

## CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

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

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

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

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

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

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

### COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. 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 local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer:  
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: [lecf@elections.bc.ca](mailto:lecf@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 <b>BOARD OF EDUCATION TRUSTEE</b>		

### SECTION B

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

- CS2 – Nomination Documents
- CS3 – Other Information Provided by Candidate
- CS4 – Appointment of Candidate Financial Agent (if Candidate is not acting as own Financial Agent) CS5 – Appointment of Candidate Official Agent (if applicable)
- CS6 – Appointment of Candidate Scrutineer (if applicable)
- Statement of Disclosure: Financial Disclosure Act (required under the *Financial Disclosure Act*)

\*(Attached) Additional Candidate Information Document (Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents)

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

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

## CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE OR TRUSTEE ELECTORAL AREA 1, 2)
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**We, the following electors of the above named trustee electoral area, 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 <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION	TRUSTEE ELECTORAL AREA
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Each of us **affirms** that to the best of our knowledge, the above named person nominated for office:

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

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

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

**I consent to the above nomination for office:**

NOMINEE'S SIGNATURE	DATE: (YYYY / MM / DD)
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**CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE**

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

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

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

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

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

## CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

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

POSITION

**BOARD OF EDUCATION TRUSTEE**

2. I am or will be on general voting day for the election, age 18 or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
5. I am 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

\_\_\_\_\_  
NOMINEE'S SIGNATURE

I have appointed as my Financial Agent

\_\_\_\_\_  
FINANCIAL AGENT'S NAME (IF APPLICABLE)

## CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

**OPTIONAL**

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

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

<input type="checkbox"/> I am acting as my own Financial Agent	<input type="checkbox"/> I am not acting as my own Financial Agent
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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 <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
<b>I hereby appoint as my Financial Agent for the:</b>		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

<b>I hereby consent to act as the Financial Agent for the above named Candidate for the:</b>		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
<b>Additional Addresses for Service Information <span style="float: right;">OPTIONAL</span></b>		
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 <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
<b>I hereby appoint as my Official Agent for the:</b>		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> I hereby delegate to the above named official agent the authority to appoint scrutineers		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	



**CS6 – Appointment of Candidate Scrutineer**

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
<b>I hereby appoint as my Scrutineer for the:</b>		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	



## Liabilities – s. 3 (e)

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

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

## Income – s. 3 (b-d)

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

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

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

## Real Property – s. 3 (f)

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

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

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

## Corporate Assets – s. 5

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

no  yes

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

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

\_\_\_\_\_

*signature of person making disclosure*

\_\_\_\_\_

*date*

### Where to send this completed disclosure form:

#### Local government officials:

**... to your local chief election officer**

- with your nomination papers, and

**... to the officer responsible for corporate administration**

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

#### School board trustees/ Francophone Education Authority directors:

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

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

#### Nominees for provincial office:

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

#### Designated Employees:

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

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

## ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

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

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

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

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

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

### COMPLETION INSTRUCTIONS:

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

*As per Local Elections Campaign Financing Act requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer:*  
ES3 – Elector Endorsement Documents: Declaration of Elector Organization Authorized Principal Official;  
ES4 – Consent of Elector Organization Responsible Principal Official(s);  
ES5 – Other Information Provided by Elector Organization; and,  
ES6 – Appointment of Elector Organization Financial Agent.

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

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

**ES1 – Elector Organization Cover Sheet and Checklist Form**

PLEASE PRINT IN BLOCK LETTERS

**SECTION A**

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

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

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

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

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

## ES2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

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

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

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

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

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

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

**ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE**

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

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

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

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

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

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



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

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

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

1. The above named Elector Organization has at least 50 members who are electors of the school district for which the election is being held.
2. The above named Elector Organization is not disqualified from endorsing candidate(s).
3. The Elector Organization is aware of and understands the requirements and restrictions of the *Local Elections Campaign Financing Act* that apply to the above named Elector Organization and that the Elector Organization intends to fully comply with those requirements and restrictions.
4. I am authorized to make the solemn declaration on behalf of the above named Elector Organization.
5. This solemn declaration is made in relation to the candidate(s) named on Form ES2 – Elector Organization Endorsement Documents.

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

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

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

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

GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

**Additional Addresses for Service Information**

**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	
AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

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

PLEASE PRINT IN BLOCK LETTERS

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

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

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

## E55 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

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

<b>Additional Addresses for Service Information</b>		<b>OPTIONAL</b>
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

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

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

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

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

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

**ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE**

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

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

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

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

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

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

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

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

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

## ES6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

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

<b>I hereby consent to act as the Financial Agent for the above named elector organization for the:</b>		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
<b>Additional Addresses for Service Information</b> <span style="float: right;"><b>OPTIONAL</b></span>		
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)	



**ELECTIONS BC**

A non-partisan Office of the Legislature

GUIDE TO  
**LOCAL ELECTIONS  
CAMPAIGN FINANCING IN B.C.**

for Candidates and their Financial Agents





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## How to read this guide

The purpose of this guide is to assist candidates and their financial agents to understand their responsibilities and legal obligations under the *Local Elections Campaign Financing Act* (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to a candidate's campaign. The last part of the guide includes instructions for completing the required disclosure statements that must be filed with Elections BC after General Voting Day.

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

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

## Contact

### **Elections BC Local Elections Campaign Financing**

Phone toll-free: 1-855-952-0280 / TTY: 1-888-456-5448  
Email: [lecf@elections.bc.ca](mailto:lecf@elections.bc.ca)  
Fax: 250-387-3578  
Toll-free Fax: 1-866-466-0665

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

[elections.bc.ca/lecf](http://elections.bc.ca/lecf)



[@ElectionsBC](https://twitter.com/ElectionsBC)



[/ElectionsBC](https://www.facebook.com/ElectionsBC)

## Definitions

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

<b>Address for service</b>	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.
<b>Anonymous contribution</b>	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.
<b>Assent voting</b>	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>B.C. Chief Electoral Officer</b>	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.
<b>Campaign account</b>	An account in a savings institution opened by a financial agent to be used exclusively for the purposes of the election campaign.
<b>Campaign contribution</b>	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization. See page 16 for more information.
<b>Campaign contribution limit</b>	The maximum value of a campaign contribution that an eligible individual may provide.
<b>Campaign financing arrangement</b>	A written arrangement between an endorsed candidate and their elector organization that determines the amount of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.
<b>Campaign financing records</b>	The records maintained by a financial agent to complete disclosure statements for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election.
<b>Campaign period</b>	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
<b>Campaign period expense</b>	An election expense that is used in the campaign period. Campaign period expenses are subject to an expense limit.

<b>Candidate</b>	In relation to candidate obligations applicable under LECFA, an individual who: <ul style="list-style-type: none"> <li>(a) intends to become a candidate in an election,</li> <li>(b) is seeking or intends to seek endorsement by an elector organization for an election, or</li> <li>(c) was a candidate</li> </ul>
<b>Disclosure statement</b>	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC.
<b>Election advertising</b>	See page 40.
<b>Election area</b>	The defined geographical area where the election is held.
<b>Election expense</b>	Generally, the value of property or services used during the election period or the campaign period by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization. See page 31 for more information.
<b>Election period</b>	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.
<b>Election period expense</b>	An election expense that is used in the election period.
<b>Elections BC</b>	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.
<b>Elector organization</b>	An organization that endorses or intends to endorse a candidate in an election.
<b>Eligible individual</b>	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
<b>Expense limit</b>	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.
<b>Filing deadline</b>	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
<b>Financial agent</b>	A representative that a candidate and elector organization is required to appoint during an election campaign. A candidate may either act as their own or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.

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

<b>Prohibited contribution</b>	A campaign contribution that is made or accepted in contravention of LECFA.
<b>Required contributor information</b>	Information that must be recorded for all campaign contributions: (a) value of contribution (b) date the contribution was made (c) full name, mailing address and, if it is different, residential address of the contributor
<b>Shared election expense</b>	An election expense agreed to be shared by two or more candidates.
<b>Significant contributor</b>	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.
<b>Sponsorship information</b>	An authorization statement that is required to be on most election advertising.
<b>Supplementary report</b>	A report that updates Elections BC of changed, added or corrected information to a disclosure statement. It includes a description of the circumstances leading to its submission.
<b>Surplus campaign funds</b>	The balance of money left in the campaign account after all financial transactions are completed.
<b>Third party sponsor</b>	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
<b>Transfer</b>	Movements of money, property or services between a candidate and their elector organization.
<b>Value of election advertising</b>	The value of election advertising is: <ul style="list-style-type: none"> <li>▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or</li> <li>▪ 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.</li> </ul>
<b>Volunteer</b>	An individual who provides services for no remuneration or material benefit, but does not include: (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

## Elections BC

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

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

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements and supplementary reports
- assisting participants to comply with LECFA
- registering local advertising sponsors
- undertaking investigations and audits
- reporting on the administration of compliance with LECFA

### Privacy notice

The information collected by Elections BC in the campaign financing disclosure statements and supplementary reports is to administer the *Local Elections Campaign Financing Act*.

