

DISTRICT OF SQUAMISH
2014 General Local Election
MAYOR, COUNCILLOR AND SCHOOL TRUSTEE
CANDIDATE NOMINATION INFORMATION

INCLUDED IN THIS PACKAGE ARE THE FOLLOWING ITEMS:

- Letter from the Chief Election Officer
- General Information Sheet
- Calendar of Important Dates for 2014 Local Government Elections
- Quick reference guide to election forms for candidates
- Candidate's Guide to Local Elections in British Columbia 2014 by Ministry of Community Development
- Elector Organization Guide
- Guide to 2014 School Trustee Election Procedures in BC
- Local Elections Campaign Financing Information Bulletin for Local Elections Campaign Organizers and Local Elections Candidates, Elector Organizations and Third Party Sponsors
- What Every Candidate Needs to Know

Part One – Nominations

- Instructions for completion of nomination documents
- Nomination Papers Checklist
- Elector Organization Endorsement Package
- Nomination Package - **Mayor or Councillor**
 - C1 – Candidate Cover Sheet and Checklist Form
 - C2 – Nomination Documents, including Declaration of Person Nominated
 - 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*)

- Nomination Package – **School Trustee**
 - CS1 – Candidate Cover Sheet and Checklist Form
 - CS2 – Nomination Documents, including Declaration of Person Nominated
 - CS3 – Other Information Provided by Candidate
 - CS4 – Appointment of Candidate Financial Agent (if Candidate is not acting as own Financial Agent)
 - CS5 - Appointment of Candidate Official Agent (if applicable)
 - CS6 - Appointment of Candidate Scrutineer (if applicable)
 - Statement of Disclosure: Financial Disclosure Act (required under the *Financial Disclosure Act*)
- Receipt of List of Registered Electors
- Advice to Candidate Regarding Confidentiality of Register of Electors
- Candidate Information Release Authorization
- Consent to release of additional information

Part Two – Campaigning

- General information about campaign appointment forms, campaigning and election signs and advertising regulations
- Definition of a Third Party Sponsor
- District of Squamish Sign Bylaw Election Sign Permit form
- General information about Candidate Representative Appointment Forms

Part Three - Campaign Financing Disclosures

- Campaign Financing Disclosure Statement Instructions
- Guide to Local Elections Campaign Financing in BC
- Third Party Sponsor Guide to Local Elections in BC

Part Four - Election Statutes and District Bylaws

- *Local Government Act* excerpts – Part 3 Electors and Elections
- *Local Elections Campaign Financing Act*
- *Financial Disclosure Act*
- District of Squamish, Elections and Voting Procedures Bylaw No. 1264, 1993
- District of Squamish Automated Voting Machine Authorization Bylaw No. 1715, 2005
- District of Squamish Procedure Bylaw No. 2099, 2010

Links to Government Election Legislation and Guides - 2014

- Candidates Guide to Local Elections in BC 2014 by Ministry of Community Development
http://www.cscd.gov.bc.ca/lgd/library/election2014/Candidate's_Guide.pdf
- Elector Organization Guide to Local Government Elections in B.C. 2014
http://www.cscd.gov.bc.ca/lgd/library/election2014/Elector_Organization_Guide.pdf
- Guide to 2014 School Trustee Election Procedures in BC – A Guide for Boards of Education, Administrators and Election Officials
http://www.bced.gov.bc.ca/legislation/trustee_election/school_trustee_election_procedures.pdf
- What Every Candidate Needs to know
http://www.cscd.gov.bc.ca/lgd/library/election2014/Candidate_Brochure.pdf
- Guide to Local Elections Campaign Financing in BC
<http://www.elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-B.C.pdf>
- Third Party Sponsor Guide to Local Elections in BC
<http://www.elections.bc.ca/docs/lecfa/third-party-sponsor-guide-to-local-elections-in-bc.pdf>
- Local Elections Campaign Financing Act
http://www.leg.bc.ca/40th2nd/3rd_read/gov20-3.htm
- Financial Disclosure Act
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96139_01



DISTRICT OF SQUAMISH

CANDIDATE INFORMATION PACKAGE FOR:

MAYOR, COUNCILLOR
and SCHOOL TRUSTEE

General Local Election
November 15, 2014

Important Notices: This information is provided for your convenience as a guide and reference only; providing examples of form options to you. This is not a legal document. As you research requirements for running for office, you should rely upon the applicable statutes, such as the Community Charter, Local Government Act, School Act, and bylaws.

Please mark you calendar: A Candidate Orientation will be held on Wednesday, October 1, 2014, at 7:00 pm, in the Council Chambers located at Municipal Hall.

Squamish Elections Office
Municipal Hall
District of Squamish
37955 Second Avenue
Squamish, BC V8B 0A3
Email: election@squamish.ca
Phone: 604.815.5006 or 604.815.5023
Fax: 640.892.1083
www.squamish.ca



DISTRICT OF SQUAMISH

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3
www.squamish.ca

Tel: 604-892-5217 Toll Free: 1-877-892-5217
Fax: 604-892-1083

Dear Prospective Candidate:

**Subject: Candidacy for Mayor, Councillor, and School Trustee
in the General Local Election, November 15, 2014**

Enclosed is a collection of information and forms to guide candidates in the District of Squamish 2014 General Local Election. Please review this material carefully to ensure that your campaign is run in compliance with statutes and that your nomination, appointment, and campaign financing disclosure forms are filed appropriately.

For additional information you can also visit www.cd.gov.bc.ca/lgd/governance/elections.htm, and www.squamish.ca and attend the Candidate Orientation on Wednesday, October 1, 2014, at 7 p.m. in the Council Chambers. Other resources include "Local Government in British Columbia" by R.L. Bish, available at the Squamish Library.

Please call me at 604.815.5006 or Deputy Chief Election Officer Charlene Pawluk at 604.815.5023, or e-mail election@squamish.ca, if you have any questions related to your candidacy and the election, or to schedule a time to file your nomination papers.

Accepting elected office is the highest order of public service and offers the opportunity to significantly influence the quality of life in your community. As such, it is not to be taken lightly. If, after serious consideration and consultation, you are willing to accept the challenge and demands of elected office, have your nomination form completed and filed during the nomination period. The person being nominated is obligated to ensure that nomination documents are received in accordance with the *Local Government Act*. The nomination period starts at 9 a.m. Tuesday, September 30, 2014, and ends at 4 p.m. on Friday, October 10, 2014.

A lot draw will determine the order in which names will appear on the ballot. Names will be drawn at 4:15 p.m. on Monday, October 20, 2014, and Candidates and/or their Official Agents are welcome to attend.

Good luck!

Yours truly,

Robin Arthurs
General Manager Corporate Services, and
Chief Election Officer

DISTRICT OF SQUAMISH LOCAL GOVERNMENT GENERAL ELECTION

GENERAL INFORMATION Section

When is the next general election?

General Voting Day is Saturday, November 15, 2014.

Local Government Elections will now be held every **four** years. Voters of the District of Squamish will elect one Mayor, six Councillors, and two School Trustees.

Commencing in 2018, General Voting Day will be changed to the third Saturday in October.

NOMINATION INFORMATION Section

Who is qualified to be a member of Council?

A person is qualified to be nominated, elected, and to hold office as a member of local government if he/she meets the following criteria:

- is a Canadian citizen;
- is at least 18 years old on election day;
- has lived in British Columbia for at least 6 months immediately before the day nomination papers are filed;
- a person who has been granted freedom of the municipality, if that person is a Canadian citizen, and
- has not been disqualified by any statute or law, from voting in an election in British Columbia, or from being nominated for, elected to, or holding office.

How do I get nominated to run in the election?

The Chief Election Officer will accept nominations from Tuesday, September 30, 2014 at 9:00 a.m. to Friday, October 10, 2014 at 4:00 p.m.

Candidates must be nominated in writing by at least two duly qualified electors residing or owning property within the boundaries of the District of Squamish.

Nomination packages are available at Municipal Hall, 37955 Second Avenue and on the District's website for viewing purposes. Please pick up a complete package at Municipal Hall if you wish to complete to run for office. Notice of the nomination period will be published in the local newspaper and on the website.

VOTER'S Section

Who is eligible to vote?

You are eligible to register as an elector, if you:

- are age 18 or older; and
- are a Canadian citizen (no landed immigrants or corporations); and
- have lived in BC for at least 6 months immediately before registering; and
- have lived in Squamish for at least 30 days immediately before registering (OR have owned real property registered in your name in Squamish for at least 30 days immediately before the day you register and live in another BC municipality*); and
- are not disqualified by law from voting.

* To register as a non-resident property elector phone the Election Office at 604-815-5006 or 604-815-5023 for further information about documents required.

VOTERS LIST

Starting September 30, 2014 until the close of general voting on November 15, 2014 a copy of the Voters List will, upon signature, be available for public inspection in the Legislative Services Department, Municipal Hall, 37955 Second Avenue, Squamish from 8:00 a.m. to 5:00 p.m., Monday through Thursday and Fridays 8:30 a.m. to 4:30 p.m., except statutory holidays.

OBJECTION TO REGISTRATION OF AN ELECTOR

If you are an eligible elector in Squamish you may object to the registration of a person on the Voters List, by submitting a written objection to the Chief Election Officer at Municipal Hall, during the period 9:00 a.m. September 30 to 4:00 p.m. to October 10, 2014.

OMITTING PERSONAL INFORMATION FROM THE VOTERS LIST

Voters may request that their address and other information be omitted from or obscured on the Voters List to protect their privacy or security. Contact the Election Office for more details.

For more information, visit www.squamish.ca, write election@squamish.ca, or contact the Squamish Election Office at 604.815.5006 or 604.815.5023.

What if I'm not on the Voter's List?

You must bring at least **two** documents that provide evidence of your **identity**, (such as Driver's Licence, BC Identification Card, Social Insurance Card, Passport, BC Carecard, Birth Certificate, Citizenship Card, Credit Card) evidence of your **current place of residence** in the District of Squamish (such as telephone bill, hydro bill, property tax notice, personalized cheque) and at least one of these documents must contain your **signature**.

If you are unable to provide evidence of your current place of residence, you will need to make a solemn declaration as to your place of residence before being permitted to register. The declaration is available at the voting place.

VOTING Section

Where do I Vote?

General Voting Day is November 15, 2014, 8 am to 8 pm at Brennan Park Recreation Centre, 1009 Centennial Way, Squamish.

What if I will be away on Voting Day?

Advance Voting Opportunities will be provided on:

- November 3rd - 8:30 a.m. to 5:30 p.m. (Library Meeting Room – 37907 2nd Avenue)
- November 5th – 8:00 a.m. to 8:00 p.m. (Library Meeting Room)
- November 8th – 8:00 a.m. to 8:00 p.m. (Seniors Centre – 1210 Village Green Way)
- November 12th – 8:00 a.m. to 6:00 p.m. (Library Meeting Room)

Can I get help when I vote?

If you need help with voting, you may ask the Election Official in charge at the voting place to assist you. You may also bring someone with you to the voting place to help you vote. This person must complete a solemn declaration to preserve the secrecy of your ballot, to mark the ballot according to your wishes and to not attempt to influence how you vote. The declaration is available at the voting place.

If you have difficulty reading or writing English, you may bring a translator to assist you in the voting process. The translator must complete a solemn declaration of assistance in order to provide translation assistance. The declaration is available at the voting place.

If you are unable to enter the voting place, you may ask for assistance to vote outside the voting place (curbside voting). It will be necessary for you to bring someone with you who can advise the election officials that you need help outside the voting place.

I don't live in the District of Squamish but I own property there, can I vote?

Yes, if you qualify as a non-resident property elector. To qualify, you must:

- be a Canadian citizen;
- be at least 18 years old on voting day;
- have lived in British Columbia for at least 6 months immediately before voting day;
- be the registered owner of real property in the District of Squamish for at least 30 days immediately before voting day;
- not be eligible to vote as a resident elector;
- only register in relation to one piece of property;
- have not been disqualified by the *Local Government Act* or any other Act from voting in an election or be otherwise disqualified by law.

If more than one person owns the property, only one owner may register and that person must have the written consent of a majority of the other owners.

Non-resident property electors are required to fill out an application for registration as a non-resident property elector and provide proof of ownership of the property showing the names of all owners (ie. Land Title Certificate), two pieces of identification confirming identity and a non-resident property elector consent form indicating consent of a majority of the registered owners, if there is more than one owner. Please note that property tax bills do not always indicate all of the owners of property and are not accepted.

Non-resident property electors are encouraged to fill out the application and produce the required documentation at Municipal Hall, 37955 Second Avenue between the hours of 8:00 a.m. and 5:00 p.m. Monday to Thursday and Fridays 8:30 a.m. to 4:30 p.m. prior to Friday, November 14, 2014. Once the application process is complete, non-resident electors will be issued a certificate to register as a non-resident property elector which they can produce along with their identification confirming their identity at time of voting.

ADDITIONAL INFORMATION Section

Where can I get more information regarding the election?

Election Inquiries may be directed to:

Robin Arthurs, Chief Election Officer: 604.815.5006 or rarthurs@squamish.ca or
Charlene Pawluk, Deputy Chief Election Officer : 604.815.5023 or
cpawluk@squamish.ca

or

drop in at Municipal Hall, 37955 Second Avenue between the hours of 8:00 a.m. and
5:00 p.m. Monday to Thursday and Fridays 8:30 a.m. to 4:30 p.m.

link to provincial website - **<http://www.cscd.gov.bc.ca/lgd/library/election2014>**

IMPORTANT DATES FOR 2014 LOCAL GOVERNMENT ELECTIONS

DATE	EVENT
Tuesday, April 08, 2014	<ul style="list-style-type: none"> Last day to meet 6-month BC residency requirement for candidates within the nomination period.
Tuesday, May 13, 2014	<ul style="list-style-type: none"> Last day to meet 6-month BC residency requirement for voters registering on November 15, 2014
Friday, August 29, 2014	<ul style="list-style-type: none"> Nominations Packages will be ready for pick-up from the Legislative Services Department during regular office hours
Tuesday, September 23, 2014	<ul style="list-style-type: none"> Advance Elector registration closes. Individuals wishing to register as an elector for the 2014 general local elections after this date must do so in conjunction with voting.
Tuesday, September 30, 2014	<ul style="list-style-type: none"> Nomination period commences at 9 a.m. and nominations are effective upon delivery to the Chief Election Officer. Nominations are available for public inspection from the time of delivery, and may be challenged until October 14, 2014. List of Electors available for public inspection and period of Objection to Registered Electors begins. An objection of a person as an elector may be made between September 30 and October 10, 2014.
Wednesday, October 1, 2014	<ul style="list-style-type: none"> Candidate Orientation at 7 p.m., Council Chambers, Municipal Hall
Friday, October 10, 2014	<ul style="list-style-type: none"> Nomination Period Closes at 4 p.m. Nomination documents may be delivered by hand, by mail or other delivery service or by facsimile transmission with originals to follow. If sent by facsimile, the Chief Election Officer must receive original documents before 4 p.m. on October 17, 2014. Candidates are declared. Period of Objection to Registered Electors Closes 4 pm
Tuesday, October 14, 2014	<ul style="list-style-type: none"> Deadline for challenging nominations is 4 p.m.
Wednesday, October 15, 2014	<ul style="list-style-type: none"> Last day to move or buy a property to qualify as an elector.
Friday, October 17, 2014	<p>Finalization of Candidates (4 p.m. deadline):</p> <ul style="list-style-type: none"> Court decision on challenge of candidate nomination; Deadline for Withdrawal of candidates; Deadline for Withdrawal of candidate endorsement by elector organization; and Chief Election Officer must have received original copies of faxed nomination documents.
Monday, October 20, 2014	<ul style="list-style-type: none"> 4:00 p.m.: Declaration of Election by Voting or Acclamation 4:05 p.m.: Lot Draw to determine Candidate order on ballot (held at Municipal Hall)
Monday, November 3, 2014	<p>Advance Voting Opportunity</p> <ul style="list-style-type: none"> 8:30 a.m. to 5:30 p.m. at the Library Meeting Room, 37907 Second Avenue, Squamish
Wednesday, November 5, 2014	<p>Required Advance Voting Opportunity</p> <ul style="list-style-type: none"> 8 a.m. 8 p.m. at the Library Meeting Room, 37907 Second Avenue, Squamish
Saturday, November 8, 2014	<p>Advance Voting Opportunity</p> <ul style="list-style-type: none"> 8 a.m. to 8 p.m. at the Senior Centre, 1210 Village Green Way, Squamish
Wednesday, November 12, 2014	<p>Advance Voting Opportunity</p> <ul style="list-style-type: none"> 8 a.m. to 6 p.m. at the Library Meeting Room, 37907 Second Avenue, Squamish

Friday, November 14, 2014	Last day for Candidates to advertise by publishing in newspaper or on radio or television – no advertising permitted on General Voting Day
Saturday, November 15, 2014	GENERAL VOTING DAY 8:00 a.m. to 8:00 p.m. <ul style="list-style-type: none"> Brennan Park Recreation Centre Auditorium, 1009 Centennial Way, Squamish, BC. Special Voting Opportunity (for employees, patients and residents), 9 a.m. to 11 a.m., Hospital and Hilltop House, 38140 Clarke Drive Special Voting Opportunity, 1 p.m. to 2 p.m., Squamish Senior Citizens Home Society, 38201 Third Avenue
Monday, November 17, 2014	<ul style="list-style-type: none"> Determination of Official Election Results (Council Chambers, 37955 Second Avenue, Squamish) begins at 10 a.m.
Tuesday, November 18, 2014	<ul style="list-style-type: none"> Last day to remove election signs Continuation of determination of results
Wednesday, November 19, 2014	<ul style="list-style-type: none"> 4 p.m. deadline for Declaration of Official Election Results First day to apply for Judicial Recount after Declaration of Results First day to inspect voting day documents
Monday, November 24, 2014	<ul style="list-style-type: none"> Last day for applications for a Judicial Recount
Friday, November 28, 2014	<ul style="list-style-type: none"> Deadline for completion of Judicial Recount
Tuesday, December 2, 2014	<ul style="list-style-type: none"> 6 p.m. Swearing In Ceremony/ Inaugural Council Meeting (location TBD)
Friday, February 13, 2015	<ul style="list-style-type: none"> Deadline for filing Campaign Financing Disclosure Statements (required by all candidates and elector organizations whether elected, donations received or expenses incurred)
Monday, March 16, 2015	<ul style="list-style-type: none"> Late filing deadline for Campaign Financing Disclosure Statements (\$50.00 penalty due to Elections BC)

QUICK REFERENCE GUIDE TO ELECTION FORMS FOR THE 2014 GENERAL LOCAL ELECTION

Name of Form (NUMBER OF PAGES IN BLANK FORM)	Mandatory / Optional	Deadlines for filing or submission * to District of Squamish
Nomination Paper	Mandatory for all candidates – Note on form the nominated position (i.e. Mayor, Councillor or School Trustee)	Must be filed between 9 a.m. September 30, 2014, and 4 p.m. October 10, 2014.
Declaration of Person Nominated	Mandatory for all candidates – Note on form the nominated position (ie. Mayor, Councillor or School Trustee)	Must be filed between 9 a.m. September 30, 2014, and 4 p.m. October 10, 2014. NOTE: Appointment with CEO to file is recommended as a solemn declaration must be administered (or swear before lawyer/notary, etc) in advance
Declaration of Consent to Endorsement and Declaration of Official of Elector Organization	Mandatory only IF an Elector Organization is endorsing the candidate. Note: Official of Elec. Org must attend to swear declaration unless previously sworn before lawyer/notary, etc.)	Must be filed between 9 a.m. September 30, 2014, and 4 p.m. October 10, 2014. NOTE: Appointment with CEO to file is recommended as a solemn declaration must be administered (or swear before lawyer/notary,etc) in advance
Statement of Disclosure under Financial Disclosure Act	Mandatory for candidates for Mayor, Councillor and School Trustee.	Must be submitted <u>with Nomination Paper</u> between 9 a.m. September 30, 2014, and 4 p.m. October 10, 2014.
Receipt of List of Registered Electors	Optional – only if candidate wants a copy of the Voters List	Ideally submitted with nomination papers. Available from September 30 until close of General Voting Day
Candidate Information Release Authorization	Optional – only if candidate wants the District to release contact information beyond what is in Nomination Papers	Ideally submitted with nomination papers.
Sign Bylaw – Application for Election Signage	Mandatory only IF candidate wishes to install campaign signs	Submit to Building Services Department with \$100 deposit BEFORE installing election signs

Name of Form (NUMBER OF PAGES IN BLANK FORM)	Mandatory / Optional	Deadlines for filing or submission * to District of Squamish
Appointment of Official Agent	Mandatory only IF an Official Agent is appointed; otherwise Candidate is considered to be Official Agent and no form required	Ideally submit as soon as Official Agent is appointed
Appointment of Financial Agent	Mandatory. You may either appoint an individual as Financial Agent or if no Financial Agent is appointed, the Candidate is his or her own Financial Agent	Ideally submit as soon as Financial Agent is appointed, but no later than 4 p.m. October 10, 2014
Appointment of Joint Financial and Official Agent	Mandatory only IF same person appointed as Official Agent and Financial Agent	Ideally submit as soon as Official/Financial Agent is appointed, but no later than 4 p.m. October 10, 2014
Appointment of Financial Agent for Elector Organization	Mandatory only IF there is an Elector Organization	Ideally submit as soon as Financial Agent is appointed, but no later than 4 p.m. October 10, 2010
Appointment of Scrutineer by Candidate	Mandatory only IF Scrutineers are appointed by Candidate NOTE: Entitled to one Scrutineer per ballot box in use = One at Special and Advance Voting Opportunities and three at General Voting Day.	Ideally submit as soon as Scrutineer is appointed, but prior to Scrutineer attending at voting place. Scrutineer must carry a copy of appointment.
Appointment of Scrutineer by Official Agent, who has been delegated that authority by Candidate	Mandatory only IF Scrutineers are appointed by Official Agent NOTE: Entitled to one Scrutineer per ballot box in use = One at Special and Advance Voting Opportunities and three at General Voting Day.	Ideally submit as soon as Scrutineer is appointed, but prior to Scrutineer attending at voting place. Scrutineer must carry a copy of appointment
Campaign Financing Disclosure Forms declared by Candidate	Mandatory for each Candidate, regardless of whether contributions are received, expenses incurred or the Candidate is elected. Candidates required to file with Elections BC	File by 4 p.m. on February 13, 2015. NOTE: Appointment to file is recommended as a solemn declaration must be administered (or swear before lawyer/notary, etc., in advance)
Campaign Financing Disclosure Forms declared by Elector Organization	Mandatory for each Candidate, regardless of whether contributions are received, expenses incurred or the Candidate is elected. Candidates required to file with Elections BC	File by 4 p.m. on February 13, 2015. NOTE: Appointment to file is recommended as a solemn declaration must be administered (or swear before lawyer/notary, etc., in advance)

* All forms, except the Campaign Financing Disclosure forms (which are required to be filed with Elections BC), are submitted to the Chief Election Officer/GM Corporate Services, District of Squamish, Municipal Hall, Box 310, 37955 Second Avenue, Squamish V8B 0A3. Phone: 604.815.5006 Fax: 604-892-1083



BULLETIN

**for Local Elections
Campaign Organizers**

CAMPAIGN ORGANIZERS AND THE NEW LEGISLATION

Under the former legislation, a local elections campaign organizer was an individual or organization that intended to undertake, or undertook, an election campaign that promoted or opposed a local election candidate or an elector organization that endorsed local election candidates.

Any individual or organization that meets that definition **and has a campaign bank account as of March 27, 2014**, is subject to the rules outlined in this bulletin.

If campaign organizers become candidates or elector organizations, they **must appoint a financial agent and must open a separate campaign account**. For more information about candidate and elector organization campaign financing responsibilities refer to Elections BC's **Guide to Local Elections Campaign Financing in B.C.**

Campaign organizers who become third party sponsors can refer to Elections BC's **Third Party Sponsor Guide for Local Elections in B.C.**

New Rules For Local Elections Campaign Organizers

Under the *Local Elections Campaign Financing Act* and *Local Elections Statutes Amendment Act*, as of **May 29, 2014**, local elections campaign organizers:

- ✓ **no longer have a role** in local elections
- ✓ **still have obligations**
- ✓ **must stop** accepting campaign contributions and incurring expenses
- ✓ **must have a financial agent** until all financing obligations are fulfilled
- ✓ **must close** their campaign bank accounts **by November 15, 2014**
- ✓ **must file a disclosure statement** with Elections BC by **4:30 p.m. on Friday, February 13, 2015**
- ✓ **commit an offence** if they do not file a disclosure statement

Important Dates for Campaign Organizers

Thursday, May 29, 2014

New legislation in force

Saturday, November 15, 2014

Campaign account closure deadline

Friday, February 13, 2015 at 4:30 p.m.

Disclosure statement filing deadline

Monday, March 16, 2015 at 4:30 p.m.

Disclosure statement late filing deadline

Contact Elections BC

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

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

Phone: 250-387-5305 | **Fax:** 250-387-3578

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

Email: electoral.finance@elections.bc.ca

Website: elections.bc.ca/lecfa

MORE INFORMATION ON BACK

CAMPAIGN ORGANIZERS MUST FILE DISCLOSURE STATEMENTS BY 4:30 P.M. ON FRIDAY, FEBRUARY 13, 2015

Local elections campaign organizers must file disclosure statements **on forms provided by Elections BC**. The disclosure statements must include:

- ✓ campaign organizer and financial agent contact information
- ✓ campaign bank account information and the names of candidates and elector organizations for which the campaign organizer undertook a campaign
- ✓ information about campaign contributions, including names of contributors who contributed \$100 or more
- ✓ information about expenses
- ✓ amount, date and purpose of payments and transfers made on or after **May 29, 2014**
- ✓ date that each campaign bank account was closed

If qualified, previous local elections campaign organizers can participate in the 2014 General Local Elections as candidates, elector organizations or third party sponsors. In the new role, they must comply with all applicable rules under the new legislation. These include the requirement to file a **separate disclosure statement** for the new role.

The **disclosure statement filing deadline** for the 2014 General Local Elections for campaign organizers, candidates, elector organizations and third party sponsors is **4:30 p.m. on Friday, February 13, 2015**.

A disclosure statement can be filed late but must include a \$500 late filing fee. The **late filing deadline is Monday, March 16, 2015**.

Local elections campaign financing questions can be answered by Elections BC:

Phone: 1-855-952-0280 (toll-free)

Email: electoral_finance@elections.bc.ca

Fax: 1-866-433-0665 (toll-free)

For more information, visit elections.bc.ca/lecta



BULLETIN

**for Local Elections Candidates,
Elector Organizations
and Third Party Sponsors**

New Rules for Local Elections Candidates, Elector Organizations and Third Party Sponsors

This bulletin highlights the **transitional campaign financing and election advertising rules for the 2014 General Local Elections** as contained in the *Local Elections Statutes Amendment Act (LESAA)* and the *Local Elections Campaign Financing Act (LECFA)*.

Local elections candidates and elector organizations have **new recording and disclosure rules**. **Flip the page** for their key responsibilities, which are outlined in further detail in Elections BC's **Guide to Local Elections Campaign Financing in B.C.**

Third party sponsors are a newly regulated group in local elections under LECFA. Third party sponsors are individuals or organizations that sponsor, or intend to sponsor, third party advertising during the election proceedings period. **Flip the page** for their key responsibilities, which are outlined in further detail in Elections BC's **Third Party Sponsor Guide for Local Elections in B.C.**

Important Dates

Thursday, March 27, 2014

New anonymous contributions rules in effect

Thursday, May 29, 2014

New legislation in force

Tuesday, September 30, 2014 – Saturday, November 15, 2014

Election proceedings period

Saturday, November 15, 2014

2014 General Local Elections General Voting Day

Friday, February 13, 2015 at 4:30 p.m.

Disclosure statement filing deadline

Monday, March 16, 2015 at 4:30 p.m.

Disclosure statement late filing deadline

Contact Elections BC

Toll-free: 1-855-952-0280

TTY: 1-888-456-5448

Mailing Address:

P.O. Box 9275, Stn. Prov. Govt.
Victoria, BC V8W 9J6

Phone: 250-387-5305

Fax: 250-387-3578

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

Email: electoral@elections.bc.ca

Website: elections.bc.ca/lecfa

Campaign organizer role eliminated under new legislation

Local elections campaign organizers as defined under the former legislation are **no longer participants** under LECFA. However, campaign organizers that were active in relation to the 2014 General Local Elections (including those who may become candidates, elector organizations or third party sponsors) **still have legal obligations**, which are outlined in Elections BC's **New Rules for Local Elections Campaign Organizers** bulletin.

