candidate.

Order of names on ballot

116 (1) Unless a bylaw under section 117 [*order determined by lot*] is adopted,

- (a) the names of the candidates must be arranged alphabetically by their surnames, and
- (b) if 2 or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their first given names.

(2) If 2 or more candidates

- (a) have the same surnames and given names, or
- (b) have names so similar that, in the opinion of the chief election officer, they are likely to cause confusion,

the chief election officer, after receiving the approval of these candidates, may include on the ballot additional information to assist the electors to identify the candidates, subject to the restrictions under section 115 (3) [*what must not be on ballot*].

(3) The chief election officer's decision on the order of names on a ballot is final.

Order of names on ballot determined by lot

117 (1) A local government may, by bylaw, permit the order of names on a ballot to be determined by lot in accordance with this section.

(2) The chief election officer must notify all candidates as to the date, time and place when the determination is to be made.

(3) The only persons who may be present at the determination are the candidates, or their official agents, and any other persons permitted to be present by the chief election officer.

(4) The procedure for the determination is to be as follows:

- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
- (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
- (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
- (d) the chief election officer is to direct a person who is not a candidate or candidate representative to withdraw the papers one at a time;
- (e) the name on the first paper drawn is to be the first name on the ballot, the name on the second paper is to be the second, and so on until the placing of all candidates' names on the ballot has been determined.

Ballot boxes

118 (1) Ballot boxes for an election may be any box or other appropriate receptacle that is constructed so that ballots can be inserted but not withdrawn unless the ballot box is opened.

(2) Separate ballot boxes must be used for each of the following:

- (a) ballots used to vote at required general voting opportunities;
- (b) ballots used to vote at additional general voting opportunities;
- (c) ballots used to vote at advance voting opportunities;
- (d) ballots used to vote at special voting opportunities;
- (e) mail ballots used to vote.

(3) A ballot box used at one type of voting opportunity referred to in subsection (2) (a) to (e) may be used again at another voting opportunity of the same type.

Division 12 — Conduct of Voting Proceedings

Persons who must be present at voting places

119 (1) A presiding election official and at least one other election official must be present at all times at each voting place during voting hours, except during a suspension of voting under section 132 [*persons unable to enter a voting place*].

(2) If an election official does not attend at a voting place as expected, the presiding election official may appoint a person as an election official in the missing person's place, whether or not this authority has already been given under this Part.

Persons who may be present at voting places

120 (1) Except as provided in this section, a person must not be present at a voting place while voting proceedings are being conducted.

(2) The following persons may be present at a voting place while voting proceedings are being conducted:

- (a) persons who are present for the purpose of voting and persons in the care of those persons;
 - (b) persons assisting under section 63 [*exceptional assistance in election proceedings*] or 131 [*persons needing assistance to mark their ballots*];
 - (c) election officials;
 - (d) the official agent of a candidate in the election and, for each ballot box in use at that time for receiving ballots for that election, one scrutineer for each candidate, unless a bylaw under subsection (3) permits more to be present;
 - (e) other persons permitted to be present by the presiding election official.
- (3) A local government may, by bylaw, permit more than one scrutineer for each candidate to be present for each ballot box in use at a voting place while voting proceedings are being conducted, subject to any restrictions and conditions specified in the bylaw.
- (4) Other than for the purpose of voting, a candidate must not be present at a voting place or special voting opportunity while voting proceedings are being conducted.
- (5) Subject to subsection (6), each person present at a voting place while voting proceedings are being conducted and each candidate representative present at a special voting opportunity must make a solemn declaration to preserve the secrecy of the ballot in accordance with section 123 [*voting by secret ballot*].
- (6) Subsection (5) does not apply to
- (a) a person attending to vote,
 - (b) a person in the care of a person attending to vote, or
 - (c) a peace officer assisting the presiding election official under section 61 [*keeping order at election proceedings*].

Sealing of ballot boxes containing ballots

- 121** (1) Before a ballot box is used for ballots, the presiding election official, in the presence of at least one witness, must inspect the ballot box to ensure that it is empty and seal it in such a manner that it cannot be opened without breaking the seal.
- (2) After a ballot box is used for ballots, the presiding election official must seal it at the following times in a manner to prevent the addition or withdrawal of ballots:
- (a) at the close of voting at a voting opportunity;
 - (b) between each addition of mail ballots;
 - (c) if the ballot box becomes full while voting proceedings are being conducted;
 - (d) if voting proceedings are adjourned under section 62 [*adjournment of election proceedings*] or suspended under section 132 [*persons unable to enter a voting place*].
- (3) In addition to sealing by the presiding election official, candidate representatives are entitled to add their seals for the purposes of this section.

- Unless it is to be used again in accordance with section 118 (3) [*ballot box re-use*], a
- (4) ballot box that has been sealed under this section must remain sealed and unopened until the ballots are to be counted under Division 14 [*Counting of the Votes*] of this Part.
 - (5) Before a ballot box sealed under subsection (2) is to be used again in the election, the presiding election official must remove the seal in the presence of at least one witness.

Time for voting extended

- 122** (1) If the start of voting at a place, as set under this Part, is delayed and the presiding election official considers that a significant number of electors would not be able to vote without an extension under this section, that election official may extend the time for the close of the voting but the extension must not permit voting for a longer length of time than would have been permitted had voting not been delayed.
- (2) If, at the time set under this Part for the close of voting at a place, there are electors
- (a) waiting in the place, or
 - (b) waiting in line outside the place
- in order to vote, those electors are entitled to vote and the ballot box must remain unsealed until their ballots are deposited.
- (3) No electors other than those referred to in subsection (2) are entitled to vote after the end of the set closing time.
- (4) The decision of the presiding election official as to who is or who is not entitled to vote under subsection (2) is final and may not be the basis of an application under section 153 [*application to court respecting validity of election*].
- (5) The presiding election official must notify the chief election officer as soon as possible of any extension of voting under this section.

Division 13 — Voting

Voting to be by secret ballot

- 123** (1) Voting at an election must be by secret ballot.
- (2) Each person present at a place at which an elector exercises the right to vote, including persons present to vote, and each person present at the counting of the vote must preserve the secrecy of the ballot and, in particular, must not do any of the following:
- (a) interfere with a person who is marking a ballot;
 - (b) attempt to discover how another person voted;
 - (c) communicate information regarding how another person voted or marked a ballot;
 - (d) induce a person, directly or indirectly, to show a ballot in a way that reveals how the person voted.

- The chief election officer must ensure that each voting place has at least one area
- (3) that is arranged in such a manner that electors may mark their ballots screened from observation by others and without interference.
 - (4) An elector may not be required in any legal proceedings to reveal how he or she voted in an election.

