

**NOMINATION PACKAGE
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

Forms to be Completed*

- Candidate Cover Sheet and Checklist Form
- Nomination for Office for School Trustee
- Declaration of Candidate
- Other Information Provided by Candidate
- Appointment of Candidate Financial Agent (if Candidate is not acting as own Financial Agent)
- Appointment of Official Agent (if applicable)
- Appointment of Scrutineer(s) (if applicable)
- Statement of Disclosure: Financial Disclosure Act (required under the *Financial Disclosure Act*)
- Candidate Information Release Form (optional)

**additional forms are available on request*

If you would like to be advised of updates to Nomination Package, please send a request including your contact information to elections@srd.ca.

Information Package

- Notice of Nomination Period
- Candidate's Guide to Local Elections
- Elector Organization Guide to Local Elections
- Guide to Local Elections Campaign Financing in BC
- Third Party Advertising Sponsor Guide to Local Elections
- Local Elections Campaign Financing Act – See www.elections.bc.ca or call 1-855-952-0230
- Excerpts from the *Local Government Act*:
 - Elector Qualifications – Sections 65-68
 - Qualifications for Office – Sections 81-83
 - Candidates and Representatives – Sections 101-103
 - Election Offences – Sections 161-166
- Excerpts from the *School Act*:
 - Elector Qualifications – Sections 39-43
 - Qualifications for Office – Sections 32-34
 - Candidates and Representatives – Sections 45-46
 - Election Offences – Section 48

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

If you require assistance or would like more information on the nomination or the election process for the 2026 School Trustee Elections, please contact the following election officials at 1-877-830-2990 or by email elections@srd.ca

**Edith Watson, Chief Election Officer
Betty Wasyliw, Deputy Chief Election Officer**

Completed nomination forms will be accepted by the Chief Election Officer or Deputy Chief Election Officer between 9:00 a.m. Tuesday, September 1, 2026 and 4:00 p.m. Friday, September 11, 2026 at the Strathcona Regional District Office at 990 Cedar Street, Campbell River, BC.

GUIDELINES FOR COMPLETION AND SUBMISSION OF NOMINATION FORMS – SCHOOL DISTRICT NO. 72
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The following information is provided to assist nominators, candidates and others with filing nomination forms and related documentation as required by the *School Act*, the *Local Government Act* and the *Local Elections Campaign Financing Act*.

Nominators - your nomination form must be signed by at least *two qualified nominators* who are eligible to vote in the voting jurisdiction. If one or more people who sign the form are later found not to be qualified nominators, the nomination will still be valid as long as it has at least *two qualified nominators*. The nomination form includes space for several nominators. If you would like additional people to sign the nomination, attach another copy of the nomination form and make sure the candidate's information is completed on the additional page.

Contact Information - The Candidate Declaration includes spaces for your residential address, telephone number, and email address. Your residential address is required for the nomination process but, under current legislation, it will be redacted before the nomination documents are published on the local government's website. If you would like your telephone number or email address to be available to the public for campaign or media inquiries, you may provide that information on the optional Candidate Information Release Authorization form. This form allows the local government to share your contact information with the media and other interested parties. Completing and submitting the Candidate Information Release Authorization is entirely optional and is not required to become a candidate.

Declarations - please note that any solemn declarations required in conjunction with the nomination process must be executed in the presence of the Chief Election Officer, a notary public or commissioner for taking affidavits.

Disclosure Statements - with respect to the Statement of Disclosure form please refer to accompanying Fact Sheet for answers to the most frequently asked questions. If you have questions which are not addressed in the Fact Sheet please contact the Chief Election Officer or your legal counsel.

Nomination Period – Completed nomination forms will be accepted by the Chief Election Officer or Deputy Chief Election Officer for the 2026 school trustee election between 9:00 a.m. on Tuesday, September 1, 2026 and 4:00 p.m. on Friday, September 11, 2026 at the Strathcona Regional District Office located at 990 Cedar Street, Campbell River, B.C. Nomination documents may be hand delivered or sent by email or facsimile transmission by the above date. Please note that signed documents may not be submitted in counterpart (ie. original signatures affixed to separate copies of a document).

Public Inspection - nomination documents which have been filed with the Chief Election Officer are available for public inspection at www.sd72.bc.ca, www.srd.ca, or at the Strathcona Regional District office until late December.

Campaign Financing - for information regarding election campaign financing please contact Elections BC at 1-855-952-0280 (toll free), lecf@elections.bc.ca, or www.elections.bc.ca.

If you have any questions with respect to the completion, submission or viewing of nomination forms please contact the Strathcona Regional District at elections@srd.ca



**CANDIDATE COVER SHEET AND CHECKLIST FORM
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

(full name of Candidate)

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

- ☐ Nomination for Office
- ☐ Declaration of Nominee
- ☐ Other Information Provided by Candidate
- ☐ Appointment of Candidate Financial Agent (if Candidate is not acting as own Financial Agent)
- ☐ Appointment of Candidate Official Agent (if applicable)
- ☐ Appointment of Scrutineer(s) (if applicable)
- ☐ Statement of Disclosure: Financial Disclosure Act
(required under the *Financial Disclosure Act*)
- ☐ Candidate Information Release Authorization (The completion and submission of this form is entirely at your discretion and is not mandatory)

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 of BC Laws (www.bclaws.ca) for applicable election-related provisions and requirements.

**NOMINATION FOR OFFICE OF SCHOOL TRUSTEE
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

We, the following qualified electors of School District No. 72 (Trustee Electoral Area 3 – Discovery Islands), hereby NOMINATE

(full name of person nominated)

also known as:

(usual name of person nominated if different from above and preferred by the person nominated to appear on the ballot)

residing at:

(full residential address)

and having a mailing address of:

(if different from residential address)

as a candidate for the office of Board of Education Trustee for Electoral Area 3, (Discovery Islands) of School District No. 72.

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

- Is or will be on general voting day for the election, 18 years of age or older.
- Is a Canadian citizen.
- 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.
- 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.

A nominator MUST be a qualified elector of the electoral area where the candidate is running. Elector qualifications are listed in sections 40 and 41 of the *School Act*.

NOMINATOR NUMBER 1:	NOMINATOR NUMBER 2:
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
LEGAL DISCRIPTION OR PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	LEGAL DISCRIPTION OR PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE.	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE.
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required.

I consent to the above nomination for office:

NOMINEE'S SIGNATURE

DATE: YYYY/MM/DD

**NOMINATION FOR OFFICE OF SCHOOL TRUSTEE
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

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

- Is or will be on general voting day for the election, 18 years of age or older.
- Is a Canadian citizen.
- 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.
- 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.

A nominator MUST be a qualified elector of the electoral area where the candidate is running. Elector qualifications are listed in sections 40 and 41 of the *School Act*.

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
LEGAL DISCRPTION OR PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	LEGAL DISCRPTION OR PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE.	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE.
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE
NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
LEGAL DISCRPTION OR PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	LEGAL DISCRPTION OR PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE.	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE.
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE



**DECLARATION OF CANDIDATE
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

I, _____,
(full name of person nominated)

also known as _____,
(usual name if different from full name, and preferred for ballot)

residing at _____
(residential address)

and having a mailing address of _____
(if different from residential address)

having been nominated for the office of director for Electoral Area 3, (Discovery Islands) of School District No. 72 do hereby consent to the nomination and further, do SOLEMNLY DECLARE that:

- a) I am qualified under Section 32 of the *School Act* to be nominated to the office noted above;
- b) to the best of my knowledge and belief, the information provided in the nomination documents is true;
- c) if elected, I fully intend to accept the office for which I have been nominated; and
- d) I am aware of the *Local Elections Campaign Financing Act*, and I understand and intend to fully comply with the requirements and restrictions that apply under that Act.

Candidate Signature

Phone Number of Candidate

Email Address

Declared before me at _____,

British Columbia this _____ day of

_____, 2026.

Chief Election Officer or Commissioner
for taking affidavits for British Columbia

☐ I am acting as my own Financial Agent

NOMINEE'S SIGNATURE

☐ I am appointing the following Financial Agent:

FINANCIAL AGENT'S NAME (IF APPLICABLE)



**DECLARATION OF CANDIDATE
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

Complete the following section only if, as Nominee, you wish an endorsement to apply.

Pursuant to Section 92(1)(b) of the *Local Government Act*, I hereby consent to the endorsement by

(name of elector organization)

and wish to have the endorsement of this organization included on the ballot.

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):

PRINCIPLE OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

THE ABOVE-NAMED ELECTOR ORGANIZATION AGREES TO ENDORSE:

CANDIDATE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

This form is not available for public inspection
This form will be provided to Elections BC



**OTHER INFORMATION PROVIDED BY CANDIDATE
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

**Please ensure that name and mailing address information is the same as that
entered on NOMINATION FOR OFFICE OF TRUSTEE DOCUMENTS**



This form is not available for public inspection
This form will be provided to Elections BC

**APPOINTMENT OF FINANCIAL AGENT
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

I, _____, having been nominated to the office of trustee
for Electoral Area 3 (Discovery Islands)

hereby appoint _____
(name of financial agent)

(mailing address of agent) (City/Town) (postal code)

(telephone number) (email address) (date of appointment)

as my financial agent for the 2026 school trustee election. I further understand that an individual who is a candidate is deemed to be acting as their own financial agent in the event they do not appoint another person as their financial agent.

Dated at _____,

British Columbia this ____ day of _____,
2026.

Candidate Signature

Phone Number of Candidate

Email Address

I hereby consent to act as the Financial Agent for
the above-named Candidate as of the date of this
appointment:

Signature of Financial Agent

Dated this ____ day of _____, 2026.



**APPOINTMENT OF OFFICIAL AGENT
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

I, _____, a candidate for the office of
(name of candidate)

trustee for Electoral Area 3 (Discovery Islands) of School District No. 72 in the forthcoming election,
hereby appoint

_____ residing at
(name of official agent)

_____ as my official agent for
(residential address)

the 2026 school trustee election with such appointment to:

☐ include

☐ not include

the delegated authority to appoint scrutineers to observe the conduct of voting and ballot counting
proceedings for the election.

_____ Candidate Signature
Dated at _____, BC
this ____ day of _____, 2026

Received this ____ day of _____, 2026
_____ Chief Election Officer or Delegate



**APPOINTMENT OF SCRUTINEER(S)
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

I, _____
(name of candidate or official agent)

☐ a candidate, or

☐ an official agent for _____
(name of candidate)

for the office of trustee for Electoral Area 3 (Discovery Islands) of School District No. 72 hereby appoint

	NAME OF SCRUTINEER	RESIDENTIAL ADDRESS
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

as my scrutineer(s) for the 2026 school trustee election.

Dated at _____, BC
this ____ day of _____, 2026

Signature of candidate or official agent

Received this ____ day of _____,
2026

Chief Election Officer or Delegate

FINANCIAL DISCLOSURE ACT

The information in this fact sheet applies to you if you have accepted a nomination for election as a Member of the Legislative Assembly (MLA) in British Columbia.

ABOUT THE ACT

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

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

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

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

WHAT YOU MUST DISCLOSE

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

- The name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.
- The name of each creditor to whom you owe a debt, with the following exceptions: residential property debt (mortgage, lease or agreement for sale); money borrowed for household or personal living expenses; or any assets you hold in trust for another person.
- The name of each business or organization located or carrying on business in British Columbia from which you receive financial remuneration. You must also identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of company or society).
- The legal description(s) and address(es) of all land located in British Columbia in which you, or a trustee acting on your behalf, own an interest or have an agreement, which entitles you to obtain an interest. Your personal residence does not need to be disclosed.
- The following information with regard to corporations where you individually, or together with your spouse, child, brother, sister, mother or father, own shares which total more than 30% of votes for electing directors:
 - The name of each corporation and its subsidiaries.
 - The type of business the corporation and its subsidiaries normally conduct.
 - A description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest or have an agreement entitling any of them to acquire an interest.
 - A list of creditors of the corporation, including its subsidiaries (you need not include debts of less than \$5,000 payable in 90 days).
 - list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

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

FILING DISCLOSURE DOCUMENTS

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

You must submit your completed disclosure form with your nomination papers to the Chief Electoral Officer or your District Electoral Officer. If you are elected, you will have further disclosure obligations under the Members' Conflict of Interest Act.

FREQUENTLY ASKED QUESTIONS

Q. Do I need to list mutual fund investments?

A. The Financial Disclosure Act was written many years ago and does not specifically address mutual fund investments. If you own mutual funds which do not contain corporate shares or interests in land located in British Columbia, you are not required to disclose your investment. If you own mutual funds which do contain corporate shares or interests in land located in British Columbia, your investment should be disclosed either as trusts (if applicable) or to comply with the spirit of the legislation.

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

A. It depends on the type of investments you hold in your RRSPs. If you hold corporate shares or interests in land located in British Columbia in an RRSP, those investments must be disclosed to the same extent as if you held those investments outside an RRSP. However, if you hold in an RRSP investments which would not be disclosable if you held them directly (e.g. term deposits or GICs), they do not become disclosable because they are held in an RRSP.

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

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

Q. Do I need to provide information about land holdings outside the province?

A. No, unless the land holdings are owned by a corporation in which you individually (including through a trustee), or with family members, own shares (other than by way of security) carrying more than 30% of votes for electing directors.

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

A. As a nominee for election to provincial office you are required by law to submit a complete disclosure form with your nomination papers. If you have forgotten to include something on your form, you should submit a supplement to your filed disclosure form or complete a new disclosure form and submit to the Chief Electoral Officer as soon as possible.

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

A. Your statement of disclosure form will be available for public inspection during normal business hours.

Q. How long is the information kept on file?

A. Elections BC keeps a copy of the information for one year. Following the close of nominations, the original form is sent to the Clerk of the Legislative Assembly (the disclosure clerk for provincial nominees) and it is kept indefinitely.

FURTHER INFORMATION?

You should approach your solicitor or your political party's legal counsel if you require additional information on the Financial Disclosure Act and the disclosure form. The Chief Electoral Officer does not administer the Financial Disclosure Act. Neither the Chief Electoral Officer nor the Clerk of the Legislative Assembly (or their staff) are able to provide any assistance or advice regarding completion of the disclosure form.

DISCLAIMER

The purpose of this fact sheet is to help nominees for election to provincial office understand the general requirements of the Financial Disclosure Act. However, nominees should refer to the Act itself for specific interpretations. (The Election Act and Members' Conflict of Interest Act are also recommended as sources of information.)

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

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

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

Form and Fact Sheets:

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

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

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party’s legal counsel.

What is a trustee? – s. 5 (2)

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

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

Person making disclosure:	last name	first & middle name(s)
Street, rural route, post office box:		
City:		Province:
		Postal Code:
Level of government that applies to you:	☐ provincial ☐ local government ☐ school board/francophone education authority	

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

Assets s. – S. 3 (a)

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

Liabilities – s. 3 (e)

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

<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



**CANDIDATE INFORMATION RELEASE AUTHORIZATION
SCHOOL DISTRICT NO. 72
(TRUSTEE ELECTORAL AREA 3 – DISCOVERY ISLANDS)**

Your nomination documents will be available to the public for viewing as soon as they are submitted to the Chief Election Officer. Your nomination documents will not necessarily include contact information. By signing and submitting this form with your nomination documents you are giving consent for the Strathcona Regional District to provide the contact information that you include below to the public and/or media.

The information you choose to share may also be posted publicly on websites operated by the Strathcona Regional District (www.srd.ca) and CivicInfo BC (www.civicinfo.bc.ca). The latter is a primary resource through which the electorate and various media, provincial government ministries and university researchers are able to obtain local election information throughout British Columbia. CivicInfo BC may also use the information for internal purposes.

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

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

I, _____, having accepted a nomination for election to the office
(name of person nominated

of Trustee, Electoral Area 3 (Discovery Islands) in the 2026 school trustee election, hereby give my consent for the following information to be shared by fax, telephone, email, posting on a website, or by other means of communication.

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

Gender: ☐ Female ☐ Male ☐ Non-Binary ☐ Other/undisclosed

Previous Elected Experience (check one):

- | | |
|--|--|
| | Incumbent. Served in same position between 2022 and 2026. |
| | Served on Board prior to 2022, but not between 2022 and 2026. |
| | Was elected to office in another jurisdiction (school, local, provincial, or federal). |
| | None. |

Candidate Signature*

***NOTE: The completion and submission of this form is entirely at your discretion and is not mandatory.**



CAMPBELL RIVER
School District 72

2026 SCHOOL TRUSTEE ELECTIONS

NOMINATION PACKAGES NOW AVAILABLE

Nomination documents and related information are available online at www.sd72.bc.ca and at www.srd.ca, in person at the School District No. 72 Office, 425 Pinecrest Road, Campbell River, BC (call 250-830-2326 between 8:00 a.m. and 4:00 p.m., Monday to Friday, until August 23, 2026, to arrange a pick-up time. Commencing August 24, 2026, documents may be picked up between 8:00 a.m. and 12:30 p.m., and 1:30 p.m. and 4:00 p.m., Monday to Friday); at the Strathcona Regional District Office: 990 Cedar Street, Campbell River, BC (8:30 a.m. – 4:30 p.m., Monday to Friday), and at the following locations:

TRUSTEE, ELECTORAL AREA 1 – GREATER CAMPBELL RIVER

- City of Campbell River, 301 St. Ann's Road, Campbell River, BC (8:30 a.m. - 4:30 p.m., Monday to Friday)
- Oyster River Discovery Foods, 2207 Glenmore Rd, Campbell River, BC (8:00 a.m. - 9:00 p.m., Monday to Sunday)
- Gas & Go 3690 S. Island Highway, Campbell River, BC (6:00 a.m. - 11:00 p.m., Monday to Sunday)

TRUSTEE, ELECTORAL AREA 2 – SAYWARD VALLEY

- Village of Sayward, 652A H'kusam Way, Sayward, BC (9:00 a.m. - 12:00 noon and 1:00 p.m. - 4:00 p.m., Tuesday to Friday; commencing September 8, 2026, office hours will be 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m., Monday to Friday)

TRUSTEE, ELECTORAL AREA 3 – DISCOVERY ISLANDS

- Cortes Natural Food Co-op, 800 Sutil Point Rd, Manson's Landing, BC (9:00 a.m. – 7:00 p.m., Monday to Sunday)
- Squirrel Cove Post Office, 1611 Forest Road, Squirrel Cove, BC (8:00 a.m. – 6:00 p.m., Monday to Sunday)
- Whaletown Post Office, 1375B Robertson Road, Whaletown, BC (8:30 a.m. – 11:00 a.m. and 11:30 a.m. to 4:30 p.m.), Monday, Wednesday and Friday; (8:00 a.m. – 12:00 noon on Tuesday)
- Heriot Bay Post Office, 1536 West Road, Heriot Bay, BC (8:00 a.m. - 7:00 p.m., Sunday to Thursday; 8:00 a.m. to 8:00 p.m., Friday and Saturday)
- Tru Value Foods, 658 Harper Road, Quathiaski Cove, BC (8:00 a.m. – 7:00 p.m., Monday to Sunday)
- Quadra Community Centre, 970 West Road, Quathiaski Cove, BC (9:00 a.m. – 2:00 p.m., Monday to Friday; commencing September 1, 2026 office hours will be 9:00 a.m. to 3:00 p.m., Monday to Friday)

FURTHER INFORMATION on the foregoing may be obtained by contacting Edith Watson, Chief Election Officer or Betty Wasyliw, Deputy Chief Election Officer at elections@srd.ca or toll free 1-877-830-2990.