For more information, contact the Privacy Officer at Elections BC:

1-800-661-8683, [privacy@elections.bc.ca](mailto:privacy@elections.bc.ca) or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6



## Elections BC: local elections campaign financing guides

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

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

## Local elections: shared roles and responsibilities

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

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

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

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

Local election officers are responsible for:

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

## Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers
Nomination process	Local election officers
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
School trustees/school board elections	Ministry of Education
Legislation for local elections	Ministry of Municipal Affairs and Housing

## Campaign financing for candidates

The *Local Elections Campaign Financing Act* (LECFA) includes:

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

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

### Campaign financing periods

There are two campaign financing periods: the election period and the campaign period.

#### Election period

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

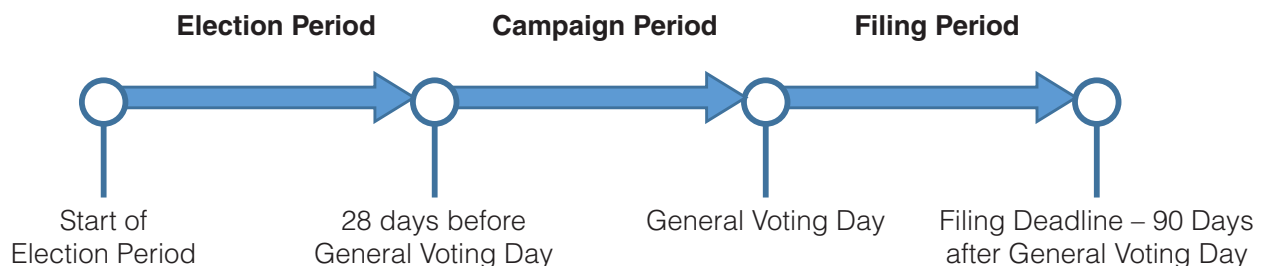
#### Campaign period

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

#### Filing period

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

### Campaign financing periods



## Financial agents

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

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

### Appointment requirements

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

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

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

### Responsibilities

Financial agents must understand their campaign financing responsibilities under LECFA.

Financial agents are responsible for:

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

**The campaign contribution limits can be found on the Elections BC website at [elections.bc.ca/lecf](http://elections.bc.ca/lecf).**

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

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

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

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

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

## Campaign accounts

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

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

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

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

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

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

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

### **Examples of candidate campaign account names**

“John Smith campaign”

“Campaign of John Smith”

“John Smith”

## When to open

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

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

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

## Using the campaign account

The *Local Elections Campaign Financing Act* includes detailed rules on how a campaign account is used.

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

## Examples of Campaign Account Transactions

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

## Volunteers

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

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

Volunteers:

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

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

### Example

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

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

### Example

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

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



## Employer

An employer that is a sole proprietorship may provide their employees to a campaign for free. The employees are not volunteers because they are getting paid while providing that service. The employer is making a contribution to the candidate as an eligible individual. The value of the contribution is the cost to pay the employees to provide the service. This value is also an election expense of the candidate.

It is prohibited for employers that are organizations to provide employees to a campaign for free.

### Example

Maurice, an eligible individual who owns a sole proprietorship, offers an employee to Barbara's campaign for free. The total cost for wages for five days is \$500.

#### ***What is the amount of the campaign contribution?***

The amount of the campaign contribution from Maurice is \$500. The \$500 is also an election expense.

## Campaign contributions

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

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

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

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

## Campaign contribution source restrictions

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

An eligible individual is:

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

## Campaign contribution limits

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

Candidates making contributions from their personal funds that are not endorsed by an elector organization can provide up to twice the campaign contribution limit in the calendar year of the election. They are subject to the regular campaign contribution limit in other years.

For candidates endorsed by an elector organization, the limit applies to the elector organization and all of its endorsed candidates in a jurisdiction. An eligible individual may not contribute more than the annual limit, in total, to the elector organization and its endorsed candidates for each calendar year. A group of candidates endorsed by the same elector organization can make additional contributions to the elector organization that do not exceed the contribution limit.

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

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

## **Making and accepting campaign contributions**

The following are rules for making and accepting campaign contributions:

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

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

## Anonymous contributions

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

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

An anonymous contribution must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous.

### Example

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

#### ***Are these anonymous contributions permissible?***

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

## Discounted property or services

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

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

## Example

Jeremy is a sole proprietor of a sign shop and gives a special discount on signs to Alex for her election campaign. The signs would normally cost \$1,500, but Alex is only charged \$1,000. Jeremy has made a campaign contribution as an eligible individual.

### *What is the value of the contribution?*

The campaign contribution is valued and recorded as \$500 (\$1,500 - \$1,000).

## Donated property or services

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

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

## Example

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

### *What is the value of the contribution?*

The value of the campaign contribution is \$500.

## Capital assets

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

## Example

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

### ***Is Miriam making a campaign contribution to Anne?***

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

## Required contributor information and other recording requirements for campaign contributions

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

Financial agents must record the following for each campaign contribution:

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

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

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

## **Example**

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

### ***Scenario 1***

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

### ***Scenario 2***

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

## **Significant contributors**

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

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

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

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

## Example 1

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

### ***Is the uncle a significant contributor?***

No. The value is less than \$100.

## Example 2

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

### ***Is the uncle now a significant contributor?***

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

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

## Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution. If the financial agent becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days.

If the contribution cannot be returned (such as an anonymous contribution over \$50) the financial agent must send it to Elections BC.

## Example 1

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

### ***Is this permissible?***

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



**Example 2**

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

***Is this permissible?***

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

**Contribution rules**

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

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

**An indirect contribution is a campaign contribution made with money or non-monetary property or services of another individual or organization.**

**Example 1**

Jane contributes cash to a candidate but is later reimbursed by her employer.

***Did Jane make an acceptable campaign contribution?***

No. This is a prohibited contribution because the employer has made an indirect contribution through Jane.

**Example 2**

John is a candidate and sets up his campaign office at home and uses his personal computer and office supplies to make brochures and signs.

***Did John make a campaign contribution?***

No. Property or services provided by a candidate for use in their own campaign is not a contribution.

## Fundraising functions

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

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

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

### Example 1

Sally, an eligible individual, buys five tickets for \$50 each to a candidate fundraising dinner.

5 tickets x \$50 per ticket = \$250

***Has Sally made a campaign contribution?***

Yes. Sally has made a campaign contribution because she purchased more than \$50 worth of tickets.

### Example 2

Big Company buys two tickets for \$25 each to a luncheon held by a candidate.

2 tickets x \$25 per ticket = \$50

***Is this permissible?***

No. This is a prohibited contribution because organizations are not allowed to purchase tickets to fundraising functions. The \$50 must be returned to Big Company.

All money received at a fundraising function must be deposited into the campaign account. Candidates and financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the campaign account and pay for costs of the function from the campaign account separately.

## Example

Buck is a candidate who is his own financial agent. He hosts a burger and beer fundraiser at a pub for \$20 per meal. The pub collects \$400 and charges Buck \$200 to host the event. The pub gives Buck his \$200 profit, which Buck deposits into the campaign account.

### *Is this allowed?*

No.

### *What should Buck have done?*

Buck should have collected the entire \$400 from the pub and deposited it into the campaign account. Buck should have then paid the pub \$200 from the campaign account to cover the cost of the event.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

All money received must be deposited into the campaign account.

**Candidates are not permitted to use lotteries, raffles or other gambling activities to raise campaign funds.**

## Example 1

To raise money for Martina's campaign, Jerry donates a TV with a market value of \$625. Jennifer buys the TV at Martina's fundraising auction for \$400.

### *How much is Jerry's campaign contribution?*

The contribution of the TV is \$625 because that is its market value.

### *Has Jennifer made a campaign contribution?*

No. Jennifer has not made a contribution as the amount paid was less than the market value of the TV.

### *What is the \$400 paid by Jennifer?*

The \$400 paid by Jennifer must be deposited into the campaign account and reported as an "other deposit."

## **Example 2**

Marvin, a candidate, hosts a silent auction and purchases a gift certificate for \$75. The gift certificate is sold to Kim for \$100.

### ***Has Kim made a campaign contribution?***

Yes. Kim has made a contribution because she paid more for the gift certificate than its market value.

### ***How much is Kim's campaign contribution?***

Kim's contribution is \$25 (price paid less the market value  $\$100 - \$75 = \$25$ ). The remaining \$75 is reported as an "other deposit."

## **Loans or debts**

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

Prohibited contribution rules apply to loans or debts that become campaign contributions from organizations or eligible individuals if the total amount of their contributions exceeds the contribution limit.

