



Central Coast Regional District
Candidate's Package
2022 Local Government Election

Central Coast Regional District

2022 Candidate's Package Index

- Key Dates for the 2022 Local Government Election
- Nomination Package
 - Forms to be Completed:
 - Candidate Nomination Package
 - Statement of Disclosure *Financial Disclosure Act*
 - Candidate Information Release Authorization
 - Election Sign Restrictions
 - Notice of Nomination
- Provincial Guides and Legislation
 - Candidate's Guide to Local Government Elections in BC
 - Thinking About Running for Local Office?
 - What Every Candidate Needs to Know
 - General Local Elections 101
 - Foundational Principles of Responsible Conduct for BC's Local Governments
 - Guide to Local Elections Campaign Financing in BC
 - Relevant Legislation
 - Financial Disclosure Act* and Fact Sheet
 - Local Elections Campaign Financing Act* and Regulation
- Election Information
 - Election and Assent Voting Bylaw No. 515
 - Mail Ballot Authorization and Procedure Bylaw No. 516
- Central Coast Regional District Board Information
 - 2019-2022 Strategic Plan Amendments
 - Draft Consolidated Financial Statements December 31, 2021
 - Bylaw No. 497 Meeting Procedures
 - Bylaw No. 495 Remuneration and Expenses
 - Bylaw No. 61 Five-Year Financial Plan
 - Policy A-5(b) Board Meeting Agenda
 - Policy A-10 Filing Disclosures
 - Policy F-17 Grant in Aid
 - Policy E-9 Directors Travel to Board Meetings
 - Policy E-8 Respectful Workplace
 - Policy E-7 Ethical Standards of Conduct for Elected Officials
 - Policy E-5 Directors Attendance at Board Meetings
 - Policy E-4 Regional Perspective on Board Operation
 - Policy E-1 Committee/Commission Reporting Requirements
- Guide for Municipal Council Members & Regional Directors in BC – Stewart McDannold Stuart



Central Coast
REGIONAL DISTRICT
That we may be good people together



2022 Local Government and School District Trustees Election

Key Dates

March 8, 2022	Last day to meet the 6-month BC residency requirement for candidates submitting nomination documents on September 9, 2022
March 11, 2022	Last day to meet the 6-month BC residency requirement for candidates submitting nomination documents on the extended deadline of September 12, 2022 (if required)
April 14, 2022	Last day to meet the 6-month BC residency requirement for registering on general voting day (October 15, 2022)
August 17, 2022	Candidate's Info Session via Zoom at 7:00 pm
August 30, 2022	Nomination period begins at 9 am
September 9, 2022	Nomination period ends at 4 pm – Declaration of Candidates to be announced
September 13, 2022	4 pm deadline for the challenge of nominations
September 14, 2022	Last day to meet the 30-day requirement for non-resident property owners to register on general voting day (October 15, 2022)
September 16, 2022	4 pm deadline for candidates to withdraw
October 5, 2022	Required advance voting opportunity (according to legislation) - 8 am to 8 pm
October 15, 2022	General voting day - 8 am to 8 pm
October 15, 2022	8 pm deadline for Chief Election Officer to receive mail ballots

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

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

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

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

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

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

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

SECTION B

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

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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

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

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

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

A Nominator MUST be Qualified Under the *Local Government Act* or *Vancouver Charter* to Nominate a Nominee for Office

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 (e.g., 10) are required. For local governments that require 25 nominators attach an additional sheet(s) 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, ELECTORAL AREA DIRECTOR)

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

NOMINEE'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY/MM/DD)

I am acting as my own Financial Agent

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

Additional Addresses for Service Information

OPTIONAL

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

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, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR 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, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF 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

I hereby delegate to the above-named official agent the authority to appoint scrutineers.

CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)
-----------------------	--------------------

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR 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)	

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

CENTRAL COAST REGIONAL DISTRICT

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 allows your municipality to provide additional information, as appearing below, to the public and / or media. **All fields are optional.**

The information you choose to share will be posted on websites operated by CivicInfo BC. This is the primary source through which the media (television, newspapers, radio, and online sources), 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, or by any other means of electronic communication.

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

Gender (Self-identified):

- Female Male Non-binary Other / Undisclosed

Previous Elected Experience (Check one):

- Incumbent. Served on Regional District **in the same role** between 2018 and 2022.
- Served on Regional District **different role** between 2018 and 2022.
- Served on Regional District before 2018, but not during the past term.
- No Regional District experience, but has been elected to office elsewhere (school, local, provincial, or federal).
- None.

(Signature of Candidate)



**2022 GENERAL LOCAL ELECTIONS
ELECTION SIGN RESTRICTIONS**

Candidates, their representatives, or their elector organization may place election signage in the Central Coast Regional District in accordance with the *Local Government Act* and Ministry of Transportation and Infrastructure’s sign guidelines.

I, the undersigned, acknowledge the following:

1) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

“Election signage” includes any and all promotional materials advertising a candidate or a political party in a local government election.

2) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

Local Government Act Section 163(4) states that election signage cannot be located within 100 metres of a voting place on voting days.

Ministry of Transportation and Infrastructure allows election signage to be placed on highway rights-of-way (ROW):

- Can be placed on ROW starting on September 17
- Cannot create a visual distraction or traffic hazard
- Cannot be affixed to any Ministry infrastructure which includes: bridges, traffic signal poles or signs.
- Must be removed by the end of the day on October 17.

Election signage may be removed for cause if considered by the Chief Election Officer or the Deputy Chief Election Officer as not meeting the requirements of this acknowledgment form.

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

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at _____, BC
this _____ day of _____, 2022.

Chief Election Officer or
Deputy Chief Election Officer

CENTRAL COAST REGIONAL DISTRICT 2022 GENERAL LOCAL ELECTIONS
PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:
NOTICE OF NOMINATION

Nominations for the offices of:

- Electoral Area A Director – one (1)
- Electoral Area B Director – one (1)
- Electoral Area C Director – one (1)
- Electoral Area D Director – one (1)
- Electoral Area E Director – one (1)

AND

SCHOOL DISTRICT NO. 49 2022 GENERAL LOCAL ELECTIONS

Nominations for the offices of:

- Two (2) School District No. 49 Trustees for Trustee Electoral Areas A and B (West Zone)
- Three (3) School District No. 49 Trustees for Trustee Electoral Areas C, D and E (East Zone)

will be received by the Chief Election Officer or a designated person, as follows:

By hand, mail or other delivery service:

Central Coast Regional District
626 Cliff Street
Box 186, Bella Coola, BC V0T 1C0

By fax to: (250) 799-5750

By email to:

jprestley@telus.net
or ehanuse@ccrd.ca

From: 9:00 am on Tuesday, August 30, 2022
To: 4:00 pm on Friday, September 9, 2022

From: 9:00 am on Tuesday, August 30, 2022
To: 4:00 pm on Friday, September 9, 2022

Originals of faxed or emailed nomination documents **must** be received by the Deputy Chief Election Officer by 4:00 pm Friday, September 16, 2022

Interested persons can obtain information on the requirements and procedures for making nominations including nomination forms at the Central Coast Regional District office or on the Regional District's website: www.ccrd.ca beginning on Monday, August 15, 2022 at 9:00 am.

QUALIFICATIONS FOR LOCAL GOVERNMENT OFFICE

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

- Canadian citizen;
- 18 years of age or older on general voting day [October 15, 2022];
- resident of British Columbia for at least 6 months (March 8, 2022) immediately before the day nomination papers are filed [September 9, 2022] and
- not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

QUALIFICATIONS FOR SCHOOL TRUSTEE

A person is qualified to be nominated, elected, and to hold office as a School Trustee if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day [October 15, 2022];
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed [March 8, 2022]; and
- not disqualified under the *School Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2022 general local election, the following expense limits for candidates during the campaign period apply:

Electoral Area Director	\$5,398.92
Board of Education Trustee	\$5,398.92

THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2022 general local elections, the following third party advertising limits apply for Electoral Area Directors and Board of Education Trustees:

Third party advertising limit - \$809.84

For further information on the **nomination process**, please contact:

Janet Prestley, Chief Election Officer (250) 263-8650

Evangeline Hanuse, Deputy Chief Election Officer (250) 799-5291

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

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

Website: www.elections.bc.ca/lecf



CANDIDATE'S GUIDE

TO LOCAL ELECTIONS IN B.C.

2022



Library and Archives Canada Cataloguing in Publication Data

Main entry under title:

Candidate's Guide to Local Elections in B.C.

Available also on the internet.

Running title: Local elections candidate's guide.

Previously published: Ministry of Municipal Affairs, 2022

ISBN 0-7726-5431-X

1. Local elections - British Columbia. 2. Election law - British Columbia. 3. Campaign funds - Law and legislation - British Columbia. 4. Political campaigns - Law and legislation - British Columbia. I. British Columbia. Ministry of Municipal Affairs. II. Title: Local election candidate's guide

KEB478.5.E43C36 2005

324.711'07

C2005-960198-1

KF4483.E4C36 2005

Table of Contents

Key Contacts	iii	Ongoing Financial Disclosure	10
Ministry of Municipal Affairs	iii	Privacy	10
Elections BC	iii	The Ethics of Elected Office	10
Ministry of Education and Child Care	iii	Responsible Conduct	10
Service BC Contact Centre (Enquiry BC)	iv	Characteristics of an Effective Locally Elected Official	11
Municipal and Regional District Information	iv	Codes of Conduct	12
Other Resources	v	Confidentiality	14
BC Laws	v	Elected Officials and Local Government Staff	14
Elections Legislation	v	Qualifications	15
Educational Materials	v	Who May Run For Office	15
Disclaimer	vi	Local Government Employees	15
New Elections Legislation – Shared Roles and Responsibilities	1	Local Government Volunteers	15
Local Elections Generally	4	B.C. Public Service Employees	16
Voting Opportunities	4	Federal Employees	16
General Voting Day	4	Who May Not Run For Office	17
Advance Voting	4	Nominations	18
Special Voting	5	Nomination Period and Declaration of Candidates	18
Mail Ballot Voting	5	Who May Nominate	18
Key Participants	5	Endorsement by an Elector Organization	19
Electors	5	Nomination Packages	19
Candidates	6	Nomination Deposits	21
Financial Agents	6	Challenge of Nomination	21
Official Agents	6	Withdrawing a Nomination	22
Scrutineers	6	Election Campaigns	23
Volunteers	6	What are Election Campaigns?	23
Third Party Sponsors	7	Candidate Election Campaigns	23
Elector Organizations	7	Elector Organization Election Campaigns	24
Key Election Administrators	7	Third Party Sponsor Advertising	25
Election Officials	7	Key Election Campaign Activities	25
Elections BC	8	Canvassing	26
About Being an Elected Official	9	Telephone Banks	26
Term of Office	9	In-person Events	26
Time Commitment	9	Advertising	26
Absences from Meetings	9	Signs	26
Remuneration	9	Sponsorship Information	27
Obligation to Vote	10		

Table of Contents

Local Election Offences and Penalties	28
Local Election Offences	28
Vote-buying	28
Intimidation	28
Other Election Offences	28
Reporting and Enforcement of Local Election Offences	29
Local Election Penalties	29
Local Election Officials' Authority	29
Candidate Representatives	31
Financial Agent	31
Official Agent	32
Scrutineers	32
Voting Opportunities	33
Voting Times	33
Counting Ballots	33
Conduct at Voting Places	33
Candidate Conduct	34
Scrutineer Conduct	34
After General Voting Day	35
Announcing Results	35
Judicial Recount	35
Breaking Ties	36
Invalid Election	36
Oath of Office	36
Taking Office	37
Campaign Financing	38
Campaign Period Expense Limits	38
Campaign Contribution Limits	38
Elections BC Officials' Authority	38
Glossary	40
Appendix A: Local Election Partner Roles and Responsibilities	49
Appendix B: 2022 General Local Elections Key Dates	51
Appendix C: Elections BC and Local Chief Election Officer Questions and Answers	54

Key Contacts

Ministry of Municipal Affairs

Contact the Ministry of Municipal Affairs (Ministry) for answers to questions about the material contained in this guide. Ministry staff can also provide additional information about local elections administration in British Columbia.

Ministry of Municipal Affairs

Governance and Structure Branch

PO Box 9839 Stn. Prov. Govt.

Victoria, BC V8W 9T1

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

Elections BC

Contact Elections BC for answers to questions about elector organization registration, election advertising, third party sponsors or campaign financing (including campaign contribution and expense limits).

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661 8683 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca>

Ministry of Education and Child Care

Contact the Ministry of Education and Child Care for answers to questions about school trustee elections and the *School Act*.

Ministry of Education and Child Care

Education Policy Branch

Phone: 250 387-8037

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

Website: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

Service BC Contact Centre (Enquiry BC)

Contact the Service BC Contact Centre (Enquiry BC) for answers to questions about Provincial Government programs and services.

Service BC Contact Centre (Enquiry BC)

In Victoria call: 250 387-6121

In Vancouver call: 604 660-2421

Elsewhere in B.C. call: 1 800 663-7867

Outside B.C.: 604 660-2421

Email: EnquiryBC@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/home/get-help-with-government-services>

Municipal and Regional District Information

Contact CivicInfoBC for local elections statistics, election results and local government mailing addresses, telephone numbers, email addresses and websites.

CivicInfoBC

Phone: 250 383-4898

Email: info@civicinfo.bc.ca

Website: www.civicinfo.bc.ca/directories

Other Resources

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. Statutes and Regulations is updated continually as new and amended laws come into force.

Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at: www.bclaws.ca

NOTE: The Province of British Columbia does not warrant the accuracy or the completeness of the electronic version of the B.C. Statutes and Regulations available online at BC Laws.

Elections Legislation

Printed versions of local elections legislation including the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available at public libraries in communities throughout British Columbia. Printed versions of the Acts are also available from Crown Publications, Queens Printer for British Columbia at:

Crown Publications: Queen's Printer for British Columbia

563 Superior Street

Victoria, BC V8V 0C5

Phone: 250 387-6409

Toll Free: 1 800 663-6105

Fax: 250 387-1120

E-mail address: crownpub@gov.bc.ca

Website: www.crownpub.bc.ca/

Educational Materials

The Ministry of Municipal Affairs, Elections BC, the Union of B.C. Municipalities, the Ministry of Education and Child Care, and the BC School Trustees Association collaborated to produce educational materials and guides for the 2022 general local elections.

The Ministry of Municipal Affairs' educational materials are available online at: www.gov.bc.ca/localelections

- Candidate's Guide to Local Elections in B.C.
- Elector Organization Guide to Local Elections in B.C. (Booklet)
- General Local Elections 101 (Brochure)
- Scrutineer's Guide to General Local Elections (Booklet)
- Supporting a Candidate for Local Elections in B.C. (Brochure)
- Thinking About Running for Local Office? (Brochure)
- Voter's Guide for Electors Living on Reserve (Brochure)
- Voter's Guide to Local Elections in B.C. (Brochure available in: Chinese-Simplified; Chinese-Traditional; English; Farsi; French; Korean; and, Punjabi)
- What Every Candidate Needs to Know (Brochure)

Candidates in elections conducted by the City of Vancouver must refer to the *Vancouver Charter* and its regulations for specific provisions regarding the City of Vancouver general local election.

Educational materials developed by Elections BC are available online at: <https://elections.bc.ca/local-elections/forms-and-guides/local-guides/>

- Elector Organization Annual Financial Report Completion Guide
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.
- Guide to Elector Organization Registration
- Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents
- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents

Fact Sheets

- Administrative monetary penalties
- Candidate quick reference sheet
- Elector organization quick reference sheet
- Election advertising
- Endorsed candidates and elector organizations
- Fundraising functions
- Shared election expenses
- Third party sponsor quick reference sheet

Educational materials developed by the Ministry of Education and Child Care are available online at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

- School Trustee Election Procedures in British Columbia

Educational materials developed by the BC School Trustees Association are available online at: <https://bcsta.org/resources-and-services/trustee-elections/>

- BCSTA Guide to School Trustee Candidates

Disclaimer

The information contained in the *Candidate's Guide to Local Elections in B.C.* (guide) is provided as general reference and while all attempts have been made to ensure the accuracy of the material – the guide is not a substitute for provincial legislation.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for specific election-related provisions and requirements within the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act*.

NOTE: The *Candidate's Guide to Local Elections in B.C.* was prepared to help candidates understand the electoral process and legislation regarding local elections in British Columbia. Each candidate must refer to the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the *Offence Act* for specific provisions related to local elections.

Terms in **boldface** font are further explained in the Glossary.

New Elections Legislation – Shared Roles and Responsibilities

The *Local Elections Campaign Financing Act* – enacted in 2014 – was created to enhance campaign financing rules and ensure greater accountability and transparency in local elections.

The *Local Elections Campaign Financing Act* separates the rules that regulate election advertising, campaign contribution and election expense limits and campaign financing disclosure from the more procedural rules that apply generally to local elections.

In 2021, the *Local Elections Campaign Financing Act* was amended to:

- establish a pre-campaign period that lengthens the time election advertising is regulated from 29 to 89 days. During the pre-campaign period election advertising, such as billboards or commercials, must include sponsorship information;
- require elector organizations to register with Elections BC before accepting a campaign contribution, incurring an election expense or endorsing a candidate; and,
- provide Elections BC with additional investigative and enforcement tools to ensure compliance with the campaign financing and advertising rules in the *Local Elections Campaign Financing Act*. Elections BC can issue monetary penalties for a wide range of contraventions, including exceeding campaign contribution limits or expense limits.

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 campaign financing and advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

Chief Election Officers appointed by local governments continue to be responsible for local government elections administration, including receiving nomination documents, declaring **candidates**, administering voting opportunities, counting ballots and declaring election results.

Chief Election Officers also work with Elections BC to monitor compliance with election advertising rules and may assist Elections BC to address incidents of non-compliance. In this way, the practical, on the ground presence and knowledge of Chief Election Officers has been combined with the expertise of Elections BC to create an effective approach to administering the local elections campaign financing and election advertising rules.

See Appendix A for more information about local election partner roles and responsibilities.

Candidates must be familiar with the *Local Elections Campaign Financing Act* and its requirements. The *Local Elections Campaign Financing Act* is available online at BC Laws (www.bclaws.ca).

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#), the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#), the [Guide for Local Elections Third Party Sponsors in B.C.](#) and the [Guide to Elector Organization Registration](#) for detailed information and instructions about registration, the campaign financing disclosure process and requirements and rules related to third party sponsors.

Introduction

Local elections are the foundation of democratic local governments in British Columbia (B.C.).

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, and the business community – **municipal councils, regional district boards, boards of education, Islands Trust, local community commissions, specified parks boards** and other local bodies influence jobs, create safe communities for British Columbians and shape the long-term vision for their community.

The local elections process enables residents and property owners to determine the body of individuals who will make decisions and govern on their behalf following **general voting day**.

Local governments (**municipalities** and **regional districts**) have roles that include:

- acting as a political forum through which citizens, families and business owners within the local community express their collective vision; and,
- providing services and programs to the community.

General local elections for **mayors, councillors, electoral area directors, school trustees, Islands Trust local trustees, local community commissioners** and **specified parks board commissioners** in B.C. are held every four years.

Local governments hold **by-elections** to fill council and regional district board vacancies that occur between **general local elections**.

The *Candidate's Guide to Local Elections in B.C.* (guide) provides those considering running for elected office, **candidates**, election officials, **financial agents** and the general public with comprehensive, detailed information about the local elections process.

The guide provides: general information about local elections in B.C.; the key participants in local elections (e.g., electors, candidates, candidate representatives, **third party sponsors** and **elector organizations**); the key administrators in local elections (e.g., local government election officials and **Elections BC**); elected officials' responsibilities; and, who is qualified to run for office.

The major elements of the local elections process – the call for nominations; **election campaigns**; candidate representatives; what happens on general voting day; and, how successful candidates take office are also described in the guide.

The guide focuses primarily on candidates for **municipal councils** and **regional district boards**; however, the information in the guide may also be applicable to candidates for the **Islands Trust Council, local community commissions** and **specified parks boards**.

Elections BC has published the [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#), the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#), the [Guide for Local Elections Third Party Sponsors in B.C.](#) and the [Guide to Elector Organization Registration](#) that describe the campaign financing and election advertising rules and disclosure requirements.

General local elections will be held on **Saturday, October 15, 2022**.

The [School Trustee Election Procedures in British Columbia, for School Trustees](#) has been published by the Ministry of Education and Child Care and is available online.

Local Elections Generally

Local Government Act – sections 59, 65, 66, 92 and 104–110
Local Elections Campaign Financing Act – sections 17, 31–41 and 73–79

An election bylaw enables a municipal council or regional district board to make decisions about election administration, such as whether: voting machines will be used; mail ballot voting will be available; additional advance voting opportunities will be offered; voter registration will be conducted in advance or on voting day only; and/or, nomination deposits will be required.

Each local government (**municipality** and **regional district**) is responsible for running its own **local election**. Local governments may also run school trustee elections on behalf of **boards of education**.

Municipal councils and regional district boards appoint a **Chief Election Officer** to run the local election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, the *Offence Act* and the local government's **election bylaw**.

The elections legislation contains provisions that must be consistently applied to all local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct elections in a manner that suits local circumstances (e.g., using the Provincial Voters List, and/or drawing by lot to break a tie between two or more candidates).

Voting Opportunities

General voting day is usually the most publicized or widely known voting opportunity **resident electors** and **non-resident property electors** have to cast their ballot in local elections.

An **advance voting opportunity** must also be available whereby eligible **electors** may cast their ballot in local elections. Two other types of voting opportunities may also be available to eligible electors: special voting; and, mail ballot voting.

Local governments have the authority to increase **elector** access to the voting process by offering mail ballot voting (to all electors) and holding additional voting opportunities for their citizens. Providing for mail ballot voting and increasing the number of voting opportunities may positively impact voter turnout and increase overall access to the electoral process.

General Voting Day

General voting day is the primary opportunity for **candidates** seeking office as a **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner** or **specified parks board commissioner** to be elected to office by eligible electors. Voting places are open from 8:00 a.m. to 8:00 p.m. local time on general voting day.

Advance Voting

An **advance voting opportunity** must be held 10 days prior to general voting day. This required advance voting day allows eligible electors who may not otherwise be able to vote on general voting day to cast their ballot. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.

Local governments may set out in their election bylaws whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the required additional advance voting opportunity will be waived.

See Appendix B for other key dates in the 2022 general local elections.

General voting day for the 2022 general local elections is **October 15**.

The required advance voting opportunity for the 2022 general local election is **October 5**.

Special Voting

Special voting opportunities may be held in any location – inside or outside the local government boundary – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots during local elections.

Special voting opportunities are generally held in hospitals, long-term care facilities or other locations where electors' mobility may be impaired. Only designated **electors** are eligible to vote at special voting opportunities – for example, a local government may decide only patients and staff would be entitled to vote during a special voting opportunity held at a hospital.

Mail Ballot Voting

Mail ballot voting provides *all* electors who are unable to attend a special, advance or general voting opportunity the ability to vote in local elections. Local governments must have provided for mail ballot voting in their election bylaw.

Key Participants

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

Electors

The right to vote in local elections is conferred on **resident electors** and **non-resident property electors**.

Resident electors are those people that may be eligible to vote in local elections based on where they reside. Non-resident property electors are those people that reside in one **jurisdiction** and own property in a different jurisdiction where they can also vote if they are eligible.

A resident elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- be a resident of the **jurisdiction** when registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election or be otherwise disqualified by law.

A non-resident property elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- have owned real property in the **jurisdiction** for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election or be otherwise disqualified by law.

Electors may not cast their ballot on the Internet or by telephone.

New or amended election bylaws must be adopted by **July 4, 2022** in order to be in effect for the 2022 general local elections.

Refer to the [Local Government Act, s.67](#) for the rules for determining B.C. residency.

An elector must have been a B.C. resident prior to **April 14, 2022** in order to register to vote on general voting day.

Further information about scrutineers is available in the [Scrutineers Guide to Local Elections in B.C.](#)

Candidates

A candidate is an individual seeking election as a **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner or specified parks board commissioner** within a **municipality, regional district electoral area**, Trust area, community commission area or specified parks board jurisdiction.

A candidate must have been nominated by eligible electors and have been declared a candidate by the **Chief Election Officer** in order to run for elected office.

Financial Agents

A financial agent is a representative that candidates are legally required to have during an election campaign. The financial agent is legally responsible for ensuring that the financial aspects of the candidate's election campaign comply with the *Local Elections Campaign Financing Act*.

Financial agents have a number of obligations under the *Local Elections Campaign Financing Act*, including opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions; and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

A candidate is their own financial agent unless they appoint another individual to the position. The appointment of a financial agent by a candidate must be made in writing and the person must consent to the appointment.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may act as a campaign manager or spokesperson or be the point of contact for the people helping on a candidate's election campaign.

Scrutineers

Scrutineers represent candidates at advance, special and general voting opportunities and observe voting procedures and scrutinize the ballot-counting process after the close of voting on general voting day. Scrutineers are also known as "candidate representatives" in provincial legislation.

Volunteers

Volunteers are individuals who provide services, such as preparing and distributing flyers, canvassing, phoning eligible voters, handling logistics and taking on other election campaign-related activities. Candidates and elector organizations may enlist volunteer services.

A volunteer must not receive any payment or remuneration for their services.

Contact Elections BC by phone at: 250 387-5305 or elsewhere in B.C. call: 1 800 661-8683 (Toll-free) or by email at: electoral.finance@elections.bc.ca for answers to questions about being a volunteer for an election campaign.

Third Party Sponsors

A third party sponsor is an individual or organization that sponsors election advertising independently from candidates and elector organizations.

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the **campaign period**, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization. Third party sponsors must register with Elections BC before conducting advertising during the **pre-campaign** and campaign periods.

Refer to Elections BC's [Guide for Local Elections Third Party Sponsors in B.C.](#) for more information about third party sponsors.

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in local elections. Elector organizations may be referred to as "civic political parties."

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

Elector organizations must register with Elections BC and comply with the contribution and expense limits as well as the campaign financing disclosure requirements under the *Local Elections Campaign Financing Act*. Elector organizations must also file annual financial reports about their financial activities outside of election years with Elections BC.

Refer to the [Elector Organization Guide to Local Elections in B.C.](#) for more information about elector organizations.

Key Election Administrators

Local governments and **Elections BC** administer local elections in B.C.

Election Officials

Municipal councils and **regional district boards** appoint a **Chief Election Officer** to administer local elections. The Chief Election Officer may be a senior local government employee (e.g., **Corporate Officer**) or a private contractor hired to conduct the election on the local government's behalf.

Generally, Chief Election Officers are responsible for overseeing all local election administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. The Chief Election Officer is also responsible for training the Deputy Chief Election Officer, Presiding Election Officials and any additional election officials required to conduct local elections.

The Chief Election Officer must conduct the election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, the *Offence Act* and the local government's **election bylaw**.

The *Local Elections Campaign Financing Act* refers to local Chief Election Officers as "local election officers." Local Chief Election Officers and local election officers perform the same role and function during local elections.

Elections BC

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 advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

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 also has the authority to conduct investigations of any matter that might contravene the *Local Elections Campaign Financing Act* and levy administrative monetary penalties for non-compliance with the *Local Elections Campaign Financing Act*.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#), the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#), the [Guide for Local Elections Third Party Sponsors in B.C.](#) and the [Guide to Elector Organization Registration](#) for more information about campaign financing and third party advertising rules.

B.C. CHIEF ELECTORAL OFFICER

The B.C. Chief Electoral Officer's role is different from the Chief Election Officer's role. The *B.C. Chief Electoral Officer* is an independent officer of the Legislature who oversees the provincial electoral process in B.C. The *Local Elections Campaign Financing Act* gives the B.C. Chief Electoral Officer the additional role of overseeing campaign financing and election advertising in local elections and ensuring compliance with the *Local Elections Campaign Financing Act*.

About Being an Elected Official

Local Government Act – sections 198-199, 204 and 207
Community Charter – sections 81, 119, 123 and 125
Vancouver Charter – sections 9, 139 and 145.1

There are responsibilities and restrictions prospective **candidates** may wish to consider before they decide to run for elected office – these include the term of office, time commitment, remuneration, voting, financial disclosure, privacy, ethics, responsible conduct and the respective roles of elected officials and local government staff.

Term of Office

Candidates elected in **general local elections** serve a four-year term. This term begins at the first **municipal council** or **regional district board** meeting following general local elections. The term ends immediately before the first council or regional district board meeting following the general local elections four years later.

Time Commitment

Holding local office can represent a significant time commitment. Councils usually hold one meeting every week or two and regional district boards generally hold one meeting each month. Elected officials are expected to be prepared for meetings so that they can participate in an informed way and contribute to collective decision-making.

Councillors and regional district board members may also sit on special committees, boards or commissions that may require additional meetings and time commitment, along with attending public hearings and community engagement activities.

Council may also appoint members to the regional district board based upon whom it believes best represents the municipality's regional interests. Candidates elected as **electoral area directors** and municipal council members who are appointed as **municipal directors** serve together on the regional district board. Councillors and electoral area directors may also serve on committees or commissions that require an additional time commitment to the regional district board.

Absences from Meetings

An elected official absent from meetings for 60 consecutive days or four consecutive regularly scheduled council or board meetings (whichever is longer) may be disqualified from office. This does not apply when the elected official has been absent because of illness or injury, when the municipal council or regional district board has given the individual permission to be absent or because the elected official is on a mandatory leave of absence.

Remuneration

Elected officials generally receive honouraria or other financial compensation while in elected office. Remuneration varies from community to community – in some communities, elected officials may be compensated for part-time hours and find they sometimes work full-time hours. Local governments have the legislative authority and are responsible for setting the remuneration for elected officials.

Prospective candidates may wish to contact the local government to determine the remuneration elected officials receive in a given community.

A mayor or councillor may be appointed to the regional district board.

The *Financial Disclosure Act* is administered by the Ministry of Attorney General. Refer to [Municipal officials – financial disclosure](#) for more information about ongoing financial disclosure.

Obligation to Vote

Every elected official present at a municipal council and regional district board meeting must vote “for” or “against” a motion. The official meeting record will show that those councillors or board members that did not expressly vote “yes” or “no” voted in favour of the motion. The only exception would be when an elected official has declared a conflict of interest related to the matter being voted upon – the elected official would then be prohibited from voting and must leave the meeting until after the vote had been taken.

Ongoing Financial Disclosure

Elected officials are required under the *Financial Disclosure Act* to file a **financial disclosure statement** at the time they submit nomination documents, each year while holding office and shortly after leaving office.

The *Financial Disclosure Act* disclosure statement details an elected official's corporate and personal holdings and must be available for public inspection.

Prospective candidates are required to file a financial disclosure statement at the time they submit nomination documents. The financial disclosure statement must be filed with the local government **Corporate Officer**. Failure to file a financial disclosure statement carries a penalty of up to \$10,000.

The *Financial Disclosure Act* disclosure statement is not the same as the candidate campaign financing disclosure statement required under the *Local Elections Campaign Financing Act* that each candidate must file after general local elections.

Privacy

Elected officials perform many of their duties in the public eye. Social media has increased the amount of exposure and feedback elected officials receive. As such, aspects of an elected official's life may become a matter of public interest and may result in a loss of privacy.

The Ethics of Elected Office

Elected officials are entrusted with significant decision-making authority. Mayors, councillors and regional district board members have a great deal of influence over, and responsibility for, the services and programs that citizens receive.

Elected officials must conduct themselves in an open, transparent and accountable manner and avoid situations that may bring their integrity or the integrity of the municipal council or the regional district board into question.

Responsible Conduct

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed. An elected official's relationships with their colleagues, local government staff and the public play a significant role in helping carry out their responsibilities.

Elected officials who demonstrate *integrity, accountability, respect, leadership and collaboration* with other elected officials and local government staff are essential to the effectiveness and success of a local government.

- *Integrity* means being honest and demonstrating strong ethical principles:
 - Upholding the public interest, serving citizens diligently to make decisions in the best interests of the community, and behaving in a manner that promotes public confidence in local government.
- *Accountability* means an obligation and willingness to accept responsibility or to account for one’s actions.
 - Being transparent in how an elected official individually, and a council/ board collectively, conducts business and carries out their duties; listening to and considering the opinions and needs of the community in all decision-making; and, allowing for discourse and feedback.
- *Respect* means having due regard for others’ perspectives, wishes, and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.
 - Treating every person, including other members of the council/board, staff and the public, with dignity, understanding and respect, and valuing the role of diverse perspectives and debate in decision-making.
- *Leadership and Collaboration* means an ability to lead, listen to and positively influence others; coming together to pursue a common goal through collective efforts.
 - Calmly facing challenges and providing considered direction on the issues of the day, while empowering colleagues and staff to do the same; creating space for open expression by others; taking responsibility for one’s own actions and reactions; and, accepting the decisions of the majority.

Further information about [responsible conduct](#) and expectations for B.C.’s locally elected officials is available online.

Many local governments across B.C. utilize various tools to support responsible conduct including code of conduct bylaws, procedure bylaws and WorkSafeBC harassment and anti-bullying policies.

Characteristics of an Effective Locally Elected Official

The most effective locally elected officials:

- **DILIGENT** – are prepared for meetings, ask questions and participate respectfully in discussions to contribute to a positive environment so that effective decisions can be made;
- **RESPONSIBLE** – understand the role of a locally elected official, and municipal council (council) and regional district board protocols and the legislative requirements that apply to locally elected officials, councils and regional district boards, and the local government system as a whole;
- **PROACTIVE** – address community and council and regional district 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 regional district 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,

A council or regional district board must decide whether to establish a code of conduct or, if one already exists, whether to update it within six months of the first regular council or board meeting following general local elections.

CONFLICT OF INTEREST

Local Government Act
section 205

Community Charter,
sections 100-109

Vancouver Charter,
sections 145.2-145.92

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

Codes of Conduct

Many local governments have created codes of conduct to assist elected officials to conduct themselves in an appropriate manner. A code of conduct is a set of rules outlining how elected officials must behave when carrying out their elected duties. Codes of conduct provide guidance in addition to the obligations elected officials have under legislation, bylaws, policies and other legal rules.

Codes of conduct can also promote a positive, ethics-focused organizational culture and create a shared understanding about the roles and responsibilities of locally elected officials and local government staff, and what they can and cannot do.

The guide [*Forging the Path to Responsible Conduct in Your Local Government*](#) provides further information about responsible conduct and codes of conduct.

There are new code of conduct requirements for local governments following the 2022 general local elections. Within six months of its first regular meeting following the general local elections, local governments will have to consider whether to establish a code of conduct or, if one already exists, whether to update it.

If a local government decides not to establish or review a code of conduct, it will have to make available, upon request, a statement respecting the reasons for its decision.

Conflict of Interest and Other Ethical Standards

Disclosure of Conflict

The *Community Charter* conflict of interest rules set out that locally elected officials who have a financial (pecuniary) interest in a matter that will be discussed or voted upon at a municipal council or regional district board meeting must declare that interest in the matter. Following their declaration, they may not participate in discussions, vote or exercise influence on that matter.

Elected officials must not vote on, or participate in discussions about, any matters where they have a direct or indirect financial interest that is not shared with the broader community.

Municipal councils or regional district board members who believe they have a financial interest in a matter under discussion, must:

- declare their interest in the matter;
- withdraw from the meeting;
- not participate in the discussion or vote; and,
- not attempt to influence, in any way, the voting of other elected officials on the matter.

An elected official who has a direct or indirect financial interest in a matter and has participated in discussions or attempted to influence the vote or votes on the matter, may be disqualified from office.

Given that conflict of interest is complex and dependent on the particular facts in a given circumstance, conflict of interest can only be decided by the courts; ultimately the courts have the expertise to apply the law to the facts of a specific situation.

If an elected official was unsure about whether they were in a conflict of interest, it would be best for that elected official to seek independent legal advice.

SCENARIO – CONTRACTUAL CONFLICT?

Aaron Michaels owns Arrow Landscaping, a local gardening and landscaping company – he is also a municipal councillor.

Arrow Landscaping holds a contract with a nearby municipality and does not currently have a contract with the municipality where Aaron is a councillor – although the company did submit a bid the last time there was a request for tenders.

The current municipal landscaping contract is about to expire, and council is considering whether to extend the current contract or put the contract out to tender.

Councillor Michaels has a *direct and/or indirect financial interest* in this matter and is likely to be in a conflict of interest if Councillor Michaels participated in any discussions or votes related to the landscaping contract.

Councillor Michaels would have a *direct financial interest* if Arrow Landscaping submitted a bid for the municipal landscaping contract. If only a small number of landscaping companies operate in the region, Councillor Michaels also has an *indirect financial interest* in decisions that affect the companies that compete with Arrow Landscaping for business – even if Arrow Landscaping did not submit a bid to provide services to the municipality.

Councillor Michaels must inform council about his connection to the contract and excuse himself from further debate and discussion by leaving the room until the council moves on to another topic, to avoid any perception of influencing or affecting council's decision.

Inside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation, or action to be made or taken on a matter at a council or committee meeting, or by officers and employees of the local government. For example, a councillor would likely be in contravention of the inside influence restriction if they lobbied the municipal approving officer regarding an application to subdivide land owned by that councillor.

Outside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation, or other action to be made or taken on a matter by any other person or body. For example, a councillor would likely be in contravention of the outside influence restriction if they lobbied a provincial regulator on behalf of a business partner using the municipality's letterhead in correspondence with the provincial regulator.

Accepting Gifts

Elected officials must not accept a fee, gift or other personal benefit that is directly connected to the performance of their duties as a municipal council or regional district board member. Elected officials may, however, accept gifts or other personal benefits received as a matter of social obligations or protocol related to their position (such as a gift from a visiting delegation from another government) and compensation authorized by law.

An elected official who received such a gift must file a disclosure statement with the local government **Corporate Officer**. The statement must include: the nature of the gift; its source; when it was received; and, the circumstances under which it was given and received. The statement must be filed as soon as possible after the gift was received.

Disclosure of Contracts

Elected officials must publicly disclose any contract in which they have a monetary interest. This requirement applies to contracts between the local government and elected official, as well as to contracts between the local government and persons or companies with whom the elected official is connected. For example, this would include contracts with a company in which the elected official is a director, officer, significant shareholder or senior employee.

Use of Insider Information

An elected official must not use information that is not otherwise available to the general public for gaining or furthering a monetary interest. The *Community Charter* does not specify a time limit for this restriction. As such, the restriction applies indefinitely – or until the information is made available by the municipal council or regional district board to the general public.

Voting for an Illegal Expenditure

Elected officials must not vote for a bylaw or resolution authorizing the expenditure, investment, or other use of money contrary to the *Community Charter*, *Local Government Act*, or the *Vancouver Charter*.

Consequences

Elected officials who contravene any of the conflict of interest provisions may be disqualified from holding office and may be required to pay the local government for any financial gain as a result of the contravention.

Confidentiality

Past and present elected officials are required to keep confidential information private until such time as that information is made publicly available by the municipal council or regional district board.

Information contained in records that have not been released to the public, and information discussed in closed meetings must be kept confidential until that information is released in an open meeting. A local government may recover any damages that result from an elected official, or former elected official, who intentionally disclosed confidential information.

Elected Officials and Local Government Staff

Elected officials perform a role that is distinct from the role of the Chief Administrative Officer, or **Corporate Officer**, and other local government staff. Elected officials are decision-makers and set strategic policies and priorities for the municipality or regional district – they do not implement policies and decisions or otherwise administer the local government.

Local government staff (e.g., Chief Administrative Officer and Corporate Officer) are responsible for implementing municipal council or regional district board decisions and providing advice to elected officials. The Chief Administrative Officer or Corporate Officer is the primary point of contact between elected officials and local government staff (e.g., land use planners, bylaw enforcement officers, public works staff) employed by the municipality or regional district.

Elected officials do not have regular contact with local government staff, nor do elected officials perform, or supervise, the roles or duties assigned to local government staff. An elected official *must not* interfere with, hinder, or obstruct the work of local government officers or employees.

Elected officials are not authorized to fulfill local government staff roles or duties.

Who May Run For Office

A person who has not been disqualified from seeking or holding elected office may become a **candidate** in local elections.

A candidate for **mayor, councillor, or electoral area director** must:

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

Prospective candidates for local office must be nominated by at least two eligible electors from the jurisdiction where the person is seeking election. Local governments may require 10 or 25 nominators for each prospective candidate.

Local Government Employees

Local government staff (e.g., officers and employees), who wish to run for office in the local government where they work must take a leave of absence in order to run and they must resign if elected.

The requirement for a salaried employee to take a leave of absence and resign if successfully elected may apply in the following circumstances, a:

- municipal employee running for elected office in the municipality in which they are employed;
- municipal employee seeking to be elected as an electoral area director for the regional district of which their municipal employer is a member;
- regional district employee seeking to be elected as a member of the board of the regional district in which they are employed; and,
- regional district employee seeking to be elected as the mayor or councillor of a municipality that is a member of the regional district.

An employee who was not successful in their bid for local elected office would then return to the job from which they took the required leave of absence.

Local Government Volunteers

Generally, volunteers who do not receive monetary compensation for services provided to a local government are not “employees” for election purposes and would not be required to take a leave of absence or resign if elected.

A person may still be considered a volunteer if they are compensated for the requirements set out in the [Volunteer Eligibility for Office Regulation](#).

Prospective candidates must have been a B.C. resident prior to **March 8, 2022** to be eligible to run in the 2022 general local elections.

Local government employees must take a leave of absence to run for elected office and must resign from their position if elected.

Further information about local government employees, local government volunteers, B.C. Public Service employees and Federal Government employees eligibility to run for office is [available online](#).

The requirement that a volunteer who received monetary compensation from the local government may need to take a leave of absence and resign if successfully elected will likely apply in the following circumstances:

- a paid municipal volunteer must take a leave of absence (and resign when elected) in order to run for and hold office in the municipality where they are volunteering;
- a paid municipal volunteer must take a leave of absence (and resign when elected) in order to run for and hold office in the regional district where the municipality is a member;
- a paid regional district volunteer must take a leave of absence (and resign when elected) in order to run for and hold office in a member municipality; and,
- a paid regional district volunteer must take a leave of absence (and resign if elected) in order to run for and hold office in an electoral area within the Regional District in which they serve.

B.C. Public Service Employees

B.C. Public Service employees may seek nomination as a candidate in local elections. The duties of elected office must not affect the employee's normal working hours and there must not be a conflict of interest between the employee's duties as an elected official and their duties as a B.C. Public Service employee.

Federal Employees

Federal public service employees may seek nomination as a candidate in local elections after they obtain permission from the Public Service Commission of Canada (PSC).

Federal employees must not be declared a candidate or undertake any candidacy-related activities unless they have first obtained permission from the PSC. The PSC may grant permission, with or without conditions, when it is satisfied that seeking nomination as, or being, a candidate will not impair or be perceived as impairing an employee's ability to perform their job-related duties in a politically impartial manner.

Visit: <https://www.canada.ca/en/public-service-commission.html> under the "Political Activities" section, or contact the PSC at 1 866 707-7152 (Toll-free), or by e-mail at cfp.activitespolitiques-politicalactivities.psc@canada.ca for further information.

Members of the Legislative Assembly of B.C. (MLAs) may seek nomination as a candidate in local elections. MLAs may hold office both provincially and locally, as long as the person can fulfill the duties of both offices.

Who May Not Run For Office

A person is not eligible to run as a candidate for any local government office if they:

- have been convicted of an indictable offence and are disqualified from the date of the conviction until the date on which they are sentenced;
- have been convicted of and sentenced for an indictable offence and are in custody;
- have been found guilty of an election offence, such as intimidation or vote-buying or other election offence, and are prohibited from holding office;
- are judges of the Provincial Court, Supreme Court or Court of Appeal;
- are involuntarily confined to a psychiatric facility or other institution;
- have been disqualified for specified reasons such as, failing to:
 - file a campaign financing disclosure statement in a previous election;
 - make an oath of office; or,
 - attend local government meetings in the manner and frequency required by the *Community Charter*; or,
- have been disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, elected to or holding office under the *Local Government Act* or be otherwise disqualified by law.

The nomination period for the 2022 general local elections begins at 9:00 a.m. local time on **August 30** and ends at 4:00 p.m. local time on **September 9**.

The declaration of candidates for the 2022 general local elections takes place at 4:00 p.m. local time on **September 9**.

The nomination period for the 2022 general local elections may be extended until 4:00 p.m. local time on **September 12**.

Nomination Period and Declaration of Candidates

The nomination period is the only time during which the **Chief Election Officer** is permitted to accept nomination documents and deposits (where applicable) from nominees for office. The nomination period begins at 9:00 a.m. local time on the 46th day before general voting day and ends at 4:00 p.m. local time on the 36th day before general voting day.

The Chief Election Officer is required to publish notice about the nomination period that includes: the offices for which candidates are to be elected; the dates, times and places at which nominations will be received; and, how interested persons can obtain information about the requirements and procedures for making a nomination.

It is the nominee's responsibility to ensure all the required information in the nomination documents are submitted to the Chief Election Officer (or designate) by the deadline and that the information is accurate and complete. A nominee officially becomes a **candidate** when they have submitted all the required information in the nomination documents and have been subsequently declared a candidate by the Chief Election Officer.

The Chief Election Officer officially declares the nominees who have met the candidacy requirements and have become candidates for the local government election after the end of the nomination period.

The Chief Election Officer may extend the nomination period until 4:00 p.m. local time on the third day after the end of the nomination period when there are fewer candidates than positions to be elected. Any subsequent nominees would be declared candidates at that time.

See Appendix B: 2022 General Local Elections Key Dates for other key election dates.

Who May Nominate

Prospective candidates for local office must be nominated by at least two eligible electors from the local government where the person is seeking election. Local governments have the ability to require, by bylaw, two, 10, or, in **jurisdictions** with populations greater than 5,000, 25 nominators for each prospective candidate.

A nominator must be eligible to vote in the jurisdiction as a **resident elector** or as a **non-resident property elector**. To nominate a candidate for local office, the nominator must:

- be 18 years of age or older when they register to vote or will be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of B.C. for at least six months before registering to vote;
- be a resident in the municipality or electoral area for which the nomination is being made, or in the case of a non-property resident property elector, own real property in the municipality or electoral area, for 30 days immediately before the day of registration; and,

- not be disqualified under the *Local Government Act* or any other enactment from voting in an election or be otherwise disqualified by law.

Prospective candidates may wish to consider having more nominators than are required by the local government in case one or more nominators is determined to be ineligible.

Endorsement by an Elector Organization

A registered **elector organization** can endorse a candidate on the ballot by submitting all the required information in the **endorsement** documents to the Chief Election Officer and Elections BC during the nomination period.

Only elector organizations registered with Elections BC can file endorsement documents, receive campaign contributions and incur election expenses.

The elector organization must have a membership of at least 50 eligible electors (either resident electors or non-resident property electors) at the time it submits registration information to Elections BC.

An elector organization cannot endorse more candidates in an election than there are offices to be filled, and a candidate can only be endorsed by one elector organization. Candidates endorsed by elector organizations must indicate their consent to the endorsement by providing their signature as part of the endorsement documents submitted to the Chief Election Officer and Elections BC by the elector organization.

Refer to the [Elector Organization Guide to Local Elections in B.C.](#) and the [Guide to Elector Organization Registration](#) for more information about elector organization endorsements.

Nomination Documents

Nomination documents are generally available from local government offices during regular business hours two to four weeks before the nomination period begins and remain available until the nomination period ends.

Nomination documents must be submitted in writing to the Chief Election Officer – or a person designated by the Chief Election Officer and must include the following:

- the person’s full name (first, middle, last);
- the person’s usual name, if it is different from their full name and they would rather have that name appear on the ballot – e.g., Catherine instead of Cathy;
- the office for which the person is nominated (e.g., mayor, councillor, or electoral area director);
- the person’s residential address;
- the person’s mailing address, if different from their residential address;
- the names and residential addresses of nominators, and, if one or more of the nominators is a non-resident property elector, the address of the property owned by the nominator(s) in the jurisdiction; and,
- a statement signed by each nominator that, to the best of their knowledge, the person is qualified to hold local government office in British Columbia.

Contact the Chief Election Officer to determine the number of nominators required by the local government. Local government contact information is available from [CivicInfoBC](#).

Deadline for elector organizations to register with Elections BC is **August 2, 2022**.

Do not put additional information on nomination documents (e.g., personal information not required by legislation).

Nominees must be aware of, understand and intend to comply with the *Local Elections Campaign Financing Act*.

Original copies of documents submitted by fax or email must be submitted to the Chief Election Officer by 4:00 p.m. local time on **September 16** for the 2022 general local elections.

The nomination documents must also include supporting information that demonstrates the person's consent and preparedness to run in general local elections, including:

- the person's written consent to the nomination;
- the person's financial disclosure statement, as required by section 2(1) of the *Financial Disclosure Act*;
- a signed declaration that either the person is acting as their own financial agent, or identifying the individual they have appointed as their financial agent;
- the person's **solemn declaration** that:
 - they are qualified to be nominated for office;
 - the information provided in the nomination documents is true;
 - they fully intend to accept the office if elected; and,
 - they are aware of the *Local Elections Campaign Financing Act*, understand the requirements and restrictions under the *Local Elections Campaign Financing Act* and intend to comply with the *Local Elections Campaign Financing Act*.

Nomination documents can be submitted to the Chief Election Officer, or other person designated for that purpose, in person, by mail, fax or email. The Chief Election Officer must receive original copies of any documents submitted by fax or email by 4:00 p.m. local time on the 29th day before general voting day. The nomination is not valid if the original nomination documents are not received by the deadline.

Any changes to the nomination document information that take place after the election results have been declared must be sent directly to Elections BC.

Standardized nomination forms are available from local governments across B.C.

SOLEMN DECLARATIONS

Candidates must make a number of "solemn declarations." **Solemn declarations** require the person making the declaration to attest to the truthfulness of a given statement – such as that a candidate is aware of certain legislative requirements or intends to take office if elected.

Solemn declarations are legal statements and the person making the declaration is responsible for ensuring that they are making true and accurate solemn declarations. A person who made a false or misleading solemn declaration has committed an election offence and is subject to penalties including fines of up to \$5,000 and/or imprisonment for up to one year.

Prospective candidates can make the required solemn declarations with a Commissioner for Taking Affidavits for B.C. (e.g., lawyer, notary public) or make a declaration before the Chief Election Officer when the prospective candidate submits their nomination documents to the Chief Election Officer or other person designated for that purpose.

