SCHOOL DISTRICT N0.10 (ARROW LAKES)

NOMINATION PACKAGE

Forms to be Completed

1. Candidate Information Release Authorization
2. Nomination Paper-**Form CS1-CS3**
3. Appointment of Candidate Official of Financial Agent (if applicable)-**Form CS4**
4. Appointment of Candidate Official Agent (if applicable)-**Form CS5**
5. Appointment of Candidate Scrutineer (if applicable)-**Form CS6**

   NOTE: Only **ONE** scrutineer may be present per candidate per ballot box during voting proceedings.
   Extra scrutineer appointment forms are available on request.

6. Statement of Disclosure
   (includes an information copy of the *Financial Disclosure Act)*

Information Package

1. Notice of Nomination
2. *Handbook for Local Candidates*
   (Elections BC A non-partisan Office of Legislature)
3. *Guide to Campaign Financing for Local Candidates and Financial Agents in B.C.*
   (Elections BC A non-partisan Office of the Legislature

IF YOU REQUIRE ASSISTANCE or would like more information on the nomination process or the election process, please call the following persons at the School District No 10 (Arrow Lakes) Board Office 250-265-3638

Rhonda Bouillet, Chief Election Officer
Lynn Husberg, Deputy Chief Election Officer

FOR INFORMATION ON SCHOOL DISTRICT OPERATIONS IN GENERAL, please contact:
Peter Dubinsky, School District Superintendent at 250-265-3638

****NOMINATION PERIOD IS**
FROM 9:00 AM ON TUESDAY, SEPTEMBER 1, 2026
TO 4:00 PM ON FRIDAY, SEPTEMBER 11, 2026**

SCHOOL DISTRICT 10(ARROW LAKES)
2026 GENERAL LOCAL ELECTIONS
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 local government 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.

Note: Changes have been made to election publishing requirements to better protect candidates' personal information, such as their telephone number or address, including a requirement to redact this information in public notices and nomination documents published online. The name of the jurisdiction where the candidate resides will be included in public notices and in online nomination documents.

Electors may view unredacted nomination documents at the local government office; however, an elector must sign a declaration that they will not use the information included in them except for purposes of the Local Government Act, Vancouver Charter, or Local Elections Campaign Financing Act.

I, ____, (please print name of person nominated) having submitted nomination documents for election to the office of **TEA #**___, 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:**
Email:	
Website:	
Twitter:	**Facebook:**

____
(Signature of Candidate)
Gender (Check one):
__ Female __ Male ___ Non-binary __ Other/undisclosed

Previous Elected Experience (Check one):

__ Incumbent – Served on Council or Board in the same role since the last general election

__ Served on Council or Board in a different role since the last general election

__ Served on Council or Board before but not during this past term

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

__ None.

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 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.

NOTE: Candidate Nomination documents can be submitted to the Chief Election Officer in-person, by mail, by fax or by email. School district contact information is available online at: https://bcschoolcontacts.gov.bc.ca and local government contact information is available online at: https://www/civicinfo.bc.ca/directories

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

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. Use section B of the Candidate Cover Sheet and Checklist Form CS1 to identify which forms have been completed and are included in the Candidate Nomination Package – School Trustee.
3. Return the completed package to the Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the Chief Election Officer:
CS2 – Nomination Documents (only page 3);
CS3 – Other Information Provided by Candidate; and,
CS4 – Appointment of Candidate Financial Agent.

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

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

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

Email: electoral.finance@elections.bc.ca

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 information 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*)

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)	
ARROW LAKES DISTRICT	TEA #1	
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 OF SCHOOL DISTRICT) ARROW LAKES DISTRICT	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE) TEA #1

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 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 office as a trustee, or be otherwise disqualified by law.

A nominator MUST be a qualified elector of the trustee electoral area where the candidate is running.
Elector qualifications are listed in section 40 and 41 of the *School 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 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**
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required. Copies can be made as needed.

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

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 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 office as a trustee, or be otherwise disqualified by law.

A nominator MUST be a qualified elector of the trustee electoral area where the candidate is running.
Elector qualifications are listed in section 40 and 41 of the *School 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 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**
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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**
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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**
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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, 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 42 of the *School Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE	
DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA	
AT: (LOCATION)	DATE: (YYYY/MM/DD)

☐ I am acting as my own Financial Agent	☐ I have appointed as my Financial Agent
NOMINEE'S SIGNATURE	FINANCIAL AGENT'S NAME (IF APPLICABLE)

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):		
PRINCIPLE OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
PRINCIPLE OFFICIAL'S SIGNATURE		DATE: (YYYY/MM/DD)

I consent to the endorsement by the above-named Elector Organization

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

CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
BOARD OF EDUCATION TRUSTEE	ARROW LAKES DISTRICT	TEA # 1
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	

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 (NAME OF SCHOOL DISTRICT) ARROW LAKES DISTRICT	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE) TEA #1

I hereby appoint as my Financial Agent for the:

GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	☐ General Local Election	☐ 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 (NAME OF SCHOOL DISTRICT) ARROW LAKES DISTRICT	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE) TEA #1
I hereby appoint as my **Official Agent** for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
☐ I hereby delegate to the above-named official agent the authority to appoint scrutineers.		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

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 (NAME OF SCHOOL DISTRICT) ARROW LAKES DISTRICT	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE) TEA #1
I hereby appoint as my **Scrutineer** for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	

Statement of Disclosure
Financial Disclosure Act

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*)

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: ____ *last name* ____ *first & middle name(s)*

Street, rural route, post office box: ____

City: ____ **Province:** ____ **Postal Code:** ____

Level of government that applies to you: ○ provincial ○ local government ○ school board/francophone education authority

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

Assets – 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:

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

BRITISH COLUMBIA

Ministry of Attorney General

FACT SHEET

FINANCIAL DISCLOSURE ACT

The information in this fact sheet applies to you if you are a municipal official**, including a municipal nominee**, or municipal employee (see definitions below).

NOTE: If you are a nominee for election as a Member of the Legislative Assembly (MLA) in British Columbia, please refer to fact sheet #AG04003-a.

ABOUT THE ACT

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

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

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

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

DEFINITIONS

For the purpose of this fact sheet:
"**disclosure clerk**" means:

– in relation to a municipality or regional district, the officer assigned responsibility for corporate administration;
– in relation to the Islands Trust, the secretary of the Islands Trust;
– in relation to the board of a school district, the secretary treasurer of the school district;
– in relation to a francophone education authority, the chief executive officer of the authority.

"**municipal official**" means a person who is a member of the council of a municipality, the board of a regional district or a local trust committee, or is a member of a board of school trustees constituted under the School Act, or is a member of the board of directors of a francophone education authority, and includes a **municipal nominee**.

"**municipal employee**" means a person who is employed or appointed by the council of a municipality, by the board of a regional district, by the Islands Trust Council, by a francophone education authority or by the board of a school district, and is designated by the council, board, Islands Trust Council or francophone education authority, as the case may be, to be a municipal employee.

WHAT YOU MUST DISCLOSE

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

- The name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.

- The name of each creditor to whom you owe a debt, with the following exceptions: residential property debt (mortgage, lease or agreement for sale); money borrowed for household or personal living expenses; or any assets you hold in trust for another person.

- The name of each business or organization located or carrying on business within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee) and from which you receive financial remuneration. You must also identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of company or society).

- The legal description(s) and address(es) of all land located within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee) in which you, or a trustee acting on your behalf, own an interest or have an agreement, which entitles you to obtain an interest. Your personal residence does not need to be disclosed.

- The following information with regard to corporations where you individually, or together with your spouse, child, brother, sister, mother or father, own shares which total more than 30% of votes for electing directors:
  – The name of each corporation and its subsidiaries.
  – The type of business the corporation and its subsidiaries normally conduct.
  – A description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest or have an agreement entitling any of them to acquire an interest.
  – A list of creditors of the corporation, including its subsidiaries (you need not include debts of less than $5,000 payable in less than 90 days).
  – list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

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

FILING DISCLOSURE DOCUMENTS

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

If you are a municipal official, you must submit your completed disclosure form with your nomination papers and, if elected, between January 1st and 15th in each year to the appropriate disclosure clerk. If you are a municipal employee, you must submit your completed disclosure form to the appropriate disclosure clerk not later than the 15th day of the month following the month in which you became a municipal employee and annually after than between January 1st and 15th.

You are not required to file more than one written disclosure a month. If you cease to be an elected municipal official or municipal employee, for any reason other than death, you must file a written disclosure by the 15th day of the month following the month in which you cease to be an official or employee.

FREQUENTLY ASKED QUESTIONS

Q. Do I need to list mutual fund investments?

A. The Financial Disclosure Act was written many years ago and does not specifically address mutual fund investments. If you own mutual funds which do not contain corporate shares or interests in land located within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee), you are not required to disclose your investment. If you own mutual funds which do contain corporate shares or interests in land located in that regional district, your investment should be disclosed either as trusts (if applicable) or to comply with the spirit of the legislation.

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

A. It depends on the type of investments you hold in your RRSPs. If you hold, in an RRSP, corporate shares or interests in land located within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee), those investments must be disclosed to the same extent as if you held those investments outside an RRSP. However, if you hold investments in an RRSP which would not be disclosable if you held them directly (e.g. term deposits or GICs), they do not become disclosable because they are held in an RRSP.

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

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

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

A. As a municipal official or municipal employee you are required by law to submit a complete disclosure form annually and, if you are a municipal nominee, with your nomination papers. If you have forgotten to include something on your form, you should submit a supplement to your filed disclosure form or complete a new disclosure form and submit it to the appropriate disclosure clerk or, in the case of municipal nominees, to the chief election officer as soon as possible.

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

A. If you are a municipal official, your statement of disclosure form will be available for public inspection during normal business hours. If you are a municipal employee, a copy is sent to the members of the council, board or trust council responsible for your employment or appointment.

FURTHER INFORMATION?

You should approach your solicitor if you require additional information on the Financial Disclosure Act and the disclosure form.

DISCLAIMER

The purpose of this fact sheet is to help municipal officials and municipal employees understand the general requirements of the Financial Disclosure Act. However, the Act itself should be referred to for specific interpretations.