Each elector may vote only once

- 124** (1) A person must not vote more than once in the same election.
- (2) For the purpose of ensuring compliance with subsection (1), the presiding election official must ensure that a record is maintained of all persons who receive ballots at the voting proceedings for which the presiding election official is responsible.

Requirements before elector may be given a ballot

- 125** (1) A person must meet the following basic requirements in order to obtain a ballot:
- (a) if the person is not shown on the list of registered electors as having registered in advance, the person must register in accordance with section 72 [*resident electors*] or 73 [*non-resident property electors*];
 - (b) if the person is shown on the list of registered electors as having registered in advance, the person must sign a written declaration that he or she
 - (i) is entitled to vote in the election, and
 - (ii) has not voted before in the same election;
 - (c) the person must sign the list of registered electors or the voting book, as directed by the presiding election official, giving
 - (i) the person's name,
 - (ii) the person's present residential address, and
 - (iii) if the person is a non-resident property elector, the address of the real property in relation to which the person is voting.
- (2) As applicable, the following additional requirements must be met in order for a person to obtain a ballot:
- (a) at a special voting opportunity, the person must also sign a written declaration that he or she is entitled to vote at that time and stating the circumstances that entitle the person to vote;
 - (b) if the person is challenged under section 126, the person must also meet the requirements of subsection (3) of that section;
 - (c) if it appears that another person has already voted in that person's name, the person must also meet the requirements of section 127 (2) [*evidence or solemn declaration required*];
 - (d) if the person requires assistance to mark the ballot, the requirements of section 131 (3) [*written statement and other requirements*] must also be met.
- (3) Once the requirements of subsections (1) and (2) have been met, the election official must give the elector the ballot or ballots to which that elector is entitled.

- (4) A person who does not meet the requirements of subsections (1) and (2) is not entitled to vote and must not be given a ballot.
- (5) A voting book or list of registered electors may be prepared in such a manner that all the applicable requirements of subsection (1) or (2), or both, may be met by entries on the voting book or list of registered electors.

Challenge of elector

- 126** (1) A person's right to vote may be challenged in accordance with this section at any time during the procedures under section 125 (1) and (2) [*requirements before elector may be given a ballot*] to obtain a ballot up until the time the person receives the ballot.
- (2) A challenge may be made
- (a) only in person by an election official, a candidate representative or an elector of the municipality or electoral area for which the election is being held, and
 - (b) only on the basis that the person proposing to vote
 - (i) is not entitled to vote, or
 - (ii) has contravened section 161 (3) [*accepting inducements*].
- (3) In order to receive a ballot, a person whose right to vote has been challenged must either
- (a) provide evidence satisfactory to the presiding election official that the person is entitled to vote, or
 - (b) make a solemn declaration before the presiding election official as to the person's entitlement to vote.
- (4) The solemn declaration required by subsection (3) (b) must state that the person
- (a) meets all the qualifications to be registered as an elector of the municipality or electoral area,
 - (b) is either registered as an elector of that municipality or electoral area or is applying at this time to be registered,
 - (c) is in fact the person under whose name the person is registered or registering as an elector,
 - (d) has not contravened section 161 [*vote buying*], and
 - (e) has not voted before in the same election and will not vote again in the same election.
- (5) The presiding election official must keep a record indicating
- (a) that the person was challenged,
 - (b) the name of the person who made the challenge, and
 - (c) how the person challenged satisfied the requirement of subsection (3).

If another person has already voted under an elector's name

This section applies if an elector meets the requirements of section 125

- 127** (1) *[requirements before elector may be given a ballot]* but the voting book or list of registered electors indicates that another person has already voted using the name of the elector.
- (2) In order to obtain a ballot, the person asserting the right to vote as the named elector must either
- (a) provide evidence satisfactory to the presiding election official that the person is the named elector, or
 - (b) make a solemn declaration described in section 126 (4) *[solemn declaration of challenged elector]* as to the person's entitlement to vote as the named elector.
- (3) The presiding election official must keep a record indicating
- (a) that a second ballot was issued in the name of the elector, and
 - (b) any challenge under section 126 of the person who obtained the second ballot.

Replacement of spoiled ballot

- 128** (1) If an elector unintentionally spoils a ballot before it is deposited in a ballot box, the elector may obtain a replacement ballot by giving the spoiled ballot to the presiding election official.
- (2) The presiding election official must immediately mark as spoiled a ballot replaced under subsection (1) and retain the spoiled ballot for return to the chief election officer.

How to vote by ballot

- 129** (1) After receiving a ballot, an elector must
- (a) proceed without delay to a voting compartment provided,
 - (b) while the ballot is screened from observation, mark it by making a cross in the blank space opposite the name of the candidate or candidates for whom the elector wishes to vote,
 - (c) fold the ballot to conceal all marks made on it by the elector,
 - (d) leave the voting compartment without delay,
 - (e) deposit the ballot in the appropriate sealed ballot box, and
 - (f) leave the voting place without delay.
- (2) An election official may and, if requested by the elector, must explain to an elector the proper method for voting by ballot.

One person to a voting compartment

- 130** (1) While an elector is in a voting compartment to mark a ballot, no other person may observe or be in a position to observe the ballot being marked.
- (2) As exceptions to subsection (1),

- (a) a person assisting an elector under section 131 may be present with the elector, and
- (b) if the presiding election official permits, a person who is in the care of an elector may be present with the elector.

Persons needing assistance to mark their ballots

131 (1) This section applies to electors who are unable to mark a ballot because of physical disability or difficulties with reading or writing.

(2) An elector referred to in subsection (1) may be assisted in voting by an election official or by a person accompanying the elector.

(3) In order to receive a ballot to be marked under this section, the following requirements must be met:

- (a) the person assisting must sign a written statement giving
 - (i) the assisting person's name and residential address,
 - (ii) the name and residential address of the elector being assisted, and
 - (iii) if the elector being assisted is a non-resident property elector, the address of the real property in relation to which the elector is voting;
- (b) a person who is not an election official must make a solemn declaration before the presiding election official that the person will
 - (i) preserve the secrecy of the ballot of the elector being assisted,
 - (ii) mark the ballot in accordance with the wishes of the elector, and
 - (iii) refrain from attempting in any manner to influence the elector as to how the elector should vote;
- (c) if assistance is needed because the elector needs a translator to be able to read the ballot and the instructions for voting, the person assisting must make a solemn declaration in accordance with section 63 (3) [*exceptional assistance — translator*].