Nomination Deposits

Local governments may require prospective candidates to pay a refundable nomination deposit of up to \$100 when they submit their nomination documents – the deposits are fully refunded when candidates file their campaign financing disclosure statement with Elections BC within 90 days following local elections.

The nomination deposit is refunded by the local government when a nominee withdraws their candidacy before the nomination period ends. The refund is returned after the nomination period closes.

Contact the Chief Election Officer to determine if a nomination deposit is required by the local government.

Challenge of Nomination

Nomination documents are available for public inspection in local government offices during regular office hours from the time they have been submitted until 30 days after the election results have been declared. Local governments may, by bylaw, choose to make the documents available during all or part of the time period. They may also choose to make the documents available to the public via other means, including on the Internet.

A person who inspects or accesses nomination documents must only use the information they contain for purposes related to:

- local election activities;
- the conflict of interest provisions in the *Community Charter, Vancouver Charter, and/or School Act*;
- the disqualification provisions in the *Local Government Act, Local Elections Campaign Financing Act, Community Charter and/or Vancouver Charter*; and/or,
- provisions in the *Freedom of Information and Protection of Privacy Act*.

An eligible **elector**, another nominee for office or the Chief Election Officer can challenge a prospective candidate's nomination when they believe the nomination documents are incorrect or the person is not otherwise eligible to be nominated for office. Nomination challenges must be made through an application to the Provincial Court.

The Provincial Court accepts challenges to nominations from the time the nomination documents were submitted to the Chief Election Officer (or their designate) until 4:00 p.m. local time on the fourth day after the nomination period ends. The application must briefly set out the facts upon which the challenge is based and be supported by an affidavit signed by the challenger. The Provincial Court is required to hear the challenge and make a ruling within 72 hours of the challenge period ending.

A prospective candidate whose nomination has been challenged is entitled to immediate notification of the challenge. They must receive a copy of the challenge of nomination application and the date and time of the Provincial Court hearing within 24 hours of the application being submitted to the Provincial Court. The prospective candidate is also entitled to an opportunity to prove their eligibility to be nominated for elected office. The Provincial Court decision on the challenge of nomination is final and may not be appealed.

Nomination documents for the 2022 general local elections are available for public inspection until **November 18** if the official election results were declared on **October 19**.

Challenges to nominations for the 2022 general local elections can be submitted until 4:00 p.m. local time on **September 13**. The Provincial Court is required to hear the challenge and make a ruling by 4:00 p.m. local time on **September 16**.

Nominees for the 2022 general local elections may withdraw their candidacy until 4:00 p.m. local time on **September 16**.

Prospective candidates are not required to file candidate disclosure documents for the 2022 general local elections if they withdraw before 4:00 p.m. local time on **September 16**.

Withdrawing a Nomination

Prospective candidates may reconsider and withdraw their candidacy during the nomination period and for seven days following the close of nominations. The prospective candidate must provide written notice of their withdrawal to the Chief Election Officer, and the Chief Election Officer must then remove the prospective candidate's name from the ballot.

A prospective candidate may still withdraw their candidacy after the deadline by giving written notice to the Chief Election Officer. The Minister responsible for local government must approve the withdrawal before the Chief Election Officer can remove the prospective candidate's name from the ballot. The Minister is not obligated to approve the prospective candidate's withdrawal.

Any candidates who have withdrawn from **general local elections** after candidates have been declared by the Chief Election Officer are required to file a campaign financing disclosure statement with Elections BC – even if they received no campaign contributions and incurred no election expenses.

Candidates who fail to file a campaign financing disclosure statement, or do not obtain a Supreme Court order for relief from the obligation to file, forfeit their nomination deposit to the local government, are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections and potentially face additional penalties. A candidate declared elected also loses their seat and the seat then becomes vacant.

Campaign financing disclosure statements are not required when a prospective candidate withdraws before the declaration of candidates. Any nomination deposit paid by the prospective candidate is returned after the nomination period ends.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) for more information about campaign financing disclosure.

What are Election Campaigns?

An **election campaign** is a connected series of actions (e.g., advertising, canvassing, meetings and speeches) for the purpose of electing a **candidate** or a group of candidates to a **municipal council** or **regional district board**.

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

- public appearances and speeches;
- advertisements on television, radio, the Internet and social media (e.g., Facebook, Twitter, YouTube), in newspapers and in magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

An election campaign may be undertaken by a candidate or an elector organization during local elections. In some cases, candidates and elector organizations may work together on an election campaign where the elector organization has endorsed the candidate; in other cases, a group of candidates who are not endorsed by an elector organization may choose to work together to share costs.

ELECTION PERIOD, PRE-CAMPAIGN PERIOD AND CAMPAIGN PERIOD

The **election period** for general local elections begins at the start of the calendar year (January 1) in which the general local elections will be held and ends at the start of the campaign period (28 days before general voting day).

The **pre-campaign period** for general local elections begins on the 89th day before general voting and ends at the start of the campaign period (28 days before general voting day).

The **campaign period** for general local elections begins on the 28th day before general voting day and ends on the close of general voting day.

There are a number of election financing rules, including recording and disclosure requirements that apply to candidates, elector organizations and third party sponsors during the election, pre-campaign and campaign periods.

Candidate Election Campaigns

Candidates generally direct their own election campaigns during local elections. Candidates may retain an election campaign manager and campaign **volunteers** to prepare and distribute flyers, call eligible voters, handle logistics and take on other election campaign-related activities. Candidates have considerable flexibility in organizing their election campaigns, provided they avoid committing election and/or campaign financing offences.

The election period for the 2022 general local elections begins on **January 1** and ends at midnight on **September 16**.

The pre-campaign period for the 2022 general local elections begins on **July 18** and ends at midnight on **September 16**.

The campaign period for the 2022 general local elections begins on **September 17** and ends on **October 15**.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) for more information about the election period, campaign period requirements, offences and penalties that apply to candidates.

Elector Organization Election Campaigns

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

Candidates and elector organizations may form mutually beneficial partnerships in order to realize a similar intended outcome – the election of the candidates endorsed by the elector organization.

Election campaigns for elector organizations are 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.

Elector organizations and candidates each direct their own separate election campaign; however, an endorsed candidate may decide not to run their own election campaign and instead rely solely on the elector organization to run campaign activities on the candidate's behalf.

Alternatively, a candidate and an elector organization may agree to run complementary campaigns in which both the candidate and the elector organization undertake election campaign activities designed to elect that candidate within a specific jurisdiction.

Refer to the [Elector Organization Guide to Local Elections in B.C.](#) for further information about elector organizations.

Campaign financing and election advertising rules apply to elector organization election campaigns. Every elector organization must appoint a **financial agent** to ensure the financial aspects of the election campaign are run in accordance with the *Local Elections Campaign Financing Act*.

All candidates endorsed by an elector organization must have a written campaign financing arrangement with the elector organization.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about the campaign financing rules, offences and penalties that apply to elector organizations.

Elector Organizations Must be Registered

Only elector organizations registered with Elections BC can file endorsement documents, receive campaign contributions and incur election expenses. For more information visit [Elections BC online](#).

Third Party Sponsor Advertising

A **third party sponsor** is an individual or organization that conducts election advertising independently from a candidate or elector organization campaign. Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization.

Third party sponsors are required to register with Elections BC before undertaking election advertising during the **pre-campaign** and **campaign periods**.

Refer to Elections BC's [Guide for Local Elections Third Party Sponsors in B.C.](#) for more information about the campaign financing rules, offences and penalties that apply to third party sponsors.

Key Election Campaign Activities

Key campaign activities may include a planned set of actions, events or initiatives (e.g., canvassing, telephone banks, events and advertising) designed to promote a candidate or a group of candidates and communicate their election platform to the electorate during an election campaign.

Campaign activities usually trigger campaign financing rules and candidates must ensure they are aware of and follow the rules. A candidate that has failed to follow campaign financing requirements may have committed an offence and may be subject to penalties.

Contact Elections BC by phone at: 250 387-5305 or elsewhere in B.C. call: 1 800 661-8683 (Toll-free) or by email at: electoral.finance@elections.bc.ca for detailed information about campaign financing rules.

LIST OF REGISTERED ELECTORS (VOTER'S LIST)

Each candidate is entitled to one free copy of a list of registered electors (voter's list) if one is used by the local government to register electors and conduct the local election. Additional copies may be available to candidates at a cost determined by the local government. A list of registered electors is not available if the local government only permits registration on voting day (same day registration).

The list of registered electors must only be used by candidates for election campaign-related purposes – such as door-knocking, canvassing voters, flyer distribution, and/or calling eligible voters to remind them to “get out and vote.”

A candidate must agree, in writing, that the information provided on the list of registered electors will only be used for election purposes before receiving a copy of the list. Contact the local government for more information about how to obtain a copy of the list of registered electors.

A candidate using the voter's list must treat the personal information it contains carefully. The list must be returned to the local government or otherwise destroyed following the local elections.

The list of registered electors cannot be made available to the elector organization that is endorsing a candidate.

Advertising Rules

New rules for third party sponsors are in effect for the 2022 general local elections. There are limits placed on sponsorship contributions made by eligible individuals to third party sponsors. For more information about [third party advertising rules](#) visit Elections BC online.

It is an election offence to transmit election advertising on general voting day.

Canvassing

Candidates and campaign **volunteers** may canvass door-to-door throughout the community in order to raise awareness about the candidate or elector organization and their election platform, identify which issues are important to electors and determine elector support for a given candidate.

Candidates and their canvassers must have reasonable access to distribute candidate information at cooperative, strata and rental properties from 9:00 a.m. to 9:00 p.m. local time during the **campaign period**.

Government-issued photo ID and proof of candidacy, or written authorization to canvass on behalf of a candidate, must be made available upon request when a candidate and/or their canvassers are canvassing in a cooperative, strata or rental property.

Telephone Banks

Candidates may establish telephone banks as one aspect of their election campaign. Campaign volunteers may use the telephone bank to contact eligible **electors** to raise awareness about the candidate or elector organization, determine the level of support for their candidate and identify which issues are important to electors.

In-person telephone banks (as opposed to auto-dialing robocalls) may also be used by candidates or their representatives during advance and general voting opportunities to contact and remind eligible electors to “get out and vote.”

In-person Events

Candidates may hold “meet and greet” events (e.g., luncheons or fundraising dinners) where the electorate can listen to their platform or position on specific issues and ask questions.

Local governments, community groups and local media often provide opportunities for candidates to communicate their platform or position on specific issues to the electorate at “all-candidate” forums. Local governments are not obligated to organize, supervise or inform candidates of these events.

Advertising

Advertising is a key component in most local election campaigns. Subject to the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*, candidates, registered elector organizations and registered **third party sponsors** may use print, radio, television, the Internet and/or social media (e.g., Facebook, Twitter, YouTube) advertising to promote or oppose candidates, elector organizations or points of view during an election campaign.

Election advertising and campaigning of any sort is prohibited within 100 metres of a voting place during voting proceedings. This includes displaying signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing or soliciting votes, or otherwise trying to influence electors to vote for a particular candidate.

Refer to Elections BC’s [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about election advertising.

Signs

Signs play a significant role in election advertising. Candidates may have supporters display signs on their behalf in windows, on lawns, or post signs in other public places throughout the **jurisdiction**.

Local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising – the rules may be quite different between local governments.

The Ministry of Transportation and Infrastructure regulates sign placement along Provincial highways, medians, bridges and along major roadways. Contact the local government or local [Ministry of Transportation and Infrastructure office](#) before placing election campaign signs on medians, bridges or along major roads.

Sponsorship Information

There are rules with respect to sponsorship information on election advertising during the pre-campaign and campaign period. Please refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about sponsorship information.

Candidates and campaign workers convicted of vote-buying, intimidation, campaigning near a voting place during voting proceedings, providing or distributing false information, or conducting other activities contrary to the *Local Government Act* or *Vancouver Charter* may be subject to penalties.

Local Election Offences

Vote-buying

It is an election offence to offer incentives to an elector to vote or not to vote, or to vote for a particular candidate. Inducements can include offers of money, gifts, refreshments, entertainment, employment or any other benefit. It is also an offence for an elector to accept inducements to vote.

Vote-buying includes buying coffee for patrons or volunteering to drive an elector to a voting place in exchange for their vote. These activities are permitted as long as there is no obligation on the elector, whether overt or implied, to vote for a certain candidate(s).

Intimidation

It is an election offence to intimidate an elector, by action or threat, to compel the elector to vote, or to refrain from voting. It is also an election offence to punish an elector for voting or refraining from voting generally, or for voting for a particular candidate(s).

Other Election Offences

Other election offences under the *Local Government Act* include, and are not limited to:

- falsely withdrawing a candidate from an election, distributing a false statement that a candidate has withdrawn or falsely withdrawing an elector organization's candidate endorsement, consenting to nomination when ineligible to do so;
- participating in fraudulently voting (including voting more than once in an election or obtaining a ballot in the name of another person);
- interfering with the secrecy of the ballot, tampering with ballots or ballot boxes, or printing, reproducing, giving out or destroying ballots without authorization;
- campaigning and engaging in other activities that show support for one candidate over another, or for an elector organization, within 100 metres of a voting place during voting proceedings; and,
- providing false or misleading information when required, inspecting or accessing election materials or using the information for purposes not authorized under the *Local Government Act*; and, hindering or obstructing an election official in the performance of their duties.

Election offences are generally dealt with by the Supreme Court of B.C. Generally, local election offences are prosecuted if Crown counsel chooses to proceed with laying charges after the police have undertaken an investigation and made a recommendation to Crown counsel.

Reporting and Enforcement of Local Election Offences

The Chief Election Officer has the authority to enforce local election rules, such as the challenge of a candidate's nomination or elector eligibility and to maintain order at voting places. Local election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

If a person believes someone has committed an election offence, contact the police. The police are responsible for conducting an investigation and recommending to Crown counsel whether charges could be laid. Crown counsel makes the determination as to whether to proceed with a prosecution. Election offences are prosecuted through the courts.

The *Local Government Act* and *Vancouver Charter* provide that a person is not guilty of an election offence if they exercised due diligence to prevent the commission of the offence.

Local Election Penalties

Vote-buying, accepting an inducement to vote or intimidating an elector to vote for a particular candidate may result in penalties including fines of up to \$10,000, imprisonment for up to two years and/or disqualification from holding elected office in a local government, board of education (including on the francophone education authority) or the Islands Trust for up to seven years.

Individuals and/or elector organization representatives (e.g., the financial agent) may be subject to penalties that include fines of up to \$5,000 and/or imprisonment for up to one year if they are convicted of:

- a nomination-related offence, such as falsely withdrawing a candidate or an elector organization endorsement;
- a voting-related offence, such as voting when not entitled to do so;
- a ballot and/or ballot box offence, including interfering with ballots or ballot boxes;
- voting proceedings offences such as canvassing or soliciting votes or posting, displaying or distributing election advertising within 100 metres of a voting place where voting proceedings are being conducted; or;
- conducting any other activity contrary to the *Local Government Act* and/or the *Local Elections Campaign Financing Act*.

Local Election Officials' Authority

The Chief Election Officer and Presiding Election Officials must maintain the integrity and secrecy of the voting process.

The Chief Election Officer and Presiding Election Officials may restrict or regulate the number of people admitted to a voting place and remove or cover election advertising within 100 metres of a voting place during voting proceedings.

Elections BC can delegate authority to Chief Election Officers during the **campaign period** to enter onto property and remove, cover or destroy election advertising that contravenes the *Local Elections Campaign Financing Act*.

The Chief Election Officer and Presiding Election Officials may require a person to show identification when they believe the person is at a voting place when not permitted to be present, disturbing the peace and order of voting, interfering with voting proceedings or contravening elections legislation. They may also order anyone engaged in these activities, including **scrutineers**, to leave a voting place and remove, or have a peace officer remove, the person.

Election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

In extreme cases the Chief Election Officer or Presiding Election Official may adjourn voting proceedings when they believe people's health or safety at the voting place or the integrity of the vote is at risk.

See Appendix A for information about local elections partner roles and responsibilities.

See Appendix C for questions and answers about the Chief Election Officer's role and responsibilities.

Candidate Representatives

Local Government Act – sections 102 and 103
Vancouver Charter – sections 53 and 54
Local Elections Campaign Financing Act – section 17

A **candidate** may appoint an individual or individuals to assist running an **election campaign** and to otherwise represent the candidate when the candidate is unable to appear in person. Each candidate may choose to appoint an official agent and/or **scrutineers**. Every candidate must have a **financial agent** – they are their own financial agent unless they appoint another individual to the position.

Each candidate representative who attends a voting place must have made a solemn declaration to preserve the secrecy of the ballot and not interfere with an elector marking a ballot. Official agents and scrutineers may attend a voting place once they have made their solemn declaration – financial agents must have permission from the Presiding Election Official to be present at a voting place.

Financial Agent

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes:

- opening and depositing contributions to, and paying election-related expenses from, a candidate’s campaign account;
- maintaining records for campaign contributions, election expenses and all other campaign transactions; and,
- filing the candidate’s required disclosure statement with Elections BC within 90 days following general voting day.

A candidate is their own financial agent unless they appoint another individual to the position. A candidate who chooses to appoint another person to act as their financial agent must make that appointment in writing. The appointment must include the:

- person’s full name;
- effective date of the appointment;
- mailing address, **address for service**, telephone number and email address (if available) for the person appointed; and,
- person’s signed consent to act as the financial agent.

The appointment must be signed by the candidate and submitted to the Chief Election Officer before the nomination period ends. The financial agent appointment information is then forwarded by the Chief Election Officer to Elections BC as soon as practicable after the appointment has been made.

Contact the local government for information about how candidate representatives make their solemn declaration.

A candidate is their own financial agent unless they appoint another individual to be their financial agent.

Candidate representatives must carry copies of their appointment documents whenever they represent the candidate at an election proceeding.

A person may act as a financial agent for more than one election campaign. A person may act as the financial agent for an elector organization and all candidates that it has endorsed. However, each candidate election campaign may have only one financial agent at a time.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) and for information about the financial agent's role and responsibilities.

Official Agent

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. Official agents can appoint scrutineers to represent the candidate during voting proceedings.

A candidate must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Scrutineers represent candidates at voting opportunities by observing voting procedures and scrutinizing the ballot-counting process at the close of voting on general voting day. A candidate and/or their official agent may appoint scrutineers.

Each candidate is permitted under the *Local Government Act* or *Vancouver Charter* to appoint one scrutineer for each ballot box used at a voting place. A local government may pass a bylaw to permit each candidate to have more than one scrutineer present for each ballot box used at a voting place and establish specific restrictions and conditions in the bylaw as deemed necessary.

The scrutineer appointment 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 Election Officer as soon as practicable after the appointment has been made.

Refer to the [Scrutineer's Guide to Local Elections in B.C.](#) for further information about scrutineers.

Voting Times

Voting places must be open from 8:00 a.m. to 8:00 p.m. local time on **general voting day**, the required **advance voting opportunity** and another advance voting opportunity (date can be determined by the local government) for local governments with populations greater than 5,000.

Local governments may set specific hours for any special voting opportunities or additional advance voting opportunities held during local elections.

All voting places must close by 8:00 p.m. local time on general voting day.

Voting places must be open from 8:00 a.m. to 8:00 p.m. local time on general voting day and the required advance voting opportunity.

Counting Ballots

Ballot counting begins after voting places close at 8:00 p.m. local time.

Candidates are entitled to be present during the ballot count and may assign one representative to each location where ballot counting takes place. Candidates or candidate representatives (e.g., scrutineer or official agent) must raise their objection to a ballot's acceptance or rejection with the Presiding Election Official supervising the ballot counting process.

Objections to the acceptance or rejection of a ballot must be raised while the ballot is being considered during the count. Objections to accept or reject a ballot and the Presiding Election Official's decision relative to the ballot in question are recorded and submitted with the ballot account for the voting place to the **Chief Election Officer**.

The Presiding Election Official's decision to reject or accept a ballot can only be overturned by the Chief Election Officer – or by the Provincial Court following a judicial recount.

Ballot accounts, that outline individual voting place results and reconcile the number of ballots distributed with the number of ballots cast in the local government election, are prepared at each voting place. Ballots are then packaged and returned to the Chief Election Officer at the local government office, where the official election results are then determined.

Each candidate is notified by the Chief Election Officer as to the time and location for the final ballot count and when the official election results will be declared. The official election results may not necessarily be announced on general voting day.

Ballot counting for the 2022 general local elections begins after 8:00 p.m. local time on **October 15**.

Conduct at Voting Places

The Chief Election Officer has the authority to establish the process and standards of conduct that voters, candidates and candidate representatives (e.g., scrutineers) must abide by at voting places during advance, special and general voting day opportunities.

Candidate Conduct

Candidates must not be present at a voting place during an advance or special voting opportunity or on general voting day except to cast their ballot. Candidates must not campaign within 100 metres of a voting place on general voting day – it is an election offence to do so. Candidates may wish to cast their ballot at an advance voting opportunity to avoid this situation.

Candidates are permitted to be present while ballots are being counted following the close of general voting. Candidates or candidate representatives (e.g., scrutineer or official agent) must not touch the ballots or ballot boxes or otherwise interfere with election officials during the counting process – except to object to a ballot's acceptance or rejection by an election official.

No one is permitted to enter or leave a voting place while the ballot count is in progress.

Scrutineer Conduct

Candidates (and/or their official agent) may appoint scrutineers to observe the voting and ballot counting process at voting places during advance, special and general voting opportunities.

Scrutineers must follow the legislation, the local government's election bylaw and the direction of the Chief Election Officer and Presiding Election Official at the voting place and during voting proceedings and the ballot counting process.

Scrutineers are not permitted to wear anything (e.g., shirt, cap, badge, button, pen or pin) that shows support for a particular candidate. Scrutineers must not interfere with the voting place routines and/or the election officials' duties. Scrutineers are not permitted to handle election documents.

Local governments, by bylaw, and Chief Election Officers have the authority to establish specific rules governing scrutineer conduct and responsibilities. Local governments may also permit more than one scrutineer for each candidate to be present per ballot box at a voting place during voting proceedings.

Scrutineers and election officials generally only communicate during times when no voters are present at the voting place – unless the scrutineer has challenged a voter's eligibility to receive a ballot. A scrutineer may challenge a voter's right to receive a ballot based on their belief that the elector is not entitled to vote or has accepted an inducement to vote. Challenges to a voter's eligibility to receive a ballot must be raised before the ballot is issued to the elector.

Scrutineers may also challenge a ballot's acceptance or rejection during the ballot counting process. The objection must be made to the Presiding Election Official supervising the ballot counting process. Objections to a ballot's acceptance or rejection must be raised while the ballot is being considered during the count.

Objections to the Presiding Election Official's decision relative to the ballot in question are recorded and submitted with the ballot account for that voting place to the Chief Election Officer.

Refer to the [*Scrutineer's Guide to Local Elections in B.C.*](#) for further information about scrutineer roles, responsibilities and conduct.

After General Voting Day

Local Government Act – sections 144–157 and 202
Community Charter – sections 120 and 124
Vancouver Charter – sections 140 and 143

The *Local Government Act*, *Community Charter* and *Vancouver Charter* provide for several legislated procedures (e.g., breaking tie votes, taking the oath of office) that may or must be completed following **general voting day**.

Announcing Results

The official election results may not immediately be announced after the close of voting on general voting day – the **Chief Election Officer** may announce preliminary results after concluding the ballot count on general voting day and announce the official results at a later date.

The official election results must be declared within four days after the close of voting on general voting day. The Chief Election Officer must state the number of ballots cast in favour of each **candidate** for each position. Those candidates with the most votes would then be declared elected.

Judicial Recount

A judicial recount must be conducted if two or more candidates have the same number of votes following the determination of official election results.

An eligible elector, candidate, candidate representative (e.g., scrutineer or official agent), or the Chief Election Officer may apply to the Provincial Court for a judicial recount. An application for a judicial recount can only proceed on the basis that the:

- ballots were incorrectly accepted or rejected;
- ballot account does not accurately record the number of valid votes for a candidate;
- final determination of results did not correctly calculate the total number of valid votes for a candidate; or,
- same number of votes was received by two or more candidates.

The period to apply for a judicial recount begins as soon as the official election results have been declared and ends nine days after the close of general voting.

The applicant must notify candidates and the Chief Election Officer about the judicial recount application. The applicant, the Chief Election Officer, candidates and their official agents and legal counsel are entitled to be present during a judicial recount. The Provincial Court has the authority to determine any other people permitted to attend the recount.

Judicial recounts are based on the ballots and ballot boxes used in the local elections. The Provincial Court declares the election results at the completion of the ballot recount.

A tie between two or more candidates must be broken in accordance with the *Local Government Act* or *Vancouver Charter* and the local government **election bylaw**. The judicial recount must be completed within 13 days after the close of general voting.

Official election results for the 2022 general local elections must be declared by 4:00 p.m. local time on **October 19**.

The period to apply for a judicial recount for the 2022 general local elections ends on **October 24**.

A judicial recount for the 2022 general local elections must be completed by **October 28**.

Breaking Ties

There are two methods for breaking ties in a local election when two or more candidates have an equal number of votes – drawing by lot (a random draw) or by runoff election.

A local government must have passed an **election bylaw** that specifies that drawing by lot will be used as the method for breaking a tie. Otherwise, a runoff election must be held to break the tie.

A local government election bylaw that states ties will be broken by lot means that the names of the *tied candidates* are written on pieces of paper, placed into a container, and one name is drawn by a Provincial Court-appointed person. The Provincial Court then declares the candidate whose name was drawn to be elected to office.

A runoff election means that *all unsuccessful candidates* from the original election may run in a second election.

The Chief **Election Officer** is required to notify candidates that a runoff election has been called to break the tie. Candidates then have three days to notify the Chief Election Officer if they do not intend to run in the runoff election.

The Chief Election Officer must set a date for the runoff election for a Saturday no later than 50 days after the judicial recount was completed. Generally, runoff elections are conducted under the same rules as the original local election.

Invalid Election

A candidate, the Chief Election Officer or at least four eligible electors of the jurisdiction, may petition the Supreme Court to invalidate a local election.

A petition to invalidate a local government election may only be made on the basis that:

- an elected candidate was not qualified to hold office;
- the election was not conducted in accordance with elections legislation; or,
- a candidate committed an election offence such as vote-buying or intimidation during the local election.

A petition to invalidate a local election must be made within 30 days after the official election results were declared. The Supreme Court must set a date for the petition to be heard between 10 and 21 days after the petition was filed. The petitioner(s) must serve the local government with notice of the petition to declare the election invalid.

Oath of Office

Every **municipal councillor** must make an oath of office or solemn affirmation before they can assume their position on **municipal council**. Every **electoral area director** must also make an oath of office or solemn affirmation before they can assume their position on the **regional district board**.

The default oath of office requires elected officials to affirm:

- I am qualified to hold the office of[office]..... for the[jurisdiction]..... to which I have been [elected] [appointed];

A petition to invalidate a 2022 general local election must be made by **November 18** if the official election results were declared on **October 19**.

Candidates elected in the 2022 general local elections must make an oath or solemn affirmation by **December 3, 2022** if the official election results were declared on **October 19**.

- I have complied with the provisions of the[applicable Act]..... in relation to my election to this office; [omit this point for persons who have been appointed];
- I will abide by all rules related to conflicts of interest under the[applicable Act].....;
- I will carry out my duties with integrity;
- I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;
- I will be respectful of others;
- I will demonstrate leadership and collaboration; and
- I will perform the duties of my office in accordance with the law.

Municipal councillors appointed to the regional district board must make a second oath of office or solemn affirmation in addition to the oath of office or solemn affirmation they made before they assumed their position on the municipal council.

Candidates elected in general local elections must make their oath of office or solemn affirmation within 45 days after the official election results were declared. Acclaimed candidates must make an oath of office or solemn affirmation within 50 days of the date set for general voting – had voting been required.

The oath of office or solemn affirmation may be made before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. or the local government **Corporate Officer**. Candidates who fail to make an oath or affirmation of office are disqualified from holding office until after the next general local elections.

Taking Office

A candidate may take the oath of office or make a solemn affirmation as soon as they are declared elected by the Chief Election Officer; however, elected candidates do not take office immediately.

Municipal council members formally take office at the first regularly scheduled council meeting following general local elections.

The term of office for a municipal council member appointed to a regional district board begins when the person has made an oath of office or solemn affirmation as a regional district director.

The term of office for regional district **electoral area directors** begins at the first regularly scheduled board meeting in the calendar month after the month in which general local elections were held.

Candidates acclaimed in the 2022 general local elections must make an oath of office or solemn affirmation by **December 4**.

The inaugural meeting after the 2022 general local elections must be held by **November 10**.

The term of office for regional district electoral area directors elected in the 2022 general local elections begins on the first Monday after **November 1** following the general local elections – or when the director has made their oath of office or solemn affirmation – whichever is later.

The campaign period for the 2022 general local elections begins on **September 17** and ends on **October 15**.

Campaign financing rules under the *Local Elections Campaign Financing Act* were established to create accountability and transparency around campaign financing.

Campaign Period Expense Limits

In 2016, the *Local Elections Campaign Financing Act* was amended to establish expense limits that would apply to the **campaign period** expenses of candidates and **elector organizations**. The amendments also established spending limits for **third party sponsors**.

Expense limits are determined using a consistent formula for all candidates and are generally based on the population of the election area where the elections are being held.

Campaign Contribution Limits

In 2017, the *Local Elections Campaign Financing Act* and the *Local Elections Campaign Financing Regulation* were amended to set campaign contribution limits for the election campaigns of candidates and elector organizations and to ban campaign contributions from organizations, including corporations and unions and contributions from outside of British Columbia in local elections.

Campaign contribution rules apply for the 2022 general local election. Further [information about campaign contributions](#) is available from Elections BC.

Refer to Elections BC's [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#) and [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for detailed information regarding campaign financing rules.

Elections BC Officials' Authority

Elections BC administers, investigates and enforces campaign financing, **third party sponsor** and election advertising provisions under the *Local Elections Campaign Financing Act*.

Elections BC is responsible for reviewing candidate, elector organization and third party sponsor campaign financing disclosure statements to ensure compliance with the *Local Elections Campaign Financing Act*. Elections BC also publishes campaign contribution data and the campaign financing disclosure statements and the lists of disqualified candidates and third party sponsors [online](#).

Elections BC has the authority to conduct audits and investigations related to non-compliance with campaign financing, election advertising and third party sponsor provisions – it can also delegate certain powers (e.g., removing non-compliant advertising) to other individuals, such as Chief Election Officers to act on its behalf. Elections BC works with Chief Election Officers to determine the most effective approach to dealing with non-compliant election advertising.

Elections BC also has the authority to impose administrative monetary penalties on candidates, elector organizations (and their authorized principal officials) and third party sponsors for failing to comply with the *Local Elections Campaign Financing Act*.

See Appendix A for information about local election partner roles and responsibilities.

See Appendix C for questions and answers about Elections BC's role and responsibilities.

Glossary

Sections 107-108 of the
Local Government Act

Sections 69-70 of the
Vancouver Charter

Sections 169-171 of the
Local Government Act

Sections 129-131 of the
Vancouver Charter

Section 1 of the *School Act*

Section 30(2) of the
School Act

address for service

A mailing address or email address provided by an individual or organization at which notices and other communications are accepted as served on or otherwise delivered to the individual or organization.

advance voting opportunity

A voting day, prior to general voting day, for electors who choose to vote on that day for any reason. Typically, electors who vote at that time do so because they:

- expect to be absent on general voting day from the jurisdiction for which the election is to be held;
- will be unable to vote on general voting day for reasons of conscience;
- will not be able to attend a voting place on general voting day for reasons beyond the elector's control;
- have a physical disability or are mobility impaired which would make it difficult to reach or navigate within a busy voting place on general voting day;
- are candidates or candidate representatives; or,
- are election officials.

assent voting

Voting on a bylaw or other matter for which a local government is required to obtain elector assent under Part 4 of the *Local Government Act* or Part 2 of the *Vancouver Charter*. Elector assent is obtained when a majority of the votes counted are in favour of the bylaw or question. Assent voting events were formerly referred to as a "referendum."

B.C. Chief Electoral Officer (Elections BC)

The B.C. Chief Electoral Officer is an independent officer of the Legislature who oversees the provincial electoral process in B.C. The *Local Elections Campaign Financing Act* provides the B.C. Chief Electoral Officer the additional role of overseeing campaign financing and election advertising in local elections and assent voting and ensuring compliance with the *Local Elections Campaign Financing Act*.

board

See entry for "regional district board."

board of education

A school district's governing body as constituted under the *School Act*. A board of education is comprised of three, five, seven or nine trustees, or as otherwise determined by the Minister of Education and Child Care.

by-election

An election held between general local elections to fill a vacancy that occurred due to the death, disqualification or resignation of a municipal council or regional district board member, school trustee, specified parks board commissioner or Islands Trust local trustee.

Municipal councils are not required to hold a by-election when the vacancy occurs in the same calendar year as a general local election. Regional district boards and the Islands Trust Council are not required to hold a by-election to fill a vacancy that occurs after July 1 in the same calendar year as general local elections.

campaign account

An account opened at a financial institution by a financial agent to be used exclusively for a candidate or elector organization's election campaign purposes. The account must be opened in the candidate or elector organization's name and be separate and distinct from any personal or business accounts.

campaign contribution limits

The applicable limit for a campaign contribution provided to a candidate or elector organization as established under the *Local Elections Campaign Financing Act*.

campaign period

During the campaign period, election advertising, such as billboards or commercials must include sponsorship information. The campaign period starts on the 28th day before general voting day and ends when voting closes at 8:00 p.m. local time on general voting day.

candidate

A candidate is a person seeking election as a mayor, councillor, electoral area director, school trustee, Islands Trust local trustee, local community commissioner or specified parks board commissioner within a municipality, regional district electoral area, board of education, Trust area, community commission area or specified parks board jurisdiction.

That person must be nominated by eligible electors and declared a candidate by the Chief Election Officer.

chief election officer

Municipal councils and regional district boards appoint a Chief Election Officer to administer local elections. The Chief Election Officer must conduct the election in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter* (in the City of Vancouver), the *Community Charter*, the *School Act*, the *Offence Act* and the relevant local government election bylaw.

Section 54 of the
Local Government Act

Section 10 of the
Vancouver Charter

Sections 18 and 20 of the
*Local Elections Campaign
Financing Act*

Section 30.01 of the
*Local Elections Campaign
Financing Act*

Section 10(2) of the
*Local Elections Campaign
Financing Act*

Section 47 of the *Local
Government Act*

Section 7 of the
Vancouver Charter

Sections 58 and 59 of the
Local Government Act

Section 14-15 of the
Vancouver Charter

Section 148 of the
Community Charter

Section 236 of the
Local Government Act

Section 115 of the
Community Charter

Section 56 of the
Local Government Act

Sections 12 of the
Vancouver Charter

corporate officer

An individual appointed by a municipal council or regional district board who is responsible for:

- ensuring accurate meeting minutes are prepared;
- ensuring access is provided to records of council or board committees;
- certifying copies of bylaws;
- administering oaths and taking affirmations, affidavits and declarations;
- accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or board; and,
- keeping the corporate seal and affixing it to required documents.

council

See entry for “municipal council.”

councillor

A member of a municipal council who is not the mayor. Every council member has the following responsibilities under the *Community Charter*, to:

- consider the well-being and interests of the municipality and its community;
- contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- participate in council meetings, committee meetings and meetings of other bodies which the member is appointed;
- carry out other duties assigned by the council; and,
- carry out other duties assigned under the *Community Charter* or any other Act.

election bylaw

A bylaw that enables a municipal council or regional district board to make decisions about election administration, including whether:

- voting machines will be used, and if so, the procedures that will govern their use;
- mail ballot voting will be used, and if so, what procedures will govern its use;
- additional advance voting opportunities will be offered, or, in communities of less than 5,000, whether the required additional advance voting opportunity will be waived;
- voter registration will be conducted both on voting day and in advance or on voting day only; and/or,
- nomination deposits (not to exceed \$100) will be required.

An election bylaw must be adopted at least 56 days before the first day of the nomination period in a general local election or 42 days before the first day of the nomination period in a by-election.

election campaign

An election campaign is a connected series of actions (e.g., advertising, meetings and speeches) for the purpose of electing a candidate or a group of candidates to a municipal council or regional district board.

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

- public appearances and speeches;
- advertisements on television, radio, the Internet and social media (e.g., Facebook, Twitter, YouTube);
- in newspapers and magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and,
- bumper stickers, buttons and displays and/or exhibitions.

election period

The election period for general local elections begins at the start of the calendar year (January 1) in which the election is held and ends at the beginning of the campaign period for general local elections.

Elections BC

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

elector

An individual who is a resident elector or non-resident property elector and who is qualified to vote in municipal, regional district, board of education, Islands Trust, community commission or specified parks board elections.

elector organization

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that file endorsement documents with the Chief Election Officer and Elections BC. Elector organizations may be referred to as "civic political parties."

Elector organizations are required to register with Elections BC to endorse a candidate in an election, receive a campaign contribution or incur an election expense. Only those elector organizations registered with Elections BC can endorse candidates, receive campaign contributions and incur election expenses.

electoral area director

A regional district board member who has been elected to that position by electoral area electors.

Section 10(1) of the
*Local Elections Campaign
Financing Act*

Sections 64-66 of the
Local Government Act

Sections 22-24 of the
Vancouver Charter

Section 92 of the
Local Government Act

Section 45.3 of the
Vancouver Charter

Section 30.06 of the
*Local Elections Campaign
Financing Act*

Sections 19-23 and 25 of the
*Local Elections Campaign
Financing Act*

Section 199(2) of the
Local Government Act

Section 92 of the
Local Government Act

Section 30.06 of the
*Local Elections Campaign
Financing Act*

Section 45.3 of the
Vancouver Charter

Section 63.05 of the
*Local Elections Campaign
Financing Act*

Sections 17 and 19 of the
*Local Elections Campaign
Financing Act*

Section 2(1) of the *Financial
Disclosure Act*

Section 52(2) and 54(5) of
the *Local Government Act*

Section 9(2) and 10(5) of the
Vancouver Charter

endorsement

The process by which an elector organization can formalize its relationship with one or more candidates running in local elections. Endorsement documents must be submitted to the Chief Election Officer and Elections BC.

An endorsement allows the elector organization's name, abbreviation or acronym to appear on the ballot beside the candidate's name. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization at a given time.

expense limits

The maximum value of campaign period expenses that a candidate may use in a campaign period as established under the *Local Elections Campaign Financing Act*.

financial agent

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 that position.

The financial agent is responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

financial disclosure statement

A corporate and personal holdings statement made public by all nominated, elected and appointed public officials required under the *Financial Disclosure Act*.

The financial disclosure statement is intended to help public officials avoid conflict of interest situations by identifying their financial interests. Financial disclosure statements must be filed with the designated local government officer at the time of nomination, annually while holding elected office, and shortly after leaving elected office.

general local elections

A collective reference to the elections conducted throughout the province every four years for the:

- mayor and councillors of a municipality;
- electoral area directors of each regional district;
- school trustees of each board of education;
- commissioners of each specified parks board;
- commissioners of each local community commission that uses a four-year term; and,
- local trustees of each area in the Islands Trust.

general voting day

The final voting day in general local elections or a by-election. General voting day is held on the third Saturday in October for general local elections, and a Saturday chosen by the Chief Election Officer for a by-election.

Islands Trust

A federation of local island governments with a mandate to make land use decisions that preserve and protect the Islands Trust area.

Section 5 of the
Islands Trust Act

Islands Trust Council

The Islands Trust governing body composed of two elected trustees (local trustees) from each local Trust area and two appointed trustees from each municipal council in the Trust area (municipal trustees).

Section 6 of the
Islands Trust Act

Islands Trust local trustee

An individual elected to serve on a Local Trust Committee for each local Trust area within the Islands Trust. Two candidates are elected from each local Trust area. The local trustees are also members of the Islands Trust Council.

jurisdiction

The applicable municipality, regional district, board of education or Trust council in which general local elections, by-elections or assent voting is being held.

Section 1(2) of the
*Local Elections Campaign
Financing Act*

local community commission

A body established by regional district bylaw in an electoral area to provide advice in relation to, or management of, one or more regional district services provided within the "local community." Between four and six elected commissioners and the electoral area director generally comprise a local community commission.

Section 243 of the *Local
Government Act*

Commissioners may be elected for a four-year term during general local elections or for a one-year term, as specified in the regional district establishing bylaw.

local community commissioner

See entry for "local community commission."

local elections

A collective term referring to general local elections or by-elections that may be conducted by municipalities, regional districts, boards of education, specified parks boards, local community commissions, or the Islands Trust.

mayor

An individual elected to head the municipal council and be the municipal chief executive officer. The mayor has responsibilities under the *Community Charter* (Charter) in addition to their councillor responsibilities, including to:

- provide leadership to the council, including recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- communicate information to the council;
- preside at council meetings when in attendance;
- provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- establish standing committees in accordance with section 141 of the Charter;

Section 116 of the
Community Charter

Sections 114-121 of the
Community Charter

Section 198(2) of the
Local Government Act

Sections 3-40 of the
Local Government Act

Section 66 of the
Local Government Act

Section 24 of the
Vancouver Charter

Section 10(1.1) of the
*Local Elections Campaign
Financing Act*

- suspend municipal officers and employees in accordance with section 151 of the Charter;
- reflect the will of council and to carry out other duties on behalf of the council; and,
- carry out other duties assigned by or under the Charter or any other Act.

municipal council

The governing body of a municipality composed of a mayor and several councillors. A municipal council may consist of between five and 11 members – the number of councillors depends on the population of the municipality. All municipal council members are elected during general local elections unless elected in a by-election held to fill a council vacancy between general local elections.

The municipal council is a decision-making body and is responsible for setting the strategic policies and priorities for the local government – municipal councils do not implement policies and decisions.

municipal director

A council member appointed to the regional district board from a municipality within the regional district jurisdiction. A municipal director may be a mayor or councillor. The municipal director serves on the regional district board until the municipal council appoints a replacement or until they cease to be a council member.

municipality

A local government area represented by a mayor and councillors elected to serve on a municipal council. A municipality provides services within a defined geographic area.

non-resident property elector

An individual that does not live in a jurisdiction and who is entitled to vote in local elections by virtue of owning property in that jurisdiction. A non-resident property elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- have owned real property in the jurisdiction for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

pre-campaign period

During the pre-campaign period, election advertising, such as billboards or commercials, must include sponsorship information. The pre-campaign period starts on the 89th day before general voting day and ends on the 29th day before general voting day.

referenda

See entry for “assent voting.”

regional district

A local government area represented by elected and appointed representatives serving on a regional district board. A regional district provides services within a defined geographic area which may consist of municipalities and/or unincorporated electoral areas.

regional district board

The regional district governing body composed of electoral area elected representatives and appointed representatives from the municipal councils within the regional district jurisdiction.

resident elector

An individual qualified to vote in an election by virtue of living in the jurisdiction.

On the day of registration, a resident elector must:

- be 18 years of age or older when registering to vote or will be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately before registering to vote;
- be a resident of the municipality or electoral area on the day of registration; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

school board

See entry for “board of education.”

school trustee

A member of the board of education for a school district.

scrutineer

An individual appointed in writing by a candidate (and/or their official agent) who may observe voter registration, voting procedures at voting places during advance, special and general voting opportunities and the ballot-counting process.

specified parks board

A board of commissioners having responsibility for the governance of a public park system and its attendant services, such as recreational operations. Commissioners of specified parks boards are elected to a four-year term during general local elections.

specified parks board commissioners

See entry for “specified parks board.”

Sections 193-194 of the
Local Government Act

Sections 194-205 of the
Local Government Act

Sections 65 and 67 of the
Local Government Act

Section 23 of the
Vancouver Charter

Section 1 of the *School Act*

Section 102(1)(b) of the
Local Government Act

Section 53(1)(b) of the
Vancouver Charter

Sections 485-497A of the
Vancouver Charter

Sections 3, 7 and 14 of the
Cultus Lake Park Act

Section 97 of the
*Local Elections Campaign
Financing Act*

Section 11 of the
*Local Elections Campaign
Financing Act*

Section 9 of the
*Local Elections Campaign
Financing Act*

solemn declaration

A written oath or solemn affirmation of a signed statement witnessed by the Chief Election Officer or their delegate, or a Commissioner for Taking Affidavits for B.C. (e.g., lawyer or notary public).

third party advertising

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated – such as funding for a local recreation centre or preserving parkland.

third party sponsor

A third party sponsor is an individual or organization that sponsors election advertising independently from candidates and elector organizations. Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization.

volunteer

An individual who provides services, such as canvassing, preparing and distributing flyers, calling eligible voters, handling logistics and taking on other election campaign-related activities. A volunteer must not receive any remuneration or material benefit for their services.

A self-employed individual who provides services they normally sell or charge for is not a volunteer. Likewise, an individual whose employer continues to pay them while they are working on a campaign is not a volunteer.

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
BC School Trustees Association	Produce and distribute elections educational material about school trustee elections and boards of education roles and responsibilities
Chief Election Officers	Provide nomination and endorsement documents, and receive nomination, endorsement and candidate and elector organization representative documents
	Collect nomination deposits (if applicable)
	Oversee all local elections administration activities (e.g., declare candidates, set up voting opportunities, count votes and declare the election results)
Elections BC	Provide local elections campaign financing and election advertising-related educational guides, online resources and presentations to local government staff, candidates, elector organizations, third party sponsors and the general public
	Provide information and support by telephone and email to candidates, elector organizations, third party sponsors, local government staff, other local elections participants and the general public about the campaign financing (including election expense limits and campaign contribution limits) and election advertising process
	Receive elector organization endorsement documents
	Receive nomination and candidate representative documents from local election officials
	Receive updates to information in nomination and candidate representative documents
	Register elector organizations and third party sponsors
	Investigate non-compliant local elections advertising
	Enforce local elections campaign financing and election advertising rules, including election expense limits, campaign contribution limits and third party advertising rules
	Review and publish disclosure statements, annual financial reports and supplementary reports
	Collect \$500 late filing fee
	Investigate local elections campaign financing irregularities
	Maintain disqualification lists
	Report on the administration of compliance with the <i>Local Elections Campaign Financing Act</i>

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Local Government Management Association	Provide election education manuals and workshops to local government election officials
	Provide information and support by telephone and email to local government election officials about local elections administration
Ministry of Attorney General	Is responsible for the <i>Financial Disclosure Act</i> and provides guidance related to the disclosure of assets, debts and sources of income by candidates and an elected officials (who must file a disclosure statement annually)
Ministry of Education and Child Care	Prepare school trustee election procedures guide for boards of education, school district administrators, and election officials
	Provide information about provisions in the <i>School Act</i> regarding general school elections
Ministry of Municipal Affairs	Provide election education guides, webinars, videos and presentations to candidates, local government staff, elector organizations, other election participants and the general public
	Provide information and support by telephone or email to candidates, local government staff, other election participants and the general public about local elections administration
Union of B.C. Municipalities	Develop election educational material for locally elected officials

Appendix B: 2022 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
Start of Election Period	January 1, 2022	LECFA: s.10(1)(a)(i)
Candidate B.C. Residency Deadline	March 8, 2022	LGA: s.81(1)(c)
Elector Residency Deadline	April 14, 2022	LGA: s.65(1)(c) & s.66(1)(d)
Election Bylaw Adoption Deadline	July 4, 2022	LGA: s.56
Start of Pre-Campaign Period	July 18, 2022	LECFA: s. 10
Start of Period for Notice of End of Advance Elector Registration	July 24, 2022*	LGA: s.71(5)
Start of Period for Notice of Nominations	July 31, 2022*	LGA: s.85(1)
Start of Period for Notice of List of Registered Electors	July 31, 2022*	LGA: s.77(6)
Election Bylaw Adoption Deadline – Board of Education	August 2, 2022	SA: s.45(6)
End of Period for Notice of Close of Advance Elector Registration	August 16, 2022	LGA: s.71(5)
End of Period for Notice of Nominations	August 23, 2022	LGA: s.85(1)
End of Period for Notice of List of Registered Electors	August 23, 2022	LGA: s.85(1) & s.77(6)
End of Advance Elector Registration	August 23, 2022	LGA: s.71(4)
Adoption of Provincial Voters List	August 24, 2022	LGA: s.76
Start of Nomination Period	August 30, 2022	LGA: s.84(1)
Start of Challenge to Nomination and Endorsement Period	August 30, 2022	LGA: s.91 & s.96
Start of Inspection of List of Registered Electors Period	August 30, 2022	LGA: s.77(3)
Start of Objections to Elector Registration Period	August 30, 2022	LGA: s.79(2)
Start of Period for Notice of Required Advance Voting	September 5, 2022*	LGA: s.107(5)
End of Nomination Period	September 9, 2022	LGA: s.84(1) & s.89(5)
Declaration of Candidates	September 9, 2022	LGA: s.97(1) & s.97(2)
End of Period of Objections to Elector Registrations	September 9, 2022	LGA: s.79(2)
End of Extended Nomination Period	September 12, 2022	LGA: s.97(2)
End of Challenge to Nomination and Endorsement Period	September 13, 2022	LGA: s.91 & s.96

Appendix B: 2022 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
Elector Local Property Ownership Deadline	September 14, 2022	LGA: s.65(1)(d) & s.66(1)(e)
Start of Period for Notice of Election	September 15, 2022	LGA: s.99(1)
Nomination Documents Originals to Chief Election Officer Deadline	September 16, 2022	LGA: .89(5)
Candidate Nomination Withdrawal Deadline	September 16, 2022	LGA: s.101(1)
Elector Organization Endorsement Withdrawal Deadline	September 16, 2022	LGA s. 95
End of Pre-Campaign Period	September 16, 2022	LECFA: s.10
End of Election Period (12:00 Midnight)	September 16, 2022	LECFA: s.10(1)
Start of Campaign Period (12:01 am)	September 17, 2022	LECFA: s.10(2)
Declaration of Election by Voting or Acclamation	September 19, 2022	LGA: s.98(2) & s.98(3)
End of Period for Notice of Required Advance Voting	September 28, 2022	LGA: s.107(5)
Required Advance Voting Opportunity	October 5, 2022	LGA: s.107(1)
End of Period for Notice of Election	October 8, 2022	LGA: s.99(1)
General Voting Day	October 15, 2022	LGA: s.52
Mail Ballot Voting Deadline	October 15, 2022	LGA: s.110(9)
Announcement of Preliminary Election Results	October 15, 2022	LGA: s.144(1)
End of Period for Inspection of List of Electors	October 15, 2022	LGA: s.77(3)
End of Campaign Period	October 15, 2022	LECFA: s.10(2)
Start of Advance Registration for Next Election	October 17, 2022	LGA: s.71(4)
Last Day for Declaration of Official Election Results by Voting	October 19, 2022	LGA: s.146(1)
Last Day for Declaration of Official Election Results by Acclamation	October 19, 2022	LGA: s.158(1)
Start of Period to Apply for Judicial Recount	October 19, 2022	LGA: s.148(3)
Start of Public Inspection of Voting Day Materials	October 19, 2022	LGA: s.160(3)
End of Period to Apply for Judicial Recount	October 24, 2022	LGA: s.148(3)
Start of Period to Make Oath of Office	October 25, 2022	LGA: s.147(1)
Deadline for Completion of Judicial Recount	October 28, 2022	LGA: s.149(1)

Appendix B: 2022 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
First Day to Hold Runoff Election	October 29, 2022	LGA s.151 & s.152
Start of Period to Hold First Council Meeting	November 1, 2022	CC: s.124(2)(g)
End of Period to Hold First Council Meeting	November 10, 2022	CC: s.124(2)(g)
End of Period for Public Inspection of Nomination Documents	November 18, 2022	LGA: s.89(7)
End of Public Inspection of Voting Day Materials	November 18, 2022	LGA: s.160(3)
End of Period for Application to the Supreme Court to Invalidate Election	November 18, 2022	LGA: s.153(3)
Last Day for Chief Election Officer to Submit Election Report	November 18, 2022	LGA: s.158(1)
End of Period to Make Oath of Office (by Voting)	December 3, 2022	LGA: s.202(1)(a) & s.202(1)(b); CC: s.120(1)(a) & s.120(1)(b)
End of Period to Make Oath of Office (by Acclamation)	December 4, 2022*	LGA: s.202(1)(a) CC: s.120(1)(a) SA: s.50(1)(a)
Start of Period to Destroy Election Material	December 15, 2022	LGA: s.160(8)
End of Period for Runoff Election	December 18, 2022	LGA: s.152
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 13, 2023	LECFA: s.47(1), s.56 & s.90
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	January 14, 2023	LECFA: s.47(2) & s.56
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 13, 2023	LECFA: s.47(2) & s.56

*This date may be subject to change under the *Interpretation Act*.