#AG04003-b
01/2004

SCHOOL DISTRICT NO. 10

2026 GENERAL SCHOOL ELECTION

PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:

NOTICE OF NOMINATION

Nominations for the offices of:

Trustee Electoral Area	Trustee electoral area description:	# of trustees
Eastern Attendance Zone TEA#1	***Villages of Silverton, New Denver and part of Electoral Area H of Regional District of Central Kootenay (Rosebery, Hills, Sandon-Enterprise Creek to Bonanza Creek)***	**One**
Central Attendance Zone TEA#3	***Village of Nakusp, part of Electoral Area H (Bonanza Creek Summit Lake), part of Electoral Area K(Box Lake to Arrow Park Cenotaph to Halcyon Hot Springs) of Regional District of Central Kootenay and part of Electoral Area B(Halcyon Hot Springs to Trout Lake) of Columbia Shuswap Regional District***	**One**
Southern Attendance Zone TEA#2	***Part of Electoral Area K of Regional District of Central Kootenay (Burton, Fauquier, Edgewood-Arrow Park Cenotaph to Wauchope Creek)***	**One**
At Large Attendance Zone TEA#4	***Villages of Silverton, New Denver, Nakusp, part of Electoral Area H, Electoral Area K of Regional District of Central Kootenay, and part of Electoral Area B of Columbia Shuswap Regional District***	**Two**

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

By hand, mail or other delivery service: **School District# 10 (Arrow Lakes) Board Office** **98 6th Avenue NW** **PO Box 340 Nakusp, BC, V0G 1R0**	**From 9:00 am September 1, 2026** **To 4:00 pm September 11, 2026** Excluding statutory holidays and weekends
By fax to: (250)265-2305 **By email to:** **sd10.elections@sd10.bc.ca**	**From 9:00 am September 1, 2026** **To 4:00 pm September 11, 2026**

Interested persons can obtain information on the requirements and procedures for making nominations, including nomination forms at the School District# 10 (Arrow Lakes) Board Office from August 17- September 10, Monday-Friday 8:30-

4:30 pm and September 11 Friday, 8:30-4:00 or School District #10 (Arrow Lakes) website at www.sd10.bc.ca to the close of the nomination

QUALIFICATIONS FOR OFFICE

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

- Canadian citizen;
- 18 years of age or older on general voting day October 17, 2026;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed April 16, 2026; and
- not disqualified under the *School Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

CAMPAIGN EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local election, the following expense limits for candidates during the campaign period apply:

Eastern Attendance Zone	$6,161.89
Central Attendance Zone	$6,161.89
Southern Attendance Zone	$6,161.89
At Large Attendance Zone	$6,161.89

THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local election, the following third party advertising limits apply:

Eastern Attendance Zone	$924.28
Central Attendance Zone	$924.28
Southern Attendance Zone	$924.28
At Large Attendance Zone	$924.28
Cumulative third party advertising limit	$184,856.70

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

Rhonda Bouillet, Chief Election Officer 250-265-3638
Lynn Husberg, Deputy Chief Election Officer 250-265-3638

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

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

For further information, please contact:

Rhonda Bouillet, Chief Election Officer 250-265-3638
Lynn Husberg, Deputy Chief Election Officer 250-265-3638

HANDBOOK FOR LOCAL CANDIDATES

A non-partisan Office of the Legislature

4501001 (26/03)

TABLE OF CONTENTS

INTRODUCTION

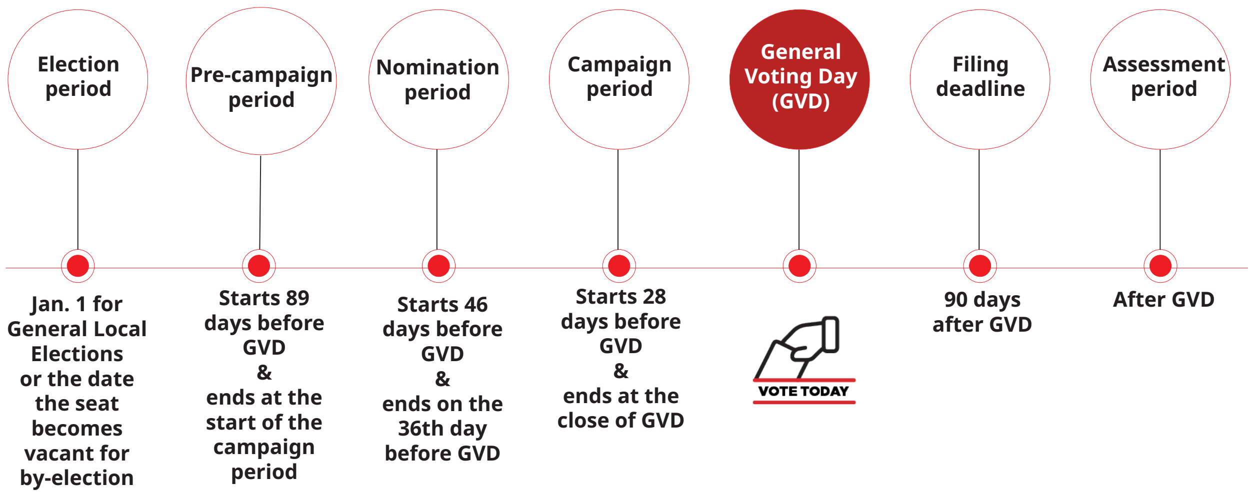
This handbook is designed as a day-to-day resource to help local candidates understand their campaign responsibilities under the *Local Elections Campaign Financing Act* (LECFA) and associated regulations. It is the responsibility of candidates to ensure they understand and follow the rules. This guide is based on current interpretation of the legislation and is not considered legal advice by Elections BC.

Each section is designed to address common issues candidates may encounter during local elections. We recommend this resource be used in collaboration with other Elections BC resources available on our website (elections.bc.ca/local-candidates), including:

- Local guides
- Local forms
- Online learning
- Information sessions

Where there is inconsistency between this handbook and the legislation, the legislation will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking independent legal advice.

TIMELINES



Key dates	Period	Important to know
Election period	Starts January 1st in the year for General Local Elections, or for a by-election, from the date the seat becomes vacant, until the start of the campaign period	• Candidates are required to appoint a financial agent and open a campaign account. • There are rules for campaign contributions that candidates must follow. • All income and expenses must be recorded and receipts maintained.
Pre-campaign period	Starts 89 days before General Voting Day (GVD) and ends at the start of campaign period Only applicable for General Local Elections (not applicable for by-elections)	• There are rules for election advertising, including a requirement for an authorization statement on all advertising. • All income and expenses must be recorded and receipts maintained.
Nomination period	Starts 46 days before GVD and ends on the 36th day before GVD	• Elections BC does not administer candidate nominations for local candidates. • Candidate nominations, including elector organization endorsements, must be filed with Local Chief Election Officers directly.

Campaign period	Starts 28 days before GVD and ends at the close of general voting	• There are rules for election advertising, which now also include advertising that takes a position on an election issue. • All income and expenses must be recorded and receipts maintained.
General Voting Day (GVD) VOTE TODAY		• No election advertising can be transmitted to the public. • During voting, candidates **must not** post, display, or distribute election advertising or materials identifying a candidate or an elector organization within 100 metres of a voting place.
Filing deadline	90 days after GVD	• All candidates **must** file a campaign financing report with Elections BC.
Assessment period	After GVD	• Elections BC conducts compliance reviews and audits. Issues of non-compliance are forwarded to investigations for possible enforcement. • Candidates **must** respond to requests from Elections BC for additional information.

RUNNING AS A CANDIDATE

Individuals can run as:

- unendorsed candidates (candidates who are not supported by an elector organization), or
- endorsed candidates (candidates who are supported by an electoral organization).

There are some important differences if running as an endorsed candidate and they are highlighted through this booklet. Check page 11 for endorsed candidates expense limits.

FINANCIAL AGENTS

All candidates **must** have a financial agent. Candidates may appoint another individual to act as their financial agent.

> A candidate is automatically their own financial agent if they do not appoint anyone.

The appointment must be made in writing.

Appointment of financial agent checklist:

- ☐ Full name
- ☐ Start date of the appointment
- ☐ Contact information for financial agent, including service address
- ☐ Signatures of the candidate and financial agent

Appointment forms, including updates, must be sent to the relevant authorities as soon as practicable:

- **before** the voting results are declared, to the **Local Chief Election Officer** for your jurisdiction, or
- **after** voting results are declared, to **Elections BC.**

What to look for in a financial agent?

A background in accounting or finance can be an advantage for financial agents, but it is not a requirement under LECFA.

An individual can be appointed as the financial agent for more than one campaign, however, they should ensure they have the time and resources available to meet the responsibilities they have committed to.

Financial agent duties

Financial agents are legally responsible for managing the campaign's finances.

Failure to manage the campaign finances and follow LECFA can result in significant penalties.

If a candidate does not appoint a financial agent, they are responsible for all the financial agent's duties.

Duties include:

1 Open and manage a separate campaign bank account that is used exclusively for the candidate's election campaign.

The account must be in the name of the candidate's campaign. This means it includes the candidate's name and details about the specific election. A campaign account must be opened prior to incurring election expenses or accepting campaign contributions.

Acceptable account name	Not acceptable account name
• Alex Smith 2026 Vancouver Local Election Campaign Account • Vancouver by-election for Alex Smith	• Vancouver Election Account • Alex's Vancouver account

2 Accept and record all income.*

- Contributions must come from eligible individuals, who are:
  - residents of British Columbia, and
  - Canadian citizens or permanent residents.

  Note: Record all required information for contributions and ensure individuals do not exceed the annual contribution limit. Required information listed on page 8.
- Contributions from organizations or individuals residing outside of B.C. cannot be accepted.
- In addition to contributions, all other income must be tracked, deposited into the campaign account and disclosed in the campaign financing report.

> If running as an endorsed candidate, contribution limits are shared with the elector organization and all candidates endorsed by the elector organization for the same election campaign. This means an individual can give the maximum amount to the electoral organization and not to each individual candidate.

3 Approve expenses.*

- Approve all expenses incurred by the campaign.
- Ensure all election expenses are paid or reimbursed directly from the campaign account.
- Ensure campaign period election expenses do not exceed the expense limit.
- Maintain accurate and complete records of all campaign expenses.
- Ensure that all campaign expenses are disclosed in the campaign financing report.

What does it mean to incur an election expense?

Expenses are considered to be incurred once the property or service is used in such a manner that the value is an election expense.

Example: *Candidate Alex Smith purchases $1,000 worth of signs during the pre-campaign period. These signs are displayed in the campaign period. The full $1,000 cost of the signs must be reported as a campaign period expense and will count towards the expense limit.*

For more information, please scan this code and review the election expense limit quick reference sheet.

***** Financial agents may authorize someone to assist with accepting contributions and incurring expenses. The authorization must be in writing and kept as an official record.

4 File campaign financing reports with Elections BC by the filing deadline.

- The financing report must be submitted within 90 days after GVD.
- Amended reports must be submitted within 30 days of becoming aware of errors or omissions in the report.

5 Maintain financial records in B.C.

- The financial agent must retain the financial records until all required campaign financing reports have been submitted.
- Afterwards, the financial records must be forwarded to the candidate, who must retain them for five years after GVD.