CANDIDATE'S GUIDE

TO LOCAL ELECTIONS IN B.C.
2026



Land Acknowledgment

The BC Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out its work on these lands – it acknowledges the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

Library and Archives Canada Cataloguing in Publication Data

Main entry under title:

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

Available also on the internet.

Running title: Local elections candidate's guide.

Previously published: Ministry of Housing and Municipal Affairs, 2022

ISBN 0-7726-5431-X

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

KEB478.5.E43C36 2005 324.711'07 C2005-960198-1

KF4483.E4C36 2005

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Key Contacts

Ministry of Housing and Municipal Affairs

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

Ministry of Housing and Municipal Affairs

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

Elections BC

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

Elections BC

Phone: 250 387-5305

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

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: electoral.finance@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

Ministry of Education and Child Care

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

Ministry of Education and Child Care

Governance and Legislation Branch

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

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

Service BC Contact Centre (Enquiry BC)

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

Service BC Contact Centre (Enquiry BC)

In Victoria call: 250 387-6121

In Vancouver call: 604 660-2421

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

Outside B.C.: 604 660-2421

Email: EnquiryBC@gov.bc.ca

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

Municipal and Regional District Information

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

CivicInfoBC

Phone: 250 383-4898

Email: info@civicinfo.bc.ca

Website: www.civicinfo.bc.ca/directories

Other Resources

BC Laws

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

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

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

Elections Legislation

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

Crown Publications: King's Printer for British Columbia

563 Superior Street

Victoria, BC V8V 0C5

Phone: 250 387-6409

Toll Free: 1 800 663-6105

Fax: 250 387-1120

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

Website: www.crownpub.bc.ca/

Educational Materials

The Ministry of Housing and Municipal Affairs, Elections BC, the Local Government Management Association, the Ministry of Education and Child Care, and the BC School Trustees Association collaborated to produce educational materials and guides for the 2026 general local elections.

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

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

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

Educational materials developed by Elections BC are available online at: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

Local Guides

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

Local Quick Reference Sheets

- Candidate campaign accounts
- Local campaign contributions
- Local election advertising
- Local election expense limits
- Self-funding rules
- Sponsorship contributions
- What to know before you start campaigning
- Fundraising functions

Online Learning

- Financial Agent Training for 2026 General Local Elections – Elector Organizations course
- Financial Agent Training for 2026 General Local Elections – Candidates course
- Online Learning for Third Party Sponsors

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

- School Trustee Election Procedures in British Columbia

Information about running for the Conseil scolaire francophone de la Colombie-Britannique is available online at:

- <https://www.csf.bc.ca/en/board-of-directors/school-trustee-elections-2026/>

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

- BC School Trustee Candidates Guide
- Guide à l'intention des candidats aux postes de conseillers scolaires de la Colombie-Britannique

Disclaimer

The information contained in the *Candidate's Guide to Local Elections in B.C.* (guide) is provided as general reference and all attempts have been made to ensure the accuracy of the material. In the event that there is inconsistency between the guide and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.

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

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

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

Notable Legislative Changes and Updates for 2026

The *Miscellaneous Statute Amendments Act, 2025* (Bill 13) changed some local elections rules for the *Local Government Act*, *Local Election Campaign Financing Act*, *Vancouver Charter*, *School Act*, and the *Islands Trust Act* in 2025.

Key changes include:

- Candidates may submit their nomination documents to the Chief Election Officer in-person, by mail, or electronically, such as by email or fax, so long as they are received by the end of the nomination period.
 - There is no longer a requirement for nomination document “originals” to be submitted if the nomination documents were initially submitted to the Chief Election Officer electronically.
- Candidate personal information, such as a residential address and phone number, can no longer be published online or in public notices. The name of the jurisdiction where the candidates reside will be included in public notices and in online nomination documents.
 - Unredacted nomination documents are still viewable by electors at local government offices; however, electors must first sign a declaration that they will not use the information for purposes other than those permitted under the *Local Government Act*.
- Elector organizations are no longer required to submit separate candidate endorsement documents. Candidates and the authorized principal official for the elector organization must now work together and complete the endorsement section of the nomination documents if a candidate plans on accepting the endorsement.
 - **NOTE:** As part of this process, both parties will also need to provide signed consent statements for the endorsement.
- Chief Election Officers may choose to identify **authorized drop-off locations** where electors may return their mail ballot packages if mail ballot voting has been authorized in the local government election bylaw. Chief Election Officers must include the location and office hours for each drop-off location in the notice of an opportunity to vote by mail Issued by the local government.

The [Local Government Elections Regulation](#) was also amended to expand the list of acceptable identity documents to be more inclusive of Indigenous voters and adds certainty that the following documents can be used as forms of identification when registering to vote in local elections, a:

- document, issued by the government of Canada, that certifies that the applicant is registered as an Indian under the *Indian Act* (Canada), such as a status card;
- citizenship or membership card issued by a First Nation; and,
- citizenship card issued by Métis Nation British Columbia.

Additionally, the [Eligibility to Hold Public Office Act](#) came into force in 2025 and prevents elected officials from simultaneously holding an elected position with the provincial government and an elected position in a local government or as a trustee on a board of education.

Introduction

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

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

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

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

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

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

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

This guide provides those considering running for elected office, **candidates**, election officials, **financial agents** and the general public with comprehensive, detailed information about the local elections process. Including:

- the key participants in local elections (e.g., electors, candidates, candidate representatives, **third party sponsors** and **elector organizations**);
- the key administrators in local elections (e.g., local government election officials and **Elections BC**);
- elected officials' responsibilities;
- qualifications for office;
- the nomination process;
- election campaigns and candidate representatives;

General local elections will be held on **Saturday, October 17, 2026**.

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

- general voting day; and,
- taking office.

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

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

Elections BC has published several guides to support candidates, financial agents, elector organizations and third party sponsors. The guides are available online at: <https://elections.bc.ca/local-elections/local-guides/>

Local Elections Generally

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

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

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

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

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including elector organization registration, candidate expense limits, campaign contribution limits and the election advertising rules under the *Local Elections Campaign Financing Act*.

[See Appendix A](#) for more information about local election partner roles and responsibilities

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

Voting Opportunities

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

Generally, at least two **advance voting opportunities** must be available whereby eligible **electors** may cast their ballot in local elections. Local

	governments have the authority to increase elector access to the voting process by offering mail ballot voting (to all electors) and holding additional voting opportunities for their citizens, including special voting opportunities.
General voting day for the 2026 general local elections is Saturday, October 17.	General Voting Day General voting day is the primary opportunity for candidates seeking office as mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner or specified parks board commissioner to be elected to office by eligible electors. Voting places are open from 8:00 a.m. to 8:00 p.m. local time on general voting day.
	Advance Voting An advance voting opportunity must be held 10 days prior to general voting day.
The required advance voting opportunity for the 2026 general local election is Wednesday, October 7.	This required advance voting day allows eligible electors who may not otherwise be able to vote on general voting day to cast their ballot. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.
	Local governments may set out in their election bylaws whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the required additional advance voting opportunity will be waived.
Electors may not cast their ballot on the Internet or by telephone.	<i>See Appendix B for other key dates in the 2026 general local elections.</i>
	Special Voting Special voting opportunities may be held in any location – inside or outside the local government boundary – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots during local elections.
New or amended election bylaws must be adopted by Monday, July 6 in order to be in effect for the 2026 general local elections.	Special voting opportunities are generally held in hospitals, long-term care facilities or other locations where electors' mobility may be impaired. Only designated electors are eligible to vote at special voting opportunities – for example, a local government may decide only patients and staff would be entitled to vote during a special voting opportunity held at a hospital.
	Mail Ballot Voting Mail ballot voting provides <i>all</i> electors who are unable to attend a special, advance or general voting opportunity the ability to vote in local elections. Local governments must have provided for mail ballot voting in their election bylaw. If mail ballot voting has been authorized in the election bylaw, Chief Election Officers may now identify authorized drop-off locations for mail ballots.

Key Participants

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

Electors

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

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

A resident elector must:

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

A non-resident property elector must:

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

Refer to the [*Local Government Act, s.67 or Vancouver Charter, s.25*](#) (if you live in Vancouver) for the rules for determining B.C. residency.

An elector must have been a B.C. resident prior to **Thursday, April 16** to register to vote on general voting day for the 2026 general local elections.

ELECTORS LIVING ON RESERVE

Eligible Indigenous and non-Indigenous electors living on Reserve are entitled to vote in local government elections. Where they vote will depend on whether the Reserve they live on is included in the Letters Patent of a municipality or regional district. Letters Patent establish the legal boundaries of local governments. Contact the nearest municipality or regional district to determine where to vote.

Refer to the [*Voter's Guide for Electors Living on Reserve*](#) brochure for more information about voter eligibility when living on Reserve.

Candidates

A candidate in the context of this guide is an individual seeking election as **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner or specified parks board commissioner**. School trustee candidates should refer to guidance materials produced by the Ministry of Education and Child Care and the BC School Trustees Association.

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

A nominator **MUST** be a qualified elector of the municipality or electoral area (or neighbourhood constituency, if applicable) where the candidate is running. Elector qualifications are listed in sections 65 and 66 of the *Local Government Act* and sections 23 and 24 of the *Vancouver Charter*.

Financial Agents

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

Financial agents have several obligations under the *Local Elections Campaign Financing Act*, including:

- opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account;
- keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions;

- filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day; and,
- ensuring the campaign is in compliance with contribution rules and campaign period expense limits.

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

Official Agents

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

Scrutineers

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

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

Volunteers

Volunteers are individuals who provide services, such as preparing and distributing flyers, canvassing, phoning eligible voters, handling logistics and taking on other election campaign-related activities. Candidates and elector organizations may enlist volunteer services. A volunteer must not receive any payment or remuneration for their services.

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

Third Party Sponsors

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

In general, third party election advertising includes any transmission of a communication to the public by anyone other than a candidate or elector organization that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign and campaign periods. In the **campaign period**, it also includes advertising on an issue with which a candidate or elector organization is associated.

Third party sponsors must be independent from candidates and/or elector organizations and must not coordinate, or sponsor advertising

together with, or on behalf of a candidate and/or elector organization. Third party sponsors must register with Elections BC before conducting advertising during the **pre-campaign** and campaign periods.

Refer to Elections BC's [Sponsorship Contributions – Quick Reference Sheet](#) for more information about third party sponsors.

Elector Organizations

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

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

Elector organizations must register with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses. The elector organization's financial agent is responsible for ensuring compliance with the contribution and expense limits as well as the campaign financing disclosure requirements under the *Local Elections Campaign Financing Act*. Elector organizations must also file annual financial reports about their financial activities outside of elections years with Elections BC.

Refer to the [Guide to Elector Organization Registration and Deregistration](#) and the [Guide to Campaign Financing for Elector Organizations and their Financial Agents in B.C.](#) for more information about elector organizations.

Key Election Administrators

Unlike provincial elections, local elections are not managed by one organization. Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations. Elections BC is responsible for administering the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act*.

Election Officials

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

Generally, Chief Election Officers are responsible for overseeing all local election administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. The Chief Election Officer

The *Local Elections Campaign Financing Act* refers to local Chief Election Officers as “local election officers.”

is also responsible for training the Deputy Chief Election Officer and Presiding Election Officials.

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

Elections BC

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

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including expense limits, campaign contribution limits and election advertising rules under the *Local Elections Campaign Financing Act*.

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

For more information about campaign financing and third party advertising rules, please visit Elections BC's homepage for local elections: <https://elections.bc.ca/local-elections/2026-general-local-elections/>

B.C. CHIEF ELECTORAL OFFICER

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

About Being an Elected Official

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

Regional districts are a federation of municipalities, electoral areas, and in some cases, Treaty First Nations, each of which have representation on the regional district board.

Candidates elected as **electoral area directors** and municipal council members who are appointed as **municipal directors** serve together on the regional district board. In some instances, they may also serve with Treaty First Nation directors appointed from the governing body of the Treaty First Nation.

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

Term of Office

Candidates elected in **general local elections** serve a four-year term. This term begins at the first **municipal council** or **regional district board** meeting following general local elections. The term for sitting councillors ends immediately before the first council meeting following the general local elections four years later. Regional district electoral area director terms end when their successor takes office following a general local election.

Time Commitment

Holding local office can represent a significant time commitment. Councils usually hold one meeting every week or two and regional district boards generally hold one meeting each month. A municipal council appoints members to the regional district board based on who they believe best represents the municipality's regional interests.

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

Elected officials are expected to be prepared for meetings so they can participate in an informed way and contribute to collective decision-making.

Absences from Meetings (Disqualification)

An elected official who is absent from meetings for 60 consecutive days or four consecutive regularly scheduled council or board meetings (whichever is longer) may be disqualified from office. This does not apply when the elected official is:

- absent because of illness or injury;
- provided permission by the municipal council or regional district board to be absent;
- on parental leave;

- on mandatory leave of absence; or,
- temporarily suspended as a result of a sanction imposed after a code of conduct investigation.

Attending a council or board meeting remotely is not considered an absence where the local government has electronic meeting provisions in its meeting procedure bylaw.

Remuneration

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

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

Obligation to Vote

Every elected official present at a municipal council and regional district board meeting must vote “*for*” or “*against*” a motion. Those councillors or board members that did not expressly vote “*yes*” or “*no*” on a particular matter are deemed to have voted in favour of the motion.

The only exceptions to the obligation to vote would be when an elected official has declared a conflict of interest related to the matter being voted upon or an elected official is a respondent or complainant in a code of conduct investigation and the matter to be voted on is whether to impose recommended sanctions – the elected official would then be prohibited from voting and must leave the meeting until after the vote is taken.

Ongoing Financial Disclosure

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

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

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

Prospective candidates are required to file a financial disclosure statement at the time they submit nomination documents to the Chief Election Officer. An elected official must file a financial disclosure statement annually with the local government **Corporate Officer** while in office. Failure to file a financial disclosure statement carries a penalty of up to \$10,000.

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

Privacy

Elected officials perform many of their duties in the public eye and as such are subject to increased public interest and exposure – while campaigning for elected office, in the course of conducting their official duties on council or a regional district board, or while simply engaging in personal activities.

Election Campaigns

Legislative changes implemented for the 2026 general local elections have been made to better safeguard candidates' personal information while still providing electors with necessary information about candidate(s).

Public notices and the online publication of nomination documents will no longer include candidate personal information, such as personal telephone numbers and their residential addresses. Electors will instead see the name of the jurisdiction in which the candidate is a resident in public notices and online nomination documents – for example, the name of the municipality, electoral area, or treaty lands where the candidate resides.

Unredacted copies of the nomination documents for a candidate can still be viewed at the local government office. Prior to viewing nomination documents a person must sign a statement that they will only use the information included in them for the purposes authorized by the *Local Government Act* or the *Local Elections Campaign Financing Act*.

If a candidate, acting as their own financial agent, or an appointed financial agent has concerns about privacy, they can create an election campaign-specific email address or temporarily rent a P.O. Box for the duration of the local election to engage with electors, receive notices, and complete post-election reporting.

Social Media

Social media has increased the amount of exposure and feedback elected officials receive in the course of their duties. As such, aspects of an elected official's life may become a matter of public interest and may result in a loss of privacy to a lesser or greater degree.

Some steps a candidate could take to protect their privacy before starting an election campaign, include:

- familiarizing themselves with the privacy settings and moderation tools available on the social media platforms they are using;
- making social media accounts that provide a clear separation between public communications and private life optimized using each platform's settings; or,
- making a plan for responding to different kinds of behaviour or messages from users of those platforms.

If you believe you are experiencing what could be considered [criminal harassment](https://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/victimlinkbc) contact your local police department or VictimlinkBC for information and support: <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/victimlinkbc>

The Ethics of Elected Office

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

In their role, elected officials are expected to learn about and comply with local government legislation and other Acts, as applicable, including conduct rules, privacy and employment laws and policies, and local government procedures.

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

Responsible Conduct

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

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

Responsible conduct involves locally elected officials acting with integrity, accountability, respect, leadership and collaboration. Many local governments across B.C. utilize various tools to support responsible conduct including procedure bylaws and local government harassment and anti-bullying policies.

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

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

Codes of Conduct

Responsible conduct is grounded in local government practices that include strong orientation on roles and responsibilities, local government policies and procedures and information on local government legislation. Many local governments have created codes of conduct to assist locally elected officials to conduct themselves in an appropriate manner.

A code of conduct is a set of rules outlining how locally elected officials must behave when carrying out their elected duties. Codes of conduct can also promote a positive, ethics-focused organizational culture and create a shared understanding about the roles and responsibilities of locally elected officials and local government staff, and what they can and cannot do.