Definitions:

CC – means *Community Charter*

LGA – means *Local Government Act*

LECFA – means *Local Elections Campaign Financing Act*

SA – means *School Act*

Appendix C: Elections BC and Chief Election Officer Questions and Answers

ELECTIONS BC AND CHIEF ELECTION OFFICER QUESTIONS AND ANSWERS

QUESTION	ANSWER
Who do I get nomination documents from?	Chief Election Officer
Who do I give my completed nomination documents to?	Chief Election Officer
Who do I pay my nomination deposit to (if required)?	Chief Election Officer
Who do I make my solemn declaration to?	Chief Election Officer or Commissioner for Taking Affidavits (e.g., Lawyer, Notary)
Who declares candidates?	Chief Election Officer
Who oversees the administration of local elections (e.g., designing ballots, setting up voting opportunities, counting votes)?	Chief Election Officer
Who declares the election results?	Chief Election Officer
Who do I contact about election expense limits and campaign contribution limits?	Elections BC
Who do I contact for information about campaign financing?	Elections BC
Who do I contact for information about election advertising rules?	Elections BC
Who do elector organizations register with?	Elections BC
Who do I register with as a third party sponsor?	Elections BC
Who do I send nomination document updates to?	Elections BC
Who do I file campaign financing disclosure statements and supplementary reports with?	Elections BC
Who do I pay the \$500 late filing fee to?	Elections BC
Who maintains the disqualification lists?	Elections BC
Who do I submit prohibited contributions to?	Elections BC
Who addresses instances of non-compliant advertising?	Elections BC and/or Chief Election Officer



?

Thinking About
Running for
Local Office?

?

?

?



This brochure was created to help potential candidates with answers to questions they may have before making the final decision to run for local office.

The information in this brochure is intended to help you think about the role you will play and the impact you will have on your community as an elected official. This brochure provides general information about, the:

- principles of effective locally elected officials;
- characteristics of effective locally elected officials;
- responsible conduct of locally elected officials;
- roles and responsibilities of locally elected officials; and,
- decisions local governments (municipalities and regional districts) make.

QUESTIONS TO CONSIDER BEFORE RUNNING FOR OFFICE:

- **Why do I want to be a locally elected official?**
- **How will I contribute to my community as a locally elected official?**
- **What are my objectives for holding office and do they reflect the needs of my community?**
- **How will I work with my colleagues even if we have different points of view?**



Why consider running for office?

As a locally 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 and the expectations of being a locally elected official.

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; and/or,
- lead change in your community.

What are some of the principles locally elected officials need to uphold?

Effective local government leaders generally conduct themselves according to principles such as:

INTEGRITY - being honest and demonstrating strong ethical principles;

ACCOUNTABILITY - an obligation and willingness to accept responsibility or to account for one's actions;

RESPECT - having due regard for others' perspectives, wishes, and rights; displaying respect for the office 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 and the *Forging the Path to Responsible Conduct* guide for more information about the key values and principles that guide locally elected officials' conduct.

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

The most effective locally elected officials are:

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

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

PROACTIVE - address community and council and regional district 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 regional district 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; are aware of their impact on others.

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 is responsible conduct of locally elected officials?

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed. An elected official's relationships with their colleagues, local government staff and the public plays a significant role in helping carry out their responsibilities.

FOR REFLECTION:

- What does responsible conduct mean to you?
- How do you express your disagreement with others?
- How do you work through disagreement with others?
- Are you able to disagree while still maintaining a professional attitude and an open mind?
- How will you demonstrate the personal characteristics necessary to be effective, even in challenging situations?

Responsible conduct is not optional – it is essential to good governance. Examples of good governance for you to consider include:

- providing for the stewardship of a community's public assets;
- providing services, laws and programs for the public's benefit; and,
- acting in a way that is accountable, transparent, ethical, respectful of the rules of law, collaborative, effective and efficient.

Many local governments across British Columbia utilize various tools to support responsible conduct including code of conduct bylaws, procedure bylaws and WorkSafeBC harassment and bullying policies.

Refer to the “*Forging the Path to Responsible Conduct*” guide for more information about the key values that influence the responsible conduct of locally elected officials.

Check out the panel discussion series “*Being an Effective Elected Official*” to hear from current local elected officials about the role.

What are the responsibilities of a locally elected official?

Mayors, councillors and regional district 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 citizens of the community.

An elected official must:

- consider the well-being and interests of the entire community;
- contribute to the development and evaluation of policies and programs with respect to local government services;
- participate in council/regional district 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 local government legislation (e.g., regularly attending meetings and declaring conflict of interest), bylaws (e.g., meeting procedures and code of conduct) and policies that govern how council and regional district board members exercise their authority.

What is the role of a council/regional district board?

Councils and regional district boards act as a political forum through which citizens, families and business owners within the local community express their collective vision. Councils and regional district boards also provide services and programs to the community.

The role of a council/regional district 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.

What is the role of the mayor/regional district board chair?

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

- are the spokesperson, reflecting the collective decisions of the council/regional district 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/or City Manager and, on behalf of the council or the regional district board, provide general direction to staff about how to implement policies, programs and other decisions.

What is the role of local government staff?

A locally elected official's interactions with staff are important to achieving the council/regional district board's goals. Locally elected officials provide direction, while staff manage and implement the council/regional district board's decisions and direction. The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

All local governments must have at least two officer positions: one responsible for the local government's corporate administration and the other responsible for its financial administration. Local governments may establish any officer position in addition to the required positions.

Local governments in British Columbia often establish a CAO/City Manager position – although this position is not required by legislation. The CAO/City Manager is typically the only member of staff directly hired by the council or regional district board. The CAO/City Manager is then responsible and accountable for hiring and supervising all other staff.

LOCAL GOVERNMENT STAFF:

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

The relationship between the CAO/City Manager and the mayor/regional district board chair provides a critical link between the council/regional district board and staff.

How do councils and regional district boards make decisions?

Council and regional district board decisions may be influenced or informed by:

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

Within six months of a general local election, every municipal council and regional district board must consider whether to establish a new code of conduct bylaw or revise an existing one. If a local government decides not to do so, it will need to provide its reasons to the public. The council and regional district board will also have to reconsider their decision before January 1 of the year of the next general local elections.

Why is collaboration important in effective decision-making?

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

Democracy is about having a diversity of views. You will be one voice at a table focused on making collective decisions. Often you may find early agreement at the table, and it is important to be prepared to manage situations that may not align with what you think is the correct course of action.

QUESTIONS TO CONSIDER:

- How do you appropriately express your disagreement and work through it with others?
- Are you able to disagree while still maintaining a professional attitude and an open mind?
- How will you demonstrate the personal characteristics necessary to be effective, even in challenging situations?



What are some of the demands locally elected officials face?

Being in elected office can be a very rewarding experience – making a difference in your community is both important and fulfilling. It can also be quite demanding.

Some of the demands of being in elected office include:

- a high volume of reading and learning in order to know your local government's policies, procedures and local government legislation;

- a substantial time commitment even when it may be considered only a “part-time” job;
- attending numerous meetings on a regular basis; and,
- public and potential media scrutiny.

What are some of the ways potential candidates can prepare for elected office?

Some ways you can prepare include:

- reading your local government’s key planning documents, reports, procedure bylaw and code of conduct bylaw (if available);
- attending council or regional district board meetings to learn about priority issues and projects in your community and observe what being on a council/ regional district board may be like;
- reviewing your local government’s website to understand its key priorities and initiatives;
- attending neighbourhood association meetings or getting to know key groups in your community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to better understand the diversity of interests in your area;
- reading the *Local Government Act*, *Community Charter* and the *Local Elections Campaign Financing Act* to gain an understanding of the legislative requirements that local governments must follow; and,
- researching the Internet for information about local governments and basic facts about the local government system in British Columbia.

Refer to the “*You’ve decided to run for local office*” webpage for information potential candidates may have before making the decision to run for local office.

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
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 British Columbia.

Refer to the "***General Local Elections 101***" brochure for detailed information about general local elections in British Columbia.

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 shall prevail.



What Every Candidate **Needs** to Know



General local elections will be held on **Saturday, October 15, 2022.**

WHAT'S NEW FOR 2022

There have been some important changes since the 2018 general local elections.

- Electors are no longer required to be resident of a municipality or electoral area for 30 days before the day of registration.
- Candidates and canvassers must have reasonable access to distribute candidate information at cooperative, strata and rental properties from 9:00 a.m. to 9:00 p.m. local time during the campaign period.
- Mail ballot voting (if available) is open to **all** eligible electors.
- A pre-campaign period extends the time during which election advertising is regulated under the *Local Elections Campaign Financing Act*.
- Elector organizations must first register with Elections BC before endorsing candidates, receiving campaign contributions or incurring elections expenses.
- Council must consider whether to establish a code of conduct or update an existing code of conduct at the first regular council meeting after general local elections.

NEW

NEW

NEW



- Monetary penalties have been established for failing to comply with the campaign financing and advertising rules under the *Local Elections Campaign Financing Act*.

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

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

What is responsible conduct of locally elected officials?

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed.

An elected official's relationships with their colleagues, local government staff and the public can play a significant role in helping councils and regional district boards carry out their collective responsibilities as decision-makers for their communities.

Refer to the *Foundational Principles of Responsible Conduct* brochure and the *Forging the Path to Responsible Conduct* guide for information about the key values that guide locally elected officials' conduct.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively 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).



How often are general local elections held?

General local elections for: mayors; councillors; 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.

ELECTION ADMINISTRATION

Who oversees local elections?

Local governments (municipalities and regional districts) 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. Each local government is responsible for running its own general local election.

The 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 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.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including elector organization registration, expense limits, campaign contribution limits and the 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 advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

HOW TO GET STARTED

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 at least six months immediately before filing nomination documents; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in an election in B.C. or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

Refer to the *Local Government Act, s.67* for the rules for determining B.C. residency.

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 10 or 25 nominators.

Nominators must be qualified under the *Local Government Act* or the *Vancouver Charter* to nominate a candidate for office.



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 Chief Election Officer.

Where can I find nomination forms?

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

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 (e.g., financial agent, official agent). Information provided on the nomination forms also includes the office you are running for, your nominators, and the statement of financial disclosure required under the *Financial Disclosure Act*.

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 Chief Election Officer where you intend to run for office. The nomination deadline is 4:00 p.m. local time on **Friday, September 9, 2022**.

Who can help me run my election campaign?

You may appoint a financial agent, an official agent, scrutineers and volunteers to help with your election campaign and to take on campaign activities.

Some candidates may also be endorsed by an elector organization.

Financial Agents

A financial agent is a representative that a candidate is legally required to have during an election campaign.

You are your own financial agent unless you appoint another individual to the position.

Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes

opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions; and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

You must appoint your financial agent in writing and have their written consent to be your financial agent. The written appointment must be submitted to the Chief Election Officer as part of your nomination documents and the Chief Election Officer will send your candidate declaration and appointment of financial agent forms to Elections BC.

Elections BC will send the financial agent 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 Chief Election Officer.

The required disclosure statement forms will be sent after general voting day. This information will assist you or your financial agent when it is time to disclose your campaign finances.



Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may 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 Chief Election Officer as soon as practicable after you have made the appointment.

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process. You or your official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government may allow you to have more than one scrutineer for each ballot box used at a voting place.

Further information about scrutineers is available in the *Scrutineers Guide to General Local Elections*.

You must appoint your scrutineers in writing and deliver the appointment (including the name and address of the person) to the 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, canvassing, calling eligible voters and/or handling logistics). A volunteer who works on your election 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 general local elections and that files endorsement documents with the Chief Election Officer and Elections BC. Elector organizations may also be known as “civic political parties.”

Elector organizations may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name.

Elector organizations and candidates may each direct their own separate election campaign or run complementary campaigns; however, you may decide to rely solely on the elector organization to run campaign activities on your behalf. An elector organization may also promote your viewpoint and/or the elector organization’s viewpoint during an 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.

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods.

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization.

ELECTION CAMPAIGN FINANCING

Are there new campaign financing rules?

Yes. The pre-campaign period set out in the *Local Elections Campaign Financing Act* has been established to lengthen the time election advertising is regulated from 29 to 89 days. This means that during the pre-campaign period beginning on **July 18, 2022** and ending **September 16, 2022** election advertising, such as billboards or commercials, must include sponsorship information.

Election advertising rules apply to advertising that promotes or opposes the election of a candidate or an elector organization that is endorsing a candidate (e.g., directed advertising) during the pre-campaign period.

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.

Elector organizations are required to register with Elections BC before accepting a campaign contribution, incurring an election expense or endorsing a candidate.

Elections BC has additional investigative and enforcement tools to ensure compliance with the campaign financing and advertising rules in the *Local Elections Campaign Financing Act*. Elections BC can issue monetary penalties for a wide-range of contraventions, including exceeding campaign contribution limits or expense limits for candidates.



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: canvassing door-to-door to raise awareness about your campaign; identifying

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

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); and/or, putting up signs as a way of “getting your name out there.”

You and your canvassers must have reasonable access to distribute candidate information at cooperative, strata and rental properties from 9:00 a.m. to 9:00 p.m. local time during the campaign period.

Government-issued photo ID and proof of candidacy, or written authorization to canvass on behalf of a candidate, must be made available upon request when you and/or your canvassers are canvassing in a cooperative, strata or rental property.

ELECTION ADVERTISING

What are some key election advertising rules for local elections?

Generally, all your election advertising (e.g., signs, posters, brochures, billboard and commercials) transmitted during the pre-campaign and campaign period must include information about who sponsored and authorized the ad. The sponsorship information must be provided in English. There are also limits to the value of sponsorship contributions that can be provided to third party sponsors.

The pre-campaign period begins on **Monday, July 18, 2022**, and ends at midnight on **Friday, September 16, 2022**.

The campaign period starts on **Saturday, September 17, 2022**, and ends when voting closes at 8:00 p.m. local time on **Saturday, October 15, 2022**.

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.

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 10 days before general voting

Voting places are open from 8:00 a.m. to 8:00 p.m. local time **Saturday, October 15, 2022** for general voting.

day. The required advance voting opportunity for the 2022 general local elections is **Wednesday, October 5, 2022**.

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. Only designated electors are eligible to vote at special voting opportunities.

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;
- canvassing and/or distributing pamphlets; and,
- advertising that exclusively 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. **It is an election offence to 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 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 8:00 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 4:00 p.m. local time on **Wednesday, October 19, 2022**. Candidates with the most votes will be declared elected.

A tie between two or more candidates must be broken in accordance with the *Local Government Act* (or *Vancouver Charter* in the City of Vancouver) and the local government's election bylaw. The judicial recount must be completed by **October 28, 2022**.

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.

A candidate may take the oath of office or make a solemn affirmation as soon as you are declared elected by the Chief Election Officer; however, elected candidates do not take office immediately.

Municipal council members (e.g., mayor and councillors) formally take office at the first regularly scheduled council meeting following general local elections – this meeting must take place before **November 10, 2022**.

A council or regional district board must decide whether to establish a code of conduct or, if one already exists, whether to update it within six months of the first regular council or board meeting following general local elections.

The term of office for a municipal council member appointed to a regional district board begins when the person has made an oath of office or solemn affirmation as a regional district director.

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 if you were not elected – even if you received no campaign contributions and incurred no election expenses.

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.

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

You may also be disqualified from office if you are absent from council or regional district board meetings for a period of 60 days or four consecutive meetings, whichever is longer. You are not disqualified if the absences are with the permission of council or the regional district board or because you are on a mandatory leave of absence.

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 from running for local office for up to seven years if you are found guilty of these offences.

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 during voting proceedings. These penalties could apply whether or not you were elected.

Additional monetary penalties and disqualification penalties apply for failing to comply with the campaign financing and advertising rules under the *Local Elections Campaign Financing Act*.

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

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to questions **about elector organization registration, election advertising, third party sponsors or campaign financing** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca>

Full text of the *Local Government Act*, *Local Elections 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.

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 shall prevail.



ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO
LOCAL ELECTIONS
CAMPAIGN FINANCING IN B.C.

for Candidates and their Financial Agents

Table of contents

Introduction	1
Contact	1
Definitions	2
Elections BC	6
Elections BC: local elections campaign financing guides	7
Local elections: shared roles and responsibilities	7
Who does what	8
Campaign financing for candidates	9
Campaign financing periods	9
Financial agents	11
Appointment requirements	11
Responsibilities	11
Campaign accounts	13
When to open	14
Using the campaign account	14
Volunteers	15
Campaign contributions	16
Who can make campaign contributions	16
Campaign contribution limits	16
Making and accepting campaign contributions	17
Anonymous contributions	18
Discounted property or services	18
Donated property or services	19
Capital assets	19
Required contributor information and other recording requirements or campaign contributions	20
Significant contributors	21
Prohibited contributions	22
Indirect contributions	22
Contribution rules	23
Fundraising functions	24
Loans or debts	27
Permissible loans	28
Other income	28
Recording requirements for other income	29
Transfers	29
Recording requirements for transfers	29

Expenses and expense limits	31
Election expenses	31
Valuing expenses	33
Expense limits	35
Campaign financing arrangements	36
Incurring and paying for expenses	37
Shared election expenses	37
Post-election expenses	38
Recording requirements for expenses	38
Recording shared election expenses	40
Election advertising	41
Determining the sponsor of election advertising	42
Sponsorship information on election advertising	43
Election advertising exempt from sponsorship information	45
Sponsorship information for advertising on the internet	45
Where and when election signs may be placed	45
Authority to remove election advertising	45
Campaigning restrictions on General Voting Day	46
Determining the value of election advertising	47
Third party advertising sponsor	48
Collecting information from an advertiser	49
Surplus campaign funds	50
Surplus campaign funds held in trust by a jurisdiction	50
Disclosure statements	51
Who must file	51
Filing deadline	51
Late filing deadline	52
Supplementary reports	52
Requirement for retaining records	53
Public information	53
Campaign financing penalties, offences and court orders for relief	54
Campaign financing penalties and offences	54
Failing to file a disclosure statement	54
Exceeding the expense limit	55
Making or accepting prohibited campaign contributions	55
Failing to return prohibited campaign contributions	56
Failing to include sponsorship information on election advertising	56
Making or accepting prohibited loans	57
Providing false or misleading information	57
Court orders for relief	57
Disclosure Statement Completion Instructions	58
Submitting the Disclosure Statement	59
Resources	88
Election legislation	88
BC Laws	88

Introduction

The purpose of this guide is to assist candidates and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act \(LECFA\)](#). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to a candidate's campaign.

The last part of the guide includes instructions for completing the required disclosure statements that must be filed with Elections BC after General Voting Day.

How LECFA applies to any particular case will depend on the individual circumstances and may change if there are new legislative or judicial developments. Where there is inconsistency between this guide and LECFA, LECFA will prevail.

LECFA is available on the Elections BC website ([elections.bc.ca](#)). It can also be viewed at BC Laws ([bclaws.ca](#)) or purchased from Crown Publications ([crownpub.bc.ca](#)).

Contact

Elections BC Electoral Finance

Phone toll-free: 1-800-661-8683 / TTY: 1-888-456-5448

Email: electoral.finance@elections.bc.ca

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

Mailing Address:

PO Box 9275 Stn Prov Govt

Victoria, BC V8W 9J6

[elections.bc.ca](#)



[@ElectionsBC](#)



[/ElectionsBC](#)

Definitions

The following key terms have been used throughout this guide. Most of the terms are defined in the [Local Elections Campaign Financing Act \(LECFA\)](#).

Address for service	A mailing address or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization.
Anonymous contribution	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum”.
B.C. Chief Electoral Officer	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Campaign account	An account in a savings institution opened by a financial agent exclusively for the purposes of an election campaign.
Campaign contribution	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization. See page 16 for more information.
Campaign contribution limit	The maximum value of campaign contributions that an eligible individual may provide.
Campaign financing arrangement	A written arrangement between an endorsed candidate and their elector organization that determines the amount of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.
Campaign financing records	The records maintained by a financial agent to complete disclosure statements and financial reports for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election or for five years after the reporting deadline for a financial report.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Campaign period expense	An election expense that is used in the campaign period. Most campaign period expenses are subject to an expense limit.

GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING IN B.C. FOR CANDIDATES

Candidate	In relation to candidate obligations applicable under LECFA, an individual who: <ul style="list-style-type: none"> (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization for an election, or (c) was a candidate
Disclosure statement	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC.
Election advertising	See page 41 .
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization. See page 31 for more information.
Election period	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
Election period expense	An election expense that is used in the election period.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Elector organization	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses. For more information see the Guide to Elector Organization Registration .
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
Financial agent	A representative that a candidate and elector organization is required to appoint. A candidate may either act as their own or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.

Fundraising function	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Incurring an election expense	Using property or services in such a way that their value is an election expense.
Jurisdiction	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.
Member	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
Permissible loan	A loan made by an eligible individual or savings institution to a candidate or elector organization.
Personal expenses	Campaign expenses of a candidate that include the following if they are reasonable and paid or reimbursed from a campaign account: <ul style="list-style-type: none"> (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other incidentals related to travelling (c) child or family care if the candidate is usually responsible for the care (d) expenses related to a disability of the candidate
Placement cost	The cost of purchasing election advertising space on the internet, including a social media site or website.

GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING IN B.C. FOR CANDIDATES

Pre-Campaign Period	The period which begins on the eighty-ninth day before General Voting Day for a general local election, and which ends on the twenty-ninth day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making or accepting prohibited contributions or loans.
Required contributor information	Information that must be recorded for all campaign contributions: (a) value of contribution (b) date the contribution was made (c) full name, mailing address and, if it is different, residential address of the contributor
Shared election expense	An election expense agreed to be shared by two or more candidates.
Significant contributor	An eligible individual who makes: (a) a campaign contribution having a value of \$100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.
Sponsorship information	An authorization statement that is required to be on most election advertising.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report. It includes a description of the circumstances leading to its submission.
Surplus campaign funds	The balance of money left in the campaign account after all financial transactions are completed.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
Transfer	Movements of money, property or services between a candidate and their elector organization.
Value of election advertising	The value of election advertising is: <ul style="list-style-type: none"> ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
Volunteer	An individual who provides services for no remuneration or material benefit, but does not include: (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

Elections BC

A non-partisan, independent Office of the Legislature, Elections BC is responsible for administering the provincial electoral process, including provincial general elections and by-elections, provincial referenda, recall and initiative petitions and initiative votes.

Elections BC is also responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA). This responsibility includes managing campaign financing disclosure requirements, conducting investigations, and enforcing the campaign financing and third party advertising provisions set out in LECFA. This responsibility also extends to by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements, annual financial reports and supplementary reports,
- assisting participants to comply with LECFA,
- registering local advertising sponsors and elector organizations, and
- undertaking investigations and audits.

Privacy notice

Elections BC has the authority to collect, use, disclose and dispose of personal information under the *Local Elections Campaign Financing Act* and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of the *Local Elections Campaign Financing Act*.

For information about Elections BC's privacy policies, please visit elections.bc.ca/privacy or contact:

Privacy Officer

Elections BC

1-800-661-8683

privacy@elections.bc.ca

PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6

Elections BC: local elections campaign financing guides

This guide is for candidates and their financial agents to assist with understanding the comprehensive rules under LECFA. Elections BC also produces the following guides available at elections.bc.ca:

- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents
- Guide to Elector Organization Registration
- Elector Organization Annual Financial Report Completion Guide
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.

Local elections: shared roles and responsibilities

General local elections are held every four years for mayors, councillors, electoral area directors, local community commissioners, board of education trustees, park board members and commissioners, advisory council members, regional trustees and Islands Trust local trustees in British Columbia.

Local governments and boards of education also hold by-elections to fill vacancies that occur between general local elections. Non-election assent voting is conducted periodically by local governments to obtain elector assent to carry out certain council and board recommendations (such as borrowing to construct a new library or recreation centre).

The Ministry of Municipal Affairs, the Local Government Management Association, the Union of British Columbia Municipalities, the Ministry of Education and Child Care, the British Columbia School Trustees Association and Elections BC all have educational materials related to local elections.

A local election officer is the chief election officer or designated local authority officer appointed for a jurisdiction by a local government or board of education.

Local election officers are responsible for:

- receiving nomination and endorsement documents
- declaring candidates
- administering voting opportunities
- counting votes
- declaring election results

Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers
Nomination process	Local election officers
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations and third party sponsors	Elections BC
School trustees/school board elections	Ministry of Education and Child Care
Legislation for local elections	Ministry of Municipal Affairs

Campaign financing for candidates

The [Local Elections Campaign Financing Act](#) (LECFA) includes:

- rules that candidates, elector organizations and advertising sponsors must follow, including
- disclosure and reporting requirements for campaign financing and election advertising.

The campaign financing rules create accountability and transparency by requiring financial agents to record and disclose detailed information about financial and non-financial activities. This includes campaign contributions, election expenses, and other income and expenditures related to a campaign.

Campaign financing periods

There are four campaign financing periods: the election period, the pre-campaign period, the campaign period and the filing period.

Election period

For general local elections, the election period begins on January 1st of the general local election year and ends at the beginning of the campaign period. For by-elections, the election period starts on the day the office becomes vacant.

Pre-campaign period

For general local elections, the pre-campaign period begins on the 89th day before General Voting Day and ends on the 29th day before General Voting Day. Election advertising used during this period must include sponsorship information. There is no pre-campaign period for a by-election.

Campaign period

For general local elections or by-elections, the campaign period begins on the 28th day before General Voting Day (GVD) and ends at the close of voting.

Filing period

The disclosure statement filing deadline is 90 days after GVD. However, a disclosure statement may be filed late, before the late filing deadline of 120 days after GVD, if a late filing fee of \$500 is paid. Failure to file a disclosure statement is an offence.

Campaign financing periods

Election Period	Pre-campaign Period	Campaign Period	Filing Period
→	→	→	→
Start of Election Period	Start of Pre-campaign Period	Campaign Period	Filing Deadline
<p>January 1 for general local elections, or the date the seat becomes vacant for by-elections</p> <p>Expenses used in this period must be reported on the campaign financing disclosure statement</p>	<p>89 days before General Voting Day</p> <p>Election advertising used in this period must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement</p>	<p>28 days before General Voting Day</p> <p>Election advertising used in this period must include an authorization statement. Expenses used in this period are subject to an expense limit and must be reported on the campaign financing disclosure statement</p>	<p>90 days after General Voting Day</p> <p>Campaign financing disclosure statements are due at the Elections BC office by 4:30 p.m. Pacific time.</p>

Financial agents

A candidate is their own financial agent unless they appoint another person to be their financial agent. The financial agent is legally responsible for administering campaign finances in accordance with the [Local Elections Campaign Financing Act](#) (LECFA).

A candidate may not have more than one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

Appointment requirements

Unless the candidate is their own financial agent, appointments must be made in writing. If the appointment is made or changes before voting results are declared, it must be sent to the local election officer. If the appointment is made or changes after voting results are declared, it must be sent to Elections BC. Appointment information includes:

- the full name of the financial agent
- the effective date of appointment
- contact information
- address for service
- signatures of the candidate and financial agent

To appoint or change a financial agent or their information, complete [Form 4322](#) found on the Elections BC website: elections.bc.ca.

Responsibilities

Financial agents must understand their campaign financing responsibilities under LECFA.

Financial agents are responsible for:

- keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions
- opening a separate campaign account for each candidate they are appointed for
- ensuring campaign contributions are only received from eligible individuals or anonymously
- ensuring campaign contributions from eligible individuals do not exceed the contribution limit

The campaign contribution limits can be found on the Elections BC website at elections.bc.ca.

- ensuring all transactions of money are made through the campaign account, including contributions from the candidate
- ensuring election advertising contains the required sponsorship information
- determining the market value of in-kind contributions and expenses, including election advertising
- accepting and depositing permitted campaign contributions
- incurring, paying, recording and disclosing election expenses
- pre-approving all election expenses incurred by others
- making and receiving transfers of money between the candidate's own campaign accounts or between the candidate and their elector organization
- making and receiving in-kind transfers between the candidate and their elector organization
- filing a campaign financing disclosure statement
- responding to questions from Elections BC after filing the disclosure statement and filing supplementary reports when required
- ensuring all required financial records are given to the candidate after the disclosure requirements are met.

Elections BC works closely with financial agents to ensure the disclosure requirements are met. Some disclosure statements may take months to finalize.

Financial agents may authorize another individual to accept campaign contributions or to pay election expenses.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of a candidate or their campaign.

Financial agents may also have other roles, such as campaign manager for a candidate or a responsible principal official for an elector organization.

Campaign accounts

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and **must** be used exclusively for the election campaign.

A sub-account may be opened as long as it has a distinct account number and separate campaign financing records are kept.

Candidates who do not use any of their own money and have no financial transactions do not have to open a campaign account.

A campaign account may not be used for any other purposes other than the election campaign.

Financial agents must open a separate campaign account for each campaign. Candidates **cannot** share an account. An endorsed candidate must have a separate account from their elector organization.

An election is held in a specific jurisdiction. Elections in different jurisdictions, such as municipalities or school districts, are separate elections. A candidate running in multiple jurisdictions is operating multiple campaigns.

Each campaign account must be in the name of the election campaign.

Examples of candidate campaign account names

“John Smith campaign”

“Campaign of John Smith”

“John Smith”

When to open

A campaign account must be opened as soon as practicable after the first campaign contribution of money is received and before any of the following transactions:

- paying for an election expense
- receiving a transfer from an elector organization
- receiving surplus campaign funds from the previous election

Financial agents are encouraged to open campaign accounts as early as possible. If a financial agent has difficulty opening a campaign account, there is a letter on the Elections BC website at elections.bc.ca that can be printed and given to the savings institution.

Using the campaign account

The [Local Elections Campaign Financing Act](#) includes detailed rules on how a campaign account is used.

- all monetary transactions (e.g., contributions, transfers and expenses) must go through this account
- must only be used for that election
- must remain open until all financial transactions have been completed, including the disbursement of surplus campaign funds

Examples of Campaign Account Transactions

Deposits	Withdrawals
<ul style="list-style-type: none"> ▪ campaign contributions ▪ fundraising income ▪ payment received for reimbursement of election expenses shared with other candidates ▪ transfers from an elector organization ▪ surplus campaign funds from a previous election ▪ interest ▪ dividends of shares paid by a credit union 	<ul style="list-style-type: none"> ▪ nomination deposit ▪ election expenses ▪ campaign-related professional fees ▪ other expenses incidental to the election campaign ▪ reimbursements paid to other candidates for shared election expenses ▪ financial agent salary or stipend ▪ repayment or remittance of prohibited contributions ▪ transfers to an elector organization ▪ disbursement of surplus campaign funds ▪ campaign account fees

Volunteers

A candidate's campaign may have paid campaign workers and/or volunteers.

A volunteer is an individual who willingly performs free services for an election campaign.

Volunteers:

- receive no compensation (directly or indirectly) for their services
- cannot be paid by their employer for working as a volunteer
- can use their vacation time to volunteer
- must be authorized in writing by the financial agent to accept campaign contributions or pay for election expenses
- must not be self-employed and providing services they normally charge for

A volunteer's services, or their own property they use in relation to their services, does not need to be valued. These services are neither a campaign contribution nor an election expense.

Example

Miranda is a volunteer for Kelly's campaign. Miranda uses her own car to deliver lawn signs and brochures. Miranda does not get any money for gas or other expenses. Since Miranda is using her own property in relation to her volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

An individual who is self-employed, and provides free services for which they would normally charge, is **not a volunteer**. That individual is making a campaign contribution and the value of their services is an election expense of the candidate. Financial agents must therefore value, record and disclose that contribution and expense.

Example

Martin is a self-employed communications professional. A candidate wants to prepare for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge \$150 for three hours of work, but Martin provides the service for free.

Martin has made a campaign contribution of \$150, and the candidate has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

Campaign contributions

A campaign contribution is the value of any money, property or services provided without compensation to a candidate for campaign use. A campaign contribution can be made at any time.

A campaign contribution can be a donation of money or goods, advance, deposit or discount. Campaign contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

If a candidate gives money to their own campaign it is a campaign contribution and must be recorded and disclosed in the same way as all other campaign contributions.

A candidate giving money to their own campaign is making a campaign contribution.

Who can make campaign contributions

Campaign contributions can only be made by eligible individuals and cannot be made by organizations or any other individuals.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident

Campaign contribution limits

Eligible individuals are subject to a limit for campaign contributions made to each candidate during a calendar year. This limit includes any loans made by an eligible individual to a candidate. The campaign contribution limit for each calendar year can be viewed on the Elections BC website at elections.bc.ca.

Candidates making contributions from their personal funds that are **not endorsed** by an elector organization may provide an additional \$1,250 above the contribution limit in the calendar year of the election. They are subject to the regular campaign contribution limit in other years.

For candidates endorsed by an elector organization, the limit applies to the elector organization and all of its endorsed candidates in a jurisdiction. An eligible individual may not contribute

more than the annual limit, in total, to the elector organization and its endorsed candidates for each calendar year in each jurisdiction.

A group of candidates endorsed by the same elector organization may contribute a combined \$1,250 to their elector organization above their individual contribution limits.

When a candidate receives endorsement from an elector organization, the financial agent for the candidate must provide all campaign contribution information to the financial agent of the elector organization to ensure that contributions from eligible individuals do not exceed the limit.

Campaign contribution limits are adjusted either by regulation or by changes to the consumer price index (CPI). Adjusted amounts will be published on the Elections BC website and in the *B.C. Gazette*.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant monetary penalties for exceeding a contribution limit.

Making and accepting campaign contributions

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized by the financial agent.
- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.
- Campaign contributions of money must be deposited into the campaign account.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- When accepting a campaign contribution, the financial agent, or authorized individual, must record the value, the date the contribution was made and the required contributor information.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money.

Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, so the financial agent can record it. Anonymous contributions cannot be collected over the internet.

Foreign currency and cryptocurrency contributions must be valued at the market rate at the time and date of the contribution and are subject to the same contribution rules as any other contribution.

Anonymous contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a single candidate. The financial agent must record the value and date of the contribution and how it was received.

An anonymous contribution of more than \$50 is prohibited. It is also prohibited to accept multiple anonymous contributions from the same eligible individual totalling more than \$50.

An anonymous contribution must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

Example

Candidate Ralph is hosting a social function and asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totalling \$112, and no one donates more than \$50.

Are these anonymous contributions permissible?

Yes. They are permissible because no one has donated more than \$50.

Discounted property or services

If property or services are provided by an eligible individual to the candidate at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.

Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Donated property or services

Donated property or services, also called in-kind contributions, may only be given by eligible individuals and must be recorded as a campaign contribution. The value of an in-kind campaign contribution is its market value.

The value of a candidate's own property used in their own campaign is not a campaign contribution.

Example

Deanne donates wood for signs to Michelle's campaign. The value of the wood is \$500. Deanne is making a campaign contribution as an eligible individual.

What is the value of the contribution?

The value of the campaign contribution is \$500.

Capital assets

Capital assets may include buildings, computers, office furniture and equipment. When capital assets are donated by eligible individuals, the contribution is the market value of using the property.

Example

Miriam provides office furniture to Anne, a candidate, to use in her campaign office for one month. The furniture is normally rented for \$500 per month.

Is Miriam making a campaign contribution to Anne?

Yes. Miriam is making a campaign contribution as an eligible individual to Anne of \$500, the market value of renting the furniture for one month.

Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records will make completing the campaign financing disclosure statements easier.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the campaign contribution, and
- the date the campaign contribution was made.

A residential address is the eligible individual's home address. Mailing addresses such as a PO Box, work address or commercial address do not meet the recording requirements.

A contribution must come from a single eligible individual. If a contribution appears to come from multiple eligible individuals, the financial agent must determine which contributor made the donation and record that information.

Example

Josie receives a contribution by cheque from Sam and Pat Smith for \$300. Josie must determine which eligible individual made the contribution.

Scenario 1

Josie contacts Sam and Pat and asks which name should be recorded as the contributor. Sam tells Josie that the contribution was intended to come from both of them. Josie records a contribution of \$150 each from Sam Smith and Pat Smith.

Scenario 2

Sam tells Josie that the contribution was from Pat only. Josie records a \$300 contribution from Pat Smith.

Significant contributors

Significant contributors are eligible individuals who make campaign contributions of **\$100 or more** to the same candidate. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

Information about significant contributors must be disclosed in the candidate's disclosure statement. This includes:

- full name and residential address of contributor,
- value of contribution, and
- date of contribution.

Elections BC will obscure residential addresses of contributors prior to publishing disclosure statements.

Example 1

On September 1, Raj's uncle, an eligible individual, donates a \$50 gift certificate for use in a silent auction for Raj's campaign.

Is the uncle a significant contributor?

No. The value is less than \$100.

Example 2

On September 23, Raj's uncle gives Raj a \$75 cash campaign contribution.

Is the uncle now a significant contributor?

Yes. The total contributions from him are now \$100 or more.

\$50 in-kind donation + \$75 cash contribution = \$125 total contributions.

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution. If the financial agent becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days. If the contribution cannot be returned (such as an anonymous contribution over \$50) the financial agent must send it to Elections BC.

Example 1

Rosalie receives an anonymous contribution of \$75 in an envelope. Rosalie keeps \$50 and sends the remaining \$25 to Elections BC.

Is this permissible?

No. All of the \$75 must be sent to Elections BC because it is an anonymous contribution over \$50.

Example 2

Carrie, an eligible individual, has already contributed the maximum annual amount to a candidate during the calendar year when she makes another contribution of \$300.

Is this permissible?

No. The candidate must return the \$300 to Carrie because it is a prohibited contribution.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

Indirect contributions

Indirect campaign contributions are not allowed. This means that someone cannot give money or other property or services to a person for that person to make a campaign contribution.

Making a campaign contribution with someone else's money, property or services is also prohibited.

Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions.

Acceptable contributions	Prohibited	Not contributions
<ul style="list-style-type: none"> ▪ money given to a financial agent or an individual they have authorized ▪ non-monetary property and services ▪ money given by a candidate to their own campaign ▪ anonymous contributions of \$50 or less ▪ a person purchasing goods or services from the candidate for more than market value 	<ul style="list-style-type: none"> ▪ contributions made by organizations and ineligible individuals ▪ contributions that exceed the contribution limit ▪ giving a contribution to someone other than the financial agent or someone they have authorized ▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information ▪ making or accepting indirect campaign contributions ▪ making or accepting an anonymous campaign contribution of more than \$50 	<ul style="list-style-type: none"> ▪ services provided by a volunteer including the use of their own property in that role ▪ transfers of money, property, or services between an elector organization and its endorsed candidates ▪ non-monetary property or services provided by a candidate for use in their own campaign ▪ candidate's surplus campaign funds from the last election returned by the jurisdiction ▪ free transmission of election advertising if offered equitably to all candidates ▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program ▪ publications intended to be sold whether or not there was an election

An indirect contribution is a campaign contribution made with money or non-monetary property or services of another individual or organization. Indirect contributions are prohibited.

Example 1

Jane contributes cash to a candidate but is later reimbursed by her employer.

Did Jane make an acceptable campaign contribution?

No. This is a prohibited contribution because the employer has made an indirect contribution through Jane.

Example 2

John is a candidate and sets up his campaign office at home and uses his personal computer and office supplies to make brochures and signs.

Did John make a campaign contribution?

No. Property or services provided by a candidate for use in their own campaign is not a contribution.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, a candidate for the purpose of obtaining funds.

Tickets sold for a fundraiser may **only** be purchased by eligible individuals and they cannot be reimbursed for the purchase of tickets. The purchase of tickets by an eligible individual may or may not be a campaign contribution.

- If an eligible individual purchases more than \$50 worth of tickets, it is a campaign contribution.
- If an eligible individual purchases \$50 or less worth of tickets, it is not a campaign contribution.

Example 1

Sally, an eligible individual, buys five tickets for \$50 each to a candidate fundraising dinner.

5 tickets x \$50 per ticket = \$250

Has Sally made a campaign contribution?

Yes. Sally has made a campaign contribution because she purchased more than \$50 worth of tickets.

Example 2

Big Company buys two tickets for \$25 each to a luncheon held by a candidate.

2 tickets x \$25 per ticket = \$50

Is this permissible?

No. This is a prohibited contribution because organizations are not allowed to purchase tickets to fundraising functions. The \$50 must be returned to Big Company.

All money received at a fundraising function must be deposited into the campaign account. Candidates and financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the campaign account and pay for costs of the function from the campaign account separately.

Example

Buck is a candidate who is his own financial agent. He hosts a burger and beer fundraiser at a pub for \$20 per meal. The pub collects \$400 and charges Buck \$200 to host the event. The pub gives Buck his \$200 profit, which Buck deposits into the campaign account.

Is this allowed?

No.

What should Buck have done?

Buck should have collected the entire \$400 from the pub and deposited it into the campaign account. Buck should have then paid the pub \$200 from the campaign account to cover the cost of the event.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

All money received must be deposited into the campaign account.

Candidates are not permitted to use lotteries, raffles or other gambling activities to raise campaign funds.

Example 1

To raise money for Martina's campaign, Jerry donates a TV with a market value of \$625. Jennifer buys the TV at Martina's fundraising auction for \$400.

How much is Jerry's campaign contribution?

The contribution of the TV is \$625 because that is its market value.

Has Jennifer made a campaign contribution?

No. Jennifer has not made a contribution as the amount paid was less than the market value of the TV.

What is the \$400 paid by Jennifer?

The \$400 paid by Jennifer must be deposited into the campaign account and reported as other income.

Example 2

Marvin, a candidate, hosts a silent auction and purchases a gift certificate for \$75. The gift certificate is sold to Kim for \$100.

Has Kim made a campaign contribution?

Yes. Kim has made a contribution because she paid more for the gift certificate than its market value.

How much is Kim's campaign contribution?

Kim's contribution is \$25 (price paid less the market value $\$100 - \$75 = \$25$). The remaining \$75 is reported as other income.

Loans or debts

Any loan or debt that remains unpaid for six months after it becomes due converts to a campaign contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become campaign contributions from organizations or eligible individuals if the total amount of their contributions exceed the contribution limit.

If a loan or debt becomes a campaign contribution after the disclosure statement is filed with Elections BC, the financial agent must file a supplementary report. See [page 52](#) for information on supplementary reports.

Permissible loans

Candidates may receive loans from eligible individuals and savings institutions for campaign use. A loan received from an eligible individual must be counted towards the contribution limit for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received:

- if the loan is received from an eligible individual, the full name and residential address of the lender,
- if the loan is received from a savings institution, the name of the savings institution,
- amount of the loan,
- date the loan was made,
- due date of the loan,
- interest rate of the loan, and
- if the loan is received from a savings institution, the [prime rate](#) of interest at the time the loan is made.

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days. There are monetary penalties for making or accepting prohibited loans.

Other income

Campaign funds that are not campaign contributions or permissible loans are called other income. Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales ,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers.

Recording requirements for other income

The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

All money received must be deposited into the campaign account.

Transfers

Transfers, both monetary and in-kind, are reported as other income.

Money given from a candidate's personal account is a campaign contribution, not a transfer.

Transfers include:

- movements of money between a candidate and their elector organization
- provision of property or services between a candidate and their elector organization

Transfers can be made at any time, including after General Voting Day.

Recording requirements for transfers

The information that must be recorded and reported for transfers depends on the specific circumstances of the transfer.

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between a candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the elector organization

For in-kind transfers between a candidate and an elector organization, report:

- the date of the transfer
- the market value and a description of the transferred property or services
- the name of the elector organization

Example

XYZ Elector Organization provides election signs to its endorsed candidate, Irene, on August 31, 2018.

What must Irene report for this transfer?

Irene must report that the signs were received from XYZ Elector Organization on August 31, 2018. Irene must also determine and report the market value of the signs and report that value as an other income.

Expenses and expense limits

Election expenses

An election expense is the value of property or services used in an election campaign. This applies whether the item was used in the election period, the campaign period or both.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day (GVD).
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before GVD.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before GVD and ends at the close of voting on GVD.
- Election expenses used in the campaign period are campaign period expenses.

Election expenses used in both the election period and the campaign period are both election period expenses and campaign period expenses.

Goods produced by a candidate from their own property are not election expenses if the materials were already owned prior to their decision to run for office.

Examples of Expenses

The list below is of examples only and does not include every type of expense or election expense.

Election expenses	Election expenses that are not subject to limits	Not election expenses
<ul style="list-style-type: none"> ▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ campaign signs, including signs reused or repurposed from previous elections ▪ professional photographs used in election advertising ▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally) ▪ paid research and opinion polling and campaigning (such as operating a phone bank) ▪ paid canvassing in person, by phone or over the internet ▪ campaign office costs ▪ bank fees 	<ul style="list-style-type: none"> ▪ sign, nomination or damage deposits ▪ candidate's personal expenses if paid or reimbursed from campaign account* ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ incidental expenses related to the campaign (such as payments made for the purposes of campaign fundraising) ▪ interest on a loan to a candidate for election expenses 	<ul style="list-style-type: none"> ▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned) ▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.) ▪ free media coverage (such as news stories, interviews, current affairs program, etc.) ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
<p>*Candidate personal expenses are:</p> <ul style="list-style-type: none"> ▪ travel to, within or from the election area where the candidate is running for office ▪ lodging, meals and other incidentals related to travelling ▪ child or family care if the candidate is usually responsible for the care ▪ expenses related to a disability of the candidate <p>All personal expenses must be reasonable.</p>		

Valuing expenses

The value of an election expense is the market value of the property or services used in an election campaign.

Valuation of re-used election signs and advertising materials

Signs or other advertising materials left over from previous elections may be re-used, but they must have a value attributed to them for campaign period expense limit purposes. This value is the market value of buying new materials of the same quality. A quote must be obtained to determine the current price of the goods of the same quality. If they are being used during the campaign period, the value must be reported in the disclosure statement as a campaign period expense subject to limits. If they are used in both periods they will be disclosed in both periods at their full value.

If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, they are not included in the value obtained in the quote.

Example

Rafael reuses 500 signs from a previous election. He has a different financial agent than the last election so the signs need to be updated with the new financial agent's name and phone number. He has stickers printed with the new information at a cost of \$100.

Since the signs were purchased during the previous election, Rafael must determine the current market value of 500 signs of the same quality. Rafael calls a local print shop and learns that the lowest replacement cost for 500 signs of the same quality is \$2,000.

What is the value of the election expense?

The value of the election expense is \$2,000. As new signs would not require the stickers, the \$100 is already included in the market value.

If only a portion of property or services is used in an election, only that portion is an election expense. The unused portion is an intended election expense and is recorded as other expenses.

Example 1

Svetlana purchases 500 brochures for \$200 but only uses 250.

What is the value of the election expense?

Since Svetlana only used half of the brochures, the value of the election expense is \$100. The remaining \$100 is recorded as an intended election expense and reported as other expenses.

Example 2

A campaign worker is contracted to create a website at an hourly rate of \$20 for 25 hours. Hosting fees are \$10 per month. The website is public for eight months during the election period and all of the 29-day campaign period.

What is the value of the expense?

The value is calculated by multiplying the number of hours it took to create the website by the hourly rate of the worker and adding the hosting fees.

Election period expense

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$80 (\$10 \text{ per month} \times 8 \text{ months}) = \580

The value of the election period expense is \$580.

Campaign period expense

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$9.35 (\$10 \text{ per month} \times 29 \text{ days} / 31 \text{ days}) = \509.35

The value of the campaign period expense is \$509.35.

Expense limits

The Ministry of Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation calculate the campaign period expense limits for candidates.

All candidates are subject to these expense limits, which are based on the office sought and the population of the election area.

An election area is the geographical area where the election is held.

Elections BC will publish the expense limits no later than May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

If a candidate exceeds their expense limit:

- monetary penalties will apply
- they will lose their seat, if elected
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at elections.bc.ca.

Campaign financing arrangements

Campaign financing arrangements are only used by candidates endorsed by an elector organization.

All candidates who are endorsed by an elector organization must have a campaign financing arrangement (CFA) with their elector organization.

Elector organizations are not allowed to incur campaign period expenses unless they share a candidate's expense limit under a campaign financing arrangement.

A campaign financing arrangement is a written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with the elector organization.