CAMPAIGN CONTRIBUTIONS

Contributions include any amount of money, property, or services provided without compensation to a candidate for campaign use.

For more information about contributions, including the current contribution limit, scan the code and see (elections.bc.ca/local-contributions).

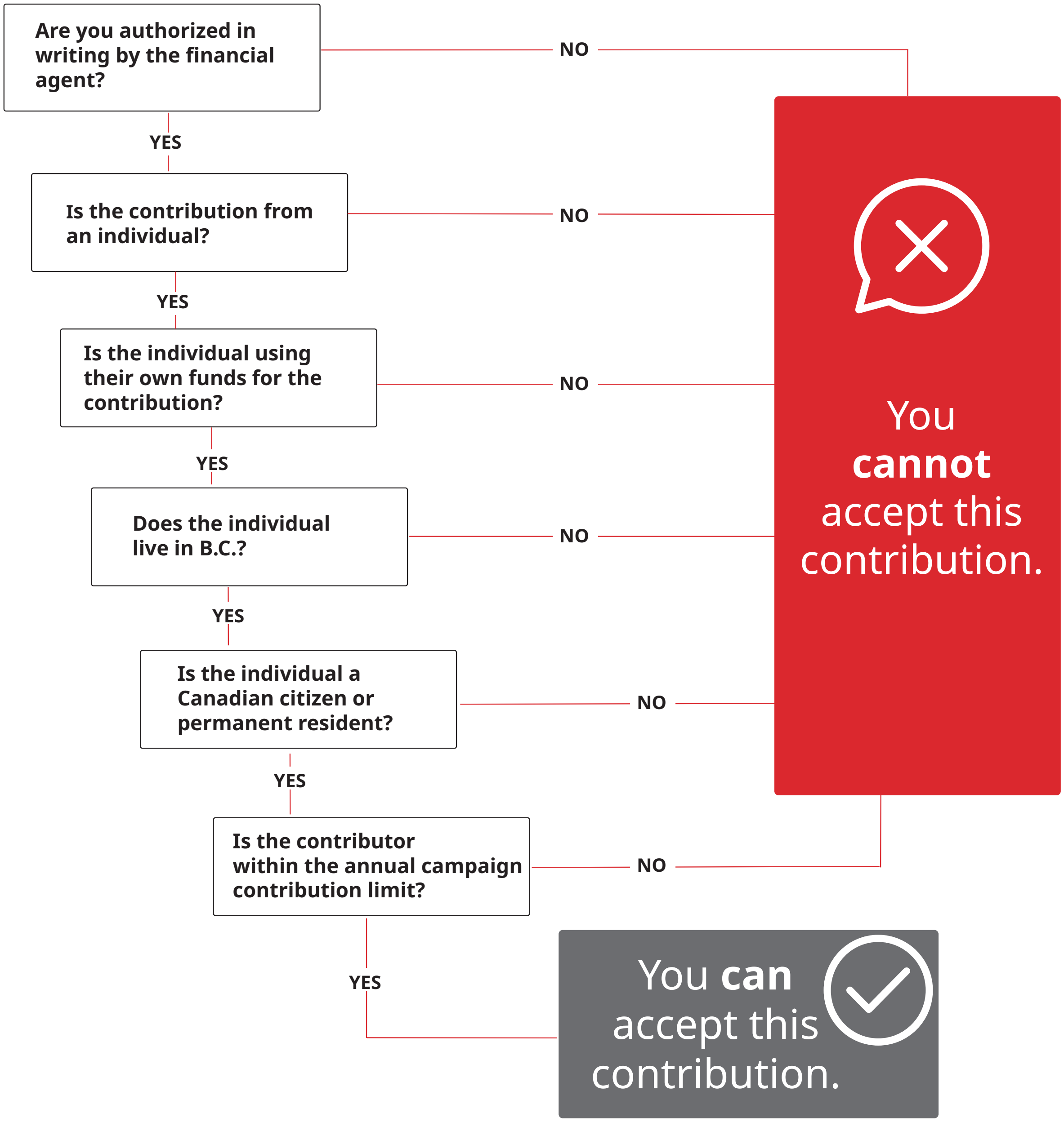
Who can contribute?	• Individuals who live in B.C. and are either a Canadian citizen or a permanent resident
What are contribution limits?	• $1,429.70 for 2026 • Updated January 1st each year
What counts as a contribution?	• Cash, cheque, credit card payments, and electronic fund transfers • Property or services provided free of charge which would normally have a cost • Discounts, forgiven loans or unpaid debts
What needs to be recorded when accepting contributions?	• Contributor's full name • Contributor's mailing address • If different, contributor's residential address • Amount of contribution • Date received • How eligibility was confirmed

If using an online processing system (such as Stripe, Square, etc), the contribution amount includes any service fees withheld by the processing system.

If an individual contributes $1,420 and the system retains $2.50 as a processing fee, the contribution amount is still $1,420, despite the campaign receiving only $1,417.50.

Accepting contributions

Candidates, financial agents, and appointed individuals must ensure that a contribution is permitted before accepting it. This flow chart will help to determine when contributions can and cannot be accepted.



Prohibited Contributions

It is an offence to make or accept a prohibited contribution and Elections BC may issue monetary penalties for such contraventions. If you unintentionally accept a prohibited contribution, you must return it as soon as you realize the error. Failing to return a prohibited contribution can result in significant penalties.

Prohibited contribution checklist:

- ☐ Return the contribution to the contributor within 30 days of becoming aware. If the amount cannot be returned, remit it to Elections BC as soon as practicable.
- ☐ Record the details of how the contribution was dealt with as part of the campaign's financial records, including any supporting documentation (i.e. cancelled cheque, etc.).
- ☐ Report the prohibited contribution to Elections BC in your campaign financing report.

When returning a prohibited contribution, you should keep all supporting documentation about the return.

This includes the amount returned and the date it was returned to the contributor. If the contributor does not cash the cheque for the returned contribution, you must remit the contibution to Elections BC.

Individuals must use their own funds to make a political contribution. This means that the bank account or credit card used for the contribution must be in their own name. If the account is in another individual's name, the contribution is an indirect contribution which is prohibited.

Example: *A group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for $3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. This is a prohibited contribution because the other supporters did not use their own funds for the contribution.*

ELECTION EXPENSES

Candidates are limited in the amount of election expense they can use during the campaign period. Current expense limits are posted on our website (elections.bc.ca/local-expense-limits).

Endorsed candidates may have a reduced expense limit if they have chosen to share some of their limit with their elector organization through a Campaign Financing Arrangement (CFA). There are significant penalties for exceeding an election expense limit or amount available under a CFA.

The following election expenses are not subject to the campaign period expense limits:

- Personal expenses
- Legal or accounting services
- Services provided by a financial agent
- Interest on a permissible loan for election expense

There are no expense limits for property or services used exclusively outside of the campaign period.

All election expenses must be tracked. Record keeping must include:

- ☐ Description of the election expense
- ☐ Total value of each election expense
- ☐ Date the election expense was incurred, including when it was used by the campaign

> Supporting documents (e.g. receipts, invoices, etc.) must be retained for five years to support campaign record keeping.

Incurring election expenses

Election expenses are incurred based on when the property or services are used. This means that you might pay for an expense before the expense is considered to be incurred.

How to calculate election expenses?

Election expenses must include all production and transmission costs, and applicable taxes.

Example: *Candidate Alex Smith pays $2,000 to have a video produced during the pre-campaign period. This video is not shared until the campaign period. During the campaign period, Alex Smith pays $100 to share the video with the public. In this scenario the candidate must report $2,100 towards their election expense limit.*

It is important to report expenses during the period they are used. Failure to report expenses in the right period may result in unintentionally exceeding the campaign period expense limit and being disqualified from the election.

Apportioning election expenses

Some election expenses can be split between two periods – this is called apportioning expenses. This can only be done when some of the value is used in the campaign period and some of the value is used outside of the campaign period.

For example, if you pay for a monthly phone bill, you can split the cost by month. However, you can't split the usage of campaign signs. If a campaign sign is publicly displayed starting in the pre-campaign period, and remains during the campaign period, the entire value of the sign must be counted against the campaign period expense limit (as the full value was transmitted during the campaign period).

MARKET VALUE

Candidates need to record and report transactions that do not involve money, for example, property or services donated and/or used by the campaign. To do this, they must assign a market value.

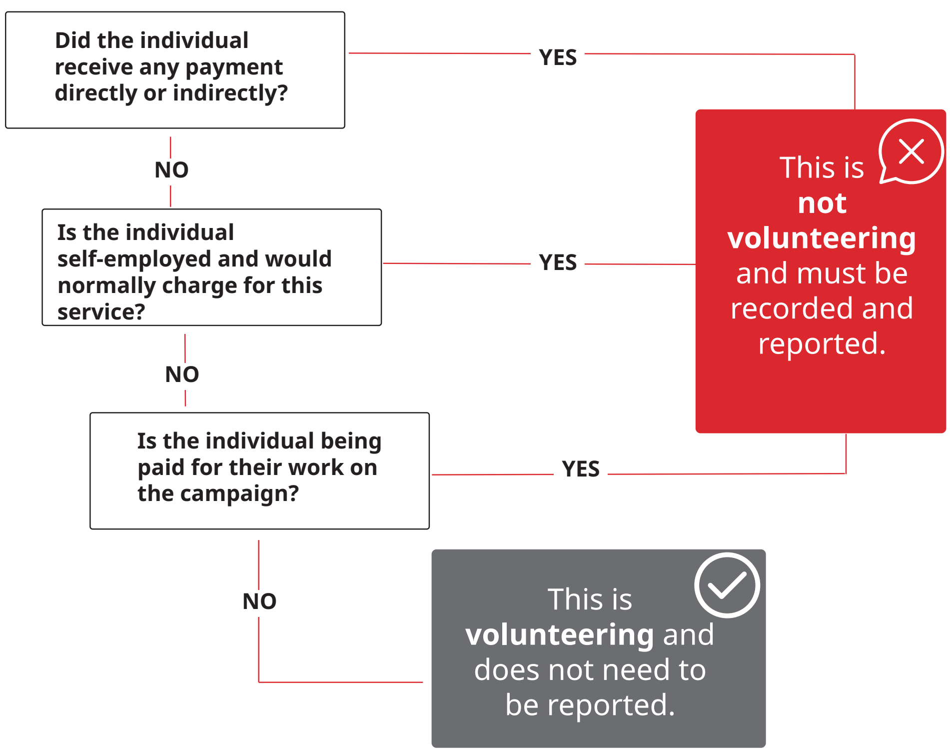
Market value is the lowest price charged for an equivalent property or service in the area at the time. This can be determined by obtaining quotes or estimates online or from local vendors for similar products.