It is anticipated that a new provincial code of conduct framework will be in place after the 2026 general local elections that will replace existing local codes of conduct. This framework will set a standard of behaviour for locally elected officials to follow that supports good community governance and a standard code of conduct complaint, investigation, and sanction process for all local governments to follow.

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

Conflict of Interest and Other Ethical Standards

Disclosure of Conflict

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

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

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

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

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

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

Locally elected officials are expected to comply with their local code of conduct and related policies and procedures.

CONFLICT OF INTEREST

Local Government Act,
section 205

Community Charter,
sections 100-109

Vancouver Charter,
sections 145.2-145.92

It would be best for that elected official to seek independent legal advice if they were unsure about whether they were in a conflict of interest.

SCENARIO – CONTRACTUAL CONFLICT?

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

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

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

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

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

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

Inside Influence

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

Outside Influence

An elected official who has a monetary interest in a matter must not use their office to attempt to influence a decision, recommendation, or other action to be made or taken on a matter by any other person or body. For example, a councillor would likely be in contravention of the outside

influence restriction if they lobbied a provincial regulator on behalf of a business partner using the municipality's letterhead in correspondence with the provincial regulator.

Accepting Gifts

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

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

Disclosure of Contracts

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

Use of Insider Information

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

Voting for an Illegal Expenditure

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

Consequences

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

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

Confidentiality

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

Information discussed in closed meetings and information contained in records that have not been released to the public must be kept confidential until that information is released in an open meeting.

A local government may recover any damages that result from an elected official, or former elected official, who intentionally disclosed confidential information.

Elected Officials and Local Government Staff

Elected officials perform a role that is distinct from the role of the Chief Administrative Officer, or **Corporate Officer**, and other local government staff.

Role of Elected Officials

Elected officials are decision-makers and set strategic policies and priorities for the municipality or regional district – they do not implement policies and decisions or otherwise administer the local government.

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

Role of the Mayor or Board Chair

In addition to the responsibilities of a councillor or board member, the mayor and regional district board chair provides leadership by:

- recommending bylaws and resolutions that may assist in good governance;
- chairing meetings and maintaining the order and conduct of debate;
- attending ceremonies and meetings on behalf of the council/board;
- communicating information from the Chief Administrative Officer or outside meetings to council/board;
- establishing standing committees; and,
- communicating council or board decisions to the Chief Administrative Officer (CAO) and/or City Manager so staff may implement policies, programs and other decisions.

Role of Local Government Staff

Local government staff (e.g., Chief Administrative Officer and Corporate Officer) are responsible for implementing municipal council or regional district board decisions and providing advice to elected officials.

The Chief Administrative Officer or Corporate Officer is the primary point of contact between elected officials and local government staff (e.g., bylaw enforcement officers, public works staff) employed by the municipality or regional district.

Prospective candidates must have been a B.C. resident prior to **Tuesday, March 10** to be eligible to run in the 2026 general local elections.

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

Who May Run For Office

To run for local office (e.g. **mayor, councillor, or electoral area director**), **you** must:

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

Prospective candidates for local office must be nominated by at least two eligible electors from the jurisdiction where the person is seeking election. Local governments may require up to 10 or 25 nominators for each prospective candidate. Specific details about local nomination requirements are available by contacting the Chief Election Officer.

Local Government Employees

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

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

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

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

Local Government Volunteers

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

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

If a volunteer receives monetary compensation from the local government (e.g., some volunteer firefighters) and their role is not covered by the *Volunteer Eligibility for Office Regulation*, they may be considered an ‘employee’ and would need to take a leave of absence and resign if successfully elected to office.

B.C. Public Service Employees

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

Federal Employees

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

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

Visit: [Political Activities - Canada.ca](https://politicalactivities-canada.ca), or contact the PSC at 1 866 707-7152 (Toll-free), or by e-mail at cfp.activitespolitiques-politicalactivities.psc@canada.ca for further information.

Members of the B.C Legislative Assembly

Members of the Legislative Assembly of B.C. may not hold office both provincially and locally at the same time and will be deemed to have resigned from any elected local office when accepting provincial office.

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

Who May Not Run for Office

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

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

Nomination Period and Declaration of Candidates

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

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

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

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

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

Who May Nominate

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

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

- be 18 years of age or older when they register to vote or will be 18 years of age or older on general voting day;

The nomination period for the 2026 general local elections begins at 9:00 a.m. local time on **Tuesday, September 1** and ends at 4:00 p.m. local time on **Friday, September 11**.

The declaration of candidates for the 2026 general local elections takes place at 4:00 p.m. local time on **Friday, September 11**.

The nomination period for the 2026 general local elections may be extended until 4:00 p.m. local time on **Monday, September 14** if there are insufficient candidates.

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

A nominator **MUST** be an elector of the municipality or electoral area (or neighbourhood constituency, if applicable). Elector qualifications are listed in sections 65 and 66 of the *Local Government Act* and sections 23 and 24 of the *Vancouver Charter*.

- be a Canadian citizen;
- have been a resident of B.C. for at least six months before registering to vote;
- be a resident in the municipality or electoral area for which the nomination is being made, or in the case of a non-resident property elector, own real property in the municipality or electoral area, for 30 days immediately before the day of registration; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in an election or be otherwise disqualified by law.

Endorsement by an Elector Organization

Only elector organizations registered with Elections BC can complete the endorsement section of the candidate's nomination documents, receive campaign contributions, and incur election expenses. The elector organization must have a membership of at least 50 eligible electors (either resident electors or non-resident property electors) at the time it submits registration information to Elections BC.

An **elector organization** endorses a candidate on the ballot by working with the candidate to complete the endorsement section of the candidate's nomination documents. Candidates endorsed by elector organizations must indicate their consent to the endorsement by providing their signature as part of the nomination documents submitted to the Chief Election Officer.

An elector organization cannot endorse more candidates in an election than there are offices to be filled, and a candidate can only be endorsed by one elector organization.

Refer to the [Guide to Elector Organization Registration and Deregistration](#) and the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#) for more information about elector organization endorsements.

Nomination Documents

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

Nomination documents must include the following:

- the person's full name (first, middle, last);

Elections BC's deadline for elector organizations to register to endorse candidates in the 2026 general local elections is **Sunday, July 31**.

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

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

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

An individual that is not submitting nomination documents in-person to the Chief Election Officer must make arrangements for completing the solemn declaration prior to the close of the nomination period.

Nomination documents can be submitted to the Chief Election Officer, or other person designated for that purpose, in-person, by mail, fax or email before 4:00 p.m. local time at the end of the nomination period.

Do not include additional information on nomination documents that is not required by legislation (e.g., personal telephone number).

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

The nomination is not valid if all nomination documents are not received by the end of the nomination period.

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

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

SOLEMN DECLARATIONS

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

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

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

Nomination Deposits

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

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

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

Challenge of Nomination

Nomination documents are available for public inspection in local government offices during regular office hours from the time they have been submitted until 30 days after the election results have

been declared. A person must sign a statement that they will only use the information included in nomination documents for the purposes authorized by the *Local Government Act* or the *Local Elections Campaign Financing Act* prior to viewing the nomination documents.

Local governments may, by bylaw, choose to make all or part of the documents publicly available (e.g. on the Internet or by other electronic means) during all or part of the public inspection period. A candidate's residential address cannot be included in nomination documents available outside the local government office to enhance candidate privacy.

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

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

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

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

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

Nomination documents for the 2026 general local elections are available for public inspection until **Friday, November 20** if the official election results were declared on **Wednesday, October 21**.

Challenges to nominations for the 2026 general local elections can be submitted until 4:00 p.m. local time on **Tuesday, September 15**. The Provincial Court is required to hear the challenge and make a ruling by 4:00 p.m. local time on **Friday, September 18**.

Nominees for the 2026 general local elections may withdraw their candidacy until 4:00 p.m. local time on Friday, September 18.	Withdrawing a Nomination Prospective candidates may reconsider and withdraw their candidacy during the nomination period and for seven days following the close of nominations. The prospective candidate must provide written notice of their withdrawal to the Chief Election Officer, and the Chief Election Officer must then remove the prospective candidate’s name from the ballot. In some situations, a prospective candidate may still withdraw their candidacy after the deadline by giving written notice to the Chief Election Officer. The Minister responsible for local government must approve the withdrawal before the Chief Election Officer can remove the prospective candidate’s name from the ballot. It is unlikely a candidate withdrawal will be approved by the Minister if the withdrawal request is received after ballots are printed. <i>The Minister is not obligated to approve a prospective candidate’s withdrawal.</i> Candidates no longer wishing to be elected are responsible for communicating this to electors. Any candidates who have withdrawn from general local elections after candidates have been declared by the Chief Election Officer at the end of the nomination period are required to file a campaign financing disclosure statement with Elections BC – even if they received no campaign contributions and incurred no election expenses. Candidates who fail to file a campaign financing disclosure statement, or do not obtain a Supreme Court order for relief from the obligation to file, forfeit their nomination deposit to the local government, are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections and potentially face additional penalties. A candidate declared elected also loses their seat and the seat then becomes vacant. Campaign financing disclosure statements are not required when a prospective candidate withdraws before the declaration of candidates. Any nomination deposit paid by the prospective candidate is returned after the nomination period ends. Refer to Elections BC’s Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents for more information about campaign financing disclosure.
Prospective candidates are not required to file candidate campaign financing disclosure documents for the 2026 general local elections if they withdraw before candidates are declared.	

What are Election Campaigns?

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

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

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

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

ELECTION PERIOD, PRE-CAMPAIGN PERIOD AND CAMPAIGN PERIOD

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

The **pre-campaign period** for general local elections begins on the 89th day before general voting and ends on the 29th day before general voting day.

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

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

The election period for the 2026 general local elections begins on **Thursday, January 1** and ends at midnight on **Friday, September 18**.

The pre-campaign period for the 2026 general local elections begins on **Monday, July 20** and ends on **Friday, September 18**.

The campaign period for the 2026 general local elections begins on **Saturday, September 19** and ends on **Saturday, October 17**.

Elector Organizations Must be Registered

Only elector organizations registered with Elections BC can endorse candidates on their nomination documents, receive campaign contributions and incur election expenses.

Candidate Election Campaigns

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

Refer to Elections BC's [Candidate Information webpage](#) for more information about the campaign financing and election advertising rules that apply to candidates.

Elector Organization Election Campaigns

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

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

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

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

All candidates endorsed by an elector organization must include the endorsement on their nomination documents and have a written campaign financing arrangement with the elector organization.

Refer to Elections BC's [Elector Organizations webpage](#) for more information about the campaign financing and election advertising rules that apply to elector organizations.

Third Party Sponsor Advertising

A **third party sponsor** is an individual or organization that conducts election advertising independently from a candidate or elector organization campaign. Third party sponsors must be independent from

candidates and/or elector organizations and must not coordinate, or sponsor advertising together with, or on behalf of a candidate and/or elector organization.

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

Refer to Elections BC's [Local Third Party Advertising Sponsors webpage](#) for more information about contribution and expense limits and election advertising rules that apply to third party sponsors.

Key Election Campaign Activities

Key campaign activities may include canvassing, telephone banks, events and advertising designed to promote a candidate or a group of candidates and communicate their election platform to the electorate during an election campaign.

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

Visit Elections BC's [website](#) or contact Elections BC staff by phone at: 250 387-5305, or elsewhere in B.C. call: 1 800 661-8683 (Toll-free), or by email at: electoral.finance@elections.bc.ca for detailed information about campaign financing rules.

Advertising Rules

There are limits placed on sponsorship contributions made by eligible individuals to third party sponsors.

LIST OF REGISTERED ELECTORS (VOTER'S LIST)

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

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

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

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

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

Canvassing

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

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

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

Telephone Banks

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

In-person telephone banks (as opposed to autodialing robocalls) may also be used by candidates or their representatives during advance and general voting opportunities to contact and remind eligible electors to “get out and vote.” Election advertising, including phone calls, encouraging electors to vote for a particular candidate is not permitted on general voting day.

In-person Events

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

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

Advertising

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

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

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

Signs

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

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

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

Sponsorship Information

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods. Sponsorship information must include: the name of the financial agent, an indication that it was authorized by the identified financial agent, a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Refer to Election BC's [*Guide to Campaign Financing for Local Candidates and Financial Agents in B.C.*](#) for more details about sponsorship information.

Local government contact information is available from CivicInfo BC online at: <https://www.civicinfo.bc.ca/directories>.

Local Election Offences and Penalties

Local Government Act – sections 161-166

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

Election Offences

Vote-buying

It is an election offence to offer inducements to an elector to vote or not to vote, or to vote or not vote for a particular candidate. Inducements include money, gifts, valuable consideration, refreshments, entertainment, office, placement, employment and any other benefit of any kind. It is also an offence for an elector to accept inducements for refraining from voting or voting in a particular way.

Examples of vote-buying include buying coffee for an elector or volunteering to drive an elector to a voting place in exchange for their vote for a particular candidate. These activities would be permitted provided there is no subjective intent to influence another person's voting behaviour.

Intimidation

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

Intimidation means to use force, violence or restraint against a person; inflict injury, harm, damage or loss on a person or property; or to threaten to do any of those actions.

Other Election Offences

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

- falsely withdrawing a candidate from an election, distributing a false statement that a candidate has withdrawn or falsely withdrawing an elector organization's candidate endorsement, or consenting to nomination knowing they are not qualified to be nominated;
- participating in fraudulently voting, including voting when not entitled to do so, voting more than once in an election, obtaining a ballot in the name of another person, or failing to preserve the secrecy of a ballot;

- interfering with the secrecy of the ballot, tampering with ballots or ballot boxes, or printing, reproducing, giving out or destroying ballots without authorization;
- campaigning and engaging in other activities that show support for one candidate over another, or for an elector organization, within 100 metres of a voting place during voting proceedings;
- providing false or misleading information or statements/declarations when the *Local Government Act* or *Vancouver Charter* requires or authorizes individuals to provide it;
- inspecting or accessing election materials or using the information for purposes not authorized under the *Local Government Act* or *Vancouver Charter*; and,
- interfering, hindering or obstructing an election official or other person in the performance of their duties under the *Local Government Act*, *Vancouver Charter*, or *Local Elections Campaign Financing Act*.

Election Offences Under the *Local Elections Campaign Financing Act*

Under the *Local Elections Campaign Financing Act* an individual or organization must not transmit election advertising to the public on General Voting Day except advertising:

- on the internet for the sole purpose of encouraging voters to vote;
- on the internet that was not changed during general voting day; and/or,
- by means of signs, posters, banners, distributing pamphlets.

In addition, individuals and organizations could be penalized for:

- failing to file a disclosure statement or financial report;
- filing a false or misleading disclosure statement;
- exceeding the expense limit;
- failing to return prohibited campaign / sponsorship contributions;
- failing to include sponsorship information on election advertising; and/or,
- making or accepting prohibited loans.

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

Reporting and Enforcement of Local Election Offences

The police are responsible for conducting an investigation and recommending to Crown counsel whether charges could be laid for serious election offences such as vote buying or intimidation. Crown counsel makes the determination as to whether to proceed with a prosecution. Election offences are prosecuted through the courts.

An individual can contact their local Chief Election Officer and/or police if they believe someone has committed an election offence. In some cases, the local Chief Election Officer will be able to deal with the offence immediately (e.g. covering up a sign placed within 100 metres of a voting location), and in others the police may need to be involved.

The Chief Election Officer may refer matters to the police and may also submit an application to the court about the validity of the election if the Chief Election Officer becomes aware that vote buying, intimidation or voting when not entitled occurred during the election.

An officer, director, employee or agent who authorizes, permits, or acquiesces in the offence commits the same offence when an organization commits an offence.

The time limit for initiating the prosecution of an offence under Part 3 of the *Local Government Act* or Part 1 of the *Vancouver Charter* is one year after the date on which the act or omission that is alleged to constitute the offence occurred.

Prosecution of an offence under the *Local Elections Campaign Financing Act* may only commence with the approval of the BC Chief Electoral Officer. If the BC Chief Electoral Officer believes there are reasonable grounds that an individual or organization has contravened the *Local Elections Campaign Financing Act* or its regulations, the BC Chief Electoral Officer may refer the matter to the Criminal Justice Branch of the Ministry of Attorney General for a determination of whether to approve a prosecution.

Contraventions of campaign financing rules that result in an offence are determined by the Supreme Court of B.C. A person that believes that a person or organization has committed a campaign financing election offence can notify Elections BC.

Local Election Penalties

A person who commits vote buying or intimidation is liable to a fine of up to \$10,000, imprisonment of up to two years, and/or disqualification from holding office for up to seven years, in addition to any other penalty under legislation.

A person or unincorporated organization that commits any other election offence under the *Local Government Act* or the *Vancouver Charter* is liable to a fine of up to \$5,000 and/or imprisonment of up to one year.

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

Offences in the *Local Elections Campaign Financing Act* are separated into higher penalty offences and lower penalty offences. Higher penalty offences include offences for failure to file by compliance deadline and general offence in relation to false or misleading information. An individual who commits a higher penalty offence may face a fine of up to \$10,000 and/or imprisonment of up to two years. An organization that commits a higher penalty offence may face a fine of up to \$20,000.

Lower penalty offences apply to all other offences under the *Local Elections Campaign Financing Act*. A person who commits a lower penalty offence may face a fine of up to \$5,000 and/or imprisonment of up to one year. An organization that commits a lower penalty offence may face a fine of up to \$10,000.

Role of Local Election Officials

The Chief Election Officer and Presiding Election Officials are responsible for maintaining the integrity and secrecy of the voting process. This includes: restricting or regulating the number of people admitted to a voting place; removing or covering election advertising within 100 metres of a voting place during voting proceedings; requiring a person to show identification when they believe the person is at a voting place when not permitted to be present, disturbing the peace and order of voting, interfering with voting proceedings or contravening elections legislation.

The Chief Election Officer or Presiding Election Officials may order anyone engaged in these activities, including **scrutineers**, to leave a voting place and remove, or have a peace officer remove, the person. Election officials also have the authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they accepted an inducement to vote.