A campaign financing arrangement must be:

- on the regulated form,
- completed before the start of the campaign period,
- submitted to Elections BC, and
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

Campaign financing arrangements may be amended or terminated.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than** General Voting Day.
- A termination of a campaign financing arrangement must be done before the start of the campaign period.

Amendments and terminations to campaign financing arrangements must be submitted to Elections BC and completed on regulated forms.

Important note: a candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

Campaign financing arrangement forms can be found on the Elections BC website at elections.bc.ca.

Incurring and paying for expenses

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by a candidate, financial agent or an individual authorized in writing by the financial agent, and
- be paid or reimbursed from the campaign account, including if a candidate pays for an expense from their personal funds. Receipts must be submitted to the financial agent for reimbursement.

Shared election expenses

A shared election expense is when two or more candidates agree to participate in an election expense.

Each candidate's campaign must pay for their portion of the shared election expense. If one campaign pays for the expense, it must be reimbursed by the other candidates' campaigns. Candidates' campaigns are not allowed to pay for another campaign's election expense.

Example 1

Bill and Zara are both candidates acting as their own financial agents. They purchase 20 shared signs for \$500. Bill writes a cheque from his campaign account and pays the full amount directly to the supplier. Bill is then later reimbursed \$250 from Zara's campaign account.

Is this permissible?

Yes. Each candidate paid for their portion of the shared election expense.

Example 2

Candidates Julie, Jessica and Jack decide to host a campaign event together. The venue charges \$300. Julie has no campaign funds, so Jessica and Jack agree to split the cost and each pay the venue \$150.

Is this permissible?

No. Each candidate must pay for their portion of a shared election expense. Julie must reimburse Jessica and Jack \$50 each to cover Julie's portion.

Post-election expenses

Candidates are permitted to incur expenses after the close of voting that are incidental to their campaign, such as celebration parties and thank-you cards. These incidental expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

Recording requirements for expenses

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete enough to meet the disclosure requirements in LECFA including:

- total value and description of each election expense
- when each election expense was used (such as election period, campaign period or both)
- total value and description of each payment for other expenses
- total value and description of each other type of payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

Election expenses are broken down into the following categories:

Advertising:

- commercial canvassing in person, by telephone, or over the internet
- newspapers and periodicals
- promotional materials, including newsletters, brochures, buttons and novelty items
- radio
- search engine marketing and optimizations
- signs (including lumber, sign wires, etc.)

- reused signs
- social media
- television
- website displays
- other advertising (including business cards, promotional items, etc.)

Campaign administration:

- accounting services
- bank charges
- conventions, workshops and meetings
- donations and gifts
- fundraising functions
- furniture and equipment
- interest expense
- office rent, utilities, insurance and maintenance
- office supplies and stationary
- postage and courier
- professional services
- research and data, including election surveys and polls
- salaries and benefits
- social functions
- subscriptions and dues
- telecommunications and information technology
- travel
- other expenses

Recording shared election expenses

Detailed disclosure of shared election expenses is required. In order to meet these requirements, financial agents for candidates who participated in a shared election expense must record the following:

- the total value of the shared expense
- the value of their candidate's portion
- the names of the other participating candidates

They must also record and disclose, as applicable:

- the amount paid to the supplier
- the amount of each reimbursement received from other participating candidates
- the amount of each reimbursement paid to other participating candidates

To ensure information is consistent and disclosed correctly, Elections BC reconciles shared election expenses with the other participating candidates. Financial agents may wish to work with other participating financial agents to ensure their records and reports are accurate and consistent.

Election advertising

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign period. Advertising activities during the election period and prior to pre-campaign period are still advertising election expenses and must be recorded and disclosed, but they are not election advertising.

Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.

In the campaign period, election advertising includes communications that take a position on an issue associated with a candidate or elector organization.

With the exception of sponsorship information, Elections BC does not regulate the content of election advertising.

Election advertising does not include:

- messages on the internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites. Although these messages are not election advertising, any costs related to their design or production are election expenses and must be disclosed accordingly.
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (such as news stories, editorials, radio interviews, etc.)
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
- a communication by an individual or group sent directly to their members, employees or shareholders
- transmission by an individual, on a non-commercial basis, on the internet, or by telephone or text message, of their personal views.

Examples

Election advertising	Not election advertising
<ul style="list-style-type: none"> ▪ television, radio, newspaper or magazine advertisements ▪ signs, billboards, posters, bumper stickers or branded clothing or objects ▪ newsletters, brochures, mailing inserts or other advertising sent to the public ▪ ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.) ▪ phone calls made using an automated system (e.g., robocalls) ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote 	<ul style="list-style-type: none"> ▪ personal or private communications ▪ free media coverage (such as a candidate debate on a local news channel, news stories, radio interviews, etc.) ▪ a communication by an individual or group sent directly to their members, employees or shareholders ▪ any free communication on the internet (such as Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) ▪ free person-to-person phone calls and text messages ▪ websites or blogs ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Determining the sponsor of election advertising

The sponsor of election advertising is the candidate that is conducting the advertising. If two or more candidates conduct advertising together, they are co-sponsors.

Example

Amanda, Preet and Jeremy are campaigning together and decide to create a shared brochure. Preet designs and prints the brochure and provides several to each campaign to distribute.

Who is the sponsor of the advertising?

All candidates are co-sponsors of the advertising.

The candidate is still the sponsor even if:

- the advertising is provided to the candidate as a campaign contribution, or
- another individual or organization conducts advertising on behalf of the candidate.

Example

A local parents' group meets with Braeden, a candidate, and they decide, with the consent of Braeden's financial agent, that the group will create brochures on behalf of Braeden and distribute them door-to-door during the campaign period.

Who is the sponsor of the advertising?

Braeden is the sponsor. The local parents' group is working on behalf of Braeden to create and distribute the brochures. The cost of preparing and printing the brochures is a campaign period expense of Braeden.

Candidates and elector organizations must not sponsor election advertising with a third party sponsor and a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

Sponsorship information on election advertising

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods and must include:

- the name of the financial agent,
- the words "authorized by" in front of the financial agent's name, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Although there are no size requirements for the sponsorship information, it must be clear and readable.

Sponsorship information must be on the election advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

There are monetary penalties for failing to include sponsorship information. See [page 56](#) for more information.

If the election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

Example 1

Election signs

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot only be on the back of the sign.

Two-sided election signs must have sponsorship information on at least one side. It is not required to be on both sides.

Example 2

Candidate sponsor

Authorized by Susan Wong, electsusan@campaign.ca

Example 3

Another language

Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

Example 4

Multiple candidates

Authorized by John Smith, 604-123-4567 and Susan Wong, electsusan@campaign.ca

Election advertising exempt from sponsorship information

Certain types of election advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

Sponsorship information for advertising on the internet

For internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer to the website, landing page or profile page that contains it.

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. However, local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways. Please refer to the Ministry's policy at www.gov.bc.ca/electionsigns.

Important safety note: Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see the website at www.bc1c.ca to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed

Campaigning restrictions on General Voting Day

An individual or organization must not transmit election advertising to the public on General Voting Day (GVD) except:

- election advertising on the internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting. For example, if advertising must be purchased on a monthly basis and GVD is included in that purchase and cannot be removed, then the advertising will be permitted. It is not permitted to schedule advertising for GVD, such as paid Facebook posts.
- advertising by means of signs, posters or banners
- distributing pamphlets
- advertising on the internet that is for the sole purpose of encouraging voters to vote

Permitted on General Voting Day	Not permitted on General Voting Day
<ul style="list-style-type: none"> ▪ using free social media ▪ free person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ election advertising on the internet as long as the advertising was not changed on GVD or is solely to encourage voters to vote ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ campaign meetings or rallies outside of 100 metres of a voting place 	<ul style="list-style-type: none"> ▪ scheduling paid ads on the internet including paid social media posts on Facebook, Twitter, Instagram, etc. ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

Election advertising is never permitted within 100 metres of a voting place while voting is being conducted.

For more information about the 100 metre rule, please contact your local authority.

Determining the value of election advertising

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and is subject to the expense limit. The value of election advertising is the price paid for preparing and transmitting the advertising.

Since only eligible individuals may make campaign contributions, advertising suppliers such as newspapers, sign printers, etc. must not give discounts to candidates or elector organizations unless they are a sole proprietor.

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

Example 1

Pavel pays an agency \$500 to produce an advertisement and then pays a radio station \$150 per play. The ad is played 20 times during the campaign period.

What is the value of this election advertising?

The production cost plus the cost per play multiplied by the number of times played: $\$500 + \$3,000 (\$150 \times 20 \text{ plays}) = \$3,500$.

Example 2

Sabrina is a candidate and prepares a brochure at home and prints 500 copies at a local shop for \$0.25 per copy. The brochures are mailed to 500 different homes at a postage rate of \$1 per brochure.

What is the value of this election advertising?

$500 \text{ brochures} \times \$1.25 (\$0.25 \text{ printing} + \$1 \text{ postage per brochure}) = \625 .

The value of producing the brochure is not included in the value of the election advertising because it was made with Sabrina's own materials.

Election advertising offered for free equally to all candidates has a market value of zero. However, the value of preparing the advertising is still an election expense.

Example

A television station offers all candidates a free 15 second advertisement. Elizabeth pays an agency \$300 to produce an ad.

What is the value of this election advertising?

\$300. As the transmission was offered for free to all candidates, only the production cost is included in the value of the advertisement.

Third party advertising sponsor

It is an offence to conduct third party advertising before registering with Elections BC.

A candidate may also act as a third party advertising sponsor but not for the election in which they are running. This means that generally, a candidate can only be a third party sponsor outside their own jurisdiction. Candidates considering becoming third party sponsors should contact Elections BC and must register with Elections BC before conducting third party advertising.

Example

Barinder, a mayoral candidate in Vancouver, has a good friend and colleague running for council in Whistler. To advertise in support of that friend, Barinder must register as a third party sponsor before placing the election advertising.

Remember, candidate and elector organizations cannot sponsor election advertising with a third party sponsor and a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

For more information about third party advertising and requirements for third party sponsors, refer to the Guide for Local Elections Third Party Sponsors in B.C. available at elections.bc.ca.

Collecting information from an advertiser

For the purpose of administering compliance with LECFA, the B.C. Chief Electoral Officer may collect from an advertiser the following information in relation to election advertising that has been transmitted to the public:

- the name of the individual or organization that sponsored the advertising
- the name of the individual or organization that transmitted or arranged to have transmitted the advertising
- the date the advertising was ordered or requested
- the amounts and dates of payments, if any
- the dates on which the advertising was transmitted
- the actual or intended geographic distribution or availability of the advertising
- any other information prescribed by regulation

An advertiser is an individual or organization that has transmitted or arranged to have transmitted third party advertising to the public by any means during the past five years, or as defined by regulation.

Surplus campaign funds

Surplus campaign funds are the balance of money left in the campaign account after all financial transactions are completed. Candidates must record the amount of surplus campaign funds remaining and how they deal with them.

If the candidate contributed money to their own campaign, the financial agent can only repay the candidate up to the value of those contributions. After the candidate has been reimbursed, any remaining surplus campaign funds must be dealt with as follows:

- Under \$500: The financial agent must pay the amount to the candidate or deal with those funds as directed by the candidate.
- \$500 or more: The financial agent must pay the total amount of the surplus campaign funds (not just the amount over \$500) to the jurisdiction where the candidate ran.

The jurisdiction holds the funds and any accumulated interest in trust.

Surplus campaign funds held in trust by a jurisdiction

If a candidate who paid surplus funds to a jurisdiction seeks office in the same jurisdiction in the next general local election or an earlier by-election, the jurisdiction must pay the surplus campaign funds to the candidate's financial agent for use in the new election.

If the candidate does not run for office in the same jurisdiction in the next election, the funds become the jurisdiction's to be used at its discretion.

Disclosure statements

Financial agents are responsible for filing disclosure statements with Elections BC. A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every candidate. All disclosure statements must be completed on Elections BC forms.

Who must file

Financial agents are responsible for filing disclosure statements even if the candidate withdrew, was acclaimed, or had few or no financial transactions. Candidates also have a responsibility to ensure that their financial agents file their disclosure statements.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Email (preferred):** forms may be filled out online and an electronic signature is acceptable. Fillable forms can be found [here](#) and should be sent to electoral.finance@elections.bc.ca.
- **Fax:** our toll-free fax number is 1-866-466-0665
- **Mail:** a postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier:** ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8
- **Personally deliver the report:** to a Service BC office or Elections BC: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays.)

Note: not all Service BC offices will accept this report. Please check their website before personally attending the office to ensure this service is available: servicebc.gov.bc.ca/locations.

Filing deadline

The filing deadline for disclosure statements is 4:30 p.m. (Pacific time), 90 days after General Voting Day.

The disclosure statement must be received and accepted by Elections BC by the filing deadline. A postmark is not acceptable as proof of delivery.

Disclosure statements filed by the filing deadline are accepted as long as the disclosure requirements are met. If a disclosure statement requires additional information to be accepted, Elections BC will contact the financial agent to give them an opportunity to make the required corrections. If a financial agent does not meet the 90 day deadline, they may file the disclosure statement under the late filing provisions discussed below.

The B.C. Chief Electoral Officer may grant extensions to the filing deadline in extraordinary circumstances. Requests for extensions must be made in writing to the B.C. Chief Electoral Officer before the 90 day filing deadline.

Late filing deadline

The late filing deadline is 4:30 p.m. (Pacific time), 120 days after General Voting Day (GVD). Disclosure statements submitted between 91 and 120 days after GVD must include a \$500 late filing fee.

It is an offence to not file a disclosure statement by the late filing deadline. There are significant penalties for committing offences.

Supplementary reports

If Elections BC advises a financial agent that a supplementary report is required, it must be submitted within 30 days of the notification. Elections BC will also inform the local chief election officer of any supplementary reports required.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary is a complete filing of all of the reporting forms. A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. These records must include:

- copies of the disclosure statement forms
- records of contributions and required contributor information
- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

Financial agents must keep all campaign financing records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the candidate becomes responsible for retaining records and materials.

Public information

Disclosure statements are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria. All residential addresses of significant contributors will be obscured prior to publication.

Local authorities must also provide public access to the disclosure statements.

Copies of disclosure statements may be obtained from either Elections BC or the local authorities for a fee.

Campaign financing penalties, offences and court orders for relief

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

Campaign financing penalties and offences

Failing to comply with the campaign financing and election advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA) may lead to significant penalties, including committing an offence for more serious matters of non-compliance.

There are also administrative penalties imposed by the B.C. Chief Electoral Officer for failing to comply with the campaign financing and election advertising rules. Administrative penalties include monetary penalties, loss of seat, automatic deregistration and disqualification.

A list of disqualified candidates and advertising sponsors is available on the Elections BC [website](#) and at the Elections BC office in Victoria.

Failing to file a disclosure statement

Candidates who fail to file a disclosure statement or supplementary report are disqualified from being nominated for, elected to or holding office on a local authority in B.C. until after the next general local elections. Elected candidates who fail to file will also lose their seats.

Candidates endorsed by elector organizations are also subject to these same penalties if the elector organization fails to file a disclosure statement or supplementary report.

It is also an offence to fail to file a disclosure statement or supplementary report and a candidate or financial agent who fails to file a report is liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

Exceeding the expense limit

An elected candidate who exceeds their expense limit loses their seat. A candidate endorsed by an elector organization will also lose their seat if the total of the candidate's campaign period expenses and the elector organization's campaign period expenses attributed to the candidate exceed the candidate's expense limit.

All candidates who exceed their expense limit must pay a monetary penalty of up to two times the amount by which they exceeded their limit. If the penalty is not paid within 30 days, the candidate becomes disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections. However, if they pay the penalty, even after the 30 days, they will no longer be disqualified.

Monetary penalties are made payable to the Minister of Finance.

It is also an offence to exceed the expense limit and a candidate who exceeds the limit is liable to a fine of up to \$5,000 and/or imprisonment for up to one year.

Making or accepting prohibited campaign contributions

If the B.C. Chief Electoral Officer makes the determination that a candidate or registered elector organization accepted a campaign contribution that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty. This includes:

- Contributions from ineligible sources (e.g., from organizations or individuals who are not eligible individuals).
- Contributions that exceed the contribution limit.
- Contributions that have not been made through an appointed financial agent, or someone authorized in writing by the financial agent, or been properly recorded in order to allow compliance with LECFA.
- Indirect contributions.
- Anonymous contributions of more than \$50.

An individual or organization that makes or accepts a prohibited campaign contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

Failing to return prohibited campaign contributions

If the B.C. Chief Electoral Officer makes the determination that a financial agent has failed to properly handle a prohibited contribution that was made or accepted in contravention of LECFA, the B.C. Chief Electoral Officer must notify the financial agent of non-compliance within seven days of making the determination, and the related penalty.

A financial agent that does not properly return or remit a prohibited contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

Failing to include sponsorship information on election advertising

If the B.C. Chief Electoral Officer makes the determination that a candidate, registered elector organization or third party sponsor failed to include sponsorship information, also known as an authorization statement, on election advertising when required to under LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$5,000, as determined by the B.C. Chief Electoral Officer.

An organization that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$10,000, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

Making or accepting prohibited loans

If the B.C. Chief Electoral Officer makes the determination that a candidate or registered elector organization accepted a loan that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual or organization that makes or accepts a prohibited loan is liable to a monetary penalty of up to 100% of the amount of the loan, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

Providing false or misleading information

Providing false or misleading information or making false or misleading statements under LECFA is an offence and individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

Candidates who are convicted of an offence for providing false or misleading information will lose their seat if they were elected. They will also be disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections.

Court orders for relief

Candidates or financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

Candidates applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#).

Disclosure Statement Completion Instructions

General instructions for all forms

The disclosure statement forms are available online at elections.bc.ca.

The following are some general instructions when completing all forms:

- Separate disclosure statements must be filed for each election where the candidate ran.
- Submit all relevant forms. Forms not relevant to the candidate's campaign do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand (print neatly and in ink). The statements will be available for viewing in our office and on our Financial Reports and Political Contributions filing system ([FRPC](#)).
- Complete the detailed forms first then carry forward the totals to the summary forms.
- Ensure the candidate's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 15, 2022, enter 2022/10/15
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.
- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC. Financial records must be kept in B.C. for 5 years after the compliance deadline for filing the disclosure statement or supplementary report to which the records and material relate.

Note: It is acceptable to round cents to the nearest dollar. For example, \$23.65 could be entered as \$24, \$15.34 as \$15.

Submitting the Disclosure Statement

The campaign financing disclosure statement must be received by Elections BC before 4:30 p.m., Pacific time, on the filing deadline, 90 days from General Voting Day. The cover page (form 4300) must be signed by the candidate and the appointed financial agent in order for the report to be accepted as filed.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Email (preferred):** forms may be filled out online and an electronic signature is acceptable. Fillable forms can be found [here](#) and should be sent to electoral.finance@elections.bc.ca.
- **Fax:** our toll-free fax number is 1-866-466-0665
- **Mail:** a postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier:** ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8
- **Personally deliver the report:** to a Service BC office or Elections BC: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays.)

Note: not all Service BC offices will accept this report. Please check their website before personally attending the office to ensure this service is available: servicebc.gov.bc.ca/locations.

4300 – Disclosure Statement Cover Page

The [4300 - Cover Page](#) must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

- 1. Only add the amendment number if you are modifying an existing report. If it is your first time submitting this report, leave this blank.**
2. Enter the date of General Voting Day (YYYY/MM/DD).
3. Enter the candidate's mailing address, phone number and (if available) email address. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
4. Enter the jurisdiction where the candidate sought office.
5. Enter the office sought by the candidate (councillor, mayor, board of education trustee, etc.).
6. Enter the election area where the candidate sought office.
7. If the candidate is endorsed by an elector organization, enter its ballot and legal names.
8. Tick this box if the candidate is their own financial agent.
9. Tick this box if the candidate is registered with Elections BC as a third party advertising sponsor. A separate disclosure statement must be filed for third party sponsors.
10. Unless the candidate is their own financial agent, enter the full name, mailing address, phone number and (if available) email address of the appointed financial agent. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
11. Enter the date the financial agent was appointed. If others were previously appointed as financial agents for this election, provide their information on [Form 4312 – Former Financial Agents](#).
12. Carefully read the instructions for zero campaign activity. If all five criteria apply to the candidate, only the cover page is required to be completed and filed. If any of these five criteria do not apply, complete any other form(s) applicable to the campaign.
13. The declaration must be signed and dated by the candidate and, if applicable, the financial agent. If the candidate is their own financial agent, only one signature is required. Signing a false statement is a serious offence and is subject to significant penalties under section 65 of the [Local Elections Campaign Financing Act](#).

Amendment # **1** _____

GENERAL VOTING DAY (YYYY/MM/DD) 2			
CANDIDATE'S FULL NAME		BALLOT NAME (IF DIFFERENT)	
CANDIDATE'S MAILING ADDRESS 3		PHONE NUMBER	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)
JURISDICTION 4		OFFICE SOUGHT 5	
ELECTION AREA 6			
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE) 7			
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF DIFFERENT)			
8 <input type="checkbox"/> Tick if candidate is their own financial agent		9 <input type="checkbox"/> Tick if candidate was also a third party sponsor	
FINANCIAL AGENT'S FULL NAME (IF NOT ACTING AS OWN) 10		EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 11	
FINANCIAL AGENT'S MAILING ADDRESS		PHONE NUMBER	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)
ZERO CAMPAIGN ACTIVITY Candidates with zero campaign activity may file this form only. If any of the conditions are not met , file other forms applicable to the campaign.			12 <input type="checkbox"/> Tick if candidate had zero campaign activity
1. No income or deposits, including funds from the candidate, contributions, donations, gifts, loans, funds from previous elections, transfers, etc.			
2. No expenses, including signs reused from previous elections, campaign account fees, etc.			
3. Did not have a campaign account.			
4. Did not change financial agents during this election.			
NOTE - ENDORSED CANDIDATES MUST ALSO INCLUDE A COPY OF THEIR CAMPAIGN FINANCING ARRANGEMENT.			
DECLARATION: 13 I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the <i>Local Elections Campaign Financing Act</i> .			
SIGNATURE OF CANDIDATE		SIGNATURE OF FINANCIAL AGENT	
DATE (YYYY/MM/DD)		DATE (YYYY/MM/DD)	
WARNING: Signing a false declaration is a serious offence and is subject to significant penalties.			

Please submit your report to Elections BC: electoral.finance@elections.bc.ca

4301 – Campaign Financing Summary

The [4301 – Campaign Financing Summary](#) form is a summary of the income and expenses of the candidate's campaign. The information is carried forward from other disclosure statement forms. Complete this form after the totals from the related forms are calculated. Depending on the candidate's campaign, income may not equal expenses.

1. Enter the total value of campaign contributions received, as reported in box A on [Form 4302 – Summary of Campaign Contributions](#).
2. Enter the total value of all permissible loans received, as reported in box B on [Form 4304 – Permissible Loans Received](#).
3. Enter the total value of other income and transfers into the campaign account, as reported in box A on [Form 4305 – Other Income and Transfers Received](#).
4. Add the above three values and enter the total income of the campaign in this box.
5. Enter the total value of election period expenses, as reported in box A on [Form 4307 – Summary of Election Expenses](#).
6. Enter the total value of campaign period expenses, as reported in box B on Form 4307.
7. Enter the total value of election period expenses not subject to the limit, as reported in box D on Form 4307.
8. Enter the total value of campaign period expenses not subject to the limit, as reported in box E on Form 4307.
9. Enter the total value of other expenses and transfers from the campaign account, as reported in box A on [Form 4309 – Other Expenses and Transfers Given](#).
10. Enter the balance remaining in your campaign account(s) after payment of all election expenses, as reported in box A on [Form 4311 – Disbursement of Surplus Funds](#).
11. Add the above six values and enter the total expenses of the campaign in this box.
12. Enter the name and address of each savings institution with the campaign account(s).

NAME OF CANDIDATE

INCOME

Value of campaign contributions from all sources (box A, Form 4302)

1

Amount of all permissible loans received (box B, Form 4304)

2

Other income and transfers received (box A, Form 4305)

3

TOTAL INCOME (sum of above boxes)

4

EXPENSES

Election period expenses (box A, Form 4307)

5

Campaign period expenses (box B, Form 4307)

6

Election period expenses not subject to limits (box D, Form 4307)

7

Campaign period expenses not subject to limits (box E, Form 4307)

8

Other expenses and transfers given (box A, Form 4309)

9

Balance remaining in campaign account(s) after payment of all expenses (box A, Form 4311)

10

TOTAL EXPENSES (sum of above boxes)

11

Campaign Account(s) 12

NAME OF SAVINGS INSTITUTION

ADDRESS

NAME OF SAVINGS INSTITUTION

ADDRESS

4302 – Summary of Campaign Contributions

The [4302 – Summary of Campaign Contributions](#) form summarizes all campaign contributions the candidate received in relation to their campaign including in-kind contributions, anonymous contributions, the candidate's own funds, and contributions from fundraisers. The rules and requirements for reporting fundraising function income are listed earlier in the guide. Contributions of goods and services must be recorded at their current market value.

1. Enter the total number of eligible individuals who gave less than \$100. **Do not include the number of anonymous contributions received.**
2. Enter the total value of all contributions of less than \$100 received from eligible individuals. **Do not include the number of anonymous contributions received.** If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on [Form 4303 - Campaign Contributions with a Total Value of \\$100 or more](#).
3. Enter the total number of anonymous contributors.
4. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on [Form 4306 – Prohibited Campaign Contributions and Loans](#).
5. Enter the total value of all significant contributions received from eligible individuals as reported on Form(s) 4303.
6. Add the above values and enter the total amount of contributions received in box A.

SUMMARY OF CAMPAIGN CONTRIBUTIONS

LOCAL ELECTIONS CANDIDATE

NAME OF CANDIDATE

**Campaign contributions include monetary and in-kind contributions.
Campaign contributions from the candidate must be reported in the same way as contributions from other sources.
Do not include anonymous contributions with contributions less than \$100.**

Number of contributors who gave less than \$100

1

Total contributions of less than \$100

\$ **2**

Number of anonymous contributors

3

Anonymous contributions

\$ **4**

Total value of contributions of \$100 or more (box **A**, Form 4303)

\$ **5**

TOTAL CONTRIBUTIONS

\$ **6** **A**

4303 – Campaign Contributions with a Total Value of \$100 or More

The [4303 – Campaign Contributions with a Total Value of \\$100 or More](#) form is used to disclose all contributors who made one or more campaign contributions to the candidate that total \$100 or more. If applicable, review the section on fundraising functions as income from these events may need to be disclosed on this form.

Note: signs the candidate reused from a previous election are not contributions.

Use additional pages as necessary.

1. Enter the full name of the contributor. **List only one individual per contribution.** If a contribution was received from two individuals, the financial agent must determine which individual contributed or split the amount between the individuals and report them as two separate contributions.
2. Enter the **residential** address of the contributor. All residential addresses will be obscured by Elections BC before the statement is published.
3. Enter the date each contribution was made. If a single contributor made multiple contributions on different dates, list each of the dates separately.
4. Enter the value of each contribution. If a single contributor made contributions on different dates, the value of each contribution must be listed separately.
5. Enter the total amount of all contributions from the contributor.
6. Enter the subtotal value of all significant contributions per page.
7. Enter the total value of all significant contributions listed on all 4303 pages.

NAME OF CANDIDATE

PAGE

OF

Attach additional forms if necessary.

1 FULL NAME OF CONTRIBUTOR	2 CONTRIBUTOR'S RESIDENTIAL ADDRESS				3 DATE RECEIVED (YYYY/MM/DD)	4 CONTRIBUTION AMOUNT	5 TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	ADDRESS	CITY	PROV.	POSTAL CODE			
SUBTOTAL OF THIS PAGE						6 <input type="text"/>	
TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4303						7 <input type="text"/> A	

This form is available for public inspection.
Addresses will be obscured.
PLEASE KEEP A COPY FOR YOUR RECORDS

This information is collected under the authority of the Local Elections Campaign Financing Act and the Freedom of Information and Protection of Privacy Act. The information will be used to administer provisions under the Local Elections Campaign Financing Act. Questions can be directed to: Privacy Officer, Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6.

4304 – Permissible Loans Received

The [4304 – Permissible Loans Received](#) form is used to report all permissible loans made to the campaign. All loans received must be reported even if they were completely paid off or forgiven. Loans from the candidate are reported in the same way as loans from other sources. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the full name of the lender
2. Enter the residential address of the lender if the loan is from an eligible individual. All residential addresses will be obscured by Elections BC before the statement is published.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. Only eligible individuals are allowed to charge less than prime interest. If the loan is interest free enter 0 as the loan interest rate.
8. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at elections.bc.ca.
9. Enter the total of boxes A from all 4304 pages to show the total amount of all loans. This total will be recorded in box B. This value must be carried forward to [Form 4301 – Campaign Financing Summary](#).

NAME OF CANDIDATE	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

Complete one entry for each permissible loan received. Attach additional forms if necessary.
Permissible loans from the candidate must be disclosed in the same way as permissible loans from other sources.

LOAN			
NAME OF LENDER 1			
RESIDENTIAL ADDRESS OF LENDER (IF INDIVIDUAL) 2			
LOAN DETAILS			
DATE RECEIVED (YYYY/MM/DD) 3	DATE DUE (YYYY/MM/DD) 4	\$ ORIGINAL AMOUNT OF LOAN 5	A
\$ AMOUNT OF LOAN OUTSTANDING 6	LOAN INTEREST RATE % 7	PRIME RATE* % 8	
Report all loan payments on Form 4309.			

LOAN			
NAME OF LENDER			
RESIDENTIAL ADDRESS OF LENDER (IF INDIVIDUAL)			
LOAN DETAILS			
DATE RECEIVED (YYYY/MM/DD)	DATE DUE (YYYY/MM/DD)	\$ ORIGINAL AMOUNT OF LOAN	A
\$ AMOUNT OF LOAN OUTSTANDING	LOAN INTEREST RATE %	PRIME RATE* %	
Report all loan payments on Form 4309.			

TOTAL AMOUNT OF ALL LOANS RECEIVED (Sum of all boxes A on Form(s) 4304)	9	B
-----------------------------------------------------------------------------------	----------	----------

RESIDENTIAL ADDRESS:
REQUIRED FOR INDIVIDUAL LENDERS ONLY

***PRIME RATE OF INTEREST:**
REQUIRED FOR LOANS FROM SAVINGS INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

4305 – Other Income and Transfers Received

The [4305 – Other Income and Transfers Received](#) form is used to report all money deposited into the campaign account that is not a campaign contribution or a loan. These include transfers from other campaign accounts of the candidate, transfers from elector organizations, surplus funds from a previous election that were returned by the jurisdiction, return of deposits (e.g., damage deposit), fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals, proceeds of sales from auctions or other fundraising activities), interest income from savings institutions and dividends of shares paid by credit unions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the deposit or the value of the transfer.
4. Add the amounts and enter the total into box A. This amount must be carried forward to [Form 4301– Campaign Financing Summary](#).

NAME OF CANDIDATE	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

Report all transfers received and income that are not campaign contributions or loans on this form.

1 DATE (YYYY/MM/DD)	2 DESCRIPTION	3 \$ AMOUNT		
TOTAL		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center; vertical-align: middle;">4</td> <td style="width: 20%; text-align: center; vertical-align: middle;">A</td> </tr> </table>	4	A
4	A			

4306 – Prohibited Campaign Contributions and Loans

The [4306 – Prohibited Campaign Contributions and Loans](#) form is used to report any campaign contributions or loans that are prohibited under the [Local Elections Campaign Financing Act](#) (LECFA). This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information, indirect contributions and any contributions or loans that exceed the contribution limit.

LECFA requires the candidate to return prohibited contributions and prohibited loans, or an amount equal to the value of the contribution or loan, to the contributor or lender within 30 days of becoming aware of the contravention. If this is not possible, the contribution or loan, or an amount equal to its value, must be remitted to Elections BC as soon as possible. Complete one entry for each prohibited contribution or prohibited loan received. Use additional pages as necessary.

Prohibited contribution

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously, by checking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was goods or services, enter the current market value.
4. Enter the date the contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution was prohibited.
6. Enter the full name of the contributor.
7. If the prohibited contribution was received from an organization, enter the address of the organization.

Prohibited Loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).
10. Enter the full name of the lender.
11. Enter the date the prohibited loan was received (YYYY/MM/DD).
12. Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
13. Enter the original amount of the loan received.
14. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
15. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at elections.bc.ca.

NAME OF CANDIDATE	PAGE <input style="width: 40px;" type="text"/>
OF <input style="width: 40px;" type="text"/>	

Complete one entry for each prohibited campaign contribution or loan received. Attach additional forms if necessary.

PROHIBITED CONTRIBUTION				
1 RECEIVED FROM	2 DATE RECEIVED (YYYY/MM/DD)	3 \$ VALUE	4 DATE RETURNED (YYYY/MM/DD)	OR DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS				
DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED 5				
FULL NAME OF INDIVIDUAL OR ORGANIZATION 6				
ADDRESS OF ORGANIZATION, IF APPLICABLE 7				

PROHIBITED LOAN		
DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED 8	9 DATE RETURNED TO LENDER (YYYY/MM/DD)	
NAME OF LENDER 10		
DATE RECEIVED (YYYY/MM/DD) 11	DATE DUE (YYYY/MM/DD) 12	\$ ORIGINAL AMOUNT OF LOAN 13
LOAN INTEREST RATE % 14	PRIME RATE* % 15	

***PRIME RATE OF INTEREST:**
REQUIRED FOR LOANS FROM SAVINGS INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

4307 – Summary of Election Expenses

The [4307 – Summary of Election Expenses](#) form is used to report all election expenses incurred by the campaign. There are two types of election expenses based on when the expense was used: election period and campaign period expenses.

For general local elections, the election period begins on January 1st and ends on the 28th day before General Voting Day (GVD). For a by-election, the election period begins on the day of the office vacancy and ends on the 28th day before GVD.

For both types of events, the campaign period begins on the 28th day before GVD and ends at the close of voting. Campaign period expenses are subject to an expense limit under the [Local Elections Campaign Financing Act](#).

Note: If goods and services were used in both periods, their full value must be reported in both periods.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

1. Enter the values of each class of expense used during the election period.
2. Enter the total of all election period expenses into box A. This value must be carried forward to [Form 4301– Campaign Financing Summary](#).
3. Enter the values of each class of expense used during the campaign period.
4. Enter the total of all campaign period expenses into box B. This value must be carried forward to Form 4301.
5. Enter the candidate’s campaign period expense limit in box C, if not already completed. Expense limits are available on the Elections BC [website](#).
6. Enter the values of each class of expenses that are not subject to the limit used during the election period.
7. Enter the total of all expenses that are not subject to the limit from election period expenses into box D. This value must be carried forward to Form 4301.
8. Enter the values of each class of expenses not subject to the limit used during the campaign period.
9. Enter the total of all expenses not subject to the limit from campaign period expenses into box E. This value must be carried forward to Form 4301.

SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE

NAME OF CANDIDATE

Election Period Expenses - Report the value of all goods and services used in the election period.
Campaign Period Expenses - Report the value of all goods and services used in the campaign period.
If goods and services were used in both periods, report the full amount used in both columns (e.g., campaign signs).

ADVERTISING

1 ELECTION PERIOD EXPENSES

3 CAMPAIGN PERIOD EXPENSES

Commercial canvassing in person, by telephone, or over the internet		
Newspapers and periodicals		
Promotional materials, including newsletters, brochures, buttons and novelty items		
Radio		
Search engine marketing and optimization		
Signs		
Value of reused signs		
Social media		
Television		
Website displays		
Other expenses (describe)		

CAMPAIGN ADMINISTRATION

Accounting services		
Bank charges		
Conventions, workshops and meetings		
Donations and gifts		
Fundraising functions		
Furniture and equipment		
Interest expense		
Office rent, utilities, insurance and maintenance		
Office supplies and stationary		
Postage and courier		
Professional services		
Research and data, including election surveys and polls		
Salaries and benefits		
Social functions		
Subscriptions and dues		
Telecommunications and information technology		
Travel		
Other expenses (describe)		

TOTAL EXPENSES **2** A **4** B

CAMPAIGN PERIOD EXPENSE LIMIT **5** C

ELECTION EXPENSES NOT SUBJECT TO LIMITS

6 ELECTION PERIOD

8 CAMPAIGN PERIOD

Personal election expenses		
Financial agent services		
Legal and accounting services		
Interest on loans for election expenses		

TOTAL EXPENSES NOT SUBJECT TO LIMITS **7** D **9** E

4308 – Shared Election Expenses

The [4308 – Shared Election Expenses](#) form is used to report expenses that were shared with other candidates. Each candidate must pay their portion of the shared expense. If a candidate paid more than their share to the supplier, they must be reimbursed the difference by the other candidate(s).

Complete a separate form for each unique group of candidates that shared election expenses. Use additional pages as necessary.

1. Enter the total value of the shared election period expenses.
2. Enter the candidate's portion of the shared election period expenses. Ensure this is also reported as an election period expense on [Form 4307 – Summary of Election Expenses](#).
3. Enter the total amount the candidate paid the supplier directly for the shared election period expenses, if applicable.
4. Enter the total value of the shared campaign period expenses.
5. Enter the candidate's portion of the shared campaign period expenses. Ensure this is also disclosed as a campaign period expense on Form 4307.
6. Enter the total amount the candidate paid the supplier directly for the shared campaign period expenses, if applicable.
7. Enter the full names of all other candidates that shared the expense(s).
8. Enter the value of reimbursements paid to other candidates for the shared election period expenses which required repayment.
9. Enter the value of reimbursements received from other candidates for the shared election period expenses which required repayment.
10. Enter the value of reimbursements paid to other candidates for the shared campaign period expenses which required repayment.
11. Enter the value of reimbursements received from other candidates for the shared campaign period expenses which required repayment.

NAME OF CANDIDATE

PAGE

OF

Report the total value of all shared election expenses in the applicable column for each period. Use a separate form for each unique group of candidates that shared election expenses. Attach additional forms if necessary.

ELECTION PERIOD

CAMPAIGN PERIOD

Total value of shared election expenses

1

4

Candidate's portion of shared election expenses

2

5

Amount paid to supplier(s) (if applicable)

3

6

Note - ensure only your portion of shared election expenses is reported on Form 4307.

Provide the full names of other candidates the election expenses were shared with and the amounts of reimbursements either received from other candidates for their portion or paid to other candidates for your portion.

ELECTION PERIOD

CAMPAIGN PERIOD

FULL NAME(S) OF OTHER CANDIDATE(S)	Amount of reimbursement		Amount of reimbursement	
	\$ Paid	\$ Received	\$ Paid	\$ Received
7	8	9	10	11

4309 – Other Expenses and Transfers Given

The [4309 – Other Expenses and Transfers Given](#) form is used to report all transfers and payments from the campaign account that are not reported on [Form 4307 – Summary of Election Expenses](#) or [Form 4311 – Disbursement of Surplus Funds](#). These include transfers to other campaign accounts of the candidate, transfers to elector organizations, fundraising costs, payment of deposits (e.g., damage deposits), loan payments, and intended election expenses that were not used. Use additional pages as necessary.

For each other expense or transfer given:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description of the expense or transfer.
3. Enter the amount of the payment or the transfer.
4. Add the amounts and enter the total value into box A. This amount must be carried forward to [Form 4301– Campaign Financing Summary](#).

OTHER EXPENSES AND TRANSFERS GIVEN
LOCAL ELECTIONS CANDIDATE

NAME OF CANDIDATE

PAGE

OF

Report all transfers given and expenses that are not election expenses on this form.

1 DATE (YYYY/MM/DD)	2 DESCRIPTION	3 \$ AMOUNT
TOTAL		4 A

4310 – Fundraising Function

The [4310 – Fundraising Function](#) form is used if the candidate held a fundraising function. Complete a separate form for each function.

1. Enter the date of the fundraising function.
2. Enter a brief description of the fundraising function. If the candidate held a joint function, list the other candidate(s).

Note: Tickets and entry fees for fundraising functions may or may not be campaign contributions depending on different circumstances.

Section A – Fundraising income reported as campaign contributions

Tickets and entry fees are campaign contributions if an eligible individual purchased more than \$50 worth of tickets.

Amounts in this section are reported on [Form 4302 – Summary of Campaign Contributions](#). If applicable, they are also reported on [Form 4303 – Campaign Contributions with a Total Value of \\$100 or More](#).

3. Enter the number of tickets sold to eligible individuals of more than \$50 worth of tickets.
4. Enter the amount of money charged per ticket.
5. Enter the total amount of money collected from ticket sales reported as campaign contributions.
6. Tick this box if the tickets were sold at different prices.
7. Enter the number of eligible individuals that purchased more than \$50 worth of tickets.

Note: Other income from fundraising functions may also be campaign contributions. Goods and services donated at functions such as auctions, garage sales and bake sales are campaign contributions. If the goods and services are bought at the function for a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

8. Enter a description of the income received that was a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
9. Enter the total value of other campaign contributions received.

Section B – Fundraising income not reported as campaign contributions

Tickets and entry fees are not campaign contributions if an eligible individual purchased \$50 or less worth of tickets.

- 10.** Enter the number of tickets that were sold to eligible individuals for \$50 or less.
- 11.** Enter the amount of money charged per ticket.
- 12.** Enter the total amount of money collected from ticket sales not reported as campaign contributions. This amount is disclosed on [Form 4305 – Other Income and Transfers Received](#).
- 13.** Tick this box if the tickets were sold at different prices.
- 14.** Enter the number of eligible individuals that purchased \$50 or less worth of tickets.

Some other income from fundraising functions are not campaign contributions, such as goods and services bought at the function at or below their market value

- 15.** Enter a description of the income received that was not a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
- 16.** Enter the total value of other income received.

Section C – Cost of function

The total cost of fundraising functions is not an election expense but is reported on [Form 4309 – Other Expenses and Transfers Given](#). Costs of functions include goods and services purchased such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

17. Enter the total cost of the fundraising function.

NAME OF CANDIDATE	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

Complete a separate form for each function.

1 DATE OF FUNCTION (YYYY/MM/DD)	2 DESCRIPTION OF FUNDRAISING FUNCTION (IF JOINT FUNCTION, LIST OTHER CANDIDATE(S))
----------------------------------------	-------------------------------------------------------------------------------------------

A – FUNDRAISING INCOME REPORTED AS CAMPAIGN CONTRIBUTIONS
All income reported as campaign contributions must also be included on Form 4302 and, if applicable, Form 4303.

TICKET SALES (includes function entry fees)

	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of more than \$50 worth of tickets	3 <input style="width: 60px;" type="text"/>	4 <input style="width: 60px;" type="text"/>	= 5 <input style="width: 60px;" type="text"/>	6 <input style="width: 40px;" type="checkbox"/>
Number of eligible individuals that purchased tickets	7 <input style="width: 60px;" type="text"/>			

OTHER CAMPAIGN CONTRIBUTIONS
(i.e., goods and services that are donated for the function or sold at the function for more than their market value)

DESCRIPTION	\$ VALUE
8 <input style="width: 90%;" type="text"/>	9 <input style="width: 60%;" type="text"/>

B – FUNDRAISING INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS
All income not reported as campaign contributions must also be included on Form 4305.

TICKET SALES (includes function entry fees)

	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of \$50 or less worth of tickets	10 <input style="width: 60px;" type="text"/>	11 <input style="width: 60px;" type="text"/>	= 12 <input style="width: 60px;" type="text"/>	13 <input style="width: 40px;" type="checkbox"/>
Number of eligible individuals that purchased tickets	14 <input style="width: 60px;" type="text"/>			

OTHER INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS
(i.e., goods and services sold at the function for their market value or less)

DESCRIPTION	\$ VALUE
15 <input style="width: 90%;" type="text"/>	16 <input style="width: 60%;" type="text"/>

C – COST OF FUNCTION
The total cost of all fundraising functions must also be included on Form 4309.

The cost of a fundraising function includes goods and services such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

	\$ TOTAL COST OF FUNCTION 17 <input style="width: 60px;" type="text"/>
--	----------------------------------------------------------------------------------

4311 – Disbursement of Surplus Funds

The [4311 – Disbursement of Surplus Funds](#) form is used to report how funds remaining in the campaign account were disbursed after the election and payment of all expenses.

1. Enter the balance remaining in the campaign account after all expenses have been paid. This value must be carried forward to [Form 4301 – Campaign Financing Summary](#).
2. Enter the total value of all monetary contributions the candidate made to their own campaign. Do not include contributions of goods or services.
3. If the candidate made contributions of money to their campaign, they can be paid back up to the total amount of those contributions from funds remaining in the campaign account after the payment of all expenses. In section A enter the payment date and amount, if applicable.
4. If the amount remaining in the campaign account is \$500 or more after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be paid to the jurisdiction where the candidate ran. In section B enter the payment amount and date, if applicable.
5. If the amount remaining in the campaign account is less than \$500 after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be disbursed as directed by the candidate. In section C enter the payment amount, date and a brief description of how the funds were disbursed, if applicable.

NAME OF CANDIDATE

Balance remaining in campaign account(s) after payment of all expenses **1** A

Total amount of campaign contributions from candidate **2**

A If the candidate made campaign contributions of money to their own campaign, they can be paid back for those amounts from the balance remaining in the campaign account(s). Enter the payment to the candidate below and go to B.

	DATE (YYYY/MM/DD)	\$ AMOUNT
3		

B If the amount remaining in the campaign account(s) is \$500 or more after payment of all expenses, and the candidate has been paid back (if applicable), the funds must be paid to the jurisdiction where the candidate ran for election. Enter the payment below. If the amount remaining in the campaign account(s) is less than \$500 skip this section and go to C.

	DATE (YYYY/MM/DD)	\$ AMOUNT
4		

C If the amount remaining in the campaign account(s) is less than \$500 after the payment of all expenses, and the candidate has been paid back (if applicable), the funds must be disbursed as directed by the candidate. Enter this disbursement below, including a description of how the funds were disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	\$ AMOUNT
5		

4312 – Former Financial Agents

The [4312 – Former Financial Agents](#) form is for reporting information about other individuals previously appointed as a financial agent for this election. Do not complete this section if the candidate was the previous financial agent.

1. Enter the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.

NAME OF CANDIDATE

FORMER FINANCIAL AGENTS				
Enter the information below for any former financial agents during this election. Do not enter financial agent information from previous elections, or the name of the candidate if they previously acted as their own financial agent.				
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)				
1				
FINANCIAL AGENT'S FULL NAME				
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NUMBER	
2				
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)				
FINANCIAL AGENT'S FULL NAME				
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NUMBER	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)	

Resources

Election legislation

Printed versions of local election legislation — including the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) — are available at public libraries in communities throughout B.C. Printed versions are also available from Crown Publications, Queen's Printer for British Columbia, at:

Mailing address:

563 Superior Street, Victoria, B.C. V8V 1T7

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) are available online at bclaws.ca.



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.)

FINANCIAL DISCLOSURE ACT

[RSBC 1996] CHAPTER 139

This Act is current to June 27, 2018

Definitions

1 In this Act:

"business" includes a profession, calling, trade, manufacture, undertaking of any kind and an adventure or concern in the nature of trade, but does not include an office or employment;

"debt" does not include

- (a) a mortgage, lease or agreement for sale on land ordinarily occupied by the debtor for, or as incidental to, residential purposes,
- (b) current and ordinary household and personal living expenses, and
- (c) money or other property entrusted to or received by a nominee, municipal official, public employee or municipal employee in trust for another person;

"disclosure clerk" means

- (a) for a written disclosure filed by a nominee, the Clerk of the Legislative Assembly,
- (b) for a written disclosure filed by a municipal official or municipal employee,
 - (i) in the case of an official or employee in relation to a municipality or regional district, the local government corporate officer,
 - (i.1) in the case of an official or employee in relation to the Islands Trust, the secretary of the Islands Trust appointed under section 17 of the *Islands Trust Act*,

(ii) in the case of an official or employee in relation to the board of a school district, the secretary treasurer of the school district, and

(iii) in the case of an official or employee in relation to a francophone education authority, the chief executive officer of the authority, and

(c) for a written disclosure filed by a public employee, the Provincial Secretary;

"employment" means the position of an individual in the service of some other person;

"francophone education authority" has the same meaning as in the *School Act*;

"interest" means an interest specified, or required to be specified, in a written disclosure regardless of the date when it is required under section 3 to be filed;

"land" does not include, except in the definition "debt", land ordinarily occupied by an owner for, or as incidental to, residential purposes;

"local trust committee" has the same meaning as in the *Islands Trust Act*;

"municipal employee" means a person who

(a) is employed or appointed by the council of a municipality, by the board of a regional district, by the trust council, by a francophone education authority or by the board of a school district, and

(b) is designated by the council, board, trust council or francophone education authority, as the case may be, to be a municipal employee;

"municipal official" means a person who

(a) is a member of the council of a municipality, the board of a regional district or a local trust committee, or

(b) is a member of a board of school trustees constituted under the *School Act*, or is a member of the board of regional trustees of a francophone education authority, and includes, except in sections 2 (1), (3) and (5) and 11, a person for whom nomination papers for election to office as a municipal official have been filed;

"nominee" means a person referred to in section 2 (1);

"office" means the position of a person, other than a corporation, entitling the person to a fixed or ascertainable stipend or remuneration;

"public employee" means a person, other than a municipal employee or a judge, who is designated by the Lieutenant Governor in Council and who is

(a) employed by the government, or any of its boards, agencies or commissions, under the *Public Service Act* or by an order of the Lieutenant Governor in Council,

(b) employed by or appointed to a board, agency or commission if the employment or appointment requires an order or approval of the Lieutenant Governor in Council, or

(c) a member of a board, agency or commission established under an Act or by order of the Lieutenant Governor in Council;

"trust council" has the same meaning as in the *Islands Trust Act*;

"written disclosure" means a written disclosure required to be made and filed under this Act.

Requirement to make written disclosure

2 (1) A person who accepts a nomination for election to office as a Provincial or municipal official must make a written disclosure and file it with the person's nomination papers.

(2) Promptly after receiving a written disclosure under subsection (1), the person receiving it must send it to the appropriate disclosure clerk.

(3) A person who is a municipal official, public employee or municipal employee must make and file a written disclosure between January 1 and 15 in each year in which the person is an official or employee.

(4) A person who becomes a public employee or a municipal employee must make and file a written disclosure not later than the 15th day of the month following the month in which the person becomes a public employee or a municipal employee.

(5) A person who ceases to be a municipal official, public employee or municipal employee, for any reason other than the person's death, must make and file a written disclosure not later than the 15th day of the month following the month in which the person ceases to be an official or employee.