The supporting documentations showing how market value was determined must be retained as part of the financial records.

Example: *Eligible individuals can give non-monetary contributions, including services or property, or provide discounts to a candidate. The* ***difference between market value and the price paid*** *is a non-monetary contribution. The full market value of the property or services used is the amount of the election expense incurred. This amount must be recorded and disclosed in the same way as contributions of money and election expenses purchased by the campaign.*

VOLUNTEERING

Individuals are allowed to volunteer for a campaign, however, in some cases their services may be a contribution and election expense under LECFA. This flow chart helps to determine when an individual's participation must be reported as a contribution and expense.



ELECTION ADVERTISING

Election advertising includes any paid public transmission, including canvassing voters, that promotes or opposes the election of a candidate or an elector organization during the pre-campaign period or campaign period.

- During the campaign period, election advertising also includes messages that take a position on an issue with which a candidate or elector organization are associated.
- LECFA does not regulate when a candidate can start advertising, or where they can place signs. Candidates should contact their local authority as there may be specific by-laws regulating election advertising.
- If someone other than a candidate or elector organization wants to conduct election advertising, they must register as a third party sponsor with Elections BC. They must be independent from the election campaign of any candidate or elector organization.

When candidates are conducting election advertising, the message must include sponsorship information that:

- indicates the ad is authorized by the financial agent,
- includes the name of the financial agent, and
- provides a B.C. phone number, B.C. mailing address or email address where the financial agent can be contacted about the advertising.

Acceptable sponsorship information	Not acceptable sponsorship information
• Authorized by Alex Smith, financial agent, 604-555-1234	• Paid for by Alex Smith's campaign • Authorized advertising, www.AlexSmith.com

- If multiple candidates conduct advertising together, or with their elector organization, each participant is responsible for paying for their share of the advertising. Furthermore, the advertising authorization statement must identify and provide contact information for all authorized financial agents.

Advertising must not be transmitted on General Voting Day, unless it is one of the following activities and is conducted more than 100 metres from a voting place:

- Signs, posters, and banners
- Distribution of pamphlets
- Internet message posted before GVD, which are not changed before the close of voting
- Message with the sole purpose of encouraging voters to vote

Elections BC does not regulate the placement of election advertising. Candidates are encouraged to contact the local authority to confirm if there are rules for election signs, and to confirm the location of voting places.

If contacting voters by phone, please be aware of the Canadian Radio-television and Telecommunications Commission (CRTC) rules for unsolicited calling, including do not call lists, identification requirements and automatic dialing-announcing device (ADAD) rules. More information is available on the CRTC website (https://crtc.gc.ca).

CAMPAIGN FINANCING REPORTS

Every candidate must file a campaign financing report with Elections BC within 90 days of GVD, even if they are acclaimed, withdraw or have no financial activity to report.

The report consists of the following forms which are available on the Elections BC website (elections.bc.ca/local-forms).

- Disclosure Statement Cover Page
- Campaign Financing Summary
- Summary of Campaign Contributions
- Campaign Contributions With a Total Value of $100 or More
- Permissible Loans Received
- Other Income and Transfers Received
- Prohibited Campaign Contributions and Loans
- Summary of Elections Expenses
- Shared Election Expenses
- Other Expenses and Transfers Given
- Fundraising Functions
- Disbursement of Surplus Funds
- Former Financial Agents
- Campaign Financing Arrangement

If a candidate has no financial activity to report, this can be indicated on the cover page. The remaining forms only need to be filed if there is financial information that needs to be reported.

To be accepted, the campaign financing report must be:

- received by Elections BC by the filing deadline (postmark is not acceptable) – contact information is included in this handbook.
- signed by both the candidate and the financial agent.

Submitting reports

Candidates can submit reports online, by email, mail, fax, courier, or in-person. To meet the deadline, we recommend using the **Secure Online Filing Application (SOFA).**

Scanned reports or electronically filled forms can be directly uploaded to SOFA through Elections BC Services (https://services.electionsbc.gov.bc.ca/Portal).

ONGOING EDUCATION

As you run your campaign, there are a variety of resources available at elections.bc.ca/local-candidates. These materials are designed to guide your campaign, deepen your understanding of the rules, and help you approach your campaign responsibilities with knowledge and confidence.

Be sure to visit the candidate homepage regularly. It serves as a central hub for updates, reminders, announcements, and additional educational materials. Checking in often will ensure you stay informed at every stage of the campaign.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683

Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. 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

NOTES

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GUIDE TO CAMPAIGN FINANCING FOR LOCAL CANDIDATES AND FINANCIAL AGENTS IN B.C.

4504339 (26/06)

TABLE OF CONTENTS

INTRODUCTION

This guide has been developed to assist local candidates and their financial agents to understand their responsibilities and legal obligations under the *Local Elections Campaign Financing Act* (LECFA).

It is the responsibility of all local candidates and their financial agents to ensure they understand and follow the rules. This guide is not considered legal advice by Elections BC. It is based on our current understanding of the legislation.

Where there is inconsistency between this guide and LECFA, LECFA will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking legal advice.

We encourage all local candidates and their financial agents to read this guide and other compliance materials for local elections on our website (elections.bc.ca).

We discourage the use of artificial intelligence (AI) to summarize guidance materials or prepare information required under LECFA. Use of AI will not be considered as a mitigating factor in instances of non-compliance.

A link to the *Local Elections Campaign Financing Act* is available on the Elections BC website (elections.bc.ca) or a printed copy can be purchased from Crown Publications (crownpub.bc.ca).

PRIVACY

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

For information about Elections BC's privacy policies, please visit elections.bc.ca/privacy or contact the **Privacy Officer, Elections BC** at 1-800-661-8683 or privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

DEFINITIONS

The following key terms have been used throughout this guide. Most of the terms are defined in the *Local Elections Campaign Financing Act*.

Address for service	A mailing address, or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization. In addition to the required mailing address or email address, an individual or organization may provide an additional address for service. This may include: ▪ an email in addition to the mailing address, ▪ a mailing address in addition to the email address, or ▪ a fax number.
Anonymous contribution	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than $50 anonymously to a single election campaign.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum.”
B.C. Chief Electoral Officer	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Campaign account	An account in a savings institution opened by a financial agent exclusively for the purposes of an election campaign.
Campaign contribution	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization.
Campaign contribution limit	The maximum value of campaign contributions that an eligible individual may provide.
Campaign financing arrangement	A written agreement between an elector organization and **each** endorsed candidate. The arrangement determines how much of the candidate’s campaign period expense limit will be shared with their elector organization.

Campaign financing records	The records maintained to complete financial reports required under LECFA.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Campaign period election advertising	During the campaign period of a general local election, the definition of election advertising expands to include communications that take a position on an issue associated with a candidate or elector organization.
Campaign period expense	An election expense that is used in the campaign period. Most campaign period expenses are subject to an expense limit.
Candidate	In relation to obligations applicable under LECFA, an individual who: (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization in relation to an election, or (c) was a candidate.
Disclosure statement	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC. Disclosure statements are commonly referred to as Campaign Financing Reports. Please note: these are different than a "Statement of Disclosure".
Election advertising	Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization.
Election period	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
Election period expense	An election expense that is used in the election period.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.

Elector organization	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses.
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
Financial agent	A representative that a candidate and elector organization is required to appoint. A candidate may act as their own financial agent or appoint someone else to this position. A candidate or elector organization may not have more than one financial agent at the same time. Financial agents are responsible for understanding and following the rules under LECFA to avoid penalties such as deregistration, disqualifications, paying for administrative monetary penalties, or committing offences.
Fundraising function	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Incurring an election expense	Using property or services in such a way that their value is an election expense.
Jurisdiction	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor with the payment of a penalty fee, unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.

Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.
Member	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque or money order), a payment by credit card, any form of electronic payment or funds transfer, or any other form of monetary payment.
Permissible loan	A loan made by an eligible individual or savings institution to a candidate or elector organization.
Personal expenses	Campaign expenses of a candidate that are paid from or reimbursed to a campaign account. All of the following expenses must be reasonable. (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other travel related expenses (c) child or family care if the candidate is usually responsible for (d) expenses related to a disability of the candidate
Placement cost	The cost of purchasing election advertising space on the internet, including a social media site or website.
Pre-Campaign Period	The period which begins on the 89th day before General Voting Day for a general local election, and which ends on the 29th day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making, accepting or failing to return prohibited contributions or loans.
Production cost	The value of producing election advertising, including fees such as graphic design, video production fees, etc.
Required contribution information	Information that must be recorded for all campaign contributions: (a) value of contribution, (b) date the contribution was made, and (c) full name, residential address of the contributor.

Shared election expense	An election expense agreed to be shared by two or more candidates.
Significant contributor	An eligible individual who makes: (a) a campaign contribution having a value of $100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is $100 or more.
Sponsorship information	An authorization statement that is required to be on most election advertising. It includes the name of the advertising sponsor and appropriate contact information.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report that includes a description of the circumstances leading to its submission.
Surplus campaign funds	The balance of money left in the campaign account after all financial transactions are completed.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
Transfer	Movements of money, property or services between a candidate and their elector organization.
Value of election advertising	The value of election advertising is: ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
Volunteer	An individual who provides services for no remuneration or material benefit, but does not include: (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

General local elections are held every four years in British Columbia. General local elections include elections for:

- mayors and municipal councillors,
- regional district directors,
- school boards trustees,
- specified parks boards,
- local community commissions, and
- the Islands Trust.

Unlike provincial elections, local elections are not managed by one organization.

Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations.

Elections BC is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act* (LECFA).

The Ministry of Housing and Municipal Affairs and Ministry of Education and Child Care also have responsibilities in local elections.

Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers in the local jurisdiction
Nomination process	Local election officers in the local jurisdiction
Financial rules for advertising	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations and third party sponsors	Elections BC
Legislation for local elections	Ministry of Housing and Municipal Affairs Ministry of Education and Child Care

Contact the jurisdiction or the Ministry of Housing and Municipal Affairs, if you have questions about voting, responsibilities of elected officials, election proceedings, or the rules in the *Local Government Act, Community Charter* or *Vancouver Charter*.

Contact the school district or the Ministry of Education and Child Care if you have inquiries about the *School Act*.

Local election officers

Local election officers are appointed by local governments to administer local elections in their jurisdiction. They are responsible for:

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

Elections BC

Elections BC is a non-partisan, independent Office of the Legislature.

In local elections, Elections BC is responsible for administering campaign financing and election advertising rules under the *Local Elections Campaign Financing Act* (LECFA).