(4) The assisting person

- (a) must accompany the elector to the voting compartment or other place to be used for voting,
- (b) must mark the ballot in accordance with the directions of the elector, and
- (c) may, in the presence of the elector, fold the ballot and deposit it in the ballot box.

(5) Candidates, candidate representatives and financial agents must not assist in marking a ballot.

(6) A person does not vote by assisting under this section.

Persons unable to enter a voting place

132 (1) This section applies to electors who come to a voting place to vote but who are unable to enter the voting place because of physical disability or impaired mobility.

- An elector referred to in subsection (1) may request to vote at the nearest location to
- (2) the voting place to which the elector has access.
 - (3) If a request is made, the presiding election official or another election official designated by the presiding election official must attend the elector at the nearest location to the voting place for the purpose of allowing the elector to meet the requirements under section 125 [*requirements before elector may be given a ballot*] to obtain a ballot.
 - (4) The election official must ensure that the elector's marked ballot is placed in the appropriate ballot box, taking whatever steps the official considers necessary to maintain the secrecy of the ballot.
 - (5) The presiding election official may temporarily suspend voting proceedings in order to allow an elector to vote under this section.
 - (6) The presiding election official may have separate ballot boxes available for the purposes of this section, and these ballot boxes are not to be considered to be ballot boxes in use for the purposes of determining the number of candidate representatives who may be present at a voting place under section 120 [*persons who may be present at voting place*].

Division 14 — Counting of the Votes

When and where counting is to be done

- 133** (1) The counting of the votes on ballots for an election must not take place until the close of general voting for the election, but must take place as soon as practicable after this time.
- (2) The counting of the votes on ballots used for general voting is to be conducted at the voting place where the ballot boxes containing them are located unless the chief election officer directs that the counting is to take place at another location.
 - (3) The counting of the votes on ballots other than those referred to in subsection (2) is to be conducted at a place specified by the chief election officer.
 - (4) The chief election officer must notify the candidates in an election of any place other than a voting place referred to in subsection (2) at which the counting of the votes for the election is to be conducted.

Who may be present at counting

- 134** (1) A presiding election official and at least one other election official must be present while counting proceedings are being conducted.
- (2) Candidates in an election are entitled to be present when counting proceedings for the election are being conducted.
 - (3) For each place where the votes on ballots for an election are being counted, one candidate representative for each candidate in the election is entitled to be present at each location within that place where ballots are being considered.

- Persons other than those referred to in subsections (2) and (3) and election officials taking part in the counting may not be present when counting proceedings are being conducted, unless permitted by the presiding election official.
- (4)

Who does the counting

- 135** (1) The counting of the votes on ballots for an election must be conducted by the presiding election official or, except as limited by subsection (2), by other election officials under the supervision of the presiding election official.
- (2) The presiding election official must personally deal with all ballots
- (a) rejected under section 139 [*rules for accepting votes or rejecting ballots*], or
 - (b) objected to under section 140 [*objections to acceptance or rejection*].

Opening of ballot boxes

- 136** (1) As the first step in the counting of the votes on ballots in a ballot box, the ballot box is to be opened by an election official in the presence of at least one witness.
- (2) If the seals on a ballot box are not intact when it is opened under subsection (1),
- (a) the ballots in the ballot box must not be combined under section 137, and
 - (b) the ballots in the ballot box must be counted separately and a separate ballot account and separate ballot packages for the ballots must be prepared.

Combination of ballots for counting

- 137** (1) After ballot boxes are opened under section 136, the ballots in them may be combined in accordance with this section.
- (2) The election official responsible for the counting may combine ballots in different ballot boxes together in a single ballot box as follows:
- (a) ballots in a ballot box used at a required general voting opportunity may be combined with ballots in other ballot boxes used at the same required general voting opportunity;
 - (b) ballots in a ballot box used at an additional general voting opportunity may be combined with ballots in other ballot boxes used at the same or another additional general voting opportunity;
 - (c) ballots in a ballot box used at an advance voting opportunity may be combined with ballots in other ballot boxes used at the same or another advance voting opportunity;
 - (d) ballots in a ballot box used for a special voting opportunity may be combined with ballots in other ballot boxes used at the same or another special voting opportunity;
 - (e) ballots in a ballot box used for mail ballots may be combined with ballots in other ballot boxes used for mail ballots;
 - (f) if some of the ballots in a ballot box are for a different election than the one for which the ballot box was intended, the election official may combine the

ballots that do not belong in the ballot box with ballots in the appropriate ballot box.

- (3) For the purpose of preserving the secrecy of the ballot, if there would be fewer than 25 ballots in a ballot box after combination under subsection (2), the presiding election official may combine those ballots with ballots in any other ballot box.
- (4) Except for combination under this section,
 - (a) the votes on each class of ballots referred to in subsection (2) must be counted separately from the votes on ballots in any other class, and
 - (b) a separate ballot account under section 141 and separate ballot packages under section 142 must be prepared for each class of ballots referred to in subsection (2) of this section.

Procedures for counting

- 138** (1) All ballots in each ballot box must be considered in accordance with this section.
- (2) As each ballot for an election is considered, it must be placed in such a manner that the persons present at the counting are able to see how the ballot is marked.
 - (3) Unless rejected under section 139 (4) [*invalid ballots*], a mark referred to in section 139 (1) on a ballot for an election must be accepted and counted as a valid vote.
 - (4) Counting must proceed as continuously as is practicable and the votes must be recorded.
 - (5) The presiding election official must endorse ballots to indicate the following as applicable:
 - (a) that the ballot was rejected under section 139 in relation to an election;
 - (b) that the rejection of the ballot was objected to under section 140;
 - (c) that a mark on the ballot was accepted as a valid vote but the acceptance was objected to under section 140.
 - (6) An endorsement under subsection (5) must be made at the time the presiding election official considers the ballot and in such a manner that it does not alter or obscure the elector's marking on the ballot.

Rules for accepting votes and rejecting ballots

- 139** (1) The following are marks that are to be accepted and counted as valid votes for an election unless the ballot is rejected under subsection (4):
- (a) a mark of the type required by section 129 (1) (b) [*how to vote by marking ballot*];
 - (b) a tick mark that is placed in the location required by section 129 (1) (b);
 - (c) a mark of the type required by section 129 (1) (b) that is out of or partly out of the location on the ballot in which it is required to be put by that provision, as long as the mark is placed in such a manner as to indicate clearly the intent of the elector to vote for a particular candidate;
 - (d) a tick mark that is placed as described in paragraph (c) of this subsection.