(6) A person is not required to file more than one written disclosure during any one month.

Contents and filing of written disclosures: Provincial

3 A written disclosure made by a nominee or public employee must be filed in the prescribed form with the appropriate disclosure clerk and must specify all of the following:

(a) the name of each corporation in which the person or a trustee for the person holds one or more shares;

(b) the name of each business situated or carrying on business in British Columbia and financially remunerating the nominee or public employee as an owner, part owner, trustee or partner;

(c) the name of each business located or carrying on business in British Columbia and financially remunerating the nominee or public employee for services performed by the person as an employee;

(d) the name of each organization located in British Columbia and financially remunerating the nominee or

public employee for an office held by the person that is not disclosed under paragraph (b) or (c);
(e) the name of the creditor for each debt of the nominee or public employee;
(f) a description and location of land located in British Columbia in which the nominee or public employee, or a trustee for that person, owns an interest or has an agreement entitling him or her to acquire an interest.

Contents and filing of written disclosures: municipal

- 4** A written disclosure by a municipal official or municipal employee must
- (a) be filed in the prescribed form with the appropriate disclosure clerk, and
 - (b) specify the matters listed in section 3, limited for section 3 (b), (c), (d) and (f) to the regional district that includes the municipality, local trust area, school district or francophone school district for which the official is elected or nominated, or the employee is employed or appointed.

Other rules about written disclosures

- 5** (1) If shares of a corporation carrying more than 30% of the votes for the election of directors are held, other than by way of security only,
- (a) by a nominee, municipal official, public employee or municipal employee, or by a trustee for him or her, or
 - (b) jointly by a nominee, municipal official, public employee or municipal employee, or by a trustee for him or her, and one or more of his or her spouse, child, sibling or parent,
- the written disclosure must include a statement, in prescribed form, setting out the
- (c) name of each of the corporation's subsidiaries, within the meaning of section 2 (2) of the *Business Corporations Act*,

(d) type of business ordinarily carried on by the corporation or by the subsidiary,

(e) description and location of land of which the corporation, a trustee for it, or the subsidiary, owns an interest or has an agreement entitling it to acquire an interest,

(f) name of the creditor for each debt of the corporation or subsidiary, except a debt of less than \$5 000 payable in full in less than 90 days, and

(g) name of each corporation in which the corporation, a trustee for it, or the subsidiary, holds one or more shares.

(2) For the purposes of sections 3 and 4 and this section, a person is deemed to be a trustee for a nominee, municipal official, public employee or municipal employee if the person

(a) holds a share in a corporation or an interest in land either for the benefit of the nominee, municipal official, public employee or municipal employee, or in circumstances where the nominee, municipal official, public employee or municipal employee is liable to pay, under the *Income Tax Act* (Canada), income tax on income received by him or her on the share or land interest, or

(b) has entered into an agreement entitling him or her to acquire an interest in land for the benefit of the nominee, municipal official, public employee or municipal employee.

(3) A nominee, municipal official, public employee or municipal employee may make and file a supplementary written disclosure.

Access to written disclosures

6 (1) The disclosure clerk with whom a written disclosure is filed under section 3 or 4 must produce for inspection, on request during normal business hours, the written disclosure filed by a nominee or municipal official.

(2) Subject to subsections (3) and (4) and sections 9, 10 and 11, a person does not have access to a written disclosure filed by a public employee or municipal employee.

(3) On receiving a written disclosure by a public employee, the Provincial Secretary must send a copy of it to the member of the Executive Council who, in the Provincial Secretary's opinion, is responsible to the Executive Council for the administration of the Act for which the public employee is employed or appointed.

(4) On receiving a written disclosure by a municipal employee, the disclosure clerk must send a copy of it to the members of the council, board or trust council responsible for the employment or appointment of the municipal employee.

Other disclosure laws

7 This Act is supplementary to and does not affect a duty or obligation to disclose an interest under any other law.

Proceedings not invalidated

8 The failure of a municipal official, public employee or municipal employee to comply with this Act does not, of itself, invalidate a matter, proceeding, vote or contract.

Offence and penalty

9 (1) A person who, as a municipal official, public employee or municipal employee, fails to make or file a written disclosure under this Act, commits an offence.

(2) A person who commits an offence under subsection (1) is liable on conviction to a fine of not more than \$10 000.

Procedural matters

10 (1) It is a defence to a charge under section 9 to show that the municipal official, public employee or municipal employee complied with section 3 or 4 to the best of his or her knowledge or belief.

(2) If a public employee or municipal employee is prosecuted under section 9, the Provincial Secretary or appropriate disclosure clerk, at the request of the court, must send to the court the written disclosure of the employee.

(3) If, in a prosecution under section 9, it is alleged that a person was a trustee for a municipal official, public employee or municipal employee, the onus is on the municipal official, public employee or municipal employee to show that the person was not a trustee on his or her behalf.

(4) If a public employee or municipal employee is prosecuted under section 9, the court may make public all or part of the public employee's or municipal employee's written disclosure.

Liability to payment from profit after failure to disclose

11 (1) If the Supreme Court, on an application made with the consent of the Attorney General, finds that

(a) a municipal official, public employee or municipal employee knowingly and wilfully contravened this Act by not disclosing an interest, and

(b) the official or employee made a financial gain resulting from his or her involvement in a matter, proceeding, vote or contract in respect of the interest,

the court may order the municipal official, public employee or municipal employee to pay to the employee's employer, or to the local government to which the official is elected, as the case may be, the amount determined by the court to be the amount of the financial gain.

(2) If an application under subsection (1) is made in respect of a public employee, the Provincial Secretary, at the request of the court, must send to a court the written disclosure of the public employee involved.

(3) If an application under subsection (1) is made in respect of a municipal employee, the disclosure clerk, at the request of the court, must send to the court the written disclosure of the municipal employee.

(4) If the proceedings under this section are against a public employee or municipal employee, the court may make public all or part of the employee's written disclosure.

Power to make regulations

12 The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.



Local Elections Campaign Financing Act
LOCAL ELECTIONS CAMPAIGN
FINANCING PRIOR TO 2022 GENERAL
LOCAL ELECTION REGULATION
B.C. Reg. 309/2016

Deposited and effective December 8, 2016
Last amended December 1, 2021 by B.C. Reg. 280/2021

Consolidated Regulations of British Columbia

This is an unofficial consolidation.

B.C. Reg. 309/2016 (O.C. 919/2016), deposited and effective December 8, 2016, is made under the *Local Elections Campaign Financing Act*, S.B.C. 2014, c. 18, ss. 100, 100.01, 100.1 and 100.2.

This is an unofficial consolidation provided for convenience only. This is not a copy prepared for the purposes of the *Evidence Act*.

This consolidation includes any amendments deposited and in force as of the currency date at the bottom of each page. See the end of this regulation for any amendments deposited but not in force as of the currency date. Any amendments deposited after the currency date are listed in the B.C. Regulations Bulletins. All amendments to this regulation are listed in the *Index of B.C. Regulations*. Regulations Bulletins and the Index are available online at www.bclaws.ca.

See the User Guide for more information about the *Consolidated Regulations of British Columbia*. The User Guide and the *Consolidated Regulations of British Columbia* are available online at www.bclaws.ca.

Prepared by:
Office of Legislative Counsel
Ministry of Attorney General
Victoria, B.C.

Local Elections Campaign Financing Act

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION
B.C. Reg. 309/2016**

Contents

PART 1 – GENERAL		
1	Definitions	1
2	Application	1
3	Prescribed elections	1
4	[Repealed]	2
5	Election area	2
6	Classes of election expenses	2
7	Classes of election period expenses and classes of campaign period expenses	3
8	Classes of third party advertising and classes of non-election assent voting advertising	3
9	Prescribed transmissions	4
PART 2 – CANDIDATE AND ELECTOR ORGANIZATION CAMPAIGN FINANCING		
10	[Repealed]	4
10.1	Election expenses of candidates and elector organizations	4
11	Attribution of shared election expenses to participating candidates	5
12	Permitted payments and deposits – candidate	5
13	Permitted payments and deposits – elector organization	6
14	Amount-available information that must be recorded	7
15 – 18	[Repealed]	8
PART 3 – THIRD PARTY ELECTION ADVERTISING		
19	Third party advertising limits	8
20	Attribution of shared third party advertising to participating third party sponsors	10
21	Attribution of value of directed advertising to third party advertising limit	10
22	[Repealed]	11
PART 4 – NON-ELECTION ASSENT VOTING ADVERTISING		
23	Attribution of shared non-election assent voting advertising to participating sponsors	12
PART 5 – TRANSPARENCY REQUIREMENTS FOR LOCAL ELECTIONS AND ASSENT VOTING		
Division 1 – Sponsorship of Election Advertising and Assent Voting Advertising		
24	When advertising sponsorship information not required	12
25	Internet election advertising	12
Division 2		
26	[Repealed]	12
Division 3 – Disclosure Requirements for Candidates		
27	General information respecting candidate	13

28	Information respecting financial agents and campaign accounts of candidate	13
29	Information respecting candidate election period expenses	13
30	Information respecting shared election expenses – election period expenses	13
31	Information respecting shared election expenses – campaign period expenses	14
32	Information respecting candidate campaign period expenses	14
33	Information respecting exclusions from candidate election period expenses	14
34	Information respecting exclusions from candidate campaign period expenses	14
35	Information respecting campaign contributions to candidate	15
35.1	Information respecting fundraising functions – candidate	15
36	Information respecting candidate campaign account transactions	16
37	Information respecting property or services	16
37.1	Information respecting loans to candidates	17
38	Additional disclosure requirements for endorsed candidates and candidates who sought endorsement	17
Division 4 – Disclosure Requirements for Elector Organizations		
39	General information respecting elector organization	18
40	Information respecting endorsed candidates	19
41	Information respecting financial agents and campaign accounts of elector organization	19
42	Information respecting elector organization election period expenses	19
43	Information respecting elector organization campaign period expenses	19
44	Information respecting exclusions from elector organization election period expenses	20
45	Information respecting exclusions from elector organization campaign period expenses	20
46	Information respecting campaign contributions to elector organization	20
46.1	Information respecting fundraising functions – elector organizations	21
47	[Repealed]	21
48	Information respecting elector organization campaign account transactions	22
49	Information respecting transfers between candidates and elector organizations	22
50	Information respecting loans to elector organizations	23
Division 5 – Disclosure Requirements for Third Party Sponsors		
51	General information respecting third party sponsor	23
52	Information respecting sponsored third party advertising	24
53	Information respecting third party sponsor’s own funds	24
54	Information respecting sponsorship contributions to third party sponsor	24
54.1	Information respecting loans to third party sponsors	25
55	Information respecting shared third party advertising	25
56	Limited disclosure for limited third party advertising	26
Division 6 – Disclosure Requirements for Non-Election Assent Voting Advertising Sponsors		
57	General information respecting non-election assent voting advertising sponsor	26
58	Information respecting non-election assent voting advertising	26
59	Information respecting non-election assent voting advertising sponsor’s own funds	27
60	Information respecting sponsorship contributions to non-election assent voting advertising sponsor	27

60.1	Information respecting loans to non-election assent voting advertising sponsors	27
61	Information respecting shared non-election assent voting advertising	28
62	Limited disclosure for limited non-election assent voting advertising	28
Division 7 – Public Access to Disclosure Information		
62.1	Public access to information in disclosure statements	28
PART 5.1 – CAMPAIGN CONTRIBUTION LIMITS		
62.2	Campaign contribution limits applicable to candidates in 2018	29
62.3	Elections to which Division 5 of Part 2 of the Act applies	29
62.4	Campaign contribution limits	29
PART 6 – EXPENSE LIMITS		
Division 1 – Establishment of Expense Limits		
63	Expense limits – election area population of less than 10 000	30
64	Expense limits – election area population of 10 000 or more	30
65	Expense limits – francophone education authority	31
Division 2 – Campaign Financing Arrangements		
66	Requirements for campaign financing arrangement	31
67	Termination of campaign financing arrangement by candidate	32
68	Termination of campaign financing arrangement by elector organization	33
69	Effect in relation to campaign period expenses of endorsement relationship ending	34
Division 3 – Attribution		
70	Attribution of elector organization campaign period expenses	35
PART 7 – PENALTIES FOR FAILURE TO COMPLY WITH DISCLOSURE REQUIREMENTS AND EXPENSE LIMITS		
71	When candidate penalties for failure to disclose apply – other circumstances	35
72	When candidate penalties for exceeding expense limits or amount available apply – other circumstances	36
PART 8 – APPEALS AND FINAL DETERMINATIONS		
73	Determination of who ceases to hold office	36
PART 9 – FORMS		
74	Prescribed forms	36
SCHEDULE		37

Local Elections Campaign Financing Act

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**

B.C. Reg. 309/2016

PART 1 – GENERAL

Definitions

- 1** (1) In this regulation:
- “**Act**” means the *Local Elections Campaign Financing Act*;
- “**shared non-election assent voting advertising**” means non-election assent voting advertising sponsored jointly by 2 or more non-election assent voting advertising sponsors, such that a portion of the total value of the non-election assent voting advertising attributed to each sponsor under section 33 (6) [*valuation rules for third party advertising*] of the Act is non-election assent voting advertising of each of the sponsors participating in the non-election assent voting advertising.
- (2) In the Act and this regulation, “**incur**” means, in relation to an election expense, using property or services in such a manner that the value of the property or services is an election expense.
- [am. B.C. Reg. 232/2017, s. 1.]

Application

- 2** This regulation does not apply in relation to the following:
- (a) assent voting or an election held before the 2018 general local election;
- (b) the 2022 general local election;
- (c) assent voting or an election held after the 2022 general local election.
- [en. B.C. Reg. 280/2021, s. 2.]

Prescribed elections

- 3** (1) For the purposes of section 1 (1) (i) [*elections to which this Act applies*] of the Act, the following elections are prescribed:
- (a) an election under the *Local Government Act* for a local community commissioner;
- (b) an election under the *Local Government Act* for a rural water councillor as provided for by Order in Council 1870/89;
- (c) an election under the *Local Government Act* for a water councillor as provided for by Order in Council 1870/89;
- (d) an election under the *Resort Municipality of Whistler Act* for the mayor;
- (e) an election under the *Resort Municipality of Whistler Act* for a councillor;
- (f) an election under the *Sechelt Indian Government District Enabling Act* for a member of the Advisory Council;

(g) an election under *The Cultus Lake Park Act* for a commissioner.

- (2) In relation to the paragraph of subsection (1) referred to in column 1 of the following table, for an election for the class of office referred to in column 2 of the table, the jurisdiction in relation to the election is that referred to in column 3 of the table and the local authority in relation to the election is that referred to in column 4 of the table:

Column 1 Paragraph	Column 2 Office	Column 3 Jurisdiction	Column 4 Local Authority
(a)	Local Community Commissioner	Regional District	The Board
(b)	Rural Water Councillor	Town of Oliver	The council
(c)	Water Councillor	Town of Osoyoos	The council
(d)	Mayor	Resort Municipality of Whistler	The council
(e)	Councillor	Resort Municipality of Whistler	The council
(f)	Member of the Advisory Council	Advisory Council	Advisory Council
(g)	Commissioner	Cultus Lake Park Board	Cultus Lake Park Board

[am. B.C. Reg. 36/2017, s. 1.]

- 4** Repealed. [B.C. Reg. 232/2017, s. 2.]

Election area

- 5** For the purposes of the definition of “election area” in the Schedule to the Act, the election area,
- (a) in relation to an election under *The Cultus Lake Park Act*, means the area for which an election is held under that Act;
 - (b) in relation to an election under the *Resort Municipality of Whistler Act*, means the area for which an election is held under that Act;
 - (c) in relation to an election under the *Sechelt Indian Government District Enabling Act*, means the area for which an election is held under that Act.

Classes of election expenses

- 6** The following classes of election expenses are established for the purposes of complying with disclosure requirements for candidates and elector organizations in relation to election expenses:
- (a) advertising expenses for
 - (i) brochures, pamphlets, flyers and similar forms of advertising,

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 1 – General

- (ii) newspaper, magazine, journal and similar forms of advertising,
 - (iii) radio,
 - (iv) signs, such as lawn signs and billboards, and similar forms of advertising,
 - (v) television,
 - (vi) the internet, and
 - (vii) other forms of advertising not covered by subparagraphs (i) to (vi);
- (b) Repealed. [B.C. Reg. 36/2017, s. 2.]
- (c) campaign administration expenses for
- (i) salaries and wages,
 - (ii) rent, insurance and utilities,
 - (iii) courier services and postage,
 - (iv) furniture and equipment,
 - (v) office supplies,
 - (vi) professional services, and
 - (vii) other campaign administration items not covered by subparagraphs (i) to (vi);
- (d) convention and similar meeting expenses;
- (e) expenses for campaign related functions not covered by paragraph (d);
- (f) research and polling expenses;
- (g) interest expenses;
- (h) other.
- [am. B.C. Reg. 36/2017, s. 2.]

**Classes of election period expenses and classes of
campaign period expenses**

- 7** The classes of election expenses established under section 6 apply for the purposes of complying with disclosure requirements for candidates and elector organizations in relation to election period expenses and campaign period expenses.

**Classes of third party advertising and classes of
non-election assent voting advertising**

- 8** The following classes of third party advertising and classes of non-election assent voting advertising are established for the purposes of complying with disclosure requirements for third party sponsors in relation to third party advertising and for assent voting advertising sponsors in relation to non-election assent voting advertising:
- (a) brochures, pamphlets, flyers and similar forms of advertising;
 - (b) newspaper, magazine, journal and similar forms of advertising;

- (c) radio;
- (d) signs, such as lawn signs and billboards, and similar forms of advertising;
- (e) television;
- (f) internet;
- (g) other.

Prescribed transmissions

- 9** (1) In this section, “**placement cost**” means the following:
- (a) the price paid for advertising space on the internet;
 - (b) if no price is paid, or if the price paid is less than market value, the value of advertising space on the internet that is provided as a campaign contribution or sponsorship contribution, as applicable.
- (2) For the purposes of section 7 (2) (e) [*what is not election advertising*] of the Act, the following transmissions are prescribed:
- (a) a transmission of a communication on the internet that does not have a placement cost and that promotes or opposes, directly or indirectly,
 - (i) the election of a candidate, or
 - (ii) an elector organization that is endorsing a candidate or is an established elector organization, including a communication that takes a position on an issue with which the candidate or elector organization is associated;
 - (b) assent voting advertising that is transmitted on the internet that would be election advertising under section 8 (3) [*assent voting advertising that is election advertising*] of the Act and that does not have a placement cost.
- (3) For the purposes of section 8 (5) (e) [*what is not non-election assent voting advertising*] of the Act, a transmission on the internet, that does not have a placement cost, of a communication that promotes or opposes, directly or indirectly, a particular result in assent voting is prescribed.

[am. B.C. Reg. 36/2017, s. 3.]

**PART 2 – CANDIDATE AND ELECTOR ORGANIZATION
CAMPAIGN FINANCING**

- 10** Repealed. [B.C. Reg. 232/2017, s. 2.]

Election expenses of candidates and elector organizations

- 10.1** (1) As an exception to section 14 (5) (a) [*exclusions from election expenses*] of the Act, the value of the use of the following property is an election expense of a candidate or elector organization, as applicable, in relation to an election if that

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 2 – Candidate and Elector Organization Campaign Financing

property was used in a previous election campaign of that candidate or elector organization:

- (a) a sign, poster or banner;
 - (b) other promotional material.
- (2) As an exception to section 14 (6) (e) [*day-to-day administration of a continuing elector organization*] of the Act,
- (a) the value of property and services used exclusively for the day-to-day administration of an elector organization office that operates on a continuing basis outside of campaign periods or election periods, including salaries and wages paid by the elector organization to its permanent staff, is an election expense when incurred during campaign periods or election periods, and
 - (b) an election expense under paragraph (a) of this subsection is not included when determining if the election expense limit for a candidate endorsed by the elector organization exceeds the expense limit for the candidate.
- (3) The value of property and services described in subsection (2) (a) of this section used before the date this section comes into force must be disclosed in accordance with section 44 [*information respecting exclusions from elector organization election period expenses*] of this regulation.

[en. B.C. Reg. 232/2017, s. 3; am. B.C. Reg. 89/2018, s. 1.]

Attribution of shared election expenses to participating candidates

- 11**
- (1) The value of shared election expenses that are election period expenses must be attributed to a participating candidate in accordance with the proportion of the value of the property or services used that the participating candidate must disclose under the Act as an election period expense under the Act.
 - (2) The value of shared election expenses that are campaign period expenses must be attributed to a participating candidate in accordance with the proportion of the value of the property or services used that the participating candidate must disclose under the Act as a campaign period expense under the Act.

Permitted payments and deposits – candidate

- 12**
- (1) Subject to subsection (2) of this section, for the purposes of section 18 (5) (h) [*requirement for candidate campaign account*] of the Act, a campaign account may be used for paying the total value or a portion of the total value of a shared election expense.
 - (2) A campaign account may be used for the payment described in subsection (1) of this section only if the shared election expense is incurred with the consent of the financial agent of each participating candidate who must reimburse the financial agent of the participating candidate making that payment.

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 2 – Candidate and Elector Organization Campaign Financing

- (3) For the purposes of section 18 (6) (b) of the Act, the following may be deposited into a campaign account of the candidate:
- (a) in respect of a campaign account at a credit union, dividends of shares paid by the credit union;
 - (b) a payment received from the financial agent of another participating candidate for reimbursement of an election expense that is a shared election expense;
 - (c) if
 - (i) the candidate sells non-monetary property or services for the purpose of obtaining funds for campaign use, and
 - (ii) the candidate
 - (A) acquired the property or services as referred to in section 13 (1) (a) [*campaign contribution provided without compensation*] of the Act,
 - (B) acquired the property or services as referred to in section 13 (1) (b) [*campaign contribution if provided at less than market value*] of the Act,
 - (C) made a payment as referred to in section 18 (5) (g) [*incidental expenses*] of the Act to acquire the property or services with the intention of selling that property or those services for the purpose of obtaining funds for campaign use, or
 - (D) acquired the property or services other than for campaign use, the proceeds of the sale, to the extent that these are not campaign contributions required to be deposited into a campaign account of the candidate;
 - (d) a payment by an eligible individual of \$50 or less for one or more charges per individual for a fundraising function.
 - (e) Repealed. [B.C. Reg. 232/2017, s. 4 (c).]
[am. B.C. Regs. 36/2017, s. 4; 232/2017, s. 4.]

Permitted payments and deposits – elector organization

- 13** (1) Repealed. [B.C. Reg. 232/2017, s. 5 (a).]
- (2) For the purposes of section 20 (6) (b) of the Act, the following may be deposited into a campaign account of the elector organization:
- (a) in respect of a campaign account at a credit union, dividends of shares paid by the credit union;
 - (b) if
 - (i) the elector organization sells non-monetary property or services for the purpose of obtaining funds for campaign use, and
 - (ii) the elector organization

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 2 – Candidate and Elector Organization Campaign Financing

- (A) acquired the property or services as referred to in section 13 (1)
 - (a) [*campaign contribution provided without compensation*] of the Act,
 - (B) acquired the property or services as referred to in section 13 (1)
 - (b) [*campaign contribution if provided at less than market value*] of the Act,
 - (C) made a payment as referred to in section 20 (5) (f) [*incidental expenses*] of the Act to acquire the property or services with the intention of selling that property or those services for the purpose of obtaining funds for campaign use, or
 - (D) acquired the property or services other than for campaign use, the proceeds of the sale, to the extent that these are not campaign contributions required to be deposited into a campaign account of the elector organization;
- (c) a payment by an eligible individual of \$50 or less for one or more charges per individual for a fundraising function.
 - (d) Repealed. [B.C. Reg. 232/2017, s. 5 (b).]
[am. B.C. Regs. 36/2017, s. 5; 232/2017, s. 5.]

Amount-available information that must be recorded

- 14** For the purposes of section 22 (2) (g) [*recording requirements*] of the Act, the financial agent of an elector organization must record the following:
- (a) the amount that is available for use by the elector organization during the campaign period in the election campaign of the endorsing elector organization as set out in the campaign financing arrangement between the elector organization and a candidate endorsed by the elector organization;
 - (b) if the campaign financing arrangement referred to in paragraph (a) is amended under section 63.10 [*amendment to and termination of campaign financing arrangement*] of the Act, the amended amount that is available for use by the elector organization during the campaign period in the election campaign of the endorsing elector organization;
 - (c) the date that the campaign financing arrangement referred to in paragraph (a) is signed by the candidate, the date it is signed by the financial agent of the candidate, if the candidate has a financial agent, and the date it is signed by the financial agent of the elector organization;
 - (d) if the campaign financing arrangement referred to in paragraph (a) is amended under section 63.10 of the Act, the date the amendment is signed by the candidate, the date it is signed by the financial agent of the candidate, if the candidate has a financial agent, and the date it is signed by the financial agent of the elector organization;

- (e) if a candidate endorsed by the elector organization terminates the campaign financing arrangement and delivers a copy of the notification of termination to the elector organization, the date the candidate signed the notification of termination.

15 to 18 Repealed. [B.C. Reg. 232/2017, s. 6.]

PART 3 – THIRD PARTY ELECTION ADVERTISING

Third party advertising limits

- 19** (1) For the purposes of section 41.1 (a) (i) [*third party advertising limits – population less than 15 000*] of the Act, the prescribed amount is \$750.
- (2) For the purposes of section 41.1 (a) (ii) [*third party advertising limits – population 15 000 or more*] of the Act, the third party advertising limit for third party advertising that is directed advertising is determined as follows:
- (a) the amount in respect of an election under the *Local Government Act* or the *Vancouver Charter* for mayor and an election under those Acts for councillor for the applicable election area is, in total, the greater of the following:
 - (i) \$750;
 - (ii) 5% of the expense limit for the candidate for mayor;
 - (b) the amount in respect of an election under the *Local Government Act* for an electoral area director for the applicable election area is the greater of the following:
 - (i) \$750;
 - (ii) 5% of the expense limit for the candidate for electoral area director;
 - (c) the amount in respect of an election under the *Vancouver Charter* for a Vancouver Park Board member for the applicable election area is the greater of the following:
 - (i) \$750;
 - (ii) 5% of the expense limit for the candidate for Vancouver Park Board member;
 - (d) the amount in respect of an election under the *Islands Trust Act* for a local trust area trustee for the applicable election area is the greater of the following:
 - (i) \$750;
 - (ii) 5% of the expense limit for the candidate for local trust area trustee;
 - (e) the amount in respect of an election under the *School Act* for a trustee on a board of education for the applicable election area is the greater of the following:

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 3 – Third Party Election Advertising

- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for trustee on a board of education;
- (f) the amount in respect of an election under the *School Act* for a regional trustee of a francophone education authority is 5% of the amount prescribed by section 65 [*expense limits – francophone education authority*];
- (g) the amount in respect of an election under *The Cultus Lake Park Act* for a commissioner for the applicable election area is the greater of the following:
- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for commissioner;
- (h) the amount in respect of an election under the *Local Government Act* for a local community commissioner for the applicable election area is the greater of the following:
- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for local community commissioner;
- (i) the amount in respect of an election under the *Local Government Act* for a rural water councillor as provided for by Order in Council 1870/89 for the applicable election area is the greater of the following:
- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for rural water councillor;
- (j) the amount in respect of an election under the *Local Government Act* for a water councillor as provided for by Order in Council 1870/89 for the applicable election area is the greater of the following:
- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for water councillor;
- (k) the amount in respect of an election under the *Resort Municipality of Whistler Act* for mayor or for councillor for the applicable election area, in total, is the greater of the following:
- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for mayor;
- (l) the amount in respect of an election under the *Sechelt Indian Government District Enabling Act* for a member of the Advisory Council for the applicable election area is the greater of the following:
- (i) \$750;
 - (ii) 5% of the expense limit for the candidate for member of the Advisory Council.

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 3 – Third Party Election Advertising

- (3) For the purposes of section 41.1 (b) [*cumulative third party advertising limit*] of the Act, the prescribed amount is \$150 000.

Attribution of shared third party advertising to participating third party sponsors

- 20** The value of shared third party advertising must be attributed to the participating third party sponsors in accordance with the amount paid by each participating third party sponsor for the shared third party advertising.

Attribution of value of directed advertising to third party advertising limit

- 21** (1) In this section:
- “**applicable third party advertising limit**” means the third party advertising limit in a relevant election area;
- “**coverage**”, in relation to directed advertising, means the following:
- (a) the amount of space used to promote or oppose, directly or indirectly, a candidate or elector organization;
 - (b) the amount of time used to promote or oppose, directly or indirectly, a candidate or elector organization;
- “**relevant election area**” means an election area in relation to which third party advertising specifically relates to a candidate or elector organization that is undertaking an election campaign.
- (2) Subject to subsection (3), if a single third party sponsor sponsors directed advertising that specifically relates to one or more candidates, one or more elector organizations or one or more of both candidates and elector organizations in 2 or more election areas, the third party sponsor must attribute the value of the directed advertising to the applicable third party advertising limit on a reasonable basis in proportion to the coverage of the candidate or elector organization in the directed advertising.
- (3) If a single third party sponsor sponsors directed advertising that specifically relates to an elector organization that endorses candidates in 2 or more election areas and that is not specifically related to candidates, the third party sponsor must attribute the value of the directed advertising to the applicable third party advertising limit as follows:
- (a) the sponsor must determine the number of election areas in which the elector organization endorses candidates and to which the directed advertising relates;
 - (b) the sponsor must divide the value of the directed advertising by the number determined under paragraph (a);
 - (c) the sponsor must attribute the amount determined under paragraph (b) to each applicable third party advertising limit.

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 3 – Third Party Election Advertising

- (4) Subject to subsection (5), if 2 or more third party sponsors sponsor shared third party advertising that is directed advertising that specifically relates to one or more candidates, one or more elector organizations or one or more of both candidates and elector organizations in 2 or more election areas, the third party sponsors must attribute the value of the directed advertising to the applicable third party advertising limit as follows:
- (a) the sponsors must attribute the value of the directed advertising to the applicable third party advertising limit on a reasonable basis in proportion to the coverage of the candidate or elector organization in the directed advertising;
 - (b) the sponsors must express the amount paid by each sponsor as a percentage of the total value of the directed advertising;
 - (c) the sponsors must multiply the value attributed under paragraph (a) by the percentages under paragraph (b) for each relevant election area;
 - (d) the sponsors must attribute, in relation to each sponsor, the amount determined under paragraph (c) to the applicable third party advertising limits.
- (5) If 2 or more third party sponsors sponsor shared third party advertising that is directed advertising that specifically relates to an elector organization that endorses candidates in 2 or more election areas and that is not specifically related to candidates, the third party sponsors must attribute the value of the directed advertising to the applicable third party advertising limit as follows:
- (a) the sponsors must determine the number of election areas in which the elector organization endorses candidates and to which the directed advertising relates;
 - (b) the sponsors must divide the value of the directed advertising by the number determined under paragraph (a);
 - (c) the sponsors must attribute the amount determined under paragraph (b) to each applicable third party advertising limit;
 - (d) the sponsors must express the amount paid by each sponsor as a percentage of the total value of the directed advertising;
 - (e) the sponsors must multiply the value attributed under paragraph (c) by the percentages under paragraph (d) for each relevant election area;
 - (f) the sponsors must attribute, in relation to each sponsor, the amount determined under paragraph (e) to the applicable third party advertising limits.

[am. B.C. Reg. 36/2017, s. 6.]

22 Repealed. [B.C. Reg. 232/2017, s. 7.]

PART 4 – NON-ELECTION ASSENT VOTING ADVERTISING**Attribution of shared non-election assent voting advertising to participating sponsors**

- 23 The value of shared non-election assent voting advertising must be attributed to the participating sponsors in accordance with the amount paid by each participating sponsor for the shared non-election assent voting advertising.

**PART 5 – TRANSPARENCY REQUIREMENTS FOR
LOCAL ELECTIONS AND ASSENT VOTING****Division 1 – Sponsorship of Election Advertising and Assent Voting Advertising****When advertising sponsorship information not required**

- 24 The requirements under section 44 [*advertising must include sponsorship information*] of the Act do not apply to the following forms of election advertising and non-election assent voting advertising:
- (a) clothing;
 - (b) novelty items, including wearable novelty items such as buttons, badges, wrist bands and necklaces;
 - (c) small items of nominal value that are intended for personal use.

Internet election advertising

- 25 (1) In this section:
- “**internet election advertising**” means election advertising or assent voting advertising that is transmitted on the internet;
- “**required sponsorship information**” means the information required to be included in election advertising or assent voting advertising under section 44 (1) [*advertising must include sponsorship information*] of the Act.
- (2) For the purposes of section 44 (1) of the Act, an individual or organization is not prohibited from sponsoring internet election advertising, or transmitting such advertising to the public, if
- (a) the internet election advertising includes a link that clearly indicates that the link will take the internet user to the required sponsorship information, and
 - (b) the required sponsorship information is displayed once the internet user accesses the link in the internet election advertising.

Division 2

- 26 Repealed. [B.C. Reg. 232/2017, s. 8.]

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

Division 3 – Disclosure Requirements for Candidates**General information respecting candidate**

- 27** A candidate disclosure statement must include the following information respecting the candidate:
- (a) the full name of the candidate and, if this is different, the name used on the ballot;
 - (b) the election area in relation to which the individual was a candidate;
 - (c) the jurisdiction in relation to which the individual was a candidate;
 - (d) the office for which the individual was a candidate;
 - (e) the required contact information for the candidate.

Information respecting financial agents and campaign accounts of candidate

- 28** A candidate disclosure statement must include the following information respecting financial agents and campaign accounts of the candidate:
- (a) the full name and required contact information for each individual who acted as financial agent for the candidate in relation to the election and, if the candidate appointed more than one financial agent, the effective date of each appointment;
 - (b) the name and address of the savings institution for each campaign account of the candidate.

Information respecting candidate election period expenses

- 29** A candidate disclosure statement must include the following information respecting election period expenses of the candidate:
- (a) the total value of the election period expenses;
 - (b) the total value of the election period expenses in each class of election expenses;
 - (c) if a total value of the election period expenses is provided in respect of the class described in section 6 (h) [*classes of election expenses*], a description of the election period expenses.

[am. B.C. Reg. 36/2017, s. 7.]

Information respecting shared election expenses – election period expenses

- 30** A candidate disclosure statement for a candidate who participated in shared election expenses that are election period expenses must include the following information respecting the shared election expenses:
- (a) the total value of the shared election expenses;
 - (b) the amount paid by the candidate of the total value of the shared election expenses;

- (c) the total amount of reimbursements received by the candidate from the other participating candidate or candidates;
- (d) the total amount of reimbursements paid by the candidate to the other participating candidate or candidates;
- (e) the full names of the other participating candidate or candidates.

Information respecting shared election expenses – campaign period expenses

31 A candidate disclosure statement for a candidate who participated in shared election expenses that are campaign period expenses must include the following information respecting the shared election expenses:

- (a) the total value of the shared election expenses;
- (b) the amount paid by the candidate of the total value of the shared election expenses;
- (c) the total amount of reimbursements received by the candidate from the other participating candidate or candidates;
- (d) the total amount of reimbursements paid by the candidate to the other participating candidate or candidates;
- (e) the full names of the other participating candidate or candidates.

Information respecting candidate campaign period expenses

32 A candidate disclosure statement must include the following information respecting campaign period expenses of the candidate:

- (a) the total value of the campaign period expenses;
- (b) the total value of the campaign period expenses in each class of election expenses;
- (c) if a total value of the campaign period expenses is provided in respect of the class described in section 6 (h) [*classes of election expenses*], a description of the campaign period expenses.

Information respecting exclusions from candidate election period expenses

33 A candidate disclosure statement must include the following information respecting exclusions from election period expenses of the candidate:

- (a) the total value of exclusions under section 14 (6) [*election expenses of candidates*] of the Act;
- (b) the total value of each applicable exclusion described in section 14 (6) of the Act.

Information respecting exclusions from candidate campaign period expenses

34 A candidate disclosure statement must include the following information respecting exclusions from campaign period expenses of the candidate:

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (a) the total value of exclusions under section 14 (6) [*election expenses of candidates*] of the Act;
- (b) the total value of each applicable exclusion described in section 14 (6) of the Act.

Information respecting campaign contributions to candidate

35 A candidate disclosure statement must include the following information respecting campaign contributions received by the candidate:

- (a) the total value of the campaign contributions;
- (b) the total value of the campaign contributions, other than anonymous campaign contributions;
- (c) the total value of anonymous campaign contributions and the total number of contributors that made those contributions;
- (d) for each campaign contribution made by a significant contributor, the information referred to in section 29 (1) [*campaign contribution information that must be recorded*] of the Act;
- (e) for each campaign contribution to which section 28 [*dealing with prohibited campaign contributions*] of the Act applies, the information referred to in section 29 (2) of the Act, other than the address of an individual;
- (f) for campaign contributions not referred to in paragraph (c), (d) or (e) of this section, the total value of the campaign contributions received and the total number of contributors that made those contributions;
- (g) if section 30.05 (7) (a) [*campaign contributions – elector organizations and endorsed candidates*] of the Act applies,
 - (i) the date the financial agent returned the campaign contribution,
 - (ii) the amount of the campaign contribution, and
 - (iii) the full name of the contributor;
- (h) if section 30.05 (7) (b) of the Act applies,
 - (i) the date the financial agent made the payment,
 - (ii) the amount of the payment, and
 - (iii) the full name of the contributor.

[am. B.C. Reg. 232/2017, s. 9.]

Information respecting fundraising functions – candidate

35.1 A candidate disclosure statement must include the following information respecting a fundraising function held by or on behalf of the candidate:

- (a) a description of the fundraising function;
- (b) the date the fundraising function was held;
- (c) the charge per individual for the fundraising function;

- (d) the total value of the campaign contributions made through payments of charges per individual for the fundraising function and the total number of eligible individuals who made those contributions;
- (e) the total value of payments of \$50 or less for charges per individual for the fundraising function and the total number of eligible individuals who made those payments.

[en. B.C. Reg. 232/2017, s. 10.]

Information respecting candidate campaign account transactions

36 A candidate disclosure statement must include the following information respecting amounts, other than campaign contributions and election expenses, deposited into or paid from a campaign account of the candidate or transferred between campaign accounts of the candidate:

- (a) the amount and date of each payment under section 24 (2), (3) or (4) [*what happens if a candidate has surplus campaign funds*] of the Act;
- (b) the amount and purpose of each deposit, transfer or payment under section 18 (5) (a), (g) or (h) [*requirement for candidate campaign account*] of the Act;
- (c) the total amount of transfers under section 18 (5) (b) of the Act in relation to each campaign account;
- (d) Repealed. [B.C. Reg. 232/2017, s. 11 (a).]
- (d.1) the amount and date of each payment on a permissible loan under section 18 (5) (g.1) of the Act;
- (e) the amount and purpose of each payment for an intended election expense that did not become an election expense;
- (f) the amount of each payment made from a campaign account for the purposes of obtaining funds for campaign use, other than obtaining funds by way of a permissible loan;
- (g) the amount and purpose of each deposit under section 18 (6) (a) of the Act;
- (g.1) the amount and date of each deposit under section 18 (6) (a.1) of the Act;
- (h) the amount and purpose of each deposit under section 18 (6) (b) of the Act.

[am. B.C. Reg. 232/2017, s. 11.]

Information respecting property or services

37 (1) A candidate disclosure statement must include the following information respecting property or services provided by the jurisdiction in relation to which an election is being held:

- (a) the amount and date of each payment under section 24 (5) (a) [*what happens if a candidate has surplus campaign funds*] of the Act;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (b) in relation to any free election advertising transmission referred to in section 13 (6) (b) (ii) [*campaign contributions to candidate or elector organization*] of the Act,
 - (i) the specific means by which the election advertising was transmitted to the public, and
 - (ii) the jurisdiction that provided the election advertising.

- (2) Repealed. [B.C. Reg. 232/2017, s. 12.]
[am. B.C. Reg. 232/2017, s. 12.]

Information respecting loans to candidates

37.1 A candidate disclosure statement must include the following information respecting a loan made to the candidate for campaign use:

- (a) if the candidate accepted the loan in contravention of section 27.02 (1) or (2) [*restrictions on loans for campaign use*] of the Act,
 - (i) the circumstances in which the loan was accepted,
 - (ii) the information required under section 22 (1.1) [*recording requirements for loans*] of the Act, other than the residential address of the lender, and
 - (iii) when and how the loan was dealt with in accordance with section 27.02 (3) of the Act;
- (b) if section 30.05 (7) (c) [*campaign contributions – elector organizations and endorsed candidates*] of the Act applies,
 - (i) the date the financial agent paid the amount of the permissible loan,
 - (ii) the amount of the permissible loan paid, and
 - (iii) if the lender is an eligible individual, the full name of the lender.

[en. B.C. Reg. 232/2017, s. 13.]

**Additional disclosure requirements for endorsed candidates
and candidates who sought endorsement**

- 38** (1) A candidate disclosure statement for a candidate who was endorsed by an elector organization must include the following information:
- (a) the name, abbreviation or acronym the elector organization used on the ballot;
 - (b) if different from the information provided under paragraph (a), the legal name of the elector organization;
 - (c) in relation to any transfer from the candidate to the elector organization under section 23 (1) [*campaign transfers between candidates and elector organizations*] of the Act, the amount and date of each transfer;
 - (d) in relation to any transfer from the elector organization to the candidate under section 23 (2) of the Act, the amount and date of each transfer;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (e) in relation to any transfer of non-monetary property or services between the candidate and the elector organization that are excluded from being campaign contributions under section 13 (6) (a) (ii) or (iii) [*campaign contributions to candidate or elector organization*] of the Act,
 - (i) the value of the non-monetary property or services provided or received,
 - (ii) the date the non-monetary property or services were provided or received, and
 - (iii) a description of the non-monetary property or services provided or received.
- (2) A candidate disclosure statement for a candidate who sought endorsement from an elector organization but was not endorsed must include the following information if property or services were transferred between the candidate and the elector organization:
 - (a) the name, abbreviation or acronym the elector organization used on the ballot;
 - (b) if different from the information provided under paragraph (a), the legal name of the elector organization;
 - (c) in relation to any transfer from the elector organization to the candidate under section 23 (4) (a) or (5) of the Act, the amount and date of each transfer;
 - (d) in relation to any transfer from the candidate to the elector organization under section 23 (4) (b) of the Act, the amount and date of each transfer.

Division 4 – Disclosure Requirements for Elector Organizations**General information respecting elector organization**

- 39** An elector organization disclosure statement must include the following information respecting the elector organization:
- (a) the name of the elector organization and, if this is different, the legal name of the elector organization;
 - (b) if different from the information provided under paragraph (a), the name, abbreviation or acronym the elector organization used on the ballot;
 - (c) Repealed. [B.C. Reg. 232/2017, s. 14.]
 - (d) the jurisdiction in relation to which the elector organization disclosure statement is being filed;
 - (e) the full name and required contact information for the authorized principal official of the elector organization and the full names and mailing addresses of the other responsible principal officials of the elector organization.
[am. B.C. Reg. 232/2017, s. 14.]

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

Information respecting endorsed candidates

- 40** An elector organization disclosure statement must include the following information respecting a candidate endorsed by the elector organization:
- (a) the full name of the candidate in relation to whom the elector organization filed endorsement documents and, if this is different, the name the candidate used on the ballot;
 - (b) the office for which the individual described in paragraph (a) was a candidate;
 - (c) the election area in relation to which the individual described in paragraph (a) was a candidate.

Information respecting financial agents and campaign accounts of elector organization

- 41** An elector organization disclosure statement must include the following information respecting financial agents and campaign accounts of the elector organization:
- (a) the full name and required contact information for each individual who acted as financial agent for the elector organization in relation to the election and, if the elector organization appointed more than one financial agent, the effective date of each appointment;
 - (b) the name and address of the savings institution for each campaign account of the elector organization.

Information respecting elector organization election period expenses

- 42** An elector organization disclosure statement must include the following information respecting election period expenses of the elector organization:
- (a) the total value of the election period expenses;
 - (b) the total value of the election period expenses in each class of election expenses;
 - (c) if a total value of the election period expenses is provided in respect of the class described in section 6 (h) [*classes of election expenses*], a description of the election period expenses.

[am. B.C. Reg. 36/2017, s. 8.]

Information respecting elector organization campaign period expenses

- 43** (1) Subject to subsection (2), an elector organization disclosure statement must include the following information respecting campaign period expenses of the elector organization:
- (a) the total value of the campaign period expenses;
 - (b) for each candidate endorsed by the elector organization, the total value of the campaign period expenses attributable to each candidate's expense limit;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (c) for each candidate endorsed by the elector organization, the total value of the campaign period expenses attributable to each candidate's expense limit in each class of election expenses;
 - (d) if a total value of the campaign period expenses attributable to a candidate's expense limit is provided in respect of the class described in section 6 (h) [*classes of election expenses*], a description of the campaign period expenses.
- (2) An elector organization disclosure statement must include the following information respecting campaign period expenses of the elector organization that are election expenses under section 10.1 (2) (a) [*value of day-to-day property and services used exclusively for day-to-day administration of continuing elector organization*]:
- (a) the total value of the campaign period expenses in each class of election expenses;
 - (b) if a total value of the campaign period expenses is provided in respect of the class described in section 6 (h) [*classes of election expenses*], a description of the campaign period expenses.

[am. B.C. Regs. 36/2017, s. 9; 89/2018, s. 2.]

Information respecting exclusions from elector organization election period expenses

- 44** An elector organization disclosure statement must include the following information respecting exclusions from election period expenses of the elector organization:
- (a) the total value of exclusions under section 14 (6) [*election expenses of elector organization*] of the Act;
 - (b) the total value of each applicable exclusion described in section 14 (6) of the Act.

Information respecting exclusions from elector organization campaign period expenses

- 45** An elector organization disclosure statement must include the following information respecting exclusions from campaign period expenses of the elector organization:
- (a) the total value of exclusions under section 14 (6) [*election expenses of elector organization*] of the Act;
 - (b) the total value of each applicable exclusion described in section 14 (6) of the Act.

Information respecting campaign contributions to elector organization

- 46** An elector organization disclosure statement must include the following information respecting campaign contributions received by the elector organization:
- (a) the total value of the campaign contributions;
 - (b) the total value of the campaign contributions, other than anonymous campaign contributions;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (c) the total value of anonymous campaign contributions and the total number of contributors that made those contributions;
- (d) for each campaign contribution made by a significant contributor, the information referred to in section 29 (1) [*campaign contribution information that must be recorded*] of the Act;
- (e) for each campaign contribution to which section 28 [*dealing with prohibited campaign contributions*] of the Act applies, the information referred to in section 29 (2) of the Act, other than the address of an individual;
- (f) for campaign contributions not referred to in paragraph (c), (d) or (e) of this section, the total value of the campaign contributions received and the total number of contributors that made those contributions;
- (g) if section 30.05 (5) (a) [*campaign contributions – elector organizations and endorsed candidates*] of the Act applies,
 - (i) the date the financial agent returned the campaign contribution,
 - (ii) the amount of the campaign contribution, and
 - (iii) the full name of the contributor;
- (h) if section 30.05 (5) (b) of the Act applies,
 - (i) the date the financial agent made the payment,
 - (ii) the amount of the payment, and
 - (iii) the full name of the contributor.

[am. B.C. Reg. 232/2017, s. 15.]

Information respecting fundraising functions – elector organizations

46.1 An elector organization disclosure statement must include the following information respecting a fundraising function held by or on behalf of the elector organization:

- (a) a description of the fundraising function;
- (b) the date the fundraising function was held;
- (c) the charge per individual for the fundraising function;
- (d) the total value of the campaign contributions made through payments of charges per individual for the fundraising function and the total number of eligible individuals who made those contributions;
- (e) the total value of payments of \$50 or less for charges per individual for the fundraising function and the total number of eligible individuals who made those payments.

[en. B.C. Reg. 232/2017, s. 16.]

47 Repealed. [B.C. Reg. 232/2017, s. 17.]

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

Information respecting elector organization campaign account transactions

- 48** An elector organization disclosure statement must include the following information respecting amounts, other than campaign contributions and election expenses, deposited into or paid from a campaign account of the elector organization or transferred between campaign accounts of the elector organization:
- (a) the amount and date of each payment under section 25 [*what happens if an elector organization has surplus campaign funds*] of the Act;
 - (b) the amount and date of each payment on a permissible loan under section 20 (5) (f.1) [*requirement for elector organization campaign account*] of the Act;
 - (b.1) the amount and date of each deposit under section 20 (6) (a.1) of the Act;
 - (c) the amount and purpose of each deposit under section 20 (6) (b) of the Act;
 - (d) Repealed. [B.C. Reg. 232/2017, s. 18 (d).]
 - (e) the amount and purpose of each payment for an intended election expense that did not become an election expense;
 - (f) the amount of each payment made from a campaign account for the purposes of obtaining funds for campaign use, other than obtaining funds by way of a permissible loan;
 - (g) the total amounts of transfers under section 20 (5) (a) of the Act in relation to each campaign account;
 - (h) the amount and purpose of each deposit under section 18 (6) (a) of the Act. [am. B.C. Reg. 232/2017, s. 18.]

Information respecting transfers between candidates and elector organizations

- 49** An elector organization disclosure statement must include the following information respecting transfers of property or provision of services between a candidate and the elector organization:
- (a) in relation to any transfer from the candidate to the elector organization under section 23 (1) or (4) (b) [*campaign transfers between candidates and elector organizations*] of the Act, the amount and date of each transfer and the full name of the candidate;
 - (b) in relation to any transfer from the elector organization to the candidate under section 23 (2), (4) (a) or (5) of the Act, the amount and date of each transfer and the full name of the candidate;
 - (c) in relation to any transfer of non-monetary property or services between the candidate and the elector organization that are excluded from being campaign contributions under section 13 (6) (a) (ii) or (iii) [*campaign contributions to candidate or elector organization*] of the Act,
 - (i) the value of the non-monetary property or services provided or received,

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (ii) the date the non-monetary property or services were provided or received,
- (iii) the full name of the candidate who provided or received the non-monetary property or services, and
- (iv) a description of the non-monetary property or services provided or received.