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

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

[See Appendix A](#) for information about local elections partner roles and responsibilities.

[See Appendix C](#) for questions and answers about the Chief Election Officer's role and responsibilities.

Candidate Representatives

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

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

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

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

Financial Agent

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

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

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

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

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

The appointment must be signed by the candidate and submitted to the Chief Election Officer as part of the nomination package. The financial agent appointment information is then forwarded by the Chief Election Officer to Elections BC as soon as practicable.

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

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

Official Agent

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

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

Scrutineers

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

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

The scrutineer appointment must be made in writing and must include the person's full name and mailing address. The appointment must be signed by the candidate and submitted to the Chief Election Officer as soon as practicable after the appointment has been made.

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

Candidate representatives (e.g., scrutineers) must carry copies of their appointment documents whenever they represent the candidate at an election proceeding.

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

Voting Times

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

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

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

Conduct at Voting Places

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

Candidate Conduct

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

Scrutineer Conduct

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

Scrutineers must follow the legislation, the local government's election bylaw and the direction of the Chief Election Officer and Presiding Election Official at the voting place and during voting proceedings and the ballot counting process. Scrutineers must not interfere with the voting place routines and/or the election officials' duties. Scrutineers are not permitted to handle election documents.

While scrutineers are appointed to represent candidates at a voting opportunity, they are not there to campaign for the candidates. Scrutineers are there to neutrally observe the voting process and are not permitted to wear anything that shows support for a particular candidate (e.g., shirt, hat, button) while they are in or near the voting place.

Local governments, by bylaw, and Chief Election Officers have the authority to establish specific rules governing scrutineer conduct and responsibilities.

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

Counting Ballots

Ballot counting begins after voting places close at 8:00 p.m. local time on general voting day. No one is permitted to enter or leave a voting place while the ballot count is in progress.

Candidates are entitled to be present during the ballot count and may assign one representative (e.g. scrutineer or official agent) to each location where ballot counting takes place. Candidates or candidate representatives must not touch the ballots or ballot boxes or otherwise interfere with election officials during the counting process – except to object to a ballot’s acceptance or rejection by an election official.

Candidates or candidate representatives must raise their objection to a ballot’s acceptance or rejection with the Presiding Election Official supervising the ballot counting process. Objections to a ballot’s acceptance or rejection must be raised while the ballot is being considered during the count.

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

Ballot accounts, that outline individual voting place results and reconcile the number of ballots distributed with the number of ballots cast in the local government election, are prepared at each voting place. Ballots are then packaged and returned to the Chief Election Officer at the local government office, where the official election results are then determined. Objections to the Presiding Election Official’s decision relative to the ballot in question are recorded and submitted with the ballot account for that voting place to the Chief Election Officer.

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

Ballot counting for the 2026 general local elections begins after 8:00 p.m. local time on **Saturday, October 17.**

After General Voting Day

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

Official election results for the 2026 general local elections must be declared by 4:00 p.m. local time on **Wednesday, October 21**.

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

Announcing Results

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

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

Judicial Recount

A Chief Election Officer must refer an election for judicial recount if two or more candidates have the same number of votes following the determination of official election results.

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

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

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

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

The period to apply for a judicial recount for the 2026 general local elections ends on **Monday, October 26**.

A judicial recount for the 2026 general local elections must be completed by **Friday, October 30**.

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

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

Breaking Ties

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

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

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

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

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

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

Invalid Election

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

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

- an elected candidate was not qualified to hold office or has ceased to be qualified (e.g. no longer a resident of B.C.);
- the election was not conducted in accordance with elections legislation; or,

A petition to invalidate a 2026 general local election must be made by **Friday, November 20** if the official election results were declared on **Wednesday, October 21**.

Candidates elected in the 2026 general local elections must make an oath or solemn affirmation by **Saturday, December 5** if the official election results were declared on **Wednesday, October 21**.

- the rules around vote-buying, intimidation or voting when not entitled were contravened.

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

Oath of Office

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

The [default oath of office](#) requires elected officials to affirm:

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

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

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

The oath of office or solemn affirmation may be made before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. or the local government **Corporate Officer**. Candidates who fail to

make an oath or affirmation of office within the legislated timeframe are disqualified from holding office until after the next general local elections.

Taking Office

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

The inaugural municipal council meeting after the 2026 general local elections must be held by **Tuesday, November 10**.

Municipal council members formally take office at the first regularly scheduled council meeting following general local elections as long as they have completed their oath of office.

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

The term of office for regional district **electoral area directors** begins on the first Monday after November 1 following the general local election – or when the person has made their oath of office, whichever is later.

The inaugural municipal council meeting after the 2026 general local elections must be held by **Tuesday, November 10**.

The term of office for regional district electoral area directors elected in the 2026 general local elections begins on **Monday, November 2** – or when the director has made their oath of office or solemn affirmation – whichever is later.

The campaign period for the 2026 general local elections begins on **Saturday, September 19** and ends on **Saturday, October 17**.

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

Campaign Period Expense Limits

All candidates have expense limits that apply during the campaign period. Expense limits are determined using a consistent formula for all candidates and are generally based on the population of the election area where the elections are being held.

Campaign Contribution Limits

Individuals who wish to contribute to a local elections candidate or elector organization are legally obligated to follow the rules outlined in the *Local Elections Campaign Financing Act*.

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

Elections BC's Authority

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

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

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

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

[See Appendix A](#) for information about local election partner roles and responsibilities.

[See Appendix C](#) for questions and answers about Elections BC's role and responsibilities.

Glossary

Section 96 of the *Local Elections Campaign Financing Act*

address for service

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

Sections 107-108 of the *Local Government Act*

Sections 69-70 of the *Vancouver Charter*

advance voting opportunity

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

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

Sections 169-171 of the *Local Government Act*

Sections 129-131 of the *Vancouver Charter*

assent voting

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

Section 110 of the *Local Government Act*

authorized drop-off location

A location specified by the Chief Election Officer that electors can return mail ballot packages (other than the address printed on the outer envelope of the mail ballot package).

B.C. Chief Electoral Officer (Elections BC)

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

board

See entry for “regional district board.”

board of education

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

by-election

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

Municipal councils are not required to hold a by-election when the vacancy occurs in the same calendar year as a general local election as long as the vacancy is not in an office representing a neighbourhood constituency and council can maintain quorum. Regional district boards and the Islands Trust Council are not required to hold a by-election to fill a vacancy that occurs after June 1 in the same calendar year as general local elections.

campaign account

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

campaign contribution limit

The total amount an eligible individual may contribute to a candidate or elector organization and its endorsed candidates for each calendar year as established under the *Local Elections Campaign Financing Act*.

campaign period

During the campaign period, election advertising, such as billboards or commercials must include sponsorship information. The campaign period starts on the 28th day before general voting day and ends when voting closes at 8:00 p.m. local time on general voting day. Expenses used in this period are subject to an expense limit and must be reported on the campaign financing disclosure statement.

candidate

A candidate is a person seeking election as a mayor, councillor, electoral area director, school trustee, Islands Trust local trustee, local community commissioner or specified parks board commissioner within

Section 1 of the *School Act*

Section 30(2) of the *School Act*

Section 54 of the *Local Government Act*

Section 10 of the *Vancouver Charter*

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

Section 30.01 of the *Local Elections Campaign Financing Act*

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

Section 47 of the *Local Government Act*

Section 7 of the *Vancouver Charter*

- carry out other duties assigned by the council; and,
- carry out other duties assigned under the *Community Charter* or any other Act.

election bylaw

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

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

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

election campaign

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

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

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

election period

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

Section 56 of the
Local Government Act

Sections 12 of the
Vancouver Charter

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

Sections 64-66 of the <i>Local Government Act</i> Sections 22-24 of the <i>Vancouver Charter</i> Section 92 of the <i>Local Government Act</i> Section 45.3 of the <i>Vancouver Charter</i> Sections 19-23 and 25 of the <i>Local Elections Campaign Financing Act</i> Section 199(2) of the <i>Local Government Act</i> Section 87(1)(g) and 92 of the <i>Local Government Act</i> Section 44(1)(g) & 45.3 of the <i>Vancouver Charter</i> Section 63.05 of the <i>Local Elections Campaign Financing Act</i>	<i>Elections BC</i> The non-partisan and independent Office of the Legislature responsible for the administration and enforcement of the provincial electoral process in B.C. and the campaign financing and advertising rules for local elections and non-election assent voting events under the <i>Local Elections Campaign Financing Act</i>. <i>elector</i> An individual who is a resident elector or non-resident property elector and who is qualified to vote in municipal, regional district, board of education, Islands Trust, community commission or specified parks board elections <i>elector organization</i> An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that endorses a candidate on their nomination documents. Elector organizations are required to register with Elections BC to endorse a candidate in an election, receive a campaign contribution or incur an election expense. Only those elector organizations registered with Elections BC can endorse candidates, receive campaign contributions and incur election expenses. <i>electoral area director</i> A regional district board member who has been elected to that position by electoral area electors. <i>endorsement</i> The process by which an elector organization can formalize its relationship with one or more candidates running in local elections. Elector organizations must work with a candidate to complete the endorsement section of the candidate's nomination documents in order to endorse that candidate. An endorsement allows the elector organization's name, abbreviation or acronym to appear on the ballot beside the candidate's name. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization at a given time. <i>expense limits</i> The maximum value of campaign period expenses that a candidate may use in a campaign period as established under the <i>Local Elections Campaign Financing Act</i>.
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financial agent

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

A candidate must have a financial agent. A candidate is their own financial agent unless they appoint another individual to that position.

Financial agents have several obligations under the *Local Elections Campaign Financing Act*, including opening and depositing contributions to, and paying election-related expenses from, a candidate's campaign account; keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions; filing the candidate's required disclosure statement with Elections BC within 90 days following general voting day; and ensuring the campaign is in compliance with contribution rules and campaign period expense limits.

financial disclosure statement

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

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

general local elections

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

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

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

Section 2(1) of the
Financial Disclosure Act

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

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

local elections

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

mayor

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

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

municipal council

The governing body of a municipality composed of a mayor and several councillors.

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

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

municipal director

A council member appointed to the regional district board from a municipality within the regional district jurisdiction. A municipal director may be a mayor or councillor.

Section 116 of the
Community Charter

Sections 114-121 of the
Community Charter

Section 198(2) of the
Local Government Act

resident elector

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

On the day of registration, a resident elector must:

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

school board

See entry for “board of education.”

school trustee

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

scrutineer

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

specified parks board

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

specified parks board commissioners

See entry for “specified parks board.”

solemn declaration

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

Sections 65 and 67 of the
Local Government Act

Section 23 of the
Vancouver Charter

Section 1 of the *School Act*

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

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

Sections 485-497A of the
Vancouver Charter

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

Section 97 of the *Local
Elections Campaign
Financing Act*

Section 11 of the *Local
Elections Campaign
Financing Act*

third party advertising

In general, third party election advertising includes any transmission of a communication to the public by anyone other than a candidate or elector organization that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign and campaign periods. In the campaign period, it also includes advertising on an issue with which a candidate or elector organization is associated.

third party sponsor

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

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

volunteer

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

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

Section 9 of the *Local
Elections Campaign
Financing Act*

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
BC School Trustees Association	Produce and distribute elections educational material about school trustee elections and boards of education roles and responsibilities.
Chief Election Officers	Provide and receive candidate nomination packages.
	Collect nomination deposits (if applicable).
	Oversee all local elections administration activities (e.g., declare candidates, set up voting opportunities, count votes and declare the election results).
	The Chief Election Officer is responsible for maintaining the integrity and secrecy of the voting process and peace and order at election proceedings along with Presiding Election Officials.
Elections BC	Provide local elections campaign financing and election advertising-related educational guides, online resources and presentations to local government staff, candidates, elector organizations, and third party sponsors.
	Provide information and support by telephone and email to candidates, elector organizations, third party sponsors, local government staff, other local elections participants and the general public about the campaign financing (including election expense limits and campaign contribution limits) and election advertising rules.
	Receive nomination and candidate representative documents from local election officials.
	Receive updates to information in nomination and candidate representative documents.
	Register elector organizations and third party sponsors.
	Investigate non-compliant local elections advertising.
	Enforce local elections campaign financing and election advertising rules, including election expense limits, campaign contribution limits and third party advertising rules.

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Elections BC	Review and publish disclosure statements, annual financial reports and supplementary reports.
	Collect \$500 late filing fee.
	Investigate local elections campaign financing irregularities.
	Maintain disqualification lists.
	Report on the administration of compliance with the <i>Local Elections Campaign Financing Act</i> .
Local Government Management Association	Provide election education manuals and workshops to local government election officials.
	Provide information and support by telephone and email to local government election officials about local elections administration.
Ministry of Attorney General	Is responsible for the <i>Financial Disclosure Act</i> and provides guidance related to the disclosure of assets, debts and sources of income by candidates and elected officials (who must file a disclosure statement annually).
Ministry of Education and Child Care	Prepare school trustee election procedures guide for boards of education, school district administrators, and election officials.
	Provide information about provisions in the <i>School Act</i> regarding board of education elections.
Ministry of Housing and Municipal Affairs	Prepare election education guides, webpages, videos and presentations for candidates, local government staff, other election participants, and the general public.
	Provide information and support by telephone or email to candidates, local government staff, other election participants and the general public about provisions in the <i>Local Government Act</i> and <i>Vancouver Charter</i> regarding local elections.
Union of B.C. Municipalities	Develop election educational material for locally elected officials.

Appendix B: 2026 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
Start of Election Period	January 1, 2026	LECFA: s.10(1)(a)(i)
Candidate B.C. Residency Deadline	March 10, 2026	LGA: s.81(1)(c)
Candidate B.C. Residency Deadline (extended nomination period)	March 13, 2026	LGA: s. 81(1)(c) & s. 97(2)
Election Bylaw Adoption Deadline	July 6, 2026	LGA: s.56
Start of Pre-Campaign Period	July 20, 2026	LECFA: s. 10
Start of Nomination Period	September 1, 2026	LGA: s.84(1)
End of Nomination Period	September 11, 2026	LGA: s.84(1) & s.89(5)
Declaration of Candidates (after close of nomination period)	September 11, 2026	LGA: s.97(1) & s.97(2)
End of Extended Nomination Period and Declaration of Candidates	September 14, 2026	LGA: s.97(2)
End of Challenge to Nomination and Endorsement Period	September 15, 2026	LGA: s.91 & s.96
Court Decision on Challenge of Nomination	September 18, 2026	LGA: s. 91(9)
Candidate Nomination Withdrawal Deadline	September 18, 2026	LGA: s.101(1)
End of Pre-Campaign Period	September 18, 2026	LECFA: s.10
Start of Campaign Period (12:01 am)	September 19, 2026	LECFA: s.10(2)
Required Advance Voting Opportunity	October 7, 2026	LGA: s.107(1)
General Voting Day	October 17, 2026	LGA: s.52
End of Campaign Period	October 17, 2026	LECFA: s.10(2)
Last Day for Declaration of Official Election Results by Voting	October 21, 2026	LGA: s.146(1)
End of Period to Apply for Judicial Recount	October 26, 2026	LGA: s.148(3)
Deadline for Completion of Judicial Recount	October 30, 2026	LGA: s.149(1)
End of Period for Public Inspection of Nomination Documents*	November 20, 2026	LGA: s.89(7)

Appendix B: 2026 General Local Elections Key Dates

2022 GENERAL LOCAL ELECTIONS KEY DATES		
ACTION OR DEADLINE	DATE	ACT/S.#
End of Period for Application to the Supreme Court to Invalidate Election*	November 20, 2026	LGA: s.153(3)
End of Period to Make Oath of Office (by Voting)*	December 5, 2026 (if election results declared on October 21, 2026)	LGA: s.202(1)(a) & s.202(1)(b); CC: s.120(1)(a) & s.120(1)(b)
End of Period to Make Oath of Office (by Acclamation)	December 7, 2026	LGA: s.202(1)(a) CC: s.120(1)(a) SA: s.50(1)(a)
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 15, 2027	LECFA: s.47(1), s.56 & s.90
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC (with late filing fee)	February 16, 2027	LECFA: s.47(2) & s.56

*This date will vary depending on when official election results declared

Definitions:

CC – means *Community Charter*

LGA – means *Local Government Act*

LECFA – means *Local Elections Campaign Financing Act*

SA – means *School Act*

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

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





ELECTIONS BC

A non-partisan Office of the Legislature

HANDBOOK FOR LOCAL CANDIDATES

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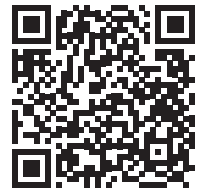
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INTRODUCTION

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

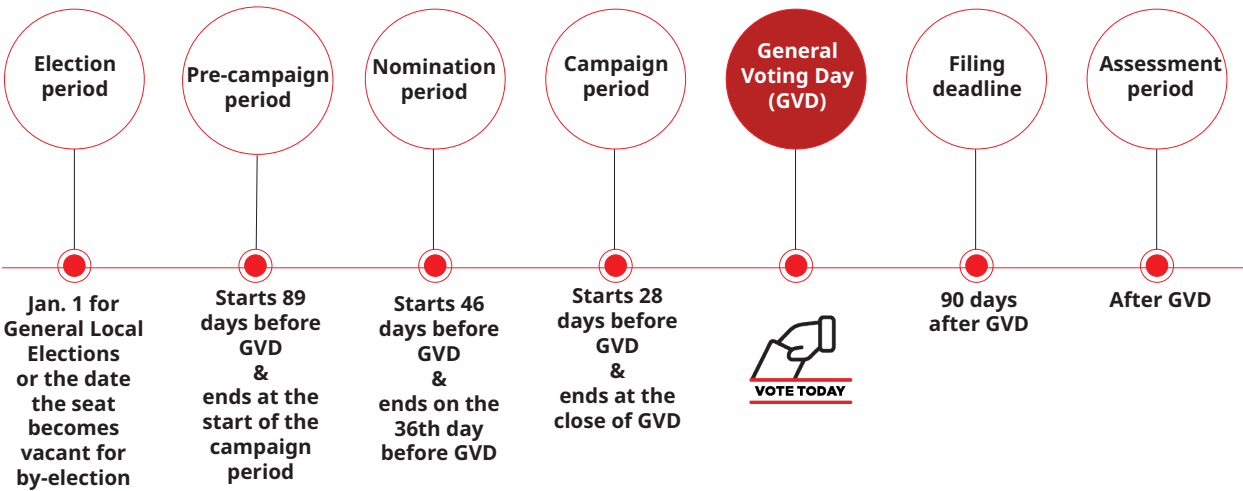
Each section is designed to address common issues candidates may encounter during local elections. We recommend this resource be used in collaboration with other Elections BC resources available on our website (elections.bc.ca/local-candidates), including:

- [Local guides](#)
- [Local forms](#)
- [Online learning](#)
- [Information sessions](#)



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

TIMELINES



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

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

RUNNING AS A CANDIDATE



Individuals can run as:

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

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

FINANCIAL AGENTS

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

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



The appointment must be made in writing.