- (2) A mark on a ballot other than a mark referred to in subsection (1) must not be accepted and counted as a valid vote.
- (3) If a ballot is in the form of a composite ballot under section 114 (2) (a) [*ballot for voting on multiple elections*], for the purposes of subsections (1) and (2) of this section each portion of the ballot that deals with a single election is to be considered a separate ballot.
- (4) Ballots must be rejected as invalid in accordance with the following:
 - (a) a ballot must be rejected in total if it appears that the ballot physically differs from the ballots provided by the chief election officer for the election;
 - (b) a ballot must be rejected in total if there are no marks referred to in subsection (1) on the ballot;
 - (c) a ballot must be rejected in total if the ballot is uniquely marked, or otherwise uniquely dealt with, in such a manner that the elector could reasonably be identified;
 - (d) a ballot must be rejected in total if more than one form of mark referred to in subsection (1) is on the ballot;
 - (e) a ballot is to be rejected in relation to an election if there are more marks referred to in subsection (1) for the election on the ballot than there are candidates to be elected.
- (5) In the case of a ballot that is part of a ballot set under section 114 (2) (b) [*ballots for multiple elections packaged together*], the ballot is not to be rejected under subsection (4) (a) solely on the basis that the ballot is part of an incomplete ballot set or that the ballot has become separated from its ballot set.

Objections to the acceptance of a vote or the rejection of a ballot

- 140** (1) A candidate or candidate representative may object to a decision to accept a vote or reject a ballot, with the objection recorded in accordance with section 138 (5) and (6) [*procedures for counting*].
- (2) An objection must be made at the time the ballot is considered.
- (3) The decision of the presiding election official regarding the acceptance of a vote or the rejection of a ballot may not be challenged except as provided in this section and the decision may be changed only by the chief election officer under section 145 [*determination of official election results*] or on a judicial recount.

Ballot account

- 141** (1) Once all counting at a place is completed, ballot accounts for each election must be prepared in accordance with this section and signed by the presiding election official.
- (2) A ballot account must include the following:
 - (a) the office to be filled by the election;
 - (b) the number of valid votes for each candidate in the election;
 - (c) the number of ballots received by the presiding election official from the chief election officer for use at the voting opportunity;

- (d) the number of ballots given to electors at the voting opportunity;
 - (e) the number of ballots for which marks were accepted as valid votes for the election without objection;
 - (f) the number of ballots for which marks were accepted as valid votes, subject to an objection under section 140 [*objection to acceptance of vote or rejection of ballot*];
 - (g) the number of ballots rejected as invalid without objection;
 - (h) the number of ballots rejected as invalid, subject to an objection under section 140;
 - (i) the number of spoiled ballots that were cancelled and replaced under section 128;
 - (j) the number of unused ballots;
 - (k) the number of ballots added under section 137 (3) [*combination of ballot boxes to preserve secrecy of the ballot*] to the ballots for which the ballot account is prepared;
 - (l) the number of ballots not accounted for.
- (3) A copy of the ballot account must be prepared and signed by the presiding election official and included with the election materials under section 143 [*delivery of election materials to chief election officer*].

Packaging of ballots

- 142** (1) The presiding election official, or an election official under the supervision of the presiding election official, must separately package each of the following classes of ballots for delivery to the chief election officer:
- (a) ballots that were rejected in total, subject to an objection regarding the rejection;
 - (b) ballots that were rejected in part, subject to an objection regarding the rejection or regarding the acceptance of a vote;
 - (c) ballots that were subject to an objection regarding the acceptance of a vote, unless included in a package under paragraph (b);
 - (d) ballots that were rejected in total without objection;
 - (e) ballots that were rejected in part without objection to the rejection or the acceptance of a vote;
 - (f) ballots for which all votes were accepted without objection;
 - (g) spoiled ballots that were cancelled and replaced under section 128;
 - (h) unused ballots.
- (2) Each ballot package must be clearly marked as to its contents and sealed by the presiding election official.
- (3) Candidates and candidate representatives present at the proceedings are entitled to add their seals to a ballot package.

- (4) If ballot boxes are used as ballot packages, they must be sealed in accordance with section 121.

Delivery of election materials to chief election officer

- 143** (1) After the ballot accounts are completed and the sealed ballot packages prepared, the following must be placed in ballot boxes from which the counted ballots were taken:
- (a) the sealed ballot packages, if these are not ballot boxes themselves;
 - (b) the copy of the ballot account prepared under section 141 (3);
 - (c) the voting books;
 - (d) any copies of the list of registered electors used for the purposes of voting proceedings;
 - (e) any records required under this Part to be made during voting proceedings;
 - (f) any stubs for ballots given to electors;
 - (g) any solemn declarations taken and any signed written statements required under this Part in relation to voting proceedings.
- (2) The ballot boxes in which the election materials are placed
- (a) must be sealed in accordance with section 121, and
 - (b) must not be opened until after the declaration of the results of the election under section 146, except by the chief election officer for the purposes of section 145 (4) [*verification of ballot accounts*].
- (3) If votes for an election are counted at more than one place, the presiding election official must deliver to the chief election officer, in the manner instructed by the chief election officer, the original of the ballot account, the sealed ballot boxes and all other ballot boxes in the custody of the presiding election official.

Preliminary election results

- 144** (1) The chief election officer may announce preliminary results of an election before the determination under section 145 [*determination of official election results*] is completed.
- (2) Preliminary results must be based on the ballot accounts prepared under section 141, determined by calculating the total number of valid votes for each candidate in the election as reported on the ballot accounts.

Determination of official election results

- 145** (1) As the final counting proceeding subject to a judicial recount, the chief election officer must determine the results of an election in accordance with this section.
- (2) The chief election officer must notify the candidates in an election of the date, time and place when the determination is to be made and the candidates are entitled to be present when those proceedings take place.
- (3) The chief election officer must begin the determination by reviewing the ballot accounts or by having them reviewed by election officials authorized by the chief election officer.

- (4) The chief election officer may verify the results indicated by a ballot account by counting the votes on all or some of the ballots for the election, including reviewing the decision of a presiding election official regarding the acceptance of some or all of the votes or the rejection of some or all of the ballots.
- (5) The chief election officer may be assisted in counting under subsection (4) by other election officials, but must personally make all decisions regarding the acceptance of votes or the rejection of ballots that were subject to objection under section 140.
- (6) The chief election officer may reverse a decision of another election official regarding the acceptance of a vote or the rejection of a ballot made at the original consideration of the ballot and, if this is done, the chief election officer must endorse the ballot with a note of the reversal.
- (7) The chief election officer or an election official authorized by the chief election officer must either mark on the original ballot accounts any changes made under this section or prepare a new ballot account of the results of the counting under subsection (4).
- (8) On the basis of the ballot accounts, as amended or prepared under subsection (7) if applicable, the chief election officer must prepare a statement of the total number of votes for each candidate in the election.
- (9) A decision of the chief election officer under this section may be changed only on a judicial recount.
- (10) If a ballot box or ballot package is opened for the purposes of subsection (4), the contents must be replaced and it must be resealed during any adjournment and at the end of the review of the contents.