Information respecting loans to elector organizations

50 An elector organization disclosure statement must include the following information respecting a loan made to the elector organization for campaign use:

- (a) if the elector organization accepted the loan in contravention of section 27.02 (1) or (2) [*restrictions on loans for campaign use*] of the Act,
 - (i) the circumstances in which the loan was accepted,
 - (ii) the information required under section 22 (1.1) [*recording requirements for loans*] of the Act, other than the residential address of the lender, and
 - (iii) when and how the loan was dealt with in accordance with section 27.02 (3) of the Act;
- (b) if section 30.05 (5) (c) [*campaign contributions – elector organizations and endorsed candidates*] of the Act applies,
 - (i) the date the financial agent paid the amount of the permissible loan,
 - (ii) the amount of the permissible loan paid, and
 - (iii) if the lender is an eligible individual, the full name of the lender.

[en. B.C. Reg. 232/2017, s. 19.]

Division 5 – Disclosure Requirements for Third Party Sponsors**General information respecting third party sponsor**

51 A third party sponsor disclosure statement must include the following information respecting the third party sponsor:

- (a) if the third party sponsor is an individual,
 - (i) the full name of the individual and, if this is different, the usual name of the individual, and
 - (ii) the required contact information for the individual;
- (b) if the third party sponsor is an organization,
 - (i) the name of the organization and, if this is different, the legal name of the organization,
 - (ii) any abbreviations, acronyms and other names of the organization, and

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (iii) the full name and required contact information for the authorized principal official of the organization and the full names and mailing addresses of the other responsible principal officials of the organization;
- (c) if the third party sponsor is a candidate or an elector organization in relation to an election that is being held at the same time as the election for which the third party sponsor is a third party sponsor, the jurisdiction in relation to which the third party sponsor is a candidate or an elector organization and the election area in relation to which the third party sponsor is a candidate or an elector organization.

Information respecting sponsored third party advertising

52 A third party sponsor disclosure statement must include the following information respecting sponsored third party advertising:

- (a) the total value of the third party advertising;
- (b) the total value of the third party advertising in each class of third party advertising;
- (c) if a total value of the third party advertising is provided, under paragraph (b) of this section, in respect of the class described in section 8 (g) [*classes of third party advertising and classes of non-election assent voting advertising*] a description of the third party advertising;
- (d) the total value of the third party advertising that is directed advertising in each election area;
- (e) the total value of the third party advertising that is directed advertising in each class of third party advertising in each election area;
- (f) if a total value of the third party advertising that is directed advertising is provided, under paragraph (e) of this section, in respect of the class described in section 8 (g) a description of the third party advertising;
- (g) the jurisdiction in relation to which the third party sponsor sponsored directed advertising.

Information respecting third party sponsor's own funds

53 A third party sponsor disclosure statement must include the total value of the third party sponsor's own funds, other than funds received by way of a sponsorship contribution, used to pay for third party advertising.

Information respecting sponsorship contributions to third party sponsor

54 A third party sponsor disclosure statement must include the following information respecting sponsorship contributions received by the third party sponsor:

- (a) the total value of the sponsorship contributions;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

- (b) the total value of the sponsorship contributions, other than anonymous sponsorship contributions;
- (c) the total value of anonymous sponsorship contributions and the total number of contributors that made those contributions;
- (d) for sponsorship contributions made by a significant contributor, the information referred to in section 36 (1) [*records of sponsorship contributions and sponsored advertising*] of the Act;
- (e) for each sponsorship contribution to which section 35 [*dealing with prohibited sponsorship contributions*] of the Act applies, the information referred to in section 36 (2) of the Act, other than the address of an individual;
- (f) for sponsorship contributions not referred to in paragraph (c), (d) or (e) of this section, the total value of the sponsorship contributions received and the total number of contributors that made those contributions.

[am. B.C. Reg. 232/2017, s. 20.]

Information respecting loans to third party sponsors

54.1 A third party sponsor disclosure statement must include the following information if the third party sponsor accepted a loan in contravention of section 34.03 (1) [*restrictions on loans for sponsorship use*] of the Act:

- (a) the circumstances in which the loan was accepted;
- (b) when and how the loan was dealt with in accordance with section 34.03 (2) of the Act;
- (c) the information required under section 36 (2.1) [*records of sponsorship contributions – loans*] of the Act, other than the residential address of the lender.

[en. B.C. Reg. 232/2017, s. 21.]

Information respecting shared third party advertising

55 A third party sponsor disclosure statement for a third party sponsor that participated in shared third party advertising must include the following information in relation to each time the third party sponsor sponsors third party advertising jointly with one or more other third party sponsors:

- (a) the total value of the third party advertising;
- (b) the total amount of the third party advertising that was paid for by the third party sponsor;
- (c) the names of the other participating third party sponsors as those names appear in the sponsorship information required under section 44 (1) [*advertising must include sponsorship information*] of the Act.

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

Limited disclosure for limited third party advertising

- 56** Despite this Division, a third party sponsor disclosure statement for a third party sponsor to which section 51 (3) [*third party disclosure statement – information and other requirements*] of the Act applies must include only the following:
- (a) the information listed in section 51 [*general information respecting third party sponsor*] of this regulation;
 - (b) a statement confirming that the total value of the third party advertising sponsored by the third party sponsor is less than \$500.

**Division 6 – Disclosure Requirements for
Non-Election Assent Voting Advertising Sponsors****General information respecting non-election
assent voting advertising sponsor**

- 57** An assent voting advertising disclosure statement must include the following information respecting the assent voting advertising sponsor:
- (a) if the assent voting advertising sponsor is an individual,
 - (i) the full name of the individual and, if this is different, the usual name of the individual, and
 - (ii) the required contact information for the individual;
 - (b) if the assent voting advertising sponsor is an organization,
 - (i) the name of the organization and, if this is different, the legal name of the organization,
 - (ii) any abbreviations, acronyms and other names of the organization, and
 - (iii) the full name and required contact information for the authorized principal official of the organization and the full names and mailing addresses of the other responsible principal officials of the organization;
 - (c) the jurisdiction in relation to which the non-election assent voting advertising relates.

Information respecting non-election assent voting advertising

- 58** An assent voting advertising disclosure statement must include the following information respecting non-election assent voting advertising sponsored by the assent voting advertising sponsor:
- (a) the total value of the non-election assent voting advertising;
 - (b) the total value of the non-election assent voting advertising in each class of non-election assent voting advertising;
 - (c) if a total value of the non-election assent voting advertising is provided in respect of the class described in section 8 (g) [*classes of third party*]

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 5 – Transparency Requirements for Local Elections and Assent Voting

advertising and classes of non-election assent voting advertising], a description of the non-election assent voting advertising.

Information respecting non-election assent voting advertising sponsor's own funds

- 59** An assent voting advertising disclosure statement must include the total value of the assent voting advertising sponsor's own funds, other than funds received by way of a sponsorship contribution, used to pay for non-election assent voting advertising.

Information respecting sponsorship contributions to non-election assent voting advertising sponsor

- 60** An assent voting advertising disclosure statement for an assent voting advertising sponsor that sponsors non-election assent voting advertising must include the following information respecting sponsorship contributions received by the assent voting advertising sponsor:

- (a) the total value of the sponsorship contributions;
- (b) the total value of the sponsorship contributions, other than anonymous sponsorship contributions;
- (c) the total value of anonymous sponsorship contributions and the total number of contributors that made those contributions;
- (d) for sponsorship contributions made by a significant contributor, the information referred to in section 36 (1) [*records of sponsorship contributions and sponsored advertising*] of the Act;
- (e) for each sponsorship contribution to which section 35 [*dealing with prohibited sponsorship contributions*] of the Act applies, the information referred to in section 36 (2) of the Act, other than the address of an individual;
- (f) for sponsorship contributions not referred to in paragraph (c), (d) or (e) of this section, the total value of the sponsorship contributions received and the total number of contributors that made those contributions.

[am. B.C. Reg. 232/2017, s. 22.]

Information respecting loans to non-election assent voting advertising sponsors

- 60.1** An assent voting advertising disclosure statement must include the following information if the assent voting advertising sponsor accepted a loan in contravention of section 34.03 (1) [*restrictions on loans for sponsorship use*] of the Act:
- (a) the circumstances in which the loan was accepted;
 - (b) when and how the loan was dealt with in accordance with section 34.03 (2) of the Act;

- (c) the information required under section 36 (2.1) [*records of sponsorship contributions – loans*] of the Act, other than the residential address of the lender.

[en. B.C. Reg. 232/2017, s. 23.]

Information respecting shared non-election assent voting advertising

- 61** An assent voting advertising disclosure statement for an assent voting advertising sponsor that participated in shared non-election assent voting advertising must include the following information in relation to each time the assent voting sponsor sponsors non-election assent voting advertising jointly with one or more other sponsors:
- (a) the total value of the non-election assent voting advertising;
 - (b) the total amount of the non-election assent voting advertising that was paid for by the assent voting advertising sponsor;
 - (c) the names of the other participating assent voting advertising sponsors as those names appear in the sponsorship information required under section 44 (1) [*advertising must include sponsorship information*] of the Act.

Limited disclosure for limited non-election assent voting advertising

- 62** Despite this Division, an assent voting advertising disclosure statement for an assent voting advertising sponsor to which section 52 (3) [*non-election assent voting advertising sponsor disclosure statement – information and other requirements*] of the Act applies must include only the following:
- (a) the information listed in section 57 [*general information respecting non-election assent voting advertising sponsor*] of this regulation;
 - (b) a statement confirming that the total value of the non-election assent voting advertising sponsored by the assent voting advertising sponsor is less than \$500.

Division 7 – Public Access to Disclosure Information

Public access to information in disclosure statements

- 62.1** As an exception to section 58 (1) (a) and (b) [*public access to disclosure information – Elections BC responsibilities*] of the Act, if a disclosure statement or supplementary report contains, in relation to a permissible loan, the residential address of an eligible individual, the BC chief electoral officer must not make that address publicly available or have a copy of that address available for public inspection at the Elections BC office.

[en. B.C. Reg. 232/2017, s. 24.]

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**

Part 5.1 – Campaign Contribution Limits

PART 5.1 – CAMPAIGN CONTRIBUTION LIMITS**Campaign contribution limits applicable to candidates in 2018**

- 62.2** (1) This section applies to campaign contribution limits for 2018 in relation to the 2018 general local election.
- (2) Despite section 30.01 (1) [*campaign contribution limits for 2017 and 2018*] of the Act, a campaign contribution limit of \$2 400
- (a) is established for a candidate who is not endorsed by an elector organization in relation to an election campaign of the candidate, and
 - (b) is applicable only to the unendorsed candidate in respect of campaign contributions made by that candidate for use in that candidate's own election campaign.
- (3) In addition to the campaign contribution limit established in section 30.01 (2) of the Act, a campaign contribution limit of \$1 200
- (a) is established for an elector organization in relation to an election campaign of the elector organization, and
 - (b) is applicable, collectively, to all the candidates endorsed by the elector organization in relation to that election campaign in respect of campaign contributions made by those candidates for use in that election campaign.
- [en. B.C. Reg. 232/2017, s. 25.]

Elections to which Division 5 of Part 2 of the Act applies

- 62.3** For the purposes of section 30.03 [*application of Division*] of the Act, the following elections are prescribed:
- (a) the elections referred to in section 1 (1) (a) to (h) [*elections to which this Act applies*] of the Act;
 - (b) the elections referred to in section 3 (1) [*prescribed elections*] of this regulation.
- [en. B.C. Reg. 243/2018, s. 1.]

Campaign contribution limits

- 62.4** (0.1) This section applies for the purposes of establishing the campaign contribution limits for 2019, 2020 and 2021.
- (1) For the purposes of this section, the base year is 2019.
 - (2) For the purposes of section 30.04 (2) [*campaign contribution limits for 2019 and subsequent years*] of the Act, the prescribed amount for the campaign contribution limit for the base year for a candidate who is not endorsed by an elector organization in relation to an election campaign of the candidate is \$1 200.
 - (3) For the purposes of section 30.04 (3) of the Act, the prescribed amount for the campaign contribution limit for the base year for any one elector organization and

all the candidates endorsed by the elector organization in relation to an election campaign of the elector organization is \$1 200.

- (4) In addition to the campaign contribution limit established in subsection (2), in a calendar year in which an election takes place, a campaign contribution limit of \$1 200
- (a) is established for a candidate who is not endorsed by an elector organization in relation to the election campaign of the candidate, and
 - (b) is applicable only to the unendorsed candidate in respect of campaign contributions made by that candidate for use in that candidate's own election campaign.
- (5) In addition to the campaign contribution limit established in subsection (3), in a calendar year in which an election takes place, a campaign contribution limit of \$1 200
- (a) is established for an elector organization in relation to the election campaign of the elector organization, and
 - (b) is applicable, collectively, to all the candidates endorsed by the elector organization in relation to that election campaign in respect of campaign contributions made by those candidates for use in that election campaign.

[en. B.C. Reg. 243/2018, s. 1; am. B.C. Reg. 280/2021, s. 3.]

PART 6 – EXPENSE LIMITS

Division 1 – Establishment of Expense Limits

Expense limits – election area population of less than 10 000

- 63** (1) For the purposes of section 63.01 (1) (a) [*expense limits – candidate for mayor*] of the Act, the prescribed amount is \$10 000.
- (2) For the purposes of section 63.01 (2) (a) [*expense limits – candidate for other than mayor*] of the Act, the prescribed amount is \$5 000.

Expense limits – election area population of 10 000 or more

- 64** (1) For the purposes of section 63.01 (1) (b) [*expense limits – candidate for mayor*] of the Act, the amount of the expense limit is determined in accordance with subsection (2) of this section.
- (2) The expense limit for a candidate in an election for mayor is the total of the following:
- (a) \$1 for each person up to and including 15 000 persons;
 - (b) \$0.55 for each person over 15 000 persons up to and including 150 000 persons;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 6 – Expense Limits

- (c) \$0.60 for each person over 150 000 persons up to and including 250 000 persons;
 - (d) \$0.15 for each person over 250 000 persons.
- (3) For the purposes of section 63.01 (2) (b) [*expense limits – candidate for other than mayor*] of the Act, the amount of the expense limit is determined in accordance with subsection (4) of this section.
- (4) The expense limit for a candidate in an election, other than in an election for mayor, is the total of the following:
- (a) \$0.50 for each person up to and including 15 000 persons;
 - (b) \$0.28 for each person over 15 000 persons up to and including 150 000 persons;
 - (c) \$0.30 for each person over 150 000 persons up to and including 250 000 persons;
 - (d) \$0.08 for each person over 250 000 persons.

Expense limits – francophone education authority

- 65** For the purposes of section 63.01 (4) [*expense limits – candidate for regional trustee of francophone education authority*] of the Act, the prescribed amount is \$25 000.

Division 2 – Campaign Financing Arrangements**Requirements for campaign financing arrangement**

- 66** For the purposes of section 63.07 (3) (e) [*written campaign financing arrangement required*] of the Act, the following matters are prescribed:
- (a) the full name of the candidate and, if this is different, the name used on the ballot;
 - (b) the full name of the financial agent of the candidate, if the candidate has a financial agent;
 - (c) the name of the elector organization and, if this is different, the legal name of the elector organization;
 - (d) the full name of the financial agent of the elector organization;
 - (e) the office for which the individual is a candidate;
 - (f) the election area in relation to which the individual is a candidate;
 - (g) the jurisdiction in relation to which the individual is a candidate;
 - (h) the address for service of the candidate that is required to be provided to the chief election officer under section 90 (1) (c) [*other information to be provided by candidate*] of the *Local Government Act*;
 - (i) the address for service of the financial agent of the elector organization that is required to be included in the appointment of the financial agent under

section 19 (3) [*each elector organization must have a financial agent*] of the Act;

- (j) a requirement that the candidate deliver a copy of the completed campaign financing arrangement, including a copy of a completed campaign financing arrangement as amended under section 63.10 [*amendment to and termination of campaign financing arrangement*] of the Act, if applicable as soon as practicable to the address for service of the financial agent of the elector organization;
- (k) a requirement that the candidate file a copy of the completed campaign financing arrangement, including a copy of a completed campaign financing arrangement as amended under section 63.10 of the Act, if applicable as soon as practicable with the BC chief electoral officer;
- (l) if a campaign financing arrangement is amended under section 63.10 of the Act,
 - (i) the information required under paragraphs (a) to (g) of this section,
 - (ii) the amended amount, if any, that is available for use by the candidate during the campaign period in the election campaign of the candidate, and
 - (iii) the amended amount, if any, that is available for use by the elector organization during the campaign period in the election campaign of the endorsing elector organization.

Termination of campaign financing arrangement by candidate

- 67** (1) For the purposes of section 63.10 (4) [*termination of campaign financing arrangement*] of the Act, a campaign financing arrangement may be terminated by a candidate only in accordance with this section.
- (2) In order for a campaign financing arrangement to be terminated, the following steps must be taken:
- (a) the candidate must complete the notification in the prescribed form of termination;
 - (b) the candidate must deliver a copy of the completed notification of termination to the address for service of the financial agent of the elector organization;
 - (c) the financial agent of the elector organization must, as soon as possible,
 - (i) acknowledge, in writing, receipt of the copy of the notification of termination and sign and date the acknowledgement,
 - (ii) deliver a copy of the written acknowledgement to the address for service of the candidate, and
 - (iii) notify the authorized principal official of the elector organization that the financial agent received notification of termination;

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 6 – Expense Limits

- (d) the candidate must, as soon as practicable, file a copy of the notification of termination with the BC chief electoral officer.
- (3) For the purposes of subsection (2) (b), a candidate must deliver a copy of the notification of termination to the address for service of the financial agent of the elector organization on or before a date that will ensure that the financial agent receives the notification on or before the day before the start of the campaign period.
- (4) Termination of the campaign financing arrangement takes effect on the following date, whichever occurs first:
 - (a) the date the financial agent for the elector organization receives the notification of termination;
 - (b) the day before the start of the campaign period.
- (5) When the financial agent of an elector organization receives a notification of termination under subsection (2) (b), the elector organization must use best efforts to stop promoting, directly or indirectly, the election of the candidate.

**Termination of campaign financing arrangement
by elector organization**

- 68** (1) For the purposes of section 63.10 (4) [*termination of campaign financing arrangement*] of the Act, a campaign financing arrangement may be terminated by an elector organization only in accordance with this section.
- (2) In order for a campaign financing arrangement to be terminated, the following steps must be taken:
- (a) the financial agent of the elector organization must complete the notification in the prescribed form of termination;
 - (b) the authorized principal official of the elector organization must sign and date the notification of termination;
 - (c) the financial agent of the elector organization must deliver a copy of the completed notification of termination to the address for service of the candidate;
 - (d) the candidate must, as soon as possible,
 - (i) acknowledge, in writing, receipt of the copy of the notification of termination and sign and date the acknowledgement,
 - (ii) deliver a copy of the written acknowledgement to the address for service of the financial agent of the elector organization, and
 - (iii) if the candidate has a financial agent, the candidate must, as soon as possible, notify the financial agent that the candidate received notification of termination;

-
- (e) the financial agent of the elector organization must, as soon as practicable, file a copy of the notification of termination with the BC chief electoral officer.
- (3) For the purposes of subsection (2) (c), the financial agent of the elector organization must deliver a copy of the notification of termination to the address for service of the candidate on or before a date that will ensure that the candidate receives the notification on or before the day before the start of the campaign period.
- (4) The termination of the campaign financing arrangement takes effect on the following date, whichever occurs first:
- (a) the date the candidate receives the notification of termination;
 - (b) the day before the start of the campaign period.
- (5) When a candidate receives a notification of termination under subsection (2) (c), the candidate must use best efforts to stop promoting, directly or indirectly, the elector organization.

[am. B.C. Reg. 36/2017, s. 10.]

**Effect in relation to campaign period expenses
of endorsement relationship ending**

- 69** (1) If the circumstance referred to in section 63.11 (1) (a) [*withdrawal of candidate*] of the Act occurs, the candidate must deliver, as soon as possible after the candidate knows that the minister has approved the withdrawal of the candidate under section 101 (2) [*withdrawal of candidate*] of the *Local Government Act* or section 52 (2) of the *Vancouver Charter*, written notification of the withdrawal of the candidate to the following:
- (a) the address for service of the elector organization;
 - (b) the BC chief electoral officer.
- (2) If the circumstance in section 63.11 (1) (b) [*candidate incapacitated*] of the Act occurs, the local election officer must deliver, at the same time that the officer notifies the minister responsible under section 101 (4) [*death or incapacity of candidate*] of the *Local Government Act* or section 52 (4) of the *Vancouver Charter*, written notification of the incapacity or death of the candidate to the following:
- (a) the address for service of the elector organization endorsing the candidate;
 - (b) the BC chief electoral officer.
- (3) If any of the circumstances in section 63.11 (1) of the Act apply, an elector organization must use best efforts to stop promoting, directly or indirectly, the election of the candidate and incurring campaign period expenses that would otherwise be attributed to the candidate, starting on the following dates, as applicable, whichever occurs first:

**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**Part 7 – Penalties for Failure to Comply with Disclosure Requirements and Expense Limits

- (a) the date the elector organization receives the notification under subsection (1) or (2) of this section;
- (b) the date the elector organization becomes aware of the death of the candidate.

Division 3 – Attribution**Attribution of elector organization campaign period expenses**

- 70** (1) If an elector organization endorses more than one candidate, the campaign period expenses of the elector organization must be attributed to the expense limit of each candidate endorsed by the elector organization on a reasonable basis in proportion to the benefit received by the candidate.
- (2) For the purposes of this section, in determining the proportion of the benefit received by a candidate from campaign period expenses incurred for election advertising, the following factors must be considered:
- (a) the amount of space used to promote, directly or indirectly, the election of the candidate or oppose, directly or indirectly, the election of another candidate in the same election;
 - (b) the amount of time used to promote, directly or indirectly, the election of the candidate or oppose, directly or indirectly, the election of another candidate in the same election.

[am. B.C. Reg. 280/2021, s. 4.]

**PART 7 – PENALTIES FOR FAILURE TO COMPLY WITH DISCLOSURE
REQUIREMENTS AND EXPENSE LIMITS****When candidate penalties for failure to disclose
apply – other circumstances**

- 71** For the purposes of section 64 (5) [*penalties for failure to disclose*] of the Act, a candidate becomes subject to the penalties under that section as follows:
- (a) if an application for relief under section 66 [*application for relief in relation to disclosure requirements*] of the Act is heard and dismissed before the penalties under section 64 of the Act would otherwise apply under subsection (5) of that section, on the later of
 - (i) the day after the compliance deadline, and
 - (ii) the day on which the application is dismissed;
 - (b) if the petition for an application for relief under section 66 of the Act has not been served as required, on the later of
 - (i) the day after the compliance deadline, and
 - (ii) the date by which the petition is required to be served;

- (c) if an application for relief under section 66 of the Act has not been set down for hearing as required, on the later of
 - (i) the day after the compliance deadline, and
 - (ii) the date by which the application is required to be set down for hearing.

**When candidate penalties for exceeding expense limits
or amount available apply – other circumstances**

72 For the purposes of section 68.01 (7) [*penalties for exceeding expense limits or amount available*] of the Act, a candidate becomes subject to the penalties under that section as follows:

- (a) if an application for relief under section 68.04 [*application for relief in relation to exceeding expense limits or amount available*] of the Act is heard and dismissed before the penalty under section 68.01 (3) of the Act would otherwise apply under section 68.01 (7) of the Act, on the later of
 - (i) the day after the compliance deadline, and
 - (ii) the day on which the application is dismissed;
- (b) if the petition for an application for relief under section 68.04 of the Act has not been served as required, on the later of
 - (i) the day after the compliance deadline, and
 - (ii) the date by which the petition is required to be served;
- (c) if an application for relief under section 68.04 of the Act has not been set down for hearing as required, on the later of
 - (i) the day after the compliance deadline, and
 - (ii) the date by which the application is required to be set down for hearing.

PART 8 – APPEALS AND FINAL DETERMINATIONS

Determination of who ceases to hold office

73 For the purposes of section 72 (4) [*appeals and final determinations*] of the Act, the individuals who received the lowest numbers of votes in the by-election cease to hold office.

PART 9 – FORMS

Prescribed forms

74 The following forms set out in the Schedule are prescribed:

- (a) Amendment of a Campaign Financing Arrangement;
- (b) Campaign Financing Arrangement;
- (c) Notification of Termination of a Campaign Financing Arrangement.

LOCAL ELECTIONS CAMPAIGN FINANCING ACT
**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
 2022 GENERAL LOCAL ELECTION REGULATION**
 Schedule

B.C. Reg. 309/2016

SCHEDULE

[am. B.C. Reg. 36/2017, s. 11.]

LOCAL ELECTIONS CAMPAIGN FINANCING

(16/10)

**AMENDMENT OF A CAMPAIGN
 FINANCING ARRANGEMENT**



PLEASE PRINT IN BLOCK LETTERS

		GENERAL VOTING DAY (YYYY/MM/DD)	
SECTION A – CONTACT INFORMATION		AMENDMENT # _____	
CANDIDATE'S FULL NAME (AND BALLOT NAME, IF DIFFERENT)			
CANDIDATE'S FINANCIAL AGENT'S FULL NAME (IF APPLICABLE)			
ELECTOR ORGANIZATION'S NAME (AND LEGAL NAME, IF DIFFERENT)			
ELECTOR ORGANIZATION'S FINANCIAL AGENT'S FULL NAME			
SECTION B – AMOUNT OF EXPENSE LIMIT AVAILABLE TO THE CANDIDATE AND ELECTOR ORGANIZATION			
<p>Under the <i>Local Elections Campaign Financing Act</i>, endorsed candidates share their expense limit with their elector organization. This amount can be amended no later than three (3) days before General Voting Day. Enter the amended amount of the expense limit available for the candidate and for the elector organization to spend during the campaign period.</p>			
JURISDICTION	ELECTION AREA	OFFICE SOUGHT	
Candidate expense limit:		\$	A
Amount available for the candidate to spend:		\$	B
Amount available for the elector organization to spend:		\$	C
Boxes B + C must equal Box A			
SIGNATURE OF CANDIDATE		DATE (YYYY/MM/DD)	
SIGNATURE OF CANDIDATE'S FINANCIAL AGENT (IF APPLICABLE)		DATE (YYYY/MM/DD)	
SIGNATURE OF ELECTOR ORGANIZATION'S FINANCIAL AGENT		DATE (YYYY/MM/DD)	
<p>This information is collected under the authority of the <i>Local Elections Campaign Financing Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i>. The information will be used to administer provisions under the <i>Local Elections Campaign Financing Act</i>. Questions can be directed to: Privacy Officer, Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6</p>			

ORIGINAL — ELECTIONS BC
 PLEASE KEEP A COPY FOR YOUR RECORDS
 THIS FORM MUST BE FILED WITH ELECTIONS BC
 THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION

LOCAL ELECTIONS CAMPAIGN FINANCING ACT
**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
 2022 GENERAL LOCAL ELECTION REGULATION**
 Schedule

LOCAL ELECTIONS CAMPAIGN FINANCING **(16/10)**

CAMPAIGN FINANCING ARRANGEMENT



PLEASE PRINT IN BLOCK LETTERS

GENERAL VOTING DAY (YYYY/MM/DD)		
SECTION A – CONTACT INFORMATION		
CANDIDATE'S FULL NAME (AND BALLOT NAME, IF DIFFERENT)		
CANDIDATE'S FINANCIAL AGENT'S FULL NAME (IF APPLICABLE)		
CANDIDATE'S ADDRESS FOR SERVICE (MAILING ADDRESS, EMAIL ADDRESS OR FAX NUMBER)		
CITY / TOWN	PROVINCE	POSTAL CODE
ELECTOR ORGANIZATION'S NAME (AND LEGAL NAME, IF DIFFERENT)		
ELECTOR ORGANIZATION'S FINANCIAL AGENT'S FULL NAME		
ELECTOR ORGANIZATION'S FINANCIAL AGENT'S ADDRESS FOR SERVICE (MAILING ADDRESS, EMAIL ADDRESS OR FAX NUMBER)		
CITY / TOWN	PROVINCE	POSTAL CODE
SECTION B – AMOUNT OF EXPENSE LIMIT AVAILABLE TO THE CANDIDATE AND ELECTOR ORGANIZATION		
<p><i>Under the Local Elections Campaign Financing Act, endorsed candidates share their expense limit with their elector organization. A candidate's expense limit is based on the election area and the office they intend to run for. Enter the amount of the expense limit available for the candidate and for the elector organization to spend during the campaign period.</i></p>		
JURISDICTION	ELECTION AREA	OFFICE SOUGHT
Candidate expense limit:		\$ <input style="width: 100px;" type="text"/> A
Amount available for the candidate to spend:		\$ <input style="width: 100px;" type="text"/> B
Amount available for the elector organization to spend:		\$ <input style="width: 100px;" type="text"/> C
Boxes B + C must equal Box A		
This information is collected under the authority of the <i>Local Elections Campaign Financing Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i> . The information will be used to administer provisions under the <i>Local Elections Campaign Financing Act</i> . Questions can be directed to: Privacy Officer, Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6		

ORIGINAL — ELECTIONS BC
 PLEASE KEEP A COPY FOR YOUR RECORDS
 THIS FORM MUST BE FILED WITH ELECTIONS BC
 THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION

PLEASE TURN OVER →

LOCAL ELECTIONS CAMPAIGN FINANCING ACT
**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
2022 GENERAL LOCAL ELECTION REGULATION**
Schedule

B.C. Reg. 309/2016

LOCAL ELECTIONS CAMPAIGN FINANCING

(16/10)

CAMPAIGN FINANCING ARRANGEMENT



PLEASE PRINT IN BLOCK LETTERS

SECTION C – REQUIRED NOTIFICATIONS	
If either the candidate or the elector organization becomes aware that they have exceeded, or will exceed, the amount of the expense limit available for them to spend, they must notify the other party as soon as practicable.	
I am aware of: (a) the disclosure requirements in section 49(3) of the <i>Local Elections Campaign Financing Act</i> , and (b) the penalties in section 65.1 of the <i>Local Elections Campaign Financing Act</i> that may apply to me if the elector organization fails to meet its disclosure requirements or files false or misleading information.	
SIGNATURE OF CANDIDATE	DATE (YYYY/MM/DD)
SIGNATURE OF CANDIDATE'S FINANCIAL AGENT (IF APPLICABLE)	DATE (YYYY/MM/DD)
SIGNATURE OF ELECTOR ORGANIZATION'S FINANCIAL AGENT	DATE (YYYY/MM/DD)
This information is collected under the authority of the <i>Local Elections Campaign Financing Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i> . The information will be used to administer provisions under the <i>Local Elections Campaign Financing Act</i> . Questions can be directed to: Privacy Officer, Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6	

ORIGINAL — ELECTIONS BC
PLEASE KEEP A COPY FOR YOUR RECORDS
THIS FORM MUST BE FILED WITH ELECTIONS BC
THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION

LOCAL ELECTIONS CAMPAIGN FINANCING ACT
**LOCAL ELECTIONS CAMPAIGN FINANCING PRIOR TO
 2022 GENERAL LOCAL ELECTION REGULATION**
 Schedule

LOCAL ELECTIONS CAMPAIGN FINANCING **(16/10)**

**NOTIFICATION OF TERMINATION OF
 A CAMPAIGN FINANCING ARRANGEMENT**



PLEASE PRINT IN BLOCK LETTERS

GENERAL VOTING DAY (YYYY/MM/DD)		
SECTION A – CONTACT INFORMATION		
CANDIDATE'S FULL NAME (AND BALLOT NAME, IF DIFFERENT)		
CANDIDATE'S FINANCIAL AGENT'S FULL NAME (IF APPLICABLE)		
JURISDICTION	ELECTION AREA	OFFICE SOUGHT
ELECTOR ORGANIZATION'S NAME (AND LEGAL NAME, IF DIFFERENT)		
ELECTOR ORGANIZATION'S FINANCIAL AGENT'S FULL NAME		
<p>Under the <i>Local Elections Campaign Financing Act</i>, a campaign financing arrangement can be terminated by either the candidate or their elector organization.</p> <ul style="list-style-type: none"> • If you are a candidate and wish to terminate the campaign financing arrangement, complete SECTION B – TERMINATION BY CANDIDATE • If you are an elector organization and wish to terminate the campaign financing arrangement, complete SECTION C – TERMINATION BY ELECTOR ORGANIZATION 		
SECTION B – TERMINATION BY CANDIDATE		
In accordance with section 67 of the Local Elections Campaign Financing Expense Limit Regulation, the campaign financing arrangement with the elector organization identified in Section A is terminated.		
SIGNATURE OF CANDIDATE	DATE (YYYY/MM/DD)	
SIGNATURE OF CANDIDATE'S FINANCIAL AGENT (IF APPLICABLE)	DATE (YYYY/MM/DD)	
SECTION C – TERMINATION BY ELECTOR ORGANIZATION		
In accordance with section 68 of the Local Elections Campaign Financing Expense Limit Regulation, the campaign financing arrangement with the candidate identified in Section A is terminated.		
SIGNATURE OF ELECTOR ORGANIZATION'S FINANCIAL AGENT	DATE (YYYY/MM/DD)	
SIGNATURE OF ELECTOR ORGANIZATION'S AUTHORIZED PRINCIPAL OFFICIAL	DATE (YYYY/MM/DD)	
<p>This information is collected under the authority of the <i>Local Elections Campaign Financing Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i>. The information will be used to administer provisions under the <i>Local Elections Campaign Financing Act</i>. Questions can be directed to: Privacy Officer, Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6</p>		

ORIGINAL — ELECTIONS BC
 PLEASE KEEP A COPY FOR YOUR RECORDS
 THIS FORM MUST BE FILED WITH ELECTIONS BC
 THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 515, 2022**

A Bylaw to Conduct Elections and Assent Voting

The Board of the Central Coast Regional District in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Election and Assent Voting Bylaw No. 515, 2022."

2. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

- (a) As authorized under *Local Government Act* Section 89.7, public access to nomination documents must be provided by the District from the time of delivery until 30 days after the declaration of election results. These documents can be viewed at the District office during office hours: 8:30 am to 4:00 pm Monday to Friday excluding statutory holidays and weekends and will be posted to the District's website at www.ccrd.ca.
- (b) As authorized under *Local Government Act* Section 89.8, public access to elector organization endorsement documents will be provided by the District from the time of delivery until 30 days after the declaration of election results. These documents can be viewed at the District office during office hours: 8:30 am to 4:00 pm Monday to Friday excluding statutory holidays and weekends and will be posted to the District's website at www.ccrd.ca.

3. ELECTOR REGISTRATION

A person may register as an elector only at the time of voting for all elections and assent voting.

4. ADVANCE VOTING OPPORTUNITIES

In accordance with Section 107 of the *Local Government Act*, a required advance voting opportunity will take place on the 10th day before general voting day and a second advance voting opportunity will not be held.

5. SPECIAL VOTING OPPORTUNITIES

As authorized under Section 109 of the *Local Government Act*, the Chief Election Officer may establish the dates, locations, and voting hours within the limits set out in the *Local Government Act*, for the special voting opportunities.



Central Coast
REGIONAL DISTRICT
That we may be good people together

Election and Assent Voting Bylaw No. 515, 2022

Page 2

6. ORDER OF NAMES ON BALLOT

The order of names of candidates on the ballot will be arranged alphabetically by their surnames in accordance with Section 117 of the *Local Government Act*.

7. NUMBER OF SCRUTINEERS AT VOTING PLACES

The number of scrutineers for each candidate that may attend at an election is one (1) scrutineer for each ballot box in use.

8. NUMBER OF SCRUTINEERS FOR ASSENT VOTING

As authorized under Section 181 of the *Local Government Act*, for assent voting, the number of scrutineers for the question and the number of scrutineers against the question that may attend at each voting place is one (1) scrutineer.

9. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

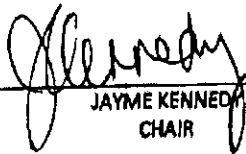
In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a runoff election in accordance with section 152 of the *Local Government Act*.

10. REPEAL

Central Coast Regional District Elections Bylaw No. 424, 2018 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME on the 23rd day of June, 2022

ADOPTED on 23rd day of June, 2022



JAYME KENNEDY
CHAIR



CURTIS SLINGERLAND
CHIEF ADMINISTRATIVE OFFICER

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 516, 2022**

The Board of the Central Coast Regional District, in open meeting, enacts as follows:

1. TITLE

This bylaw may be cited as "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022".

2. AUTHORIZATION AND DEFINITIONS

2.1 Voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.

2.2 The Chief Election Officer may establish the time limits in relation to voting by mail.

2.3 In this bylaw:

Applicant means an elector who wants to vote by mail and make a request for a mail ballot;

Authorized Person means a person that the applicant has authorized, on the applicant's behalf, to:

- a) pick up a mail ballot package; or
- b) drop off a completed mail ballot package.

~~**Register of Mail Ballots** means the records that the Chief Election Officer must keep in order to address any challenges to an elector's right to vote.~~

2.4 The definitions contained in the *Local Government Act* shall apply in this bylaw.

3. APPLICATION PROCEDURE

3.1 An Applicant shall apply by giving their name and address to the Chief Election Officer during the period:

- a) commencing 30 days before general voting day, and
- b) ending at 4:00 pm on Thursday, two days before general voting day.

3.2 Upon the Applicant making a request for a mail ballot, the Chief Election Officer shall, between the time when the ballots are ready and 4:00 pm on Thursday, two days before general voting day:

- (a) make available to the Applicant, a mail ballot package which contains:
 - i. the content set out in Section 110(7) of the *Local Government Act*;
 - ii. additional instructions to complete it; and
 - iii. a statement advising the elector must meet the eligibility to vote criteria and attest to such fact;



3. APPLICATION PROCEDURE (continued)

- (b) record in the Register of Mail Ballots and, upon request, make available for public inspection:
 - i. the name and address of the elector to whom the mail ballot package was issued; and
 - ii. any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.

- 3.3 As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:
- a) Canada Post;
 - b) courier at the expense of the applicant;
 - c) picked up by the Applicant at a designated time and location; or
 - d) picked up by an Authorized Person at a designated time and location.

- 3.4 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

4. VOTING PROCEDURE

- 4.1 To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

- 4.2 After marking the ballot, the elector shall:
- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
 - d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received by the Chief Election Officer no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

- 5.1 Until 8:00 pm on general voting day, the Chief Election Officer shall, upon receipt of the return envelope and its contents:
- a) immediately record the date of receipt in the Register of Mail Ballots; and
 - b) open the return envelope.



5. BALLOT ACCEPTANCE OR REJECTION (continued)

- 5.2 When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:
- a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
 - b) determine the fulfilment of the requirements as outlined in *Local Government Act* Section 70 and the completeness of any application to register, if required; and
 - c) determine the completeness of the certification envelope.
- 5.3 If the Chief Election Officer is satisfied that the elector has met the requirements in Section 5.2, the Chief Election Officer shall:
- a) mark the certification envelope as "accepted"; and
 - b) place the accepted certification envelope with the other certification envelopes.
- 5.4 If the Chief Election Officer determines that:
- a) he/she is not satisfied as to the identify to the elector; or
 - b) the elector has not completed the application to register properly;
- the Chief Election shall mark the certification envelope as "rejected", indicate the reason for the rejection and set aside the rejected certification envelope unopened.
- 5.5 The Chief Election Officer shall retain all opened and unopened certification envelopes in his/her custody.
- 5.6 After 4:30 pm on Thursday, two days before general voting day, the Chief Election Officer, in the presence of at least one other person, including any candidate representatives, shall:
- a) deal with any challenges to the electors involving the accepted certification envelopes;
 - b) open the certification envelopes;
 - c) remove the secrecy envelopes containing the ballots; and
 - d) place the secrecy envelope containing the ballot in the ballot box.
- 5.7 If the Chief Election Officer receives a return envelope with its contents after 4:30 pm on Thursday, two days before general voting day but before the close of general voting, the Chief Election Officer shall:
- a) handle those return envelopes in accordance with Section 5.1 at the time that the Chief Election Officer receives the return envelopes;
 - b) retain all accepted certification envelopes until the close of general voting day;
 - c) process the accepted certification envelopes in accordance with Sections 5.2 to 5.5 after the close of general voting day.



5. BALLOT ACCEPTANCE OR REJECTION (continued)

- 5.8 As soon as possible after all of the secrecy envelopes have been placed in the ballot box, in the presence of at least one other person and any candidate representatives, the Chief Election Officer shall supervise:
- a) the opening of the ballot box;
 - b) the opening of the secrecy envelopes and
 - c) the counting of the ballots in accordance with the provisions of the *Local Government Act*.
- 5.9 If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:
- a) mark the return envelope as "rejected";
 - b) indicate the reason why the return envelope was rejected on the return envelope; and
 - c) place the unopened return envelope with the other rejected return envelopes.

6. CHALLENGE OF ELECTOR

An applicant exercising the right to vote by mail under the provisions of *Local Government Act* Section 110 may be challenged in accordance with, and on the grounds specified within Section 126 of the *Local Government Act* up until 4:30 pm Thursday, two days before general voting day.

7. ELECTOR'S NAME ALREADY USED

If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer shall comply with *Local Government Act* Section 127.

8. REPLACEMENT OF SPOILED BALLOT

- 8.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:
- a) advising the Chief Election Officer of the ballot spoilage; and
 - b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.
- 8.2 Upon receipt of the spoiled ballot package, the Chief Election Officer shall record such fact and proceed in accordance with Part 4 of this bylaw.



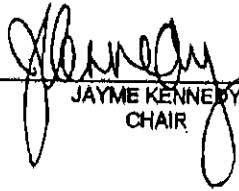
Central Coast
REGIONAL DISTRICT
That we may be good people together

Mail Ballot Authorization and
Procedure Bylaw No. 516, 2022

Page 5

READ A FIRST, SECOND AND THIRD TIME on this 9th day of June, 2022

ADOPTED on this 9th day of June, 2022



JAYME KENNEY
CHAIR



CURTIS SLINGERLAND
CHIEF ADMINISTRATIVE OFFICER

2019-2022 Strategic Plan Amendments 2022 Strategic Priorities



Prepared for:
CCRD Board of Directors
Chair Jayme Kennedy



Alison Sayers, MA
alison@sayersconsulting.ca
<https://sayersconsulting.ca>
Nelson, BC

2022 Strategic Priorities

Background

The CCRD Board met for a regular public meeting on September 7th and 8th, 2021. As is typical for this time of year, a review of the 2019-2022 Strategic Plan was undertaken. In 2020, adjustments to the plan were necessary due to constraints brought on by the COVID-19 pandemic. This year, the major impacts on the organization moving forward into 2022 will be hiring and training a new CAO and CFO, and the province-wide local government election in October.

Both situations will require significant organizational focus. Hiring a new CAO is the most important decision a regional district Board is likely to make during its tenure. Staff resources may be needed for covering CAO and CFO duties should a suitable candidate not be found before the end of 2021.

Local government elections require staff resourcing beginning much earlier than the election itself. For instance, a staff member will need to fulfill the duties of Chief Elections Officer in 2022, and may have to undertake training in order to fulfill their duties in this role through the end of the election period, which will be sometime in November.

Similar to the updated plan for 2021, this plan is organized by service area as well as by strategic priority. This approach provides the most comprehensive guidance to staff in order to fulfill the budget planning processes for 2022 and the Five Year Financial Plan.

It is important to note that the priority projects and service areas identified in this document are not an exhaustive list of services and projects currently being undertaken by CCRD. A list of ongoing services with a partial list of key projects not reflected in the Board's priorities is on Page 7.

In the interest of clarity, this document is intended to replace the document *CCRD 2019-2022 Strategic Plan Amendments: Strategic Priorities, Advocacy Items, and Priority Projects*.

2019-2022 Strategic Goals

Good Governance and Administration
Building Our Capacity
Improving Our Infrastructure
Effective Community Planning

These four strategic goals are framework strategies that guide the Board and staff in their everyday activities. The Board should continue to be mindful to exercise their duty of care to the organization, by continuing to be collectively discriminating when considering asking staff to respond to, report on, or support advocacy efforts that are outside these four priorities and existing service areas. CCRD operates generally in a state of overcapacity for the human and

2022 Strategic Priorities

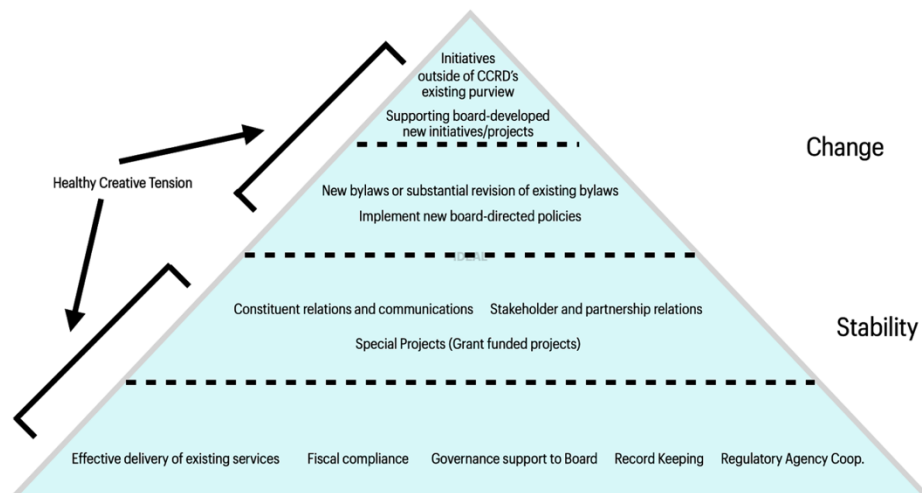
financial resources it has, and these resources will continue to be stretched heading into 2022. The Board must continue to carefully guard against being captivated by constituent interests that, while very worthy, are outside the scope of this framework and CCRD purview, as this could further jeopardize staff well-being.

The image below attempts to capture and categorize the general focus of staff workload at a local government. It is interesting to note that the bottom tier, which involves legal, regulatory, and fiscal compliance, requires about 50-65% of local government's time. At the last review in 2020, this was around 80%. With recent restructuring and new hires, the staff is achieving better equilibrium within the tiers.

As well, CCRD is currently managing over 20 board-supported grant-funded special projects (second tier), which creates legal obligations to funders, to which the organization must adhere. CCRD is also currently undertaking a comprehensive review of most of the organization's bylaws with the primary intent of closing long-standing fiscal gaps, which is critical to service sustainability over the long term.

Thus, any new Board requests of staff for new policies, initiatives, and projects (top two tiers) that are outside the above priorities and existing service areas run the risk of: a) requiring staff time to be spent away from legislative compliance and effective delivery of existing services in order to address them; or b) being "waitlisted" until such time as pursuing them does not legally jeopardize the organization.

While a healthy creative tension can normally exist between the top two tiers ("change") and the bottom two tiers ("stability"), CCRD will continue to be challenged by levels of change that tend to be too high for such a small staff of five and such a small budget, to absorb. Thus, the Board should prepare for significant budget increases to support a variety of work, including upgrades to existing services (ie. Thorsen Creek Waste and Recycling Centre budget) and new services (ie. Denny Island Water and Hagensborg Water) over the coming years.



Updated Strategic Priorities By Service Area

The Board identified the following priorities by service area, in order of priority:

Priority	Service Area	Related Strategic Priority
Staff Recruitment, Development, and Retention	All Service Areas	Good Governance and Administration
Official Community Planning	Land Use and Community Planning	Effective Community Planning
Fixing Revenue Issues	All Service Areas	Good Governance and Administration
Government-to-Government Relations	All Service Areas	Building Our Capacity

Strategic Priorities By Service Area

All Service Areas: Staff Recruitment, Development, and Retention

Service Area	Priority Project	Related Strategic Goal	Timeline/Budget Year Starting	Related Staff/Capacity Changes
All	Hire or appoint CAO	Good Governance and Administration	2021 into 2022	Hire contract recruiter; possibly hire contract interim CAO
	Hire or appoint CFO	Good Governance and Administration	2021 into 2022	Hire contract recruiter; possibly hire contract interim CFO
	Hire or appoint Corporate Officer	Good Governance and Administration	2021	As indicated
Emergency Management	Hire, appoint, or contract Emergency Program Coordinator	Good Governance and Administration	2021	Contract position

2022 Strategic Priorities

Land Use and Community Planning

Service Area	Priority Project	Related Strategic Goal	Timeline/Budget Year Starting	Related Staff/Capacity Changes
Land Use and Community Planning	Complete Housing Needs Assessment (in process)	Effective Community Planning	2021-2022	None
	Update Bella Coola Valley OCP	Effective Community Planning	2022	Hire 1+ temp. PT staff; hire outside planning consultants
	Outer Coast OCP Feasibility/Assent process	Effective Community Planning	2022-2023	1 PT staff and outside consultants
	Economic Development Re-Evaluation	Effective Community Planning	2022	Included as part of the OCP process; related strategic priorities should follow

All Service Areas: Fixing Revenue Issues

Service Area	Priority Project	Related Strategic Goal	Timeline/Budget Year Starting	Related Staff/Capacity Changes
All	Continue collaborative work on CCRD's Financing Reconciliation efforts with ACRD and Province of BC; and potentially Village of Queen Charlotte	Building Our Capacity; Good Governance and Administration	2022	Uncertain due to CAO transitions at CCRD and ACRD
	Update revenue-related bylaws (near completion)	Good Governance and Administration	2021-2022	None

2022 Strategic Priorities

All Service Areas: Government-To-Government Relations

Service Area	Priority Project	Related Strategic Goal	Timeline/Budget Year Starting	Related Staff/Capacity Changes
All	Continue improving regional government-to-government relations with First Nations	Building Our Capacity; Good Governance and Administration	2022	None

There are several priority projects that the Board also identified that fall outside of the top four service area priorities outlined above, which the Board would like to prioritize within the overall ongoing projects in each service:

Service Area	Priority Project	Related Strategic Goal	Timeline/Budget Year Starting	Related Staff/Capacity Changes
All Service Areas	Asset Retirement Obligation (new public sector accounting standard)	Good Governance and Administration	Must be budgeted across all services with an ARO by 2023	Contractor hired to perform environmental site assessments for all services
Centennial Pool	Centennial Pool – post-retrofit feasibility study	Improving Our Infrastructure	2022	Hire contractor to conduct study
Emergency Management	Emergency Management Initiatives – cultural safety and humility training, wildfire protection plan, tripartite MOU (advocacy, review, renewal)	Building Our Capacity	2021-2022	Uncertain due to CAO/EPC transition

2022 Strategic Priorities

Denny Island Water, Denny Island Recreation, Denny Island Airport	Review of implementation costs and tax implications of amalgamation of Denny Island commissions	Good Governance and Administration	2022	Will require completion of CAO transition
Land Use and Community Planning	Ocean Falls Revitalization Committee	Effective Community Planning	2021-2022 (anticipated provincial timeline)	This is a committee in collaboration with the Province of BC.
All Service Areas	Board Onboarding, Orientation, and Training Package	Good Governance and Administration	2021-2022	Contract consultant hired to write onboarding and orientation manual; training package TBD by Board and new CAO
Emergency Management	Facilitating Flood Preparedness with EMBC	Advocacy item; requires further research regarding community level need and dialogue with Wuikinuxv Nation and EMBC	2022	Requires EPC

Finally, the Board identified two emerging issues to consider during election conversations, and possibly the next strategic planning cycle:

1. Dangerous/aggressive dogs – bylaw options, non-bylaw options, town hall to gauge importance of this issue to the public, scan of regional efforts already in place
2. Barriers to public attendance at Board meetings – time of day, other barriers

Other Service Areas

This partial list is to serve as a reminder for the Board and the public of key projects within ongoing services not mentioned elsewhere in this document. CCRD's five administrative staff must continue to provide these services, while also focusing their efforts primarily on the Board priorities outlined earlier in this document.