Appointment of financial agent checklist:

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

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

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



What to look for in a financial agent?

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

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

Financial agent duties

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

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

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

Duties include:

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

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

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

2 Accept and record all income.*

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

Note: Record all required information for contributions and ensure individuals do not exceed the annual contribution limit. Required information listed on page 8.

- Contributions from organizations or individuals residing outside of B.C. cannot be accepted.
- In addition to contributions, all other income must be tracked, deposited into the campaign account and disclosed in the campaign financing report.

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



3 Approve expenses.*

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



What does it mean to incur an election expense?

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

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

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



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

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

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

5 Maintain financial records in B.C.

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

CAMPAIGN CONTRIBUTIONS

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

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



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

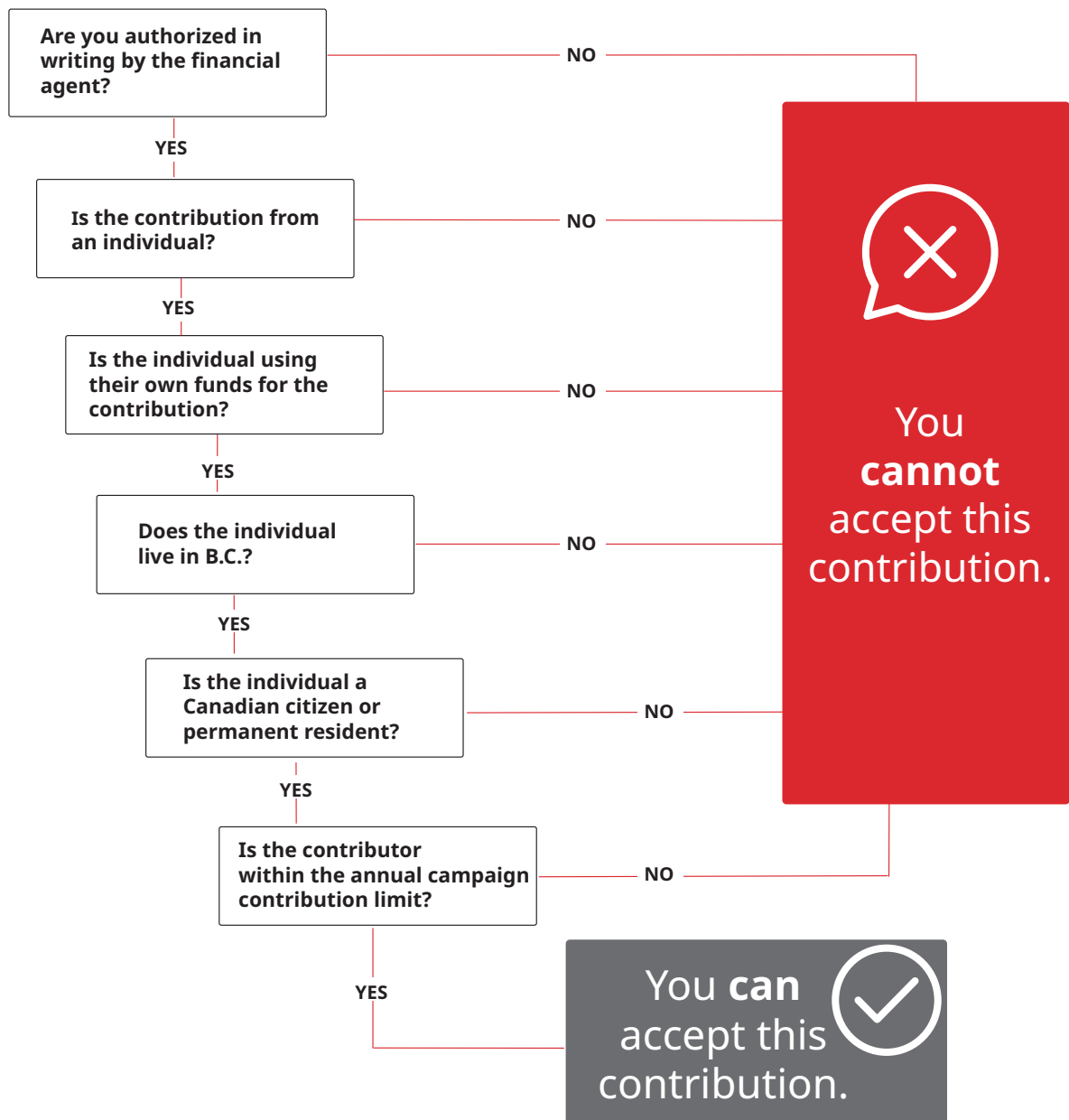
If using an online processing system (such as Stripe, Square, etc), the contribution amount includes any service fees withheld by the processing system.

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



Accepting contributions

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



Prohibited Contributions

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

Prohibited contribution checklist:

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



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

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



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

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

ELECTION EXPENSES

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



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

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

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

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

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

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



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

Incurring election expenses

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

How to calculate election expenses?

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

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



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

Apportioning election expenses

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

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



MARKET VALUE

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

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

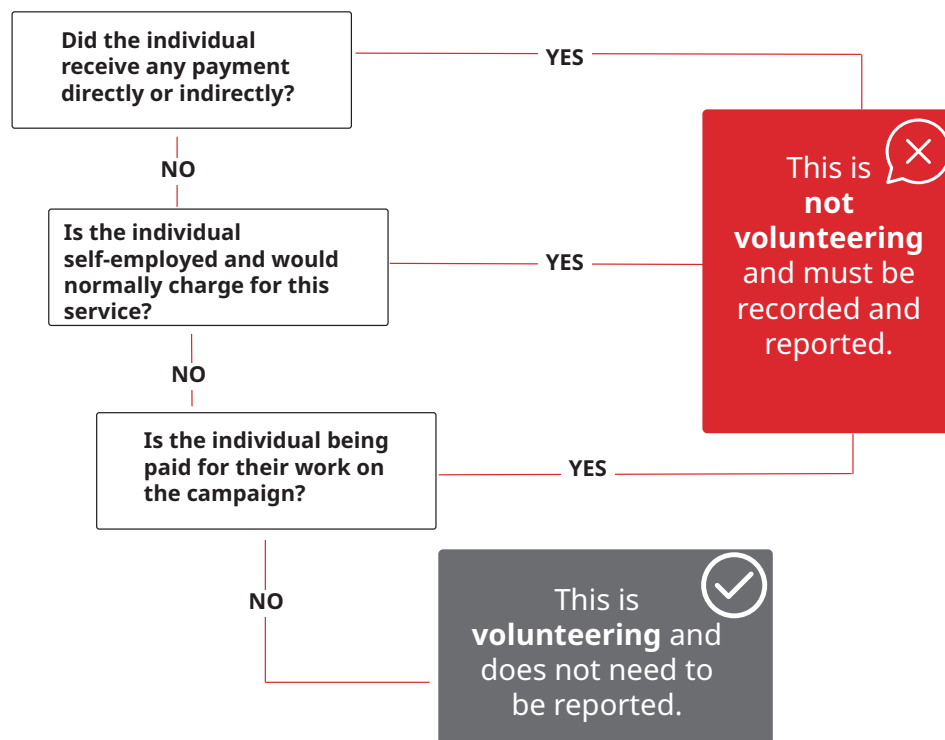


The supporting documentations showing how market value was determined must be retained as part of the financial records.

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

VOLUNTEERING

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



ELECTION ADVERTISING

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

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

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

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

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

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

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

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

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

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

CAMPAIGN FINANCING REPORTS

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

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



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

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

To be accepted, the campaign financing report must be:

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



Submitting reports

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

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



ONGOING EDUCATION

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

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

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca

NOTES

This image shows a full page of a worksheet designed for handwriting practice. It features ten sets of horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.





ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO ELECTOR ORGANIZATION REGISTRATION AND DEREGISTRATION

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INTRODUCTION

Elector organizations (also known as local political parties) promote candidates in local elections. Anyone can form an elector organization, but only elector organizations registered with Elections BC can endorse candidates, receive campaign contributions and incur election expenses.

This guide provides an overview of the registration and deregistration requirements for local elector organizations under the [Local Election Campaign Financing Act](#) (LECFA). This guide should be used in conjunction with the registration forms provided by Elections BC. This guide does not take precedence over LECFA.

For more information and assistance completing an elector organization registration application, email electoral.finance@elections.bc.ca or call 1-800-661-8683.

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

PRIVACY

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

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

WHAT IS AN ELECTOR ORGANIZATION?

Elector organization definition

The *Local Elections Campaign Financing Act (LECFA)* and the *Local Government Act* define an elector organization as an organization that intends to endorse a candidate in an election.

An elector organization must be registered in order to:

- endorse a candidate in an election and be identified on a ballot,
- accept campaign contributions,
- enter into a campaign financing arrangement, or
- incur election expenses.

Elector organizations that do any of these things prior to registration with Elections BC may be subject to significant penalties.

Although some elector organizations choose to register as societies under the *Societies Act*, this is not a requirement to register as an elector organization under LECFA.

[s. 30.06, 68.27]

A list of currently registered elector organizations is maintained and published on the Elections BC website (elections.bc.ca/local-elections/elector-organizations).

ELECTOR ORGANIZATION REGISTRATION

Obligations for registered elector organizations

All elector organizations must abide by the campaign financing and election advertising rules under LECFA. Once registered, the elector organization remains registered with Elections BC until it either requests voluntary deregistration or is deregistered for failure to comply with the Act. In order to remain registered, an elector organization must:

- ensure all registration information filed with Elections BC is kept up to date by filing notice of any changes within 60 days
- comply with the financing and reporting requirements under LECFA, including but not limited to, filing financial reports and complying with election expense limits

Failure to meet these obligations can result in suspension, deregistration, monetary penalties or prosecution.

[s. 30.11, 30.13, 57, 64]

REGISTRATION PROCESS, FORMS AND OTHER RESOURCES

How to register

The *Local Elections Campaign Financing Act* (LECFA) specifies the information that must be contained in an application for registration. The application must be made on forms provided by Elections BC and be signed by the authorized principal official of the elector organization.

New registration application

Prior to submitting a registration application, an elector organization must:

- have a proposed name that is not prohibited under [section 30.08 of LECFA](#)
- appoint an authorized principal official and at least one other responsible principal official
- appoint a financial agent in accordance with [section 19 of LECFA](#)
- open a campaign account in accordance with [section 20 of LECFA](#)
- have at least 50 elector members in each jurisdiction listed in the application (see page 8)
- file a completed application for registration with Elections BC

In order to be accepted, all new elector organization registration applications submitted to Elections BC must include the following forms:

- Authorization (4504461)
- Administration (4504462)
- Account Information (4504463)
- Financial Agent Appointment (4504464)
- Statement of Assets and Liabilities (4504465)

Registration application forms are available on the [Local Forms](#) page of our website or can be requested from our office.

The following information must be included in the application:

- the usual name of the elector organization
- the legal name of the elector organization, if applicable
- any abbreviations, acronyms or other names used by the elector organization
- the name, abbreviation or acronym by which the elector organization wants to be identified on ballots
- the name of each jurisdiction where the elector organization intends to endorse a candidate in an election
- the address(es) where records of the elector organization are kept
- signed consent of the authorized principal official, including their full name, address, phone number, email address and service address
- signed consent of other responsible principal officials, including their full name, addresses and service addresses. Note that the authorized principal official cannot also be appointed as a responsible principal official.
- signed consent of the appointment of financial agent for the elector organization
- the names and addresses of all savings institutions where the elector organization has a campaign account or other account
- a statement of the elector organization's assets and liabilities, dated within 90 days before the application is submitted to Elections BC, and signed by the organization's financial agent.
- a signed declaration by the authorized principal official under [section 30.07\(4\) of LECFA](#)
- any additional information or evidence necessary to satisfy Elections BC that the elector organization meets the requirements for registration

[s. 30.07, 30.09]

Submit the completed registration application to Elections BC by:

Secure Online Filing Application (SOFA): Using the Elections BC Services Portal at (elections.bc.ca/services)

Email: electoral.finance@elections.bc.ca

Fax: 250-387-3578

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

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

Restrictions on elector organization names

Elector organization names (including any abbreviations or acronyms) **cannot**:

- be, in the opinion of the B.C. Chief Electoral Officer, likely to be confused with another elector organization that:
 - is currently registered in the same jurisdiction,
 - has an earlier application pending for registration in the same jurisdiction, or
 - was registered in the same jurisdiction within the previous 10 years.
- include any other information that is prohibited under [section 115\(3\) of the *Local Government Act*](#) from being included on a ballot (e.g., candidates' occupations, any titles, honours or degrees held by candidates, or any indication that candidates have held elected office)
 - If the ballot name registered with Elections BC is too long to be accommodated on the ballot, the Local Chief Electoral Officer may authorize use of a shorter ballot name after consulting with the authorized principal official of the elector organization and Elections BC.

[*Local Government Act*, s. 115]

[s. 30.08]

When registration takes effect

After receiving an application, Elections BC has 30 days to determine if the elector organization meets the requirements for registration, unless the application is submitted within 30 days of the nomination period for an election.

If an elector organization applies for registration within 30 days before the start of the nomination period for an election, Elections BC has until 30 days after the general voting day to determine if the elector organization meets the requirements for registration.

If the application for registration is approved, Elections BC will notify the elector organization of the date of registration.

If an elector organization does not meet the registration requirements, Elections BC will provide the elector organization with a written explanation of the reasons why the organization could not be registered. The elector organization has 30 days from receiving the notice to amend its application for registration. If the elector organization does not meet the requirements for registration within this 30-day period, the application ceases to be effective.

[s. 30.09]

Updating registration information

If any registration information changes, an elector organization must file a notice of the change within 60 days after the change occurs. A notice to update registration information must be made in writing and must be signed by the authorized principal official of the elector organization.

Elections BC may suspend the registration of an elector organization if the organization does not file updated registration information within 60 days of the change occurring. The suspension of the elector organization continues until all required information has been filed.

A suspended elector organization is prohibited from endorsing a candidate in an election, accepting a campaign contribution, entering into a campaign financing arrangement, or incurring an election expense.

If a registered elector organization wishes to change its name or to add other names to those specified in its registration documentation, the organization must first seek approval from Elections BC. The rules regarding name restrictions and the timelines also apply to any proposed name changes.

The same forms used for registering an elector organization are used to update registration information. If you are unsure about which forms to submit, contact Elections BC.

[s. 30.11, 30.06, 30.12]

Public access to elector organization information

Elections BC must maintain a public register of elector organizations that are registered, suspended or deregistered. This register is on the Elections BC website and available for public inspection at the Elections BC head office. The register contains the following information:

- all registered names for the elector organization, including the legal name, usual name, other names, abbreviations or acronyms, as applicable
- the name of each jurisdiction where the elector organization intends to endorse a candidate in an election
- the name of the authorized principal official and their contact information
- the name of the financial agent and their contact information

[s. 30.10]

ELECTOR ORGANIZATION MEMBERSHIP

An elector organization must have **at least 50 elector members in each jurisdiction** when they register with Elections BC. These members must be eligible resident or non-resident electors for the jurisdiction.

A **resident elector** must be:

- 18 years of age or older on general voting day,
- a Canadian citizen,
- a B.C. resident for at least six months immediately before registering to vote,
- a resident of the municipality or electoral area, as determined in accordance with section 67 of the *Local Government Act*; and
- not disqualified from voting in a local election under the *Local Government Act* or any other enactment, or not otherwise disqualified by law.

A **non-resident property elector** must be:

- 18 years of age or older on general voting day,
- a Canadian citizen,
- a B.C. resident for at least six months immediately before registering to vote,
- owner of real property in the electoral area for at least 30 days before registering to vote, and
- not disqualified from voting in a local election under the *Local Government Act* or any other enactment, or not otherwise disqualified by law.

Members may also be subject to other eligibility requirements of the elector organization.

Note: An elector organization may be required to provide the list of its members when registering with Elections BC. An elector organization may also be required to provide the list of its members to the Provincial Court if the elector organization's endorsement of a candidate is challenged.

How to determine membership eligibility

Many elector organizations request that prospective members complete a membership form and pay a one-time or monthly fee to the elector organization. However, this is not a requirement under the *Local Government Act*.

Elector organizations generally use the information collected from membership forms to determine whether individuals are eligible electors in the jurisdiction where the general local election is being held.

At a minimum, the information collected by elector organizations must include:

- the names and addresses of the members, and
- for members who are non-resident property electors, the addresses of the properties for which they are eligible to vote.

Membership eligibility for elector organizations is not regulated under LECFA or by Elections BC. For more information please contact the Ministry of Housing and Municipal Affairs.

ELECTOR ORGANIZATION FINANCIAL AGENTS

Appointing a financial agent

An elector organization must have a financial agent. They may only appoint one at a time. An individual can, however, be a financial agent for more than one individual or organization. This means that the elector organization's financial agent may also be the financial agent for the elector organization's candidates.

The financial agent may also be a responsible principal official of an elector organization.

[s. 19]

The financial agent's role

The financial agent is the person responsible for ensuring compliance with the financing provisions in the *Local Elections Campaign Financing Act* (LECFA).