If a loan or debt becomes a campaign contribution after the disclosure statement is filed with Elections BC, the financial agent must file a supplementary report. See page 51 for information on supplementary reports.

## Permissible loans

Candidates may receive loans from eligible individuals and savings institutions for campaign use. A loan received from an eligible individual must be counted towards the contribution limit for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received:

- if the loan is received from an eligible individual, the full name and residential address of the lender
- if the loan is received from a savings institution, the name of the savings institution
- amount of the loan
- date the loan was made
- due date of the loan
- interest rate of the loan
- if the loan is received from a savings institution, the prime rate of interest at the time the loan is made

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days.

## Other deposits

Campaign funds that are not campaign contributions or permissible loans are called “other deposits.” Such deposits include:

- interest earned on the account
- dividends of shares of a credit union
- money earned through product sales
- some fundraising income
- surplus campaign funds from a previous election returned by the jurisdiction
- transfers

### Recording requirements for other deposits

The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

All money received must be deposited into the campaign account.

## Transfers

Transfers, both monetary and in-kind, are reported as “other deposits.”

**Money given from a candidate’s personal account is a campaign contribution, not a transfer.**

Transfers include:

- movements of money between a candidate and their elector organization
- provision of property or services between a candidate and their elector organization

Transfers can be made at any time, including after General Voting Day.

## Recording requirements for transfers

The information that must be recorded and reported for transfers depends on the specific circumstances of the transfer.

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

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

- the date and dollar amount of the transfer
- the name of the elector organization

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

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

### Example

XYZ Elector Organization provides election signs to its endorsed candidate, Irene, on August 31, 2018.

#### ***What must Irene report for this transfer?***

Irene must report that the signs were received from XYZ Elector Organization on August 31, 2018. Irene must also determine and report the market value of the signs and report that value as an “other deposit.”



## Expenses and expense limits

### Election expenses

An election expense is the value of property or services used in an election campaign. This applies whether the item was used in the election period, the campaign period or both.

#### Election period expenses:

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

#### Campaign period expenses:

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

Election expenses used in both the election period and the campaign period are both election period expenses and campaign period expenses.

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

### Examples of Expenses

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

<b>Election expenses</b>	<b>Non-election expenses that require recording and disclosure</b>	<b>Not election expenses</b>
<ul style="list-style-type: none"> <li>▪ campaign advertising (such as signs, brochures, newspaper ads, etc.)</li> <li>▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.)</li> <li>▪ campaign signs, including signs reused or repurposed from previous elections</li> <li>▪ professional photographs used in election advertising</li> <li>▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally)</li> <li>▪ paid research and opinion polling and campaigning (such as operating a phone bank)</li> <li>▪ campaign office costs</li> <li>▪ bank fees</li> </ul>	<ul style="list-style-type: none"> <li>▪ sign, nomination or damage deposits</li> <li>▪ candidate's personal expenses if paid or reimbursed from campaign account*</li> <li>▪ legal or accounting services used to comply with LECFA</li> <li>▪ financial agent services</li> <li>▪ incidental expenses related to the campaign (such as payments made for the purposes of campaign fundraising)</li> <li>▪ interest on a loan to a candidate for election expenses</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned)</li> <li>▪ 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.)</li> <li>▪ free media coverage from a legitimate media provider (such as news stories, interviews, current affairs program, etc.)</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>
<p>*Candidate personal expenses are:</p> <ul style="list-style-type: none"> <li>▪ travel to, within or from the election area where the candidate is running for office</li> <li>▪ lodging, meals and other incidentals related to travelling</li> <li>▪ child or family care if the candidate is usually responsible for the care</li> <li>▪ expenses related to a disability of the candidate</li> </ul> <p>All personal expenses must be reasonable.</p>		

## Valuing expenses

The value of an election expense is the market value of the property or services used in an election campaign.

### Valuation of re-used election signs and advertising materials

Signs or other advertising materials left over from previous elections may be re-used, but they must have a value attributed to them for campaign period expense limit purposes. This value is the market value of buying new materials of the same quality. A quote must be obtained to determine the current price of the goods of the same quality. If they are being used during the campaign period, the value must be reported in the disclosure statement as a campaign period expense.

If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, they are not included in the value obtained in the quote.

#### Example

Rafael reuses 500 signs from a previous election. He has a different financial agent than the last election so the signs need to be updated with the new financial agent's name and phone number. He has stickers printed with the new information at a cost of \$100.

Since the signs were purchased during the previous election, Rafael must determine the current market value of 500 signs of the same quality. Rafael calls a local print shop and learns that the lowest replacement cost for 500 signs of the same quality is \$2,000.

#### ***What is the value of the election expense?***

The value of the election expense is \$2,000. As new signs would not require the stickers, the \$100 is already included in the market value.

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

**Example 1**

Svetlana purchases 500 brochures for \$200 but only uses 250.

***What is the value of the election expense?***

Since Svetlana only used half of the brochures, the value of the election expense is \$100. The remaining \$100 is recorded as an intended election expense and reported as an “other payment from campaign account.”

**Example 2**

A campaign worker is contracted to create a website at an hourly rate of \$20 for 25 hours. Hosting fees are \$10 per month. The website is public for eight months during the election period and all of the 29-day campaign period.

***What is the value of the expense?***

The value is calculated by multiplying the number of hours it took to create the website by the hourly rate of the worker and adding the hosting fees.

**Election period expense**

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$80 (\$10 \text{ per month} \times 8 \text{ months}) = \$580$

The value of the election period expense is \$580.

**Campaign period expense**

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$9.35 (\$10 \text{ per month} \times 29 \text{ days} / 31 \text{ days}) = \$509.35$

The value of the campaign period expense is \$509.35 (can be rounded to \$509).

## Expense limits

The Ministry of Municipal Affairs and Housing and the Ministry of Education calculate the campaign period expense limits for candidates.

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

**An election area is the geographical area where the election is held.**

Elections BC will publish the expense limits no later than May 31 in the year of general local elections.

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

If a candidate exceeds their expense limit:

- monetary penalties will apply
- they will lose their seat, if elected
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at [elections.bc.ca/lecf](https://elections.bc.ca/lecf).

## Campaign financing arrangements

**Campaign financing arrangements are only used by candidates endorsed by an elector organization.**

All candidates who are endorsed by an elector organization must have a campaign financing arrangement (CFA) with their elector organization.

Elector organizations are not allowed to incur campaign period expenses unless they share a candidate's expense limit under a campaign financing arrangement.

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

A campaign financing arrangement must be:

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

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

Campaign financing arrangements may be amended or terminated.

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

**Amendments and terminations to campaign financing arrangements must be submitted to Elections BC and completed on regulated forms.**

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

Campaign financing arrangement forms can be found on the Elections BC website at [elections.bc.ca/lecf](https://elections.bc.ca/lecf).

## Incurring and paying for expenses

All election expenses must:

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

## Shared election expenses

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

Each candidate's campaign must pay for their portion of the shared election expense. If one campaign pays for the expense, it must be reimbursed by the other candidates' campaigns. Candidates' campaigns are not allowed to pay for another campaign's election expense.

### Example 1

Bill and Zara are both candidates acting as their own financial agents. They purchase 20 shared signs for \$500. Bill writes a cheque from his campaign account and pays the full amount directly to the supplier. Bill is then later reimbursed \$250 from Zara's campaign account.

#### *Is this permissible?*

Yes. Each candidate paid for their portion of the shared election expense.

### Example 2

Candidates Julie, Jessica and Jack decide to host a campaign event together. The venue charges \$300. Julie has no campaign funds, so Jessica and Jack agree to split the cost and each pay the venue \$150.

#### *Is this permissible?*

No. Each candidate must pay for their portion of a shared election expense. Julie must reimburse Jessica and Jack \$50 each to cover Julie's portion.

## Post-election expenses

Candidates are permitted to incur expenses after the close of voting that are incidental to their campaign, such as celebration parties and thank-you cards. These incidental expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as an “other payment from campaign account.”

## Recording requirements for expenses

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete enough to meet the disclosure requirements in LECFA including:

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

Election expenses are broken down into the following categories:

Advertising:

- signs and billboards (including reused signs, lumber, sign wires, etc.)
- value of reused signs
- brochures, pamphlets and flyers
- newspaper, magazine and journal
- internet
- radio
- television
- other advertising (including business cards, promotional items, etc.)

Campaign Administration:

- bank fees
- courier services and postage
- rent, insurance and utilities



- furniture and equipment
- office supplies
- salaries and wages (excluding financial agent salaries)
- professional services
- other campaign administration expenses
- convention and similar meeting expenses
- other campaign related functions
- research and polling
- interest expenses
- other expenses

## Recording shared election expenses

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

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

They must also record and disclose, as applicable:

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

To ensure information is consistent and disclosed correctly, Elections BC reconciles shared election expenses with the other participating candidates. Financial agents may wish to work with other participating financial agents to ensure their records and reports are accurate and consistent.