Declaration of official election results

- 146** (1) Before 4 p.m. on the 4th day following the close of general voting, the chief election officer must declare the results of the election as determined under section 145.
- (2) The results must be declared as follows:
- (a) in the case of an election for an office to which one person is to be elected, the chief election officer must declare elected the candidate who received the highest number of valid votes for the office;
 - (b) in the case of an election for an office to which more than one person is to be elected, the chief election officer must declare elected the candidates who received the highest number of valid votes for the office, up to the number of candidates to be elected.
- (3) As an exception, if a candidate cannot be declared elected because there is an equality of valid votes for 2 or more candidates, the chief election officer must declare that the election is to be referred to a judicial recount.

When elected candidates may take office

- 147** (1) A candidate declared elected under section 146 is not entitled to make the oath of office until the time period for making an application for a judicial recount has ended.

- If an application for a judicial recount of an election is made, a candidate declared
- (2) elected in the election is not entitled to make the oath of office until the recount has been completed and the candidate's election has been confirmed unless permitted by the court under subsection (3).
 - (3) The Provincial Court may, on application, authorize a candidate who has been declared elected to make the oath of office if the court is satisfied that the candidate's election will not be affected by the results of the judicial recount.

Division 15 — Judicial Recount

Application for judicial recount

- 148** (1) An application may be made in accordance with this section for a judicial recount, to be undertaken by the Provincial Court, of some or all of the votes in an election.
- (2) Except as provided in subsection (5), an application may be made only on one or more of the following bases:
- (a) that votes were not correctly accepted or ballots were not correctly rejected as required by the rules of section 139 [*rules for accepting votes and rejecting ballots*];
 - (b) that a ballot account does not accurately record the number of valid votes for a candidate;
 - (c) that the final determination under section 145 [*determination of official election results*] did not correctly calculate the total number of valid votes for a candidate.
- (3) The time period during which an application may be made is limited to the time between the declaration of official election results under section 146 and 9 days after the close of general voting.
- (4) The application may be made only by
- (a) an elector of the municipality or electoral area for which the election was held,
 - (b) a candidate in the election or a candidate representative of a candidate in the election, or
 - (c) the chief election officer.
- (5) An application must be made by the chief election officer if, at the end of the determination of official election results under section 145, a candidate cannot be declared elected because there is an equality of valid votes for 2 or more candidates.
- (6) The document commencing an application must set out briefly the facts on which the application is based and must be supported by affidavit as to those facts.
- (7) At the time an application is commenced, a time must be set for the recount that is adequate to allow the court to complete the recount within the time limit set by section 149.
- (8) The person making the application must notify affected persons

- by immediately notifying the chief election officer and the affected
- (a) candidates in the election, if any, that a judicial recount will be conducted at the time set under subsection (7), and
 - (b) within 24 hours of filing the document commencing the application, by delivering to these persons copies of that document, the accompanying affidavit and a notice of the time for the recount.

Judicial recount procedure

- 149** (1) A judicial recount must be conducted in accordance with this section and completed by the end of the 13th day after the close of general voting.
- (2) The person who made the application for the recount, the chief election officer, the candidates in the election and the official agents and counsel of the candidates are entitled to be present at a judicial recount and other persons may be present only if permitted by the court.
 - (3) The chief election officer must bring to the recount all ballot accounts used for the determination of official election results under section 145 and the ballot boxes containing the ballots for which the recount is requested.
 - (4) In conducting a recount, the court must open the ballot boxes containing the ballots for which the recount is requested, count those ballots in accordance with sections 138 [*procedures for counting*] and 139 [*rules for accepting votes and rejecting ballots*] and confirm or change the ballot accounts in accordance with the counting.
 - (5) In its discretion, the court may count other ballots in addition to those for which the recount was requested and, for this purpose, may require the chief election officer to bring other ballot boxes.
 - (6) The court may appoint persons to assist in the recount.
 - (7) As exceptions to the obligation to conduct a recount in accordance with the other provisions of this section,
 - (a) if the person who made the application for the recount, the chief election officer and the candidates present at the recount agree, the court may restrict the ballots to be recounted as agreed by these persons at that time, or
 - (b) if the court determines on the basis of the ballot accounts that the results of a recount of the ballots, if it were conducted, would not materially affect the results of the election, the court may confirm the results of the election and take no further action under this section.
 - (8) Unless otherwise directed by the court, the ballot boxes at a judicial recount must remain in the custody of the chief election officer.
 - (9) During a recess or adjournment of a judicial recount and after the completion of the judicial recount, the ballot boxes must be resealed in accordance with section 121 [*sealing of ballot boxes containing ballots*] by the person having custody of them and may be additionally sealed by other persons present.

Results of judicial recount and orders as to costs

- 150** (1) At the completion of a judicial recount, the court must declare the results of the election.
- (2) The results declared under subsection (1) or following a determination by lot under section 151 are final, subject only to a declaration under section 155 [*power of court on application respecting validity of election*] that the election was invalid, and may not be appealed.
- (3) All costs, charges and expenses of and incidental to an application for judicial recount, including the recount and any other proceedings following from the application, must be paid by the local government, the applicant and the persons notified of the application under section 148 (8) [*application for judicial recount*], or any of them, in the proportion the court determines.
- (4) At the conclusion of a judicial recount, the court must make an order for the purposes of subsection (3) having regard to any costs, charges or expenses that, in the opinion of the court, were caused by vexatious conduct, unfounded allegations or unfounded objections on the part of the applicant or the persons who were given notice.
- (5) In relation to subsection (3), the court may order that the costs be determined in the same manner as costs within the meaning of the Supreme Court Civil Rules.

Determination of results by lot if tie vote after judicial recount

- 151** (1) A local government may, by bylaw, provide that, if at the completion of a judicial recount the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, the results will be determined by lot in accordance with this section rather than by election under section 152.
- (2) If a bylaw under subsection (1) applies and there is an equality of votes as described in that subsection, the results of the election are to be determined, as the conclusion of the judicial recount, by lot between those candidates in accordance with the following:
- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
 - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
 - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - (d) the court is to direct a person who is not a candidate or candidate representative to withdraw one paper;
 - (e) the court is to declare elected the candidate whose name is on the paper that was drawn.

Runoff election if tie vote after judicial recount

- 152** (1) If at the completion of a judicial recount the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, a

runoff election must be held in accordance with this section unless a bylaw under section 151 [*determination by lot*] applies.