The financial agent's responsibilities include, but are not limited to:

- keeping complete and accurate records of all financial transactions
- opening a separate campaign account for each jurisdiction where the elector organization intends to endorse a candidate
- ensuring all transactions of money are made through a designated campaign account, including expenses for the day-to-day administration of the elector organization
- ensuring campaign contributions are only received from permissible sources and do not exceed contribution limits
- ensuring election advertising contains the required sponsorship information (also known as an authorization statement)
- filing financial reports and election disclosure statements

Financial agents are encouraged to review the [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations](#) to ensure they understand the responsibilities of their role prior to their appointment.

[s. 19, 20]

The appointment process

Financial agent appointments must be made in writing and include:

- the financial agent's full name
- the effective date of appointment
- contact information
- service address
- signatures of the financial agent and authorized principal official of the elector organization

If the appointment of a financial agent ends for any reason, the elector organization **must** appoint a new financial agent and file a new appointment form with Elections BC as soon as possible.

If the financial agent resigns, they must notify Elections BC in writing. The outgoing financial agent is responsible for the reporting of the financial affairs until a new financial agent is appointed.

[s. 19]

ELECTOR ORGANIZATION DEREGISTRATION, REREGISTRATION AND SUSPENSION

Elector organization deregistration

An elector organization can be deregistered either voluntarily or involuntarily. When an elector organization is deregistered, Elections BC must give notice of the deregistration, including the effective date and reasons for deregistration, to the elector organization.

Voluntary deregistration

An elector organization may only voluntarily request to deregister if:

- the request to deregister is not made during an election in which the elector organization is endorsing candidates
- the elector organization has filed all annual financial reports, election disclosure statements and supplementary reports required under LECFA
- all candidates endorsed by the elector organization have filed all disclosure statements and supplementary reports required under LECFA
- the elector organization has paid any outstanding penalties in relation to exceeding an election expenses limit

Applications for voluntary deregistration must be made in writing and must be signed by the authorized principal official of the elector organization.

[s. 30.14]

Involuntary deregistration

Elections BC can deregister an elector organization if it:

- fails to file an annual financial report, election disclosure statement or supplementary report, unless court relief from filing obligations is granted
- endorses a candidate whose expense limit is exceeded and the elector organization exceeds their allotted expense limit under their campaign financing arrangement
- fails to pay a monetary penalty for exceeding an amount available under a campaign financing arrangement within 30 days of becoming subject to the penalty
- is convicted of an offence for providing false or misleading information or making a false or misleading statement in relation to obligations under LECFA

Elections BC will provide advance warning of any contraventions of LECFA that may result in deregistration. For example, in the case of failing to file a report or disclosure statement, Elections BC notice of non-compliance provides the elector organization with sufficient time to file the required reports or to seek court relief from the filing obligations before deregistration occurs.

[s. 30.13, 64, 65, 68.01, 68.03]

Deregistered elector organization obligations

A deregistered elector organization must file a financial report for the period from the date of the elector organization's last annual financial report up to and including the last day the elector organization was registered. The report must be received by Elections BC within six months of deregistration.

After the payment of any outstanding expenses or debts, deregistered elector organizations may disburse the funds remaining in their campaign account(s) as they choose.

The deregistered elector organization is also required to file a report for the period from the date of deregistration to the date on which any remaining funds are transferred from the campaign account(s) or on which the elector organization reports that there are no funds to be transferred.

[s. 30.16, 30.17]

How to reregister as an elector organization

An elector organization that voluntarily deregisters may apply for reregistration at any time.

In the case of involuntary deregistration, the elector organization may apply for reregistration after the next general local election.

To reregister, an elector organization must:

- submit a new elector organization application for registration,
- satisfy Elections BC that it is the same elector organization that was previously registered,
- fulfill any unfulfilled obligations (e.g., file any outstanding reports, pay outstanding penalties), and
- file a report detailing the elector organization's financial activities during the period of deregistration.

If your elector organization has been deregistered and you would like to reregister, please [contact us](#) for assistance.

[s. 30.18]

Suspension of an elector organization

The registration of an elector organization can be suspended if the elector organization:

- fails to file a registration update within 60 days of a change occurring,
- files an application for court relief from the penalties related to failure to file a required report or disclosure statement, while awaiting decision of the court, and
- files an application for court relief from the penalties related to exceeding an expense limit or an amount available under a campaign financing arrangement, while awaiting decision of the court.

During the period of suspension, an elector organization is prohibited from endorsing a candidate, accepting a campaign contribution, entering into a campaign financing arrangement and incurring an election expense.

Notice of suspension is given to the elector organization and is published in the B.C. Chief Electoral Officer's public register of elector organizations.

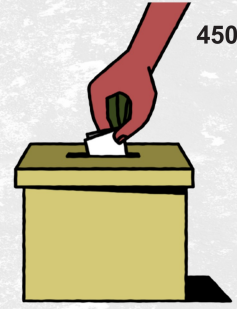
[s. 30.06, 30.11, 64, 68.01]

QUESTIONS?

For more information, please contact Elections BC by-email at electoral.finance@elections.bc.ca or toll-free at 1-800-661-8683.

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Website	elections.bc.ca





2026 General Local Elections

Local Election Advertising for Candidates and Elector Organizations

This quick reference sheet outlines the election advertising rules for candidates and elector organizations in the *Local Election Campaign Financing Act* (LECFA).

To ensure you understand the rules and requirements under the Act, please review the detailed forms, guides, training materials and other resources on our website. Contact us at 1-800-661-8683 or electoral.finance@elections.bc.ca if you have questions.

What is election advertising

- The definition of election advertising is broad. Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or elector organization during the pre-campaign period or campaign period (July 20 - October 17, 2026).
- In the campaign period (September 19 - October 17, 2026), election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.
- Advertising outside of the pre-campaign and campaign periods is **not** election advertising.

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

Authorization statements

- Most election advertising must contain an authorization statement.

[Continued on next page]

- Authorization statements must include the name of the financial agent, and either a B.C. phone number, email address or mailing address for the financial agent and include an indication that it was authorized. For example:
Authorized by John Smith, financial agent, 604-123-4567.
- Online advertising, such as a paid social media post, does not need to include an authorization statement if the ad includes a direct link to a webpage that contains it.

General Voting Day

- Candidates and elector organizations must **not** sponsor election advertising on General Voting Day (GVD), except for:
 - free social media posts
 - live person-to-person telephone calls, or emails and text messages (on a non-commercial basis)
 - online advertising that was published before GVD and not changed on GVD
 - online advertising with the sole purpose of encouraging voters to vote in the election that does not take a position on who to vote for
 - in-person campaigning activities such as:
 - door-to-door canvassing
 - handing out brochures
 - placing election signs or posters
 - “mainstreeting” (i.e, sign waving)
 - attending public campaign meetings or rallies

Classes of advertising expenses

- Advertising expenses should be reported as one of the following classes:
 - commercial canvassing in person, by telephone or over the internet
 - newspapers and periodicals
 - promotional materials, including newsletters, brochures, buttons and novelty items
 - radio
 - search engine marketing and optimization
 - signs
 - social media
 - television
 - website displays
 - other forms of advertising

Resources

- [Local guides](#)
- [Local forms](#)
- [Information sessions](#)
- [Online learning](#)



ELECTIONS BC

A non-partisan Office of the Legislature

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

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INTRODUCTION

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

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

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

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

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

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

PRIVACY

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

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

DEFINITIONS

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

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

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

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

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

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

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

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

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

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

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

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

The [Ministry of Housing and Municipal Affairs](#) and [Ministry of Education and Child Care](#) also have responsibilities in local elections.

Who does what

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

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

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

Local election officers

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

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

Elections BC

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

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

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

Elections BC's responsibilities under LECFA include:

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

CAMPAIGN FINANCING

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

Campaign financing periods

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

[s. 10]

Election Period

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

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

Pre-campaign period begins (general elections only)

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

Candidate Nomination Applications

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

Nomination period begins

46 days before General Voting Day.

Before the end of nominations

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

Nomination period ends

36 days before General Voting Day.

Before the campaign period begins

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

Campaign period begins

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

GENERAL VOTING DAY

Filing deadline for election financing disclosure statements

90 days after General Voting Day.
All candidates and elector organizations are **required** to file even if they had no or financial transactions.

As soon as possible after General Voting Day

Financial agents should have all documents and financial records ready to prepare the required election financing disclosure statement.

Late filing deadline for election financing disclosure statements

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

All reports are received

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

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

FINANCIAL AGENTS

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

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

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

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

[s. 17, 22]

Appointment requirements

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

If the appointment or changes are made:

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

Appointment information includes:

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

[s. 17]

Responsibilities of financial agents

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

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

Financial agents are responsible for:

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

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

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

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

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

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

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

CAMPAIGN ACCOUNTS

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

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

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

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

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

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

“Alex Smith 2026 Vancouver General Local Election Campaign Account”

“Victoria By-Election Campaign Account of Alex Smith”

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

Credit Card Purchases

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

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

[s. 18]

VOLUNTEERS

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

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

When volunteering does and does not count as a contribution

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

Example

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

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

Example

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

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

CAMPAIGN CONTRIBUTIONS

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

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

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

[s.13-13.02]

Who can make campaign contributions

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

An eligible individual is:

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

Contributions cannot be made by organizations.

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

[Schedule s. 1]

Making and accepting campaign contributions

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

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

Contributions with insufficient information recorded may become prohibited contributions.

The following are rules for making and accepting campaign contributions:

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

Example

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

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

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

[s. 16, 20, 27, 29]

Contribution rules

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

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

Campaign contribution limits

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

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

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

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

Contribution limits for unendorsed and endorsed candidates

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

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

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

How to determine the value of the contribution

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

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

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

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

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

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

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

[s. 16, 20, 27, 29]

Anonymous contributions

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

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

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

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

[s. 26, 29]

Capital assets

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

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

[s. 16]

Required contributor information and other recording requirements for campaign contributions

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

Financial agents must record the following for each campaign contribution:

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

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

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

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

Example

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

[s. 29]

Contributions of \$100 or more

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

Example

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

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

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

- full name and residential address of contributor,

- value of contribution, and
- date of contribution.

Elections BC will obscure contributor addresses before publishing disclosure statements.

[s. 29, 49]

Prohibited contributions

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

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

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

Examples of prohibited contributions

- Organizations cannot contribute or offer preferential discounts.

Example

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

- Contributions over \$50 that are anonymous are prohibited.

Example

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

- Contributions over the annual contribution limit are prohibited.

Example

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

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

Example

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

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

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

Indirect contributions

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

Example

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

Public Safety Canada

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

Fundraising functions

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

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

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

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

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

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

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

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

Example

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

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

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

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

[s. 13, 13.01,16]

Loans and outstanding debts

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

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

Financial agents must record the following for each loan received.

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

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

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

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

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

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

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

Other income and transfers received

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

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

Such deposits include:

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

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

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

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

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

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

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

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

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

EXPENSES AND EXPENSE LIMITS

Election expenses

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

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

All election expenses must:

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

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

Details for record keeping include:

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

Valuing election expenses

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

The following rules apply for determining the value of expenses:

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

Valuing reused materials

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

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

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

Election period and campaign period expenses

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

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

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

Election period expenses:

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

Campaign period expenses:

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

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

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

Example

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

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

Example

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

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

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

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

Examples of Expenses

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

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

Expense limits

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

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

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

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

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

If a candidate exceeds their expense limit:

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

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

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

Campaign financing arrangements

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

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

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

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

A campaign financing arrangement must be:

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

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

Amendments or terminations

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

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

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

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

Shared election expenses

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

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

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

Example

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

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

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

They must also record, as applicable:

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

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

ELECTION ADVERTISING

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

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

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

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

Examples

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

Who is the sponsor of election advertising

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

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

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

Election advertising does **not** include:

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

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

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

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

Determining the value of election advertising

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

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

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

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

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

Determining the sponsor of election advertising

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

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

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

Sponsorship information on election advertising

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

Sponsorship information must include:

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

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

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

For example:

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

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

For example:

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

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

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

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

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

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

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

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

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

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

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

Campaigning restrictions on General Voting Day

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

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

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

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

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

[s. 45]

Authority to remove election advertising

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

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

Certain types of election advertising do not require sponsorship information:

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

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

SURPLUS CAMPAIGN FUNDS

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

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

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

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

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

[s. 24]

DISCLOSURE STATEMENTS

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

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

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

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

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

More information on how to complete disclosure statements and supplementary reports can be found on our website at [Local Guides | Elections BC](#).

[s. 46, 49]

Submitting the report

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

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

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

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

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

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

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

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

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

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

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

[s. 47, 57, 64, 85]

Late filing

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

A report may be filed late provided it is received:

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

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

[s. 47]

Supplementary reports

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

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

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

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

[s. 54]

Requirement for retaining records

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

These records must include:

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

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

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

[s. 22, 86]

Public information

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

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

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

Local jurisdictions must also provide public access to disclosure statements.

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

[s. 58, 59]

PENALTIES, OFFENCES AND COURT ORDERS FOR RELIEF

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

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

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

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

[s. 60]

Court orders for relief

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

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

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

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

RESOURCES

Election legislation

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

Mailing address:

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

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

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

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca





ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE FOR LOCAL ELECTIONS THIRD PARTY SPONSORS IN B.C.

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INTRODUCTION

This guide is designed to help third party sponsors in local elections understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act \(LECFA\)](#).

It is the responsibility of third party sponsors to ensure they understand and follow the rules. This guide is not considered legal advice by Elections BC. It is based on our current understanding of the legislation.

Where there is inconsistency between this guide and LECFA, LECFA will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking independent legal advice. If in the future our understanding changes, or laws or interpretation change, then the information provided in this guide may not be applicable.

We encourage all third party sponsors to read the most recent version of this guide and engage with our other guidance materials on our website elections.bc.ca/local-tps.

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

A link to LECFA is available on the [Elections BC website](#) or a printed copy can be purchased from [Crown Publications](#).

PRIVACY

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

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

DEFINITIONS

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

Address for service	A mailing address, or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization. In addition to the required mailing address or email address, an individual or organization may provide an additional address for service. This may include: ▪ an email in addition to the mailing address, ▪ a mailing address in addition to the email address, or ▪ a fax number.
Anonymous contribution	A sponsorship contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single advertising sponsor.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum”.
Authorized principal official	An individual who makes legally binding statements and declarations on behalf of a third party sponsor. Responsibilities include ensuring a disclosure statement is filed and retaining records related to sponsorship activities in B.C. for 5 years after General Voting Day.
B.C. Chief Electoral Officer	An Independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and advertising provisions for local elections and non-election assent voting events.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Campaign period election advertising	A communication transmitted to the public during the campaign period that promotes or opposes, directly or indirectly, the election of a candidate or an elector organization that is endorsing a candidate, including a communication that take a position on an issue associated with a candidate or elector organization.

Candidate	In relation to obligations applicable under LECFA, an individual who: (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization for an election, or (c) was a candidate.
Directed advertising	Advertising specifically related to a candidate or elector organization by naming the candidate or elector organization or identifying the candidate by an image, likeness, voice or physical description or identifying an elector organization by their logo.
Disclosure statement	A document that discloses activities related to third party advertising. All disclosure statements must be filed with Elections BC. Disclosure statements are commonly referred to as Campaign Financing Reports.
Election advertising	Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization. In the campaign period the definition expands to include issue advertising.
Election area	The defined geographical area where the election is held.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Elector organization	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses.
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of election advertising that a sponsor may use during the campaign period.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a late filing fee.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Issue advertising	A form of third party advertising that: (a) respects an issue of public policy, including an assent voting issue, and (b) is not specifically related to any candidate or elector organization.

Jurisdiction	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed with the payment of a late filing fee, unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers and are separate from the B.C. Chief Electoral Officer and Elections BC.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.
Member	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque, or money order), a payment by credit card and any form of electronic payment or funds transfer.
Non-election assent voting advertising sponsor	An individual or organization that sponsors non-election assent voting advertising or that registered as a non-election assent voting advertising sponsor.
Permissible loan	A loan made by an eligible individual or savings institution to an advertising sponsor.
Placement cost	The cost of purchasing election advertising space on the internet, including a social media site or website.
Pre-Campaign Period	The period which begins on the 89th day before General Voting Day for a general local election, and which ends on the 29th day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A sponsorship contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making or accepting prohibited contributions or loans.
Required contribution information	Information that must be recorded for all sponsorship contributions: (a) value of contribution, (b) date the contribution was made, and (c) full name, mailing address and, if it is different, residential address.

Responsible principal official	A principal officer of an advertising sponsor who has consented to be a responsible principal official. Each third party sponsor that is an organization must have at least two individuals' consent to be responsible principal officials, one of which must be the authorized principal official.
Significant contributor	An eligible individual who makes: (a) a sponsorship contribution having a value of \$100 or more, or (b) multiple sponsorship contributions to the same advertising sponsor such that the total value is \$100 or more.
Sponsorship contribution	Generally, a contribution of money, or the value of goods and services provided, without compensation to a sponsor to use towards sponsoring election advertising.
Sponsorship contribution limit	The maximum value of sponsorship contributions that an eligible individual may provide.
Sponsorship information	An authorization statement that is required to be on most election advertising during the pre-campaign and campaign periods which identifies the sponsor and appropriate contact information.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement.
Third party advertising	Any communication transmitted to the public by a third party sponsor during a pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization. In the campaign period, third party advertising includes communications that take a position on an issue associated with a candidate or elector organization.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of a candidate or elector organization.
Value of third party advertising	The value of third party advertising is: ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
Volunteer	An individual who provides services for no remuneration or material benefit, but does not include: (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

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

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

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

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

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

The [Ministry of Housing and Municipal Affairs](#) and [Ministry of Education and Child Care](#) also have responsibilities in local elections.

Who does what

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

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

Contact the school district or the [Ministry of Education and Child Care](#) if you have questions about the *School Act*.

Local chief election officers

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

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

Elections BC

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

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

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

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing financial reports and supplementary reports,
- assisting participants to understand the rules and requirements under LECFA,
- registering local advertising sponsors and elector organizations, and
- verifying compliance through reviews, audits and investigations.