2022 Strategic Priorities

Service Area	Key Project(s)
Hagensborg Water Service	Bylaw updates to align all three of CCRD’s water services; audit specific to the service; Asset Retirement Obligation; feasibility study of a Community Commission; infrastructure upgrades; additional human resourcing
Solid Waste Management	Conformance Review (in process); bylaw updates; composting facility – matching funds; Asset Retirement Obligation
Bella Coola Recreation	Great Bear Playgrounds Initiative (in process)
Bella Coola Water Service	Capital works; Asset Retirement Obligation
Denny Island Water System Construction	Next step: agreement between SD49 and CCRD

Next Steps

In order to continue to empower staff to focus on the above outlined priorities while still continuing to meet regulatory requirements and effectively delivery of existing services, the Board must continue to keep its duty of care of the organization top of mind throughout the remainder of their term, and guard each other against stepping outside the strategic framework they created to guide the actions of the organization.

This requires using several best practice governance strategies, such as actively managing their own and constituent expectations regarding the pace and timelines under which CCRD will be able to complete ongoing initiatives, and explore and implement new initiatives; and creating a process by which new Board resolutions are measured against the directives in this plan.

The significant needs and challenges for CCRD at this time deserve Board members’ focus and attention. The health and well-being of their organization, and support of their staff in their efforts to provide sustainable delivery of existing services, particularly during this time of CAO transition, are primary.

In turn, staff must continue to fulfill its role as advisors to the Board by reminding the Board of its duty of care regularly, in the form of regular updates as to organizational well-being, and any threats to achieving the goals within this plan, especially if those threats are coming from the Board itself. Staff must also provide the Board with realistic timelines around project completion, and reasonable indicators (at the moment of request if possible) as to when new requests for projects, policies, and initiatives will be able to be fulfilled.

Together, the Board and staff must find ways to keep the focal points of this document at the forefront of their thinking, discussions, and actions as much as possible. One way to do this is to build an agenda item into every meeting to discuss how the organization is functioning in

2022 Strategic Priorities

relation to this plan. While staff may interact with the concepts of the plan every day, Board members need a method by which to remind themselves of its contents and guidance regularly. Preparations for and enacting of the monthly meeting is the most efficient way to ensure this. There may be other methods that the Board wishes to discuss.

DRAFT Consolidated Financial Statements of



Central Coast
REGIONAL DISTRICT
That we may be good people together

And Independent Auditors' Report thereon
Year ended December 31, 2021

Board Meeting
APR 07 2021
CCRD ITEM (C)(d)



Central Coast
REGIONAL DISTRICT

That we may be good people together

Table of Contents

DRAFT

	Page
Management Responsibility Statement	
Independent Auditors' Report	
Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Changes in Net Financial Assets	3
Consolidated Statement of Cash Flows	4
Notes to Consolidated Financial Statements	5 - 26
Schedule 1 - COVID-19 Safe Restart Grant	27



MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the Central Coast Regional District (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The District's Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.

Jayne Kennedy, Chair of Board

Curtis Slingerland, Chief Administrative Officer

To the Members of Central Coast Regional District

Opinion

We have audited the consolidated statement of financial statements of Central Coast Regional District (the District), which comprise:

- the consolidated statement of financial position as at December 31, 2021
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated statement of financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2021 and its consolidated results of operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Consolidated Financial Statements**" section of our auditors' report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Comparative Information

We draw attention to Note 17 to the financial statements, which explains that certain comparative information presented for the year ended December 31, 2020 has been restated.

Note 17 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter.

Other Matter - Comparative Information

As part of our audit of the financial statements for the year ended December 31, 2021, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2020. In our opinion, such adjustments are appropriate and have been properly applied.

Other Information

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditors' report thereon, included in Schedule 1 COVID-19 Safe Restart Grant

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the

Page 2

other information and, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Information, other than the financial statements and the auditors' report thereon, included in Schedule 1 COVID-19 Safe Restart Grant as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged With Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with Governance are responsible for overseeing the District's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design

Page 3

audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DRAFT

Chartered Professional Accountants

Prince George, Canada

April 7, 2022



Consolidated Statement of Financial Position

DRAFT

December 31, 2021, with comparative information for 2020

	2021	2020 (restated - note 17)
Financial assets:		
Cash and cash equivalents (note 2)	\$ 6,069,654	\$ 4,132,567
Accounts receivable (note 3)	219,020	249,510
Debt reserve fund (note 4)	10,277	10,105
Investments (note 5)	2,006,771	172,691
	<u>8,305,722</u>	<u>4,564,873</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 6)	163,656	122,839
Debt reserve fund (note 4)	10,277	10,105
Deferred revenue (note 7)	3,899,366	2,153,921
Landfill closure and post-closure liability (note 8)	1,943,581	1,863,320
Long-term debt (note 9)	27,367	53,431
	<u>6,044,247</u>	<u>4,203,616</u>
Net financial assets	2,261,475	361,257
Non-Financial Assets:		
Prepaid expenses	1,038	2,016
Tangible capital assets (note 10)	4,897,766	4,198,439
	<u>4,898,804</u>	<u>4,200,455</u>
Commitments and contingencies (note 11)		
Accumulated surplus (note 13)	<u>\$ 7,160,279</u>	<u>\$ 4,561,712</u>

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director



Consolidated Statement of Operations and Accumulated Surplus

DRAFT

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 16)	2021 Actual	2020 Actual (restated - note 17)
Revenue (note 14):			
Airport fees and rentals	\$ 132,655	\$ 134,911	\$ 122,740
Federal government grants	-	20,083	-
Federal grants-in-lieu of tax	45,932	46,150	50,886
Fire protection tolls	20,654	21,968	3,475
Investment income	49,078	81,263	48,551
Landfill user fees	37,500	77,590	28,931
Miscellaneous revenue	4,496,165	95,701	221,455
Multi Materials BC	12,000	14,752	10,430
Nuxalk Nation contributions	105,000	105,000	105,000
Parcel Taxes	24,625	26,875	-
Provincial government grants	6,000,319	1,056,672	959,366
Recreation user fees	25,075	28,638	20,515
Hagensborg Waterworks District (note 15)	-	1,980,371	-
Tax levy	865,064	865,064	760,260
Watertolls	143,146	151,165	56,977
	11,957,213	4,706,203	2,388,586
Expenditures (note 14):			
Community works and planning	886,453	62,621	67,899
Economic development services	169,581	13,220	24,014
General government	1,295,370	1,221,994	981,529
Parks, recreation and culture	5,125,257	195,375	151,449
Protective services	849,397	134,714	54,541
Solid waste management	692,128	265,339	266,500
Transportation	784,557	115,023	118,517
Utility services	3,144,696	99,350	77,459
	12,947,439	2,107,636	1,741,908
Annual (deficit) surplus	(990,226)	2,598,567	646,678
Accumulated surplus, beginning of year	4,561,712	4,561,712	3,915,034
Accumulated surplus, end of year	\$ 3,571,486	\$ 7,160,279	\$ 4,561,712

See accompanying notes to consolidated financial statements.



Consolidated Statement of Changes In Net Financial Assets

DRAFT

Year ended December 31, 2021, with comparative information for 2020

	Budget (note 16)	2021	2020 (restated - note 17)
Annual (deficit) surplus	\$ (990,226)	\$ 2,598,567	\$ 646,678
Acquisition of tangible capital assets	(125,200)	(338,013)	(305,912)
Amortization of tangible capital assets	-	271,417	172,989
Loss on disposal of tangible capital assets	-	-	1,939
Transfer of tangible capital assets from Hagensborg Waterworks District	-	(632,731)	-
	(125,200)	(699,327)	(130,984)
Acquisition of prepaid expenses	-	(1,038)	(2,016)
Use of prepaid expenses	-	2,016	25,372
	-	978	23,356
Change in net financial assets	(1,115,426)	1,900,218	539,050
Net financial assets (debt), beginning of year	361,257	361,257	(177,793)
Net financial (debt) assets, end of year	\$ (754,169)	\$ 2,261,475	\$ 361,257

See accompanying notes to consolidated financial statements.



Consolidated Statement of Cash Flows

DRAFT

Year ended December 31, 2021, with comparative information for 2020

	2021	2020 (restated - note 17)
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 2,598,567	\$ 646,678
Items not involving cash:		
Amortization	271,417	172,989
Loss on disposal of tangible capital assets	-	1,939
Transfer of tangible capital assets from Hagensborg Waterworks District	(632,731)	-
	<u>2,237,253</u>	<u>821,606</u>
Changes in non-cash operating working capital:		
Accounts receivable	30,490	(146,484)
Debt reserve fund asset	(172)	(204)
Accounts payable and accrued liabilities	40,817	(5,603)
Increase in investments	(1,834,080)	(172,691)
Debt reserve fund liability	172	204
Deferred revenue	1,745,445	1,368,167
Landfill closure and post-closure liability	80,261	98,011
Prepaid expenses	978	23,356
	<u>2,301,164</u>	<u>1,986,362</u>
Financing activities:		
Repayment of long-term debt	(26,064)	(24,823)
Investing activities:		
Acquisition of tangible capital assets	(338,013)	(305,912)
Increase in cash and cash equivalents	1,937,087	1,655,627
Cash and cash equivalents, beginning of year	4,132,567	2,476,940
Cash and cash equivalents, end of year	<u>\$ 6,069,654</u>	<u>\$ 4,132,567</u>

See accompanying notes to consolidated financial statements.



Notes to Consolidated Financial Statements

DRAFT

Year ended December 31, 2021

Nature of operations:

Central Coast Regional District (the "District") operates under the provisions of the Local Government Act and the Community Charter of British Columbia. Its principal activities include the provision of local government services to residents of the region. These include regional protective, water and environmental, airport and recreation services.

1. Significant accounting policies:

These consolidated financial statements are prepared in accordance with Canadian public sector accounting standards. The District's significant accounting policies are as follows:

(a) Basis of presentation:

The consolidated financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments, as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

(b) Principles of consolidation:

The consolidated financial statements include accounts of all funds of the District including General Operating, Water Operating, General Capital, Water Capital and Reserve Funds. Interfund balances and transactions have been eliminated.

(c) Accrual accounting:

The accrual method for reporting revenues and expenditures, including capital expenditures, has been used. Revenues are recorded in the period they are earned. Expenditures are recorded as the cost of goods and services in the period they are obtained.

(d) Administration apportionment:

A percentage of certain budgeted administration expenses of the District has been allocated to other functions. These expenses include audit fees, bank charges, liability insurance, wages and related costs of the administrative staff, board representation and governance, office, stationary and telephone.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(e) Cash and cash equivalents:

Cash and cash equivalents consist of cash on hand less outstanding cheques and deposits with a maturity of less than three months at the time of purchase and term deposits with a maturity of less than one year. When outstanding cheques are in excess of cash on hand, the excess is reported in bank indebtedness.

(f) Investments:

Investments are recorded at cost, adjusted for amortization of premiums or discounts. Provisions for losses are recorded when they are considered to be other than temporary.

(g) Tangible capital assets:

Tangible capital assets are recorded in the General Capital Fund and Water Capital Fund at cost or deemed cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset less accumulated amortization

Contributed tangible capital assets are recorded at fair value at the date of receipt and also are recorded as revenue.

The costs, less residual values, of the tangible capital assets, excluding land are amortized using the declining balance method, at the following rates over their estimated useful lives as follows:

Asset	Rate
Buildings	4%
Furniture and equipment	20%
Parks and recreation projects	20%
Paving	5%
Vehicles	30%
Water distribution system	4%

The District regularly reviews its tangible capital assets to eliminate obsolete items. Government grants are treated as a reduction of tangible capital assets costs.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(g) Tangible capital assets (continued):

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(h) Revenue recognition:

Grants and contributions (other than grants-in-lieu of taxes) are recorded when receivable. Grants-in-lieu of taxes are recognized at the earlier of when received or when money is determined to be more likely than not collected.

Each Electoral Area within the District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1st of each year. Tax levies are recognized in the year in which they are levied. Government transfers are recognized as revenues in the period in which events giving rise to the transfer occur.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Revenue unearned in the current period is recorded as deferred contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Government transfers are recognized as revenue in the period in which events giving rise to the transfer occur. Revenue is recognized when a transfer is authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(i) Landfill closure and post-closure costs:

The liability for closure of the operational landfill site and post-closure care has been recognized based on estimated future expenses, estimated inflation and the site's remaining capacity at the end of the year. The change in this liability during the year is recorded as a charge to operations in the Statement of Operations and Accumulated Surplus. These estimates are reviewed and adjusted annually.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(j) Interest:

Interest earned is allocated on the basis of actual earnings from the specific instruments. Excess funds or temporary borrowings of all functions and capital projects are pooled and interest income or expense is allocated to the individual functions and capital projects on a monthly basis.

(k) Budget reporting:

The original budget bylaw stated in the Statement of Operations and Accumulated Surplus represents the Annual Budget Bylaw adopted by the Board of Directors on March 25, 2021. These figures do not reflect subsequent amendments made by the Board of Directors to reflect changes in the budget throughout the year as required by law.

(l) Contaminated sites:

Contaminated sites are a result of a contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environment standard. The liability is recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the District is directly responsible or accepts responsibility;
- iv) future economic benefits will be given up; and
- v) a reasonable estimate of the amount can be made.

The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring.



Central Coast
REGIONAL DISTRICT
That we may be good people together

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

1. Significant accounting policies (continued):

(m) Use of estimates:

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the year. Areas requiring use of management estimates relate to the collectability of accounts receivable, estimated useful lives of tangible capital assets and the landfill closure and post-closure liability. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

2. Cash and cash equivalents:

	2021	2020
Operating cash	\$ 166,163	\$ 326,135
Savings cash	4,060,628	2,561,654
Term deposits	1,296,254	700,000
Short-term investments	544,609	543,778
Equity shares at the Williams Lake and District Credit Union	2,000	1,000
	\$ 6,069,654	\$ 4,132,567

Short-term investments are held in Municipal Finance Authority pooled money market fund with an annual rate of return of approximately 0.15% (2020 - 0.85%).

The District has a line of credit, secured by a term deposit with a maximum of \$200,000. Interest is payable monthly at prime rate. As of December 31, 2021, the line of credit had not been used.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

3. Accounts receivable:

	2021	2020
Trade and other	\$ 139,239	\$ 177,650
Local government	667	460
Provincial government	67,407	61,427
Federal government	11,707	9,973
	\$ 219,020	\$ 249,510

4. Debt reserve fund:

The District issues its debt instruments through the Municipal Finance Authority ("MFA"). As a condition of the borrowing, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits of \$10,277 (2020 - \$10,105) are included in the District's consolidated financial statements as a debt reserve fund asset. If the debt is repaid without default, the deposits are refunded to the District.

The District has a debt reserve fund demand note in the amount of \$12,039 which is contingent in nature, is held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the District's consolidated financial statements. Upon the maturity of the debt issue, the debt reserve fund demand note is released and deposits are refunded to the District.

5. Investments:

	2021	2020
MFA bond funds	\$ 506,771	\$ -
Term deposits	1,500,000	172,691
	\$ 2,006,771	\$ 172,691

Investments are recorded at cost. As at December 31, 2021, the fair market value of the investments is \$1,998,216 (2020 - \$172,691).



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

6. Accounts payable and accrued liabilities:

	2021	2020
Trade and other payables	\$ 152,940	\$ 118,821
Sales tax payable	10	4,018
Wages and related costs	10,706	-
	\$ 163,656	\$ 122,839

7. Deferred revenue:

Deferred revenue consists of funds received from grants for specific projects with conditions placed on its use for which the related conditions have not yet been met.

The deferred revenue are allocated from the following functions:

	2021	2020
General Operating Fund:		
Active communities grant	\$ 139	\$ 9,364
Community housing planning	-	4,952
Marketing enhancement and brand implementation	170,972	184,614
Regional connectivity	4,687	4,687
Risk assessment, flood modelling and mapping project	446,362	487,884
Hagensborg community potable water distribution and treatment project	1,445,686	1,462,420
Great Bear playground project	288,190	-
Centennial pool renewal project	990,840	-
Bella Coola Airport fuel system upgrade system	512,490	-
Hagensborg governance study grant	40,000	-
	\$ 3,899,366	\$ 2,153,921



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

8. Landfill closure and post-closure liability:

The District operates a landfill and is responsible for closure and post closure care under the Waste Management Act of British Columbia. The future site restoration costs consists of compacting and grading, final cover and vegetation, surface water management, leachate monitoring, water quality monitoring and ongoing maintenance. The landfill has an estimated remaining life of 11 years reaching capacity in the year 2032.

	2021	2020 (restated - note 17)
Estimated closure costs	\$ 1,386,520	\$ 1,329,276
Estimated post-closure costs	557,061	534,044
Total estimated closure and post-closure costs	\$ 1,943,581	\$ 1,863,320

The recorded liability of \$1,943,581 (2020 - \$1,863,320) represents the portion of the estimated future costs reduced by the available capacity 78% (2020 - 76%), and discounted to present value utilizing a discount rate of 3% (2020 - 3%) and offset by a 2% (2020 - 2%) rate of inflation). Landfill expenses are included in solid waste management expenses.



Central Coast REGIONAL DISTRICT

That we may be good people together

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

9. Long-term debt:

Security issuing by-law #275 was enacted November 17, 1997. Repayment of the financing is on a semi-annual basis with a payment of \$4,556 on May 5th and a payment of \$13,042 on November 5th of each year. Final payment based on actuarial calculations will be made on November 5, 2022. The MFA debt has an interest rate of 2.25% (2020 - 2.25%).

As at December 31, 2021, the Municipal Finance Authority loan was \$27,367 (2020 - \$53,431) which is due in 2022. Interest paid on the long-term debt included in payments from the General Operating Fund are \$9,113 (2020 - \$9,113).

10. Tangible capital assets:

	2021		
	Cost	Accumulated amortization	Net book value
Land	\$ 1,689,464	\$ -	\$ 1,689,464
Buildings	1,521,990	415,216	1,106,774
Furniture and equipment	897,032	481,245	415,788
Hagensborg Water System Infrastructure	328,727	10,036	318,691
Parks and recreation projects	583,216	460,302	122,914
Paving	1,709,299	1,327,695	381,603
Vehicles	297,378	182,402	114,976
Water distribution system	1,510,482	976,316	534,166
Work in progress	213,390	-	213,390
	\$ 8,750,978	\$ 3,853,212	\$ 4,897,766



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

10. Tangible capital assets (continued):

			2020
	Cost	Accumulated amortization	Net book value
Land	\$ 1,680,275	\$ -	\$ 1,680,275
Buildings	1,308,811	375,142	933,669
Furniture and equipment	769,166	382,244	386,922
Parks and recreation projects	570,175	429,611	140,564
Paving	1,709,299	1,307,611	401,688
Vehicles	162,384	133,127	29,257
Water distribution system	1,510,482	954,060	556,422
Work in progress	69,642	-	69,642
	\$ 7,780,234	\$ 3,581,795	\$ 4,198,439

Amortization for the year amounted to \$271,417 (2020 - \$172,989).

During the year, tangible capital assets were acquired at an aggregate cost of \$338,013 (2020 - \$305,912). Total net book value of disposals were nil (2020 - \$1,939). In addition, on January 1, 2021, as a result of the restructuring agreement with Hagensborg Waterworks District, tangible capital assets with net book value of \$632,731 were transferred to the District (note 15).

Work in progress represents capital projects at year end that have not been completed and are not ready for their intended use or to be amortized.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

11. Commitments and contingencies:

- a) The District is involved from time to time in litigation, which arises in the normal course of operations. Liabilities arising from any litigation are recognized in the consolidated financial statements when the outcome becomes reasonably determinable. In management's judgment there is no material negative exposure at this time from existing litigations.
- b) The District is a participant under the Community Works Fund that provides for the District receiving Federal gas taxes transferred under the New Deal for Cities and Communities signed by the Union of BC Municipalities, the Province of British Columbia and the Government of Canada.

Although the District has some latitude in determining which projects to pursue, the agreement provides that the projects must address investments in capital and capacity building projects to build and revitalize public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities.

- c) The District is a member of the Municipal Insurance Association of British Columbia. As a member of this association, the District is contingently liable for claims in excess of the insurance fund.
- d) The District and its employees contribute to the Municipal Pension Plan (a jointly trustees pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

11. Commitments and contingencies (continued):

d) Continued:

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$41,301 (2020 - \$46,550) for employer contributions to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

e) The District has entered into the following property lease agreements:

	Term	Expiry date	Annual lease cost
Arena	30 years	July 18, 2041	\$ 1
Centennial pool	50 years	March 31, 2058	1
Thorsen Creek Waste and Recycling Centre	10 years	July 12, 2022	1

The District leases the land for the arena and the Thorsen Creek Waste and Recycling Centre from the Province of British Columbia. The District leases the land for the Centennial pool from The Farmer's Institute. The fair market value on the land leases are undeterminable and therefore an estimate has not been disclosed.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

12. Related party transactions:

The District is related to the Central Coast Regional Hospital District ("Hospital District") as the members of the Board of Directors of the District form the majority of the members of the Board of Directors of the Central Coast Regional Hospital District. As legislated by the Hospital District Act, the officers and employees are the corresponding officers and employees of the Central Coast Regional District. Each of the Regional District and the Hospital District are separate legal entities authorized by separate legislation.

During the year, Central Coast Regional Hospital District received accounting and management services from the District and paid \$13,500 (2020 - \$13,500) for these services.

The District is related to the Nuxalk Nation as key management personnel of these entities are close family members.

During the year, Nuxalk Nation contributed \$105,000 (2020 - \$105,000) for the use of the District owned landfill.

During the year, the District paid Nuxalk Nation \$21,275 (2020 - \$21,275) per their water supply agreement.

These transactions are in the normal course of business and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.



Central Coast
REGIONAL DISTRICT
That we may be good people together

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

13. Accumulated surplus:

	2021	2020 (restated - note 17)
General operating fund	\$ 417,723	\$ 70,971
Water operating fund	70,862	61,762
General capital fund	3,552,668	3,505,091
Water capital fund	717,277	740,000
Capital works, machinery, equipment reserve	6,014	6,014
Asset replacement fund	211,477	177,874
Hagensborg fire - unrestricted	556,125	-
Hagensborg water - unrestricted	872,401	-
Hagensborg general capital	682,939	-
Hagensborg fire reserve	38,222	-
Hagensborg water reserve	34,571	-
	\$ 7,160,279	\$ 4,561,712



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

14. Segmented information:

The Central Coast Regional District is a local government providing a wide range of services to residents, including parks, recreation centres, fire protection, water and sewer services. As a requirement of the Local Government Act, separate financial records must be kept for each service providing detailed allocation of assets and liabilities, revenues and expenses, information concerning reserve funds and other pertinent financial details. For each reported segment, revenues and expenses represents amounts that are directly attributable to the segment and also amounts that are allocated on a reasonable basis. Segmentation has been determined on a functional basis with consideration to service delivery and department accountabilities. The following is a description of the types of services included in each of the main service segments of the District's consolidated financial statements.

Community works and planning:

This segment pertains to the Community Works Fund under the Gas Tax Agreement with the Provincial and Federal Governments as well as the Land Use Planning function operated by the District. Land Use Planning includes zoning bylaws and the Official Community Plan, as well as the assessment of Housing Needs, which is a mandate from the provincial government.

Economic development services:

This service includes the services of a full time economic development officer. The function provides economic development services to all electoral areas.

General government:

General government services include the District's administration and Board governance. It also provides grants in aid services to community groups.

Parks, recreation and culture:

The District owns and operates regional parks in the Bella Coola Valley, and provides recreation services to the Denny Island Community in addition to Bella Coola. The District also requisitions a tax levy for the provision of library services by the Vancouver Island Regional Library in Bella Coola and 'books by mail' service to other communities in the region.



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

14. Segmented information (continued):

Protective services:

These services include the function of emergency management within all electoral areas, as well as fire protection in the Bella Coola town site and Hagensborg.

Solid waste management:

The District owns and operates the Thorsen Creek Waste & Recycling Centre in the Bella Coola Valley. The site includes a full range of recycling facilities, free store and waste disposal.

Transportation:

The Bella Coola Airport and the Denny Island Airport are owned and operated by the District. The facility in Bella Coola includes terminal buildings, an office/hangar, lease lots, runway, parking area and other things associated with airport facilities. The Denny Island facility includes a landing strip and small outbuilding.

Utility services:

Streetlights in various locations throughout the Bella Coola valley and the town site are provided by the District through an agreement with BC Hydro. Water supply is provided by agreement with the Nuxalk Nation and water distribution is provided to the Bella Coola town site and Hagensborg areas.



Central Coast
REGIONAL DISTRICT

That we may be good people together

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

15. Hagensborg Waterworks District

Effective January 1, 2021, pursuant to the orders of the Province of British Columbia, the rights, property, assets and obligations of the Hagensborg Waterworks District ("HWD") were transferred and assumed by the District. HWD was approved for a provincial grant for replacement of the water mains and associated infrastructure and establishment of a water treatment facility and the transfer ordered by the Province of British Columbia was a condition of the grant.

The assets and liabilities transferred into the District on January 1, 2021 include:

Cash and cash equivalents	\$ 1,350,261
Accounts receivable	31,094
Accounts payable	21,266
Deferred revenue	18,658
Prepaid expenses	6,209
Tangible capital assets	632,731
The net effect of the transfer:	
Revenue - Hagensborg Waterworks District	\$ 1,980,371



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

15. Hagensborg Waterworks District (continued):

Included in the Statement of Operations, are revenue and expenses incurred in fiscal 2021 relating to the transferred responsibilities in the amounts of:

	2021
Revenue:	
Federal government grants	\$ 20,083
Fire protection tolls	18,658
Investment income	29,134
Miscellaneous revenue	244
Parcel Taxes	26,875
Provincial government grants	20,614
Tax levy	89,750
Watertolls	94,398
Expenditures:	
Protective services	(28,893)
Utility services	(26,644)



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

16. Budget data:

The budget data presented in the financial statements is based upon the 2021 operating budget approved by the Board on March 25, 2021. The table below reconciles the approved budget to the budget figures reported in these financial statements.

	2021
Revenue:	
Operating budget	\$ 12,516,778
Less:	-
Apportioned administration	(559,565)
Total revenues	11,957,213
Expenses:	
Operating budget	13,632,204
Less:	
Apportioned administration	(559,565)
Capital expenditures	(125,200)
Total expenses	12,947,439
Annual surplus	\$ (990,226)



Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2021

17. Restatement:

During the year, the District obtained an external evaluation of the landfill closure and post-closure liability. The Liability was previously understated in the District's financial statements. The District has determined that the following adjustments were needed to be reflected in the prior year financial statements to correct the balance.

	As previously reported	Increase (decrease)	As restated
Consolidated Statement of Financial Position:			
Landfill closure and post-closure liability	\$ 210,000	\$ 1,653,320	\$ 1,863,320
Accumulated surplus	6,215,032	(1,653,320)	4,561,712
Consolidated Statement of Operations:			
Solid waste management	198,489	68,011	266,500
Annual surplus	714,689	(68,011)	646,678
Accumulated surplus, beginning of year,	5,500,343	(1,585,309)	3,915,034
Accumulated surplus, end of year	6,215,032	(1,653,230)	4,561,712

18. Comparative information:

The consolidated financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year annual surplus.



Schedule 1 - COVID-19 Safe Restart Grant

DRAFT

Year ended December 31, 2021

In November 2020 the District was the recipient of \$340,000 grant under the COVID-19 Safe Restart Grant for Local Governments program from the Province of British Columbia. In March 2021 an additional \$55,000 grant was received and included in grant revenue on the Consolidated Statement of Operations and Accumulated Surplus. Due to the conditions of use this grant funding allows local governments to use the funding where the greatest need arises, the District determined this to be addressing revenue shortfalls, facility reopening and operating costs, emergency planning and response and other related costs.

Total grant funding received	\$ 395,000
Less amounts utilized in 2021:	
Denny Island Airport	2,500
Emergency management	31,463
General operations	279,902
Parks & recreation - Bella Coola	5,000
Planning	38,000
Swimming pool	38,135
	<u>395,000</u>
COVID-19 Safe Restart Grant unallocated	<u>\$ -</u>



General Local Elections 101



BRITISH
COLUMBIA



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, specified parks boards, local community commissions and the Islands Trust local trust committees and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively 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; councillors; 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 15, 2022.**

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 demonstrate *integrity, accountability, respect, leadership* and *collaboration* with other 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 and the *Forging the Path to Responsible Conduct* guide for information about the key values that guide locally elected officials' conduct.

What is responsible conduct of locally elected officials?

Responsible conduct is how locally elected officials conduct themselves in their relationships with elected colleagues, local government staff and the public – and is directly connected to how a community is governed.

An elected official’s relationships with their colleagues, local government staff and the public can play a significant role in helping councils and regional district boards carry out their collective responsibilities as decision-makers for their communities.

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 Chief Election Officers to run the elections process. The 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.

Chief Election Officers are responsible for overseeing all general local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities;



counting ballots; and, declaring election results. Chief Election Officers also work with Elections BC to monitor compliance 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 advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*. These rules are administered and enforced by Elections BC.

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 offering mail ballot voting for all electors, 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 real property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, school district, specified parks board, local community commission or Islands Trust 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 Islands Trust trust area. A candidate must be nominated by eligible electors and declared a candidate by the Chief Election Officer.

Candidate nominators must be qualified under the *Local Government Act* or *Vancouver Charter* to nominate a candidate for office.

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 accordance with the *Local Elections Campaign Financing Act*. This includes opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may 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 Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process.

Further information about scrutineers is available in the *Scrutineers Guide to General Local Elections*

Each candidate or their official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government's election bylaw may allow a candidate to have more than one scrutineer for each ballot box used at a voting place.



Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after the appointment has been made.

Volunteers

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

Third party sponsors may also use volunteers to undertake their advertising activities independent of an election campaign.

A volunteer who works on an election campaign must not receive any payment or remuneration for their services.

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in general local elections and that file endorsement documents with the Chief Election Officer and Elections BC.

Election campaigns for elector organizations are generally a connected series of actions designed to elect a candidate or a group of candidates to a municipal council, regional district board, board of education, specified parks board, local community commission or Islands Trust trust area.

An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside its endorsed candidate(s) name and/or promote the candidate(s) and the organization's viewpoints during an election campaign. Elector organizations may also be known as "civic political parties."

New campaign financing rules came into effect on December 1, 2021. **Elector organizations are required to register with Elections BC** to endorse a candidate in an election, receive campaign contributions or incur election expenses.

To register an elector organization, see the registration forms for elector organizations, and read Elections BC's *Guide to Elector Organization Registration*.

Elector organizations must also file annual financial reports with Elections BC detailing their finances, including campaign contributions received and all expenditures incurred.

Third Party Sponsors

Third party advertising includes advertising for or against a candidate and/or an elector organization. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising together with or on behalf of a candidate and/or elector organization.

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information regarding third party sponsors.

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

2022 GENERAL LOCAL ELECTIONS KEY DATES	
ACTION OR DEADLINE	DATE
Start of Election Period	January 1, 2022
Start of Pre-Campaign Period	July 18, 2022
Start of Nomination Period	August 30, 2022
End of Nomination Period	September 9, 2022
Declaration of Candidates	September 9, 2022
Candidate Nomination Withdrawal Deadline	September 16, 2022
End of Pre-Campaign Period	September 16, 2022
End of Election Period (12:00 Midnight)	September 16, 2022
Start of Campaign Period (12:01 a.m.)	September 17, 2022
Required Advance Voting Opportunity	October 5, 2022
General Voting Day	October 15, 2022
End of Campaign Period	October 15, 2022
Last Day for Declaration of Official Election Results by Voting	October 19, 2022
Start of Period to Make Oath of Office	October 25, 2022
End of Period to Make Oath of Office (by Voting)	December 3, 2022

2022 GENERAL LOCAL ELECTIONS KEY DATES

ACTION OR DEADLINE	DATE
End of Period to Make Oath of Office (by Acclamation)*	December 4, 2022
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 13, 2023
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	January 14, 2023
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 13, 2023

*This date may be subject to change under the *Interpretation Act*.

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

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to **questions about elector organization registration, election advertising, third party sponsors or campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 800 661-8683 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca>

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 shall prevail.

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.

CENTRAL COAST REGIONAL DISTRICT

BYLAW No. 497

Being a bylaw to regulate the meetings of the Central Coast Regional District Board and to repeal Meeting Procedures Bylaw 494, 2020.

WHEREAS Section 225 of the *Local Government Act* (RSBC 2015) directs the Board of the Central Coast Regional District to regulate Board Meetings by bylaw,

NOW THEREFORE the Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the “**Central Coast Regional District Board Meeting Procedures Bylaw 497, 2020.**”

BOARD MEETINGS

Definitions

2. In this Bylaw:

“*Board*” means the Board of Directors of the Regional District;

“*CCRD*” means the Central Coast Regional District;

“*CCRD’s notice board*” means the notice board located at the Regional District’s Administration Office.

“*Chair*” means the Chair of the Regional District;

“*Community Charter*” means “Community Charter, Chapter 26, 2003” as amended from time to time by the Provincial Government;

“*Emergency*” the definition of an emergency situation will be determined by the Chief Administrative Officer in conjunction with the Chair.

“*Person responsible for Corporate Administration*” means the Chief Administrative Officer or his/her alternate to which has also been assigned the corporate officer responsibilities of a director of Corporate Administration for the Regional District; [s. 236 LGA]

“*Local Government Act*” means the “Local Government Act (RSBC 2015)” as amended from time to time by the Provincial Government;

“Mail” includes electronic mail constituting of attached documents in Microsoft Word or PDF format.

“Member” means a member of the sitting board of directors.

“*Regional District*” means the Central Coast Regional District.

“*Regional District’s administration office*” means the Regional District’s offices located at 626 Cliff Street, Bella Coola, British Columbia.

“*Regular meeting*” means regular and in camera monthly meetings of the Board held on the second Thursday of each month (with the exception of January and August).

“*Special meeting*” means a board meeting other than a statutory, regular or adjourned meeting and includes workshops of the full board.

“*Vice-Chair*” means the Vice-Chair of the Regional District.

“Workshop” means a special meeting of the board for the purpose of focus on a particular topic that is timely for the business of the regional district and that may require further depth of review and discussion than time would allow in a regular meeting of the board but that does not intend decision-making by the board. Matters that arise during a workshop requiring decision must be tabled as a resolution at the next regular meeting of the board. A workshop is not a regular meeting, is not the result of statute and that is not the continuation of an adjourned meeting.

Application of Rules of Procedure

3. a) All meetings of Board shall be governed by:
 - i) the *Local Government Act*;
 - ii) as further regulated in this Bylaw; and
 - iii) where it is not inconsistent with provisions of this Bylaw or the *Local Government Act*, by *Robert’s Rules of Order*.

Inaugural Meeting

4. a) The inaugural meeting of the Board must be held after November 1 in each year, in accordance with section 215(1) of the *Local Government Act*.
- b) The inaugural meeting shall be chaired by the Person responsible for corporate administration or a Member until such time as the Chair and Vice-Chair have been elected. The Person responsible for corporate administration or a Member shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

Election of Chair and Vice-Chair

5. a) The Board shall elect a Chair and Vice Chair from amongst its Members at the first meeting held after November 1st in each year pursuant to section 215(1) and (4) of the *Local Government Act*

Time and Location of Meetings

6. a) Unless otherwise determined by resolution of the Board, Regular and In Camera Meetings shall be held on the second Thursday of each month, excluding the months of January and August.
- b) A board may from time to time re-schedule a regular board meeting to a different date and time by resolution of the board.
- c) Regular Meetings and In-Camera Meetings of the Board shall be held in the Regional District's administration office, unless the location is changed by resolution of the board.
- d) Regular Meetings shall be called to order at 9 am or, in the event of weather or travel interruptions, as soon as quorum is assembled.
- e) Regular meetings of the Board must be adjourned by 7pm on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time, and except for the regular meetings of the Board scheduled for February and September, which shall take place over two days. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

Notice of Regular Meetings

7. a) At least 72 hours before any meeting regulated by this Bylaw the Person responsible for corporate administration must give public notice of time, place and date of the meeting by way of a notice on the CCRD's notice board and on the CCRD website.
- b) At least forty eight (48) hours before a regular meeting of the Board, the person responsible for corporate administration must give further public notice of the meeting by:
- i) posting a copy of the agenda and supporting materials on the CCRD's notice board and website; and
- ii) leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.

Notice of Special Meetings

8. a) Except where notice of a special meeting is waived by a unanimous vote of all directors under Section 220(3) of the *Local Government Act*, before a special meeting of the Board the person responsible for corporate administration must:
- i) at least 24 hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted on the CCRD's notice board and website; and
 - ii) at least 5 days before the date of the meeting, mail to each member the notice of the general purpose, time, place and date of the meeting.
- b) Despite section 8(a), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*, and (a) with the consent of the Chair and 2 Directors, less than 5 days before the date of the meeting, and (b) need not be given in writing.

Notice of In Camera Meetings

9. a) As per s. 89 of the *Community Charter*, a meeting of the Board must be open to the public except as provided in Division 3 of the *Community Charter*.
- b) Notice of In Camera Meetings which are closed to the public pursuant to section 90 of the *Community Charter* shall be deemed to be given in conjunction with the Notice of Regular Meetings under section 7 of this bylaw. In the event that an In Camera Meeting is also a Special Meeting provisions of section 8 apply.

Electronic Meetings

9. a) Subject to the conditions set out in the *Community Charter*, sections 128 (1), (2) and (3) and where sections 221(1), (2) or (3) of the *Local Government Act* are met, a **special** Board meeting may be conducted by means of electronic or other communication facilities if:
- (i) the Chair requires it pursuant to making a declaration of a state of local emergency under the *Emergency Program Act, RSBC 2015, c. 111*; or
 - (ii) the Board requires it.
- b) Subject to the conditions set out in the *Community Charter*, sections 128 (1)(b) and where sections 221(2) of the *Local Government Act*, a Member who is unable to attend at a **regular or special** Board meeting, in person, may participate in the meeting by means of electronic or other communication facilities due to:
- (i) physical incapacity due to injury or illness;
 - (i) inclement weather;
 - (ii) physical absence from the Regional District boundaries while acting in the capacity as a Member on Regional District Matters; or

- (iii) the presence of an emergency under the *Emergency Program Act, RSBC 1996, c. 111*;
 - (iv) another reason which, in the view of the Board, renders attendance in person by the Member impractical.
- c) Any Member participating at a meeting in accordance with section 9(b) must be in receipt of the agenda and any applicable staff reports as have been provided to Members not participating electronically before the Board meeting and any information handed out at the Board meeting must be sent to that Member during the meeting or the matter will be adjourned to the next regular meeting.
 - d) Notice of a special Board meeting required under section 8 and conducted under section 9(a) must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
 - e) A Member participating electronically by audio means only must indicate his or her vote verbally.
 - f) Except for meetings which are closed to the public (In Camera Meetings), the facilities must enable the public to hear, or watch and hear, the participation of the members attending electronically.
 - g) Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Director electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned unless a quorum is no longer present. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

BOARD PROCEEDINGS

Attendance at Public Meetings

- 10. a) Subject to Section 226(1) of the *Local Government Act* and Section 90 of the *Community Charter*, all meetings shall be open to the public.
- b) Pursuant to Section 90 of the *Community Charter*, meetings may be closed to the public. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*

Attendance at In Camera Meetings

11. a) Pursuant to s.91 of the *Community Charter* the board may allow one or more officers and employees to attend or exclude them from attending, as it considers appropriate. In the event the board excludes the Recorder and/or the Chief Administrative Officer from the meeting, the board shall make provision for documenting the proceedings and for recording the meeting minutes.
- b) Members attending a Special In-Camera Meeting or a portion of a regular meeting held in camera via electronic means are responsible for ensuring that their participation is not overheard or otherwise accessible to members of the public.

Minutes of Meetings

11. a) Minutes of the Board meetings shall be administered pursuant to Section 223 of the *Local Government Act*. For the purposes of section 223 of the *Local Government Act*, the designated officer is the person responsible for corporate administration.
- b) In accordance with sections 97(1) and (2) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 97 must be open for public inspection at the Regional District offices during their regular office hours, unless,
- c) Subsection 97(1)(b) and (c) relates to minutes of a Board meeting for that part of the meeting that is closed to the public pursuant to section 90 of the *Community Charter*.

Calling Meeting to Order

12. a) A quorum for a meeting of the Board shall be the majority of the Members of a Board.
- b) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.
- c) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within 15 minutes of the scheduled time for a Board meeting:
 - i) the person responsible for corporate administration must call to order the Members present, and
 - ii) the Members present must choose a Member to preside at the meeting; and the Member chosen to preside shall do so unless the Chair or Vice-Chair arrives, in which case, the Chair or Vice-Chair shall preside at the meeting.

Agenda

13. a) Prior to each Regular Board meeting, the person responsible for corporate administration must prepare an agenda setting out all the items for consideration at that meeting.
- b) The deadline for submissions by the public to the person responsible for corporate administration of items for inclusion on the Regular Board meeting agenda is 4:00 pm seven days prior to the meeting.
- c) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda with any applicable staff reports to each Member at the place where the Member has directed notices be sent and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a special in-camera meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda notice (noting relevant sections of Section 90 of the *Community Charter*) to each Member at the place where the Member has directed notices be sent and post a copy of the agenda notice on the Regional District website. Supporting documentation will only be handed out to Members present at the start, and collected at the end of the Special In-Camera Meeting. Documentation may be delivered electronically to Members attending a Special In-Camera Meeting by electronic means using password protected or other reasonably secure means. Members in receipt of Special In-Camera Meeting electronic documentation must delete the documentation at the close of the Special In-Camera Meeting.
- e) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

Order of Proceedings and Business

14. a) The business of every Regular Meeting of the Board shall follow an agenda prepared in the form outlined in Schedule "A" attached to and forming part of this Bylaw.

Late Items

15. a) An item of business not included on the agenda must not be considered at a Board meeting unless introduction of the late item is approved by the Board at the time allocated on the agenda for such matters.
- b) If the Board makes a resolution under section 15(a), information pertaining to late items must be distributed to the Members.

Voting at Meetings

16. a) The following procedures apply to voting at Board meetings:
- i) when debate on a matter is closed the Chair must put the matter to a vote of Members;
 - ii) after the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it;
 - iii) the Chair's decision about whether a question has been finally put is conclusive;
 - iv) where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Person responsible for corporate administration.

Delegations

17. a) The board may, by resolution, allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the person responsible for corporate administration by 4:00 pm seven days prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those Members present.

The board of directors may waive the requirement for written application.

The prescribed form upon which written application is made for the purposes of Section 17(a) is outlined in Schedule "C" attached to and forming part of this Bylaw.

- b) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- c) The person responsible for corporate administration may schedule delegations to another Board meeting or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- d) The Person responsible for corporate administration may refuse to place a delegation on the agenda if the issue is not considered to fall within the purview of the Board. If the delegation wishes to appeal the decision of the person responsible for corporate administration, the person responsible for corporate administration must distribute the information under separate cover to the Board for their consideration.
- e) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:

- i) uses offensive words in referring to any Member or member of the public;
- ii) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
- iii) addresses issues not contained within the written application of the individual or delegation.

BYLAWS

Adoption of Bylaws

18. The procedure for the adoption of bylaws shall be as outlined in Schedule "B" attached to and forming part of this Bylaw.
- a) The first three readings of a bylaw may take place at the same meeting.
 - b) Unless otherwise authorized by the *Local Government Act*, the Board shall not proceed with the final adoption of a bylaw prior to one day after the meeting where such bylaw has received third reading.
 - c) After a bylaw is adopted, and signed by the Person responsible for corporate administration and the Chair of the Board meeting at which it was adopted, the Person responsible for corporate administration must have it placed in the Regional District's records for safekeeping.

ADVISORY BODIES

19. a) The Board may establish advisory bodies in the form of ad hoc committees, special committees, standing committees, commissions, or task forces. When doing so, the Board shall define the purpose of the advisory body created, and it shall establish the structure, the terms of reference, length of term, and the membership for such body.
- b) Public attendance at meetings of bodies established under this section shall be governed by Division 3 of the *Community Charter*.
 - c) Minutes of advisory bodies established under Section 23 of this Bylaw shall be administered pursuant to Section 223(2), 226 and 227 of the *Local Government Act*.
 - d) Minutes and reports of advisory bodies shall be presented at the next Regular Meeting of the Board, or as otherwise directed by their respective terms of reference.

ENACTMENT

20. a) If any section, subsection, sentence or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid

portion shall be severed and the part that is invalid shall not affect the validity of the remaining portions of this bylaw.

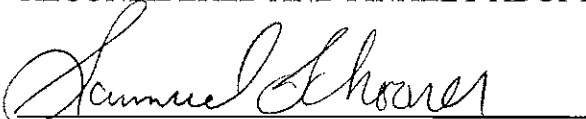
b) Bylaw #494 is hereby repealed.

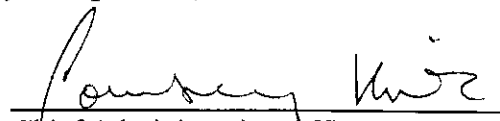
READ A FIRST TIME this 10th day of August, 2020.

READ A SECOND TIME this 10th day of August, 2020

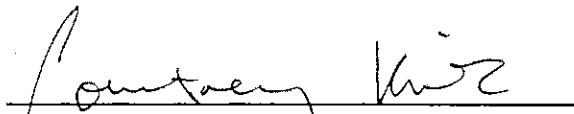
READ A THIRD TIME this 10th day of August, 2020

RECONSIDERED AND FINALLY ADOPTED this 9th day of September, 2020


Board Chair


Chief Administrative Officer

Certified to be a true and correct copy of **“Central Coast Regional District Board Meeting Procedures Bylaw 497, 2020”**


Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 497
SCHEDULE "A"**

REGULAR BOARD MEETING AGENDA – (Date/Time)

PART I - INTRODUCTION

1. **Call to Order**
 - a. **(Swearing in of Directors/Alternates; appointment of Chair/Acting Chair)**

2. **Adoption of Agenda**
 - a. **(Introduction of late items)**

3. **Disclosures of Financial Interest**

The Chair to remind Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

A declaration under these section(s) requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

*"I, Board Member ***** disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a ***** (indirect/direct) ***** (pecuniary/other) interest that constitutes a conflict of interest in item *** (*).*

*The reason for my declaration is: the item being discussed is *****.*

I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter. "

4. **Disclosures of Interests Affecting Impartiality**

The Chair to remind Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

UNFINISHED BUSINESS

- (A) **IN CAMERA MATTERS**
 - (a) **Matters Brought out of Camera**
- (B) **ADOPTION OF MINUTES**
 - (a) **(Date) – Previous Board Meeting**

PART II- PUBLIC CONSULTATION

- 1. **Delegations**
 - a. **Regional District Residents**
 - b. **Others**

PART III – LOCAL GOVERNANCE

(C) **OPERATIONS UPDATES & POLICY MATTERS ARISING**

Administrative Services

- (a) **Chief Administrative Officer report, includes Strategic Plan Update**
- (b) **Grants in Aid**
- (c) **Other administrative items, not specific to particular functions/services**

Transportation Services

Bella Coola Airport/Denny Island Airport

Public Works

- (d) **Public Works Manager Report**

Financial Services

- (e) **Financial Update – (date)**
- (f) **Other Financial Reports**

Development Services

- (g) **Community Economic Development**
- (h) **Land Use Planning**

Leisure Services

- (i) **Bella Coola Parks & Recreation Commission**
- (j) **Denny Island Recreation Commission**
- (k) **Centennial Pool Commission**

(l) **Vancouver Island Regional Library**

Protective Services

- (m) **Emergency Management**
- (n) **Fire Protection**
- (o) **House Numbering**

(D) **EXECUTIVE REPORTS**

- (a) **Chair's Report**
- (b) **Electoral Area Reports**

(E) **BYLAWS AND POLICIES**

- (a) **Approval of bylaws – indicate what reading of a bylaw is being proposed**
- (b) **Review/approval of new or revised policies**

PART IV– GENERAL BUSINESS

(F) **GENERAL CORRESPONDENCE**

Letters that do not require a Board Decision

(G) **ADJOURNMENT**

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 497
SCHEDULE "B"**

BYLAW APPROVAL RESOLUTIONS

1. For introduction and first reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now introduced and read a first time."

2. For second reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been given due and detailed consideration by the Board, be now read a second time".

3. For third reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now read a third time."

4. Where the Board prefers to give second and third reading to a bylaw in a single resolution, a resolution stating:
"That Bylaw ..., cited as the ..., having been given due and detailed consideration by the Board be now read a second and third time."

5. For the final adoption of a bylaw, not less than one day following third reading of the bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration."

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 497
SCHEDULE "C"**

DELEGATION to BOARD REQUEST FORM

Date of Application: _____ **Board Meeting Date** _____

Name of person or group wishing to appear before the Board of Directors: _____

Address: _____

Number of people attending: _____ **Spokesperson Name:** _____

Subject of presentation: _____

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? yes no

- If yes:
- handouts at meeting (recommend delivered in advance)
 - PowerPoint presentation
 - publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 - Other (explain)
-

** Delegations will have a maximum of 15 minutes to make their presentation to the Board.*
** Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 495, 2020

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors and to repeal Bylaw 477.