MORE INFORMATION ON BACK



BULLETIN

**for Local Elections Candidates,
Elector Organizations
and Third Party Sponsors**

Candidates and Elector Organizations MUST:

- ✓ **Reappoint financial agents by Thursday, June 12, 2014**
 - if they appointed financial agents for the 2014 General Local Elections under the previous rules. Financial agents who are not reappointed by that date **must hand over** to the candidate or elector organization all financial records and any other records related to the 2014 election campaign.
- ✓ **Open separate bank accounts by Thursday, June 12, 2014**
 - if an elector organization had a campaign bank account on May 29, 2014, and **intends to endorse candidates in more than one jurisdiction** in the 2014 General Local Elections.
 - if a candidate had a campaign account on May 29, 2014, and **intends to run for office in more than one election** in the 2014 General Local Elections.
- ✓ **Record and disclose financial transactions**
 - about campaign contributions, transfers, election expenses and other financial transactions. Best efforts should be made to follow the new LECFA rules for the recording and disclosure of financial transactions that occurred before May 29, 2014.
- ✓ **File disclosure statements by 4:30 p.m. on Friday, February 13, 2015.**
Statements filed after this date must include a \$500 late filing fee. The late filing deadline is 4:30 p.m. on Monday, March 16, 2015.

Third Party Sponsors MUST:

- ✓ **Register with Elections BC before sponsoring any third party advertising**
 - which is election advertising that is independent of the election campaign of a candidate or elector organization.
- ✓ **Record and disclose each sponsorship contribution**
 - which is money, property or services given to an individual or organization to sponsor third party advertising. Best efforts should be made to follow the new LECFA rules for the recording and disclosure of sponsorship contributions received before May 29, 2014.
- ✓ **Not accept anonymous sponsorship contributions greater than \$50.**
Information for each anonymous sponsorship contribution must be recorded. Any anonymous sponsorship contribution of more than \$50 received on or after March 27, 2014, is **prohibited and must be paid to Elections BC.**
- ✓ **Record and disclose the following information for all prohibited anonymous sponsorship contributions received on or after March 27, 2014:**
 - the circumstances in which the anonymous sponsorship contribution was received
 - the value of the anonymous sponsorship contribution
 - the date on which the anonymous sponsorship contribution was made
 - when and how the value of the anonymous sponsorship contribution was paid to Elections BC — if it was more than \$50
- ✓ **File disclosure statements by 4:30 p.m. on Friday, February 13, 2015.**
Statements filed after this date must include a \$500 late filing fee. The late filing deadline is 4:30 p.m. on Monday, March 16, 2015.

INSTRUCTIONS FOR COMPLETION OF NOMINATION DOCUMENTS

Key Information:

- The statutory period for receiving nomination documents begins at 9 a.m. on Tuesday, September 30, 2014 and ends at 4 p.m. on Friday, October 10, 2014.
- Nomination documents may be delivered by hand, mail, courier or facsimile to (604) 892-1083 to the Legislative Services Department. Municipal Hall is open Monday through Thursday from 8:00 a.m. to 5:00 p.m., and Fridays from 8:30 a.m. to 4:30 p.m. The Chief Election Officer must receive originals of faxes by the end of the day on Friday, October 17, 2014.
- Candidates must make a solemn declaration on the documents. The declaration can be taken by a lawyer, notary or Commissioner for Taking Affidavits in British Columbia, but is most commonly taken by the Chief Election Office or designate at the time the nomination papers are filed.
- To avoid delays in filing nomination papers, it is recommended that you make an appointment for filing the documents by calling (604) 815-5006.

A detailed description of the nomination documents follows:

Nomination papers for Mayor, Councillor, or School Trustee:

Follow steps one through six below before bringing your nomination documents to the Chief Election Officer at Municipal Hall for filing between September 30, 2014, at 9:00 a.m. and October 10, 2014 at 4:00 p.m. To avoid line-ups during the filing period, we encourage all candidates to make an appointment to file your documents by calling (604) 815-5006.

1. On the Nomination Paper, have two qualified electors of the District of Squamish complete the 'Nominators' section. To be an elector of the District of Squamish, you must be:
 - 18 years or older as of November 15, 2014,
 - A Canadian citizen (landed immigrants and corporations are **not** eligible electors),
 - Have lived in the province for six months as of November 15, 2014,
 - Have lived in the District of Squamish for 30 days as of November 15, 2014, (it does not matter whether the elector rents or owns his or her residence), or have owned property in his or her name in the District of Squamish for 30 days as of November 15, 2014 AND live in another municipality of British Columbia
 - Are not disqualified by law from voting (if you are unsure, call the Election Office for clarification)
2. On the Nomination Paper form, circle the elected position you wish to be nominated for, complete the 'Nomination' section.
 - Print your legal surname and given names in full.
 - If your 'usual' name is not the same as your legal name, and you wish to have the usual name used on the ballot, enter your usual name on the second line. Note that an indication of whether a candidate currently holds office, the candidate's occupation, or an indication of a title, honour, degree of decoration received or held by the candidate cannot appear on the ballot.
 - Important! An elector, another nominee or the Chief Election Officer can initiate a legal challenge of your nomination on the basis that your listed usual name is not what you are commonly known as.
 - Print your residential (street) address as well as your mailing address (if it is different than your residential address). Provision of the residential address of candidates on nomination papers is a requirement.
3. If there is uncertainty as to the eligibility of the elector signing your nomination documents, you may wish to select another elector as your nominator rather than risk a challenge of your nomination papers. The nominators and candidate can then sign the Nomination Paper.
4. Candidates then need to complete the Declaration of Person Nominated, filling in your name and address and office you wish to run for, but do not sign the declaration. This must be signed in front of the Chief Election Officer or designate at the time of filing papers (or you may make arrangements to declare the documents prior to filing, using a lawyer, notary or Commissioner for Taking Affidavits for British Columbia).

5. If you will be endorsed by an elector organization (i.e. run as part of a civic political “party”), enter the name of the organization, complete the Declaration of Consent to Endorsement by Elector Organization and Declaration of Official of Elector Organization. Note that the Chief Election Officer cannot refer to this endorsement in relation to your candidacy until receiving the corresponding “Elector Organization Declaration and Candidate Endorsement” form from the elector organization’s authorized official.
6. The candidate must complete the statement of “Financial Disclosure” under the *Financial Disclosure Act* and include with nomination papers when filing.

Statement of Disclosure under the *Financial Disclosure Act*

This written disclosure is required under the Provincial Government’s *Financial Disclosure Act*, for candidates for the positions of Mayor, Councillors and School Trustees.

The *Financial Disclosure Act* and the *Local Elections Campaign Financing Act* has been included in this nomination package for your reference. If you have questions pertaining to the form, it is suggested that you seek financial or legal counsel.

2014 GENERAL LOCAL ELECTION NOMINATION PAPERS

NOMINATION PERIOD: File papers with the Chief Election Officer, Municipal Hall, between 9 am Tuesday, September 30, 2014, and 4 pm Friday, October 10, 2014

CHECK LIST

Candidate Qualifications (s.66 of the *Local Government Act*):

- ☐ is or will be on General Voting Day for the election, age 18 or older;
- ☐ is a Canadian citizen;
- ☐ has been a resident of BC, as determined in accordance with s.52 of the Local Government Act, for at least 6 months, or since Tuesday, April 08, 2014; and
- ☐ is not disqualified by this Act or any other enactment from voting in an election in BC or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

Candidate Disqualifications:

- ☐ is a Judge of Court of Appeal, Supreme or Provincial Court;
- ☐ is the local government's employee unless, pursuant to s.67 of the *Local Government Act*, gave prior written notice to employer and took a leave of absence;
- ☐ persons prohibited under Division 17 (election offences) of the *Local Government Act*;
- ☐ person disqualified under s.64 of the *Local Elections Campaign Financing Act*, failure to file disclosure statement for candidate and therefore disqualified until after next general local election; or
- ☐ is disqualified under any other enactment.

Nominator Qualifications: (s. 71 of the *Local Government Act*)

- ☐ two person who are electors of the District of Squamish (see s.50 and 51 for elector eligibility).

CHECK LIST - Page 2

Nomination Documents include: (s.72 of the *Local Government Act*)

- ☐ full name of person nominated;
- ☐ usual name of person nominated, if the full name of the person is different from the name the person usually uses and the person wishes to have his or her usual name on the ballot instead;
- ☐ the office for which the person is nominated;
- ☐ statement if person nominated is endorsed by elector organization and wants organization on ballot;
- ☐ residential address and mailing address of nominee;
- ☐ names and residential addresses of nominators and if nominator is non-resident property elector, the address of the property in relation to which the nominator is an elector; and
- ☐ statement signed by nominators that to the best of their knowledge, the person nominated is qualified to be nominated (s.66 of the *Local Government Act*).

Nomination must be accompanied by: (s.72 (2) of the *Local Government Act*)

- ☐ statement signed by the person nominated consenting to nomination;
- ☐ solemn declaration of person nominated that he or she is qualified under s.66 to be nominated (before Commissioner for taking Affidavits in advance or taken by Chief Election Officer when documents delivered);
- ☐ if elector organization endorsement, solemn declaration per s.46 of the *Local Elections Campaign Financing Act* and written consent of nominee;
- ☐ signed form providing telephone number for contact, confirmation of whether street address or Squamish to be listed in Voting Notice, and confirmation of whether contact address or number can be released in response to third party enquiries.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

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

- E4 – Consent of Elector Organization Responsible Principal Official(s)
- E5 – Other Information Provided by Elector Organization; and,
- E6 – Appointment of Elector Organization Financial Agent.

After election results have been declared, please send any changes to these documents 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

E1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORISING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY
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SECTION B

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

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

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

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

E2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

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

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

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

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

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

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

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

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

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

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

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

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

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

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

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

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

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

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

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

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

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

GENERAL VOTING DATE: (YYYY / MM / DD)

☐General Local
Election☐

By-election

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)

CITY/TOWN

POSTAL CODE

ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)

CITY/TOWN

POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS (IF AVAILABLE)

Additional Addresses for Service Information

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

CITY/TOWN

POSTAL CODE

FAX NUMBER

EMAIL ADDRESS
IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE

DATE: (YYYY / MM / DD)

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

PLEASE PRINT IN BLOCK LETTERS

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

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

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

E5 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

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

Additional Addresses for Service Information

OPTIONAL

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

Endorsed Candidate(s):

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

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

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

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

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

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

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

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

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

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

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

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

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

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

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

E6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

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

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

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer: C3 – Other Information Provided by Candidate; and, C4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to these documents 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		

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 (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)

We, the following electors of the above named jurisdiction, hereby nominate:

NOMINEE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT

RESIDENTIAL ADDRESS (STREET ADDRESS)

CITY/TOWN

POSTAL CODE

MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS
(STREET ADDRESS/PO BOX NUMBER)

CITY/TOWN

POSTAL CODE

As a Candidate for the office of:

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

JURISDICTION NAME (E.G. MUNICIPALITY, REGIONAL DISTRICT
ELECTORAL AREA)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 52 of the *Local Government Act*, for the past six months immediately preceding today's date.
4. Is not disqualified under the *Local Government Act*, or any other enactment from being nominated for, being elected to or holding the office, or is not otherwise disqualified by law.
5. Is not subject to any of the disqualifications set out in section 66(2) of the *Local Government Act*.

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 ELECTORRESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)
IF NOMINATING AS A RESIDENT ELECTORPROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)
IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTORPROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)
IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR

NOMINATOR'S SIGNATURE

NOMINATOR'S SIGNATURE

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

I consent to the above nomination for office:

NOMINEE'S SIGNATURE

DATE: (YYYY / MM / DD)

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 66 of the *Local Government Act* to be nominated, elected and to hold the office of

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

2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 52 of the *Local Government Act*, for the past six months immediately preceding today's date.
5. I am in no way disqualified by the *Local Government Act*, or any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
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 fully intend to 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	of the	JURISDICTION NAME	
NOMINEE'S LAST NAME		FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT			
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS		CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)		CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER		EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

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

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

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

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

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

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

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

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

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

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

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



You must complete a Statement of Disclosure form if you are:

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

*("local government" includes municipalities, regional districts and the Islands Trust)

Form and Fact Sheets:

This form, Statement of Disclosure, can be found on the B.C. Government Web site: www.gov.bc.ca [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under 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. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

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

Person making disclosure:	<input type="text" value="last name"/>	<input type="text" value="first & middle name(s)"/>
Street, rural route, post office box:	<input type="text"/>	
City:	<input type="text"/>	Province: <input type="text"/>
		Postal Code: <input type="text"/>
Level of government that applies to you:	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets s. – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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:

creditor's name(s)

creditor's address(es)

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

your capacity

name(s) of business(es)/organization(s)

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

legal description(s)

address(es)

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

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

IMPORTANT: The following forms are for candidates in school trustee elections. A separate set of forms are available for regional trustee candidates in School District No. 93 (Conseil Scolaire Francophone).

Use the Candidate Cover Sheet and Checklist Form CS1 to ensure that the Candidate Nomination Package – School Trustee is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form CS1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the local Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form CS1 (Section B), the relevant form is completed and attached.

The Candidate Cover Sheet and Checklist Form CS1 are for the local Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package.

Completing only the Candidate Cover Sheet and Checklist Form CS1 **does not** constitute completion of the Candidate Nomination Package – School Trustee, nor does it satisfy the legislative requirements set out in the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Record the office for which the Candidate is seeking election.
3. Use section B of the Cover Sheet and Checklist Form CS1 to identify which forms have been completed and are included in the Candidate Nomination Package – School Trustee.
4. Return the completed package to the local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer: CS3 – Other Information Provided by Candidate; and, CS4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to these documents 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

CS1 – 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 Board of Education Trustee		

SECTION B

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

- ☐ **CS2 – Nomination Documents**
- ☐ **CS3 – Other Information Provided by Candidate**
- ☐ **CS4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- ☐ **CS5 – Appointment of Candidate Official Agent** (if applicable)
- ☐ **CS6 – 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.

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION NAME (E.G. BOARD OF EDUCATION)		TRUSTEE ELECTORAL AREA (E.G. AT LARGE OR TRUSTEE ELECTORAL AREA 1, 2)
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 Board of Education Trustee	JURISDICTION NAME	TRUSTEE ELECTORAL AREA

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, age 18 or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act*, or any other enactment from being nominated for, being elected to or holding the office, or is not otherwise disqualified by law.

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

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

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

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

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

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 32 of the *School Act* to be nominated, elected and to hold the office of

POSITION

Board of Education Trustee

2. I am or will be on general voting day for the election, age 18 or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
5. I am in no way disqualified by the *School Act*, or any other enactment 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 fully intend to 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)

CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION Board of Education Trustee	of the	JURISDICTION NAME (E.G. BOARD OF EDUCATION)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
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 CS2 – NOMINATION DOCUMENTS

CS4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION Board of Education Trustee	JURISDICTION (E.G. BOARD OF EDUCATION)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
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)	

CS5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION Board of Education Trustee	JURISDICTION (E.G. BOARD OF EDUCATION)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> I hereby delegate to the above named official agent the authority to appoint scrutineers		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

CS6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION Board of Education Trustee	JURISDICTION (E.G. BOARD OF EDUCATION)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
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)	



You must complete a Statement of Disclosure form if you are:

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

*("local government" includes municipalities, regional districts and the Islands Trust)

Form and Fact Sheets:

This form, Statement of Disclosure, can be found on the B.C. Government Web site: www.gov.bc.ca [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under 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. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

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

Person making disclosure:	<input type="text" value="last name"/>	<input type="text" value="first & middle name(s)"/>
Street, rural route, post office box:	<input type="text"/>	
City:	<input type="text"/>	Province: <input type="text"/>
		Postal Code: <input type="text"/>
Level of government that applies to you:	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets s. – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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:

creditor's name(s)

creditor's address(es)

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

your capacity

name(s) of business(es)/organization(s)

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

legal description(s)

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.) ☐ no ☐ yes

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

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

signature of person making disclosure

date

Where to send this completed disclosure form:

- ❖ **Local government officials:**
 - ... **to your local chief election officer**
 - with your nomination papers, and
 - ... **to the officer responsible for corporate administration**
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office
- ❖ **School board trustees/ Francophone Education Authority directors:**
 - ... **to the secretary treasurer or chief executive officer of the authority**
 - with your nomination papers, and
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office
- ❖ **Nominees for provincial office:**
 - with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.
- ❖ **Designated Employees:**
 - ... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**
 - by the 15th of the month you become a designated employee, and
 - between the 1st and 15th of January of each year you are employed, and
 - by the 15th of the month after you leave your position

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

Use the Elector Organization Cover Sheet and Checklist Form ES1 to ensure that the Elector Organization Endorsement Package is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Elector Organization Endorsement Package Cover Sheet and Checklist Form ES1 serve as a guide to the forms that must be submitted by the Elector Organization Authorized Principal Official to the local Chief Election Officer as part of the Candidate endorsement process.

Ensure that, for each item checked off on the Checklist Form ES1 (Section B), the relevant form is completed and attached.

The Elector Organization Cover Sheet and Checklist Form ES1 are for the local Chief Election Officer's reference only and do not constitute part of the Elector Organization Endorsement Package.

Completing only the Elector Organization Cover Sheet and Checklist Form ES1 **does not** constitute completion of the Elector Organization Endorsement Package, nor does it satisfy the legislative requirements set out in the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Elector Organization Authorized Principal Official's full name.
2. Record the endorsing Elector Organization's name.
3. Use section B of the Cover Sheet and Checklist Form ES1 to identify which forms have been completed and are included in the Elector Organization Endorsement Package.
4. Return the completed package to the local Chief Election Officer.

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

ES4 – Consent of Elector Organization Responsible Principal Official(s)

ES5 – Other Information Provided by Elector Organization; and,

ES6 – Appointment of Elector Organization Financial Agent.

After election results have been declared, please send any changes to these documents 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

ES1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORISING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY
--	--------------------

SECTION B

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

- ☐ **ES2 – Elector Organization Endorsement Documents**
- ☐ **ES3 – Elector Organization Endorsement Documents:
Declaration of Elector Organization Authorized Principal Official**
- ☐ **ES4 – Consent of the Elector Organization Responsible Principal Official(s)**
- ☐ **ES5 – Other Information Provided by Elector Organization**
- ☐ **ES6 – Appointment of Elector Organization Financial Agent**

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

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

ES2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

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

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

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

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

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

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

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

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

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

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

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

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

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

ES3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

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

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

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

ES4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

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

GENERAL VOTING DATE: (YYYY / MM / DD)

☐General Local
Election☐

By-election

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)

CITY/TOWN

POSTAL CODE

ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)

CITY/TOWN

POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS (IF AVAILABLE)

Additional Addresses for Service Information

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

CITY/TOWN

POSTAL CODE

FAX NUMBER

EMAIL ADDRESS
IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE

AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE

DATE: (YYYY / MM / DD)

ES4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

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

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

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

E55 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION NAME (E.G. BOARD OF EDUCATION)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)	
ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

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

Endorsed Candidate(s):

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

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

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

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

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

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

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

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

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

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

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

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

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

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

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

ES6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

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

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

ADVICE TO CANDIDATES REGARDING CONFIDENTIALITY OF 'REGISTER OF ELECTORS'

The list of registered electors (voters list) contains personal information that, as defined in the *Freedom of Information and Protection of Privacy Act*, is confidential. The *Election Act* provides serious penalties for the misuse of this information.

The list of registered electors is supplied to declared candidates solely for municipal election purposes and must be destroyed when no longer required, or within eight weeks of the declaration of final results of the election (whichever date is earlier).

Candidates (or persons accepting the list on behalf of a candidate) are responsible for protecting the confidentiality of the information and for ensuring that all people in their organization who have access to the list do likewise. A signed "*Receipt of List of Registered Electors*" acknowledging receipt of the information and understanding of confidentiality guidelines, must be filed with the Chief Election Officer, District of Squamish, before voters' lists are released to candidates.

The list of registered electors must be stored in a secure manner, so that only authorized individuals have access to the information. All persons who have access to the information are individually responsible for protecting the confidentiality of that information.

The candidate's copy of the list of registered electors is not available for public inspection. The public should be referred to Municipal Hall where they can inspect the list after signing a statement that the person will not inspect the list or use the information included in the list except for the purposes of the Local Government Act Part 3 - Elections. Only authorized individuals in a candidate's office may use the list. Citizens may not directly access the list of electors to look information up themselves.

The list of registered electors information may not be used, copied, or distributed, in whole or in part, by or for any person, in any form whatsoever, except in relation to municipal election purposes.

When no longer required, all copies of the list of registered electors must be destroyed. For paper lists, this does not mean simply re-cycling the paper. The lists must be shredded or otherwise confidentially destroyed.

Candidates may return paper copies of the List of Registered Electors to the Chief Election Officer, District of Squamish for confidential destruction.

**DISTRICT OF SQUAMISH
RECEIPT OF LIST OF REGISTERED ELECTORS**

SECTION 62(9)

I, _____, of _____
(Print Name) (Address)

have been nominated in accordance with s.73 and am entitled to one copy of the District of Squamish List of Registered Electors. I declare that I will not inspect or use the information included in the list of registered electors except for the purposes of Part 3 (Electors and Elections) of the *Local Government Act*.

Dated this _____ day of _____, 2014.

*Signature of Nominee Receiving
List of Registered Electors*

Notes: 1. *This statement can only be completed after filing nomination papers.*

2. *One copy of the voter's list is available free to candidates after filing nomination papers. Additional copies are available for the price of \$30.00 each. As the document contains personal information, please ensure that it is kept secure and destroyed appropriately. You may return your copy to the District of Squamish for shredding when it is no longer required.*

3. *This statement will be held by the General Manager Corporate Services until after general voting day.*

DISTRICT OF SQUAMISH

CANDIDATE INFORMATION RELEASE AUTHORIZATION

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

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

I, _____
(please print name of person nominated)

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

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

Gender (Check one):

☐ Female ☐ Male ☐ Other / undisclosed

Previous Elected Experience (Check one):

- ☐ Incumbent. Served on Council **in the same role** between 2011 and 2014.
- ☐ Served on Council **different role** between 2011 and 2014.
- ☐ Served on council before 2011, but not during the past term.
- ☐ No council experience, but has been elected to office elsewhere (school, local, provincial, or federal).
- ☐ None.

(Signature of Candidate)

DISTRICT OF SQUAMISH

ADDITIONAL INFORMATION TO BE SUBMITTED WITH NOMINATION PAPERS

Telephone and/or Facsimile numbers for contact by District Election Officials:

Election officials may contact me by phoning _____

or _____

or fax _____

OR my representative by phoning _____

or _____

or fax _____

ADDRESS IN NOTICE OF VOTING:

I understand that on the Notice of Voting by Election placed in the newspaper and posted, candidates' names and addresses are listed for which I can choose to have listed:

1. My residential address; OR
2. "Squamish"

I HAVE CIRCLED MY CHOICE

CONTACT INFORMATION AVAILABLE TO PUBLIC

If the District of Squamish receives enquiries from the public for a contact address or phone number for candidates, I authorize the release of the following personal information:

Candidate Name: _____

Address: _____

Telephone: _____

Candidate Signature: _____

Dated: _____

**DISTRICT OF SQUAMISH
GENERAL INFORMATION CONCERNING CAMPAIGNING
FOR THE NOVEMBER 15, 2014, ELECTION**

CAMPAIGNING:

This section contains campaign appointment forms for Official Agent, Financial Agent and Scrutineers, as well as some reference sheets to guide your campaigning and campaign advertising activities.

APPOINTMENT FORMS:

If you wish, you may appoint an **Official Agent** and/or a **Financial Agent** for your campaign. Should you choose not to appoint an Official Agent and/or Financial Agent, you will be deemed to be acting in those roles yourself. You may make these appointments at any time, and should file the appropriate forms with the Chief Election Officer (at the Legislative Services Department, Municipal Hall, 37955 Second Avenue, Squamish, BC V8B 0A3, Fax: 604.892.1083 or email as soon as the appointment is made. There is no need to take a solemn declaration on the appointment forms – just complete and sign the form and mail or fax. Should you wish to change the appointment, simply advise the Chief Election Officer in writing and submit a new appointment form.

You may also wish to appoint **Scrutineers** (or candidate representatives) to oversee election activities on your behalf. Submit the signed 'Appointment of Scrutineer' form to the Chief Election Officer and give a copy to your Scrutineer. The Scrutineer must carry the appointment form to the voting place and present it to the Presiding Election Officer (PEO) in charge before commencing observation of the election proceedings. While in a voting place, the Scrutineer must follow the direction of the PEO.

CAMPAIGNING AND CAMPAIGN ADVERTISING:

You may start campaigning at any time. Enclosed in this section is an excerpt from the Sign Bylaw that provides guidance regarding the types of campaigning activities and advertising placement that are legal within the District of Squamish. A sign permit from the District of Squamish Building Department is required before placing signs. The Sign Bylaw prohibits certain types of materials being used in signage, such as the wire framed plastic bag signs. Note that election advertising signs may not be placed on public property, except in the road right-of-way if it does not pose a safety hazard. You may place advertising signs on private property with the permission of the owner.

ELECTION SIGNS AND ADVERTISING REGULATIONS:

The following is an excerpt from the "District of Squamish Sign Bylaw No. 1582, 2000" regarding the erection of political signs in the District of Squamish:

Election Sign means a *sign* displaying *copy* related to an election or referendum.

4.9. Election Sign Provisions

- 4.9.1. Non-illuminated *election signs* are permitted on any *site* subject to a maximum *sign area* on one *sign face* of 3.0 m² (32 square feet), a maximum total *sign area* of 6.0 m² (65 square feet) and a maximum *height* of 3.0 metres (10 feet).
- 4.9.2. Election signs shall not be attached or affixed to any utility pole, lamp standard or traffic control device.
- 4.9.3. Election bag lawn signs are not permitted.
- 4.9.4. An election sign must be removed within three days of the general voting day to which it pertains and is subject to compliance with all provisions of the Highway Act.

SECTION 7 - PERMITS

7.1. Sign Permit Required

- 7.1.1. A written application for a sign permit may be made to the Building Inspector in the form prescribed from time to time for that purpose prior to the erection or placement of any sign.
- 7.1.2. No sign for which a sign permit is required shall be erected or altered until a sign permit has been issued.
- 7.1.3. A sign permit is required for every sign unless exempted in Section 3 or District of Squamish Fees and Charges Bylaw No. 2012, 2007. In the case of Election signs, a single application may be made by a person wishing to erect signs in connection with an election and a single permit may be issued subject to the applicant providing security required in accordance with District of Squamish Fees and Charges Bylaw No. 2012, 2007.

FEES AND SECURITY – District of Squamish Fees and Charges Bylaw No. 2012, 2007 – Schedule 16

Election signs - No permit fee applies but security in the amount of \$100.00 is required from the Official Agent for each candidate or *sign* permit applicant.

Your sign permit application (form attached) and security fee should be submitted to the Development Services and Public Works Department, 37955 Second Avenue, Squamish, prior to posting any signs. Election signs must be removed from posted locations in Squamish by the end of the day Tuesday, November 18, 2014.

You are responsible for obtaining the permission of the property owner before placing signs. The District of Squamish does not permit candidate signs on municipal property, municipal parkland, municipal buildings, fences/structures, or in locations which may

cause a hazard but does permit signs in road right of way, provided they do not limit visibility or create a hazard.

Regarding signage along Highway 99, the Ministry of Transportation has suggested the following guidelines for sign placement:

1. Try not to place signs on curves, if they are placed on curves sight distance restriction must be taken into account;
2. Place signs on tangent (straight) sections away from other highway signage, and at least 150 to 200 metres from intersections;
3. Place signs at least 4 metres or more away from the shoulder edge of the highway.

For further information on placing election signs along the highway, contact Area Manager, MOT
Tel: 604.898.2175.

NOTE: It is an election offence to conduct election advertising through newspapers, magazines, radio or television on General Voting Day, November 15, 2014. It is also an election offence to canvass or solicit votes, display campaign material or post signs within 100 meters of where voting is taking place at ALL voting opportunities. Be aware that Advance Voting will be held as follows:

- Monday, November 3, 2014 from 8:30 am to 5:30 pm, Library Meeting Room, 37907 Second Avenue, Squamish
- Wednesday, November 5, 2014 from 8:00 am to 8:00 pm, Library Meeting Room, 37907 Second Avenue, Squamish
- Saturday, November 8, 2014 from 8:00 am to 8:00 pm, Seniors Centre, 1210 Village Green Way, Squamish
- Wednesday, November 12, 2014 from 8:00 a.m. to 6:00 pm, Library Meeting Room, 37907 Second Avenue, Squamish

General Voting Day on November 15, 2014 will be from 8:00 am to 8:00 pm at the Brennan Park Recreation Centre Auditorium.

Special Voting Opportunities will be available at the Hospital, Hilltop House located at 38140 Clarke Drive and Seniors Housing located at 38201 Third Avenue on November 15, 2014. Please ensure there are no signs within 100 meters of these facilities on voting days. It is important that you and your agents do not display bumper stickers, buttons, brochures, or any types of unique election campaign signage within this area.

Please do not hesitate to contact Robin Arthurs, Chief Election Officer, at 604.815.5006, or Charlene Pawluk, Deputy Chief Election Officer, at 604.815.5023 with questions regarding campaign activities.

DEFINITION OF THIRD PARTY SPONSORS

Campaign organizers are no longer defined as election participants. The Local Elections Campaign Financing Act (LECFA), which is an act focused on campaign finance rules, now includes third party sponsors as participants in local elections. The Act defines third party sponsors as individuals or organizations that do election advertising independently of a candidate or elector organization. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated.