- (2) Except as provided in this section, this Part applies to a runoff election under subsection (1).
- (3) The candidates in the runoff election are to be the unsuccessful candidates in the original election who do not withdraw, and no new nominations are required or permitted.
- (4) As soon as practicable after the judicial recount, the chief election officer must notify the candidates referred to in subsection (3) that an election is to be held and that they are candidates in the election unless they deliver a written withdrawal to the chief election officer within 3 days after being notified.
- (5) The chief election officer must set a general voting day for the runoff election, which must be on a Saturday no later than 50 days after the completion of the judicial recount.
- (6) If advance registration would otherwise be permitted, the closed period under section 71 (4) [*closing of advanced registration*] extends until the day after the close of general voting for the election under this section.
- (7) No new list of registered electors is required and sections 77 to 80 do not apply.
- (8) So far as reasonably possible, election proceedings must be conducted as they were for the original election except that, if voting under section 112 [*use of voting machines*] was used for the original election, it is not necessary to use this for the election under this section.
- (9) Without limiting subsection (8), so far as reasonably possible, voting opportunities equivalent to those provided for the original election must be held and, for these, no new bylaws under this Part are required.

Division 16 — Declaration of Invalid Election

Application to court respecting validity of election

- 153** (1) The right of an elected candidate to take office or the validity of an election may not be challenged except by an application under this section.
- (2) An application may be made in accordance with this section to the Supreme Court for a declaration regarding the right of a person to take office or the validity of an election.
 - (3) The time limit for making an application is 30 days after the declaration of official election results under section 146.
 - (4) An application may be made only by a candidate in the election, the chief election officer or at least 4 electors of the municipality or electoral area for which the election was held.
 - (5) An application may be made only on one or more of the following bases:

- that a candidate declared elected was not qualified to hold office at the time he or she was elected or, between the time of the election and the time for taking office, the candidate has ceased to be qualified to hold office;
- (a) that an election should be declared invalid because it was not conducted in accordance with this Act or a regulation or bylaw under this Act;
 - (c) that an election or the election of a candidate should be declared invalid because section 161 [*vote buying*], 162 [*intimidation*] or 163 (2) (a) [*voting when not entitled*] was contravened.
- (6) As a restriction on subsection (5) (b), an application may not be made on any basis for which an application for judicial recount may be or may have been made.
- (7) At the time the petition commencing an application is filed, the court registry must set a date for the court to hear the application, which must be at least 10 days but no later than 21 days after the date the petition is filed.
- (8) As soon as practicable, but no later than 2 days after a petition is filed, the person making the application must serve the petition and the notice of hearing on the municipality or regional district for which the election was held.
- (9) If a candidate affected by an application files a written statement renouncing all claim to the office to which the candidate was elected, the court may permit the petition for the application to be withdrawn unless it is based on an allegation that the candidate who has renounced the office contravened section 161 [*vote buying*] or 162 [*intimidation*].

Hearing of application

- 154** (1) The Supreme Court must hear and determine an application under section 153 as soon as practicable and, for these purposes, must ensure that the proceedings are conducted as expeditiously as possible.
- (2) If the application is based on a claim that section 161 [*vote buying*] or 162 [*intimidation*] was contravened, the evidence regarding that claim must be given orally by witnesses rather than by affidavit.

Power of court on application

- 155** (1) On the hearing of an application under section 153 regarding the qualification of an elected candidate to take office, the court may
- (a) declare that the candidate is confirmed as qualified to take and hold office,
 - (b) declare that the candidate is not qualified to hold office and that the office is vacant, or
 - (c) declare that the candidate is not qualified to hold office and that the candidate who received the next highest number of valid votes is elected in place of the disqualified candidate.
- (2) On the hearing of an application under section 153 regarding the validity of an election, the court may
- (a) declare that the election is confirmed as valid,

- (b) declare that the election is invalid and that another election must be held to fill all positions for that office that were to be filled in the election that was declared invalid,
 - (c) declare that the election of a candidate is invalid and that the office is vacant, or
 - (d) declare that the election of a candidate is invalid and that another candidate is elected in place of that candidate.
- (3) The court must not declare an election invalid by reason only of an irregularity or failure to comply with this Act or a regulation or bylaw under this Act if the court is satisfied that
 - (a) the election was conducted in good faith and in accordance with the principles of this Act, and
 - (b) the irregularity or failure did not materially affect the result of the election.
- (4) The court may confirm the election of a candidate in relation to which the court finds there was a contravention of section 161 [*vote buying*] or 162 [*intimidation*] if the court is satisfied that
 - (a) the candidate did not contravene the applicable section, and
 - (b) the contravention did not materially affect the result of the election.
- (5) If the court declares that a candidate is not qualified to hold office or that the election of a candidate is invalid, the court may order the candidate to pay the municipality or regional district for which the election was held an amount of money not greater than \$20 000 towards the expenses for the election required to fill the vacancy.
- (6) If the court makes a declaration under subsection (1) (c) or (2) (d) that another candidate is elected, the candidate who is replaced ceases to be entitled to take or hold the office and the other candidate declared elected is entitled to take the office.

Legal costs of application

- 156** (1) If the court declares that a candidate is not qualified to hold office or that an election is invalid, the costs, within the meaning of the Supreme Court Civil Rules, of the persons who made the application under section 153 must be paid promptly by the municipality or regional district for which the election was held.
- (2) The court may order that costs to be paid under subsection (1) may be recovered by the municipality or regional district from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- (3) Except as provided in subsection (1), the costs of an application are in the discretion of the court.

Status of elected candidate

- 157** (1) A person affected by an application under section 153 who has been declared elected is entitled to take office and to vote and otherwise act in the office unless the court declares the candidate disqualified and the office vacant.

- (2) If a person who is declared disqualified to hold office by the Supreme Court appeals the decision, the appeal does not operate as a stay of the declaration and the person is disqualified pending the final determination of the appeal.
- (3) If the person is declared qualified to hold office on the final determination of the appeal, the court may order that any money paid under section 155 (5) [*disqualified candidate required to pay money towards cost of by-election*] be repaid with interest as directed by the court.
- (4) A person who is declared qualified to hold office on the final determination of an appeal is entitled,
 - (a) if the term of office for which the person was elected has not ended, to take office for any unexpired part of the term and, for this purpose, any person elected or appointed to the office since the declaration of disqualification ceases to hold office at the time the person declared qualified takes office, and
 - (b) if the term of office for which the person was elected is expired, to be nominated for and to be elected to office at any following election if otherwise qualified.