Elections BC does **not** administer voting, counting or results reporting at the local level, including by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements, annual financial reports and supplementary reports
- assisting participants to understand the rules and requirements under LECFA
- registering local advertising sponsors and elector organizations
- undertaking investigations and audits

CAMPAIGN FINANCING

The *Local Elections Campaign Financing Act* (LECFA) has rules for candidates, elector organizations and third party sponsors. This includes disclosure and reporting requirements for campaign financing and election advertising.

Campaign financing periods

Election Period	Pre-campaign Period	Campaign Period	Filing Period	Assessment Period
→	→	→	→	→
Start of Election Period	**Start of Pre-campaign Period**	**Start of the Campaign Period**	**Filing Deadline**	**Assessment Period**
January 1 for general local elections, or the date the seat becomes vacant for by-elections Expenses used in this period must be reported on the campaign financing disclosure statement.	**89 days before General Voting Day** Election advertising transmitted to the public must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement.	**28 days before General Voting Day** Definition of election advertising is expanded to include issue based advertising, and limits apply to the value of election expenses used.	**90 days after General Voting Day** Campaign financing disclosure statements must be filed with Elections BC.	Elections BC conducts compliance reviews and audits of financial reports, and if non-compliance is identified, the file is forwarded for investigation and possible enforcement.

[s. 10]

Election Period
For General Local Elections, the election period begins at the start of the calendar year in which the general local elections will be held.
For local by-elections, the election period starts the day the seat became vacant.

At the beginning of the calendar year, annual campaign contribution limits are calculated and posted on the Elections BC website.

Pre-campaign period begins (general elections only)
89 days before General Voting Day and ends at the start of the campaing period. By-elections do not have a pre-campaign period.
Election advertising must contain authorization statements from this date.

Candidate Nomination Applications
Local jurisdictions oversee the nominations process. Prospective candidates should reach out to their local chief election officer to learn more about nomination applications.

Before the end of nominations
As soon as practicable after an elector organization endorses a candidate, the candidate must provide the financial agent for the elector organization the details of any contributions accepted.

Nomination period begins
46 days before General Voting Day.

Nomination period ends
36 days before General Voting Day.

Before the campaign period begins
Endorsed candidates **MUST** enter into a campaign financing arrangement with their elector organization. The candidate, their financial agent and the elector organizaton's financial agent must all sign and date the campaign financing arrangement. Once completed, the arrangement must be sent to Elections BC.

Campaign period begins
28 days before General Voting Day and ends on General Voting Day.
Election expense limits apply to expenses used in this period.

GENERAL VOTING DAY

As soon as possible after General Voting Day
Financial agents should have all documents and financial records ready to prepare the required election financing disclosure statement.

Filing deadline for election financing disclosure statements
90 days after General Voting Day.
All candidates and elector organizations are **required** to file even if they had no or financial transactions.

All reports are received
Elections BC begins conducting compliance reviews and audits of disclosure statements submitted to our office.
Candidates, elector organizations and financial agents should be prepared for communications with our office. Following a review, disclosure statements may be referred to our Investigations department for consideration of penalties.

Late filing deadline for election financing disclosure statements
120 days after General Voting Day.
Candidates and elector organizations who did not file at the filing deadline may file at the late filing deadline on payment of a late filing penalty of $500.

Once the disclosure requirements are fulfilled,
the candidate must keep all financial records in BC for 5 years.

FINANCIAL AGENTS

The financial agent is legally responsible for administering the candidate's campaign finances in accordance with LECFA. It is the financial agent's responsibility to know, understand and follow the rules under LECFA to avoid penalties such as disqualifications, administrative monetary penalties, or offences.

A candidate may either act as their own financial agent or appoint another person to this position. If a candidate chooses to act as their own financial agent, all financial agent responsibilities and requirements are theirs.

A candidate can only have one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

The financial agent must keep records and supporting documentation for all election financing activities, income and expenses. The financial agent is also responsible for ensuring disclosure statements are submitted in accordance with LECFA. Elections BC may request this documentation during the review process.

[s. 17, 22]

Appointment requirements

If a candidate is not acting as their own financial agent, **appointments must be made in writing**.

If the appointment or changes are made:

- before the voting results are declared, it must be sent to the local election officer.
- after the results are declared, it must be sent to Elections BC.

Appointment information includes:

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

[s. 17]

Responsibilities of financial agents

A financial agent is responsible for ensuring compliance with the rules and requirements of LECFA. It is critical that financial agents understand campaign financing rules. To support financial agents, Elections BC provides education and advice about campaign financing and disclosure statements.

Failure to comply with LECFA can result in a penalty or offence. In some cases, the financial agent may be responsible for paying the administrative monetary penalty, and in those cases, the financial agent's name will be published in information related to the contravention. We encourage all financial agents to engage with Elections BC's educational materials.

Financial agents are responsible for:

- Keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions.
- Opening a separate campaign account for each campaign to which they are appointed.
    - Failure to open a designated campaign account is an offence under LECFA and can result in penalties.
- Ensuring campaign contributions are only received from eligible individuals and documenting the eligibility of the contributors. Contributions from the candidate are subject to the same rules, recording and reporting requirements as any other contributions.
- Ensuring campaign contributions from eligible individuals do not exceed the contribution limit.
    - Contribution limits can be found on our website: elections.bc.ca/local-contributions
- Ensuring all transactions of money are made through the campaign account(s), including contributions from the candidate to their own campaign.
- Ensuring election advertising contains the required sponsorship information.
- Determining the market value of in-kind contributions and expenses, including from the candidate.
- Accepting and depositing permitted campaign contributions into a correct designated campaign account.
- Incurring, paying, recording and disclosing election expenses.
- Pre-approving all election expenses incurred by others, including the candidate.

- Making and receiving transfers of money between an endorsed candidate's own campaign account and their elector organization.
- Making and receiving in-kind transfers between an endorsed candidate and their elector organization.
- Filing a campaign financing disclosure statement for each campaign the financial agent is appointed for.
- Responding to questions from Elections BC after filing a disclosure statement and filing supplementary reports when required.
- Ensuring all required financial records are given to the candidate after the disclosure requirements are met. Records must be kept by the candidate in BC for 5 years after General Voting Day.

Financial agents may authorize another individual in writing to accept campaign contributions or to pay election expenses if they choose. The authorization **must be in writing** and the authorization kept as a part of the records.

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

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

Elections BC must be notified as soon as possible of changes to the financial agent or their contact information.

[s. 17, 18, 22, 23, 24, 26, 27, 28, 29, 30]

CAMPAIGN ACCOUNTS

A campaign account is an account in a savings institution such as a bank, credit union or trust company used exclusively for the election campaign. Candidates must have a campaign account if they intend to incur any election expenses. Even if a candidate does not plan to accept campaign contributions from other individuals and will be self-funding their campaign from their own money, they must still have a designated campaign account. The only time a campaign does not have to open a campaign account is if they have no monetary transaction of any sort.

All monetary transactions (e.g. contributions, transfers and expenses) must go through the dedicated campaign account. Financial agents are encouraged to open campaign accounts as early as possible. If a financial agent has difficulty opening a campaign account, there is a letter on the Elections BC website that can be printed and given to the savings institution.

A campaign account is only valid for the election it was opened in. For example, an account for a general election must not be used for a by-election.

Similarly, if a candidate is running in multiple jurisdictions, they must have a separate campaign account for each campaign. For example, if a candidate is running in both a municipal election and a school board election, they must open two separate accounts. Failure to open a dedicated campaign account for each campaign is an offence.

Candidates **cannot** share an account and an endorsed candidate must have a separate account from their elector organization.

Each campaign account must be in the name of the election campaign. Examples of candidate campaign account names include:

“Alex Smith 2026 Vancouver General Local Election Campaign Account”

“Victoria By-Election Campaign Account of Alex Smith”

Campaign accounts must remain open until all financial transactions have been completed, including the disbursement of surplus funds.

Credit Card Purchases

The financial agent or those appointed in writing by the financial agent, may approve the use of a credit card for a purchase. However, receipts from the credit card purchase must be kept and submitted to the campaign for reimbursement from the campaign account.

Credit card purchases which are not reimbursed become a contribution from the individual and count towards the contribution limit.

[s. 18]

VOLUNTEERS

A volunteer is an individual who willingly performs free services for an election campaign. A candidate's campaign may have paid workers and volunteers. Volunteers:

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

When volunteering does and does not count as a contribution

A volunteer's services, or the use of their own property for the campaign do not count as a campaign contribution or election expense. These services do not need to be valued.

Example

A volunteer, Miranda, uses their own car to deliver lawn signs and brochures and is not repaid for these expenses from the campaign account. Since the volunteer is using their own property in relation to their volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

If someone is self-employed and provides services for free that they would normally charge for, it is **not** volunteering. That individual is making a campaign contribution, and the value of their services is an election expense. Financial agents must therefore value, record and disclose that contribution and expense. If the value of the services is more than the contribution limit, the balance must be paid for from the campaign account.

Example

Martin is a self-employed communications professional. A candidate wants to prepare for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge $150 for three hours of work, but Martin provides the service for free. Martin has made a campaign contribution of $150, and the candidate has incurred an election expense of $150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

[s. 13, 14, Schedule s. 1]

CAMPAIGN CONTRIBUTIONS

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

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

If a candidate gives money to their own campaign, it is a campaign contribution and must be recorded and disclosed in the same way as all other campaign contributions. Campaign contributions made by the candidate are subject to contribution limits.

[s.13-13.02]

Who can make campaign contributions

Campaign contributions can only be made by eligible individuals. It is an offence to make or accept contributions from ineligible contributors.

An eligible individual is:

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

Contributions cannot be made by organizations.

Financial agents are responsible for confirming and documenting the eligibility of contributors and maintaining supporting documents with the financial records.

[Schedule s. 1]

Making and accepting campaign contributions

When accepting a campaign contribution, the financial agent or authorized individual, **must** record:

- the value,
- the date the contribution was made, and
- the required contributor information.

Contributions with insufficient information recorded may become prohibited contributions.

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized in writing by the financial agent. Individuals who are not authorized in writing by the financial agent must not accept contributions.

> **Example**
>
> *A candidate has a large campaign team and is running multiple campaign events on the same day. The financial agent is running the first event, and the candidate asks a campaign volunteer to run the second event. At the second event, several people want to contribute to the campaign and the campaign volunteer accepts the contributions, collecting the necessary contact information, and passes it on to the financial agent later that day. Since the campaign volunteer was not authorized in writing by the financial agent to accept contributions, these contributions are prohibited and need to be returned to the contributors.*

- Only eligible individuals may make campaign contributions. Financial agents and authorized individuals may only accept contributions from eligible individuals.
- Contributions from corporate accounts, preferential discounts from a company, or contributions from out of province are prohibited. Making or accepting ineligible contributions is an offence and monetary penalties may apply.
- The financial agent must confirm contributor eligibility. If contributions are accepted online through a website, there should be a declaration that the contributor must complete confirming they are an eligible individual.
- Contribution dates are based on when the contribution was accepted, not when it was deposited.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements. The financial agent must keep records of these details even if the contribution was less than $100 and those details may not need to be reported.

- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- Campaign contributions of money must be deposited into the relevant campaign's account. If a contributor wants to contribute to more than one campaign, they must make those contributions separately. A contribution must be deposited into the corresponding campaign account.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money. The value of donated property and services counts towards the individual's contribution limit.
- If property or services are provided by an eligible individual to the candidate at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.
- The value of a candidate's own property used in their own campaign is not a campaign contribution.
- Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, and proof of their eligibility, so the financial agent can record it.
- Anonymous contributions cannot be collected over the internet.

[s. 16, 20, 27, 29]

Contribution rules

It is important to know which campaign contributions are acceptable, which are prohibited, and which funds, property or services are **not** contributions. All contributions are subject to contributor eligibilty requirements and the annual contribution limit.

Acceptable contributions	Prohibited	Not contributions
▪ money given to a financial agent or an individual they have authorized ▪ non-monetary property and services provided to the campaign ▪ money given by a candidate to their own campaign within their allowable limit ▪ anonymous contributions of $50 or less ▪ a person purchasing goods or services from the candidate for more than market value	▪ contributions made by organizations and ineligible individuals ▪ contributions that exceed the contribution limit ▪ giving a contribution to someone other than the financial agent or someone they have authorized ▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information, including how the individual meets the eligibility requirements ▪ making or accepting indirect campaign contributions ▪ making or accepting an anonymous campaign contribution of more than $50 ▪ making or accepting a loan from an eligible individual that is over their contribution limit when combined with their contributions ▪ not repaying a loan or bill from an organization and the amount becoming a prohibited contribution	▪ services provided by a volunteer including the use of their own property in that role ▪ transfers of money, property, or services between an elector organization and its endorsed candidates ▪ non-monetary property or services owned by a candidate and provided for use in their own campaign ▪ candidate's surplus campaign funds from the last election returned by the jurisdiction ▪ free transmission of election advertising if offered equitably to all candidates ▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program ▪ publications intended to be sold whether or not there was an election

Campaign contribution limits

All campaign contributions are subject to annual contributions limits. This limit sets the maximum amount eligible individuals may contribute to each campaign during a calendar year. The combined total of any monetary contribution, loans, or services made by an eligible individual to a candidate cannot exceed the contribution limit in a calendar year.

Purchases by candidates and other self-funding activities which are not reimbursed through the campaign account, are contributions and are counted toward the candidate's contribution limit.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant monetary penalties for exceeding a contribution limit. It is also an offence to fail to return or remit the funds in the time specified.

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

Contribution limits for unendorsed and endorsed candidates

- For **unendorsed** candidates (candidates who are not endorsed by an elector organization) contribution rules change depending on whether it is or is not an election year.
  - In an election year, an unendorsed candidate can contribute up to double the annual campaign contribution limit for their own campaign.
  - In a non-election year, an unendorsed candidate can contribute up to the contribution limit.
- For candidates **endorsed** by an elector organization, the limit applies to the elector organization and all of its endorsed candidates in a jurisdiction as a whole. An eligible individual may not contribute more than the annual limit, **in total,** to the elector organization and its endorsed candidates for each calendar year in each jurisdiction.
- If the eligible individual contributed the full contribution limit to an endorsed candidate's campaign, they would be unable to contribute to the electoral organization. However, the eligible individual could contribute 50% of the contribution limit to the endorsed candidate's campaign and 50% of the contribution limit to the elector organization.

As soon as practicable after an elector organization endorses a candidate in an election, the financial agent for the candidate must provide to the financial agent for the elector organization all campaign contribution information. This is done to ensure contribution limits are maintained.

[s. 30.04-30.05, 35, Regulation s. 70]

How to determine the value of the contribution

The value of a campaign contribution is the amount provided by the contributor, including any fees collected by an online payment system. If an individual contributes the maximum annual contribution amount online, and the payment system charges the contributor an extra $2, the $2 is now a prohibited contribution provided in excess of the annual limit.

Financial agents must also determine and report the value of in-kind contributions, such as goods and services. In-kind contributions must be reported at market value. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

As an example of valuing donated items at market value, if signs are donated to the campaign, the financial agent will:

- use the receipt if the signs are new, or
- get a quote from a vendor for the same quantity and quality of the signs given if the signs are old.

This quote, or the receipted value, will be saved for the financial records and the value used to determine the value of the contribution and also the value reported as an expense.

Note: If the campaign is reusing signs purchased by the candidate during a previous election, the market value will need to be determined as in the example above. The value will be used to report the expense only. There is no contribution in this case as the property already belonged to the candidate.

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

[s. 16, 20, 27, 29]

Anonymous contributions

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

An example of an acceptable time to receive anonymous contributions is at a pass-the-hat activity at a fundraiser.

For example, at a fundraising function the financial agent asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totaling $112, and no one donates more than $50.

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

[s. 26, 29]

Capital assets

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

For example, Miriam, an eligible individual, provides office furniture to Anne, a candidate, to use in their campaign office for one month. The furniture is normally rented for $500 per month. Miriam is making a campaign contribution as an eligible individual to Anne of $500, the market value of renting the furniture for one month.

[s. 16]

Required contributor information and other recording requirements for campaign contributions

Under LECFA, financial agents must keep accurate and detailed records of all financial transactions. Detailed records are important for election transparency, and they make it easier to complete your campaign financing disclosure statement.

Financial agents must record the following for each campaign contribution:

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

Note: A residential address is the eligible individual's **home address**. Mailing addresses such as a PO Box, work address or commercial address do not meet the recording requirements. Contributor addresses will be obscured prior to publication of the report.

There are some circumstances where a financial agent must decline the contribution. A contribution must come from an eligible individual. If a contribution appears to come from an ineligible individual, the financial agent must decline it.

If the contribution appears to come from multiple eligible individuals, the financial agent must decline the group contribution and collect one from each individual wishing to contribute. Indirect contributions are prohibited.

Example

A candidate is campaigning door-to-door and a contributor wishes to write a cheque to contribute up to the contribution limit on behalf of each of their three family members, who all live there but are not presently at home. The contributor is not allowed to make contributions on behalf of other individuals and then be reimbursed by those individuals later, as that is an indirect contribution and prohibited.

[s. 29]

Contributions of $100 or more

Eligible individuals who make campaign contributions of **$100 or more** to the same campaigns are significant contributors, and will be reported with full details of each contribution in the disclosure report. The contributions could be either a single donation of $100 or more, or multiple donations that total $100 or more. This includes in-kind contributions.

Example

If a contributor gives $50 in total contributions to a campaign, their name and contribution details are not reported in the disclosure statement, even though these details must be collected in the financial records for the campaign.

If a contributor gives $50 one month and then another $50 a few months later, the contributor's information for both contributions must be reported on the $100 and over contributions form.

Information about contributors who give a total of $100 or more must be disclosed in the candidate's disclosure statement This includes:

- full name and residential address of contributor,

- value of contribution, and
- date of contribution.

Elections BC will obscure contributor addresses before publishing disclosure statements.

[s. 29, 49]

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution and monetary penalties may apply.

If the financial agent becomes aware that a contribution is prohibited, they must return the contribution to the contributor, or an amount equal to its value, within 30 days of becoming aware of the prohibited contribution. Additional monetary penalties may apply if the funds are not returned within 30 days. The return must be from the corresponding campaign account.

If a prohibited contribution cannot be returned, such as an anonymous contribution over $50, the financial agent must remit it to Elections BC as soon as practicable. Remitted funds can now be paid using the Pay BC Application at (https://pay.gov.bc.ca), or by mailing certified cheque or money order.

Examples of prohibited contributions

- Organizations cannot contribute or offer preferential discounts.

> **Example**
>
> *A financial agent purchases campaign signs from a local sign shop. The sign shop wants to support the candidate's campaign and gives the candidate a preferential 20% discount. The 20% discount is not available to any other purchaser and would be considered a contribution. As businesses are not eligible contributors, it would be prohibited.*

- Contributions over $50 that are anonymous are prohibited.

> **Example**
>
> *A financial agent receives an anonymous contribution of $75 in an envelope under the door of the campaign office. The full amount is a prohibited contribution and must be remitted to Elections BC.*

- Contributions over the annual contribution limit are prohibited.

> **Example**
>
> *Carrie, an eligible individual, has already contributed the maximum annual amount during the calendar year and then makes another contribution of $300. This $300 over the contribution limit is prohibited and must not be accepted. If accepted in error, the $300 must be returned to Carrie.*

- Contributions over the limit may also include candidates or campaigns which overspend.

> **Example**
>
> *If a candidate spends $8,000 during a campaign but only receives $3,000 in contributions, the remaining $5,000 in expenses they pay themselves. The $5,000 the candidate spent of their own money would be a campaign contribution, and the amount over the contribution limit is a prohibited contribution.*

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

[s. 26, 28, 29, 35, 68.13, 68.14, 68.17, 72.1]

Indirect contributions

Indirect campaign contributions are not allowed. This means that individuals may not give money, property or services to another person to make a campaign contribution. This applies to members of the same family.

> **Example**
>
> *After a fundraising function, a group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for $3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. This is a prohibited contribution because the other supporters did not use their own funds for the contribution. Indirect contributions are prohibited.*

Public Safety Canada

Ensuring that contributions come from eligible individuals is an important measure to help prevent foreign interference in local elections. If you become aware of individuals who may be suspicious actors, or of any incidents that could pose concerns related to national security, you may contact Public Safety Canada for guidance on reporting potential foreign interference. More information is available at: https://www.publicsafety.gc.ca/cnt/ntnl-scrt/frgn-ntrfrnc/hr-en.aspx.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, a candidate for the purpose of obtaining funds.

Tickets sold for a fundraiser may **only** be purchased by eligible individuals and they cannot be reimbursed for the purchase of tickets. The purchase of tickets by an eligible individual may or may not be a campaign contribution.

- If an eligible individual purchases more than $50 worth of tickets, it is a campaign contribution.
- If an eligible individual purchases $50 or less worth of tickets, it is not a campaign contribution.

For example, if one person purchases five tickets at $20 dollars each, that individual has made a contribution because the total price of the tickets is $100. If the same individual only purchased two tickets for a total of $40, then it would not be a contribution.

All money received at a fundraising function must be deposited into the campaign account and disclosed accordingly. Financial agents are not permitted to use cash received at the function to pay for expenses. They must deposit all income from the function into the corresponding campaign account(s) and pay for costs of the function from the campaign account(s) separately.

