

INSTRUCTIONS FOR COMPLETION OF NOMINATION DOCUMENTS

Key Information:

- The statutory period for receiving nomination documents begins at 9 a.m. on Tuesday, September 4, 2018 and ends at 4 p.m. on Friday, September 14, 2018.
- 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 (4:30 p.m.) on Friday, September 21, 2018.
- Candidates must make a solemn declaration on the documents. Nominations and declarations are most commonly taken by the Chief Election Office or designate at the time the nomination papers are filed. However, the declaration can also be taken by a lawyer, notary or Commissioner for Taking Affidavits in British Columbia at the candidate's cost.
- To avoid delays in filing nomination papers, it is recommended that you make an appointment for filing the documents with the Chief Election Officer 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 4, 2018, at 9:00 a.m. and September 14, 2018 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 October 20, 2018,
 - A Canadian citizen (landed immigrants and corporations are **not** eligible electors),
 - Have lived in the province for six months as of October 20, 2018,
 - Have lived in the District of Squamish for 30 days as of October 20, 2018, (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 October 20, 2018 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. Select the Nomination Package for the elected position for which you wish to be nominated, and 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 from 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 (Form C2 page 3 of 3), 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 arrange to declare the documents prior to filing, using a lawyer, notary or Commissioner for Taking Affidavits for British Columbia).

5. Form C3 – Other Information Provided by the Candidate must be completed. 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. Form C4 – Appointment of Candidate Financial Agent. Completion of this form is required if the Candidate will be appointing an individual as Financial Agent. If no Financial Agent is appointed, the Candidate is his or her own Financial Agent.
7. Form C5 – Appointment of Candidate Official Agent. Completion of this form is mandatory only if an Official Agent is appointed. Otherwise Candidate is considered to be the Official Agent and no form is required.
8. Form C6 – Appointment of Candidate Scrutineer. This form is only mandatory if Scrutineers are appointed by the Candidate and is ideally submitted as soon as Scrutineer(s) are appointed, but prior to Scrutineer attending at the voting place.
9. 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.