Division 17 — Final Proceedings

Report of election results

- 158** (1) Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the chief election officer must submit a report of the election results to the local government.
- (2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on the ballot accounts for the election.
- (3) If the results of the election are changed by a judicial recount or on an application under section 153 [*application to court respecting validity of election*] after the report under subsection (1) of this section is submitted, the designated local government officer must submit to the local government a supplementary report reflecting the changed results.

Publication of election results

- 159** (1) Within 30 days after elected candidates have taken office, the designated local government officer must submit the names of the elected officials to the Gazette for publication.
- (2) Within 30 days after persons appointed to local government have taken office, the designated local government officer must submit the names of the appointed officials to the Gazette for publication.

Retention and destruction of election materials

- 160** (1) Until the end of the period for conducting a judicial recount, the chief election officer
- (a) must keep the sealed ballot packages delivered under section 143 [*delivery of election materials to chief election officer*] in the officer's custody,

- (b) is responsible for retaining the nomination documents and endorsement documents for the election, other than the written disclosure under the *Financial Disclosure Act*, and
 - (c) is responsible for retaining the remainder of the election materials delivered under section 143.
- (2) After the end of the period for conducting a judicial recount, the designated local government officer
 - (a) is responsible for retaining the materials referred to in subsection (1) (a) to (c), and
 - (b) must retain the nomination documents and endorsement documents referred to in subsection (1) (b) until 5 years after the general voting day for the election to which the documents relate.
- (2.1) Subsection (2) (b) applies to documents retained in respect of the 2014 general local election and all subsequent elections.
- (2.2) The designated local government official is not in contravention of subsection (2) (b) if, under section 76 *[additional specific powers to require information]* of the *Local Elections Campaign Financing Act*, the local government is required to provide the documents to the BC chief electoral officer.
- (3) From the time of the declaration of the official election results under section 146 until 30 days after that date, the following election materials must be available for public inspection at the local government offices during regular office hours:
 - (a) the voting books used for the election;
 - (b) any copies of the list of registered electors used for the purposes of voting proceedings;
 - (c) any records required under this Part to be made during voting proceedings;
 - (d) any solemn declarations taken and any signed written statements or declarations required under this Part in relation to voting proceedings.
- (4) Before inspecting materials referred to in subsection (3), a person other than a local government officer or employee acting in the course of duties must sign a statement that the person will not inspect the materials except for the purposes of this Part.
- (5) The designated local government officer must ensure that the statements referred to in subsection (4) are kept until after general voting day for the next general local election.
- (6) A person who inspects materials referred to in subsection (3) must not use the information in them except for the purposes of this Part.
- (7) Despite section 95 (3) of the *Community Charter* and section 27 (7) of the *Interpretation Act*, a person who is entitled to inspect the materials referred to in subsection (3) of this section is not entitled to obtain a copy of those materials.
- (8) The following materials must be destroyed as soon as practicable following 56 days after the declaration of the official election results under section 146:
 - (a) the ballots used in the election;

- (b) any stubs for ballots used in the election;
 - (c) any copies of the list of registered electors used for the purposes of voting proceedings;
 - (d) the voting books used in the election;
 - (e) any solemn declarations and any written statements or declarations in relation to voting proceedings, other than those used for the registration of electors.
- (9) As exceptions, subsection (8) does not apply
- (a) if otherwise ordered by a court, or
 - (b) if the materials relate to an election that is the subject of an application under section 153 [*application to court respecting validity of election*], until the final determination of that application or the court authorizes their destruction.
- (10) Unless otherwise provided under this Act, a person may not inspect a ballot.

Division 18 — Election Offences

Vote buying

- 161** (1) In this section, "**inducement**" includes money, gift, valuable consideration, refreshment, entertainment, office, placement, employment and any other benefit of any kind.
- (2) A person must not pay, give, lend or procure inducement for any of the following purposes:
- (a) to induce a person to vote or refrain from voting;
 - (b) to induce a person to vote or refrain from voting for or against a particular candidate;
 - (c) to reward a person for having voted or refrained from voting as described in paragraph (a) or (b);
 - (d) to procure or induce a person to attempt to procure the election of a particular candidate, the defeat of a particular candidate or a particular result in an election;
 - (e) to procure or induce a person to attempt to procure the vote of an elector or the failure of an elector to vote.
- (3) A person must not accept inducement
- (a) to vote or refrain from voting,
 - (b) to vote or refrain from voting for or against a particular candidate, or
 - (c) as a reward for having voted or refrained from voting as described in paragraph (a) or (b).
- (4) A person must not advance, pay or otherwise provide inducement, or cause inducement to be provided, knowing or with the intent that it is to be used for any of the acts prohibited by this section.

- (5) A person must not offer, agree or promise to do anything otherwise prohibited by this section.
- (6) A person prohibited from doing something by this section must not do the prohibited act directly, indirectly or by another person on behalf of the first person.

Intimidation

162 (1) In this section, "**intimidate**" means to do or threaten to do any of the following:

- (a) use force, violence or restraint against a person;
- (b) inflict injury, harm, damage or loss on a person or property;
- (c) otherwise intimidate a person.

(2) A person must not intimidate another person for any of the following purposes:

- (a) to persuade or compel a person to vote or refrain from voting;
- (b) to persuade or compel a person to vote or refrain from voting for or against a particular candidate;
- (c) to punish a person for having voted or refrained from voting as described in paragraph (a) or (b).

(3) A person must not, by abduction, duress or fraudulent means, do any of the following:

- (a) impede, prevent or otherwise interfere with a person's right to vote;
- (b) compel, persuade or otherwise cause a person to vote or refrain from voting;
- (c) compel, persuade or otherwise cause a person to vote or refrain from voting for a particular candidate.

(4) A person prohibited from doing something by this section must not do the prohibited act directly, indirectly or by another person on behalf of the first person.

Other election offences

163 (1) In relation to nominations, a person must not do any of the following:

- (a) contravene section 87 (4) [*unqualified candidate consenting to nomination*];
- (b) before or after an election, purport to withdraw a candidate from an election without authority to do so or publish or cause to be published a false statement that a candidate has withdrawn;
- (c) before or after an election, purport to withdraw the endorsement of a candidate by an elector organization except as provided in section 95 (b) [*withdrawal of endorsement on ballot*].