Campaign organizers who advertise on behalf of candidates and elector organizations will now have to advertise independently as third party sponsors. Before advertising, they must register as third party sponsors with Elections BC and comply with the third party sponsor rules in LECFA. Sponsorship contributions and information about sponsored third party advertising must be recorded and disclosed by third party sponsors. Third party sponsors are required to file a disclosure statement with Elections BC within 90 days following general voting day.

Specific information about third party advertising is available online at www.elections.bc.ca and can be found in the following guides:

- Campaign Organizers Guide to Local Government Elections in B.C. 2014
- Election BC's Guide to Local Elections Campaign Financing in B.C.
- Elections BC's Third Party Sponsor Guide to Local Elections in B.C.

DISTRICT OF SQUAMISH

SIGN BYLAW 1582, 2000

APPLICATION FOR ELECTION SIGNAGE

NOVEMBER 15, 2014

NAME OF APPLICANT (CANDIDATE):

MAILING ADDRESS:

PHONE #: _____

FOR OFFICE USE ONLY

Required Fee - \$100.00

Paid: _____

**Receipt
#:** _____

Refunded: _____

*** NOTE: Plastic Bag signage is not permitted under the bylaw**

CANDIDATE REPRESENTATIVE APPOINTMENT FORMS

If you appoint Candidate Representatives, deliver the original form to the Chief Election Officer as soon as reasonably possible after the appointment is made, preferably submitted with your nomination package.

After the CEO has signed the form, a copy will be provided for the appointee to carry while at a place where election proceedings are being conducted.

Check the *Local Government Act* and the *Candidate's Guide* published by the Ministry for information on Candidate Representatives. Review the relevant sections of the *Act* with your candidate representatives so they are familiar with their role, rights and duties.

Highlights include:

- Section 81 of the *Local Government Act* entitles candidates to appoint an official agent to represent you from the time of appointment until the final determination of the election, including attending at voting places during voting. You may also appoint scrutineers and have one scrutineer in attendance for each ballot box in use while voting is being conducted (2 – 3 at General Voting; 1 at Advance and Special), to represent you by observing the conduct of voting. Note: You may delegate authority to appoint scrutineers to your official agent, if applicable and must be submitted with nomination documents. If the appointment changes, new appointment forms must be delivered as soon as the appointment is made.
- Section 17 of the Local Elections Campaign Financing Act – appointment of a Financial Agent – duties are extensive, including opening a bank account for campaign (each candidate must have a separate bank account for their campaign even if they are the only contributor of funding)
- Section 110 - Candidate representatives are required to make a solemn declaration of secrecy – this can be done in advance of Voting Day by the representative attending at Municipal Hall. When arriving at a voting place, your representatives must identify themselves to the presiding election official by showing evidence of their appointment and making the declaration, if it has not already been sworn.
- Representatives are expected to conduct themselves in an unobtrusive manner while observing proceedings in voting places. They should not communicate with voters, are not permitted to touch or handle election or voting materials, and are not permitted to stand near the voting place entrance.
- Section 111 references the Presiding Election Official sealing the ballot box prior to use and when not in use; it also references the candidate representatives' right to add their seals or initials if they wish.
- Section 116 references candidate representatives' right to challenge a person's right to vote on the basis that the person is not entitled or has contravened s.151(3) and accepted an inducement.
- Section 124 provides who may be present during counting - For each place where the votes on ballots for an election are being counted, at each location within that place where ballots are being considered, one candidate representative for each candidate in the election is entitled to be present. (In addition to the candidate who is entitled to be present when counting proceedings for the election are being conducted.) Number permitted will be

confirmed prior to Voting Day; tentatively, plan for up to three as there will be three voting machines.

CAMPAIGN FINANCING DISCLOSURE STATEMENTS

It is imperative to keep good records pertaining to campaign contributions and expenses!

There is a new piece of legislation – the Local Elections Campaign Financing Act (LECFA), which is a separate Act focused on campaign financing rules. Elections BC will be responsible for overseeing all aspects of campaign financing and third party election advertising in local elections. Please review the LECF Act to familiarize yourself with the laws related to campaign financing.

It is required by law that a separate bank account in the name of each candidate and elector organization be opened, and that all contributions (including a candidate's personal financing of their own campaign) and expenses flow through that account.

The Elections BC Guide to Local Elections Campaign Financing in B.C. provides information on campaign financing rules and advertising requirements in local elections. Elections BC will mail the mandatory disclosure statements directly to candidates or their appointed financial agents. As well, these forms will be available on the Elections BC website at www.elections.bc.ca/lecfa.

The Campaign Financing Disclosure Statements **must be submitted to Elections BC no later than February 13, 2015 even if your contributions and expenses are zero or you are not elected.** Like the nomination papers, a solemn declaration must be taken on the completed Campaign Financing Disclosure statements. The declaration can be taken by a Lawyer, Notary or Commissioner for Taking Affidavits in British Columbia, but is most commonly taken by the Chief Election Officer or designate at the time the documents are filed. Please ensure that the declaration is completed in advance of the February 13th deadline to ensure enough time to submit the statements to Elections BC.

Please note that the Campaign Financing Disclosure Statements are available for public inspection from the time they are filed. These statements will be published online and will be accessible through the Financial Reports and Political Contributions system.

Please contact Elections BC, or seek independent legal or financial counsel, if you have any questions regarding campaign finances or the filing of these forms.

Email: electoral.finance.bc.ca
Phone: 1-855-952-0280

PART 3 – ELECTORS AND ELECTIONS

Part 3: Division 1 Interpretation

Definitions

(AM)
May
29/14

33. In this Part:

"additional advance voting opportunity" means a voting opportunity under section 98;

"additional general voting opportunity" means a voting opportunity under section 96;

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

"candidate"

(SUB)
May
29/14

(a) means a person who is declared to be a candidate under section 74 [*declaration of candidates*], and

(b) for the purposes of Division 6.1 [*Candidate Endorsement by Elector Organization*], includes a person who is seeking endorsement or is proposed to be endorsed under that Division;

"candidate representative" means an official agent or a scrutineer appointed under section 81;

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

(ADD)
May
29/14

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

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

(SUB)
May
29/14

"elector organization" means an organization that endorses a candidate under Division 6.1 [*Candidate Endorsement by Elector Organization*];

(ADD)
May
25/14

"endorsement", in relation to a candidate, means the endorsement of the candidate by an elector organization under Division 6.1 [*Candidate Endorsement by Elector Organization*];

(ADD)
May
29/14

"endorsement documents" means documents required to be filed by an elector organization under section 73.4 [*endorsement documents*];

"general voting" means voting proceedings at required general voting opportunities and additional general voting opportunities and, if applicable, those proceedings as adjourned under section 47;

(ADD)
May
29/14

"held at the same time", in relation to elections and assent voting, means being held at the same time in accordance with the rules established by section 6 [*when elections, or elections and assent voting, are considered to be held at the same time*] of the *Local Elections Campaign Financing Act*;

"judicial recount" means a judicial recount under Division 14 of this Part;

(SUB)
May
29/14

"neighbourhood constituency" means an election area established as a neighbourhood constituency under section 36.1;

(ADD)
May
29/14

"nomination deposit" means a nomination deposit required by bylaw under section 72.1 [nomination deposits];

"nomination documents" means the documents required by section 72 (1) and (2);

"nomination period" means the period referred to in section 69 or, if applicable, as extended by an adjournment under section 47;

(ADD)
May
29/14

"official agent" means an official agent appointed under section 81 (1) (a) [appointment of candidate representatives] to represent a candidate;

"presiding election official" means, in relation to election proceedings, the chief election officer or the election official appointed under section 41 (3) (a) to act as presiding election official for those proceedings;

"required advance voting opportunity" means a voting opportunity under section 97;

"required general voting opportunity" means a voting opportunity on general voting day at a voting place under section 95;

"residential address" includes an indication of the area in which a person lives if no other specific designation is reasonably available;

"solemn declaration" means a declaration on oath or by solemn affirmation in accordance with section 45;

"special voting opportunity" means a voting opportunity under section 99;

"voting compartment" means an area described in section 113 (3);

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

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

(SUB)
May
29/14

"voting opportunity" means an opportunity referred to in section 94 for some or all electors of an election area to vote in an election for the election area;

"voting place" means a place where voting proceedings at general voting or an advance voting opportunity are conducted.

RS1979-290-35; 1993-54-10; 1994-52-48; 1998-34-9; 1999-37-9; 2008-5-1; 2008-42-53; 2014-19-21.

Time not extended for voting days

- 34.** Section 25 (3) of the *Interpretation Act*, extending a time period if the time for doing an act falls on a day when a business office is not open during regular business hours, does not apply to a voting day.

RS1979-290-36; 1993-54-10.

This Act prevails in relation to use of information

- 35.** To the extent of any inconsistency or conflict with the *Freedom of Information and Protection of Privacy Act*, Parts 3 and 4 of this Act apply despite that Act.

RS1979-290-36.1; 1995-29-2.

Part 3: Division 2 – Arrangements for Elections

General local elections every 3 years

(SUB)
May
29/14

- 36.** (1) Elections for the mayor and all councillors of each municipality and elections for the electoral area directors of each regional district, to be known collectively as a general local election, must be held in the year 2014 and in every 4th year after

that.

- (2) General voting day for a general local election must be the third Saturday of November in the year of the election.

RS1979-290-37; 1993-54-10; 2014-19-22.

Municipal elections at large unless on a neighbourhood constituency basis

(ADD)
Sep
23/98

- 36.1** (1) Unless a bylaw under subsection (2) applies, every council member must be elected from the municipality at large.
- (2) A council may, by bylaw, provide that all or some of the councillors be elected on a neighbourhood constituency basis.
- (3) A bylaw under subsection (2) must establish the areas that are to be neighbourhood constituencies and provide for an orderly transition to election on this basis.
- (4) The authority under subsection (2) applies despite the letters patent of the municipality, but a bylaw under that subsection must be approved by the Lieutenant Governor in Council before it is adopted.
- (5) If a neighbourhood constituency is established,
- (a) the only persons who may vote as electors of the neighbourhood constituency are
 - (i) resident electors of the municipality who meet the qualifications of section 50 in relation to the area of the neighbourhood constituency, and
 - (ii) non-resident property electors of the municipality who meet the qualifications of section 51 in relation to the area of the neighbourhood constituency, and
 - (b) except as permitted at an additional general voting or a special voting opportunity, the electors of the neighbourhood constituency may only vote on general voting day at the voting places for that neighbourhood constituency.
- (6) The notice of election under section 77 for an election on the basis of a neighbourhood constituency must include the following additional information:
- (a) the boundaries of the neighbourhood constituency;
 - (b) the voting place on general voting day for the neighbourhood constituency;
 - (c) a description of the qualifications established by subsection (5) (a) that entitle an elector to vote for a council member to represent the neighbourhood constituency.

1998-34-10.

By-elections

(SUB)
Jan
01/04

- 37.** (1) Subject to this section, an election must be held to fill a vacancy in an elected local government office that occurs in any of the following circumstances:
- (a) the person elected or appointed to the office dies before taking office;
 - (b) the office is declared vacant on an application under section 143 *[application to court]*, or a candidate affected by the application renounces claim to the office under subsection (9) of that section;
 - (c) the person holding the office dies;
 - (d) the person holding the office resigns from office;
 - (e) the office becomes vacant under Division 7 *[Disqualification]* of Part 4 of the *Community Charter* as it applies in relation to that office.
 - (f) the office becomes vacant under

(ADD)
May
29/14

- (i) section 64 (2) [*candidate disqualification penalties for failure to disclose*], or
 - (ii) section 65 (1) (a) [*candidate disqualification penalties for false or misleading disclosure*],
- of the *Local Elections Campaign Financing Act*.

(SUB)
Jan
01/04
(SUB)
Jan
01/04

- (2) A local government may decide that a by-election is not to be held if the vacancy occurs after July 1 in the year of a general local election that will fill the office.
- (3) In addition to the authority under subsection (2), a council may decide that a by-election is not to be held if all the following circumstances apply:
 - (a) the vacancy occurs after January 1 in the year of a general local election that will fill the office;
 - (b) the vacancy is not in an office elected on the basis of a neighbourhood constituency;
 - (c) the number of remaining council members is at least one greater than the quorum for the council, as set under section 129 (1) [*quorum for conducting business*] of the *Community Charter*.

(AM)
May
29/14

- (4) As soon as practicable after a vacancy occurs for which an election under this section is to be held, the local government must appoint a chief election officer for the election.
- (5) The chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed.
- (6) If the number of members of a local government is reduced to less than a quorum, the minister may either
 - (a) order that the remaining members of the local government constitute a quorum until persons are elected and take office to fill the vacancies, or
 - (b) appoint qualified persons to fill the vacancies until persons are elected and take office to fill them.

(SUB)
Jan
01/04

- (7) A person elected in a by-election holds office until the end of the term of the office in respect of which the election was held.

RS1979-290-38; 1993-54-10; 1998-34-11; 1999-37-10; 2003-52-174 (B.C. Reg. 465/2003); 2014-19-23.

Minister's order for election to be conducted

(AM)
Dec
01/07

- 38.** (1) If an election is not held or a vacant office is not otherwise filled as required under this Act, the minister may
- (a) set a general voting day for the election, appoint a chief election officer and otherwise arrange for the election to be conducted, or
 - (b) order the designated local government officer to arrange for the election to be conducted.

(SUB)
Sep
23/98

- (2) If considered necessary in relation to an election under subsection (1), the minister may make orders to provide for the conduct of the election and for the governing of the municipality or regional district until the candidates elected in that election take office, including orders that provide for exceptions to provisions of this Act and regulations or bylaws under this Act.
- (3) The general voting day for an election under this section must be on a Saturday set by the minister or by the chief election officer in accordance with the directions of the minister.

RS1979-290-39; 1993-54-10; 1998-34-12; 2007-14-201 (B.C. Reg. 354/2007).

Election bylaws

(SUB)
Jan
01/04

39. (1) Unless otherwise provided, in order for a bylaw under

- (a) this Part,
- (b) section 551 [*regulation of signs and advertising*], or
- (c) section 8 (4) [*fundamental powers - signs and advertising*] of the *Community Charter*

to apply in relation to a general local election, the bylaw must be adopted at least 8 weeks before the first day of the nomination period of the general local election.

(2) Unless otherwise provided, in order for a bylaw referred to in subsection (1) to apply in relation to an election under section 37, the bylaw must be adopted at least 6 weeks before the first day of the nomination period for the election.

RS1979-290-40; 1993-54-10; 1999-37-11; 2003-52-175 (B.C. Reg. 465/2003).

Costs of elections

(AM)
Sep
23/98

40. (1) The costs of an election, including the costs of registration of electors for the election, are the responsibility of the municipality or regional district for which the election is held unless otherwise agreed.

(SUB)
Sep
23/98

(2) The costs of an election may be shared under an agreement between the local government and another local government, the council of the City of Vancouver or a board of school trustees for the conduct of the election by one party for the other or in conjunction with an election of the other.

(3) A local government that is a party to an agreement under subsection (2) may, by bylaw, provide that the bylaws of the other party respecting elections apply to elections conducted under the agreement.

(4) An agreement referred to in subsection (2) may provide for a party to conduct only some of the election proceedings for or in conjunction with the other party.

(SUB)
May
23/14

(5) An election to which an agreement referred to in subsection (4) applies is valid despite the agreement and any bylaws in relation to it having the effect of creating differences in election proceedings between different parts of the election area for which an election is held.

(SUB)
May
29/14

(6) Without limiting subsection (4), an agreement referred to in that subsection may allow a local government to restrict the persons who may vote at the election proceedings conducted under the agreement to persons who are entitled to be registered as electors in relation to a specified part of the election area for which the election is held.

(SUB)
May
29/14

(7) If a restriction under subsection (6) applies, on any day on which an advance voting opportunity conducted under the agreement is open to electors of only part of the election area for which the election is held, an advance voting opportunity must be open to all electors of that election area on the same day.

(8) So long as any required advance voting opportunities are provided, no bylaw is necessary for an advance voting opportunity required by subsection (7), and the voting opportunity may be held at the place and for the voting hours established by the chief election officer.

(9) The chief election officer must give notice of a voting opportunity to which subsection (8) applies in any manner the chief election officer considers appropriate, including in the notice the date, place and voting hours for the voting opportunity.

RS1979-290-41; 1993-54-10; 1994-52-49; 1998-34-13; 2014-19-24.

Appointment of election officials

- 41.** (1) For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer.
- (2) The chief election officer must appoint election officials required for the administration and conduct of the election.
- (3) Without limiting the generality of subsection (2), the chief election officer must appoint the following:
- (a) presiding election officials for election proceedings where the chief election officer is not acting as presiding election official;
 - (b) election officials to act as alternate presiding election officials for election proceedings;
 - (c) election officials required to assist the presiding election official at election proceedings.
- (4) The chief election officer may delegate the authority under subsection (3) (c) to the presiding election official for the election proceedings.
- (5) The chief election officer may appoint peace officers as election officials to assist presiding election officials in fulfilling their duty to maintain peace and order at the election proceedings for which they are responsible.
- (6) If an election official is absent or unable to act, a person appointed as deputy chief election officer or appointed under this section as alternate for the official must perform the duties and has the powers of the official.
- (7) A candidate, candidate representative or financial agent may not be appointed as an election official.
- (8) Before assuming duties, an election official must make a solemn declaration that the person
- (a) will faithfully and impartially exercise the powers and perform the duties of the position to which the election official is appointed,
 - (b) has not received and will not accept any inducement to exercise the powers or perform the duties of the position otherwise than impartially and in accordance with this Act or to otherwise subvert the election,
 - (c) will preserve the secrecy of the ballot in accordance with section 113, and
 - (d) is not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

(AM)
May
29/08

(SUB)
May
29/14
(SUB)
May
29/14

RS1979-290-42; 1993-54-10; 2008-42-54; 2014-19-25.

(SUB)Chief election officer duties and powers

May
29/14

- 42.** (1) In addition to all other duties established by this Part and the *Local Elections Campaign Financing Act*, the chief election officer must do the following:
- (a) ensure that a sufficient number of ballots are prepared for an election by voting;
 - (b) ensure that each voting place is supplied with sufficient numbers of ballots, ballot boxes and voting books and has an area that may be used as a voting compartment;
 - (c) take all reasonable precautions to ensure that a person does not vote more than once in an election;
 - (d) do all other things necessary for the conduct of an election in accordance with this Part, the *Local Elections Campaign Financing Act* and any bylaws and regulations under this Part or that Act.
- (2)

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In addition to all other powers given by this Part, the chief election officer may do one or more of the following:

- (a) exercise any power conferred on a presiding election official in relation to the election proceedings for which the presiding election official is responsible;
- (b) as an exception to the restrictions on where an elector may vote when municipal voting divisions are established, authorize an election official to vote at the voting place at which the official is working;
- (c) take solemn declarations where these are required under this Part or the *Local Elections Campaign Financing Act*;
- (d) delegate to other election officials the chief election officer's duties and powers under this Part or the *Local Elections Campaign Financing Act*, subject to any restrictions or conditions specified by the chief election officer;
- (e) apply to the minister for an order under section 155 [*ministerial orders in special circumstances*] of this Act or section 99 [*ministerial orders in special circumstances*] of the *Local Elections Campaign Financing Act*.

2014-19-26.

Presiding election official duties and powers

43. (1) In addition to other responsibilities established by this Part, a presiding election official for election proceedings must
- (a) ensure, so far as possible, that this Part and regulations and bylaws under it are being complied with, and
 - (b) take all reasonable precautions to keep the ballots and ballot boxes secure from persons not entitled to have access to them.
- (2) In addition to other powers conferred by this Part, a presiding election official may
- (a) take solemn declarations required by this Part in relation to the election proceedings for which the presiding election official is responsible, and
 - (b) if section 153 (4) (c) or (d) is being contravened, enter on the property where the materials that are the subject of the contravention are located and remove or cover them or otherwise obscure them from view, or authorize another person to do so.

RS1979-290-44; 1993-54-10.

Part 3: Division 3 – Election Proceedings Generally

Public notices

(SUB)
Jun
12/00

44. (1) If this Part requires notice to be given in accordance with this section, the notice must be given by publication in a newspaper, and for these purposes section 6.4 [*how notices must be published in a newspaper*] applies.
- (2) Notices to which this section applies may be combined as long as the requirements of all applicable sections are met.

2000-7-8.

Solemn declarations

- 45.** (1) If this Part requires a solemn declaration to be made, the declaration must be
- (a) made on oath or by solemn affirmation,
 - (b) made before a commissioner for taking affidavits for British Columbia or a person authorized by this Part to take the oath or solemn affirmation, and
 - (c) signed by the person making the oath or solemn affirmation and by the person before whom it is made.
- (2) If a regulation under section 156 applies, the declaration must be made in a form prescribed by the regulation.

RS1979-290-46; 1993-54-10.

Keeping order at election proceedings

- 46.** (1) A presiding election official must maintain peace and order so far as reasonably possible at the election proceedings for which the presiding election official is responsible.
- (2) For the purposes of this section, the presiding election official may do one or more of the following:
- (a) restrict or regulate the number of persons admitted at any time to the place where the proceedings are being conducted;
 - (b) order a person to leave the place where the proceedings are being conducted and the immediate vicinity of that place, if the circumstances referred to in subsection (3) (a) to (d) occur;
 - (c) order the removal of a person ordered to leave if that person does not comply;
 - (d) require the assistance of peace officers or of persons present at the place where the proceedings are being conducted.
- (3) The presiding election official may require a person to provide identification and the person must comply with that requirement if, in the opinion of the presiding election official, that person
- (a) is present at a place when not permitted to be present under this Act,
 - (b) is disturbing the peace and order of the proceedings,
 - (c) is interfering with the conduct of the proceedings, or
 - (d) is contravening any provision of this Part or of a regulation or bylaw under this Part.
- (4) A person ordered to leave under subsection (2) (b) must leave the place and the immediate vicinity of the place at which the election proceedings are being conducted and must not return while these election proceedings are being conducted unless permitted to do so by the presiding election official.
- (5) The authority under subsection (2) must not be used to prevent an elector otherwise entitled to vote at the place from exercising the right to vote.

(SUB)
Jun
29/99

(AM)
Dec
01/07

RS1979-290-47; 1993-54-10; 1999-37-12; 2007-14-148 (B.C. Reg. 354/2007).

Adjournment of election proceedings

- 47.** (1) Election proceedings may be adjourned by the presiding election official in accordance with this section if the presiding election official considers that the health or safety of persons is at risk, or that the integrity of the proceedings is at risk.
- (2) Election proceedings may be adjourned

- (a) temporarily to another time on the same day or another time on the same day at another place specified by the presiding election official, or
 - (b) to a day, time and place to be set by the chief election officer.
- (3) The presiding election official must notify the chief election officer as soon as possible of any adjournment and must follow any directions the chief election officer considers appropriate in the circumstances.
 - (4) While proceedings are adjourned, the presiding election official must make all reasonable efforts to ensure that the election materials are secured and that the integrity of the election is not compromised.
 - (5) The presiding election official must give notice to persons affected by an adjournment as directed by the chief election officer or, in the absence of direction, in any manner the official considers appropriate.
 - (6) Proceedings that are recommenced after an adjournment must continue for such a period that the total time for the proceedings is the same regardless of the adjournment.
 - (7) If voting proceedings are adjourned, the counting of the vote must not be started until the close of voting at the adjourned proceedings.

RS1979-290-48; 1993-54-10.

Exceptional assistance in election proceedings

- 48.** (1) The provisions of this section are exceptions for allowing persons to exercise their rights under this Part in circumstances where they would otherwise be unable to do so.
- (2) If a person is required by this Part to sign a document and is unable to do so, the presiding election official or an election official authorized by the presiding election official may either sign on behalf of the person or have the person make his or her mark and witness that mark.
- (3) If a person is required by this Part to make a solemn declaration or to provide information to an election official and requires the assistance of a translator to do this, the presiding election official must permit another person to act as translator so long as that person first makes a solemn declaration that he or she is able to make the translation and will do so to the best of his or her abilities.
- (4) The obligation to provide a translator rests with the person who is required to make the solemn declaration or provide the information and, if that person does not provide a translator, that person must be considered to have refused to make the solemn declaration or provide the information.

RS1979-290-49; 1993-54-10.

Part 3: Division 4 Electors

Who may vote at an election

(AM)
May
29/14
(AM)
May
29/14

- 49.** (1) In order to vote at an election for a municipality or electoral area, a person
- (a) must meet the requirements of section 50 (1) (a) to (e) or 51 (1) (a) to (g) at the time of voting,
 - (b) must not be disqualified by this Act or any other enactment from voting in the election or be otherwise disqualified by law, and

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(AM)
May
29/14

(c) must be registered as an elector of the municipality or electoral area.

(2) The following persons are disqualified from voting at an election:

- (a) a person who has not completed the sentence for an indictable offence, unless the person is released on probation or parole and is not in custody;
- (b) a person who is involuntarily confined to a psychiatric or other institution as a result of being acquitted of or found not criminally responsible for an offence under the *Criminal Code* on account of mental disorder;

(REP)
May
29/14

(c) *Repealed.* [2014-19-27]

(d) a person who has contravened section 151 (3) in relation to the election.

(3) For clarification, no corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

(4) A person must not vote at an election unless entitled to do so.

RS1979-290-50; 1993-54-10; 1994-52-50; 2014-19-27.

(SUB)Resident electors

May
29/14

- 50.** (1) In order to be registered as a resident elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration:
- (a) the person must be
 - (i) an individual who is 18 years of age or older on the day of registration, or
 - (ii) if an election is in progress for the municipality or electoral area, an individual who will be 18 years of age or older on general voting day for the election;
 - (b) the person must be a Canadian citizen;
 - (c) the person must have been a resident of British Columbia, as determined in accordance with section 52, for at least 6 months immediately before the day of registration;
 - (d) the person must have been a resident of the municipality or electoral area, as determined in accordance with section 52, for at least 30 days immediately before the day of registration;
 - (e) the person must not be disqualified under this or any other enactment from voting in an election or be otherwise disqualified by law.
- (2) If the boundaries of a municipality or electoral area are extended or a new municipality is incorporated, a person is deemed to have satisfied the requirement of subsection (1) (d) if, for at least 30 days before the person applies for registration as an elector, the person has been a resident, as determined in accordance with section 52, of the area that is included in the municipality or electoral area or becomes the new municipality.

2014-19-28.

Non-resident property electors

(SUB)
May
29/14

- 51.** (1) In order to be registered as a non-resident property elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration:
- (a) the person must not be entitled to register as a resident elector of the municipality or electoral area;
 - (b) the person must be

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- (i) an individual who is 18 years of age or older on the day of registration, or
 - (ii) if an election is in progress for the municipality or electoral area, an individual who will be 18 years of age or older on general voting day for the election;
 - (c) the person must be a Canadian citizen;
 - (d) the person must have been a resident of British Columbia, as determined in accordance with section 52, for at least 6 months immediately before the day of registration;
 - (e) the person must have been a registered owner of real property in the municipality or electoral area for at least 30 days immediately before the day of registration;
 - (f) the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust;
 - (g) the person must not be disqualified under this Act or any other enactment from voting in an election or be otherwise disqualified by law.
- (SUB) May 29/14
- (SUB) May 29/14
- (2) A person may only register as a non-resident property elector in relation to one parcel of real property in a municipality or electoral area.
 - (3) If the boundaries of a municipality or electoral area are extended or if a new municipality is incorporated, a person is deemed to have satisfied the requirement of subsection (1) (e) if, for at least 30 days before the person applies for registration as a non-resident property elector, the person has been a registered owner of property within the area that is included in the municipality or electoral area or becomes the new municipality.
 - (4) For the purposes of this section, the registered owner of real property means whichever of the following is applicable:
 - (a) the owner of a registered estate in fee simple of the property, unless another person holds an interest in the property referred to in paragraphs (b) to (d);
 - (b) the holder of the last registered agreement for sale, unless another person holds an interest in the property referred to in paragraph (c) or (d);
 - (c) the tenant for life under a registered life interest in the property, unless another person holds an interest in the property referred to in paragraph (d);
 - (d) the holder of a registered lease of the property for a term of at least 99 years.
 - (5) If there is more than one individual who is the registered owner of real property, either as joint tenants or tenants in common, only one of those individuals may register as a non-resident property elector under this section in relation to the real property.
 - (6) If the land title registration of the real property in relation to which a person is registering under this section indicates that there is more than one individual who is the registered owner of the real property, the person registering must do so with the written consent of the number of those individuals who, together with the person registering, are a majority of those individuals.
- (SUB) Sep 23/98
- (7) A registered owner who has consented to the registration of another registered owner of the property may withdraw the consent by delivering a written withdrawal to the municipality or regional district.
 - (8) Once a withdrawal of consent has been delivered in accordance with subsection (7), the person registered as the non-resident property elector in relation to the property ceases to be entitled to be registered and vote as such if the number of

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individuals referred to in subsection (6) falls below a majority of the registered owners, with this effective

- (a) for the next election, in the case of a withdrawal delivered at least 52 days before general voting day for the election, and
- (b) following the next election, in the case of a withdrawal delivered less than 52 days before general voting day for the election.

RS1979-290-52; 1993-54-10; 1994-52-51; 1998-34-14; 2000-7-9; 2014-19-29.