Information on how to complete disclosure statements can be found in our Third Party Sponsor Disclosure Statement Completion Guide.

CAMPAIGN FINANCING

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

Campaign financing periods

Pre-campaign Period	Campaign Period	Filing Period	Assessment Period
→	→	→	→
Start of Pre-campaign Period	Start of the Campaign Period	Filing Deadline	Assessment Period
89 days before General Voting Day Election advertising transmitted to the public must include an authorization statement. The value of all election advertising transmitted during this period must be disclosed on the election financial reports.	28 days before General Voting Day Definition of election advertising is expanded to include issue based advertising, and limits apply to the value of directed and cumulative election advertising.	90 days after General Voting Day Financial reports must be filed with Elections BC.	Elections BC conducts compliance reviews and audits of financial reports, and if non-compliance is identified, the file is forwarded for investigation and possible enforcement.

[s. 10]

THIRD PARTY ADVERTISING

LECFA sets rules for third party sponsors, during local elections. These include requirements for third party sponsors to register with Elections BC, and to record and disclose information about their election advertising activities.

Individuals and organizations (who are not candidates or elector organizations) that sponsor election advertising are third party sponsors. Third party sponsors must:

- register with Elections BC before sponsoring any election advertising,
- record and disclose who made a contribution (money, property, or services) for election advertising, and
- report the value of election advertising transmitted during the pre-campaign period and campaign period.

Third party sponsors must be independent from candidates and elector organizations. This means that third party sponsors must **not** conduct third party advertising on behalf of, or in coordination with, a candidate or elector organization. There are monetary penalties for failure to comply with the independence requirements in LECFA.

[s. 31, 37-41]

What is third party advertising

The definition of third party advertising is broad.

Third party advertising is any public communication sponsored by someone other than a candidate or elector organization that directly or indirectly promotes or opposes a candidate or an elector organization that is transmitted during the pre-campaign period or campaign period.

The value of third party advertising includes not only the cost of sponsoring an advertisement but also the value of any property and services used in preparing the communication and transmitting it to the public.

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

Third party advertising is only regulated during the pre-campaign period and campaign period. Advertising conducted outside of these periods is not subject to third party advertising rules.

[s. 7]

Determining third party advertising

The following questions should be asked when determining if a communication is third party advertising:

- Will the message be transmitted to the public?
- Will it be transmitted during the pre-campaign or campaign period?
- Does it directly or indirectly promote or oppose a candidate or elector organization, or take a position on an issue with which a candidate or elector organization is associated?
- If the message is to be transmitted over the internet, will there be, or would there normally be, a placement cost?
- If the message is to be transmitted by canvassing in person, by telephone or over the internet and the message attempts to influence how a voter votes, will the canvassing be conducted on a commercial basis?
- Does the message identify a candidate or elector organization?
- Does the message evaluate the performance of select candidates or elector organizations?
- Does the message compare the positions of candidates or elector organizations on a policy issue?
- Does the message promote or oppose issues associated with certain candidates or elector organizations?
- Does the message reference the election, voting, or the date of General Voting Day?
- Does the message use language like “Your choice” or “Make your voice heard?”
- Is the message planned to coincide with the pre-campaign or campaign period?
- Is there a substantial increase in the volume of advertising than would normally occur regardless of whether there is an election?
- Is there a substantial increase in the number and size of public events than would normally occur regardless of whether there is an election?
- Does the advertising promote or oppose a particular result in assent voting during a local election?

If the answer is **“yes”** for any of the above questions, the message is likely be third party advertising.

Third party advertising does **not** include:

- messages on the internet that do not, and would not normally, have a placement or production cost, including free social media posts, websites and videos.
- personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.).
- free media coverage (such as news stories, editorials, radio interviews, etc.).
- producing, promoting or distributing a publication if it was planned to be published regardless of whether there is 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.

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

[s. 7, 9, 10, 11, 12, 31]

Types of third party advertising

There are two types of third party advertising:

- directed advertising, and
- issue advertising.

Directed advertising is third party advertising that identifies a candidate, includes a photo or likeness of a candidate, or identifies a candidate by voice or physical description.

Directed advertising also includes advertising that names an elector organization or includes a logo or likeness of a logo used by the elector organization.

For example, directed advertising would include a billboard produced by a third party sponsor that says "Vote John Smith for Mayor."

Issue advertising is third party advertising during the campaign period that takes a position on an issue associated with a candidate or elector organization, but does not name the candidate or elector organization.

For example, issue-based advertising would include a newspaper ad that says "On election day, vote to oppose the construction of a new recreation centre" if certain candidates in that jurisdiction were campaigning on a commitment to build a new recreation centre.

[s. 11, 12]

REGISTERING AS A THIRD PARTY SPONSOR

Third party sponsors must register with Elections BC before sponsoring any election advertising. Individuals or organizations can apply to register as third party sponsors at any time before an election.

There are monetary penalties for failure to register as a third party sponsor.

Registration as a local third party sponsor is only valid for one election. Third party sponsors will need to re-register with Elections BC if they wish to sponsor third party advertising during a future election.

In order to be approved, an application to register as a third party sponsor must be fully completed and include the name and contact information of the individual seeking registration, or the names and contact information of an organization and its principal officials. Registration forms are available on the Elections BC website (elections.bc.ca/local-forms).

Applications to register also require a solemn declaration, which must be witnessed by a Commissioner for Taking Affidavits for British Columbia. This can be done by:

- local chief election officers
- [Service BC Centres](#)

Note: not all Service BC offices provide this service. Please check their website or phone before attending the office to ensure this service is available at that location.

Completed applications to register can be sent to Elections BC online, by email, mail, fax, or delivered in person to the Elections BC office in Victoria. To meet the deadline, we recommend using the **Secure Online Filing Application (SOFA)**. If the application is approved, Elections BC will confirm registration with the sponsor.

Note: third party sponsors must **not** sponsor election advertising until their registration is approved.

Elections BC will contact the applicant if the application is not approved, or if more information is required, to provide information about next steps for the applicant.

Registered third party sponsors must keep their registration current by advising Elections BC if their information changes (e.g, a change in contact information or principal officials). Forms for updating registration information are available on the Elections BC website (elections.bc.ca/local-forms).

Upon receipt of the completed forms, Elections BC will update the sponsor's information. If more information is required to process the update, Elections BC will contact the sponsor.

[s. 37-41]

AUTHORIZATION STATEMENTS

Sponsorship information, also known as an authorization statement, must be included on third party advertising. There are monetary penalties for failure to include sponsorship information.

Authorization statements must include:

- the name of the sponsor,
- an indication that it was authorized by the sponsor,
- that the sponsor is registered under LECFA, and
- a B.C. phone number, or B.C. mailing address, or an email address at which the sponsor can be reliably contacted.

For example, an individual third party sponsor may have an authorization statement like:

"Authorized by John Smith, registered sponsor under LECFA, 604-123-4567."

An organization third party sponsor may have a statement like:

"Authorized by XYZ Company, registered sponsor under LECFA, xyz@company.ca."

There are no minimum size requirements for authorization statements, but they must be clear and legible.

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

Authorization statements must be in English. If the advertising is in another language, the sponsorship information must also be in that language. For example:

“जॉन स्मिथ LECFA तहत पंजीकृत प्रायोजक द्वारा अधिकृत 604-123-4567.”

"Authorized by John Smith, registered sponsor under LECFA, 604-123-4567."

If canvassing is performed on a commercial basis (in person, by telephone or over the internet), the canvasser must provide voters with the same sponsorship information included in an authorization statement.

If advertising is co-sponsored by two or more third party sponsors, the sponsorship information for each sponsor must be included. For example:

"Authorized by ZZZ Company, registered sponsor under LECFA, 250-123-4567 and ZZZ Trade Union, registered sponsor under LECFA, 250-123-8910."

For online advertising, the authorization statement does not need to be included on the ad if there is a link that takes the viewer to the website, landing page or profile page that displays it.

Third party advertising exempt from authorization statements

Certain types of third party advertising do not require sponsorship information:

- clothing,
- novelty items (e.g., buttons, badges, pins, stickers, wristbands, etc.), and
- small items of nominal value that are intended for personal use (e.g., pens, mugs, magnets, key chains, notepads, business cards, etc.).

[s. 44]

HOW TO CALCULATE THE VALUE OF ADVERTISING

What is the value of advertising

The value of third party advertising is the total cost of producing and publishing an advertisement including any applicable taxes and fees. This includes any costs to prepare the ad, such as materials, printing costs, or design services, and any costs to publish or distribute the ad.

For example, if you pay \$500 to produce a radio advertisement, \$2,000 for a broadcaster to transmit the ad, and 12% tax on each amount, the total value is:

$$\$500 + (\$500 \times 0.12) + \$2,000 + (\$2,000 \times 0.12) = \textbf{\$2,800}$$

Note: advertising suppliers, such as newspapers, broadcasters and sign printers, must not give preferential discounts to third party sponsors. Discounted rates that are not available to everyone are sponsorship contributions, and organizations are prohibited from making sponsorship contributions. Discounts that are available to everyone are **not** sponsorship contributions.

Individual third party sponsors do not need to include the value of their own time or labour used to produce or transmit advertising. However, they must include the value of any property purchased to produce or transmit the ad. For example, supplies such as paper, wood, paint, etc. Property that is not purchased for producing or transmitting the ad, such as the sponsor's own vehicle or computer, does not need to be included in the total value of the advertising.

For example, if you design a brochure on your computer, print 500 copies at a local printing shop for \$0.25 per brochure (plus 12% tax), and spend \$20 on gas to deliver them, the total value is:

$$(\$0.25 \times 500) + [(\$0.25 \times 500) \times 0.12] + \$20 = \textbf{\$160}$$

Valuing staff, volunteer and outside services

The value of services used to produce or transmit third party advertising must be included in the total value of the advertising if:

- the services are purchased or received from a vendor
- the services are performed by employees of an organization that is a third party sponsor, or

- the services are provided by a self-employed individual that normally charges for the service.

For example, if a third party sponsor organization directs an employee member to prepare a message for election advertising, the employee's wages for the time spent preparing the message must be included in the total value of the advertising.

Volunteer services do not need to be included in the total value of third party advertising. Property of a volunteer that is not purchased specifically for producing or transmitting advertising, such as a vehicle or a computer, also does not need to be included in the value of the advertising.

[s. 33, Regulations s. 17]

Prorated and shared third party advertising

Third party sponsors may split the costs of advertising based on time (prorated) or share costs with other sponsors, by following the guidelines below:

- **Production costs**

- The full production costs of third party advertising must be included in the total value, even if the advertisement was used for other purposes before the pre-campaign or campaign periods, or will continue to be used after the election.

- **Transmission costs**

- Only include the portion of transmission costs related to transmission during the pre-campaign period or campaign period.

For example, if a third party sponsor rents a billboard for one year at a rate of \$1,000 per month (\$12,000 total), produces an election advertisement for the billboard for \$2,000 and the advertisement remains on display during the pre-campaign and campaign periods, the sponsor may prorate the cost of renting (i.e., transmitting) the billboard.

- **Shared costs**

- If advertising is co-sponsored by two or more registered third party sponsors, each sponsor must report the amount that they paid and the total value of the shared advertising.

THIRD PARTY ADVERTISING EXPENSE LIMITS

There are two expense limits for third party advertising that apply during the campaign period:

- the **directed advertising** expense limit, and
- the **cumulative advertising** expense limit

Both limits only apply during the campaign period. There is no expense limit for third party advertising in the pre-campaign period. However, expenses must be reported based on when they are used not when they are paid for.

Directed advertising limit	Cumulative advertising limit
The directed advertising expense limit is the limit that applies to directed advertising. Directed advertising limits are specific to each election area and apply to advertising that directly promotes or opposes a candidate or an elector organization.	The cumulative advertising expense limit applies to the total amount of campaign period advertising conducted by a third party sponsor, including both directed advertising and issue advertising. This limit applies to all election areas across the province. The total value of election advertising from all election areas cannot exceed this limit.

For example, if the directed advertising limit in one election area is \$2,000, and the limit is \$1,200 in another election area, while the cumulative advertising limit for all areas is \$150,000, a third party sponsor may spend up to the limit on directed advertising in each jurisdiction (\$2,000 + \$1,200) and the remainder of the cumulative limit on issue advertising ($\$150,000 - [\$2,000 + \$1,200] = \$146,800$).

The Ministry of Housing and Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation calculate expense limits for third party sponsors.

Elections BC will publish the expense limits no later than May 31 in the year of general local elections. These limits can be found on our [Third Party Expense Limits](#) page.

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

Attribution Rules

In order to meet disclosure and reporting requirements, third party sponsors must record as much information as possible about each directed advertising expense, including:

- the total value of the expense,
- which election area(s) the advertising relates to, and
- how much time or space in the ad is attributed to each candidate or elector organization.

For directed third party advertising in relation to a single election area, the total value of the expense must be attributed to the expense limit for that election area.

For directed advertising in relation to multiple election areas, the expense must be attributed to each applicable election area's expense limit based on the amount of time and space related to each election area.

For example, if a sponsor purchases an advertisement for \$2,000 that promotes both a candidate for mayor and a candidate for a board of education, with the ad space divided equally between the two candidates, the sponsor must attribute \$1,000 to the expense limit for each of the two election areas.

For directed advertising that relates to elector organizations (and is not related to specific candidates), third party sponsors must divide the total value of the advertising by the number of election areas where the elector organization is registered. This value must be applied to each election area's expense limit.

Third party sponsors may also share advertising with other sponsors, but the total value of the advertising is still subject to the same limits (i.e., advertising expenses contribute to the limits for both sponsors).

Each third party sponsor **must** report the amount they paid for the shared advertising.

Third party sponsors who exceed expense limits commit an offence under LECFA, and may be subject to monetary penalties or disqualification.

[s. 41.1 - 41.7, Regulations s. 18, 18(3)(a)]

ADVERTISING RESTRICTIONS

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 Transit regulates sign placement on provincial highways. Please refer to the [Ministry's policy](#) for more information.

Important safety note: placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see [their website](#) 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 third party advertising

If third party 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

[s. 78]

Campaigning restrictions on General Voting Day

Third party advertising is **not** permitted within 100 metres of a voting place while voting is being conducted. For more information about the 100 metre rules, please contact the local authority.

An individual or organization must **not** transmit third party advertising to the public on General Voting Day (GVD), except for:

- advertising on the internet that was published before GVD and not changed on GVD.
 - For example, if advertising must be purchased for a minimum transmission period, and GVD is included in that period and cannot be removed, then the advertising may be permitted.
 - It is not permitted to purchase advertising in advance and schedule it for GVD, such as a paid social media post.
- advertising by means of signs, posters or banners more than 100 metres from a voting place,
- distributing pamphlets, and
- 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
▪ using free social media without placement costs ▪ person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ placing signs or distributing brochures more than 100 metres from a voting place ▪ third party advertising on the internet as long as the advertising was placed previously and could not be changed on GVD or is solely to encourage voters to vote ▪ campaign meetings or rallies more than 100 metres from a voting place	▪ scheduling online advertising, including paid social media posts ▪ automated voice calls (e.g., robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

[s. 45, 78]

SPONSORSHIP CONTRIBUTIONS

A sponsorship contribution is the value of any money, property or services provided without compensation to a third party sponsor to be used for third party advertising.

A sponsorship contribution can be made at any time. If property or services are provided by an eligible individual to the sponsor at less than market value, then the difference between the amount paid and the normal market value is a sponsorship contribution.

Who can make sponsorship contributions

Sponsorship contributions can only be made by eligible individuals.

An eligible individual is:

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

Indirect contributions are prohibited. Eligible individuals must only make contributions from their own personal funds and cannot be reimbursed by another individual. Each contribution can only be made by, and attributed to, one eligible individual. Contributions cannot be shared among more than one individual.

It is an offence to make or accept contributions from ineligible contributors.

Organizations are prohibited from making sponsorship contributions.

Sponsorship contribution limits

Eligible individuals are subject to a sponsorship contribution limit. This is the maximum amount eligible individuals may contribute to each third party sponsor for the year. The limit includes any loans made by an eligible individual to a third party sponsor.

Sponsorship contribution limits are adjusted annually based on changes to the consumer price index (CPI). The adjusted limits are published at the beginning of each calendar year on the [Elections BC website](#).

It is the responsibility of third party sponsors to verify contributor eligibility and maintain records demonstrating how eligibility was confirmed. These records may be requested by Elections BC to ensure compliance with LECFA.

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

Making and accepting sponsorship contributions

When accepting a sponsorship contribution, the third party sponsor **must** record:

- the value,
- the date the contribution was made, and
- the required contributor information, including their residential address.

Contributors must provide this information so that third party sponsors 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. For example, if a contributor provides \$500 worth of signs to the sponsor, they have made a contribution of \$500.

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

Crowdfunding, or crowdsourcing, for sponsorship contributions through the internet 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 sponsor can record it.

Anonymous sponsorship contributions

Anonymous contributions of \$50 or less are allowed. The sponsor must record the value and date of the anonymous 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 totaling more than \$50 to a single third party sponsor for a single election.

An example of anonymous contributions could be cash collected from a “pass the hat” activity at a fundraiser.

For example, a third party sponsor hosts a function and asks a volunteer to monitor a donation jar at the entrance. Maya observes that eight individuals make anonymous contributions totaling \$112, and confirms that no one donated more than \$50. This is an acceptable format for collecting anonymous contributions.

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

Funds remitted to Elections BC go to the Consolidated Revenue Fund.

[s. 34-36.02]

Significant contributors

Significant contributors are eligible individuals who make sponsorship contributions of \$100 or more to the same third party sponsor.

Significant contributions may give either a single contribution of \$100 or more, or multiple contributions that total \$100 or more. This includes in-kind contributions.

For example, a third party sponsor receives a \$50 contribution from an eligible individual. It is the first contribution the individual has made. At this point, the individual is **not** a significant contributor because the value of their contribution is less than \$100. However, the following week, the same individual contributes \$75 to the sponsor. The total contributions are now greater than \$100, which makes them a significant contributor.