## Election advertising

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the campaign period. Advertising activities during the election period are still advertising election expenses and must be recorded and disclosed, but they are not election advertising.

Election advertising is any transmission of a communication to the public during a campaign period that directly or indirectly promotes or opposes a candidate or an elector organization, including a communication that takes a position on an issue associated with a candidate or elector organization.

**With the exception of sponsorship information, Elections BC does not regulate the content of election advertising.**

Election advertising does not include:

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

**Examples**

<b>Election advertising</b>	<b>Not election advertising</b>
<ul style="list-style-type: none"> <li>▪ television, radio, newspaper or magazine advertisements</li> <li>▪ signs, billboards, posters, bumper stickers or branded clothing or objects</li> <li>▪ newsletters, brochures, mailing inserts or other advertising sent to the public</li> <li>▪ ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.)</li> <li>▪ phone calls made using an automated system (e.g., robocalls)</li> </ul>	<ul style="list-style-type: none"> <li>▪ personal or private communications</li> <li>▪ free media coverage from a legitimate media provider (such as a candidate debate on a local news channel, news stories, radio interviews, etc.)</li> <li>▪ a communication by an individual or group sent directly to their members, employees or shareholders</li> <li>▪ any free communication on the internet (such as Facebook, Twitter, Instagram, Snapchat, YouTube, etc.)</li> <li>▪ person-to-person phone calls and text messages</li> <li>▪ websites or blogs</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>

**Determining the sponsor of election advertising**

The sponsor of election advertising is the candidate that is conducting the advertising. If two or more candidates conduct advertising together, they are co-sponsors.

**Example**

Amanda, Preet and Jeremy are campaigning together and decide to create a shared brochure. Preet designs and prints the brochure and provides several to each campaign to distribute.

***Who is the sponsor of the advertising?***

All candidates are co-sponsors of the advertising.

The candidate is still the sponsor even if:

- the advertising is provided to the candidate as a campaign contribution, or
- another individual or organization conducts advertising on behalf of the candidate.

## **Example**

A local parents' group meets with Braeden, a candidate, and they decide, with the consent of Braeden's financial agent, that the group will create brochures on behalf of Braeden and distribute them door-to-door during the campaign period.

### ***Who is the sponsor of the advertising?***

Braeden is the sponsor. The local parents' group is working on behalf of Braeden to create and distribute the brochures. The cost of preparing and printing the brochures is a campaign period expense of Braeden.

## **Sponsorship information on election advertising**

Sponsorship information, also known as an authorization statement, is required on most election advertising and must include:

- the name of the financial agent,
- the words "authorized by" in front of the financial agent's name, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

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

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

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

## Example 1

### *Election signs*

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

Two-sided election signs must have sponsorship information on at least one side. It is not required to be on both sides.

## Example 2

### *Candidate sponsor*

Authorized by Susan Wong, electsusan@campaign.ca

## Example 3

### *Another language*

Authorized by John Smith, financial agent 604-123-4567  
जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

## Example 4

### *Multiple candidates*

Authorized by John Smith, 604-123-4567 and Susan Wong, electsusan@campaign.ca

## Election advertising exempt from sponsorship information

Certain types of election advertising do not require sponsorship information:

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

## Sponsorship information for advertising on the internet

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

## Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. However, local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways. Please refer to the Ministry's policy at <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/technical-circulars/election-referendum-sign-policy>.

**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 to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

## Authority to remove election advertising

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

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

## Campaigning restrictions on General Voting Day

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

- election advertising on the internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting
- advertising by means of signs, posters or banners
- distributing pamphlets
- advertising on the internet that is for the sole purpose of encouraging voters to vote

Permitted on General Voting Day	Not permitted on General Voting Day
<ul style="list-style-type: none"> <li>▪ using free social media</li> <li>▪ person-to-person interactions, such as phone calls, emails, text messages, etc.</li> <li>▪ election advertising on the internet as long as the advertising was not changed on GVD or is solely to encourage voters to vote</li> <li>▪ placing signs or distributing brochures outside of 100 metres of a voting place</li> <li>▪ campaign meetings or rallies outside of 100 metres of a voting place</li> </ul>	<ul style="list-style-type: none"> <li>▪ scheduling paid ads on the internet including paid social media posts on Facebook, Twitter, Instagram, etc.</li> <li>▪ automated voice calls (robocalls) and automated text messages</li> <li>▪ placing signs or distributing brochures within 100 metres of a voting place</li> <li>▪ television, radio or newspaper ads</li> </ul>

Election advertising is never permitted within 100 metres of a voting place while voting is being conducted.

**For more information about the 100 metre rule, please contact your local authority.**

## Determining the value of election advertising

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

- the price paid for preparing and transmitting the advertising
- if the advertising is provided for free or at a discount, the market value of preparing and transmitting the 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, taxes, etc.).

### Example 1

Pavel pays an agency \$500 to produce an advertisement and then pays a radio station \$150 per play. The ad is played 20 times during the campaign period.

***What is the value of this election advertising?***

The production cost plus the cost per play multiplied by the number of times played:  $\$500 + \$3,000 (\$150 \times 20 \text{ plays}) = \$3,500$ .

### Example 2

Sabrina is a candidate and prepares a brochure at home and prints 500 copies at a local shop for \$0.25 per copy. The brochures are mailed to 500 different homes at a postage rate of \$1 per brochure.

***What is the value of this election advertising?***

$500 \text{ brochures} \times \$1.25 (\$0.25 \text{ printing} + \$1 \text{ postage per brochure}) = \$625$ .

The value of producing the brochure is not included in the value of the election advertising because it was made with Sabrina's own materials.

Election advertising offered for free equally to all candidates has a market value of zero. However, the value of preparing the advertising is still an election expense.



## Example

A television station offers all candidates a free 15 second advertisement. Elizabeth pays an agency \$300 to produce an ad.

### *What is the value of this election advertising?*

\$300. As the transmission was offered for free to all candidates, only the production cost is included in the value of the advertisement.

## Free advertising provided by the local jurisdiction

If the local jurisdiction provides free election advertising to all candidates in that election equitably, the following information must be recorded and disclosed:

- how the election advertising was transmitted (e.g., newspaper ad, brochure, etc.)
- the name of the jurisdiction

Many local jurisdictions publish biographies of candidates on their websites, which is not election advertising. Check with the local jurisdiction to confirm if free advertising was offered.

## Third party advertising sponsor

**It is an offence to conduct third party advertising before registering with Elections BC.**

A candidate may also act as a third party advertising sponsor but not for the election in which they are running. This means that generally, a candidate can only be a third party sponsor outside their own jurisdiction. Candidates considering becoming third party sponsors should contact Elections BC and must register with Elections BC before conducting third party advertising.

## Example

Barinder, a mayoral candidate in Vancouver, has a good friend and colleague running for council in Whistler. To advertise in support of that friend, Barinder must register as a third party sponsor before placing the election advertising.

For more information about third party advertising and requirements for third party sponsors, refer to the Guide for Local Elections Third Party Sponsors in B.C. available at [elections.bc.ca/lecf](http://elections.bc.ca/lecf).

## Surplus campaign funds

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

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

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

**The jurisdiction holds the funds and any accumulated interest in trust.**

## Surplus campaign funds held in trust by a jurisdiction

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

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

## Disclosure statements

Financial agents are responsible for filing disclosure statements with Elections BC. A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every candidate. All disclosure statements must be completed on Elections BC forms.

### Who must file

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

Disclosure statements can be filed by:

- email
- mail
- courier
- fax
- hand to a Service BC Centre ([servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations))
- hand to the Elections BC office in Victoria

### Filing deadline

The filing deadline for disclosure statements is 4:30 p.m. (Pacific time), 90 days after General Voting Day.

**The disclosure statement must be received and accepted by Elections BC by the filing deadline. A postmark is not acceptable as proof of delivery.**

Disclosure statements filed by the filing deadline are accepted as long as the disclosure requirements are met. If a disclosure statement requires additional information to be accepted, Elections BC will contact the financial agent to give them an opportunity to make the required corrections. If a financial agent does not meet the 90 day deadline, they may file the disclosure statement under the late filing provisions discussed below.

The B.C. Chief Electoral Officer may grant extensions to the filing deadline in extraordinary circumstances. Requests for extensions must be made in writing to the B.C. Chief Electoral Officer before the 90 day filing deadline.

## Late filing deadline

The late filing deadline is 4:30 p.m. (Pacific time), 120 days after General Voting Day (GVD). Disclosure statements submitted between 91 and 120 days after GVD must include a \$500 late filing fee.

It is an offence to not file a disclosure statement by the late filing deadline. There are significant penalties for committing offences.