(2) In relation to voting, a person must not do any of the following:

- (a) vote at an election when not entitled to do so;
- (b) contravene section 124 (1) [*each elector may vote only once*] regarding voting more than once in an election;

- obtain a ballot in the name of another person, whether the name is of a
 - (c) living or dead person or of a fictitious person;
 - (d) contravene section 123 (2) [*requirement to preserve secrecy of the ballot*] regarding the secrecy of the ballot.
- (3) In relation to ballots and ballot boxes, a person must not do any of the following:
 - (a) without authority supply a ballot to another person;
 - (b) without authority print or reproduce a ballot or a paper that is capable of being used as a ballot;
 - (c) without authority take a ballot out of a place where voting proceedings are being conducted;
 - (d) put in a ballot box, or cause to be put in a ballot box, a paper other than a ballot that the person is authorized to deposit there;
 - (e) interfere with voting under section 112 [*use of voting machines*] contrary to the applicable bylaw and regulations;
 - (f) without authority destroy, take, open or otherwise interfere with a ballot box or ballots.
- (4) In relation to voting proceedings, a person must not do any of the following at or within 100 metres of a building, structure or other place where voting proceedings are being conducted at the time:
 - (a) canvass or solicit votes or otherwise attempt to influence how an elector votes;
 - (b) display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting;
 - (c) post, display or distribute
 - (i) election advertising, or
 - (ii) any material that identifies a candidate or elector organization, unless this is done with the authorization of the chief election officer;
 - (d) carry, wear or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate, elector organization or result in the voting.
- (5) In relation to any matter or proceeding to which this Part applies, a person must not do any of the following:
 - (a) provide false or misleading information when required or authorized under this Part to provide information;
 - (b) make a false or misleading statement or declaration when required under this Part to make a statement or declaration;
 - (c) inspect or access under this Part
 - (i) a list of registered electors,
 - (ii) nomination documents,
 - (iii) disclosure statements or supplementary reports, or

- (iv) other election materials referred to in section 143 [*delivery of election materials to chief election officer*],

or use the information from any of them, except for purposes authorized under this Act;

- (d) be present at a place where voting or counting proceedings are being conducted, unless authorized under this Part to be present;
- (e) interfere with, hinder or obstruct an election official or other person in the exercise or performance of his or her powers, duties or functions under this Part or the [Local Elections Campaign Financing Act](#).

- (6) A person who is an election official must not contravene this Part with the intention of affecting the result or validity of an election.

Prosecution of organizations and their directors and agents

- 164** (1) An act or thing done or omitted by an officer, director, employee or agent of an organization within the scope of the individual's authority to act on behalf of the organization is deemed to be an act or thing done or omitted by the organization.
- (2) If an organization commits an offence under this Part, an officer, director, employee or agent of the organization who authorizes, permits or acquiesces in the offence commits the same offence, whether or not the organization is convicted of the offence.
- (3) A prosecution for an offence under this Part may be brought against an unincorporated organization in the name of the organization and, for these purposes, an unincorporated organization is deemed to be a person.

Time limit for starting prosecution

- 165** The time limit for laying an information to commence a prosecution respecting an offence under this Part is one year after the date on which the act or omission that is alleged to constitute the offence occurred.

Penalties

- 166** (1) A person who contravenes section 161 [*vote buying*] or 162 [*intimidation*] is guilty of an offence and is liable to one or more of the following penalties:
- (a) a fine of not more than \$10 000;
 - (b) imprisonment for a term not longer than 2 years;
 - (c) disqualification from holding office in accordance with subsection (2) of this section for a period of not longer than 7 years.
- (2) Disqualification under subsection (1) (c) is disqualification from holding office as follows:
- (a) on a local government;
 - (b) on the council of the City of Vancouver or on the Park Board established under section 485 of the [Vancouver Charter](#);
 - (c) as a trustee under the [Islands Trust Act](#);

- (d) as a trustee on a board of education, or as a regional trustee on a francophone education authority, under the [School Act](#).
- (3) A person or unincorporated organization who contravenes section 163 [*other election offences*] is guilty of an offence and is liable to one or both of the following penalties:
 - (a) a fine of not more than \$5 000;
 - (b) imprisonment for a term not longer than one year.
- (4) Any penalty under this Division is in addition to and not in place of any other penalty provided in this Part.
- (5) A person or unincorporated organization is not guilty of an offence under this Part if the person or organization exercised due diligence to prevent the commission of the offence.

Division 19 — Orders and Regulations

Ministerial orders in special circumstances

- 167** (1) If the minister considers that special circumstances regarding an election or assent voting require this, the minister may make any order the minister considers appropriate to achieve the purposes of this Part or Part 4 [*Assent Voting*].
- (2) Without limiting subsection (1), an order under this section may provide an exception to or modification of
- (a) this Act or a regulation or bylaw under this Act, or
 - (b) the [Local Elections Campaign Financing Act](#) or a regulation under that Act.
- (3) The authority under subsection (2) includes authority to
- (a) extend a time period or establish a new date in place of a date set under this Act or the [Local Elections Campaign Financing Act](#), and
 - (b) give any other directions the minister considers appropriate in relation to this.

Election regulations

- 168** (1) In relation to this Part, the Lieutenant Governor in Council may make regulations referred to in section 41 of the [Interpretation Act](#), including regulations for any matter for which regulations are contemplated by this Part.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) prescribing information that must be included under section 70 [*application for registration*] in an application for registration as an elector, which may be different for resident electors and non-resident property electors;
 - (b) prescribing classes of documents that may be accepted as evidence for the purpose of section 72 [*how to register as a resident elector at the time of voting*] or 73 [*how to register as a non-resident property elector at the time of voting*];

- for the purposes of section 82 [*disqualification of local government employees*],
- (i) deeming a described class of persons to be employees of a municipality or regional district, and
 - (ii) excepting a described class of persons as excluded from the definition of "employee",
- which may be different for different specified municipalities and regional districts;
- (d) prescribing information that must be included in the notice of nomination under section 85, which may be different for municipalities and regional districts and may be different for municipal elections at large and on the basis of a neighbourhood constituency;
 - (e) prescribing additional information or material required to be provided under section 90 (1) (e) [*other information to be provided by candidate*];
 - (f) prescribing matters that must be included in the solemn declaration under section 93 (1) (c) [*endorsement documents*];
 - (g) prescribing additional information or material required to be provided under section 93 (1) (d) [*other information to be provided in endorsement documents*] or 94 (1) (f) [*other information to be provided by elector organization*];
 - (h) establishing requirements, limits and conditions in relation to voting by mail ballot under section 110, which may be different for municipalities and regional districts;
 - (i) establishing requirements, limits and conditions in relation to voting under section 112 [*use of voting machines*], which may be different for different specified municipalities and regional districts;
 - (j) establishing requirements, limits and conditions in relation to municipal voting divisions under section 113, which may be different for municipalities of different population sizes;
 - (k) prescribing one or more alternative forms in which a specified solemn declaration must be made.

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