Rules for determining residence

- 52.** (1) The following rules apply to determine the area in which a person is a resident:
- (a) a person is a resident of the area where the person lives and to which, whenever absent, the person intends to return;
 - (b) a person may be the resident of only one area at a time for the purposes of this Part;
 - (c) a person does not change the area in which the person is a resident until the person has a new area in which the person is a resident;
 - (d) a person does not cease being a resident of an area by leaving the area for temporary purposes only.
- (2) As an exception to subsection (1), if a person establishes for the purposes of attending an educational institution a new area in which the person is a resident that is away from the usual area in which the person is a resident, the person may choose for the purposes of this Part either the usual area or the new area as the area in which the person is a resident.

RS1979-290-53; 1993-54-10.

When a person may register as an elector

- 53.** (1) A person may register as an elector
- (a) at the time of voting in accordance with section 57 or 57.1, or
 - (b) by advance registration in accordance with section 56, if this is available.
- (2) If a bylaw under section 59 [*automatic registration by inclusion on provincial list of voters*] is in effect for a municipality or electoral area, a person entitled to register as a resident elector of the municipality or electoral area may effectively register as such by registering as a voter under the *Election Act* in sufficient time to have the person's name appear on the Provincial list of voters that becomes, under the bylaw, the register of resident electors for the municipality or electoral area.

RS1979-290-54; 1993-54-10; 1999-37-13; 2014-19-30.

Voting day registration only

- 54.** A local government may, by bylaw, limit registration of electors to registration at the time of voting.

1999-37-14.

Application for registration

- 55.** (1) An application for registration as an elector must include the following information:
- (a) in the case of registration as a resident elector,
 - (i) the full name of the applicant,

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- (SUB)
Sep
23/98
- (ii) the residential address of the applicant, and the mailing address if this is different, and
- (iii) either the birth date or the last 6 digits of the social insurance number of the applicant;
- (b) in the case of registration as a non-resident property elector,
- (i) the full name of the applicant,
- (ii) the address or legal description of the real property in relation to which the person is registering and the mailing address of the applicant, and
- (SUB)
Sep
23/98
- (iii) either the birth date or the last 6 digits of the social insurance number of the applicant;
- (c) a declaration that the applicant meets the requirements of section 49 (1) (a) and (b) to be registered as an elector;
- (d) any other information required by regulation under section 156 to be included.
- (SUB)
Sep
23/98
- (2) An application must
- (a) be signed by the applicant and by a witness to the signature of the applicant, and
- (b) include the residential address of the witness, if this is not a person authorized by the chief election officer or by the designated local government officer.
- (AM)
May
29/14
- (3) For the purpose of subsection (1), an address of an applicant that indicates the area in which the applicant is resident within the meaning of section 52 is sufficient if, in the opinion of the person authorized to receive the application, it indicates the location for the purpose of determining whether the applicant is resident in the municipality or electoral area.
- (4) In the case of an application for registration as a non-resident property elector, the application must be accompanied by
- (a) proof satisfactory to the person receiving the application that the applicant is entitled to register in relation to the real property referred to in subsection (1) (b), and
- (b) if applicable, the written consent from the other registered owners of the real property required by section 51 (6).
- RS1979-290-56; 1993-54-10; 1994-52-52; 1998-34-15; 2014-19-31.

How to register in advance

- (AM)
May
29/14
- 56.** (1) If advance registration is available for a municipality or electoral area except during the closed period under subsection (4), a person may register as an elector by delivering an application and accompanying documents in accordance with section 55
- (a) at the local government offices during its regular office hours,
- (b) at a special registration opportunity under subsection (6), or
- (SUB)
Sep
23/98
- (c) at other times and places authorized by the designated local government officer.
- (2) If a bylaw under section 54 does not apply, advance registration must be available in accordance with this section.
- (3) If advance registration is required, it must be available to both resident electors and non-resident property electors unless deemed registration of resident electors under section 59 is in effect.

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- (SUB)
Sep
23/98
- (SUB)
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- (SUB)
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- (4) Advance registration closes 53 days before general voting day and does not reopen until the Monday after the close of general voting, subject to any extension of this closed period in relation to an election under section 142.
- (5) At least 6 but not more than 30 days before the start of the closed period under subsection (4), the designated local government officer must give public notice of the close of advance registration in accordance with section 44.
- (6) For the purpose of encouraging persons to register as electors,
- (a) a local government may direct the designated local government officer to arrange an enumeration of the municipality or regional district, and
- (b) that officer may arrange other special opportunities for persons to apply to register as electors.
- (7) The designated local government officer must ensure that application forms are available from the local government offices during its regular office hours at any time when advance registration as an elector is permitted.
RS1979-290-57; 1993-54-10; 1994-52-53; 1998-34-16; 2014-19-32.

How to register as a resident elector at the time of voting

- (SUB)
Jun
29/99
- 57.** (1) A person may register as a resident elector immediately before voting by
- (a) either
- (i) delivering an application form in accordance with section 55 [*application for registration*] to the election official responsible at the place where the person is voting, or
- (ii) providing to that official the information required under that section in the manner established by the chief election officer, and
- (b) satisfying that official of the applicant's identity and place of residence in accordance with subsection (2).
- (2) For the purposes of subsection (1) (b), an individual may either
- (a) produce to the election official at least 2 documents that provide evidence of the applicant's identity and place of residence, at least one of which must contain the applicant's signature, or
- (b) produce to the election official at least 2 documents that provide evidence of the applicant's identity, at least one of which must contain the applicant's signature, and make a solemn declaration as to the applicant's place of residence within the meaning of section 52 [*rules for determining residence*].
- (3) Documents accepted under subsection (2) must either be documents prescribed as acceptable under section 156 [*regulations*] or provide evidence satisfactory to the election official respecting the matter.
- (4) The election official registering an elector under this section must note on the application the nature of the documents produced for the purposes of subsection (1) (b).
- (5) The election official responsible for receiving application forms under subsection (1) is the presiding election official or another election official designated by the presiding election official.
1999-37-15.

How to register as a non-resident property elector at the time of voting

(ADD)
Jun
29/99

- 57.1** (1) A person may register as a non-resident property elector immediately before voting by
- (a) either
 - (i) delivering an application form in accordance with section 55 *[application for registration]* to the election official responsible at the place where the person is voting, or
 - (ii) providing to that official the information required under that section in the manner established by the chief election officer,
 - (b) satisfying that official of the applicant's identity in accordance with subsection (2), and
 - (c) providing to that official the materials described in section 55 (4).
- (2) For the purposes of subsection (1) (b), an individual must produce to the election official at least 2 documents that provide evidence of the applicant's identity, at least one of which must contain the applicant's signature.
- (3) Section 57 (3) to (5) applies for the purposes of this section.
1999-37-15; 2008-5-2.

(RET)
Mar
05/08

(RET) **Repealed**
Mar
05/08

58. *Repealed.* [2008-5-3]

Automatic registration by inclusion on Provincial list of voters

- 59.** (1) Instead of maintaining an ongoing register of resident electors, a local government may, by bylaw, provide that the most current available Provincial list of voters prepared under the *Election Act* is to be the register of resident electors.
- (2) A bylaw under subsection (1) must require that the Provincial list of voters becomes the register of resident electors no later than 52 days before general voting day for any election to which the bylaw applies.
- (3) If a bylaw under subsection (1) applies,
- (a) any previous register of resident electors of the municipality or electoral area is cancelled, effective at the time the Provincial list of voters becomes the register,
 - (b) a person who, on the basis of the Provincial list of voters, appears to meet the qualifications to be registered as a resident elector of the municipality or electoral area is deemed to be registered as such an elector, and
 - (c) the local government may have, but is not required to have, advance registration under section 56 for resident electors.
- RS1979-290-60; 1993-54-10; 2014-19-33.

(AM)
May
29/14

(AM)
May
29/14

Effect of registration

(AM)
May
29/14

- 60.** (1) Unless
- (a) a bylaw under section 54 applies, or
 - (b) all or the applicable part of the register of electors is cancelled,
- a person registered as an elector continues to be an elector of the municipality or electoral area as long as the person meets the requirements for registration.
- (2) If a bylaw under section 54 applies, registration as an elector is effective only for

the elections for which the voting is being conducted at that time.
RS1979-290-61; 1993-54-10; 2014-19-34.

Register of electors

- (SUB)
May
29/14
- 61.** (1) Subject to section 59, if advance registration is available for a municipality or electoral area, a register of electors for the municipality or electoral area must be maintained.
- (SUB)
Sep
23/98
(AM)
May
29/14
- (2) The designated local government officer is responsible for maintaining the register of electors.
- (3) The register of electors must separately record resident electors and non-resident property electors of the municipality or electoral area and, for each elector, must record the name of the elector and the address or addresses of the elector required to be included on an application under section 55.
- (4) For the purposes of recording the address or addresses of a resident elector under subsection (3), the register of electors may record only the residential address of the elector as required to be included on an application under section 55.
- (AM)
Sep
23/98
(SUB)
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(AM)
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- (5) For the purposes of maintaining the register of electors, the designated local government officer
- (a) must add to the register persons who have registered in accordance with section 56, 57 or 57.1,
- (b) may add to the register persons who meet the requirements of section 50 (1) to be registered as resident electors of the municipality or electoral area, as evidenced by a current Provincial list of voters under the *Election Act*,
- (c) may add to the register persons who meet the requirements of section 50 (1) to be registered as resident electors of the municipality or electoral area, as evidenced by registration under section 161,
- (d) despite section 60 (2), for a new register established after a bylaw under section 54 ceases to be in force, may add to the register
- (i) persons whose names were included in the previous register, and
- (ii) persons who registered for elections conducted in the municipality or electoral area while the bylaw was in force,
- (AM)
May
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- (e) if all or part of a register is cancelled under subsection (8) or section 59, may add to the new register persons whose names were included in the cancelled register,
- (f) on evidence satisfactory to that official, may delete from the register the names of persons who have died or who are no longer qualified as electors, and
- (g) on evidence satisfactory to that official, may amend the register to show correctly the information to be included in the register.
- (6) A person whose name is added to the register under subsection (5) (b), (c), (d) or (e) is deemed to have registered as an elector, as recorded in the register, and section 60 (1) applies to the registration.
- (SUB)
Sep
23/98
- (7) The designated local government officer may authorize a person to assist in that officer's duties under this section and may authorize the person to exercise the officer's powers under this section.
- (8) The local government or the minister may order the cancellation of an existing register of electors, or a portion of it, and direct the preparation of a new register.
- RS1979-290-62; 1993-54-10; 1994-52-56; 1998-34-18; 1999-37-17; 2014-19-35.

List of registered electors

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(SUB)
May
29/14

- 62.** (1) If a register of electors is required under section 61, the designated local government officer must prepare a list of registered electors for the municipality or electoral area, to be used for the purposes of administering an election.
- (2) The list of registered electors must give the names and addresses of all persons included on the register of electors at the time the list is prepared and must indicate whether a person is a resident elector or a non-resident property elector.
- (3) From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours.
- (4) Before inspecting the list of registered electors, a person other than a local government officer or employee acting in the course of duties must sign a statement that the person will not inspect the list or use the information included in the list except for the purposes of this Part.

(SUB)
Sep
23/98

- (5) The designated local government officer must ensure that the statements referred to in subsection (4) are kept until after general voting day for the next general local election.

(SUB)
Jun
29/99

- (6) At least 6 but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection (3), notice must be given in accordance with section 44 [*public notices*] that
- (a) a copy of the list of registered electors will be available for public inspection at the local government offices during its regular office hours from the date specified in the notice until the close of general voting for the election,
- (b) an elector may request that personal information respecting the elector be omitted from or obscured on the list in accordance with section 63 [*protection of privacy*], and
- (c) an objection to the registration of a person as an elector may be made in accordance with section 64 [*objections*] before 4 p.m. on the 36th day before general voting day.
- (7) The list of registered electors must be updated to reflect the changes to the register of electors made after any objections under section 64 have been dealt with.

(AM)
May
29/14

- (8) Each person who has been nominated in accordance with section 73 is entitled, for use by the person for the purposes of the election, to
- (a) one copy of the list of registered electors without charge, and
- (b) on payment to the municipality or regional district of the reasonable costs of reproduction, other copies as requested by the person.
- (9) Before receiving a list of registered electors, a person referred to in subsection (8) must sign a statement that the person will not inspect the document or use the information in it except for the purposes of this Part.

(RET)
Mar
05/08

- (10) Despite section 95 (3) of the *Community Charter* and section 27 (7) of the *Interpretation Act*, a person who is entitled to inspect a copy of the list of registered electors under subsection (3) of this section is not entitled to obtain a copy of the list.

RS1979-290-63(1) to (9); 1993-54-10; 1994-52-57; 1998-34-19; 1999-37-18; 2008-5-4; 2014-19-36.

Protection of privacy

(SUB)
Jun
29/99

- 63.** If requested by an elector in order to protect the privacy or security of the elector, the chief election officer must amend a list of registered electors that is to be available for public inspection, or that is to be provided under section 62 (8) [*list*

provided to candidates], by omitting or obscuring the address of the elector or other information about the elector.

1999-37-19.

Objection to registration of an elector

- (SUB)
Sep
23/98
- (AM)
May
29/14
- (AM)
May
29/14
- (AM)
Sep
23/98
- 64.** (1) The registration of a person whose name appears on the list of registered electors under section 62 (3) may be objected to in accordance with this section.
- (2) An objection must be received by the designated local government officer, or a person authorized for this purpose by that officer, before 4 p.m. on the 36th day before general voting day.
- (3) An objection may only be made by a person entitled to be registered as an elector of the municipality or electoral area for which the registration is questioned.
- (4) An objection may only be made on the basis
- (a) that the person whose name appears has died, or
 - (b) that, at the time of the objection, the person is not qualified to be registered as an elector of the municipality or electoral area.
- (5) An objection must be made in writing, signed by the person making it and include the following:
- (a) the name and address, as shown in the list of registered electors, of the person against whose registration the objection is made;
 - (b) the basis of the objection, including a statement of the facts that the objector believes support this;
 - (c) the name and address of the person making the objection.
- (6) On receiving an objection, the designated local government officer must make a reasonable effort to notify the person against whom the objection is made of
- (a) the objection,
 - (b) the name of the person who made the objection, and
 - (c) the basis on which the objection is made.

RS1979-290-64; 1993-54-10; 1998-34-20; 2014-19-37.

Resolving objections

- (AM)
Sep
23/98
- (AM)
Sep
23/98
- 65.** (1) An objection under section 64 on the basis of death must be resolved by the designated local government officer in accordance with the following:
- (a) that official must have a search made of the records under the *Vital Statistics Act*;
 - (b) if a record of death is found and that official is satisfied that it applies to the person whose registration is being objected to, that official must remove the person's name from the register of electors;
 - (c) if a record of death is not found and that official is unable to contact the person, the official must proceed in accordance with subsection (2) (c) and (d).
- (2) An objection on the basis that a person is not entitled to be registered as an elector must be resolved by the designated local government officer in accordance with the following:
- (a) if, after receiving notice of the objection, the person provides proof satisfactory to that official of the person's entitlement to be registered or makes a solemn declaration as to that entitlement, the person's name is to stay on the register of electors;
 - (b) if, after receiving notice of the objection, the person does not provide proof of entitlement or make a solemn declaration as to entitlement, that official

- must remove the person's name from the register of electors;
 - (c) if that official is unable to contact the person, that official must require the person who made the objection to provide proof satisfactory to that official of the basis of the objection and, if this is done, must remove the name from the register of electors;
 - (d) if the person who made the objection does not provide satisfactory proof as required by paragraph (c), the name is to stay on the register of electors.
- RS1979-290-65; 1993-54-10; 1998-34-21.

Part 3: Division 5 Qualifications for Office

Who may hold elected office as a member of a local government

- (AM)
May
29/14
- 66.** (1) A person is qualified to be nominated for office, and to be elected to and hold office, on a local government if at the relevant time the person meets all the following requirements:
- (AM)
May
29/14
- (a) the person must be an individual who is, or who will be on general voting day for the election, 18 years of age or older;
 - (b) the person must be a Canadian citizen;
 - (c) the person must have been a resident of British Columbia, as determined in accordance with section 52, for at least 6 months immediately before the relevant time;
 - (d) the person must not be disqualified under this Act or any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
- (SUB)
May
29/14
- (2) Without limiting subsection (1) (d), the following persons are disqualified from being nominated for, being elected to or holding office on a local government:
- (AM)
May
29/14
- (a) a person who is a judge of the Court of Appeal, Supreme Court or Provincial Court;
 - (b) a person who is disqualified under section 67 as an employee of a local government, except as authorized under that section;
 - (c) a person who is disqualified under any of the following provisions of this Act, including as the provisions apply under section 6 (6) *[application to trustees]* of the *Islands Trust Act*:
 - (i) section 210 (4) *[failure to make oath or affirmation of office]*;
 - (ii) section 222.1 (6) *[unexcused absence from board meetings]*;
 - (d) a person who is disqualified under any of the following provisions of the *Community Charter*:
 - (i) Division 6 *[Conflict of Interest]* of Part 4 *[Public Participation and Council Accountability]*, including as it applies under section 787.1 (1) *[application to regional district directors]* of this Act and under section 6 (7) *[application to trustees]* of the *Islands Trust Act*;
 - (ii) section 120 (1.1) *[failure to make oath of office]*;
 - (iii) section 125 (5) *[unexcused absence from council meetings]*;
 - (iv) section 191 (3) *[unauthorized expenditures]*;
- (SUB)
May
29/14
- (d.1) *Repealed.* [2014-19-38]
- (d.2) *Repealed.* [2014-19-38]
- (REP)
May
29/14

(REP)
May
29/14
(SUB)
May
29/14
(ADD)
May
29/14

- (e) a person who is disqualified under any of the provisions referred to in paragraph (c) or (d) as the provision applies under another enactment;
- (f) a person who is disqualified from holding office on the council of the City of Vancouver under any of the provisions of the *Vancouver Charter* referred to in section 38 (2) (c) or (d) [disqualifications from holding office] of that Act;
- (g) a person who is disqualified from holding office under
 - (i) Division 17 [Election Offences] of this Part as it applies to elections or voting under this Act or any other Act, or
 - (ii) Division (17) of Part I of the *Vancouver Charter* as it applies to elections or voting under that Act or any other Act;
- (h) a person who is disqualified under the *Local Elections Campaign Financing Act* from holding office on a local authority;
- (i) a person who is disqualified under any other enactment.

(ADD)
May
29/14

(ADD)
May
29/14
(ADD)
May
29/14

RS1979-290-66; 1993-54-10; 1998-34-22; 1999-37-20; 2003-52-176 (B.C. Reg. 465/2003); 2014-19-38.

Disqualification of local government employees

- 67.** (1) For the purposes of this section, “employee” means
- (a) an employee or salaried officer of a municipality or regional district, or
 - (b) a person who is within a class of persons deemed by regulation under section 156 to be employees of a specified municipality or regional district, but does not include a person who is within a class of persons excepted by regulation under section 156.
- (2) Unless the requirements of this section are met, an employee of a municipality is disqualified from being nominated for, being elected to or holding office
- (a) as a member of the council of the municipality, or
 - (b) as a member of the board of the regional district in which the municipality is located.
- (3) Unless the requirements of this section are met, an employee of a regional district is disqualified from being nominated for, being elected to or holding office
- (a) as a member of the board of the regional district, or
 - (b) as a member of the council of a municipality, including the City of Vancouver, that is within the regional district.
- (4) Before being nominated for an office to which subsection (2) or (3) applies, the employee must give notice in writing to his or her employer of the employee’s intention to consent to nomination.
- (5) Once notice is given under subsection (4), the employee is entitled to and must take a leave of absence from the employee’s position with the employer for a period that, at a minimum,
- (a) begins on the first day of the nomination period or the date on which the notice is given, whichever is later, and
 - (b) ends, as applicable,
 - (i) if the person is not nominated before the end of the nomination period, on the day after the end of that period,
 - (ii)

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(AM)
Jan
01/04

- if the person withdraws as a candidate in the election, on the day after the withdrawal,
- (iii) if the person is declared elected, on the day the person resigns in accordance with subsection (8) or on the last day for taking office before the person is disqualified for a failure to take the oath of office within the time specified by an enactment that applies to the person,
 - (iv) if the person is not declared elected and an application for judicial recount is not made, on the last day on which an application for a judicial recount may be made, or
 - (v) if the person is not declared elected and an application for judicial recount is made, on the date when the results of the election are determined by or following the judicial recount.
- (6) If agreed by the employer, as a matter of employment contract or otherwise, the leave of absence under this section may be for a period longer than the minimum required by subsection (5).
- (7) Sections 54 and 56 of the *Employment Standards Act* apply to a leave of absence under this section.
- (8) Before making the oath of office, an employee on a leave of absence under this section who has been elected must resign from the person's position with the employer.
- (9) At the option of the employee, a resignation under subsection (8) may be conditional on the person's election not being declared invalid on an application under section 143.

RS1979-290-67; 1993-54-10; 1995-38-134; 1998-34-23; 2003-52-177 (B.C. Reg. 465/2003).

(AM)
Jan
01/04

Only one elected office at a time in the same local government

68. (1) At any one time a person may not hold more than one elected office in the same local government.
- (2) At any one time a person may not be nominated for more than one elected office in the same local government.
- (3) A current member of a local government may not be nominated for an election under section 37 for another office in the same local government unless the person resigns from office within 14 days after the day on which the chief election officer is appointed.

(AM)
Jan
01/04

RS1979-290-68; 1993-54-10; 1998-34-24; 2003-52-178 (B.C. Reg. 465/2003).

Part 3: Division 6 Nomination of Candidates

Nomination period

69. (1) The period for receiving nominations begins at 9 a.m. on the 46th day before general voting day and ends at 4 p.m. on the 36th day before general voting day.
- (2) If the first day of the nomination period would otherwise fall on a holiday, the nomination period begins on the next day that is not a holiday.
- (3) If the last day of the nomination period would otherwise fall on a holiday, the nomination period ends on the last day before that day that is not a holiday.

RS1979-290-69; 1993-54-10.

Notice of nomination

- 70.** (1) At least 6 but not more than 30 days before the nomination period begins, the chief election officer must issue a notice of nomination under this section in accordance with section 44.
- (2) The notice must include the following information:
- (a) the offices for which candidates are to be elected;
 - (b) the dates, times and places at which nominations will be received;
 - (c) how interested persons can obtain information on the requirements and procedures for making a nomination;
 - (d) any other information required to be included by regulation under section 156.
- (3) The notice may include any other information the chief election officer considers appropriate.
- (4) The chief election officer may provide for additional notice of the call for nominations to be given to the public.

RS1979-290-70; 1993-54-10.

(RET) Nomination of candidates

Mar
05/08

- 71.** (1) A nomination for office as a member of a local government must be made in accordance with section 72, separately for each candidate,
- (a) by at least 2 qualified nominators of the municipality or electoral area for which the nomination is made, or
 - (b) if a bylaw under subsection (2) applies, by at least the minimum number of such persons as set by the bylaw.
- (2) A local government may, by bylaw, set the minimum number of qualified nominators as follows:
- (a) in relation to a municipality or electoral area that has a population of 5 000 or more, the minimum number of qualified nominators may be set at either 10 or 25;
 - (b) in relation to a municipality or electoral area that has a population of less than 5 000, the minimum number of qualified nominators may be set at 10.
- (3) In order to be qualified as a nominator, a person
- (a) must be an elector of the municipality or electoral area for which the nomination is made, and
 - (b) in the case of a nomination for an office to be filled on a neighbourhood constituency basis, must also be qualified as a resident elector or non-resident property elector in relation to the area of the neighbourhood constituency.
- (4) A person may subscribe as nominator to as many nomination documents as, but not more than, the number of persons who are to be elected to fill the office for which the election is being held.
- (5) Even if one or more of the nominators is not qualified in accordance with this section, a nomination is valid as long as the nomination is made by at least the minimum number of qualified nominators.

2008-5-5; 2014-19-40.

(SUB) **Nomination documents**

May
29/14

- 72.** (1) A nomination for local government office must be in writing and must include the following:
- (a) the full name of the person nominated;
 - (b) the usual name of the person nominated, if the full name of the person is different from the name the person usually uses and the person wishes to have his or her usual name on the ballot instead;
 - (c) the office for which the person is nominated;
 - (d) the residential address of the person nominated, and the mailing address if this is different;
 - (e) the names and residential addresses of the nominators and, if a nominator is a non-resident property elector, the address of the property in relation to which the nominator is such an elector;
 - (f) a statement signed by the nominators that, to the best of their knowledge, the person nominated is qualified under section 66 [*who may hold office on a local government*] to be nominated.
- (2) For a nomination to be accepted for filing, a nomination must be accompanied by the following:
- (a) a statement signed by the person nominated consenting to the nomination;
 - (b) a solemn declaration in accordance with subsection (3) of the person nominated, either made in advance or taken by the chief election officer at the time the nomination documents are delivered;
 - (c) as applicable, a signed declaration of the person nominated
 - (i) that the person is acting as his or her own financial agent, or
 - (ii) identifying the person who is appointed under the *Local Elections Campaign Financing Act* to act as financial agent for the person nominated;
 - (d) the written disclosure required by section 2 (1) of the *Financial Disclosure Act*.
- (3) For the purposes of subsection (2) (b), the person nominated must make a solemn declaration
- (a) that he or she is qualified under section 66 [*who may hold office on a local government*] to be nominated for the office,
 - (b) that, to the best of the person's knowledge and belief, the information provided in the nomination documents is true,
 - (c) that the person fully intends to accept the office if elected, and
 - (d) that the person
 - (i) is aware of the *Local Elections Campaign Financing Act*,
 - (ii) understands the requirements and restrictions that apply to the person under that Act, and
 - (iii) intends to fully comply with those requirements and restrictions.
- (4) A person must not consent to be nominated knowing that he or she is not qualified to be nominated.

2014-19-41.

Nomination deposits

(ADD)
Jun
29/99

- 72.1** (1) The local government may, by bylaw, require that a nomination for mayor, councillor or electoral area director be accompanied by a nomination deposit.

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- (SUB)
May
29/14
- (2) The amount of a required nomination deposit may be different for the different offices referred to in subsection (1), but must not be greater than \$100.
- (3) A nomination deposit must be held by the chief election officer to be dealt with as follows:
- (a) if the person nominated is not declared to be a candidate under section 74 [*declaration of candidates*], the deposit is to be returned to the person or to the financial agent for the person;
 - (b) in the case of a person declared to be a candidate, if the candidate disclosure statement required under the *Local Elections Campaign Financing Act* for the person is filed in accordance with section 47 (1) [*time limit for filing on time*] of that Act, the deposit is to be returned to the person or the financial agent for the person;
 - (c) in the case of a person declared to be a candidate, the deposit is to be returned to the person or the financial agent for the person if the required candidate disclosure statement is not filed as referred to in paragraph (b), but
 - (i) an application for relief in relation to the disclosure statement is made under Division 2 [*Court Orders for Relief in Relation to Disclosure Requirements*] of Part 6 of the *Local Elections Campaign Financing Act*,
 - (ii) the court provides relief in relation to forfeiture of the deposit, and
 - (iii) if applicable, there is compliance with the court order;
 - (d) in other cases, the deposit is forfeited and is to be paid to the local government.

1999-37-22; 2014-19-42.

**Nomination by delivery of
nomination documents**

- (SUB)
Jun
29/99
- 73.** (1) In order to make a nomination,
- (a) the nomination documents required by section 72, and
 - (b) if applicable, the nomination deposit required under section 72.1 must be received before the end of the nomination period by the chief election officer or a person designated by the chief election officer for this purpose.
- (AM)
Jun
29/99
- (2) The obligation to ensure that the nomination documents and nomination deposit are received in accordance with this section rests with the person being nominated.
- (AM)
Jun
29/99
- (3) For the purposes of subsection (1), the nomination documents and nomination deposit
- (a) must be received at the local government offices during its regular office hours, and
 - (b) may be received at other times and places as specified by the chief election officer.
- (SUB)
May
29/14
- (4) Nomination documents may be delivered
- (a) by hand, by mail or by other delivery service, or
 - (b) by fax or email, with originals to follow.
- (SUB)
May
29/14
- (5) If the originals of nomination documents delivered by fax or email are not received by the chief election officer before the end of the 29th day before general voting day, the person nominated is deemed to have withdrawn from

- (SUB)
May
29/14
- (5.1) After receiving nomination documents, the chief election officer must review the list under section 60 [*Elections BC to maintain disqualification lists*] of the *Local Elections Campaign Financing Act* to determine whether an application must be made under section 73.2 (5) [*challenge required if candidate appears to be disqualified*] of this Act.
- (RET)
Mar
05/08
- (6) Nomination documents delivered to the chief election officer
- (a) must be available for public inspection in the local government offices during its regular office hours from the time of delivery until 30 days after the declaration of the election results under section 136, and
- (b) if a bylaw under subsection (7) applies, must be made available to the public in accordance with the bylaw.
- (RET)
Mar
05/08
- (7) A local government may, by bylaw, provide for public access to nomination documents, during all or part of the period referred to in subsection (6) (a), in any manner the local government considers appropriate, including by the Internet or other electronic means.
- (SUB)
May
25/14
- (8) A person who inspects or otherwise accesses nomination documents under this section must not use the information included in them except for the purposes of this Act or purposes authorized by section 63 [*restrictions on use of personal information*] of the *Local Elections Campaign Financing Act*.
RS1979-290-73; 1993-54-10; 1998-34-25; 1999-37-23; 2008-5-7; 2014-19-43.