For example, if a beer and burger fundraiser is held at a pub which will receive half the proceeds of the ticket sales, the pub may not collect the money and then give the elector organization their share of the profit.

Goods or services donated to be sold to raise funds are contributions from the individual who donated them.

If the item sells for market value or below, the sales income is reported as fundraising income. If the donated item sells for over market value, the amount over market value is a contribution from the purchaser.

Example

If an eligible individual donates a laptop to auction at the fundraiser, and the market value for the laptop is $600, the individual has made a $600 contribution. If the laptop sells at the auction for $500, then the sale amount is not a contribution and is recorded as $500 in other fundraising income.

However, if the laptop sells for $750, the $600 market value, is other fundraising income, and the $150 over the market value is recorded as a contribution from the eligible individual who bought the laptop at the auction.

Any anonymous contributions received at the fundraiser, for example from a pass-the-hat, will also be reported as contributions on the fundraising function form. The financial agent must ensure they track how many people attend the event so they have a number of individuals to report on the disclosure statement.

Income generated from fundraisers must be deposited into the corresponding campaign account(s), and expenses must be paid from the same campaign account(s).

[s. 13, 13.01,16]

Loans and outstanding debts

Financial agents may receive loans from eligible individuals and savings institutions for campaign use. A loan which remains unpaid becomes a campaign contribution which may lead to a prohibited contribution.

A loan received from an eligible individual **must be counted towards the contribution limit** for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received.

- if the loan is received from an eligible individual:
    - the full name and residential address of the lender,
    - the date the loan was made,
    - the amount of the loan, and
    - due date of the loan.
- if the loan is received from a savings institution:
    - the name of the savings institution,
    - date the loan was made,

- amount of the loan,
- due date of the loan,
- interest rate of the loan, and
- the prime rate of interest at the time the loan is made.

Loans to campaigns from savings institutions cannot have a preferential interest rate and the interest rate cannot be less than prime at the time of the loan.

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days. There are monetary penalties for making or accepting prohibited loans.

Any loan or debt that remains unpaid for six months after it becomes due converts into a campaign contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become campaign contributions.

[s. 13, 13.02, 18, 22, 27.01-27.02, 30.05, 35, 68.15, 68.16]

Other income and transfers received

Other deposits that are not campaign contributions or permissible loans are recorded and reported as other income.

All money received by the campaign must be deposited into the campaign account. The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers of money or goods and services between an endorsed candidate and their elector organization. Transfers can be made at any time, including after General Voting Day

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between an endorsed candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the elector organization that made or received the transfer

For in-kind transfers between an endorsed candidate and an elector organization, report:

- the date of the transfer
- the market value and a description of the transferred property or services
- the name of the elector organization that made or received the transfer

For example, if an elector organization provides election signs to its endorsed candidate, then the elector organization will report the market value of the signs as a transfer given, and the endorsed candidate will report the same amount as a transfer received.

Because both the giver and receiver are required to report the transfer, the transaction information should be consistently reported by both the endorsed candidate and their elector organization. The financial agent should ensure the value and date of the each transfer is recorded and reported consistently.

[s. 13, 18, 22, 23, Regulation s. 6, 13]

EXPENSES AND EXPENSE LIMITS

Election expenses

An election expense is the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate or elector organization. This applies whether the item or service was used in the election period, the campaign period, or both.

Goods produced by a candidate from their own property are not campaign expenses if the materials were already owned prior to their decision to run for office.

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by the financial agent or an individual authorized in writing by the financial agent, and
- be paid or reimbursed from the campaign account, including if a candidate pays for an expense from their personal funds. Receipts must be submitted to the financial agent for reimbursement.

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete and accurate to meet the disclosure requirements in LECFA. These records can be requested by Elections BC at any time.

Details for record keeping include:

- total value and description of each election expense
- when each election expense was used (such as election period, campaign period or both)
- total value and description of each payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

Valuing election expenses

The value of an election expense is dertmined using the price paid or market value.

The following rules apply for determining the value of expenses:

- the price paid for the property or services, including any production costs, or
- if no price is paid or if the price paid is lower than the market value, the market value of the property or services. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Valuing reused materials

- It is common for candidates to reuse signs from previous elections. Although no money has been spent from the current campaign, the signs must be valued and reported as an election expense.
- The market value is the cost of buying new materials of the same quality and quantity. A quote should be obtained to determine the current price of the goods.
- If the reused materials are used during the campaign period, the full value must be reported on the disclosure statement as a campaign period election expense subject to limits.
- If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, those costs are included in the value of the election expense.

  For example, if a campaign reuses 100 signs owned by the candidate from a previous election, the financial agent should get a quote from a sign maker for the price to create 100 new signs of the same size and materials and use this to value the expense for the reused signs. If the quote says that $350 is the cost to have new signs printed of the same quality and amount, then $350 will be reported as an expense subject to the limit.

Note: There is no amount paid on reused items owned by the candidate, this will create a known source of variance in the reporting between total income and expenses of the campaign.

Election period and campaign period expenses

Candidates are subject to expense limits. Exceeding the campaign expense limit carries serious penalties. If an elected candidate exceeds their expense limit, they will lose their seat.

It is important to note that election expenses must be reported for when they are used. Candidates and elector organizations cannot defer payment of expenses to avoid campaign expense limits.

When calculating expenses, financial agents must report the full value of the expense. This includes material used in production of an item. Incorrect calculations of expenses can result in campaigns exceeding their limits, which is an offence.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day.
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before General Voting Day.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
- Election expenses used in the campaign period are campaign period expenses.

Some expenses are divisible, and can be prorated based on when they are used.

For example, brochures can be apportioned between the election period and the campaign period based on when they were distributed.

Example

If the financial agent buys 200 brochures, and 100 are mailed out in the election period, the value of those 100 brochures are reported in the election period and not subject to the expenses limit. If the remaining 100 are mailed out in the campaign period, the value of those 100 will be campaign period election expenses and subject to the expenses limit.

If only a portion of property or services is used by the campaign, only that portion is an election expense. The unused portion is an intended election expense and is recorded as an other expense.

Example

If a financial agent buys 200 brochures and distributes 100, then half the cost will be reported as an election expense, and the other half as an intended election expense as other expenses.

Campaigns are permitted to incur expenses after the close of voting such as celebration parties and thank-you cards.

These post campaign period expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

[s.10, 14, 15, 22, 30]

Examples of Expenses

The list below is of examples only and does not include every type of campaign expense.

Election expenses	Election expenses that are not subject to the limit	Not election expenses
▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ signs reused or repurposed from previous elections ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ professional photographs, videographers, and any other costs associated with the production of advertising ▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally) ▪ paid research and opinion polling and campaigning (such as operating a phone bank) ▪ paid canvassing in person, by phone or over the internet ▪ campaign office costs ▪ bank fees	▪ sign, nomination or damage deposits if they are refunded ▪ candidate's personal expenses if paid or reimbursed from campaign account ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ interest on a permissible loan to a candidate's campaign for election period or campaign period expenses ▪ expenses that were intended to be used as election expenses but were not, for example leftover brochures that were not distributed	▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned) ▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.) ▪ free media coverage (such as news stories, interviews, current affairs program, etc.) ▪ producing, promoting or distributing a candidate's publication if it was planned to be sold whether or not there was an election

Expense limits

Election expense limits are the maximum amounts of campaign period expenses that a candidate may use in a campaign period.

Elections BC publishes and enforces expense limits but is not responsible for their calculation. The Ministry of Housing and Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation calculate the campaign period expense limits for candidates.

All candidates are subject to these expense limits which are based on the office sought and the population of the election area.

Elections BC must publish the expense limits by May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

If a candidate exceeds their expense limit:

- Monetary penalties will apply.
- They will lose their seat, if elected.
- They commit an offence.

To find the expense limit for your election area, visit elections.bc.ca/local-expense-limits.

[s. 14, 49, 63.01-63.04, 63.05. 63.06, Regulations s. 72-74]

Campaign financing arrangements

All candidates who are endorsed by an elector organization **must** have a campaign financing arrangement with their elector organization. Campaign financing arrangement forms can be found on the Local Forms | Elections BC page.

Elector organizations are not allowed to incur campaign period expenses unless the candidate shares their expense limit with the elector organization under a campaign financing arrangement.

A campaign financing arrangement is a written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with their elector organization.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

A campaign financing arrangement must be:

- filed with Elections BC directly,
- on the regulated form,
- completed before the start of the campaign period, and
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization.

The amounts listed for the candidate and the elector organization must equal the total expense limit if the expense limit is to be shared.

Amendments or terminations

Campaign financing arrangements may be amended or terminated. Amendments or terminations must be on Elections BC regulated forms.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than General Voting Day.**
- A termination of a campaign financing arrangement must be done **before the start of the campaign period.**

Important note: A candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

[s. 63.07-63.11, Regulation s. 75-79]

Shared election expenses

A shared election expense is when two or more candidates agree to share in an election expense.

Each candidate's campaign must pay for and report their portion of the shared election expense. If one campaign pays for the expense directly, they must be repaid by the other campaign(s) for their portion of the expense. Candidates are not allowed to incur or pay for expenses on behalf of another candidate, and must be repaid or reimbursed for any shared expenses.

If election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

Example

Two candidates decide to share signs that promote them both equally. The signs cost $500. Each candidate's financial agent must account for their share ($250). Each campaign may pay the vendor directly, or one candidate's financial agent may pay the vendor and other candidate's financial agent can pay their $250 to the financial agent who paid the vendor. All payments and deposits must be made using the candidates' campaign accounts.

Detailed disclosure of shared election expenses is required. In order to meet these requirements, financial agents for candidates who participated in a shared election expense must record the following:

- the total value of the shared expense
- the value of their candidate's portion
- the names of the other participating candidates

They must also record, as applicable:

- the amount paid to the supplier
- the amount of each reimbursement received from other participating candidates
- the amount of each reimbursement paid to other participating candidates

[s. 16, Schedule s. 1, s. 44, Regulation ss. 12-13, 13, 25-26]

ELECTION ADVERTISING

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign periods.

Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign period or campaign period for a local election.

In the campaign period, election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.

Election advertising is only regulated during the pre-campaign period and campaign period. Advertising conducted outside of these periods is not subject to election advertising rules. However, advertising activities during the election period and prior to pre-campaign period are still advertising expenses of the campaign and must be recorded and disclosed.