## Compliance review

Elections BC conducts a routine compliance review of each disclosure statement to ensure the requirements under the *Local Elections Campaign Financing Act* are met. If any issues are identified, Elections BC will contact the financial agent to request additional information.

If issues identified during the compliance review remain unresolved, Elections BC may require the financial agent to file a supplementary report.

## Supplementary reports

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

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

A supplementary report must:

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

## Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. These records must include:

- copies of the disclosure statement forms
- records of contributions and required contributor information
- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

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

## Public information

Disclosure statements are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria. All residential addresses of significant contributors will be redacted prior to publication.

Local authorities must also provide public access to the disclosure statements.

Copies of disclosure statements may be obtained from either Elections BC or the local authorities for a fee.

## Campaign financing penalties, offences and court orders for relief

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

### Campaign financing penalties and offences

Failing to comply with the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act* (LECFA) is an offence and a person who commits an offence is liable to a fine and/or imprisonment.

There are also administrative penalties imposed by the B.C. Chief Electoral Officer for failing to comply with the campaign financing and election advertising rules. Administrative penalties include monetary penalties, loss of seat and disqualification.

A list of disqualified candidates, elector organizations and advertising sponsors is available on the Elections BC website and at the Elections BC office in Victoria.

### Failing to file a disclosure statement

Candidates who fail to file a disclosure statement or supplementary report are disqualified from being nominated for, elected to or holding office on a local authority in B.C. until after the next general local elections. Elected candidates who fail to file will also lose their seats.

Candidates endorsed by elector organizations are also subject to these same penalties if the elector organization fails to file a disclosure statement or supplementary report.

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

## Exceeding the expense limit

An elected candidate who exceeds their expense limit loses their seat. A candidate endorsed by an elector organization will also lose their seat if the total of the candidate's campaign period expenses and the elector organization's campaign period expenses attributed to the candidate exceed the candidate's expense limit.

All candidates who exceed their expense limit must pay a monetary penalty of twice the amount by which they exceeded their limit. If the penalty is not paid within 30 days, the candidate becomes disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections. However, if they pay the penalty, even after the 30 days, they will no longer be disqualified.

**Monetary penalties are made payable to the Minister of Finance.**

It is also an offence to exceed the expense limit and a candidate who exceeds the limit is liable to a fine of up to \$5,000 and/or imprisonment for up to one year.

## Providing false or misleading information

Providing false or misleading information or making false or misleading statements under LECFA is an offence and individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

## Court orders for relief

Candidates or financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements and expense limit penalties. These applications must be made before the late filing deadline.

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

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





## Disclosure statement completion instructions

The disclosure statement forms provided by Elections BC are mailed after nomination information is received from local authorities. These forms contain the contact information provided on the nomination documents. Blank versions of these forms are also available online at [elections.bc.ca/lecf](https://elections.bc.ca/lecf).

The following are some general instructions when completing all forms:

- Separate disclosure statements must be filed for each election where the candidate ran.
- Submit all relevant forms. Forms not relevant to the candidate's campaign do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand.
- Complete the detailed forms first then carry forward the totals to the summary forms.
- Ensure the candidate's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 20, 2018, enter 2018/10/20.
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.

## 4300 – Disclosure Statement Cover Page

The cover page must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

1. Enter the date of General Voting Day (YYYY/MM/DD).
2. Enter the full name of the candidate and (if different) their ballot name.
3. Enter the candidate's mailing address, phone number and (if available) email address.
4. Enter the jurisdiction and election area where the candidate sought office.
5. Enter the office sought by the candidate (councillor, mayor, board of education trustee, etc.).
6. If the candidate is endorsed by an elector organization, enter its ballot and legal names.
7. Tick this box if the candidate is their own financial agent.
8. Tick this box if the candidate is registered with Elections BC as a third party advertising sponsor. A separate disclosure statement must be filed for third party sponsors.
9. Unless the candidate is their own financial agent, enter the full name, mailing address, phone number and (if available) email address of the appointed financial agent.
10. Enter the date the financial agent was appointed. If others were previously appointed as financial agents for this election, provide their information on Form 4312 – Former Financial Agents and Free Advertising from Jurisdiction.
11. Carefully read the instructions in this section. If all five criteria apply to the candidate, only the cover page is required to be completed and filed. If any of these five criteria do not apply, complete any other form applicable to the campaign.
12. The declaration must be signed and dated by the candidate and, if applicable, the financial agent. If the candidate is their own financial agent, only one signature is required.

## 4300 - DISCLOSURE STATEMENT COVER PAGE

### LOCAL ELECTIONS CANDIDATE



GENERAL VOTING DAY (YYYY/MM/DD)  
2018/10/20 **1**

CANDIDATE'S FULL NAME DAVID PETER MILLER			BALLOT NAME (IF DIFFERENT) PETE MILLER <b>2</b>	
CANDIDATE'S MAILING ADDRESS 1217 BLUE PINE CROSSING			PHONE NO. 778-555-6543	
CITY/TOWN VANCOUVER <b>3</b>	PROV. BC	POSTAL CODE V6A 2B4	EMAIL (IF AVAILABLE) PETE.MILLER@PM4MAYOR.COM	
JURISDICTION CITY OF VANCOUVER <b>4</b>			OFFICE SOUGHT MAYOR <b>5</b>	
ELECTION AREA VANCOUVER				

BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE) XYZ ELECTOR ORGANIZATION <b>6</b>
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF DIFFERENT) THE XYZ ELECTOR ORGANIZATION

**7**  Tick if candidate is their own financial agent **8**  Tick if candidate was also a third party sponsor

FINANCIAL AGENT'S FULL NAME (IF NOT ACTING AS OWN) DEBORAH BECKER CURTIS <b>9</b>			EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2018/09/05 <b>10</b>	
FINANCIAL AGENT'S MAILING ADDRESS 9261 18 AVE W			PHONE NO. 604-555-9876	
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V5W 4J8	EMAIL (IF AVAILABLE) DEB@CURTIS.CA	

<p><b>ZERO CAMPAIGN ACTIVITY <b>11</b></b></p> <p>Candidates with zero campaign activity may file this form only. If any of the conditions <b>are not met</b>, file other forms applicable to the campaign.</p> <ol style="list-style-type: none"> <li>No income or deposits, including funds from the candidate, contributions, donations, gifts, loans, funds from previous elections, transfers, etc.</li> <li>No expenses, including signs reused from previous elections, campaign account fees, etc.</li> <li>Did not have a campaign account.</li> <li>Did not change financial agents during this election.</li> <li>Did not receive any free election advertising from their jurisdiction (see Form 4312 for description).</li> </ol>	<input type="checkbox"/> Tick if candidate had zero campaign activity
--	---

**NOTE - ENDORSED CANDIDATES MUST ALSO INCLUDE A COPY OF THEIR CAMPAIGN FINANCING ARRANGEMENT.**

#### DECLARATION:

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act*.

SIGNATURE OF CANDIDATE <i>David Miller</i> <b>12</b>	SIGNATURE OF FINANCIAL AGENT <i>Deborah Curtis</i>
DATE (YYYY/MM/DD) 2019/01/15	DATE (YYYY/MM/DD) 2019/01/15

**WARNING:** Signing a false declaration is a serious offence and is subject to significant penalties.

## 4301 – Campaign Financing Summary

This form is a summary of the inflows and outflows of the candidate's campaign. The information is carried forward from other disclosure statement forms. Complete this form after the totals from the related forms are calculated. Depending on the candidate's campaign, inflows may not equal outflows.

1. Enter the total value of campaign contributions received, as reported in box A on Form 4302 – Summary of Campaign Contributions.
2. Enter the total value of all permissible loans received, as reported in box B on Form 4304 – Permissible Loans Received.
3. Enter the total value of other deposits into the campaign account and in-kind transfers, as reported in box A on Form 4305 – Other Deposits into Campaign Account and In-kind Transfers.
4. Add the above three values and enter the total inflows of the campaign in this box.
5. Enter the total value of election period expenses, as reported in box A on Form 4307 – Summary of Election Expenses.
6. Enter the total value of campaign period expenses, as reported in box B on Form 4307.
7. Enter the total value of exclusions from election period expenses, as reported in box D on Form 4307.
8. Enter the total value of exclusions from campaign period expenses, as reported in box E on Form 4307.
9. Enter the total value of other payments from the campaign account and in-kind transfers, as reported in box A on Form 4309 – Other Payments from Campaign Account and In-kind Transfers.
10. Enter the total value of surplus funds disbursed, as reported in box A on Form 4311 – Disbursement of Surplus Funds.
11. Add the above six values and enter the total outflows of the campaign in this box.
12. Enter the name and address of each savings institution where the candidate had an account for this campaign.