(ADD) Other information to be provided by candidate

May
29/14

- 73.1** (1) A person who is nominated for local government office must, before the end of the nomination period, provide the following to the chief election officer:
- (a) a telephone number at which the person may be contacted;
- (b) an email address at which the person may be contacted, unless the person does not have such an address;
- (c) an address for service at which notices and other communications under this Act or other local elections legislation will be accepted as served on or otherwise delivered to the person;
- (d) as applicable,
- (i) a statement that the person is acting as his or her own financial agent, or
- (ii) the information and material required under section 17 (5) [*candidate financial agent -appointment documents*] of the *Local Elections Campaign Financing Act*;
- (e) any other information or material required by regulation under section 156 [*election regulations*].
- (2) If the information and material required under subsection (1) are not received by the chief election officer before the end of the nomination period, the person nominated is deemed to have withdrawn from being a candidate in the election.
- (3) If there is any change in the information or related material required to be provided under subsection (1), the person nominated must provide updated information and material as follows:
- (a) to the chief election officer if the change occurs before the declaration of the results of the election;
- (b)

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to the BC chief electoral officer if the change occurs after the declaration of those results.

2014-19-44.

(ADD) Challenge of nomination

May
29/14

- 73.2** (1) A nomination may only be challenged by an application to the Provincial Court in accordance with this section.
- (2) The time period during which a challenge may be made is between the time of the delivery of the nomination documents in accordance with section 73 and 4 p.m. on the 4th day after the end of the nomination period.
- (3) A challenge may be made only by
- (a) a person who is an elector of the municipality or electoral area for which the election is being held,
 - (b) another nominee in the same election, or
 - (c) the chief election officer.
- (4) A challenge may only be made on one or more of the following bases:
- (a) that the person is not qualified to be nominated or elected;
 - (b) that the nomination was not made in accordance with sections 71 to 73;
 - (c) that the usual name given under section 72 (1) (b) in the nomination documents is not in fact the usual name of the person.
- (5) The chief election officer must commence a challenge under this section if, on a review under section 73 (5.1) [*review of disqualification list*], it appears to the chief election officer that a person is disqualified from being nominated.
- (6) The document filed with the court to commence a challenge must briefly set out the facts on which the challenge is based and must be supported by affidavit as to those facts.
- (7) At the time a challenge is commenced, a time must be set for the hearing that is adequate to allow the court to give its decision on the matter within the time limit set by subsection (9).
- (8) The person making a challenge must
- (a) immediately give notice of the challenge to the chief election officer and the person whose nomination is challenged, and
 - (b) within 24 hours of filing the document commencing the application, serve on these persons that document, the accompanying affidavit and a notice of the time set for the hearing.
- (9) Within 72 hours of the end of the period for commencing a challenge, the court must hear and determine the matter and must issue an order, as applicable,
- (a) confirming the person as a candidate or declaring that the person is no longer a candidate, or
 - (b) declaring that the person is or is not entitled to have the usual name indicated in the nomination documents used on the ballot.
- (10) The court may order that the costs of a challenge, within the meaning of the Supreme Court Civil Rules, be paid in accordance with the order of the court.
- (11) The decision of the court on a challenge under this section is final and may not be appealed.

2014-19-44.

Part 3: Division 6.1 Candidate Endorsement by Elector Organization

(ADD) **Candidate endorsement by elector organization may be included on ballot**

May
29/14

- 73.3** (1) Subject to this section, an incorporated or unincorporated organization may endorse a candidate in an election and have that endorsement included on the ballot for the election if
- (a) the organization makes the endorsement in accordance with section 73.4 *[endorsement documents]*,
 - (b) the candidate consents to the endorsement, and
 - (c) the organization complies with section 73.5 (1) *[other information to be provided by elector organization]*.
- (2) To be qualified to endorse a candidate, an organization
- (a) must have a membership that, at the time the solemn declaration under section 73.4 (1) (c) is made, includes at least 50 electors of the municipality or regional district for which the election is being held, and
 - (b) must not be disqualified under this Act, the *Local Elections Campaign Financing Act* or any other Act from endorsing a candidate.
- (3) An organization must not endorse more candidates in an election for a particular office than there are positions to be filled for that office.
- (4) A candidate must not consent to endorsement by more than one organization in relation to the same election for the same office.

2014-19-45.

(ADD) **Endorsement documents**

May
29/14

- 73.4** (1) An organization must file the following with the chief election officer before the end of the nomination period in order to endorse a candidate:
- (a) a statement of the following:
 - (i) the full name of the candidate to be endorsed by the elector organization and, if applicable, the usual name that is to be used on the ballot;
 - (ii) the legal name of the organization, if applicable;
 - (iii) the usual name of the organization, if this is different from its legal name or if it has no legal name;
 - (iv) any abbreviations, acronyms and other names used by the elector organization;
 - (v) subject to the restrictions in subsection (3), which name, abbreviation or acronym the elector organization wishes to have included on the ballot;
 - (vi) the mailing address for the organization;
 - (b) written consent of the candidate to the endorsement;
 - (c) a solemn declaration of the authorized principal official of the organization in accordance with subsection (2) and any applicable regulations;
 - (d) any other information or material required to be provided by regulation under section 156 *[election regulations]*.
- (2) For the purposes of subsection (1) (c), the authorized principal official of the organization must make a solemn declaration that, to the best of the knowledge

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and belief of the official, the organization

- (a) has a membership of at least 50 electors of the municipality or regional district for which the election is being held,
 - (b) is not disqualified from endorsing a candidate,
 - (c) is aware of the *Local Elections Campaign Financing Act*,
 - (d) understands the requirements and restrictions that apply to the organization under the *Local Elections Campaign Financing Act*,
 - (e) intends to fully comply with the requirements and restrictions referred to in paragraph (d), and
 - (f) has authorized the official to make the solemn declaration.
- (3) The name, abbreviation or acronym referred to in subsection (1) (a) (v) must not
- (a) include any matter that is prohibited by section 105 [*what must and must not be included on a ballot*] from being included on the ballot, or
 - (b) be, in the opinion of the chief election officer, so similar to the name, abbreviation or acronym of another elector organization whose endorsement of a candidate appeared on a ballot at the preceding general local election, or at an election after that general local election, as to be confusing to the electors.
- (4) If an organization is filing endorsement documents
- (a) for more than one candidate in the same election, or
 - (b) in multiple elections being held at the same time for the same jurisdiction,
- a solemn declaration under subsection (1) (c) may be made in relation to any or all of those candidates.
- (5) After receiving endorsement documents, the chief election officer must review the list under section 60 [*Elections BC to maintain disqualification lists*] of the *Local Elections Campaign Financing Act* to determine whether an application must be made under section 73.7 (5) [*challenge required if organization appears to be disqualified*] of this Act.
- (6) Section 73 (6) to (8) [*public access to nomination documents*] applies in relation to endorsement documents.

2014-19-45.

(ADD) Other information to be provided by elector organization

May
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- 73.5** (1) For endorsement documents to be accepted for filing, the organization must provide the following to the chief election officer before the end of the nomination period:
- (a) a telephone number at which the organization can be contacted;
 - (b) an email address at which the organization can be contacted, unless the organization does not have such an address;
 - (c) an address for service at which notices and other communications under this Act or other local elections legislation will be accepted as served on or otherwise delivered to the organization;
 - (d) the information and material required under section 19 (4) [*elector organization information respecting financial agent*] of the *Local Elections Campaign Financing Act*;
 - (e) the information and material required under section 21 [*responsible principal officials and authorized principal official of elector organization*] of the *Local Elections Campaign Financing Act*;
 - (f)

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any other information or material required to be included by regulation under section 156 [*election regulations*] of this Act.

- (2) If there is any change in the information or material required to be provided under subsection (1), an elector organization must provide updated information or material as follows:
- (a) to the chief election officer if the change happens before the end of general voting day for the applicable election;
 - (b) to the BC chief electoral officer if the change happens after that general voting day.

2014-19-45.

(ADD)Withdrawal of endorsement on ballot

May
29/14

- 73.6** An elector organization endorsement must not appear on a ballot if, before 4 p.m. on the 29th day before general voting day,
- (a) the candidate withdraws his or her consent to have the elector organization endorsement appear on the ballot by delivering a signed withdrawal to the chief election officer by that time, or
 - (b) the elector organization withdraws its endorsement of the candidate by delivering to the chief election officer by that time a written withdrawal signed by the authorized principal official of the elector organization.

2014-19-45.

(ADD)Challenge of elector organization endorsement

May
29/14

- 73.7** (1) The endorsement of a candidate under this Division may only be challenged by an application to the Provincial Court in accordance with this section.
- (2) The time period during which a challenge may be made is between the time of the filing of the endorsement documents in accordance with section 73.4 and 4 p.m. on the 4th day after the end of the nomination period.
- (3) A challenge may be made only by
- (a) a person who is an elector of the municipality or electoral area for which the election is being held,
 - (b) a person nominated as a candidate in the same election as the election in relation to which the endorsement documents were filed or in another election being held at the same time for the same municipality or electoral area, or
 - (c) the chief election officer.
- (4) A challenge may only be made on one or more of the following bases:
- (a) that the organization is not qualified to be an elector organization under section 73.3 [*candidate endorsement by elector organization*];
 - (b) that the endorsement was not made in accordance with section 73.4 [*endorsement documents*];
 - (c) that section 73.3 (3) or (4) [*limits on candidates to be endorsed and limits on consenting to endorsement*] was contravened.
- (5) The chief election officer must commence a challenge under this section if, on a review under section 73.4 (5) [*review of disqualification list*], it appears to the chief election officer that the organization named in the endorsement documents is not qualified to endorse a candidate.

- (6) Section 73.2 (6), (7), (10) and (11) [*challenge of nomination*] applies in relation to a challenge under this section.
- (7) The person making a challenge must
 - (a) immediately give notice of the challenge to the chief election officer, the organization whose endorsement is being challenged and the candidates endorsed by that organization, and
 - (b) within 24 hours of filing the document commencing the challenge, serve on these persons that document, the accompanying affidavit and a notice of the time set for the hearing.
- (8) Within 72 hours of the end of the period for commencing a challenge, the court must hear and determine the matter and must issue an order, as applicable,
 - (a) declaring that the organization has not endorsed a candidate, or
 - (b) declaring that the organization named in the endorsement documents is or is not qualified to endorse a candidate.

2014-19-45.

Part 3: Division 6.2 Declaration of Candidates

Declaration of candidates

74. (1) Immediately following the end of the nomination period, the chief election officer must declare as candidates for an elected office all persons who have been nominated for the office.
- (2) If there are fewer persons declared as candidates than there are to be elected, additional nominations must be received by the chief election officer from the time of the declaration under subsection (1) up until 4 p.m. on the third day after the end of the nomination period.
- (3) If reasonably possible, the chief election officer must give notice to the public of an extended time for receiving nominations under subsection (2).
- (4) At the end of the time for receiving additional nominations under subsection (2), the chief election officer must declare as candidates for an elected office all additional persons who have been nominated for the office.

RS1979-290-74; 1993-54-10.

(REP) **Repealed**

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75. *Repealed.* [2014-19-47]

Declaration of election by voting or acclamation

(SUB)
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76. (1) At 4 p.m. on the Monday following the last day for determining a challenge under section 73.2 [*challenge of nomination*], the chief election officer must declare the election in accordance with this section.
- (2) If there are more candidates for an office than there are to be elected for the office, the chief election officer must declare that an election by voting is to be held.
- (3) If no more candidates for an office are nominated than there are to be elected for that office, the chief election officer must declare the candidate or candidates

elected by acclamation.

RS1979-290-76; 1993-54-10; 2014-19-48.

Notice of election by voting

77. (1) At least 6 but not more than 30 days before general voting day for an election by voting under section 76 (2) the chief election officer must issue a notice of election in accordance with section 44.
- (2) The notice must include the following information:
- (a) the offices for which persons are to be elected;
 - (b) the usual names and residential addresses of the candidates for each office;
 - (c) the date of general voting day, the voting places for required general voting opportunities and the voting hours for those places;
 - (c.1) the documents that will be required in order for a person to register as an elector at the time of voting;
 - (c.2) *Repealed.* [2008-5-8]
 - (d) if applicable, information required to be included under section 36.1 (6) regarding neighbourhood constituencies or section 103 (5) regarding municipal voting divisions.
- (3) The notice may also include any other information the chief election officer considers appropriate.
- (4) The chief election officer may provide for additional notice of the election to be given to the public.
- (5) For the purposes of including the residential address of a candidate in a notice under this section, an address that indicates the municipality or electoral area in which the candidate is resident is sufficient.
- (6) If requested by a candidate in sufficient time to reasonably have this done, the residential address of the candidate included in a notice under this section must be limited to the municipality or electoral area in which the candidate is resident.

(ADD)
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Sep
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RS1979-290-77; 1993-54-10; 1994-52-60; 1998-34-26; 1999-37-25; 2008-5-8; 2014-19-49.

Appointment if an insufficient number of candidates are elected

78. (1) If there are fewer candidates declared elected by acclamation under section 76 than there are to be elected, the local government must appoint a person to each vacant office,
- (a) in the case of a general local election, within 30 days after the first meeting of the local government at which the persons elected in the election are holding office, and
 - (b) in other cases, within 30 days after the first meeting of the local government after the declaration of the election results.
- (2) If a local government fails to make an appointment required by subsection (1), or if there is no quorum of the local government able to make the appointment, the minister must appoint a person to each vacant office.
- (3) A person appointed under this section
- (a) must be qualified under section 66 to hold the office, and
 - (b) must reside in the municipality, electoral area or neighbourhood constituency, as applicable, at the time of appointment.
- (4) A person appointed as a member of a local government under this section or any other provision of this Act has the same rights, duties and powers as a person

elected as a member.

- (5) An enactment that applies to an elected member of a local government applies to a person appointed under this section in the same manner as if the person had been elected at the election in relation to which the appointment is made.

RS1979-290-78; 1993-54-10.

Part 3: Division 7 – Candidates and Representatives

(REP) **Repealed**

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79. *Repealed.* [2014-19-50]

Withdrawal, death or incapacity of candidate

- 80.** (1) At any time up until 4 p.m. on the 29th day before general voting day, a person who has been nominated may withdraw from being a candidate in the election by delivering a signed withdrawal to the chief election officer, which must be accepted if the chief election officer is satisfied as to its authenticity.
- (2) After the time referred to in subsection (1), a candidate may only withdraw by delivering a signed request to withdraw to the chief election officer and receiving the approval of the minister.
- (3) For the purposes of subsection (2), the chief election officer must notify the minister of a request to withdraw as soon as practicable after receiving it.
- (4) The chief election officer must notify the minister if, between the declaration of an election by voting under section 76 (2) and general voting day for the election,
- (a) a candidate dies, or
 - (b) in the opinion of the chief election officer, a candidate is incapacitated to an extent that will prevent the candidate from holding office.
- (5) On approving a withdrawal under subsection (2) or being notified under subsection (4), the minister may order
- (a) that the election is to proceed, subject to any conditions specified by the minister, or
 - (b) that the original election is to be cancelled and that a new election is to be held in accordance with the directions of the minister.

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RS1979-290-80; 1993-54-10; 2014-19-51.

Appointment of candidate representatives

- 81.** (1) A candidate may appoint
- (a) one individual to act as official agent of the candidate, to represent the candidate from the time of appointment until the final determination of the election or the validity of the election, as applicable, and
 - (b) scrutineers, to represent the candidate by observing the conduct of voting and counting proceedings for the election.
- (2) An appointment as a candidate representative must
- (a) be made in writing and signed by the person making the appointment,
 - (b) include the name and address of the person appointed, and

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- (c) be delivered to the chief election officer or a person designated by the chief election officer for this purpose as soon as practicable after the appointment is made.
 - (3) An appointment as a candidate representative may only be rescinded in the same manner as the appointment was made.
 - (4) An appointment of an official agent may include a delegation of the authority to appoint scrutineers.
 - (5) If notice is to be served or otherwise given under this Part to a candidate, it is sufficient if the notice is given to the official agent of the candidate.
- RS1979-290-81; 1993-54-10; 2014-19-52.

Presence of candidate representatives at election proceedings

- 82.** (1) A candidate representative present at a place where election proceedings are being conducted must
- (a) carry a copy of the person's appointment under section 81,
 - (b) before beginning duties at the place, show the copy of the appointment to the presiding election official or an election official specified by the presiding election official, and
 - (c) show the copy of the appointment to an election official when requested to do so by the official.
- (2) The presiding election official may designate one or more locations at a place where election proceedings are being conducted as locations from which candidate representatives may observe the proceedings and, if this is done, the candidate representatives must remain in those locations.
- (3) The absence of a candidate representative from a place where election proceedings are being conducted does not invalidate anything done in relation to an election.

RS1979-290-82; 1993-54-10.

Part 3: Division 8 Repealed

(REP) **83. to 93. Repealed**

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83. to **93.** *Repealed.* [2014-19-53]

Part 3: Division 9 Voting Opportunities

Voting opportunities for electors

- 94.** An elector who meets the applicable qualifications may vote in an election at one of the following voting opportunities:
- (a) on general voting day at a required general voting opportunity or at an additional general voting opportunity, if any;
 - (b) at a required advance voting opportunity or at an additional advance voting opportunity, if any;

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- (c) at a special voting opportunity, if any;
- (d) by mail ballot, if this is available for the election.

RS1979-290-94; 1993-54-10; 2014-19-54.

Required general voting opportunities

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- 95.** (1) As soon as practicable after the declaration of an election by voting, the chief election officer must designate voting places for general voting day.
- (2) If neighbourhood constituencies or municipal voting divisions are established, the chief election officer must specify which of the voting places under subsection (1) is to be used on general voting day for each neighbourhood constituency or municipal voting division.
- (3) The voting places under subsection (1) must be open on general voting day from 8 a.m. to 8 p.m. to all electors entitled to vote, subject to the restrictions regarding where a person may vote if municipal voting divisions or neighbourhood constituencies are established.

RS1979-290-95; 1993-54-10; 2014-19-55.

Additional general voting opportunities

- 96.** (1) A local government may, by bylaw,
- (a) establish or authorize the chief election officer to establish additional voting opportunities for general voting day, and
 - (b) designate the voting places and set the voting hours for these voting opportunities or authorize the chief election officer to do this.
- (2) As a limit on subsection (1), the voting hours established for an additional general voting opportunity must not extend later than 8 p.m. on general voting day.
- (3) The chief election officer must give notice of an additional general voting opportunity in any manner the chief election officer considers appropriate, including in the notice the date, place and voting hours for the voting opportunity.

RS1979-290-96; 1993-54-10.

Required advance voting opportunities

(RET)
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- 97.** (1) *Repealed.* [2008-5-26]
- (2) At least 2 advance voting opportunities must be held for an election by voting,
- (a) one on the 10th day before general voting day, and
 - (b) the other on another date which the local government must establish by bylaw.

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- (3) As an exception to subsection (2) in relation to a municipality or electoral area with a population of 5 000 or less, the local government may, by bylaw, provide that the advance voting opportunity referred to in subsection (2) (b) is not to be held for the municipality or electoral area.

- (4) Voting hours for the required advance voting opportunities must be from 8 a.m. to 8 p.m.

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- (5) As soon as practicable after the declaration of an election by voting, the chief election officer must designate voting places for the required advance voting opportunities.

(SUB)
Jun

- (6)

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At least 6 but not more than 30 days before a required advance voting opportunity, the chief election officer must give notice in accordance with section 44 [public notices] of

- (a) the date, location of the voting places and voting hours for the voting opportunity, and
- (b) the documents that will be required in order for a person to register as an elector at the time of voting.
- (c) *Repealed.* [2008-5-26]

(RET)
Mar
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RS1979-290-97; 1993-54-10; 1999-37-33; 2008-5-26; 2014-19-56.

Additional advance voting opportunities

98. (1) A local government may, by bylaw,
- (a) establish or authorize the chief election officer to establish dates for additional voting opportunities in advance of general voting day, and
 - (b) designate the voting places and set the voting hours for these voting opportunities or authorize the chief election officer to do this.
- (2) *Repealed.* [2008-5-27]
- (3) The chief election officer must give notice of an additional advance voting opportunity in any manner the chief election officer considers appropriate, including in the notice the date, place and voting hours for the voting opportunity.

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RS1979-290-98; 1993-54-10; 2008-5-27.

Special voting opportunities

99. (1) In order to give electors who may otherwise be unable to vote an opportunity to do so, a local government may, by bylaw, establish one or more special voting opportunities under this section.
- (2) A bylaw under subsection (1) may do one or more of the following for each special voting opportunity:
- (a) for the purpose referred to in subsection (1), establish restrictions on persons who may vote at the special voting opportunity;
 - (b) establish procedures for voting and for conducting the voting proceedings that differ from those established under other provisions of this Part;
 - (c) limit, or authorize the chief election officer to limit, the number of candidate representatives who may be present at the special voting opportunity;
 - (d) establish, or authorize the chief election officer to establish, the date and voting hours when and the place where the special voting opportunity is to be conducted.
- (3) At least one candidate representative is entitled to be present at a special voting opportunity for the election, with that candidate representative chosen by agreement of the candidates for that election or, failing such agreement, by the chief election officer.
- (4) The voting hours established under subsection (2) (d) for a special voting opportunity must not extend later than 8 p.m. on general voting day.
- (5) A special voting opportunity may be conducted at a location outside the boundaries of the municipality or electoral area for which the election is being held.
- (6) The chief election officer must give notice of a special voting opportunity in any manner the chief election officer considers will give reasonable notice to the

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electors who will be entitled to vote at it.

- (7) The notice of a special voting opportunity must include the following:
- (a) the date, the location and the voting hours for the special voting opportunity;
 - (b) any restrictions on who may vote at the special voting opportunity;
 - (c) any special procedures involved.

RS1979-290-99; 1993-54-10; 2014-19-57.

Mail ballot voting

100. (1) Subject to this section and any regulations under section 156, a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.

(RET)
Mar
05/08

(2) For a municipality, the only electors who may vote by mail ballot are

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- (b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

(3) For a regional district, the only electors who may be permitted to vote by mail ballot are

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- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,
- (b) if, for this purpose, a bylaw under subsection (1) specifies an area on the basis that it is remote from the voting places at which persons who reside in the specified area are entitled to vote, persons who reside in that specified area, and

(RET)
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05/08

- (c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

(4) A bylaw under subsection (1) may

- (a) establish procedures for voting and registration that differ from those established under other provisions of this Part, and
- (b) establish, or authorize the chief election officer to establish, time limits in relation to voting by mail ballot.

(5) The chief election officer must give notice of an opportunity to vote by mail ballot in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote by this means.

(6) The procedures for voting by mail ballot must require the chief election officer to keep sufficient records so that challenges of an elector's right to vote may be made in accordance with the intent of section 116.

(7) Mail ballot packages must contain the following:

- (a) the ballot or ballots to which an elector is entitled;
- (b) a secrecy envelope that has no identifying marks, in which the ballots are to be returned;
- (c) a certification envelope on which is printed the information referred to in subsection (8) for completion by the person voting, in which the secrecy envelope is to be placed;
- (d) an outer envelope on which is printed the address of the chief election officer at the local government offices and in which the envelopes under paragraphs (b) and (c) and, if applicable, the registration application under paragraph (e) are to be returned;
- (e)

if permitted by the bylaw under subsection (1), an application for registration as an elector, to be completed if necessary and returned in the outer envelope;

- (f) instructions as to how to vote by mail ballot.
- (8) The certification envelope must be printed
 - (a) with spaces in which the person voting is to record his or her full name and residential address, and
 - (b) with a statement to be signed by the person voting declaring that the person
 - (i) is entitled to be registered as an elector for the election,
 - (ii) is entitled to vote by mail ballot, and
 - (iii) has not previously voted in the election and will not afterwards vote again in the election.
- (9) In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit.
RS1979-290-100; 1993-54-10; 2008-5-28; 2014-19-58.

Part 3: Division 10 Arrangements for Voting

Voting places

- 101. (1) So far as reasonably possible, voting places must be easily accessible to persons who have a physical disability or whose mobility is impaired.
- (SUB) May 29/14 (2) A voting place for a required general voting opportunity must not be outside the boundaries of the municipality or electoral area for which the election is being held unless one of the following circumstances applies:
 - (a) at least one voting place for that voting opportunity is within the boundaries;
 - (b) there are no facilities as described in subsection (1) available within the boundaries, or there are facilities outside the boundaries that are more accessible as described in that subsection;
 - (c) the chief election officer considers that the location will be more convenient for a majority of electors of the municipality or electoral area.
- (SUB) May 29/14 (3) A voting place for an additional general voting opportunity or for an advance voting opportunity may be outside the boundaries of the municipality or electoral area for which the election is being held.
RS1979-290-101; 1993-54-10; 2014-19-59.

Use of voting machines

- 102. (1) A local government may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election, subject to any requirements, limits and conditions established by regulation under section 156.
- (2) A bylaw under subsection (1) must include the following:
 - (a) procedures for how to vote, to be used in place of those established by section 119;
 - (b) the form of ballot, if this is to be different from the form of ballot otherwise required by this Act;
 - (c)

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procedures, rules and requirements regarding the counting of votes, if these are to be different from those established by Division 13 of this Part.

(AM)
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01/07

- (3) If a bylaw under subsection (1) includes only provisions referred to in subsection (2), to the extent there is an inconsistency between the procedures, rules and requirements established by the bylaw and the procedures, rules and requirements established under this Part, the bylaw prevails.

(AM)
Dec
01/07

- (4) If a bylaw under subsection (1) includes provisions other than those referred to in subsection (2) and is approved by the minister, to the extent that there is an inconsistency between the procedures, rules and requirements established by the bylaw and the procedures, rules and requirements established under this Part, the bylaw prevails.

RS1979-290-102; 1993-54-10; 1999-37-34; 2007-14-201 (B.C. Reg. 354/2007).

Municipal voting divisions

(SUB)
Jun
29/99

- 103.** (1) A council may, by bylaw,

- (a) establish municipal voting divisions, or
- (b) authorize the designated municipal officer or chief election officer to establish municipal voting divisions.

(SUB)
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- (2) The authority under subsection (1) is subject to any requirements, limits and conditions established by regulation under section 156.

(SUB)
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- (3) Subject to subsection (4), if municipal voting divisions are established,

- (a) electors who reside in a municipal voting division, and
- (b) electors who are non-resident property electors in relation to property within the voting division

may vote on general voting day only at the voting place specified for that voting division.

(SUB)
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- (4) The restriction under subsection (3) does not apply to voting at an additional general voting opportunity or a special voting opportunity.

- (5) The notice of election under section 77 must include the following additional information if municipal voting divisions are established:

- (a) that municipal voting divisions will be used in the election;
- (b) that electors residing in a municipal voting division or who are non-resident property electors in relation to property within that voting division will be entitled to vote on general voting day only at the voting place specified for the voting division unless they are voting at an additional general voting opportunity or a special voting opportunity, if any is offered;
- (c) either
 - (i) the boundaries of each municipal voting division and the voting place for each division, or
 - (ii) how electors can obtain information as to where they are entitled to vote on general voting day.

- (6) The chief election officer may provide additional notice to electors in a municipal voting division of the voting place where they are entitled to vote.

RS1979-290-103; 1993-54-10; 1994-52-63; 1998-34-28; 1999-37-35.

Form of ballots

- 104.** (1) The chief election officer must establish the form of ballots to be used in an election.
- (2) Without limiting subsection (1), the chief election officer may do either or both of the following:
- (a) determine that composite ballots are to be used, on which an elector's votes on 2 or more elections may be indicated;
 - (b) determine that ballots are to be in the form of a ballot set, in which ballots for more than one election are packaged together.
- RS1979-290-104; 1993-54-10.

**What must and must not
be included on a ballot**

- (SUB)
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- 105.** (1) A ballot for an election must include the following:
- (a) instructions as to the number of candidates to be elected to the office;
 - (b) instructions as to the appropriate mark to make a valid vote for a candidate;
 - (c) the full name of each candidate or, if a candidate specified a different usual name in the nomination documents, this usual name;
 - (d) if applicable, the name, abbreviation or acronym of the endorsing elector organization for a candidate, as shown on the endorsement documents for the candidate.
- (SUB)
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- (2) As an exception to subsection (1) (d), if the name, abbreviation or acronym referred to in that paragraph is too long to be reasonably accommodated on the ballot, the chief election officer may, after consulting with the authorized principal official of the elector organization, use a shorter name, abbreviation or acronym that, in the opinion of the chief election officer, identifies the elector organization.
- (3) A ballot for an election must not include any of the following:
- (a) an indication that a candidate is holding or has held an elected office;
 - (b) a candidate's occupation;
 - (c) an indication of a title, honour, degree or decoration received or held by a candidate.
- RS1979-290-105; 1993-54-10; 2014-19-60.