WHEREAS the Board of Directors of the Central Coast Regional District is authorised to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the Five Year Financial Plan;

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

NOW THEREFORE, the board of directors for the Central Coast Regional District, in open meeting assembled, enacts as follows:

1. Bylaw 477 cited as the "CCRD Remuneration and Expenses Bylaw No. 477, 2017" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;

This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 495, 2020".

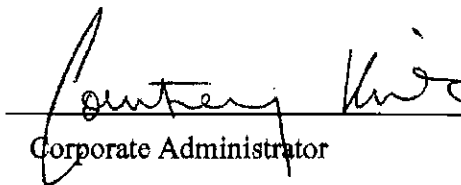
READ A FIRST and SECOND time this 11th day of June, 2020

READ A THIRD time 11th day of June, 2020

ADOPTED this 9th day of July, 2020

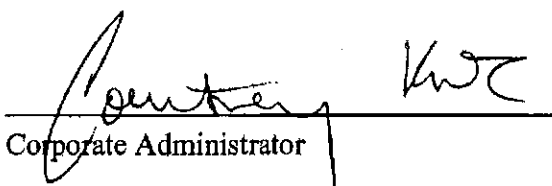


Chair



Corporate Administrator

"Certified a true copy of Bylaw No. 495, 2020 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 495, 2020" as adopted on _____."



Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 495
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. **BOARD MEMBER REMUNERATION:**

- a) Monthly Allowance: Chair.....\$600
CCRHD Chair\$75
- b) Board Meeting Stipend: Vice Chair (when acting as Chair).....\$450
Director (or alternate director).....\$400
- c) Local Work Assignments:
Per hour.....\$36
- A board resolution is required to identify the Local Work Assignment and to authorize the remuneration payment. It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for entering into the payroll system.**
- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day.....\$250
A board resolution is required to authorize attendance and payment of remuneration and expenses for attendance at conventions.
- e) Out of Town Representation: Per Day.....\$250
- f) Travel for Out of Town Representation: Per Half Day.....\$125
Per full day.....\$250

For attendance at conventions, if requested, an advance may be made

The sum of \$50 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.

The sum of \$75 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.

Directors are eligible for Health, Dental and Optional AD&D benefits provided by Pacific Blue Cross through the regional district. Accidental Death & Dismemberment premiums are a taxable Benefit to the director. Premiums are paid by the regional district on behalf of directors.

Remuneration will be paid through the payroll system on the last working day of each month.

2. **REIMBURSEMENT FOR EXPENSES:**

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or

accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.

- b) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
- c) The daily allowance for meals includes \$22 for breakfast, \$27 for lunch and \$40 for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed.

- d) Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district.

The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

- e) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- f) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- g) A child care subsidy, to a maximum of \$50 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
- h) Reimbursement for expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-5(b) - Board Meeting Agenda

Mission Statement: **The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services**

Policy Background: The Board has, in its Board Meeting Procedures Bylaw #449, 2015, adopted an agenda format that is shared by many municipalities and regional districts. The agenda served the purpose of ensuring that the Board's meetings conformed to statutory requirements, and that all the business required to be dealt with by the Board be dealt with in an orderly manner. The agenda did not, however, provide for as much time as may be desirable to debate issues of importance to the region's communities.

Policy Goal: It is the goal of this policy to reserve Regional Board Meeting prime time to the consideration, reflection and debate of policies that contribute to the Regional District's Mission Statement.

Policy Objectives:

- 1) Directors will have read the agenda material prior to a Board Meeting.
- 2) Directors will ensure that their alternates are fully informed of current issues and the alternate will have read the agenda material prior to a Board Meeting if it is expected that he/she will attend on behalf of the director.
- 3) To allow such additional time on the agenda as may be required to perform the Board's statutory duties.
- 4) To implement this policy and amend the agenda notwithstanding the agenda format prescribed in the Regional District's Board Meeting Procedures Bylaw #449, 2015.

Initially approved at the regular Board Meeting of October 11, 2000.

Amended: January 9, 2002

Amended: April 7, 2004

Amended: July 11, 2013

Amended: April 14, 2016

Reviewed: December 12, 2019

CENTRAL COAST REGIONAL DISTRICT

FIVE-YEAR FINANCIAL PLAN
BYLAW NO. 61, 2021

Being a bylaw to adopt the Five Year Financial Plan for the years 2021-2025.

The Board of Directors of the Central Coast Regional District in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021.
2. Schedule A and B attached hereto and made part of this bylaw are the Five-Year Financial Plan for the Central Coast Regional District for the period January 01, 2021 to December 31, 2025.

READ A FIRST TIME this 11 day of March 2021.

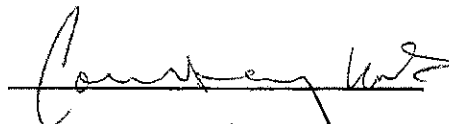
READ A SECOND TIME this 11 day of March 2021.

READ A THIRD TIME this 25 day of March 2021.

RECONSIDERED AND FINALLY ADOPTED this 25 day of March 2021.



Chair Samuel Schooner



Courtney Kirk CAO/Corporate Officer

I, Courtney Kirk, Chief Administrative Officer for the Central Coast Regional District hereby certify this to be a true copy of Bylaw No. 61, cited as the "Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021" as adopted.



Courtney Kirk CAO/Corporate Officer

Central Coast Regional District Five-Year Financial Plan 2021-2025 Revenue and Expenditures By Service

	<u>Jan-Dec 21</u>	<u>Jan-Dec 22</u>	<u>Jan-Dec 23</u>	<u>Jan-Dec 24</u>	<u>Jan-Dec 25</u>
Revenue					
Apportioned Administration Fees	559,566	580,741	591,306	608,218	618,519
Local Property Taxation	889,689	1,102,757	1,176,159	1,153,800	1,183,237
Nuxalk Nation Contributions	105,000	160,000	160,000	165,000	165,000
Other Revenue	587,715	306,843	275,232	354,599	366,559
Provincial/Federal Grants	10,002,679	3,889,401	1,046,296	736,296	247,641
Regional Hospital District	13,500	13,500	13,500	13,500	13,500
User Fees & Charges	358,630	431,713	581,882	600,012	613,012
Total Revenue	12,516,778	6,483,955	3,844,375	3,831,223	3,207,468
Expenditures					
<u>Administrative Services</u>					
Community Works Fund	752,000	300,000	250,000	250,000	111,980
Feasibility Studies	2,000	35,391	23,000	13,200	24,000
General Operations	1,293,495	1,179,695	1,181,079	1,202,929	1,226,299
Grants in Aid	20,875	15,200	15,200	15,200	15,200
<u>Development Services</u>					
Economic Development	227,581	149,018	115,883	117,883	119,683
Land Use Planning	197,453	82,000	102,000	72,000	77,000
LSA Street Lighting (BC Townsite)	19,800	20,413	20,413	20,793	20,793
Valley Street Lighting	9,999	11,000	11,000	12,100	12,100
<u>Environmental Services</u>					
Solid Waste Management	797,806	392,535	401,211	432,060	440,018
Waterworks (Denny Island)	1,474,262	42,600	42,600	44,730	44,730
Waterworks Operating (LSA BC Town site)	114,014	78,671	78,671	84,013	80,013
Waterworks Capital (LSA BC Townsite)	27,339	0	0	0	0
Waterworks Operating (Hagensborg)	1,557,159	2,074,265	84,304	89,654	90,809
<u>Leisure Services</u>					
Parks and Recreation - Bella Coola	989,793	919,793	673,814	363,814	72,159
Recreation - Denny Island	25,838	8,906	6,906	7,406	7,406
Swimming Pool	4,135,912	1,992,578	167,425	167,425	174,727
Regional Library (VIRL)	68,825	69,848	69,848	71,390	71,380
<u>Protective Services</u>					
Emergency Management	134,761	134,763	134,763	134,763	134,763
Emergency Mgmt Initiatives (FPP)	641,880	4,487			
Fire Protection (LSA Townsite)	70,206	61,477	62,477	63,477	63,477
Fire Protection (Hagensborg)	97,500	196,472	103,825	103,825	107,345
House Numbering	7,000	1,104	1,104	1,104	1,104

Central Coast Regional District Five-Year Financial Plan 2021-2025 Revenue and Expenditures By Service

	<u>Jan-Dec 21</u>	<u>Jan-Dec 22</u>	<u>Jan-Dec 23</u>	<u>Jan-Dec 24</u>	<u>Jan-Dec 25</u>
Transportation Services					
Airport - Bella Coola	940,779	278,899	335,344	350,344	361,914
Airport - Denny Island	25,927	19,073	19,073	19,073	20,173
Total Expenditures	<u>13,832,205</u>	<u>8,077,968</u>	<u>3,899,740</u>	<u>3,636,973</u>	<u>3,276,073</u>
Excess (Deficiency) of Revenue over Expenditures	-1,115,427	-1,594,033	-55,365	-6,750	-68,605
Other Income/Expense					
Other Income					
40004 - Surplus, beginning of year	3,712,570	2,585,323	991,290	935,925	930,175
Total Other Income	<u>3,712,570</u>	<u>2,585,323</u>	<u>991,290</u>	<u>935,925</u>	<u>930,175</u>
Other Expense					
50204 - Deficit, beginning of year	11,820	0	0	0	0
50224 - Surplus, end of the year	2,585,323	991,290	935,925	930,175	861,570
Total Other Expense	<u>2,597,143</u>	<u>991,290</u>	<u>935,925</u>	<u>930,175</u>	<u>861,570</u>
Net Other Income	<u>1,115,427</u>	<u>1,594,033</u>	<u>55,365</u>	<u>5,750</u>	<u>68,605</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Central Coast Regional District Five-Year Financial Plan 2021-2025

Revenue and Expenditures By Objects

	<u>Jan-Dec 21</u>	<u>Jan-Dec 22</u>	<u>Jan-Dec 23</u>	<u>Jan-Dec 24</u>	<u>Jan-Dec 25</u>
Revenue					
Apportioned Administration Fees	559,565	560,741	591,306	608,216	618,519
Local Property Taxation	889,689	1,102,757	1,176,159	1,153,600	1,183,237
Nuxalk Nation Contributions	105,000	160,000	160,000	165,000	165,000
Other Revenue	587,715	305,843	275,232	354,599	366,559
Provincial/Federal Grants	10,002,679	3,889,401	1,046,296	736,296	247,641
Regional Hospital District	13,500	13,500	13,500	13,500	13,500
User Fees & Charges	358,630	431,713	581,882	600,012	613,012
Total Revenue	12,616,778	6,483,955	3,844,375	3,631,223	3,207,468
Expenditures					
50000 · Apportioned Administration fees	559,565	581,138	591,703	608,613	623,623
50030 · Bank charges	2,130	2,130	2,130	2,130	2,130
50035 · Capital Works	125,200	62,500	68,349	71,349	71,349
50040 · Communications	38,663	36,583	36,783	36,783	36,783
50045 · Community Development	600,550	260,550	210,850	210,550	122,530
50050 · Community Groups	19,760	17,500	17,500	17,500	17,500
50055 · Community to Community	0	0	0	0	0
50060 · Contingency	93,154	30,891	42,424	58,801	55,801
50076 · Directors'/Governance Expenses	122,638	125,628	128,688	131,870	135,085
50082 · Econom Development Initiatives	141,135	0	0	0	0
50085 · Elections	1,500	15,000	1,500	1,500	1,500
50089 · Emergency Mngt Initiatives	487,884	4,487	0	0	0
50090 · Emergency Plan update (PHII)	2,400	2,400	2,400	2,400	2,400
50131 · Planning	103,000	85,391	73,000	63,000	23,000
50135 · Insurance	62,496	64,199	64,282	64,282	64,282
50138 · Interest	9,213	100	100	100	100
50165 · Maintenance	174,000	132,589	154,089	156,089	160,589
50175 · Memberships, dues & subscriptio	4,424	4,125	4,225	4,225	4,225
50185 · Nuxalk Agmmt for Water Supply	26,000	26,000	26,000	26,000	26,000
50186 · Water supply agreement	0	4,600	4,600	4,600	4,600
50190 · Operating expenses	287,656	305,171	310,706	319,429	326,571
50195 · Payroll Expenses	820,886	801,058	827,466	847,117	868,828
50205 · Professional Development	37,750	42,550	48,050	49,050	50,050
50206 · Professional Fees	273,000	244,500	244,500	244,500	244,500
50240 · Solid Waste Management	62,000	0	0	0	0
50245 · Special Projects	9,216,393	4,761,919	652,363	312,363	19,708
50250 · Supplies & small tools	54,425	48,525	50,725	53,725	55,225
50294 · Utilities	53,299	59,600	60,025	62,025	64,422
50295 · Van Isle Reg Library dis	63,687	64,610	64,610	66,000	66,000
50299 · Records Management	1,000	1,000	1,000	1,000	1,000

Central Coast Regional District Five-Year Financial Plan 2021-2025 Revenue and Expenditures By Objects

	<u>Jan-Dec 21</u>	<u>Jan-Dec 22</u>	<u>Jan-Dec 23</u>	<u>Jan-Dec 24</u>	<u>Jan-Dec 25</u>
50316 · Asset Replacement Fund	33,603	38,679	41,179	42,679	47,679
50318 · Contribution to reserve account	72,793	171,765	72,793	72,793	72,793
50499 · Contribution to Nuxalk Emergenc	33,000	33,000	33,000	33,000	33,000
50999 · Landfill Post Closure Reserve	50,000	50,000	65,000	75,000	75,000
Total Expenditures	<u>13,632,205</u>	<u>8,077,968</u>	<u>3,899,740</u>	<u>3,636,973</u>	<u>3,276,073</u>
Excess (Deficiency) of Revenue over Expenditures	-1,115,427	-1,594,033	-55,365	-5,750	-68,605
Other Income/Expense					
Other Income					
40004 · Surplus, beginning of year	3,712,570	2,585,323	991,290	935,925	930,175
Total Other Income	<u>3,712,570</u>	<u>2,585,323</u>	<u>991,290</u>	<u>935,925</u>	<u>930,175</u>
Other Expense					
50204 · Deficit, beginning of year	11,820	0	0	0	0
50224 · Surplus, end of the year	2,585,323	991,290	935,925	930,175	861,570
Total Other Expense	<u>2,597,143</u>	<u>991,290</u>	<u>935,925</u>	<u>930,175</u>	<u>861,570</u>
Net Other Income	<u>1,115,427</u>	<u>1,594,033</u>	<u>55,365</u>	<u>5,750</u>	<u>68,605</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-10 - Filing Disclosures

Preamble: The Regional District is required to comply with the provisions of the Financial Disclosure Act, specifically the filing of disclosure forms.

Policy: That all Directors and Officers of the Regional District file the required disclosure forms under the provisions of the Financial Disclosure Act; such disclosure to be filed once annually, in January between the 1st and 15th, and such other times as may be required.

Access to written disclosures, section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection.

Date: September 14, 1993
Amended: October 8, 1997
Amended: April 12, 2012
Amended: July 11, 2013
Amended: March 10, 2016
Reviewed: December 12, 2019

CENTRAL COAST REGIONAL DISTRICT POLICIES

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grant-in-Aid funds in a consistent and fair manner by ensuring comparable consideration is given to all applications.

Eligibility: Organizations must meet the following criteria in order to be considered for a Grant-in-Aid:

1. Have a mailing address and contact representative within the Central Coast Regional District;
2. Be non-partisan, non-denominational and not for profit OR at the approval of the CCRD Board be a well-established community group;
3. Provide a service to the residents within the Regional District; and
4. Have additional funding sources other than the CCRD (i.e. other grants, donations, membership revenue, corporate donations, etc.).

Applications may be for operational or capital expenses, and recurring or one-time events.

The total value of disbursement is at the discretion of the Board of Directors but may not exceed the maximum of \$0.10 per thousand dollars of assessed property values (approximately \$15,000). The amount of individual disbursement is determined based on eligibility and the total number of applications received.

Application Process and Timeline:

December: Call for applications

February 1 OR first business day in February: Applications due

February: Eligible and complete applications presented to CCRD Board at February Regular Meeting for consideration and final decision

After March 31: Applicants advised in writing of whether or not their proposal is approved for funding

August: Funds disbursed to successful applicants

December 31 OR last business day in December: Deadline for funding report

Incomplete or late applications will not be considered. Please use the checklist to ensure you are submitting all the required information. If you require funds to be disbursed sooner than August, please include a note in your application.

Once the final decision is made by the Board of Directors, the CAO or designate will administer disbursements.

Reports for successful applicants should follow the Appendix C – Report on Grant-in-Aid Funding template. The CCRD reserves the right to request that unspent funds be returned. Failure to report on time without prior written consent from the CCRD may result in revocation of funds and/or ineligibility for future funding.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17- Application for Grant-In-Aid... cont

DISCLAIMER:

The Regional District will not provide assistance in contravention of s. 236(1)(c) of the *Local Government Act*. Furthermore, the Regional District does not intend to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

Please submit applications to:

Administrative Assistant
Central Coast Regional District
PO Box 186
626 Cliff Street
Bella Coola, BC V0T 1C0

info@ccrd.ca

Date: December 11, 2014 - Resolution 14-12-43
Amended: November 13, 2015 – Resolution 15-11-28
Amended: November 10, 2016 – Resolution 16-11-20
Amended: December 12, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17- Application for Grant-In-Aid – APPENDIX ‘A’

Please ensure the following are included in your Grant-in-Aid application. Incomplete applications will not be considered. Please include this checklist with your application.

- A completed and signed application form (Appendix B);
- The budget and detailed cost estimates, revenues and expenses (if the application is for a project based initiative only the budget for the project is required);
- A copy of your organizations most recent financial statements, including an income statement and balance sheet OR, if applying for less than \$500, a written financial report for the previous year;
- A description of your organizations mandate, mission, and objectives; and
- A list of key dates and/or milestones for the initiative.

We typically receive more applications in a given year than we have the budget to fund. Competitive applications will demonstrate alignment with some or all of the following priorities:

- Promote volunteer participation and engagement.
- Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities.
- Celebrate community pride and diverse heritage and culture through art, festivals, and/or events.
- Meet the needs of the community by using new approaches and techniques.
- Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events.
- Adhere to the CCRD Integrated Strategic Plan 2019-2022.
- Provide a service that meets a community need.

Please briefly demonstrate how the above priorities will be achieved.

**CENTRAL COAST REGIONAL DISTRICT
POLICIES**

F-17 APPLICATION FOR GRANT-IN-AID FUNDS – APPENDIX B

Name of Organization: _____
 Name of Contact Person: _____ Position: _____
 Mailing Address: _____
 Phone #: _____ Email: _____
 Are you a: (Yes/No) Society _____ Charity _____ Corporation/Company _____ Other _____
 Registration Date: _____ Registration # _____
 (Note: Registration date and number are only required if the application is for more than \$500.)

Proposed use of funds (select one):

- Operational Funding (not to exceed 50% of annual operating budget)
- Capital Expenditure
- Events – recurring
- Events – one-time

Source Name	Cash requested from CCRD	Your in-kind (\$ value) contributed	Confirmed		% of Total initiative
			Cash	In-Kind	
Your organization					
CCRD					
Total					100%

Has your organization received CCRD Grant-in-Aid funding support in the past 3 years? (Y / N)
 If yes, please list the project/initiative title, year, and amount received below.

Are CCRD Grant-in-Aid funds being used to leverage other funding applications? (Y / N)
 Are you aware of other foundations, funding organizations, or government programs that align with your organizations mandate, mission, and objectives? _____
 Identify the Electoral Area(s) that directly benefit from your application _____

 Date Signature

 (Please print name) Position

Please submit applications to:
 Administrative Assistant
 Central Coast Regional District
 PO Box 186
 626 Cliff Street
 Bella Coola, BC V0T1C0
 info@ccrd.ca

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17 Application for Grant-In-Aid – APPENDIX C

REPORT ON GRANT-IN-AID FUNDING

Due on or before last working day of December of current year

Name of Organization	
Mailing Address	
Name of Contact Person (Position)	
Email Address	
Total Amount Received from the CCRD	
Please attach copies of invoices(s) if funds were for a project or capital expenditure.	
<input type="checkbox"/> Attached	
Please provide the following information on separate sheets of paper. Responses should be numbered as listed below. <ol style="list-style-type: none">1. A descriptive narrative summary of activities undertaken;2. An evaluation of the benefits received by the community with regards to the initiative that was undertaken;3. A statement of actual revenue and expenses (clearly identifying how the CCRD funds were used)	

Mail to: Central Coast Regional District
Box 186, Bella Coola, BC V0T 1C0
Or Email to: info@ccrd.ca

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-9 - Directors Travel to Board Meetings

Preamble: The present Board consists of only 5 directors. Directors can be absent for various reasons and a missing director at any board meeting diminishes public representation and the quality of decision making. It is important that a policy define the circumstances in which the Regional District will accommodate the transportation costs associated with director representation at the board table.

Policy: That precedence for director travel be established as those members who, at the time of the board meeting, are actually within the boundaries of the Central Coast Regional District. This will be the first priority in terms of transportation costs and the annual budget is established accordingly.

Transportation in the form of charter flights will be for directors only. Should there be vacant seats it will be at the discretion of the Chief Administrative Officer to allow extra passengers aboard in order to share the cost of the flight. Any extra passengers will be advised that they must be aware of their individual insurance needs.

At the discretion of the CAO, and in accordance with giving first priority to elected CCRD Directors, where there is no additional cost or risk incurred by the CCRD, Directors may bring children in their care as extra passengers on CCRD Charters.

Adopted: February 11, 1998
Amended: September 9, 1998
Amended: September 12, 2013
Amended: March 10, 2016
Amended: November 14, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-8 - Respectful Workplace

1. PURPOSE:

- a. The purposes of this Policy are to:
 - i. promote and foster a respectful workplace environment for everyone working for and acting as an elected official of the Central Coast Regional District (the "Regional District") and to state clearly that discrimination, bullying and harassment of any kind are unacceptable and will not be tolerated by the Regional District;
 - ii. reassure all individuals covered by this Policy that any claims of discrimination, bullying or harassment will be dealt with in accordance with the terms of this Policy;
 - iii. aim to prevent all forms of discrimination, bullying and harassment of any kind;
 - iv. provide procedures for prompt handling and resolving of complaints of discrimination, bullying and harassment, and to assist all those to whom this Policy applies in doing so.

2. POLICY:

- a. The Regional District is committed to a safe and professional workplace where Board members, officers, employees, and volunteers of the Regional District are treated with respect and dignity.
- b. The Regional District is committed to providing a workplace that is free from discrimination, bullying and harassment, and complying with the *Workers Compensation Act*, R.S.B.C. 1996, c. 492 ("WCA"), the *Occupational Health and Safety (OHS) Policies*, and the *Human Rights Code*, R.S.B.C. 1996, c. 210, all as amended from time to time.

3. APPLICATION:

- a. This Policy governs the resolution of all informal or formal complaints in respect of incidents of discrimination, bullying and harassment or sexual harassment made by board members, employees (including permanent full-time and part-time, temporary, casual, students), and volunteers of the Regional District.
- b. Individuals covered by this Policy must not engage in the discrimination, bullying and harassment of others; they must report if discrimination, bullying or harassment is observed or experienced; and they must apply and comply with this Policy and these procedures.
- c. This Policy applies to all forms of communication (verbal, non-verbal, electronic,

CENTRAL COAST REGIONAL DISTRICT POLICIES

written, etc.).

- d. This Policy applies to all situations where activities are connected to work with the Regional District and could impact employment during and outside of regular business hours at and away from the workplace. Discrimination, bullying or harassment can occur at, but is not limited to, the following:
 - i. the workplace and Regional District premises;
 - ii. work-related business functions, such as meetings, conferences, training sessions or workshops;
 - iii. work-related travel;
 - iv. in-person / telephone conversations, emails, text messages, and social media messaging;
 - v. work-related social functions.
- e. The application of this Policy is also triggered when a complaint is received by a board member, employee (including permanent full-time and part-time, temporary, casual, student), or volunteer of the Regional District where discrimination, bullying or harassment is allegedly perpetrated by a third-party contractor of the Regional District or a member of the public.
- f. While complaints under the Policy may and should be made where an individual covered by this Policy feels discriminated against, bullied or harassed by a member of the public, the rights, obligations and protections set out in this Policy do not apply to members of the public.
- g. This Policy does not cover legitimate and good faith management of the workplace such as performance evaluations, direction or discipline given by management.

4. DEFINITIONS

Discrimination:

- a. Discrimination is the adverse differential treatment of an individual or group, whether intentional or unintentional, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age or a criminal conviction unrelated to employment or to the intended employment of that person. ("Prohibited Ground") [BC *Human Rights Code*, Section 13]
- b. Any conduct, comment, gesture or contact which likely harms, intimidates, offends, degrades or humiliates any person, whether intentionally or unintentionally, based on a Prohibited Ground constitutes discrimination.

CENTRAL COAST REGIONAL DISTRICT POLICIES

- c. Discrimination is based on the erroneous assumption that a particular individual shares attributes, usually negative, stereotypically associated with a group to which they are perceived to belong. Discrimination imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.
- d. Adverse differential treatment has the effect of imposing burdens, obligations or disadvantages on an individual or group that are not imposed on others. Adverse differential treatment may also withhold or limit access to opportunities, benefits and advantages available to other individuals or groups. It is important to note that discriminatory conduct is not only a breach of this Policy, it may also be a breach of the BC *WCA* and *Human Rights Code*.

Bullying and Harassment:

- a. Bullying and harassment includes unwanted and unwelcome comments or conduct from a person who knows, or reasonably ought to know, such comments or conduct are unwelcome and would cause the person to feel humiliated or intimidated.
- b. Bullying and harassment can consist of a single incident or several or repeated incidents over a period of time which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. It can also consist of incidents that create an uncomfortable environment or which might reasonably be expected to cause insult, embarrassment, intimidation, humiliation, insecurity, discomfort, or offence to a person or group.
- c. Bullying and harassment includes, but is not limited to:
 - i. written or verbal abuse, intimidation, teasing, undermining, bullying or threats, including swearing, shouting or making derogatory gestures or comment to or about an individual;
 - ii. physical assault;
 - iii. unwelcome remarks, jokes, innuendoes, criticisms or taunting about a person's body, sexual orientation, gender identity, gender expression, attire, age, marital status, ethnic or racial origin, religion, or family members etc.;
 - iv. practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - v. isolation practices, hazing or initiation rites;

CENTRAL COAST REGIONAL DISTRICT
POLICIES

- vi. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- vii. rude, belittling, sarcastic or slanderous comments or malicious gossip;
- viii. vandalizing personal belongings;
- ix. false accusations of harassment, motivated by malice or mischief, meant to cause others harm;
- x. sexual harassment, as further described below.

Sexual Harassment:

- a. Sexual harassment is to engage in a course of vexatious comment or conduct against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of conduct is known or reasonably ought to be known to be unwelcome or unwanted.
- b. Sexual harassment includes the making of unwanted and offensive sexual advances, solicitations, offensive remarks, gestures or acts where the individual making them is in a position to confer, grant or deny a benefit or advancement to a person and the individual knows or ought to reasonably know that such behaviour or conduct is unwelcome.
- c. Sexual harassment may include, but is not limited to:
 - i. unwanted or inappropriate physical contact, including but not limited to, touching, pinching, grabbing, patting, rubbing, or purposefully brushing up against another person;
 - ii. unwanted verbal abuse or advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;
 - iii. displaying, sending or sharing sexually inappropriate images or videos, such as pornography, or suggestive letters, notes, photos, videos, text messages or e-mails with co-workers;
 - iv. telling lewd jokes, sharing sexual anecdotes or asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
 - v. leering, staring in a sexually suggestive or offensive manner, or whistling;
 - vi. making sexual comments about appearance, clothing, body parts, personal life; or

CENTRAL COAST REGIONAL DISTRICT POLICIES

- vii. making offensive comments about someone's sexual orientation, gender identity or gender expression;

Complainant: An individual employee, volunteer or board member who believes that they have been subject or witness to discrimination, bullying or harassment and brings forward a complaint under this Policy.

Respondent: An individual against whom an allegation of discrimination, bullying or harassment has been made and to which they are responding. Does not include members of the public.

Bystander: An individual who has witnessed behaviour that, in their view, potentially constitutes a violation of this Policy. Bystanders should report their concerns in accordance with Step 2 of the Informal Process set out below. Bystanders are not parties to a complaint. However, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

Mediation: A voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Investigator: The person assigned to investigate a complaint. The Investigator may be the Chief Administrative Officer or designate, the Board Chair, or in some instances, an external third party.

5. FAIRNESS

- a. All parties, including Complainants, Respondents and witnesses, have a right to fair treatment in the investigation and adjudication of complaints made under this Policy.
- b. Fair treatment includes the following:
 - i. the right to bring forward concerns and have them addressed in a timely manner;
 - ii. the right to be informed in a timely manner of complaints made against them and an opportunity to respond;
 - iii. an impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
 - iv. confidentiality to the extent possible in the circumstances;
 - v. protection from retaliation;
 - vi. being informed of a summary of the outcome of any formal investigation or intervention (Complainants and Respondents only).

CENTRAL COAST REGIONAL DISTRICT POLICIES

6. ANNUAL REVIEW

- a. This Policy will be reviewed on an annual basis. All individuals working on behalf of the Regional District will be advised and educated on this policy and program when they are hired through the employee orientation process.

7. ROLES, RIGHTS, RESPONSIBILITIES

a. Senior Management

- i. The Chief Administrative Officer (“CAO”) is responsible for the implementation and administration of this Policy.
- ii. When possible, the CAO shall assess every complaint for appropriate action and exercise their discretion as to how this Policy is implemented and who in management is advised of the complaint and its findings.
- iii. The CAO must:
 - Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
 - Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
 - Report incidents of discrimination, bullying or harassment as soon as possible;
 - Listen to complaints, treating them sensitively, seriously and confidentially;
 - When the CAO deems it appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
 - If deemed necessary and appropriate, appoint a third-party investigator to investigate any allegations or complaints;
 - Consult with the investigator(s) to set a reasonable period for the completion of the investigation;
 - Review the findings and recommendations;
 - Determine the outcome and the appropriate action to be taken, which may include education, training or disciplinary action,

CENTRAL COAST REGIONAL DISTRICT POLICIES

dependent upon the results;

- Ensure the Complainant and Respondent are informed of the outcome, in writing, in a timely fashion and that appropriate education and such other proactive measures as necessary for a workplace free from bullying, harassment and discrimination; and
- Maintain confidentiality of all involved.

iv. Managerial staff have a responsibility to:

- Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- Report incidents of discrimination, bullying or harassment as soon as possible;
- Listen to complaints, treating them sensitively, seriously and confidentially;
- Take appropriate action if anyone is found to have engaged in conduct contrary to this Policy; and
- Provide reasonable and appropriate remedies for anyone who has been the target of discrimination or harassment.

b. Employees and Volunteers

- i. Not engage in discrimination, bullying or harassment of employees, board members, third party contractors, volunteers or members of the public;
- ii. Report incidents of discrimination, bullying or harassment experienced or witnessed as soon as possible.

c. Board Members

- i. Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties
- ii. Model inclusive and professional behaviour and not participate in

CENTRAL COAST REGIONAL DISTRICT POLICIES

discriminatory, bullying or harassing behaviour;

- iii. Report incidents of discrimination, bullying or harassment as soon as possible.

d. Complainants

- i. Complainants have a right to:

- Make a complaint and receive a copy of the complaint;
- Be informed of the status and progress of the investigation;
- Be informed of a summary of the results of the investigation in writing including any corrective action that has or will be taken as a result of the investigation;
- Not be subject to retaliation;
- Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or its designate, or Board Chair may determine that an investigation is required and the process will continue notwithstanding the withdrawal.

- ii. Complainants have a responsibility to:

- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement;
- Cooperate with all those responsible for dealing with the investigation of the complaint.

e. Respondents

- i. Respondents have a right to:

- Be informed that a complaint has been filed;
- Be informed of the status and progress of the investigation;
- Have the allegations provided to the Investigator;
- Be informed of the allegations against them and be provided an opportunity to respond;
- Be informed of a summary of the results of the investigation in writing and validation of corrective action that has been taken or

CENTRAL COAST REGIONAL DISTRICT
POLICIES

will be taken as a result of the investigation.

ii. Respondents have a responsibility to:

- Follow all procedures under this Policy;
- Cooperate with all those responsible for dealing with the investigation of the complaint;
- Not retaliate against the Complainant or any Bystanders;
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

f. Bystanders

i. Bystanders have the right to not be subject to retaliation because they have participated as a witness.

ii. Bystanders have a responsibility to:

- Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint;
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

g. Investigator

i. The investigator shall:

- Ensure the Respondent is informed of the allegations;
- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned and any witnesses;
- Collect all pertinent information;
- Recommend a mediation process where appropriate;
- Prepare a written report;
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances;

CENTRAL COAST REGIONAL DISTRICT
POLICIES

- Maintain confidentiality.

8. COMPLAINT RESOLUTION PROCEDURE

- a. Complainants are encouraged to resolve complaints and concerns about discrimination, bullying or harassment with others as soon as they arise, first using the individual conversation or informal processes unless it is clearly inappropriate in the circumstances.
- b. Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged conduct appears to be non-repetitive (such as a “one-off” interaction or discussion) and relatively minor in severity or seriousness, considering its content, potential impact on the health and safety of the individual and/or of the organization overall. Although a Complainant may wish to proceed by way of the informal resolution process, the Regional District may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.
- c. A Complainant should approach their direct supervisor, or if the Complainant is uncomfortable approaching their direct supervisor, the Complainant should approach the CAO. If the Respondent is the CAO, the Complainant should approach the Chair of the Board. If the Respondent is a Board member, the Complainant should approach the CAO.
- d. If the Complainant is a Board member, the Complainant should approach the CAO. If the Complainant is the CAO, the CAO should approach the Board Chair unless the Respondent is the Board Chair. In such case, the CAO should approach the Chief Financial Officer or another member of Council.

9. STEP 1: INDIVIDUAL CONVERSATION

- a. A Complainant should first bring the matter to the attention of the Respondent in a direct and discreet manner as soon as possible following the incident and advise them that their conduct is unwelcome and ask that the conduct cease.

10. STEP 2: INFORMAL COMPLAINT PROCESS

- a. If the conduct persists, the Complainant or Bystander should approach their direct supervisor, the CAO, the Board Chair, or their designate, as set out in section 8 above with their concerns (the “Facilitator”), including particular examples of inappropriate statements or behaviour by the Respondent. The Complainant should provide as much detail as is possible, including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).
- b. Complainants should keep written records of date(s), time(s), what was said and done, and the name of any witnesses to the incident(s), if any.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

- c. The Facilitator will review the concern(s) and must directly or indirectly facilitate a resolution of the complaint in a manner that they consider to be effective and reasonable considering all of the circumstances. The filing of a written complaint under Step 2 does not automatically mean that a formal investigation will be conducted. The manner in which the complaint is resolved will be determined by the CAO, following consultation with the parties and will depend on a number of factors, including the nature, extent and severity of the allegations brought forward by the Complainant(s) and the history of circumstances leading up to the filing of the written complaint.

- d. Interventions may include one or more of the following:
 - i. Meeting separately with each person involved in the alleged conduct to discuss and investigate the situation;
 - ii. Meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all persons;
 - iii. Coaching one or more of the parties (verbally or in writing) on workplace expectations regarding appropriate workplace conduct;
 - iv. Recommending or applying progressive discipline where warranted;
 - v. Engaging an external third-party facilitator or mediator to work with the parties involved to achieve a practical and mutually agreeable resolution to outstanding concerns without making findings against the parties; or
 - vi. Requiring one or more of the parties involved to complete relevant training.

- e. Step 2 should be completed within thirty (30) days of receiving a complaint unless the circumstances reasonably permit an extension of this timeline.

- f. At the completion of Step 2, the Facilitator must prepare a written report to the CAO (or Board Chair if the CAO is the Respondent) which should contain the following:
 - i. The facts from the interviews with the Complainant, Respondent, and Bystander(s), if any;
 - ii. Steps the Facilitator took to resolve the complaint, including coaching or discipline imposed;
 - iii. Any recommendations designed to ensure that further discrimination, bullying or harassment does not occur.

- g. If mediation is not successful in resolving the complaint, or if the Complainant is

CENTRAL COAST REGIONAL DISTRICT POLICIES

not satisfied with the result, the Complainant can submit a formal complaint as set out in Step 3 within ten (10) business days.

- h. If at any time during Step 2, the Facilitator concludes that, given the severity of the alleged complaint, including the potential for physical or psychological harm on the Complainant or other individuals protected by this Policy, a formal investigation is warranted, then the matter should be immediately referred to Step 3.

11. STEP 3: FORMAL COMPLAINT PROCESS

- a. The formal process involves an objective and fulsome investigation of a complaint of discrimination, bullying or harassment brought forward to the attention of a supervisor or the CAO (or their designate), Board Chair or by the Facilitator.
- b. **File a Complaint:** Individuals can formally report incidents or complaints of workplace discrimination, bullying and harassment either verbally or in writing. When submitting a written complaint, individuals are to use the Respectful Workplace Complaint Form (see Appendix A). When reporting verbally, the person who receives the complaint, along with the Complainant, will be required to fill out the Respectful Workplace Complaint Form.
- c. **When to File a Complaint:** Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
- d. **Documentation to Include:** Individuals must provide as much information as possible in the complaint form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint, along with anyone who may have been witness to the incidents. Attach any supporting documents, such as emails, handwritten notes, or photographs. Include the impact of the behaviour complained of on the Complainant and any steps that have already been taken under either Steps 1 or 2 of this Policy and the outcome of those steps.
- e. **Screening and Acknowledgement of the Complaint:** Within ten (10) business days of the receipt of a complaint, the CAO (or their designate) or the Board Chair will review the complaint and exercise their discretion to either conduct an investigation, appoint a neutral third party to investigate the complaint or dismiss the complaint if the CAO or Board Chair reasonably determines the conduct complained of would not constitute a violation of this Policy, the WCA or the Human Rights Code.
 - i. If the CAO (or their designate) or the Board Chair decides not to conduct an investigation, they will inform the Complainant in writing of the reasons.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

- ii. If an investigation is determined necessary, the procedures are outlined below.
- f. **Appointment of Investigator:** The Regional District will retain legal counsel or an internal or external investigator depending on the overall complexity of the facts/ law related to the complaint, the parties to the complaint, the anticipated length of time necessary to conduct the investigation, the potential severity of the outcome of the investigation to the Respondent should the complaint be substantiated, and any other relevant considerations.
- i. For complaints brought against any member of the Board or the CAO, an external investigator with expertise regarding the matters covered under this Policy will be retained.
 - ii. In cases involving the Board Chair as Respondent, the investigator will be retained by and will report directly to either legal counsel or the CAO or their designate at the discretion of the Board. In cases involving other Board members as Respondents, the investigator will be retained by and will report directly to either legal counsel or the Board Chair and CAO or their designate at the discretion of the Board. In cases involving the CAO as Respondent, the investigator will be retained and report directly to legal counsel or the Board Chair at the discretion of the Board.
- g. **Investigation:** An investigation will be conducted as quickly as possible to determine the facts of the situation. The Investigator will review all relevant documents and conduct interviews with the Complainant, the Respondent and any Bystander(s) that may have relevant information.
- i. Each party has the right to be accompanied or represented by a person of their choosing (union representative, another employee, legal representative). All participants will be asked to maintain confidentiality and sign off accordingly.
 - ii. The Respondent will be provided with the Complainant's name and information on the particulars of the complaint and offered an opportunity to respond.
 - iii. The investigation will normally commence within two (2) weeks of the filing of the complaint and be completed within thirty (60) business days following such time. Completion time may be reasonably extended beyond those timelines in order to ensure a thorough investigation has been conducted.
 - iv. During the investigation, depending on the severity of the allegations, changes in scheduling or reporting may be implemented; or the Regional District may suspend individuals with pay pending the outcome of the investigation if deemed appropriate.

CENTRAL COAST REGIONAL DISTRICT POLICIES

- v. Following the completion of the investigation, the investigator will file a written report with the instructing individual for the Regional District.
 - vi. The CAO (or their designate) or Board Chair will review the report to determine if the investigation reveals evidence to support the allegation(s) made in the complaint. The Regional District will then inform the Complainant and Respondent, in writing, of the findings and, if warranted, validation of corrective action that has been or will be taken and any other action(s) the Regional District may take.
 - vii. Determining culpability and discipline will be the sole responsibility of the CAO (or designate) or Board Chair (or designate) depending on the circumstances.
- h. **Remedies:** Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop discrimination, bullying or harassing behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:
- i. Oral and/or written apology from the Respondent and/or Regional District;
 - ii. Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
 - iii. Coaching;
 - iv. Counselling;
 - v. Training or education;
 - vi. Re-orientation to this Policy and its purpose;
 - vii. Discipline up to and including termination of employment for just cause.
 - viii. Where the Respondent is not covered by this Policy, the Regional District will take any and all steps necessary to remedy the substantiated complaint to protect the Complainant from future harm.
- i. **Unsubstantiated Complaints:** If the Investigator finds insufficient evidence to support the Complainant's allegations, the Investigator will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

- j. **No Reprisals or Retaliation:** Any Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent or employee responsible for implementing this Policy and procedure, who in good faith:
- i. Makes a complaint alleging workplace discrimination, bullying or harassment;
 - ii. Identifies or opposes a practice that he or she reasonably believes to constitute workplace discrimination, bullying or harassment;
 - iii. Implements or participates in a discrimination, bullying or harassment investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process.
 - iv. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above violates this Policy and will not be tolerated.

Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.

- k. **Vexatious Allegations and Complaints:** Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.

Adopted: April 11, 2013

Amended: April 14, 2016

Amended: September 8, 2021

CENTRAL COAST REGIONAL DISTRICT
POLICIES

Appendix A

Respectful Workplace Complaint Form

Name and position of Complainant
Name and position of Respondent
Address or location where the incident(s) occurred
Date(s) and time of each incident
Detailed summary of all of the specific incidents or examples of behaviour that have led to the filing of the complaint (continue on separate page if needed)
Name(s) of any potential bystander(s)
Impact of the behaviour / incident complained of
Any steps that have already been taken under either Steps 1 or 2 of this Policy to resolve the complaint and the outcome of those processes.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

Appendix B

Confidentiality Agreement

Pursuant to the Central Coast Regional District's Discrimination, Bullying and Harassment Policy ("Policy"), complainants, respondents, bystanders and witnesses ("Parties") that participate in a workplace investigation have a right to, and a duty to maintain, the confidentiality of all information received or made known to them.

By participating in the investigation into the complaint and by signing this Confidentially Agreement, you acknowledge and agree that:

- a) you will not share the identity of the complainant(s), the respondent(s) or witnesses;
- b) you will not talk to others about the investigation or do anything to confirm or infer who is involved or what the investigation or complaint is about;
- c) you will alert the CAO or their designate to any conversations among workers about the investigation or complaint;
- d) you will not share the content of the complaint;
- e) you will not share the content of the discussion(s) you have with the investigator;
- f) the information learned or discussed relating to the investigation or complaint may only be shared with your legal advisor or union representative or unless required by law (for example if you are called as a witness in a legal proceeding);
- g) you will not engage in any retaliatory behaviour against any individual related to the investigation or complaint;
- h) you agree to abide by the Regional District's Policy and you understand that compliance with it and this Confidentiality Agreement is a condition of your duties, responsibilities and obligations of employment; and
- i) you understand that non-adherence to the Regional District's Policy or this Confidentiality Agreement may result in legal or disciplinary action up to and including the termination of employment.

Print Name

Signature

Date

Print Witness Name

Signature

Date

October 14, 2021

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials

Preamble: In keeping with the Regional Districts core values of accountability, good governance, professionalism, integrity and productivity, the District seeks to foster the sustainable socioeconomic and environmental wellbeing of the Central Coast through the professional and efficient delivery of mandated regional and community services,

To help achieve this goal, the board of directors has committed to strive to adhere to a code of conduct so as to ensure that public business is conducted with integrity, in a fair, honest and open manner, and that members respect one another, staff, and the public and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;

Policy: Elected officials shall:

- 1. Act in the Public Interest**
Recognizing that the Regional District seeks to maintain and enhance the quality of life for all District residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.
- 2. 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 *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures, and employer responsibilities; and relevant District bylaws and policies.
- 3. Conduct of Members**
The conduct of members in the performance of their duties and responsibilities with the Regional District 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 the Board of Directors, committees, the staff or the public.
- 4. Respect for Process**
Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Board of Directors governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials – page 2

- 5. Conduct of Public Meetings**
Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.
- 6. Decisions Based on Merit**
Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- 7. Communication**
Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Board or a committee, which they may have received from sources outside of the public decision-making process.
- 8. Conflict of Interest**
Members shall be aware of and act in accordance with Part 4 Division 6 of the *Community Charter*, and shall fulfill all parts of their *Oath of Office*.
- 9. Gifts and Favours**
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 Regional District, 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 the member. A member may participate in Regional District programs open to the public and may purchase Regional District property or goods offered for public sale.
- 10. Confidential Information**
Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Regional District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.
- 11. Use of Public Resources**
Members shall not use public resources, which are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials – page 3

12. Advocacy

Members shall represent the official policies or positions of the Regional District 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 the Board of Directors, a committee or the Central Coast Regional District, nor will they allow the inference that they do.

13. Policy Role of Members

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

14. Positive Work Place Environment

Members shall treat other members, the public and Regional District staff with respect and shall be supportive of the personal dignity, self-esteem and wellbeing of those with whom they come in contact during the course of their professional duties. Members shall be aware of and act in accordance with the Central Coast Regional District Harassment Policy, E-8.

16. Implementation

The Central Coast Regional District Code of Conduct is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

Members elected or appointed to the Board of Directors will be requested to sign the Member Statement affirming they have read and understood the Central Coast Regional District Code of Conduct. In addition, the Board of Directors shall review annually the Code of Conduct, and shall consider recommendations from staff or committees, and update the Code as necessary.

17. Compliance and Enforcement

The Central Coast Regional District Code of Conduct expresses standards of ethical conduct expected for members of the District Board of Directors. Members themselves 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 District.

The Board of Directors may impose sanctions on members whose conduct does not comply with the District's ethical standards, such as motion of censure. The Board of Directors

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials – page 4

may also rescind the appointment of a member to a committee for breaching the Code of Conduct.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Conduct with the exception of paragraph 14 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, the Board 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.

The procedures outlined in Policy E-8, Harassment, have been adopted by the Board for dealing with a complaint under Policy E-8 (see paragraph 14, above).

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Board decision.

Adopted: Nov 12, 1997
Amended: June 14, 2012
Amended: December 12, 2013
Amended: March 10, 2016
Amended: November 14, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-5 - Directors Attendance at Board Meetings

Preamble: The present Board consists of only 5 directors. Directors are absent for reasons of health, transportation, out-of-area work or other reasons. A missing director at any Board meeting diminishes public representation and the quality of decision-making.

Policy: That all directors undertake to ensure quality representation for their electoral area, and commit to making every effort to attend all regular meetings of the board.

In the event that the director cannot attend, the director should give as much advance notice as possible to the alternate director. Staff should also be advised as soon as possible if a director is not able to attend and if the alternate director will attend the meeting. The director will make available to the alternate director the agenda and all meeting materials.

In the event the alternate is not able to attend, the director should discuss the key agenda items either with the Chairperson or the Chief Administrative Officer in advance of the meeting.

Pursuant to s. 204(1) of the *Local Government Act*, a board member is disqualified from holding office if the member is absent from board meetings for whichever of the following is the longer time period: 60 consecutive days or 4 consecutive regularly scheduled board meetings.

Date: September 14, 1993
Reviewed: February 11, 2004
Amended: November 15, 2012
Amended: November 13, 2015
Amended: June 8, 2017
Amended: June 11, 2020



Central Coast
REGIONAL DISTRICT
That we may be good people together

Policy E-4 Regional Perspective on Board Operation

Policy ID: E-4

CENTRAL COAST REGIONAL DISTRICT

Preamble:

The CCRD Board relies on input from individual members on matters relating specifically to an electoral area or beyond the electoral area. In many cases, and indeed in most cases it is not practical for other Board members to become conversant with all the details of the matter. Nonetheless, the Board decisions relative to one electoral area influence what may or could result in another area, by way of precedent or otherwise.

Policy:

That the Central Coast Regional District Board relies considerably on input from, and the viewpoint of, each member, it must not lose sight of the fact that matters should be approached with regional overview in mind, in keeping with the very concept of regional government.

Date: September 14, 1993

Reviewed: February 11, 2004

Reviewed: April 12, 2012

Reviewed: April 9, 2015

Reviewed: November 14, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-1 - Committee/Commission Reporting Requirements

Preamble: As the CCRD Board of Directors is ultimately responsible to constituents, and to senior governments through legislation. Under the Local Government Act the board of directors has the authority to delegate responsibilities to board appointed committees and commissions. Delegated authorities can assist the regional district to administer and operate a service. Accountabilities for delegations require regular reporting by any Committees and Commissions of the regional district, and these should be clearly defined.

Policy: In order to ensure that the board of directors is kept informed regarding the activities of various Committees and Commissions, reporting requirements are hereby established

Committees and commissions of the regional district are expected to report back all planning, budgeting recommendations and expenditures based on board approved budgets and operational decisions.

Committees and commissions are responsible for putting forward recommendations and action plans to the board of directors of the regional district for approval.

Committee and commission meeting minutes will be submitted to the CCRD board at the next regular meeting for approval.

The minutes of all proceedings of any meeting of a committee or commission of the regional district shall be legibly recorded and certified and signed as correct by the committee/commission secretary and Chair (or other presiding member) of the committee/commission; and then submitted to the Central Coast Regional District for filing.

To ensure reporting requirements are met by committees of the regional district, details of this policy will be included in all Terms of Reference for a regional district appointed committees.

Responsibilities delegated to a commission by the board will be established by bylaw.

In the event that the Committee/Commission is temporarily inactive, or that no business has taken place since the previous reporting period, the CCRD Director responsible to represent the function, or the Committee/Commission Chair (if present), may provide verbal update to the CAO for inclusion in the next regular Board of Directors meeting package.

Private organizations or societies that may have representation by a member of the CCRD Board of Directors are exempted from this policy, however, the director

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-1 - Committee/Commission Reporting Requirements – Page 2

representing the CCRD to such organization or society shall provide updates to the remainder of the Board of Directors in accordance with this policy.

Date: May 20, 1994
Amended: March 3, 2004
Amended: September 13, 2012
Amended: September 10, 2015
Amended: November 14, 2019