## 4301 - CAMPAIGN FINANCING SUMMARY

### LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE  
DAVID PETER MILLER

Value of campaign contributions from all sources (box A on Form 4302) **1** 4,836.18

Amount of all permissible loans received (box B on Form 4304) **2** 1,500.00

Other deposits into campaign account and in-kind transfers (box A on Form 4305) **3** 2,491.15

**TOTAL INFLOWS** (sum of above boxes) **4** 8,827.33

Election period expenses (box A on Form 4307) **5** 3,288.98

Campaign period expenses (box B on Form 4307) **6** 2,938.51

Exclusions from election period expenses (box D on Form 4307) **7** 43.50

Exclusions from campaign period expenses (box E on Form 4307) **8** 219.75

Other payments from campaign account and in-kind transfers (box A on Form 4309) **9** 3,877.20

Amount of surplus funds disbursed (box A on Form 4311) **10** 322.12

**TOTAL OUTFLOWS** (sum of above boxes) **11** 10,690.06

#### Campaign Account(s)

NAME OF SAVINGS INSTITUTION  
WEST COAST SAVINGS

ADDRESS  
123 CHEQUING ST, VANCOUVER, BC V1A 3B4

**12**

NAME OF SAVINGS INSTITUTION  
VANCOUVER CREDIT UNION

ADDRESS  
3333 SAVINGS BLVD, VANCOUVER, BC V2A 1C1

## 4302 – Summary of Campaign Contributions

This form summarizes all campaign contributions the candidate received in relation to their campaign including in-kind contributions, the candidate's own funds and contributions from fundraisers. The rules and requirements for reporting fundraising function income is listed earlier in the guide. Contributions of goods and services must be recorded at their current market value.

1. Enter the total number of eligible individuals who gave less than \$100. Do not include the number of anonymous contributions received.
2. Enter the total value of all contributions of less than \$100 received from eligible individuals. If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on Form 4303 - Significant Contributors (\$100 or More).
3. Enter the total number of anonymous contributors.
4. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on Form 4306 – Prohibited Campaign Contributions and Loans.
5. Enter the total value of all significant contributions received from eligible individuals as reported on Form(s) 4303.
6. Add the above values and enter the total amount of contributions received in this box.

# 4302 - SUMMARY OF CAMPAIGN CONTRIBUTIONS

## LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE  
 DAVID PETER MILLER

**Campaign contributions include monetary and in-kind contributions.  
 Campaign contributions from the candidate must be reported in the same way as contributions from other sources.  
 Do not include anonymous contributions with contributions less than \$100.**

<p>1                  Number of contributors who gave less than \$100 # 19</p> <p>3                  Number of anonymous contributors # 14</p>	<p>2                  Total contributions of less than \$100 \$ 466.18</p> <p>4                  Anonymous contributions \$ 300.00</p> <p>5                  Significant contributions (box A from Form 4303) \$ 4,070.00</p> <p>6  <b>TOTAL CONTRIBUTIONS</b> \$ 4,836.18 <b>A</b></p>
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## 4303 – Significant Contributors (\$100 or More)

This form is used to disclose all contributors who made one or more campaign contributions to the candidate that total \$100 or more. If applicable, review the section on fundraising functions as income from these events may need to be disclosed on this form.

Note: signs the candidate reused from a previous election are not contributions. Use additional pages as necessary.

1. Enter the full name of the contributor. List only one individual per contribution. If a contribution was received from two individuals, the financial agent must determine which individual made the contribution or split the amount between the individuals and report them as two separate contributions.
2. Enter the date each contribution was made. If a single contributor made multiple contributions on different dates, list each of the dates separately.
3. Enter the value of each contribution. If a single contributor made contributions on different dates, the value of each contribution must be listed separately.
4. Enter the residential address of the contributor. All residential addresses will be redacted by Elections BC before the statement is published.
5. Enter the total value of all significant contributions per page.
6. Enter the total value of all significant contributions listed on all pages of this form.



**4303 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)**  
**LOCAL ELECTIONS CANDIDATE**



NAME OF CANDIDATE <b>DAVID PETER MILLER</b>	PAGE <input style="width: 40px; text-align: center;" type="text" value="1"/> OF <input style="width: 40px; text-align: center;" type="text" value="1"/>
Attach additional forms if necessary.	

<b>1</b> FULL NAME OF CONTRIBUTOR (List only one name per contribution)	<b>2</b> DATE OF CONTRIBUTION (YYYY/MM/DD)	<b>3</b> \$ VALUE OF CONTRIBUTION	<b>4</b> RESIDENTIAL ADDRESS OF CONTRIBUTOR
ANDERS HOLMSON	2018/09/05	40.00	1345 FORT RD, VANCOUVER, BC V6B 2G1
ANDERS HOLMSON	2018/09/25	40.00	1345 FORT RD, VANCOUVER, BC V6B 2G1
ANDERS HOLMSON	2018/10/05	40.00	1345 FORT RD, VANCOUVER, BC V6B 2G1
ANDREA MILLER	2018/10/13	1,000.00	2222 MAIN ST, VANCOUVER, BC V6E 1D4
DAVID PETER MILLER	2018/10/13	2,400.00	1217 BLUE PINE CROSSING, VANCOUVER, BC V6A 2B4
XINYANG HUI	2018/10/14	350.00	543 BROOK ST, VICTORIA, BC V8P 3B1
JOANNE MACKAY	2018/09/21	200.00	12 UNION PL, VANCOUVER, BC V7R 1W1
<b>SUBTOTAL OF THIS PAGE</b>		<b>5</b> 4,070.00	
<b>TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4303</b>		<b>6</b> 4,070.00	<b>A</b>

## 4304 – Permissible Loans Received

This form is used to report all permissible loans made to the campaign. All loans received must be reported even if they were completely paid off or forgiven. Loans from the candidate are reported in the same way as loans from other sources. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the full name of the lender.
2. Enter the residential address of the lender if the loan is from an eligible individual.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
8. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca/docs/fin/407.pdf](http://elections.bc.ca/docs/fin/407.pdf).
9. Enter the total of boxes A from all pages of this form to show the total amount of all loans. This value must be carried forward to Form 4301 – Campaign Financing Summary.

## 4304 - PERMISSIBLE LOANS RECEIVED

### LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE

DAVID PETER MILLER

PAGE 1

OF 1

**Complete one entry for each permissible loan received. Attach additional forms if necessary.  
Permissible loans from the candidate must be disclosed in the same way as permissible loans from other sources.**

**LOAN**

NAME OF LENDER

1 JOHN COOPER

RESIDENTIAL ADDRESS OF LENDER\*

2 1415 CANAL DR, RICHMOND, BC V8C 1B1

**LOAN DETAILS**

DATE RECEIVED (YYYY/MM/DD)

2018/09/01 3

DATE DUE (YYYY/MM/DD)

2019/01/31 4

\$ ORIGINAL AMOUNT OF LOAN

1,000.00 5

A

\$ AMOUNT OF LOAN OUTSTANDING

200.00 6

LOAN INTEREST RATE %

0.00 7

PRIME RATE\*\* %

8

**Report all loan payments as other payments from campaign account on Form 4309.**

**LOAN**

NAME OF LENDER

VANCOUVER CREDIT UNION

RESIDENTIAL ADDRESS OF LENDER\*

**LOAN DETAILS**

DATE RECEIVED (YYYY/MM/DD)

2018/08/15

DATE DUE (YYYY/MM/DD)

2018/12/15

\$ ORIGINAL AMOUNT OF LOAN

500.00

A

\$ AMOUNT OF LOAN OUTSTANDING

0.00

LOAN INTEREST RATE %

5.00

PRIME RATE\*\* %

3.00

**Report all loan payments as other payments from campaign account on Form 4309.**

**TOTAL AMOUNT OF ALL LOANS RECEIVED**  
(Sum of all boxes A on Form(s) 4304)

9 1,500.00

B

**\*RESIDENTIAL ADDRESS:**  
REQUIRED FOR INDIVIDUAL LENDERS ONLY

**\*\*PRIME RATE OF INTEREST:**  
REQUIRED FOR LOANS FROM SAVING INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

## 4305 – Other Deposits into Campaign Account and In-kind Transfers

This form is used to report all money deposited into the campaign account that is not a campaign contribution or a loan and in-kind transfers. These include transfers from other campaign accounts of the candidate, transfers from elector organizations, surplus funds from a previous election that were returned by the jurisdiction, return of deposits (e.g., damage deposit), fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals, proceeds of sales from auctions or other fundraising activities), interest income from savings institutions and dividends of shares paid by credit unions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the deposit or the value of the in-kind transfer.
4. Add the amounts and enter the total into box A. This amount must be carried forward to Form 4301 – Campaign Financing Summary.



## 4306 – Prohibited Campaign Contributions and Loans

This form is used to report any campaign contributions or loans that are prohibited under the *Local Elections Campaign Financing Act* (LECFA). This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information, indirect contributions and any contributions or loans that exceed the contribution limit.