Order of names on ballot

- 106.** (1) Unless a bylaw under section 107 is adopted,
- (a) the names of the candidates must be arranged alphabetically by their surnames, and
 - (b) if 2 or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their first given names.
- (2) If 2 or more candidates
- (a) have the same surnames and given names, or
 - (b) have names so similar that, in the opinion of the chief election officer, they are likely to cause confusion,
- the chief election officer, after receiving the approval of these candidates, may include on the ballot additional information to assist the electors to identify the candidates, subject to the restrictions under section 105 (3).
- (3) The chief election officer's decision on the order of names on a ballot is final.

**Order of names on ballot
determined by lot**

- 107.** (1) A local government may, by bylaw, permit the order of names on a ballot to be determined by lot in accordance with this section.
- (2) The chief election officer must notify all candidates as to the date, time and place when the determination is to be made.
- (3) The only persons who may be present at the determination are the candidates, or their official agents, and any other persons permitted to be present by the chief election officer.
- (4) The procedure for the determination is to be as follows:
- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
 - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
 - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - (d) the chief election officer is to direct a person who is not a candidate or candidate representative to withdraw the papers one at a time;
 - (e) the name on the first paper drawn is to be the first name on the ballot, the name on the second paper is to be the second, and so on until the placing of all candidates' names on the ballot has been determined.

RS1979-290-107; 1993-54-10.

Ballot boxes

- 108.** (1) Ballot boxes for an election may be any box or other appropriate receptacle that is constructed so that ballots can be inserted but not withdrawn unless the ballot box is opened.
- (2) Separate ballot boxes must be used for each of the following:
- (a) ballots used to vote at required general voting opportunities;
 - (b) ballots used to vote at additional general voting opportunities;
 - (c) ballots used to vote at advance voting opportunities;
 - (d) ballots used to vote at special voting opportunities;
 - (e) mail ballots used to vote.
- (3) A ballot box used at one type of voting opportunity referred to in subsection (2) (a) to (e) may be used again at another voting opportunity of the same type.

RS1979-290-108; 1993-54-10.

Part 3: Division 11 Conduct of Voting Proceedings

**Persons who must be
present at voting places**

- 109.** (1)

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- A presiding election official and at least one other election official must be present at all times at each voting place during voting hours, except during a suspension of voting under section 122.
- (2) If an election official does not attend at a voting place as expected, the presiding election official may appoint a person as an election official in the missing person's place, whether or not this authority has already been given under this Part.

RS1979-290-109; 1993-54-10; 2007-14-201 (B.C. Reg. 354/2007).

Persons who may be present at voting places

- 110.** (1) Except as provided in this section, a person must not be present at a voting place while voting proceedings are being conducted.
- (2) The following persons may be present at a voting place while voting proceedings are being conducted:
- (a) persons who are present for the purpose of voting and persons in the care of those persons;
 - (b) persons assisting under section 48 or 121;
 - (c) election officials;
 - (d) the official agent of a candidate in the election and, for each ballot box in use at that time for receiving ballots for that election, one scrutineer for each candidate, unless a bylaw under subsection (3) permits more to be present;
 - (e) other persons permitted to be present by the presiding election official.
- (3) A local government may, by bylaw, permit more than one scrutineer for each candidate to be present for each ballot box in use at a voting place while voting proceedings are being conducted, subject to any restrictions and conditions specified in the bylaw.
- (4) Other than for the purpose of voting, a candidate must not be present at a voting place or special voting opportunity while voting proceedings are being conducted.
- (5) Other than a person attending to vote, a person in the care of a person attending to vote or a peace officer assisting the presiding election official under section 46, each person present at a voting place while voting proceedings are being conducted and each candidate representative present at a special voting opportunity must make a solemn declaration to preserve the secrecy of the ballot in accordance with section 113.

RS1979-290-110; 1993-54-10.

Sealing of ballot boxes containing ballots

- 111.** (1) Before a ballot box is used for ballots, the presiding election official, in the presence of at least one witness, must inspect the ballot box to ensure that it is empty and seal it in such a manner that it cannot be opened without breaking the seal.
- (2) After a ballot box is used for ballots, the presiding election official must seal it at the following times in a manner to prevent the addition or withdrawal of ballots:
- (a) at the close of voting at a voting opportunity;
 - (b) between each addition of mail ballots;
 - (c)

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- if the ballot box becomes full while voting proceedings are being conducted;
- (d) if voting proceedings are suspended under section 122 or adjourned under section 47.
- (3) In addition to sealing by the presiding election official, candidate representatives are entitled to add their seals for the purposes of this section.
- (4) Unless it is to be used again in accordance with section 108 (3), a ballot box that has been sealed under this section must remain sealed and unopened until the ballots are to be counted under Division 13 of this Part.
- (5) Before a ballot box sealed under subsection (2) is to be used again in the election, the presiding election official must remove the seal in the presence of at least one witness.

RS1979-290-111; 1993-54-10.

Time for voting extended

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- 112.** (1) If the start of voting at a place, as set under this Part, is delayed and the presiding election official considers that a significant number of electors would not be able to vote without an extension under this section, that election official may extend the time for the close of the voting but the extension must not permit voting for a longer length of time than would have been permitted had voting not been delayed.

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- (2) If, at the time set under this Part for the close of voting at a place, there are electors waiting in or in line outside the place in order to vote, those electors are entitled to vote and the ballot box must remain unsealed until their ballots are deposited.
- (3) No electors other than those referred to in subsection (2) are entitled to vote after the end of the set closing time.
- (4) The decision of the presiding election official as to who is or who is not entitled to vote under subsection (2) is final and may not be the basis of an application under section 143.
- (5) The presiding election official must notify the chief election officer as soon as possible of any extension of voting under this section.

RS1979-290-112; 1993-54-10; 2007-14-201 (B.C. Reg. 354/2007).

Part 3: Division 12 Voting

Voting to be by secret ballot

- 113.** (1) Voting at an election must be by secret ballot.
- (2) Each person present at a place at which an elector exercises the right to vote, including persons present to vote, and each person present at the counting of the vote must preserve the secrecy of the ballot and, in particular, must not do any of the following:
- (a) interfere with a person who is marking a ballot;
- (b) attempt to discover how another person voted;
- (c) communicate information regarding how another person voted or marked a ballot;

- (d) induce a person, directly or indirectly, to show a ballot in a way that reveals how the person voted.
- (3) The chief election officer must ensure that each voting place has at least one area that is arranged in such a manner that electors may mark their ballots screened from observation by others and without interference.
- (4) An elector may not be required in any legal proceedings to reveal how he or she voted in an election.

RS1979-290-113; 1993-54-10.

Each elector may vote only once

- 114.** (1) A person must not vote more than once in the same election.
- (2) For the purpose of ensuring compliance with subsection (1), the presiding election official must ensure that a record is maintained of all persons who receive ballots at the voting proceedings for which the presiding election official is responsible.

RS1979-290-114; 1993-54-10.

**Requirements before elector
may be given a ballot to vote**

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- 115.** (1) A person must meet the following basic requirements in order to obtain a ballot:
- (a) if the person is not shown on the list of registered electors as having registered in advance, the person must register in accordance with section 57 or 57.1;
 - (b) if the person is shown on the list of registered electors as having registered in advance, the person must sign a written declaration that he or she
 - (i) is entitled to vote in the election, and
 - (ii) has not voted before in the same election;
 - (c) the person must sign the list of registered electors or the voting book, as directed by the presiding election official, giving
 - (i) the person's name,
 - (ii) the person's present residential address, and
 - (iii) if the person is a non-resident property elector, the address of the real property in relation to which the person is voting.
- (2) As applicable, the following additional requirements must be met in order to obtain a ballot:
- (a) *Repealed.* [2008-5-29]
- (b) at a special voting opportunity, the person must also sign a written declaration that he or she is entitled to vote at that time and stating the circumstances that entitle the person to vote;
 - (c) if the person is challenged under section 116, the person must also meet the requirements of subsection (3) of that section;
 - (d) if it appears that another person has already voted in that person's name, the person must also meet the requirements of section 117 (2);
 - (e) if the person requires assistance to mark the ballot, the requirements of section 121 (3) must also be met.
- (3) Once the requirements of subsections (1) and (2) have been met, the election official must give the elector the ballot or ballots to which that elector is entitled.
- (4) A person who does not meet the requirements of subsections (1) and (2) is not
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entitled to vote and must not be given a ballot.

- (5) A voting book or list of registered electors may be prepared in such a manner that all the applicable requirements of subsection (1) or (2), or both, may be met by entries on the voting book or list of registered electors.

RS1979-290-115; 1993-54-10; 1994-52-64; 1999-37-36; 2008-5-29.

Challenge of elector

- 116.** (1) A person's right to vote may be challenged in accordance with this section at any time during the procedures under section 115 (1) and (2) to obtain a ballot up until the time the person receives the ballot.

- (2) A challenge may be made

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- (a) only in person by an election official, a candidate representative or an elector of the municipality or electoral area for which the election is being held, and
- (b) only on the basis that the person proposing to vote
- (i) is not entitled to vote, or
- (ii) has contravened section 151 (3).

- (3) In order to receive a ballot, a person whose right to vote has been challenged must either

- (a) provide evidence satisfactory to the presiding election official that the person is entitled to vote, or
- (b) make a solemn declaration before the presiding election official as to the person's entitlement to vote.

- (4) The solemn declaration required by subsection (3) (b) must state that the person

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- (a) meets all the qualifications to be registered as an elector of the municipality or electoral area,
- (b) is either registered as an elector of that municipality or electoral area or is applying at this time to be registered,
- (c) is in fact the person under whose name the person is registered or registering as an elector,
- (d) has not contravened section 151, and
- (e) has not voted before in the same election and will not vote again in the same election.

- (5) The presiding election official must keep a record indicating

- (a) that the person was challenged,
- (b) the name of the person who made the challenge, and
- (c) how the person challenged satisfied the requirement of subsection (3).

RS1979-290-116; 1993-54-10; 2014-19-61.

If another person has already voted under an elector's name

- 117.** (1) This section applies if an elector meets the requirements of section 115 but the voting book or list of registered electors indicates that another person has already voted using the name of the elector.

- (2) In order to obtain a ballot, the person asserting the right to vote as the named elector must either

- (a) provide evidence satisfactory to the presiding election official that the person is the named elector, or
- (b) make a solemn declaration described in section 116 (4) as to the person's entitlement to vote as the named elector.

- (3) The presiding election official must keep a record indicating

- (a) that a second ballot was issued in the name of the elector, and
- (b) any challenge under section 116 of the person who obtained the second ballot.

RS1979-290-117; 1993-54-10.

Replacement of spoiled ballot

- 118.** (1) If an elector unintentionally spoils a ballot before it is deposited in a ballot box, the elector may obtain a replacement ballot by giving the spoiled ballot to the presiding election official.
- (2) The presiding election official must immediately mark as spoiled a ballot replaced under subsection (1) and retain the spoiled ballot for return to the chief election officer.

RS1979-290-118; 1993-54-10.

How to vote by ballot

- 119.** (1) After receiving a ballot, an elector must
- (a) proceed without delay to a voting compartment provided,
 - (b) while the ballot is screened from observation, mark it by making a cross in the blank space opposite the name of the candidate or candidates for whom the elector wishes to vote,
 - (c) fold the ballot to conceal all marks made on it by the elector,
 - (d) leave the voting compartment without delay,
 - (e) deposit the ballot in the appropriate sealed ballot box, and
 - (f) leave the voting place without delay.
- (2) An election official may and, if requested by the elector, must explain to an elector the proper method for voting by ballot.

RS1979-290-119; 1993-54-10.

One person to a voting compartment

- 120.** (1) While an elector is in a voting compartment to mark a ballot, no other person may observe or be in a position to observe the ballot being marked.
- (2) As exceptions to subsection (1),
- (a) a person assisting an elector under section 121 may be present with the elector, and
 - (b) if the presiding election official permits, a person who is in the care of an elector may be present with the elector.

RS1979-290-120; 1993-54-10.

Persons needing assistance to mark their ballots

- 121.** (1) This section applies to electors who are unable to mark a ballot because of physical disability or difficulties with reading or writing.
- (2)

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An elector referred to in subsection (1) may be assisted in voting by an election official or by a person accompanying the elector.

- (3) In order to receive a ballot to be marked under this section, the following requirements must be met:
 - (a) the person assisting must sign a written statement giving
 - (i) the assisting person's name and residential address,
 - (ii) the name and residential address of the elector being assisted, and
 - (iii) if the elector being assisted is a non-resident property elector, the address of the real property in relation to which the elector is voting;
 - (b) a person who is not an election official must make a solemn declaration before the presiding election official that the person will
 - (i) preserve the secrecy of the ballot of the elector being assisted,
 - (ii) mark the ballot in accordance with the wishes of the elector, and
 - (iii) refrain from attempting in any manner to influence the elector as to how the elector should vote;
 - (c) if assistance is needed because the elector needs a translator to be able to read the ballot and the instructions for voting, the person assisting must make a solemn declaration in accordance with section 48 (3).
- (4) The person assisting must accompany the elector to the voting compartment or other place to be used for voting, must mark the ballot in accordance with the directions of the elector and may, in the presence of the elector, fold the ballot and deposit it in the ballot box.
- (5) Candidates, candidate representatives and financial agents must not assist in marking a ballot.
- (6) A person does not vote by assisting under this section.

RS1979-290-121; 1993-54-10; 1994-52-65.

Persons unable to enter a voting place

- 122.** (1) This section applies to electors who come to a voting place to vote but who are unable to enter the voting place because of physical disability or impaired mobility.
- (2) An elector referred to in subsection (1) may request to vote at the nearest location to the voting place to which the elector has access.
- (3) If a request is made, the presiding election official or another election official designated by the presiding election official must attend the elector at the nearest location to the voting place for the purpose of allowing the elector to meet the requirements under section 115 to obtain a ballot.
- (4) The election official must ensure that the elector's marked ballot is placed in the appropriate ballot box, taking whatever steps the official considers necessary to maintain the secrecy of the ballot.
- (5) The presiding election official may temporarily suspend voting proceedings in order to allow an elector to vote under this section.
- (6) The presiding election official may have separate ballot boxes available for the purposes of this section, and these ballot boxes are not to be considered to be ballot boxes in use for the purposes of determining the number of candidate representatives who may be present at a voting place under section 110.

RS1979-290-122; 1993-54-10.

Part 3: Division 13 Counting of the Vote

When and where counting is to be done

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- 123.** (1) The counting of the votes on ballots for an election must not take place until the close of general voting for the election, but must take place as soon as practicable after this time.
- (2) The counting of the votes on ballots used for general voting is to be conducted at the voting place where the ballot boxes containing them are located unless the chief election officer directs that the counting is to take place at another location.
- (3) The counting of the votes on ballots other than those referred to in subsection (2) is to be conducted at a place specified by the chief election officer.
- (4) The chief election officer must notify the candidates in an election of any place other than a voting place referred to in subsection (2) at which the counting of the votes for the election is to be conducted.

RS1979-290-123; 1993-54-10; 2014-19-62.

Who may be present at counting

- 124.** (1) A presiding election official and at least one other election official must be present while counting proceedings are being conducted.
- (2) Candidates in an election are entitled to be present when counting proceedings for the election are being conducted.
- (3) For each place where the votes on ballots for an election are being counted, at each location within that place where ballots are being considered, one candidate representative for each candidate in the election is entitled to be present.
- (4) Persons other than those referred to in subsections (2) and (3) and election officials taking part in the counting may not be present when counting proceedings are being conducted, unless permitted by the presiding election official.

RS1979-290-124; 1993-54-10.

Who does the counting

- 125.** (1) The counting of the votes on ballots for an election must be conducted by the presiding election official or, except as limited by subsection (2), by other election officials under the supervision of the presiding election official.
- (2) The presiding election official must personally deal with all ballots rejected under section 129 or objected to under section 130.

RS1979-290-125; 1993-54-10.

Opening of ballot boxes

- 126.** (1) As the first step in the counting of the votes on ballots in a ballot box, the ballot box is to be opened by an election official in the presence of at least one witness.
- (2) If the seals on a ballot box are not intact when it is opened under subsection (1),
- (a) the ballots in the ballot box must not be combined under section 127, and

- (b) the ballots in the ballot box must be counted separately and a separate ballot account and separate ballot packages for the ballots must be prepared.

RS1979-290-126; 1993-54-10.

**Combination of ballots
for counting**

- 127.** (1) After ballot boxes are opened under section 126, the ballots in them may be combined in accordance with this section.
- (2) The election official responsible for the counting may combine ballots in different ballot boxes together in a single ballot box as follows:
- (a) ballots in a ballot box used at a required general voting opportunity may be combined with ballots in other ballot boxes used at the same required general voting opportunity;
 - (b) ballots in a ballot box used at an additional general voting opportunity may be combined with ballots in other ballot boxes used at the same or another additional general voting opportunity;
 - (c) ballots in a ballot box used at an advance voting opportunity may be combined with ballots in other ballot boxes used at the same or another advance voting opportunity;
 - (d) ballots in a ballot box used for a special voting opportunity may be combined with ballots in other ballot boxes used at the same or another special voting opportunity;
 - (e) ballots in a ballot box used for mail ballots may be combined with ballots in other ballot boxes used for mail ballots;
 - (f) if some of the ballots in a ballot box are for a different election than the one for which the ballot box was intended, the election official may combine the ballots that do not belong in the ballot box with ballots in the appropriate ballot box.
- (3) For the purpose of preserving the secrecy of the ballot, if there would be fewer than 25 ballots in a ballot box after combination under subsection (2), the presiding election official may combine those ballots with ballots in any other ballot box.
- (4) Except for combination under this section,
- (a) the votes on each class of ballots referred to in subsection (2) must be counted separately from the votes on ballots in any other class, and
 - (b) a separate ballot account under section 131 and separate ballot packages under section 132 must be prepared for each class of ballots referred to in subsection (2).

RS1979-290-127; 1993-54-10.

Procedures for counting

- 128.** (1) All ballots in each ballot box must be considered in accordance with this section.
- (2) As each ballot for an election is considered, it must be placed in such a manner that the persons present at the counting are able to see how the ballot is marked.
- (3) Unless rejected under section 129 (4), a mark referred to in section 129 (1) on a ballot for an election must be accepted and counted as a valid vote.
- (4) Counting must proceed as continuously as is practicable and the votes must be recorded.

- (5) The presiding election official must endorse ballots to indicate the following as applicable:
 - (a) that the ballot was rejected under section 129 in relation to an election;
 - (b) that the rejection of the ballot was objected to under section 130;
 - (c) that a mark on the ballot was accepted as a valid vote but the acceptance was objected to under section 130.
- (6) An endorsement under subsection (5) must be made at the time the presiding election official considers the ballot and in such a manner that it does not alter or obscure the elector's marking on the ballot.

RS1979-290-128; 1993-54-10.

**Rules for accepting votes
and rejecting ballots**

- 129.** (1) The following are marks that are to be accepted and counted as valid votes for an election unless the ballot is rejected under subsection (4):
- (a) a mark of the type required by section 119 (1) (b);
 - (b) a tick mark that is placed in the location required by section 119 (1) (b);
 - (c) a mark of the type required by section 119 (1) (b) that is out of or partly out of the location on the ballot in which it is required to be put by that provision, as long as the mark is placed in such a manner as to indicate clearly the intent of the elector to vote for a particular candidate;
 - (d) a tick mark that is placed as described in paragraph (c).
- (2) A mark on a ballot other than a mark referred to in subsection (1) must not be accepted and counted as a valid vote.
- (3) If a ballot is in the form of a composite ballot under section 104 (2) (a), for the purposes of subsections (1) and (2) of this section each portion of the ballot that deals with a single election is to be considered a separate ballot.
- (4) Ballots must be rejected as invalid in accordance with the following:
- (a) a ballot must be rejected in total if it appears that the ballot physically differs from the ballots provided by the chief election officer for the election;
 - (b) a ballot must be rejected in total if there are no marks referred to in subsection (1) on it;
 - (c) a ballot must be rejected in total if the ballot is uniquely marked, or otherwise uniquely dealt with, in such a manner that the elector could reasonably be identified;
 - (d) a ballot must be rejected in total if more than one form of mark referred to in subsection (1) is on the ballot;
 - (e) a ballot is to be rejected in relation to an election if there are more marks referred to in subsection (1) for the election on the ballot than there are candidates to be elected.
- (5) In the case of a ballot that is part of a ballot set under section 104 (2) (b), the ballot is not to be rejected under subsection (4) (a) solely on the basis that the ballot is part of an incomplete ballot set or that the ballot has become separated from its ballot set.

RS1979-290-129; 1993-54-10.

**Objections to the acceptance of
a vote or the rejection of a ballot**

- 130.** (1) A candidate or candidate representative may object to a decision to accept a vote or reject a ballot, with the objection recorded in accordance with section 128 (5) and (6).
- (2) An objection must be made at the time the ballot is considered.
- (3) The decision of the presiding election official regarding the acceptance of a vote or the rejection of a ballot may not be challenged except as provided in this section and the decision may only be changed by the chief election officer under section 135 or on a judicial recount.

RS1979-290-130; 1993-54-10.

Ballot account

- 131.** (1) Once all counting at a place is completed, ballot accounts for each election must be prepared in accordance with this section and signed by the presiding election official.
- (2) A ballot account must include the following:
- (a) the office to be filled by the election;
 - (b) the number of valid votes for each candidate in the election;
 - (c) the number of ballots received by the presiding election official from the chief election officer for use at the voting opportunity;
 - (d) the number of ballots given to electors at the voting opportunity;
 - (e) the number of ballots for which marks were accepted as valid votes for the election without objection;
 - (f) the number of ballots for which marks were accepted as valid votes, subject to an objection under section 130;
 - (g) the number of ballots rejected as invalid without objection;
 - (h) the number of ballots rejected as invalid, subject to an objection under section 130;
 - (i) the number of spoiled ballots that were cancelled and replaced under section 118;
 - (j) the number of unused ballots;
 - (k) the number of ballots added under section 127 (3) to the ballots for which the ballot account is prepared;
 - (l) the number of ballots not accounted for.
- (3) A copy of the ballot account must be prepared and signed by the presiding election official and included with the election materials under section 133.

RS1979-290-131; 1993-54-10.

Packaging of ballots

- 132.** (1) The presiding election official, or an election official under the supervision of the presiding election official, must separately package each of the following classes of ballots for delivery to the chief election officer:
- (a) ballots that were rejected in total, subject to an objection regarding the rejection;

- (b) ballots that were rejected in part, subject to an objection regarding the rejection or regarding the acceptance of a vote;
 - (c) ballots that were subject to an objection regarding the acceptance of a vote, unless included in a package under paragraph (b);
 - (d) ballots that were rejected in total without objection;
 - (e) ballots that were rejected in part without objection to the rejection or the acceptance of a vote;
 - (f) ballots for which all votes were accepted without objection;
 - (g) spoiled ballots that were cancelled and replaced under section 118;
 - (h) unused ballots.
- (2) Each ballot package must be clearly marked as to its contents and sealed by the presiding election official.
 - (3) Candidates and candidate representatives present at the proceedings are entitled to add their seals to a ballot package.
 - (4) If ballot boxes are used as ballot packages, they must be sealed in accordance with section 111.

RS1979-290-132; 1993-54-10.

Delivery of election materials to chief election officer

- 133.** (1) After the ballot accounts are completed and the sealed ballot packages prepared, the following must be placed in ballot boxes from which the counted ballots were taken:
- (a) the sealed ballot packages, if these are not ballot boxes themselves;
 - (b) the copy of the ballot account prepared under section 131 (3);
 - (c) the voting books;
 - (d) any copies of the list of registered electors used for the purposes of voting proceedings;
 - (e) any records required under this Part to be made during voting proceedings;
 - (f) any stubs for ballots given to electors;
 - (g) any solemn declarations taken and any signed written statements required under this Part in relation to voting proceedings.
- (2) The ballot boxes in which the election materials are placed must be sealed in accordance with section 111 and must not be opened until after the declaration of the results of the election under section 136 except by the chief election officer for the purposes of section 135 (4).
- (3) If votes for an election are counted at more than one place, the presiding election official must deliver to the chief election officer, in the manner instructed by the chief election officer, the original of the ballot account, the sealed ballot boxes and all other ballot boxes in the custody of the presiding election official.

RS1979-290-133; 1993-54-10; 2007-14-201 (B.C. Reg. 354/2007).

Preliminary election results

- 134.** (1) The chief election officer may announce preliminary results of an election before the determination under section 135 is completed.
- (2) Preliminary results must be based on the ballot accounts prepared under section 131, determined by calculating the total number of valid votes for each candidate

in the election as reported on the ballot accounts.
RS1979-290-134; 1993-54-10.

**Determination of official
election results**

- 135.** (1) As the final counting proceeding subject to a judicial recount, the chief election officer must determine the results of an election in accordance with this section.
- (2) The chief election officer must notify the candidates in an election of the date, time and place when the determination is to be made and the candidates are entitled to be present when those proceedings take place.
- (3) The chief election officer must begin the determination by reviewing the ballot accounts or by having them reviewed by election officials authorized by the chief election officer.
- (4) The chief election officer may verify the results indicated by a ballot account by counting the votes on all or some of the ballots for the election, including reviewing the decision of a presiding election official regarding the acceptance of some or all of the votes or the rejection of some or all of the ballots.
- (5) The chief election officer may be assisted in counting under subsection (4) by other election officials, but must personally make all decisions regarding the acceptance of votes or the rejection of ballots that were subject to objection under section 130.
- (6) The chief election officer may reverse a decision of another election official regarding the acceptance of a vote or the rejection of a ballot made at the original consideration of the ballot and, if this is done, the chief election officer must endorse the ballot with a note of the reversal.
- (7) The chief election officer or an election official authorized by the chief election officer must either mark on the original ballot accounts any changes made under this section or prepare a new ballot account of the results of the counting under subsection (4).
- (8) On the basis of the ballot accounts, as amended or prepared under subsection (7) if applicable, the chief election officer must prepare a statement of the total number of votes for each candidate in the election.
- (9) A decision of the chief election officer under this section may only be changed on a judicial recount.
- (10) If a ballot box or ballot package is opened for the purposes of subsection (4), the contents must be replaced and it must be resealed during any adjournment and at the end of the review of the contents.

RS1979-290-135; 1993-54-10.

**Declaration of official
election results**

- 136.** (1) Before 4 p.m. on the fourth day following the close of general voting, the chief election officer must declare the results of the election as determined under section 135.
- (2) The results must be declared as follows:
- (a) in the case of an election for an office to which one person is to be elected, the chief election officer must declare elected the candidate who received the highest number of valid votes for the office;
- (b) in the case of an election for an office to which more than one person is to be elected, the chief election officer must declare elected the candidates who received the highest number of valid votes for the office, up to the

number of candidates to be elected.

- (3) As an exception, if a candidate cannot be declared elected because there is an equality of valid votes for 2 or more candidates, the chief election officer must declare that the election is to be referred to a judicial recount.

RS1979-290-136; 1993-54-10.

**When elected candidates
may take office**

(AM)
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- 137.** (1) A candidate declared elected under section 136 is not entitled to make the oath of office until the time period for making an application for a judicial recount has ended.
- (2) If an application for a judicial recount of an election is made, a candidate declared elected in the election is not entitled to make the oath of office until the recount has been completed and the candidate's election has been confirmed unless permitted by the court under subsection (3).
- (3) The Provincial Court may, on application, authorize a candidate who has been declared elected to make the oath of office if the court is satisfied that the candidate's election will not be affected by the results of the judicial recount.

RS1979-290-137; 1993-54-10; 1998-34-29; 2003-52-179 (B.C. Reg. 465/2003).

Part 3: Division 14 Judicial Recount

Application for judicial recount

- 138.** (1) An application may be made in accordance with this section for a judicial recount, to be undertaken by the Provincial Court, of some or all of the votes in an election.
- (2) Except as provided in subsection (5), an application may only be made on one or more of the following bases:
- (a) that votes were not correctly accepted or ballots were not correctly rejected as required by the rules of section 129;
- (b) that a ballot account does not accurately record the number of valid votes for a candidate;
- (c) that the final determination under section 135 did not correctly calculate the total number of valid votes for a candidate.
- (3) The time period during which an application may be made is limited to the time between the declaration of official election results under section 136 and 9 days after the close of general voting.
- (4) The application may only be made by
- (a) an elector of the municipality or electoral area for which the election was held,
- (b) a candidate in the election or a candidate representative of a candidate in the election, or
- (c) the chief election officer.
- (5) An application must be made by the chief election officer if, at the end of the determination of official election results under section 135, a candidate cannot be declared elected because there is an equality of valid votes for 2 or more candidates.
- (6) The document commencing an application must set out briefly the facts on which the application is based and must be supported by affidavit as to those facts.

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- (7) At the time an application is commenced, a time must be set for the recount that is adequate to allow the court to complete the recount within the time limit set by section 139.
 - (8) The person making the application must notify affected persons
 - (a) by immediately notifying the chief election officer and the affected candidates in the election, if any, that a judicial recount will be conducted at the time set under subsection (7), and
 - (b) within 24 hours of filing the document commencing the application, by delivering to these persons copies of that document, the accompanying affidavit and a notice of the time for the recount.
- RS1979-290-138; 1993-54-10; 2014-19-63.