Examples

Election advertising	Not election advertising
▪ television, radio, newspaper or magazine advertisements ▪ signs, billboards, posters, bumper stickers or branded clothing or objects ▪ newsletters, brochures, mailing inserts or other advertising sent to the public ▪ ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.) ▪ phone calls made using an automated system (e.g., robocalls) ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote	▪ personal or private communications ▪ free media coverage (such as a candidate debate on a local news channel, news stories, radio interviews, etc.) ▪ a communication by an individual or group sent directly to their members, employees or shareholders ▪ any free communication on the internet (such as Facebook, X, Instagram, Snapchat, YouTube, etc.) ▪ free person-to-person phone calls and text messages ▪ websites or blogs that do not have a placement cost ▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Who is the sponsor of election advertising

Election advertising must be reported by the advertising sponsor. The sponsor of election advertising is the individual or organization that pays for the communication to be transmitted, unless the cost of transmission is provided as a contribution.

The advertising sponsor must report the value of election advertising which includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

> For example, if it cost $500 to produce an advertisement and $150 to transmit or post the advertisement, then the total cost of the advertisement is $650.

Election advertising does **not** include:

- messages on the internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include personal Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (such as news stories, editorials, radio interviews, etc.)
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
- a communication by an individual or group sent directly to their members, employees or shareholders
- transmission by an individual, on a non-commercial basis, on the internet, or by telephone or text message, of their personal views

Note: The Canadian Radio-television and Telecommunication Commission (CRTC) also provides rules for unsolicited telecommunications made by political entities, including candidates and their campaigns. If your campaign is planning to contact the public through unsolicited communications, please ensure you familiarize yourself with the rules available at: https://crtc.gc.ca/eng/phone/telemarketing/politi.htm

It is prohibited for candidates and elector organizations to sponsor election advertising in conjunction with a third party sponsor. Furthermore a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

[s. 7, 9, 16, Regulation s. 10]

Determining the value of election advertising

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services and taxes).

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and subject to the expense limit.

Election advertising offered free of charge to all individuals and organizations has a market value of zero; however, the value of preparing the advertising is still an election expense.

For example if an advertisement cost $500 to create but was published on a free platform, then the total cost of the advertising is $500.

Advertising suppliers are prohibited from giving special discounts to preferred candidates.

Determining the sponsor of election advertising

The sponsor of election advertising is the individual or organization that is conducting the advertising.

The candidate is still the sponsor even if the advertising is paid for as a campaign contribution from an eligible individual and the advertising is conducted at the direction of the financial agent.

Note: A third party sponsor is an individual or organization that creates and pays for their own election advertising promoting or opposing a candidate or elector organization, or promoting or opposing an issue closely associated with a candidate or elector organization.

Sponsorship information on election advertising

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods.

Sponsorship information must include:

- the name of the financial agent,
- an indication that it was authorized by the identified financial agent, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Although there are no size requirements for the sponsorship information, it must be clear and readable.

There are monetary penalties for failing to include sponsorship information. See page 50 for more information.

For example:

- Authorized by Jay Smith, j.smith@email.com
- Authorized by Rae Jones, 250-555-1234

Sponsorship information must be on the election advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

For example:

Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

For internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer directly to the website, landing page or profile page that contains it.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot be on the back of the sign.

If the election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

For example: Authorized by Jay Smith, j.smith@email.com and Rae Jones, 250-555-1234.

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Transit regulates sign placement on provincial highways. Please refer to the Ministry's policy at www.Gov.bc.ca/electionsigns.

Important safety note: Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see the website at www.bc1c.ca to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Campaigning restrictions on General Voting Day

Election advertising is not permitted within 100 metres of a voting place while voting is being conducted.

An individual or organization must not transmit election advertising to the public on General Voting Day except for:

- election advertising on the internet as long as the advertising was transmitted to the public before General Voting Day and was not changed before the close of voting.
  - For example, if advertising purchased on a monthly basis and General Voting Day is included in that purchase and cannot be removed, then the advertising will be permitted.
  - It is not permitted to schedule election advertising for General Voting Day, such as paid Facebook posts.
- advertising on the internet that is for the sole purpose of encouraging voters to vote,
- advertising by means of signs, posters or banners outside of the 100 metre restriction, and
- distributing pamphlets outside of the 100 metre restriction.

Permitted on General Voting Day	Not permitted on General Voting Day
▪ using free social media ▪ free person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ election advertising on the internet as long as the advertising was not changed on General Voting Day or is solely to encourage voters to vote ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ campaign meetings or rallies outside of 100 metres of a voting place	▪ scheduling paid ads on the internet including paid social media posts on Facebook, X, Instagram, etc. ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ campaign meetings or rallies within 100 metres of a voting place ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

Note: Under the Canadian Radio-television and Telecommunication Commission (CRTC) rules, unsolicited telecommunications made on behalf of political entites can only occur on General Voting Day between the hours of 10 a.m. and 6 p.m. (https://crtc.gc.ca/eng/phone/telemarketing/politi.htm)

[s. 45]

Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed

Certain types of election advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

[s. 44, Regulation s. 20-21]

SURPLUS CAMPAIGN FUNDS

Surplus campaign funds are the balance of money left in a campaign account after all financial transactions are completed. Financial agents must record the amount of surplus campaign funds remaining and how they deal with them.

If the candidate contributed money to their own campaign, the financial agent can repay the candidate up to the value of those contributions. After the candidate has been reimbursed, any remaining surplus campaign funds must be dealt with as follows:

- **Under $500:** The financial agent must pay the amount to the candidate or deal with those funds as directed by the candidate.
- **$500 or more:** The financial agent **must** pay the total amount of the surplus campaign funds (not just the amount over $500) to the jurisdiction where the candidate ran.

If a candidate who paid surplus funds to a jurisdiction seeks office in the same jurisdiction in the next general local election or an earlier by-election, the jurisdiction must pay the surplus campaign funds, and any accumulated interest, to the candidate's financial agent for use in the new election.

If the candidate does not run for office in the same jurisdiction in the next election, the funds become the jurisdiction's to be used at its discretion.

[s. 24]

DISCLOSURE STATEMENTS

Financial agents are responsible for filing disclosure statements with Elections BC, even if the candidate withdrew, was acclaimed, or had few or no financial transactions. Candidates also have a responsibility to ensure that their financial agents file their disclosure statements.

Disclosure statements are commonly referred to as "campaign financing reports". These are different than the statement of disclosure which would have been submitted with a candidate's nomination documents.

A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every campaign.

All disclosure statements must be completed on Elections BC forms, which can be found on our Local Forms | Elections BC page.

Candidates who were endorsed by an elector organization must include the most recent copy of their campaign financing arrangement with their disclosure statement.

More information on how to complete disclosure statements and supplementary reports can be found on our wesbite at Local Guides | Elections BC.

[s. 46, 49]

Submitting the report

The campaign financing disclosure statement must be received by Elections BC by 90 days after General Voting Day. If the deadline falls on a weekend or holiday, the filing deadline is moved to the next business day.

The cover page must be signed by the candidate and the appointed financial agent (if relevant) for the report to be accepted as filed. Forms can be found on our website at the Local Forms | Elections BC page.

Failure to file a campaign financing disclosure statement has significant penalties.

If a candidate fails to file a report, they will be disqualified from running for local office until after the next General Local Elections. If the candidate was elected, they will lose their seat and a by-election will need to be held.

If an elector organization fails to file an election report or supplementary report then their endorsed candidates will also be disqualified and those elected will lose their seats. The elector organization will also be deregistered.

An application to the Supreme Court for relief from disclosure requirements may be made.

It is an offence to fail to file a disclosure statement or supplementary report and a candidate or financial agent who fails to file a report is liable to a fine of up to $10,000 and/ or imprisonment for up to two years.

Names of late filers and non-filers will be published on our website at elections.bc.ca.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Secure Online Filing Application (SOFA) - (Preferred):** Scanned reports or forms that are filled electronically can be directly uploaded to SOFA which is accessible through *Elections BC Services*. Please note that an account **must** be set up to use SOFA: https://services.electionsbc.gov.bc.ca/Portal/
- **Email:** Scanned reports may be sent to electoral.finance@elections.bc.ca.
- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
  A postmark is not acceptable as proof of delivery by the deadline, so ensure reports are mailed well before the deadline.
- **Courier:** Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8
  Ensure reports are sent early enough to be received by the deadline.
- **Personal delivery**:
  - Elections BC at Suite 100 - 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (closed weekends and statutory holidays)

Elections BC will confirm receipt of your report once it have been received. If there are any issues with your submission that prevent it from being accepted, Elections BC may contact you so you can resolve issues before the filing deadline.

[s. 47, 57, 64, 85]

Late filing

If an acceptable campaign financing disclosure statement is not received by the filing deadline, the name of the candidate will be published by Elections BC for failure to file a report by the legislated deadline and the local jurisdiction will be notified.

A report may be filed late provided it is received:

- within 30 days of the filing deadline, and
- is accompanied by a $500 late filing fee.

The late filing fee is payable by cash, money order or certified cheque to the Minister of Finance. Alternatively, you may pay the late filing fee online using PayBC. There are significant penalties if a financial report is not filed by the late filing deadline.

[s. 47]

Supplementary reports

If Elections BC advises a financial agent that a supplementary report is required, it must be submitted within 30 days of the notification. Elections BC must also inform the local jurisdiction of any supplementary reports required.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary report is a complete filing of all of the reporting forms. A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

[s. 54]

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. Failure to keep the records for the legislated time frame is an offence. Elections BC can request these records at any time as a part of their review process.

These records must include:

- copies of the disclosure statements
- records of contributions and required contributor information

- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

Financial agents must keep all campaign financing records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the candidate becomes responsible for retaining records and materials.

[s. 22, 86]

Public information

Campaign financing reports are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria.

Prior to publication, LECFA requires Elections BC to redact from the report any addresses or telephone numbers that have been disclosed for candidates and significant contributors.

This requirement does **not** apply to an address or telephone number provided by a financial agent. Since this information is included on the published campaign financing report, financial agents should be aware that this information is publicly visible.

Local jurisdictions must also provide public access to disclosure statements.

Copies of campaign financing reports may be obtained from either Elections BC or the local authorities for a fee.

[s. 58, 59]

PENALTIES, OFFENCES AND COURT ORDERS FOR RELIEF

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

For more information on the investigations process and to see currently posted administrative monetary penalties, see: elections.bc.ca/events-services/investigations/.

Posted monetary penalties can be found here: elections.bc.ca/events-services/investigations/administrative-monetary-penalties/.

A list of disqualified candidates and advertising sponsors is available on the Elections BC website (elections.bc.ca/local-elections/disqualification-lists) and at the Elections BC office in Victoria.

[s. 60]

Court orders for relief

Financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

An application to the Supreme Court for relief from a financial penalty must be filed before the compliance deadline.

Candidates and financial agents applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the *Local Elections Campaign Financing Act* (LECFA).

RESOURCES

Election legislation

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

Mailing address:

PO Box 9452 Stn Prov Govt, Victoria, BC, V8W 9V7

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at bclaws.ca.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683

Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. 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

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