LECFA requires the candidate to return prohibited contributions and prohibited loans, or an amount equal to the value of the contribution or loan, to the contributor or lender within 30 days of becoming aware of the contravention. If this is not possible, the contribution or loan, or an amount equal to its value, must be remitted to Elections BC as soon as possible. Complete one entry for each prohibited contribution or prohibited loan received. Use additional pages as necessary.

### Prohibited contribution

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously, by ticking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was goods or services, enter the current market value.
4. Enter the date the contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution was prohibited.
6. Enter the full name of the contributor.
7. If the prohibited contribution was received from an organization, enter the address of the organization.

### Prohibited Loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).
10. Enter the full name of the lender.



11. Enter the date the prohibited loan was received (YYYY/MM/DD).
12. Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
13. Enter the original amount of the loan received.
14. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
15. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca/docs/fin/407.pdf](http://elections.bc.ca/docs/fin/407.pdf).



# 4306 - PROHIBITED CAMPAIGN CONTRIBUTIONS AND LOANS

## LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE

DAVID PETER MILLER

PAGE 1

OF 1

Complete one entry for each prohibited campaign contribution or loan received. Attach additional forms if necessary.

**PROHIBITED CONTRIBUTION**

RECEIVED FROM <b>1</b>	DATE RECEIVED (YYYY/MM/DD) <b>2</b>	\$ VALUE <b>3</b>	DATE RETURNED (YYYY/MM/DD) <b>4</b> OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input checked="" type="checkbox"/> ANONYMOUS	2018/09/08	60.00		2018/09/30

DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED **5**

UNMARKED ENVELOPE FOUND IN MAILBOX

FULL NAME OF INDIVIDUAL OR ORGANIZATION **6**ADDRESS OF ORGANIZATION, IF APPLICABLE **7****PROHIBITED LOAN**

DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED <b>8</b>		DATE RETURNED TO LENDER (YYYY/MM/DD) <b>9</b>
LOAN EXCEEDS CAMPAIGN CONTRIBUTION LIMIT		2018/10/10
NAME OF LENDER <b>10</b>		
JAMES MILLER		
DATE RECEIVED (YYYY/MM/DD) <b>11</b>	DATE DUE (YYYY/MM/DD) <b>12</b>	\$ ORIGINAL AMOUNT OF LOAN <b>13</b>
2018/10/01	2018/12/31	1,500.00
LOAN INTEREST RATE % <b>14</b>	PRIME RATE* % <b>15</b>	
0.00		

**\*PRIME RATE OF INTEREST:**

REQUIRED FOR LOANS FROM SAVING INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

## 4307 – Summary of Election Expenses

This form is used to report all election expenses incurred by the campaign. There are two types of election expenses based on when the expense was used: election period and campaign period expenses.

For general local elections, the election period begins on January 1st and ends on the 28th day before General Voting Day (GVD). For a by-election, the election period begins on the day of the office vacancy and ends on the 28th day before GVD.

For both types of events, the campaign period begins on the 28th day before GVD and ends at the close of voting. Campaign period expenses are subject to an expense limit under the *Local Elections Campaign Financing Act*.

If goods and services were used in both periods, their full value must be reported in both periods.

“Exclusions that must be reported” are not election expenses and are not applied towards a candidate’s expense limit.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

1. Enter the values of each class of expense used during the election period.
2. Enter the total of all election period expenses into box A. This value must be carried forward to Form 4301 – Campaign Financing Summary.
3. Enter the values of each class of expense used during the campaign period.
4. Enter the total of all campaign period expenses into box B. This value must be carried forward to Form 4301.
5. Enter the candidate’s campaign period expense limit, if not already completed. Expense limits are available on the Elections BC website.
6. Enter the values of each class of exclusions used during the election period.
7. Enter the total of all exclusions from election period expenses into box D. This value must be carried forward to Form 4301.
8. Enter the values of each class of exclusions used during the campaign period.
9. Enter the total of all exclusions from campaign period expenses into box E. This value must be carried forward to Form 4301.

# 4307 - SUMMARY OF ELECTION EXPENSES

## LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE  
**DAVID PETER MILLER**

**Election Period Expenses - Report the value of all goods and services used in the election period.**  
**Campaign Period Expenses - Report the value of all goods and services used in the campaign period.**  
**If goods and services were used in both periods, report the full amount used in both columns (e.g., campaign signs).**

	ELECTION PERIOD EXPENSES <b>1</b>	CAMPAIGN PERIOD EXPENSES <b>3</b>
<b>ADVERTISING</b>		
Signs and billboards	1,062.73	1,062.73
Value of reused signs	500.00	500.00
Brochures, pamphlets and flyers	462.78	280.65
Newspaper, magazine and journal	310.00	130.00
Internet	30.00	90.00
Radio		
Television		
Other advertising		
<b>CAMPAIGN ADMINISTRATION</b>		
Bank fees	15.00	15.00
Courier and postage	36.32	18.90
Rent, insurance and utilities	360.00	240.00
Furniture and equipment		
Office supplies	42.15	61.23
Salaries and wages		
Professional services	300.00	300.00
Other campaign administration expenses		
Conventions and meetings	70.00	120.00
Other campaign related functions	100.00	120.00
Research and polling		
Interest		
Other expenses (describe)		
<b>TOTAL EXPENSES</b>	<b>2</b> 3,288.98 <b>A</b>	<b>4</b> 2,938.51 <b>B</b>
<b>CAMPAIGN PERIOD EXPENSE LIMIT</b>		<b>5</b> 25,388.22 <b>C</b>

	ELECTION PERIOD EXCLUSIONS <b>6</b>	CAMPAIGN PERIOD EXCLUSIONS <b>8</b>
<b>EXCLUSIONS THAT MUST BE REPORTED</b>		
Personal election expenses		72.96
Financial agent services		
Legal and accounting services	43.50	138.46
Interest on loans for election expenses		8.33
<b>TOTAL EXCLUSIONS</b>	<b>7</b> 43.50 <b>D</b>	<b>9</b> 219.75 <b>E</b>

## 4308 – Shared Election Expenses

This form is used to report expenses that were shared with other candidates. Each candidate must pay their portion of the shared expense. If a candidate paid more than their share to the supplier, they must be reimbursed the difference by the other candidate(s).

Complete a separate form for each unique group of candidates that shared election expenses. Use additional pages as necessary.

1. Enter the total value of the shared election period expenses.
2. Enter the candidate's portion of the shared election period expenses. Ensure this is also reported as an election period expense on Form 4307 – Summary of Election Expenses.
3. Enter the total amount the candidate paid the supplier directly for the shared election period expenses, if applicable.
4. Enter the total value of the shared campaign period expenses.
5. Enter the candidate's portion of the shared campaign period expenses. Ensure this is also disclosed as a campaign period expense on Form 4307.
6. Enter the total amount the candidate paid the supplier directly for the shared campaign period expenses, if applicable.
7. Enter the full names of all other candidates that shared the expense(s).
8. Enter the value of reimbursements given to other candidates for the shared election period expenses.
9. Enter the value of reimbursements received from other candidates for the shared election period expenses.
10. Enter the value of reimbursements given to other candidates for the shared campaign period expenses.
11. Enter the value of reimbursements received from other candidates for the shared campaign period expenses.

# 4308 - SHARED ELECTION EXPENSES

## LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE  
**DAVID PETER MILLER**

PAGE **1**  
 OF **1**

Report the total value of all shared election expenses in the applicable column for each period. Use a separate form for each unique group of candidates that shared election expenses. Attach additional forms if necessary.

	ELECTION PERIOD	CAMPAIGN PERIOD
Total value of shared election expenses	<b>1</b>	<b>4</b> 240.36
Candidate's portion of shared election expenses	<b>2</b>	<b>5</b> 80.12
Amount paid to supplier(s) (if applicable)	<b>3</b>	<b>6</b> 240.36

**Note - ensure only your portion of shared election expenses is reported on Form 4307.**

Provide the full names of other candidates the election expenses were shared with and the amounts of reimbursements either received from other candidates for their portion or given to other candidates for your portion.

FULL NAME(S) OF OTHER CANDIDATE(S) <b>7</b>	ELECTION PERIOD		CAMPAIGN PERIOD	
	Amount of reimbursement		Amount of reimbursement	
	\$ Given <b>8</b>	\$ Received <b>9</b>	\$ Given <b>10</b>	\$ Received <b>11</b>
REBECCA JOYCE FITZGERALD				80.12
COLIN ANDREW FOX				80.12

## 4309 – Other Payments from Campaign Account and In-kind Transfers

This form is used to report all in-kind transfers and payments from the campaign account that are not reported on Form 4307 – Summary of Election Expenses or Form 4311 – Disbursement of Surplus Funds. These include transfers to other campaign accounts of the candidate, transfers to elector organizations, fundraising costs, payment of deposits (e.g., damage deposits), loan payments, intended election expenses that were not used and payments of prohibited contributions. Use additional pages as necessary.