Judicial recount procedure

- 139.** (1) A judicial recount must be conducted in accordance with this section and completed by the end of 13 days after the close of general voting.
- (2) The person who made the application for the recount, the chief election officer, the candidates in the election and the official agents and counsel of the candidates are entitled to be present at a judicial recount and other persons may be present only if permitted by the court.
 - (3) The chief election officer must bring to the recount all ballot accounts used for the determination of official election results under section 135 and the ballot boxes containing the ballots for which the recount is requested.
 - (4) In conducting a recount, the court must open the ballot boxes containing the ballots for which the recount is requested, count those ballots in accordance with sections 128 and 129 and confirm or change the ballot accounts in accordance with the counting.
 - (5) In its discretion, the court may count other ballots in addition to those for which the recount was requested and, for this purpose, may require the chief election officer to bring other ballot boxes.
 - (6) The court may appoint persons to assist in the recount.
 - (7) As exceptions to the obligation to conduct a recount in accordance with the other provisions of this section,
 - (a) if the person who made the application for the recount, the chief election officer and the candidates present at the recount agree, the court may restrict the ballots to be recounted as agreed by these persons at that time, or
 - (b) if the court determines on the basis of the ballot accounts that the results of a recount of the ballots, if it were conducted, would not materially affect the results of the election, the court may confirm the results of the election and take no further action under this section.
 - (8) Unless otherwise directed by the court, the ballot boxes at a judicial recount must remain in the custody of the chief election officer.
 - (9) During a recess or adjournment of a judicial recount and after the completion of the judicial recount, the ballot boxes must be resealed in accordance with section 111 by the person having custody of them and may be additionally sealed by other persons present.

RS1979-290-139; 1993-54-10.

Results of judicial recount and orders as to costs

- 140.** (1)

At the completion of a judicial recount, the court must declare the results of the election.

- (2) The results declared under subsection (1) or following a determination by lot under section 141 are final, subject only to a declaration under section 145 that the election was invalid, and may not be appealed.
- (3) All costs, charges and expenses of and incidental to an application for judicial recount, including the recount and any other proceedings following from the application, must be paid by the local government, the applicant and the persons notified of the application under section 138 (8), or any of them, in the proportion the court determines.
- (4) At the conclusion of a judicial recount, the court must make an order for the purposes of subsection (3) having regard to any costs, charges or expenses that, in the opinion of the court, were caused by vexatious conduct, unfounded allegations or unfounded objections on the part of the applicant or the persons who were given notice.
- (5) In relation to subsection (3), the court may order that the costs be determined in the same manner as costs within the meaning of the Supreme Court Civil Rules.

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RS1979-290-140; 1993-54-10; 2010-6-71.

**Determination of results by lot
if tie vote after judicial recount**

- 141.** (1) A local government may, by bylaw, provide that, if at the completion of a judicial recount the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, the results will be determined by lot in accordance with this section rather than by election under section 142.
- (2) If a bylaw under subsection (1) applies and there is an equality of votes as described in that subsection, the results of the election are to be determined, as the conclusion of the judicial recount, by lot between those candidates in accordance with the following:
- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
 - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
 - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - (d) the court is to direct a person who is not a candidate or candidate representative to withdraw one paper;
 - (e) the court is to declare elected the candidate whose name is on the paper that was drawn.

RS1979-290-141; 1993-54-10.

**Runoff election if tie vote
after a judicial recount**

- 142.** (1) If at the completion of a judicial recount the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, a runoff election must be held in accordance with this section unless a bylaw under section 141 applies.
- (2) Except as provided in this section, this Part applies to a runoff election under subsection (1).
- (3)

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- The candidates in the runoff election are to be the unsuccessful candidates in the original election who do not withdraw, and no new nominations are required or permitted.
- (4) As soon as practicable after the judicial recount, the chief election officer must notify the candidates referred to in subsection (3) that an election is to be held and that they are candidates in the election unless they deliver a written withdrawal to the chief election officer within 3 days after being notified.
 - (5) The chief election officer must set a general voting day for the runoff election, which must be on a Saturday no later than 50 days after the completion of the judicial recount.
 - (6) If advance registration would otherwise be permitted, the closed period under section 56 (4) extends until the day after the close of general voting for the election under this section.
 - (7) No new list of registered electors is required and sections 62 to 65 do not apply.
 - (8) So far as reasonably possible, election proceedings must be conducted as they were for the original election except that, if voting under section 102 was used for the original election, it is not necessary to use this for the election under this section.
 - (9) Without limiting subsection (8), so far as reasonably possible, voting opportunities equivalent to those provided for the original election must be held and, for these, no new bylaws under this Part are required.

RS1979-290-142; 1993-54-10; 2014-19-64.

Part 3: Division 15 Declaration of Invalid Election

Application to court

(SUB)
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- 143.** (1) The right of an elected candidate to take office or the validity of an election may not be challenged except by an application under this section.
- (2) An application may be made in accordance with this section to the Supreme Court for a declaration regarding the right of a person to take office or the validity of an election.
 - (3) The time limit for making an application is 30 days after the declaration of official election results under section 136.
 - (4) An application may be made only by a candidate in the election, the chief election officer or at least 4 electors of the municipality or electoral area for which the election was held.
 - (5) An application may be made only on one or more of the following bases:
 - (a) that a candidate declared elected was not qualified to hold office at the time he or she was elected or, between the time of the election and the time for taking office, the candidate has ceased to be qualified to hold office;
 - (b) that an election should be declared invalid because it was not conducted in accordance with this Act or a regulation or bylaw under this Act;
 - (c) that an election or the election of a candidate should be declared invalid because section 151, 152 or 153 (2) (a) was contravened.
 - (6) As a restriction on subsection (5) (b), an application may not be made on any basis for which an application for judicial recount may be or may have been made.
 - (7) At the time the petition commencing an application is filed, the court registry must set a date for the court to hear the application, which must be at least 10

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- days but no later than 21 days after the date the petition is filed.
- (8) As soon as practicable, but no later than 2 days after a petition is filed, the person making the application must serve the petition and the notice of hearing on the municipality or regional district for which the election was held.
 - (9) If a candidate affected by an application files a written statement renouncing all claim to the office to which the candidate was elected, the court may permit the petition for the application to be withdrawn unless it is based on an allegation that the candidate who has renounced the office contravened section 151 or 152.
RS1979-290-143; 1993-54-10; 1994-52-66; 1998-34-30; 2014-19-65.

Hearing of the application

(SUB)
May
29/14

- 144.** (1) The Supreme Court must hear and determine an application under section 143 as soon as practicable and, for these purposes, must ensure that the proceedings are conducted as expeditiously as possible.
- (2) If the application is based on a claim that section 151 or 152 was contravened, the evidence regarding that claim must be given orally by witnesses rather than by affidavit.

RS1979-290-144; 1993-54-10; 2014-19-66.

Power of the court on an application

- 145.** (1) On the hearing of an application under section 143 regarding the qualification of an elected candidate to take office, the court may
- (a) declare that the candidate is confirmed as qualified to take and hold office,
 - (b) declare that the candidate is not qualified to hold office and that the office is vacant, or
 - (c) declare that the candidate is not qualified to hold office and that the candidate who received the next highest number of valid votes is elected in place of the disqualified candidate.
- (2) On the hearing of an application under section 143 regarding the validity of an election, the court may
- (a) declare that the election is confirmed as valid,
 - (b) declare that the election is invalid and that another election must be held to fill all positions for that office that were to be filled in the election that was declared invalid,
 - (c) declare that the election of a candidate is invalid and that the office is vacant, or
 - (d) declare that the election of a candidate is invalid and that another candidate is duly elected.
- (3) The court must not declare an election invalid by reason only of an irregularity or failure to comply with this Act or a regulation or bylaw under this Act if the court is satisfied that
- (a) the election was conducted in good faith and in accordance with the principles of this Act, and
 - (b) the irregularity or failure did not materially affect the result of the election.
- (4) The court may confirm the election of a candidate in relation to which the court finds there was a contravention of section 151 or 152 if the court is satisfied that
- (a) the candidate did not contravene the applicable section, and
 - (b) the contravention did not materially affect the result of the election.

- (5) If the court declares that a candidate is not qualified to hold office or that the election of a candidate is invalid, the court may order the candidate to pay the municipality or regional district for which the election was held a sum of money not greater than \$20 000 towards the expenses for the election required to fill the vacancy.
- (6) If the court makes a declaration under subsection (1) (c) or (2) (d) that another candidate is elected, the candidate who is replaced ceases to be entitled to take or hold the office and the other candidate declared elected is entitled to take the office.

RS1979-290-145; 1993-54-10.

Costs of an application

(AM)
Jul
01/10

- 146.** (1) If the court declares that a candidate is not qualified to hold office or that an election is invalid, the costs, within the meaning of the Supreme Court Civil Rules of the persons who made the application under section 143 must be paid promptly by the municipality or regional district for which the election was held.
- (2) The court may order that costs to be paid under subsection (1) may be recovered by the municipality or regional district from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- (3) Except as provided in subsection (1), the costs of an application are in the discretion of the court.

RS1979-290-146; 1993-54-10; 2010-6-97 (Sch. 7).

Status of an elected candidate

(SUB)
Jun
29/99

- 147.** (1) A person affected by an application under section 143 who has been declared elected is entitled to take office and to vote and otherwise act in the office unless the court declares the candidate disqualified and the office vacant.
- (2) If a person who is declared disqualified to hold office by the Supreme Court appeals the decision, the appeal does not operate as a stay of the declaration and the person is disqualified pending the final determination of the appeal.
- (3) If the person is declared qualified to hold office on the final determination of the appeal, the court may order that any money paid under section 145 (5) be repaid with interest as directed by the court.
- (4) A person who is declared qualified to hold office on the final determination of an appeal is entitled,
- (a) if the term of office for which the person was elected has not ended, to take office for any unexpired part of the term and, for this purpose, any person elected or appointed to the office since the declaration of disqualification ceases to hold office at the time the person declared qualified takes office, and
 - (b) if the term of office for which the person was elected is expired, to be elected at any following election if otherwise qualified.

RS1979-290-147; 1993-54-10; 1999-37-37.

Part 3: Division 16 Final Proceedings

Report of election results

- 148.** (1) Within 30 days after the declaration of official election results under section 76 for an election by acclamation or under section 136 for an election by voting, the

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chief election officer must submit a report of the election results to the local government.

- (SUB)
Sep
23/98
- (2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on the ballot accounts for the election.
- (3) If the results of the election are changed by a judicial recount or on an application under section 143 [*application to court*] after the report under subsection (1) is submitted, the designated local government officer must submit to the local government a supplementary report reflecting the changed results.
- RS1979-290-148; 1993-54-10; 1998-34-31.

Publication of election results

- (SUB)
Sep
23/98
- 149.** (1) Within 30 days after elected candidates have taken office, the designated local government officer must submit the names of the elected officials to the Gazette for publication.
- (2) Within 30 days after persons appointed to local government have taken office, the designated local government officer must submit the names of the appointed officials to the Gazette for publication.
- 1998-34-32.

Retention and destruction of election materials

- (SUB)
May
29/14
- 150.** (1) Until the end of the period for conducting a judicial recount, the chief election officer
- (a) must keep the sealed ballot packages delivered under section 133 in the officer's custody,
- (b) is responsible for retaining the nomination documents and endorsement documents for the election, other than the written disclosure under the *Financial Disclosure Act*, and
- (c) is responsible for retaining the remainder of the election materials delivered under section 133.
- (SUB)
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23/98
- (2) After the end of the period for conducting a judicial recount, the designated local government officer is responsible for retaining the materials referred to in subsection (1).
- (3) From the time of the declaration of the official election results under section 136 until 30 days after that date, the following election materials must be available for public inspection at the local government offices during regular office hours:
- (RET)
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- (a) *Repealed.* [2008-5-30]
- (b) the voting books used for the election;
- (c) any copies of the list of registered electors used for the purposes of voting proceedings;
- (d) any records required under this Part to be made during voting proceedings;
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- (AM)
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- (RET)
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- (e) any solemn declarations taken and any signed written statements or declarations required under this Part in relation to voting proceedings.
- (4) Before inspecting materials referred to in subsection (3), a person other than a local government officer or employee acting in the course of duties must sign a statement that the person will not inspect the materials except for the purposes of this Part.
- (SUB)
Sep
- (5) The designated local government officer must ensure that the statements referred

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to in subsection (4) are kept until after general voting day for the next general local election.

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- (5.1) A person who inspects materials referred to in subsection (3) must not use the information in them except for the purposes of this Part.
- (5.2) Despite section 95 (3) of the *Community Charter* and section 27 (7) of the *Interpretation Act*, a person who is entitled to inspect the materials referred to in subsection (3) of this section is not entitled to obtain a copy of those materials.
- (6) The following materials must be destroyed as soon as practicable following 8 weeks after the declaration of the official election results under section 136:
 - (a) *Repealed.* [1999-37-38]
 - (b) the ballots used in the election;
 - (c) any stubs for ballots used in the election;
 - (d) any copies of the list of registered electors used for the purposes of voting proceedings;
 - (e) the voting books used in the election;
 - (f) any solemn declarations and any written statements or declarations in relation to voting proceedings, other than those used for the registration of electors.
- (7) As exceptions, subsection (6) does not apply
 - (a) if otherwise ordered by a court, or
 - (b) if the materials relate to an election that is the subject of an application under section 143, until the final determination of that application or the court authorizes their destruction.
- (8) Unless otherwise provided under this Act, a person may not inspect a ballot.

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RS1979-290-150; 1993-54-10; 1994-52-67; 1995-29-3; 1998-34-33; 1999-37-38; 2007-14-201 (B.C. Reg. 354/2007); 2008-5-30; 2014-19-67.

Part 3: Division 17 Election Offences

Vote buying

- 151. (1) In this section, “**inducement**” includes money, gift, valuable consideration, refreshment, entertainment, office, placement, employment and any other benefit of any kind.
- (2) A person must not pay, give, lend or procure inducement for any of the following purposes:
 - (a) to induce a person to vote or refrain from voting;
 - (b) to induce a person to vote or refrain from voting for or against a particular candidate;
 - (c) to reward a person for having voted or refrained from voting as described in paragraph (a) or (b);
 - (d) to procure or induce a person to attempt to procure the election of a particular candidate, the defeat of a particular candidate or a particular result in an election;
 - (e) to procure or induce a person to attempt to procure the vote of an elector or the failure of an elector to vote.

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- (3) A person must not accept inducement
 - (a) to vote or refrain from voting,
 - (b) to vote or refrain from voting for or against a particular candidate, or
 - (c) as a reward for having voted or refrained from voting as described in paragraph (a) or (b).
- (4) A person must not advance, pay or otherwise provide inducement, or cause inducement to be provided, knowing or with the intent that it is to be used for any of the acts prohibited by this section.
- (5) A person must not offer, agree or promise to do anything otherwise prohibited by this section.
- (6) A person prohibited from doing something by this section must not do the prohibited act directly, indirectly or by another person on behalf of the first person.

RS1979-290-151; 1993-54-10.

Intimidation

- 152.** (1) In this section, “**intimidate**” means to do or threaten to do any of the following:
- (a) use force, violence or restraint against a person;
 - (b) inflict injury, harm, damage or loss on a person or property;
 - (c) otherwise intimidate a person.
- (2) A person must not intimidate another person for any of the following purposes:
- (a) to persuade or compel a person to vote or refrain from voting;
 - (b) to persuade or compel a person to vote or refrain from voting for or against a particular candidate;
 - (c) to punish a person for having voted or refrained from voting as described in paragraph (a) or (b).
- (3) A person must not, by abduction, duress or fraudulent means, do any of the following:
- (a) impede, prevent or otherwise interfere with a person’s right to vote;
 - (b) compel, persuade or otherwise cause a person to vote or refrain from voting;
 - (c) compel, persuade or otherwise cause a person to vote or refrain from voting for a particular candidate.
- (4) A person prohibited from doing something by this section must not do the prohibited act directly, indirectly or by another person on behalf of the first person.

RS1979-290-152; 1993-54-10.

(REP) Repealed

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152.1 *Repealed.* [2014-19-68]

1999-37-39; 2008-5-31; 2014-19-68.

Other election offences

- 153.** (1) In relation to nominations, a person must not do any of the following:

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- (a) contravene section 72 (4) [*unqualified candidate consenting to nomination*];
- (b) before or after an election, purport to withdraw a candidate from an election without authority to do so or publish or cause to be published a false statement that a candidate has withdrawn;
- (c) before or after an election, purport to withdraw the endorsement of a candidate by an elector organization except as provided in section 73.6 (b) [*withdrawal of endorsement on ballot*].
- (2) In relation to voting, a person must not do any of the following:
 - (a) vote at an election when not entitled to do so;
 - (b) contravene section 114 (1) regarding voting more than once in an election;
 - (c) obtain a ballot in the name of another person, whether the name is of a living or dead person or of a fictitious person;
 - (d) contravene section 113 (2) regarding the secrecy of the ballot.
- (3) In relation to ballots and ballot boxes, a person must not do any of the following:
 - (a) without authority supply a ballot to another person;
 - (b) without authority print or reproduce a ballot or a paper that is capable of being used as a ballot;
 - (c) without authority take a ballot out of a place where voting proceedings are being conducted;
 - (d) put in a ballot box, or cause to be put in a ballot box, a paper other than a ballot that the person is authorized to deposit there;
 - (e) interfere with voting under section 102 contrary to the applicable bylaw and regulations;
 - (f) without authority destroy, take, open or otherwise interfere with a ballot box or ballots.

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- (4) In relation to voting proceedings, a person must not do any of the following at or within 100 metres of a building, structure or other place where voting proceedings are being conducted at the time:
 - (a) canvass or solicit votes or otherwise attempt to influence how an elector votes;
 - (b) display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting;
 - (c) post, display or distribute
 - (i) election advertising, or
 - (ii) any material that identifies a candidate or elector organization, unless this is done with the authorization of the chief election officer;
 - (d) carry, wear or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate, elector organization or result in the voting.

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- (5) *Repealed.* [2014-19-69]

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- (6) In relation to any matter or proceeding to which this Part applies, a person must not do any of the following:
 - (a) provide false or misleading information when required or authorized under this Part to provide information;
 - (b)

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- make a false or misleading statement or declaration when required under this Part to make a statement or declaration;
- (c) inspect or access under this Part
- (i) a list of registered electors,
(ii) nomination documents,
(iii) disclosure statements or supplementary reports, or
(iv) other election materials referred to in section 133,
or use the information from any of them, except for purposes authorized under this Act;
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- (d) be present at a place where voting or counting proceedings are being conducted, unless authorized under this Part to be present;
- (e) interfere with, hinder or obstruct an election official or other person in the exercise or performance of his or her powers, duties or functions under this Part or the *Local Elections Campaign Financing Act*.
- (7) A person who is an election official must not contravene this Part with the intention of affecting the result or validity of an election.
- RS1979-290-153; 1993-54-10; 1994-52-68; 1999-37-40; 2007-14-201 (B.C. Reg. 354/2007); 2008-5-32; 2014-19-69.

Prosecution of organizations and their directors and agents

- (ADD)
Jun
29/99
- 153.1** (1) An act or thing done or omitted by an officer, director, employee or agent of an organization within the scope of the individual's authority to act on behalf of the organization is deemed to be an act or thing done or omitted by the organization.
- (2) If an organization commits an offence under this Part, an officer, director, employee or agent of the organization who authorizes, permits or acquiesces in the offence commits the same offence, whether or not the organization is convicted of the offence.
- (3) A prosecution for an offence under this Part may be brought against an unincorporated organization in the name of the organization and, for these purposes, an unincorporated organization is deemed to be a person.
- 1999-37-41.

(ADD) Time limit for starting prosecution

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- 153.2** The time limit for laying an information to commence a prosecution respecting an offence under this Part is one year after the date on which the act or omission that is alleged to constitute the offence occurred.
- 2014-19-70.

Penalties

- 154.** (1) A person who contravenes section 151 or 152 is guilty of an offence and is liable to one or more of the following penalties:
- (a) a fine of not more than \$10 000;
- (b) imprisonment for a term not longer than 2 years;
- (c) disqualification from holding office in accordance with subsection (1.1) for a period of not longer than 7 years.
- (d) *Repealed.* [2014-19-71]
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(REP)
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(ADD)
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(1.1) Disqualification under subsection (1) (c) is disqualification from holding office as follows:

- (a) on a local government;
- (b) on the council of the City of Vancouver or on the Park Board established under section 485 of the *Vancouver Charter*;
- (c) as a trustee under the *Islands Trust Act*;
- (d) as a trustee on a board of education, or as a regional trustee on a francophone education authority, under the *School Act*.

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(2) A person or unincorporated organization who contravenes section 153 is guilty of an offence and is liable to one or both of the following penalties:

- (a) a fine of not more than \$5 000;
- (b) imprisonment for a term not longer than one year.

(3) Any penalty under this Division is in addition to and not in place of any other penalty provided in this Part.

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(4) A person or unincorporated organization is not guilty of an offence under this Part if the person or organization exercised due diligence to prevent the commission of the offence.

RS1979-290-154; 1993-54-10; 1999-37-42; 2008-5-33; 2014-19-71.

Part 3: Division 18 General

(SUB) Ministerial orders in special circumstances

May
29/14

- 155.** (1) If the minister considers that special circumstances regarding an election or assent voting require this, the minister may make any order the minister considers appropriate to achieve the purposes of this Part or Part 4 [*Assent Voting*].
- (2) Without limiting subsection (1), an order under this section may provide an exception to or modification of
- (a) this Act or a bylaw or regulation under this Act, or
 - (b) the *Local Elections Campaign Financing Act* or a regulation under that Act,
- including extending a time period or establishing a new date in place of a date set under this Act or the *Local Elections Campaign Financing Act* and giving any other directions the minister considers appropriate in relation to this.

2014-19-72.

Regulations

- 156.** (1) In relation to this Part, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*, including regulations for any matter for which regulations are contemplated by this Part.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) prescribing information that must be included under section 55 in an application for registration as an elector, which may be different for resident electors and non-resident property electors;
- (a.1) prescribing classes of documents that may be accepted as evidence for the purpose of section 57 [*how to register as a resident elector at the time of*

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LOCAL GOVERNMENT ACT

voting] or 57.1 [how to register as a non-resident property elector at the time of voting];

- (b) for the purposes of section 67,
 - (i) deeming a described class of persons to be employees of a municipality or regional district, and
 - (ii) excepting a described class of persons as excluded from the definition of “employee”,
which may be different for different specified municipalities and regional districts;
- (c) prescribing information that must be included in the notice of nomination under section 70, which may be different for municipalities and regional districts and may be different for municipal elections at large and on the basis of a neighbourhood constituency;
- (d) prescribing additional information or material required to be provided under section 73.1 (1) (e) *[other information to be provided by candidate];*
- (d.1) *Repealed.* [2014-19-73]
- (e) prescribing matters that must be included in the solemn declaration under section 73.4 (1) (c) *[endorsement documents];*
- (e.1) prescribing additional information or material required to be provided under section 73.4 (1) (d) *[other information to be provided in endorsement documents]* or 73.5 (1) (f) *[other information to be provided by elector organization];*
- (f) establishing requirements, limits and conditions in relation to voting by mail ballot under section 100, which may be different for municipalities and regional districts;
- (g) establishing requirements, limits and conditions in relation to voting under section 102, which may be different for different specified municipalities and regional districts;
- (h) establishing requirements, limits and conditions in relation to municipal voting divisions under section 103, which may be different for municipalities of different population sizes;
- (i) prescribing one or more alternative forms in which a specified solemn declaration must be made.

RS1979-290-156; 1993-54-10; 1994-52-69; 1999-37-43; 2008-5-34; 2014-19-73.

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DISTRICT OF SQUAMISH

BYLAW NO. 1264

As Amended by Bylaws No. 1270 and 1718

THIS IS A CONSOLIDATED BYLAW PREPARED BY THE DISTRICT OF SQUAMISH FOR CONVENIENCE ONLY. THE CORPORATION DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

A bylaw to provide for the determination of various procedures for
the conduct of local government elections and other voting

WHEREAS under the *Municipal Act*, the council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS Council wishes to establish various procedures and requirements under that authority;

NOW THEREFORE, the Council of the District of Squamish, in an open meeting of council, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "District of Squamish, Elections and Voting Procedures Bylaw No. 1264, 1993".

2. DEFINITIONS

In this bylaw:

"Elector" means a resident elector or property elector of the jurisdiction as defined under the *Municipal Act*;

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

"General local election" means the elections held for the mayor and all councillors of the municipality which must be held in the year 1993 and in every 3rd year after that;

"General voting day" means:

- (a) for a general local election, the 3rd Saturday of November in the year of the election.
- (b) for other elections, the date set under Sections 38(5), 39(1) or (3) or 142(5) of the *Municipal Act*, and
- (c) for other voting, the date set under Section 162 of the *Municipal Act*;

"Jurisdiction" means, in relation to an election, the District of Squamish;

"Local government" means the Council of the District of Squamish;

"Other voting" means voting on a matter referred to in Section 158 of the *Municipal Act* and includes voting on a referendum under Section 283 of that Act;

Other terms referred to in this bylaw shall be interpreted according to the definitions of them in the *Municipal Act*.

3. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS

- (a) As authorized under Section 60 of the *Municipal Act*, the most current list of voters prepared under the Election Act, is deemed to be the register of resident electors for the municipality for each election and other voting;
- (b) The Provincial list of voters becomes the register of resident electors 52 days before general voting day for each election or other voting after the 1993 General Local Election.

4. REQUIRED ADVANCE VOTING OPPORTUNITIES

- (a) As provided under Section 97 of the *Municipal Act*, required advance voting opportunities will be held for each election and other voting as follows:
 - (i) on the 10th day before general voting day, and
 - (ii) on the 7th day before general voting day.
- (b) Voting hours for these advance voting opportunities will be from 8 a.m. to 8 p.m.

5. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

As authorized under Section 98 of the *Municipal Act*, Council authorizes the Chief Election Officer to establish dates for additional voting opportunities in advance of general voting day, and to designate the voting places and set the voting hours for these voting opportunities.

6. FIRST SPECIAL VOTING OPPORTUNITY

- (a) In order to give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under Section 99 of the *Municipal Act* for each election or other voting:
 - (i) at the Squamish General Hospital and Hilltop House, 38140 Clarke Drive;
 - (ii) on general voting day;
 - (iii) during the hours of 9 a.m. to 11 a.m.
- (b) The following restrictions apply to persons who may vote at this special voting opportunity:
 - (i) the only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as patients to the Squamish General Hospital or live in residence at Hilltop House or persons who are at either location for the purpose of their employment.
- (c) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:
 - (i) the presiding election officer or another election official must conduct voting proceedings at a central location in the Squamish General Hospital, followed by a bedside voting opportunity where required;
 - (ii) following which, the presiding election officer or another election official must conduct voting proceedings at a central location in the Hilltop House, followed by a bedside voting opportunity where required.
- (d) Council authorizes the Chief Election Officer to limit the number of candidates representatives who may be present at the special voting opportunity.

7. SECOND SPECIAL VOTING OPPORTUNITY

- (a) In order to give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under Section 99 of the *Municipal Act* for each election or other voting:
 - (i) at the Squamish Senior Citizens Home Society, 38201 Third Avenue;
 - (ii) on general voting day;
 - (iii) during the hours of 1:00 P.M. to 2:00 p.m. (Amended by Bylaw No. 1718)
- (b) The following restrictions apply to persons who may vote at this special voting opportunity:
 - (i) the only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, live in residence at the Squamish Senior Citizens Home Society or persons who are at this location for the purpose of their employment.
- (c) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:
 - (i) the presiding election officer or another election official must conduct voting proceedings in the Squamish Manor Lounge of the Squamish Senior Citizens Home Society followed by a bedside voting opportunity where required.
- (d) Council authorizes the Chief Election Officer to limit the number of candidates representatives who may be present at the special voting opportunity.

8. ORDER OF NAMES ON BALLOT

The order of the names of candidates on the ballot will be determined by lot in accordance with section 107 of the *Local Government Act*. (Amended by Bylaw No. 1718)

9. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the results will be determined by lot in accordance with the procedure in Section 141 of the *Municipal Act*.

10. REPEAL

The following bylaws:

"District of Squamish Mobile Poll Bylaw No. 958, 1987";
"District of Squamish Advance Poll Bylaw No. 957, 1987"; (Amended by Bylaw No. 1270)
"Polling Time Bylaw 1948"; and,
"Elections Bylaw of the Village of Squamish 1948"

are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 7th day of September, 1993.

RECONSIDERED AND FINALLY ADOPTED this 14th day of September, 1993.

"E.H. Tobus"
E.H. Tobus, Mayor

"R.A. Miles"
R.A. Miles, Clerk-Administrator

DISTRICT OF SQUAMISH
BYLAW NO. 1715

A Bylaw to Provide for the Use of Automated Voting Machines
for General Local Elections and Other Voting

WHEREAS pursuant to Section 102 of the *Local Government Act*, the Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Council of the District of Squamish wishes to establish various procedures and requirements under that authority;

NOW THEREFORE, the Council of the District of Squamish, in open meeting assembled, enacts as follows:

1. CITATION

- 1.1 This Bylaw may be cited as “District of Squamish Automated Voting Machines Authorization Bylaw No. 1715, 2002.”