For each payment from the campaign account:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the payment or the value of the in-kind transfer.
4. Add the amounts and enter the total value into box A. This amount must be carried forward to Form 4301 – Campaign Financing Summary.



## 4310 – Fundraising Function

This form is used if the candidate held a fundraising function. Complete a separate form for each function.

1. Enter the date of the fundraising function.
2. Enter a brief description of the fundraising function. If the candidate held a joint function, list the other candidate(s).

Tickets and entry fees for fundraising functions may or may not be campaign contributions depending on different circumstances.

### Section A – Fundraising income disclosed as campaign contributions

Tickets and entry fees are campaign contributions if an eligible individual purchased more than \$50 worth of tickets.

Amounts in this section are reported on Form 4302 – Summary of Campaign Contributions. If applicable, they are also reported on Form 4303 – Significant Contributors (\$100 or More).

3. Enter the number of tickets sold to eligible individuals.
4. Enter the amount of money charged per ticket.
5. Enter the total amount of money collected from ticket sales.
6. Tick this box if the tickets were sold at different prices.
7. Enter the number of eligible individuals that purchased more than \$50 worth of tickets.

Other income from fundraising functions may also be campaign contributions. Goods and services donated at functions such as auctions, garage sales and bake sales are campaign contributions. If the goods and services are bought at the function for a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

8. Enter a description of the income received that was a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
9. Enter the total value of other campaign contributions received.





## **Section B – Fundraising income not disclosed as campaign contributions**

Tickets and entry fees are not campaign contributions if an eligible individual purchased \$50 or less worth of tickets.

10. Enter the number of tickets that were sold to eligible individuals for \$50 or less.
11. Enter the amount of money charged per ticket.
12. Enter the total amount of money collected. This amount is disclosed on Form 4305 – Other Deposits to Campaign Account and In-kind Transfers.
13. Tick this box if the tickets were sold at different prices.
14. Enter the number of eligible individuals that purchased \$50 or less worth of tickets.

Some other income from fundraising functions are not campaign contributions, such as goods and services bought at the function at or below their market value

15. Enter a description of the income received that was not a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
16. Enter the total value of other income received.

## **Section C – Cost of function**

The total cost of fundraising functions is not an election expense but is reported on Form 4309 – Other Payments from Campaign Account and In-kind Transfers. Costs of functions include goods and services purchased such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

17. Enter the total cost of the fundraising function.

## 4310 - FUNDRAISING FUNCTION LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE DAVID PETER MILLER	PAGE <input style="width: 40px;" type="text" value="1"/> OF <input style="width: 40px;" type="text" value="1"/>
---	--

**Complete a separate form for each function.**

DATE OF FUNCTION (YYYY/MM/DD) 2018/09/21 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span>	DESCRIPTION OF FUNDRAISING FUNCTION (IF JOINT FUNCTION, LIST OTHER CANDIDATE(S)) DINNER AND DANCE AT THE RECREATION HALL <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span>
---	---

**A – FUNDRAISING INCOME REPORTED AS CAMPAIGN CONTRIBUTIONS**  
 All income reported as campaign contributions must also be included on Form 4302 and, if applicable, Form 4303.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of more than \$50 worth of tickets	4 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span>	50.00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span>	200.00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span>	<input type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">6</span>
Number of eligible individuals that purchased tickets	1 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span>			

**OTHER CAMPAIGN CONTRIBUTIONS**  
 (i.e., goods and services that are donated for the function or sold at the function for more than their market value)

DESCRIPTION	\$ VALUE
GOODS DONATED FOR SALE AT AUCTION <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">8</span>	100.00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">9</span>

**B – FUNDRAISING INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS**  
 All income not reported as campaign contributions must also be included on Form 4305.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of \$50 or less worth of tickets	12 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">10</span>	50.00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">11</span>	600.00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">12</span>	<input type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">13</span>
Number of eligible individuals that purchased tickets	12 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">14</span>			

**OTHER INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS**  
 (i.e., goods and services sold at the function for their market value or less)

DESCRIPTION	\$ VALUE
SILENT AUCTION PROCEEDS <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">15</span>	200.00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">16</span>

**C – COST OF FUNCTION**

The total cost of all fundraising functions must also be included on Form 4309.

The cost of a fundraising function includes goods and services such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

	\$ TOTAL COST OF FUNCTION 714.20 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">17</span>
--	--

## 4311 – Disbursement of Surplus Funds

This form is used to report how funds remaining in the campaign account were disbursed after the election and payment of all expenses.

1. Enter the balance remaining in the campaign account after all expenses have been paid. This value must be carried forward to Form 4301 – Campaign Financing Summary.
2. Enter the total value of all monetary contributions the candidate made to their own campaign. Do not include contributions of goods or services.
3. If the candidate made contributions of money to their campaign, they can be paid back up to the total amount of those contributions from funds remaining in the campaign account after the payment of all expenses. Enter the payment date and amount, if applicable.
4. If the amount remaining in the campaign account is \$500 or more after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be paid to the jurisdiction where the candidate ran. Enter the payment amount and date, if applicable.
5. If the amount remaining in the campaign account is less than \$500 after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be disbursed as directed by the candidate. Enter the payment amount, date and a brief description of how the funds were disbursed, if applicable.

# 4311 - DISBURSEMENT OF SURPLUS FUNDS

## LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE
DAVID PETER MILLER

Balance remaining in campaign account(s) after payment of all expenses 1 322.12 A

Total amount of campaign contributions from candidate 2 2,400.00

**A** If the candidate made campaign contributions of money to their own campaign, they can be paid back for those amounts from the balance remaining in the campaign account. Enter the payment to the candidate below and go to B.

DATE (YYYY/MM/DD)		\$ AMOUNT
2019/01/05	<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; font-weight: bold;">3</span>	322.12

**B** If the amount remaining in the campaign account is \$500 or more after payment of all expenses, and the candidate has been paid back (if applicable), the funds must be paid to the jurisdiction where the candidate ran for election. Enter the payment below. If the amount remaining in the campaign account is less than \$500 skip this section and go to C.

DATE (YYYY/MM/DD)		\$ AMOUNT
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; font-weight: bold;">4</span>		

**C** If the amount remaining in the campaign account is less than \$500 after the payment of all expenses, and the candidate has been paid back (if applicable), the funds must be disbursed as directed by the candidate. Enter this disbursement below, including a description of how the funds were disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	\$ AMOUNT
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; font-weight: bold;">5</span>		

## 4312 – Former Financial Agents and Free Advertising from Jurisdiction

This form is divided into two sections. The first section is for reporting information about other individuals previously appointed as a financial agent for this election. Do not complete this section if the candidate was the previous financial agent.

1. Enter the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent.

The second part of this form is for reporting free election advertising provided to a candidate by the jurisdiction where they ran. Do not include free local media coverage offered to all candidates equally, election expenses or election advertising that has already been disclosed.

Note: biographies or profiles of candidates offered on the jurisdiction's website are not election advertising.

3. Enter the means of transmission (e.g., flyers, newspaper advertisement, etc.).

## 4312 - FORMER FINANCIAL AGENTS AND FREE ADVERTISING FROM JURISDICTION

### LOCAL ELECTIONS CANDIDATE



NAME OF CANDIDATE

DAVID PETER MILLER

**FORMER FINANCIAL AGENTS**

Enter the information below for any former financial agents during this election. Do not enter financial agent information from previous elections, or the name of the candidate if they previously acted as their own financial agent.

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

2018/09/01

FINANCIAL AGENT'S FULL NAME

ANDREA JANE MILLER

FINANCIAL AGENT'S MAILING ADDRESS

1217 BLUE PINE CROSSING

PHONE NO.

778-222-5634

CITY/TOWN

VANCOUVER

PROV.

BC

POSTAL CODE

V6A 3B4

EMAIL (IF AVAILABLE)

A.MILLER@PM4MAYOR.COM

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S FULL NAME

FINANCIAL AGENT'S MAILING ADDRESS

PHONE NO.

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

**FREE ADVERTISING FROM JURISDICTION**

Report free election advertising provided by the jurisdiction where the candidate ran. Note - candidate profiles on jurisdiction websites are not election advertising.

Do not include free media coverage such as news articles or interviews.

MEANS OF TRANSMISSION (NEWSPAPER, FLYER, ETC.)

3

BROCHURE FOR ALL CANDIDATES

## Resources

### Election legislation

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

**Mailing address:**

563 Superior Street, Victoria, B.C. V8V 1T7

**Phone:** 250-387-6409

**Toll Free:** 1-800-663-6105

**Fax:** 250-387-1120

**Email:** [crownpub@gov.bc.ca](mailto:crownpub@gov.bc.ca)

**Website:** [crownpub.bc.ca](http://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](http://bclaws.ca).