2. DEFINITIONS

- 2.1 In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except for the following:

Acceptable mark means a mark that the vote tabulating unit is able to identify, and that has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either “yes” or “no” on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election results and is comprised of the following:

- (a) a number of ballot scan vote tabulating units, each of which rests on a two compartment ballot box, one compartment of which is for:
- (i) voted ballots, and
 - (ii) returned ballots that have been reinserted using the ballot override procedure;

and the other for the temporary storing of voted ballots during such time as the vote tabulating unit is not functioning; and

- (b) a number of portable ballot boxes into which voted ballots are deposited where a vote tabulating unit is not being used, for counting after the close of voting on general voting day.

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

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

Ballot return override procedure means the use, by an Election Official, of a device on a vote tabulating unit that causes the unit to accept a returned ballot.

Election headquarters means the District of Squamish Brennan Park Recreation Centre, 1009 Centennial Way, Squamish, B.C. or other location designated by the Chief Election Officer as the election headquarters.

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

Memory pack means a computer software cartridge that plugs into the vote tabulating unit and into which is programmed:

- (a) the names of all of the candidates for each of the offices of Mayor, Councillor and School Trustee; and
- (b) the alternatives of “yes” or “no” for each bylaw or other matter on which the assent or opinion of the electors is being sought;

and a mechanism to record and retain information on the number of acceptable marks made for each.

Portable ballot box means a ballot box that is used at a voting place where a vote tabulating unit is not being used.

Register tape means the printed record generated from a vote tabulating unit at the close of voting on general voting day which shows the number of votes for each candidate for each of the offices of Mayor, Councillor and School Trustees; and the number of votes for and against each bylaw or other matter on which the assent or opinion of the electors is sought.

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

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

Vote tabulating unit means the device into which voted ballots are inserted and that scans each ballot and records the number of votes for each candidate and for and against each bylaw or other matter on which the assent or opinion of the electors is sought.

3. USE OF VOTING MACHINES

- 3.1 Council hereby authorizes the conducting of general local elections and other voting in the District of Squamish using an automated vote counting system.

4. AUTOMATED VOTING PROCEDURES

Procedures for voting where vote tabulating units are used is as follows:

- 4.1 The Presiding Election Official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a ballot is issued, offer and if requested, direct an Election Official to provide a demonstration to an elector of how to vote using an automated vote counting system.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed to the Election Official responsible for issuing ballots who:
 - (a) shall ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) completes the voting book as required by the *Local Government Act*;
 - (b) upon fulfilment of the requirements of subsection (a), shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, and any further instructions the elector requests.

- 4.3 Upon receiving a ballot and secrecy sleeve if so requested, the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an acceptable mark on the ballot:
- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices of Mayor, Councillor and School Trustee;
 - (b) beside either “yes” or “no” in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 4.5 Once the elector has finished marking the ballot, the elector must place the ballot into the secrecy sleeve, if applicable, proceed to the vote tabulating unit and under the supervision of the Election Official in attendance, insert the ballot directly from the secrecy sleeve, if applicable, into the vote tabulating unit without the acceptable marks on the ballot being exposed.
- 4.6 If, before inserting the ballot into the vote tabulating unit, an elector determines that a mistake has been made when marking the ballot or if the ballot is returned by the vote tabulating unit, the elector may request a replacement ballot by advising the Election Official in attendance.
- 4.7 Upon being advised of the replacement ballot request, the Presiding Election Official or Alternate Presiding Election Official shall issue a replacement ballot to the elector and mark the returned ballot “spoiled” and shall retain all such spoiled ballots separately from all other ballots and they shall not be counted in the election.
- 4.8 If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote tabulating unit, the Election Official shall, using the ballot return override procedure, reinsert the returned ballot into the vote tabulating unit to count any acceptable marks that have been made correctly.
- 4.9 Any ballot counted by the vote tabulating unit is valid and any acceptable marks contained on such ballots will be counted in the election subject to any determination made under a judicial recount.
- 4.10 Once the ballot has been inserted into the vote tabulating unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a vote tabulating unit is not functioning, the Election Official supervising the unit shall insert all ballots delivered by the electors during this time, into the emergency ballot compartment, provided that if the vote tabulating unit:
- (a) becomes operational, or
 - (b) is replaced with another vote tabulating unit,
- the ballots in the emergency ballot compartment shall, as soon as reasonably possible, be removed by an Election Official and under the supervision of the Presiding Election Official be inserted into the vote tabulating unit to be counted.
- 4.12 Any ballots that were temporarily stored in the emergency ballot compartment and are returned by the vote tabulating unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the Presiding Election Official, be reinserted into the vote tabulating unit to ensure that any acceptable marks are counted.

5. ADVANCE VOTING OPPORTUNITY PROCEDURES

- 5.1 **Vote tabulating units** shall be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 4 of this Bylaw.
- 5.2 At the close of voting at each advance voting opportunity the Presiding Election Official in each case shall ensure that:
- (a) no additional ballots are inserted in the vote tabulating unit;
 - (b) the emergency ballot compartment is sealed to prevent insertion of any ballots;
 - (c) the register tapes in the vote tabulating unit are not generated; and
 - (d) the memory pack of the vote tabulating unit is secured.
- 5.3 At the close of voting at the final advance voting opportunity the Presiding Election Official shall:
- (a) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote tabulating unit;
 - (b) secure the vote tabulating unit so that no more ballots can be inserted; and
 - (c) deliver the vote tabulating unit together with the memory pack and all other materials used in the election to the Chief Election Officer.

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

- 6.1 A portable ballot box shall be used for all special voting opportunities and the Presiding Election Official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this Bylaw so far as applicable, except that the voted ballots shall be deposited into the portable ballot box supplied by the Presiding Election Official.
- 6.2 The Presiding Election Official at a special voting opportunity shall ensure that the portable ballot box is secured when not in use and at the close of voting at the final special voting opportunity, the Presiding Election Official shall seal the portable ballot box and return it together with all other election materials to the custody of the Chief Election Officer.

7. PROCEDURES AFTER THE CLOSE OF VOTING ON GENERAL VOTING DAY

- 7.1 After the close of voting on general voting day at voting opportunities where a vote tabulating unit was used in the election, but excluding advance and special voting opportunities,
- (a) each Presiding Election Official shall:
 - (i) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote tabulating unit;
 - (ii) secure the vote tabulating unit so that no more ballots can be inserted;
 - (iii) generate three copies of the register tape from the vote tabulating unit; and
 - (iv) deliver one copy of the register tape along with the memory pack from the vote tabulating unit to the Chief Election Officer at election headquarters; and
 - (b) and each Alternate Presiding Election Official shall:

- (i) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the register tape;
- (ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
- (iii) seal the election materials transfer box;
- (iv) place the voting books, list of registered electors, the original copy of the ballot account, one copy of the register tape, completed registration cards, keys and all completed administrative forms into the Chief Election Officer portfolio; and
- (v) transport all equipment and materials to election headquarters.

7.2 At the close of voting on general voting day the Chief Election Officer shall direct the Presiding Election Official for the advance voting opportunity and any special voting opportunities where vote tabulating units were used, to proceed in accordance with Section 7.1 of this Bylaw.

7.3 At the close of voting on general voting day all portable ballot boxes used in the election will be opened under the direction of the Chief Election Officer and all ballots shall be removed and inserted into a vote tabulating unit to be counted, after which the provisions of Sections 7.1, so far as applicable, shall apply.

8. RECOUNT PROCEDURE

8.1 If a recount is required it shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure:

- (a) the memory packs of all vote tabulating units will be cleared;
- (b) vote tabulating units will be designated for each voting place;
- (c) all ballots will be removed from the sealed ballot boxes; and
- (d) all ballots, except spoiled and unused ballots, will be reinserted in the appropriate vote tabulating units under the supervision of the Chief Election Officer.

9. GENERAL

9.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

9.2 If any part, section, sentence, clause, phrase or word 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 decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

READ A FIRST TIME the 16th day of July , 2002

READ A SECOND TIME the 16th day of July, 2002

READ A THIRD TIME the 16th day of July, 2002

ADOPTED the 23rd day of July, 2002

Corinne Lonsdale, Mayor

Trudy Coates, Manager of
Administrative Services

DISTRICT OF SQUAMISH

BYLAW NO. 2099, 2009

As Amended by Bylaw Nos. 2240, 2275

THIS IS A CONSOLIDATED BYLAW PREPARED BY THE DISTRICT OF SQUAMISH FOR CONVENIENCE ONLY. THE CORPORATION DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

A bylaw to regulate the Meetings of Council

WHEREAS under the *Community Charter*, S.B.C. 2003, c.26, the Council shall by bylaw regulate Council Meetings and their conduct, Council of the District of Squamish, in open meeting assembled, enacts as follows:

Section 1 -- Title

- 1.1 This Bylaw may be cited for all purposes as the "District of Squamish Procedure Bylaw No. 2099, 2009."

Section 2 -- Repeal

- 2.1 The District of Squamish Procedure Bylaw 1295, 1994, as amended, is hereby repealed.

Section 3 -- Definitions

- 3.1 In this bylaw:

"*Corporate Officer*" means the municipal officer assigned the responsibility of corporate administration, pursuant to the *Community Charter*;

"*Member*" means a member of Council; and

"*Posting Location*" means the notice board in the Municipal Hall foyer.

Section 4 -- Application of Rules of Procedure

- 4.1 The provisions of this Bylaw govern the proceedings of Council and all Standing and Select Committees of Council, as applicable.

Section 5 -- Acting Mayor

- 5.1 At the first Regular Council Meeting held in December of each year, or at an Inaugural Meeting held under Section 6.1 of this bylaw, Council must in respect of the ensuing calendar year appoint members to serve monthly appointments as Acting Mayor to act in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant. During the absence or illness or other disability of the Mayor, the Acting Mayor has all the powers of and is subject to the same rules as the Mayor.

Section 6 -- Meetings of Council

Inaugural Meeting

- 6.1 Following a general local election, the first Council meeting must be held on the first Tuesday in December in the year of the election.
- 6.2 If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection 6.1 the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 6.3 All Council meetings must take place within the Municipal Hall, except when Council resolves to hold meetings elsewhere.
- 6.4 Regular Council meetings shall:
 - a) be held on the first and third Tuesday of each month unless otherwise cancelled by Council at a preceding meeting, or unless the Tuesday falls on a statutory holiday, in which case the meeting shall be cancelled;
 - b) begin at 6:00 p.m. unless otherwise determined by resolution of Council; and
 - c) terminate at 9:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time.
- 6.5 Notice of Council meetings
In accordance with the *Community Charter*, Council must establish annually on or before January 1, a schedule of the dates, times and places of regular Council meetings, must give notice of the availability of the schedule in accordance with section 94 of the Charter at least once a year and must make the schedule available to the public by posting it at the Posting Location.
- 6.6 Notice of special meeting
Except where notice of a special meeting is waived by unanimous vote of all Council members, in accordance with the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - a) posting a copy of the notice in the Council Chamber at Municipal Hall;
 - b) posting a copy of the notice at the Posting Location; and
 - c) delivering a copy of the notice to each Council member at the place which the Council has directed notices be sent.
- 6.7 The notice under subsection 6.6 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
- 6.8 Electronic Participation at Special Council meetings
Provided that the conditions set out in section 128(2) of the *Community Charter* are met, a member of Council who is unable to attend a Special Council meeting may, upon authorization of the Mayor, participate in the meeting by means of audio/visual or audio electronic communication devices subject to the following:
 - a) the meeting is a Special Council meeting and electronic attendance is necessary to have a quorum and the Mayor or Acting Mayor considers the matter to be of an urgent nature that cannot wait until the next regularly scheduled Council meeting or where a vote other than simple majority is required;
 - b) the member presiding at a Special Council meeting must not participate electronically;
 - c) in instances where the Mayor will participate in a Special Council meeting electronically, the Council member designated to act in place of the Mayor shall preside. In absence of the designate, the members present shall elect from among themselves a presiding member for that meeting;

- d) no more than two members of Council at one time may participate electronically at a Special Council meeting under Section 6.8;
- e) where a meeting is held under Section 6.8 of this Bylaw, the facilities must enable the public to hear, or see and hear, the participation of the member or members participating electronically unless the meeting is closed pursuant to Section 90 of the *Community Charter*;
- f) members of Council who are participating in a meeting under this section are deemed to be present at the meeting;
- g) a Council member attending a Special Council meeting electronically may do so for a maximum of four Special Council meeting days per calendar year;
- h) if there is an interruption in the communication link to the member(s) participating electronically, the other Council members may:
 - i. decide on a short recess until it is determined whether or not the link can be re-established; or
 - ii. adjourn the meeting until such time as the communication can be re-established.

6.9 Electronic Participation by Delegates at Committee Meetings

A delegation who is unable to attend a Standing or Select Committee meeting may, upon consent of the Committee Chair, participate in the meeting by means of audio/visual or audio electronic communication devices.

6.10 Video Recording of Council and Committee Meetings

Council and Committee meetings shall be recorded electronically and will be available to the public on the District of Squamish website. The minutes of the proceedings of Council and Committee meetings, certified as correct by the Corporate Officer and signed by the Mayor or other member presiding at the meeting, constitute the official record of the meeting.

Section 7 -- Closed Meetings

7.1 Meetings of Council shall be open to the public, except where Council passes a resolution to close the meeting to the public in accordance with the *Community Charter*.

- a) This section applies to all meetings of the bodies referred to in the *Community Charter*.
- b) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in accordance with the *Community Charter*.
- c) The Mayor, or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 5, may expel or exclude from a Council meeting a person in accordance with the *Community Charter*.

7.2 Release of Closed Meeting Items

At the first Regular Meeting of Council after a Closed Meeting, the Mayor shall announce the decisions made in the Closed Meeting that Council has determined by resolution are no longer confidential matters, and that this include which Councillors declared conflict in a closed matter when brought forward to the public.

Prior to the first day of the months of April, July, October and January in each year, the Corporate Officer shall bring to the attention of the Council those items in the preceding three months that were dealt with in a Closed Meeting and have not been released for public information. Council shall then determine by resolution which items are no longer confidential matters and announce the decisions at the next Regular Meeting of Council.

Section 8 -- Agenda

- 8.1 Prior to each Regular meeting of Council, the Chief Administrative Officer shall prepare, for the approval of the Mayor and subsequent distribution, a draft agenda of all business to be brought before the Council during that regular meeting. All documents from outside parties intended to be submitted to the Council must be delivered to the Corporate Officer not later than 12:00 p.m. on the Tuesday preceding the day of the meeting of Council. All documents intended by staff to be submitted to Council shall wherever possible be delivered to the Chief Administrative Officer not later than 12:00 p.m. on the Friday preceding the Council Agenda distribution
- 8.2 At least three clear days before the day of a Regular Council meeting, the Corporate Officer shall give public notice of the time, place and date of the meeting by:
- a) delivering a copy of the agenda to each member at the place to which the member of council has directed notices to be sent;
 - b) posting a copy of the agenda at the Posting Location;
 - c) delivering copies of the agenda to the public libraries in the municipality; and
 - d) leaving copies of the agenda at the reception counter at Municipal Hall for the purpose of making them available for the public.
- 8.3 Council must not consider any matters not listed on the Agenda unless a new matter for consideration is approved by a majority of Council.
- 8.4 The general order of business on the agenda shall be determined as follows, subject to a Council resolution to change:
- a) Adoption of Agenda;
 - b) Approval of Minutes;
 - c) Business Arising from the Minutes;
 - d) Notice of Motion;
 - e) Consideration of Unscheduled Public Attendance to be heard under (m)
 - f) Delegations/Petitions/Proclamations;
 - g) Staff Reports;
 - h) Committee Minutes and Reports;
 - i) Public Hearings;
 - j) Correspondence;
 - a. Action Requested;
 - b. Receive for Information;
 - k) Bylaws;
 - l) Council - Staff In-Camera Items Announcements;
 - m) Unscheduled Public Attendance
 - n) Open Question Period/Clarification Related to Agenda Items;
 - o) Council or Staff Announcements; and
 - p) Termination.

Section 9 -- Annual Meeting/Annual Municipal Report

- 9.1 The Corporate Officer must give notice of the Council Meeting or other public meeting, to be held in June of each year on a date resolved by Council, in respect of which Council has resolved to consider the annual municipal report prepared in accordance with the *Community Charter*, and submissions and questions from the public, by giving public notice of the date, time and place of the annual meeting posted on the Notice Board at Municipal Hall, and a notice of the date, time and place of the annual meeting published in a newspaper in accordance with the *Community Charter*.

Section 10 -- Procedure and Conduct

Minutes of Meetings

- 10.1 Minutes of Council and Committee meetings are to be maintained and available to the public.

- 10.2 Minutes of the proceedings of Council and Council committees must be
- legibly recorded;
 - certified as correct by the Corporate Officer; and
 - signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- 10.3 Subject to subsection 10.5 and in accordance with the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at Municipal Hall during its regular office hours.
- 10.4 Subsection 10.4 does not apply to minutes of a Council or Committee meeting or that part of a Council or Committee meeting from which persons were excluded in accordance with the *Community Charter*.
- 10.5 When an item dealt with at a closed meeting is no longer confidential as resolved by Council, the minutes for that item shall be received without debate in an open Council meeting.
- 10.6 The Corporate Officer shall record in the minutes the time when a member withdraws from and returns to a meeting of Council.
- 10.7 The Corporate Officer shall record in the minutes members voting in opposition to any motion.
- 10.8 The minutes of a previous meeting may be corrected at the time they are considered for approval.

Calling a Meeting to Order

- 10.9 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. If the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 5 of this bylaw must take the Chair and call such meeting to order.
- 10.10 If a quorum of Council is present but the Mayor and the Council member designated as the member responsible for acting in the place of the Mayor under Section 5 does not attend within 15 minutes of the scheduled time for a Council meeting:
- the Corporate Officer must call to order the members present; and
 - the members present must choose a member to preside at the meeting.
- 10.11 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- Record the names of the members present, and those absent; and
 - Terminate the meeting until the next scheduled meeting.

Voting at Meetings and Rules of Debate

- 10.12 The following procedures apply to voting at Council meetings:
- When debate on a matter is closed the presiding member must put the matter to a vote of Council.
 - The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
 - The Chair must declare members voting in opposition by name.
- 10.13 The following procedures apply to rules of debate at Council meetings:
- Every Council member shall address the Chair before speaking to any question or motion.
 - Council members shall address the Chair as “Mayor” or “Your Worship” and shall refer to each other as “Mayor” or “Councillor”, as the case may be.

- c) When two or more Council members wish to speak, the Chair shall name the member who is to have the floor.
- d) Members shall speak to the matter or question on the floor and in doing so, may not introduce a new matter.
- e) No Council member may speak more than twice to the same question without leave of the Chair, except in explanation of a material part of a speech which may have been misconstrued, and in so doing the member may not introduce new matter. The mover of a motion always has the right of reply, except in the following three circumstances:

- moved an amendment
- the previous question
- an instruction to a committee

No member without leave of the Chair shall speak to any question for a longer time than five minutes on moving an original motion, or three minutes on all other occasions.

- f) After a question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

- 10.14 Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- 10.15 A Council member wishing to make a motion:
 - a) may do so after being recognized by the presiding member; and
 - b) shall immediately state the motion in the form of "I move that".
- 10.16 When the motion under consideration contains distinct propositions, and a Council member so requests, the vote shall be taken upon each proposition separately.
- 10.17 A Council member may require the motion under discussion to be read.
- 10.18 When a matter is under debate, no motion is in order unless it is a motion to withdraw, to amend, to refer to a committee or for a report, or to postpone further debate to a certain day, and the several motions have precedence in the order named.
- 10.19 Whenever the Chair is of the opinion that a motion offered to the Council is contrary to the rules of the Council, or relates to matters outside the authority of the Council, he or she must inform the Council immediately, giving reasons, and refuse to accept the motion subject to a resolution to the contrary by the Council.

Amendments generally

- 10.20 A member may, without notice, move to amend a motion that is being considered at a Council meeting.
- 10.21 An amendment may propose removing, substituting for, or adding to the words of an original motion.
- 10.22 A proposed amendment must be voted on before the main question is put to a vote.
- 10.23 An amendment shall be put in writing upon the request of the presiding member.

Termination

- 10.24 Meetings shall be terminated no later than 9:00 p.m. unless two-thirds of the Council members present resolve to extend a meeting, and only with the

unanimous approval of all Council members present may a meeting extend past 11:00 p.m.

- 10.25 A motion to terminate is always in order, but no second motion to the same effect may be made without dealing with another matter or within 10 minutes, whichever is the lesser.

Section 11 -- Petitions and Delegations

- 11.1 Person(s) wishing to appear before any meeting of Council as delegations to present briefs or submissions may be heard subject to the following:
- a) The delegation shall advise the Corporate Officer in writing, prior to noon on the Tuesday preceding the Council meeting, the name(s) of those wishing to speak to Council and the subject matter to be discussed; and
 - b) their application for attendance as a delegation is approved by the Mayor.
- 11.2 If the Mayor declines to approve the attendance of a delegation to any meeting of Council, but Council is of the opinion that the subject matter to be presented by the delegation is germane to the business before Council, Council may, by a majority affirmative vote, permit such delegation to appear before it and be heard.
- 11.3 Delegations will be allowed a maximum of 10 minutes to speak unless two-thirds of the members of Council, by affirmative vote, agree to extend the time.
- 11.4 Every petition presented to Council shall include the printed name and address of each signatory to the petition.
- 11.5 Proclamation Delegations will be provided a maximum of five minutes to make a presentation to Council, unless extended by a two-thirds vote of the Council present, after which the Council may accept or reject the Proclamation request, refer the request to a Committee or take such other action as is deemed expedient. Proclamation requests will only be heard when presented by a local representative.
- 11.6 Only those persons or delegations in attendance to present an issue that has arisen since the agenda closed and which must, in Council's opinion, be dealt with prior to the next Regular scheduled meeting are eligible to be recognized during the Unscheduled Public Attendance. The Mayor shall call, at the beginning of the Unscheduled Public Attendance portion of the meeting, for persons wishing to be recognized and, with Council's assent, having determined the number of persons eligible to be recognized, shall assign a time allotment for each eligible person or delegation to present their issue with consideration that the total time shall not exceed fifteen minutes, except with leave of the Council.

Section 12 -- Reconsideration

By the Mayor

- 12.1 The Mayor may at any time within 30 days after the adoption or rejection of any bylaw, resolution or proceeding, return same for reconsideration by Council subject to the following:
- a) it has not had the assent of the Electors;
 - b) it has not already been reconsidered by Council ;and
 - c) it has not been acted upon by any officer, servant, or agent of the municipality.
- 12.2 In returning matters for Council's reconsideration, the Mayor may state objections to Council, which will be recorded in the minutes. Council shall as soon thereafter as convenient, consider the objections and either
- a) reaffirm the bylaw, resolution or proceeding; or

b) reject the bylaw, resolution or proceeding.

12.3 Bylaws and resolutions that are rejected after reconsideration are deemed to be absolutely vetoed, rescinded and repealed, and are of no force or effect whatsoever, and shall not be reintroduced for a period of six months except with the unanimous consent of Council.

By a Council member:

12.4 Subject to subsection 12.7 of this bylaw, a member who voted with the majority either for or against a motion, or in the event of a tie vote a Council member may, at any time within 30 days of the vote or at the next Council meeting, whichever is longer, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.

12.5 Council must not discuss the main matter referred to in subsection 12.4 unless a motion to reconsider that matter is adopted by an affirmative vote of Council

12.6 A vote to reconsider must not be reconsidered.

12.7 Council may only reconsider a matter that has not
 a) had the approval or assent of the electors and been adopted;
 b) been reconsidered in accordance with the *Community Charter*; or
 c) been acted upon by any officer, servant, or agent of the municipality.

12.8 Bylaws and resolutions that are rejected after reconsideration are deemed to be absolutely vetoed, rescinded and repealed, and are of no force or effect whatsoever, and shall not be reintroduced for a period of six months except with the unanimous consent of Council.

12.9 In the event that there is a change in circumstances or legislation, a matter may be reintroduced by motion at any time.

Section 13 -- Bylaws

13.1 A proposed bylaw may be introduced at a Council meeting only if a copy of the bylaw has been provided to each Council member prior to Council voting on the bylaw.

13.2 A bylaw introduced at a Council meeting must:
 a) be printed;
 b) have a distinguishing name;
 c) have a distinguishing number;
 d) contain an introductory statement of purpose; and
 e) be divided into sections.

Reading and Adopting Bylaws

13.3 The Chair of a Council meeting may:
 a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 b) request a motion that the proposed bylaw or group of bylaws be read.

13.4 The readings of the bylaw may be given by stating its title and object.

13.5 A bylaw that requires a public hearing and that has received second reading before the hearing shall not be amended before the hearing unless the second reading is rescinded and the bylaw as amended is given second reading.

13.6 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* or the *Local Government Act*.

- 13.7 Each reading of a proposed bylaw must receive the affirmative vote of a majority of the members present.
- 13.8 In accordance with the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 13.9 A proposed bylaw may be amended while being considered for adoption except that a zoning bylaw may be amended only to the extent permitted by the *Local Government Act*.
- 13.10 If a bylaw fails to receive a mover and seconder at any reading or at adoption and no outstanding matter applies to it, the bylaw is deemed to have been abandoned.
- 13.11 After a bylaw is adopted by Council, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:
- a) the District's corporate seal,
 - b) the dates of its reading and adoption; and
 - c) the date of Ministerial approval or approval of the electorate if applicable.

Section 14 -- Resolutions

- 14.1 A resolution shall be dealt with on a motion put by a member and seconded by another member.
- 14.2 When considering a late resolution, the presiding member of a Council meeting may:
- a) have the Corporate Officer read the resolution; and
 - b) request a motion from a member that the resolution be introduced.

Section 15 -- Committee of the Whole

- 15.1 A quorum of the Council shall constitute the Committee of the Whole.
- 15.2 A meeting of the Committee of the Whole may be called at any time by the Chair.
- 15.3 During any meeting of the Council, the Council may, by resolution, resolve itself into Committee of the Whole to consider specific matters.
- 15.4 The Chair of the Council meeting shall preside in Committee of the Whole unless the Mayor, Council or the Committee appoints another member to preside.
- 15.5 The rules of procedure of the Council shall be observed in Committee of the Whole, so far as may be applicable, except that:
- a) the numbers of speeches to any question by a member shall not be limited; and
 - b) no member shall speak continuously for more than five minutes to a question.
- 15.6 When all matters referred to Committee of the Whole have been considered, a motion to terminate and report to Council shall be adopted.
- 15.7 On resumption of business in Council, the Chair in Committee of the Whole shall report to Council and the Council may:
- a) adopt the report;
 - b) reject the report;
 - c) adopt the report with amendments;
 - d) commit the subject matter for further consideration, either in part or in total;
 - e) postpone action on the report; or

- f) approve a request of Committee to sit again, the Committee having reported progress after partial consideration of the subject.

Section 16 -- Standing and Select Committees

- 16.1 The general duties of standing and select Committees shall be:
 - a) to report to Council, from time to time, as often as the interests of the District may require, all matters connected with the duties imposed on them respectively, and to recommend such action by the Council in relation thereto as may be deemed necessary and expedient;
 - b) to consider and report upon all matters referred to them by Council; and
 - c) to adhere strictly in the transaction of all business to the rules prescribed by the Bylaws of the Council.
- 16.2 The standing Committees of the Council shall be established and the members thereof appointed by the Mayor pursuant to the *Local Government Act* and the *Community Charter*. The Mayor shall designate the member of each standing Committee who shall act as Chair.
- 16.3 The select Committees of the Council shall be established and the members thereof from time to time appointed by resolution of the Council, pursuant to the *Local Government Act* and the *Community Charter*.
- 16.4 All members of the Council may attend meetings of standing and select Committees and may, with the consent of the Committee, take part in the discussion, but only those members who have been appointed to such Committee shall be entitled to vote on any matter of proceeding in such Committee.
- 16.5 Any Committee member shall have the right to submit a minority report.
- 16.6 The rules of procedure of the Council shall be observed in all meetings of standing and select Committees so far as may be practical, but the number of times of speaking on any question shall not be limited.

Section 17 -- Public Hearings

- 17.1 A motion to request a report from staff on a matter raised in a public hearing is in order at the public hearing, and may be amended.
- 17.2 When the presiding member considers that a reasonable opportunity has been provided for all who wished to make submissions and be heard, and Council has passed the appropriate resolutions, the presiding member may close the public hearing.
- 17.3 No further submissions from the public, including any applicant concerned with the bylaw, may be received by Council between the close of the hearing and third reading, adoption, defeat or abandonment of the bylaw for which the public hearing was held unless another public hearing is held.
- 17.4 Public Hearings will be scheduled starting at 7 p.m. on either the second or fourth Tuesday in a month except when Council resolves to hold on an alternate date or time.

Section 18 -- General

- 18.1 If any section, subsection or clause of the Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
- 18.2 This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance section 94 of the *Community Charter*.

READ A FIRST, SECOND AND THIRD TIME, this 17th day of November, 2010.

NOTICE GIVEN IN ACCORDANCE WITH SECTION 94 OF THE COMMUNITY CHARTER THIS 5th and 12th day of March, 2010.

RECONSIDERED AND FINALLY ADOPTED this 16th day of March, 2010.

Greg Gardner, Mayor

Robin Arthurs
Director of Administrative Services