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

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

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

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution.

Prohibited contributions include contributions made by organizations or ineligible individuals, and anonymous contributions of more than \$50. If a third party sponsor becomes aware that they have received a prohibited contribution, they must return the contribution, or an amount equal to its value, within 30 days. If the funds are not returned within 30 days additional administrative monetary penalties may apply.

If the contribution cannot be returned (such as an anonymous contribution over \$50) the sponsor must remit it to Elections BC as soon as practicable.

[s. 35]

Public Safety Canada

Ensuring that contributions come from eligible individuals is an important measure to help prevent foreign interference in local elections. If you become aware of individuals who may be suspicious actors, or of any incidents that could pose concerns related to national security, you may contact Public Safety Canada for guidance on reporting potential foreign interference. More information is available at: www.publicsafety.gc.ca/cnt/ntnl-scrtr/frgn-ntrfrnc/prtct-gnst-frgn-ntrfrnc-en.aspx#a1

Loans or debts

Third party sponsors may receive loans from eligible individuals and savings institutions for third party advertising. Loans from savings institutions must not have an interest rate that is lower than the prime rate of the government's principal banker.

Loans from individuals must be counted towards their contribution limit.

Sponsors must record the following for each loan received.

- If the loan is received from an eligible individual:
 - the full name and residential address of the lender,
 - the date the loan was made,
 - the amount of the loan,
 - due date of the loan, and
 - interest rate of the loan.
- If the loan is received from a savings institution:
 - the name of the savings institution,
 - date the loan was made,
 - amount of the loan,
 - due date of the loan,
 - interest rate of the loan, and
 - the [prime rate](#) of interest at the time the loan is made.

If a sponsor 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.

Any loan or debt in relation to third party advertising that remains unpaid for six months after it becomes due converts to a sponsorship 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 loans, or loans that become prohibited contributions, must be returned within 30 days of becoming aware of the prohibited funds. Funds which cannot be returned must be remitted to Elections BC.

If a loan or debt becomes a sponsorship contribution after the disclosure statement is filed with Elections BC, the sponsor must file a supplementary report.

[s. 32.01, 34.01, 34.03]

DISCLOSURE STATEMENTS

Third party sponsors are responsible for filing disclosure statements with Elections BC. If the third party sponsor is an organization, it is the responsibility of its principal officials to ensure that the disclosure statement is filed.

A disclosure statement includes information on all sponsorship contributions and third party advertising expenses. A disclosure statement must be filed for every third party sponsor. All disclosure statements must be completed on Elections BC forms, which can be found on our [Local Forms page](#) here.

Third party sponsors must keep all records and other material related to the disclosure statement for 5 years after General Voting Day. If the sponsor is an organization, the authorized principal official is responsible for retaining records and materials after the disclosure requirements are met.

Submitting the report

The filing deadline for disclosure statements is 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.

Third party sponsors must file:

- **only the cover page** of the disclosure statement, if advertising expenses are **less than \$500**, or
- **all applicable forms** in the disclosure statement, if advertising expenses are **\$500 or more**.

The report cover page must be signed by individual sponsor or authorized principal official for the organization.

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

- **Secure Online Filing Application (SOFA) - (Preferred):** Scanned reports or forms that are filled electronically with an electronic signature can be directly uploaded to SOFA which is accessible through the [Elections BC Services Portal](#). Please note that an account must be set up to use SOFA.
- **Email:** Scanned reports and electronic signatures are acceptable and may be sent to electoral.finance@elections.bc.ca.

- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
A postmark is not acceptable as proof of delivery by the deadline, so ensure reports are mailed well before the deadline.
- **Courier:** Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8
Ensure reports are sent early enough to be received by the deadline.
- **Personal delivery:**
 - Elections BC at Suite 100 - 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (closed weekends and statutory holidays)

[s. 46, 47, 51, 66]

Extension to the filing deadline

If the third party sponsor disclosure statement cannot be filed by the legislated deadline due to an extraordinary circumstance, a third party sponsor can submit a request to extend the filing deadline to the Chief Electoral Officer. If the request is approved, the report may be filed after the filing deadline without penalty.

To submit a request for an extension, please complete and submit a complete, signed [Extension Request](#) form.

[s. 90]

Late filing

If the third party disclosure statement is not received by the filing deadline, the name of the third party sponsor will be published by Elections BC for failure to file a report by the legislated deadline.

The disclosure statement may be filed late provided it is received:

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

The late filing fee is payable by cash, money order or certified cheque to the Minister of Finance. Alternatively, you may pay the late filing fee online using PayBC.

[s. 47]

Supplementary reports

Elections BC reviews and audits disclosure statements from third party sponsors. If issues are found, we will request a supplementary report and outline the required changes.

Supplementary reports must be submitted within 30 days of the request.

Note: a supplementary report is a refiling of the entire disclosure statement, including the cover page with the declaration signed and dated.

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

Public information

Disclosure statements are published on the Elections BC website after the filing deadline. They may also be viewed in person at the Elections BC office in Victoria.

Residential addresses of contributors will be obscured prior to publication. The address of the third party sponsor will be made publicly available, so sponsors may wish to use a mailing address, such as a PO Box, rather than a residential address on their statement.

[s. 54, 66]

PENALTIES, OFFENCES AND COURT ORDERS FOR RELIEF

Elections BC works closely with participants to help them understand and comply with the local elections third party advertising rules and requirements.

Failing to comply with the third party advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA) may lead to significant penalties, including committing an offence for more serious matters of non-compliance.

There are also administrative penalties that can be imposed by Elections BC for failing to comply, including monetary penalties and disqualification.

Those subject to a penalty may apply to the Supreme Court for relief. For details and timelines on filing for court relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#).

[s. 64, 66, 69]

Failing to file a disclosure statement

Third party sponsors who fail to file a disclosure statement or supplementary report are disqualified from sponsoring third party or non-election assent voting advertising and prohibited from accepting sponsorship contributions until after the next general local elections. However, sponsors may still accept sponsorship contributions for the purpose of paying debts in relation to the election to which the penalty applies.

It is also an offence to fail to file a disclosure statement or supplementary report.

[s. 64, 66, 69]

Exceeding the expense limit

Third party sponsors who exceed their expense limit must pay monetary penalties. It is also an offence to exceed an expense limit.

Sponsors that are

- individuals must pay a penalty of twice the amount by which they exceeded the limit.
- organizations must pay a penalty of five times the amount by which they exceeded the limit.

[s. 68.09-68.12]

Failing to register as a third party sponsor

If the B.C. Chief Electoral Officer makes the determination that an individual or organization sponsored third party advertising without being registered with Elections BC, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual that sponsors third party advertising without being registered with Elections BC is liable to pay a monetary penalty of up to \$5,000, as determined by the B.C. Chief Electoral Officer.

An organization that sponsors third party advertising without being registered with Elections BC is liable to pay a monetary penalty of up to \$10,000, as determined by the B.C. Chief Electoral Officer.

[s. 68.24]

Failing to comply with independence requirements

If the B.C. Chief Electoral Officer makes the determination that an individual or organization has failed to comply with the independence requirements for third party sponsors, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual that has failed to comply with the independence requirements for third party sponsors is liable to pay a monetary penalty of up to \$5,000, as determined by the B.C. Chief Electoral Officer.

An organization that has failed to comply with the independence requirements for third party sponsors is liable to pay a monetary penalty of up to \$10,000, as determined by the B.C. Chief Electoral Officer.

[s.68.23]

Making or accepting prohibited sponsorship contributions

If the B.C. Chief Electoral Officer makes the determination that a third party sponsor accepted a sponsorship contribution that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty. This includes:

- Contributions from ineligible sources (e.g., from organizations or individuals who are not eligible individuals),
- Contributions that exceed the contribution limit,
- Contributions that have not been fully or properly recorded to allow compliance with LECFA,
- Indirect contributions,
- Anonymous contributions of more than \$50.

An individual or organization that makes or accepts a prohibited sponsorship contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

[s. 68.19-68.22]

Failing to return prohibited sponsorship contributions

If the B.C. Chief Electoral Officer makes the determination that a third party sponsor has failed to properly handle a prohibited contribution that was made or accepted in contravention of LECFA, the B.C. Chief Electoral Officer must notify the sponsor of non-compliance within seven days of making the determination, and the related penalty.

A third party sponsor that does not properly return or remit a prohibited contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

[s. 68.21]

Failing to include sponsorship information on election advertising

If the B.C. Chief Electoral Officer makes the determination that a third party sponsor failed to include an authorization statement on election advertising as required, they must notify the individual or organization of non-compliance within seven days of making the determination.

An individual that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$5,000, as determined by the B.C. Chief Electoral Officer.

An organization that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$10,000, as determined by the B.C. Chief Electoral Officer.

[s. 68.25, 68.26]

Providing false or misleading information

Providing false or misleading information or making false or misleading statements in a campaign financing disclosure statement under LECFA is an offence.

Third party sponsors who are convicted of an offence for providing false or misleading information are disqualified from sponsoring third party or non-election assent voting advertising and prohibited from accepting sponsorship contributions until after the next general local elections. However, sponsors may still accept sponsorship contributions for the purpose of paying debts in relation to the election to which the penalty applies.

[s. 65, 68]

RESOURCES

Election legislation

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

Mailing address:

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

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

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

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca



Resident electors

65 (1) In order to be registered as a resident elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration:

- (a) the person must be
 - (i) an individual who is 18 years of age or older on the day of registration, or
 - (ii) if an election is in progress for the municipality or electoral area, an individual who will be 18 years of age or older on general voting day for the election;
- (b) the person must be a Canadian citizen;
- (c) the person must have been a resident of British Columbia, as determined in accordance with section 67 [*rules for determining residence*], for at least 6 months immediately before the day of registration;
- (d) the person must be a resident of the municipality or electoral area, as determined in accordance with section 67;
- (e) the person must not be disqualified under this or any other enactment from voting in an election or be otherwise disqualified by law.

(2) [Repealed 2021-5-71.]

Non-resident property electors

66 (1) In order to be registered as a non-resident property elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration:

- (a) the person must not be entitled to register as a resident elector of the municipality or electoral area;
- (b) the person must be
 - (i) an individual who is 18 years of age or older on the day of registration, or
 - (ii) if an election is in progress for the municipality or electoral area, an individual who will be 18 years of age or older on general voting day for the election;
- (c) the person must be a Canadian citizen;
- (d) the person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before

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

(8) Once a withdrawal of consent has been delivered in accordance with subsection (7), the person registered as the non-resident property elector in relation to the property ceases to be entitled to be registered and vote as such if the number of individuals referred to in subsection (6) falls below a majority of the registered owners, with this effective

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

Rules for determining residence

67 (1) The following rules apply to determine the area in which a person is a resident:

- (a) a person is a resident of the area where the person lives and to which, whenever absent, the person intends to return;
- (b) a person may be the resident of only one area at a time for the purposes of this Part;
- (c) a person does not change the area in which the person is a resident until the person has a new area in which the person is a resident;
- (d) a person does not cease being a resident of an area by leaving the area for temporary purposes only.

(2) As an exception to subsection (1), if

- (a) a person establishes for the purposes of attending an educational institution a new area in which the person is a resident, and
- (b) the new area is away from the usual area in which the person is a resident,

the person may choose for the purposes of this Part either the usual area or the new area as the area in which the person is a resident.

When a person may register as an elector

68 (1) A person may register as an elector

- (a) at the time of voting in accordance with section 72 [*resident elector registration*] or 73 [*non-resident property elector registration*], or
- (b) by advance registration in accordance with section 71, if this is available.

(2) If a bylaw under section 76 [*Provincial list of voters as register of resident electors*] is in effect for a municipality or electoral area, a person entitled to register as a resident elector of the municipality or electoral area may effectively register as such by registering as a voter under the [Election Act](#) in sufficient time to have the person's name appear on the Provincial list of voters that becomes, under the bylaw, the register of resident electors for the municipality or electoral area.

Division 5 - Qualifications for Office

Who may hold office on a local government

81 (1) A person is qualified to be nominated for office, and to be elected to and hold office, on a local government if at the relevant time the person meets all the following requirements:

- (a) the person must be an individual who is, or who will be on general voting day for the election, 18 years of age or older;
- (b) the person must be a Canadian citizen;
- (c) the person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the relevant time;
- (d) the person must not be disqualified under this Act or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

(2) Without limiting subsection (1) (d), the following persons are disqualified from being nominated for, being elected to or holding office on a local government:

- (a) a person who is a judge of the Court of Appeal, Supreme Court or Provincial Court;
- (b) a person who is disqualified under section 82 as an employee of a local government, except as authorized under that section;
- (b.1) a person who is disqualified from holding office under section 82.1;
- (c) a person who is disqualified under any of the following provisions of this Act, including as the provisions apply under section 6 (6) *[application to trustees]* of the *Islands Trust Act*:
 - (i) section 202 (4) *[failure to make oath or affirmation of office]*;
 - (ii) section 204 (1) *[unexcused absence from board meetings]*;
- (d) a person who is disqualified under any of the following provisions of the *Community Charter*:
 - (i) Division 6 *[Conflict of Interest]* of Part 4 *[Public Participation and Council Accountability]*, including as it applies under section 205 (1) *[application to regional district directors]* of this Act and under section 6 (7) *[application to trustees]* of the *Islands Trust Act*;
 - (ii) section 120 (1.1) *[failure to make oath of office]*;
 - (iii) section 125 (5) *[unexcused absence from council meetings]*;
 - (iv) section 191 (3) *[unauthorized expenditures]*;
- (e) a person who is disqualified under any of the provisions referred to in paragraph (c) or (d) as the provision applies under another enactment;

- (f) a person who is disqualified from holding office on the council of the City of Vancouver under any of the provisions of the *Vancouver Charter* referred to in section 38 (2) (c) or (d) *[disqualifications from holding office]* of that Act;
- (g) a person who is disqualified from holding office under
 - (i) Division 18 *[Election Offences]* of this Part as it applies to elections or voting under this Act or any other Act, or
 - (ii) Division (17) of Part I of the *Vancouver Charter* as it applies to elections or voting under that Act or any other Act;
- (h) a person who is disqualified under the *Local Elections Campaign Financing Act* from holding office on a local authority;
- (i) a person who is disqualified under any other enactment.

Disqualification of local government employees

82 (1) For the purposes of this section, "**employee**" means

- (a) an employee or salaried officer of a municipality or regional district, or
- (b) a person who is within a class of persons deemed by regulation under section 168 *[election regulations]* to be employees of a specified municipality or regional district,

but does not include a person who is within a class of persons excepted by regulation under section 168.

- (2) Unless the requirements of this section are met, an employee of a municipality is disqualified from being nominated for, being elected to or holding office
 - (a) as a member of the council of the municipality, or
 - (b) as a member of the board of the regional district in which the municipality is located.
- (3) Unless the requirements of this section are met, an employee of a regional district is disqualified from being nominated for, being elected to or holding office
 - (a) as a member of the board of the regional district, or
 - (b) as a member of the council of a municipality, including the City of Vancouver, that is within the regional district.
- (4) Before being nominated for an office to which subsection (2) or (3) applies, the employee must give notice in writing to the employee's employer of the employee's intention to consent to nomination.
- (5) Once notice is given under subsection (4), the employee is entitled to and must take a leave of absence from the employee's position with the employer for a period that, at a minimum,

- (a) begins on the first day of the nomination period or the date on which the notice is given, whichever is later, and
- (b) ends, as applicable,
 - (i) if the person is not nominated before the end of the nomination period, on the day after the end of that period,
 - (ii) if the person withdraws as a candidate in the election, on the day after the withdrawal,
 - (iii) if the person is declared elected, on the day the person resigns in accordance with subsection (8) or on the last day for taking office before the person is disqualified for a failure to take the oath of office within the time specified by an enactment that applies to the person,
 - (iv) if the person is not declared elected and an application for judicial recount is not made, on the last day on which an application for a judicial recount may be made, or
 - (v) if the person is not declared elected and an application for judicial recount is made, on the date when the results of the election are determined by or following the judicial recount.
- (6) If agreed by the employer, as a matter of employment contract or otherwise, the leave of absence under this section may be for a period longer than the minimum required by subsection (5).
- (7) Sections 54 [*duties of employer in relation to leave*] and 56 [*employment deemed continuous while on leave*] of the [Employment Standards Act](#) apply to a leave of absence under this section.
- (8) Before making the oath of office, an employee on a leave of absence under this section who has been elected must resign from the person's position with the employer.
- (9) At the option of the employee, a resignation under subsection (8) may be conditional on the person's election not being declared invalid on an application under section 153 [*application to court respecting validity of election*].

Disqualification - indictable offence

- 82.1** (1) A person who is convicted of an indictable offence is disqualified from being nominated for, being elected to or holding office on a local government from the date of the conviction until the date on which the person is sentenced.
- (2) If a person elected or appointed to office on a local government is convicted of an indictable offence, the person's office becomes vacant on the date of the conviction.
 - (3) For certainty, a person whose office becomes vacant under subsection (2) and whose conviction is overturned on appeal is not entitled, if the term of office for

which the person was elected has not ended, to take office for the unexpired part of the term.

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

- 83** (1) At any one time a person may not hold more than one elected office in the same local government.
- (2) At any one time a person may not be nominated for more than one elected office in the same local government.
- (3) A current member of a local government may not be nominated for an election under section 54 *[by-elections]* for another office in the same local government unless the person resigns from office within 14 days after the day on which the chief election officer is appointed.

Division 9 - Candidates and Representatives

Withdrawal, death or incapacity of candidate

- 101** (1) At any time up until 4 p.m. on the twenty-ninth day before general voting day, a person who has been nominated may withdraw from being a candidate in the election by delivering a signed withdrawal to the chief election officer, which must be accepted if the chief election officer is satisfied as to its authenticity.
- (2) After the time referred to in subsection (1), a candidate may withdraw only by delivering to the chief election officer a signed request to withdraw and receiving the approval of the minister.
- (3) For the purposes of subsection (2), the chief election officer must notify the minister of a request to withdraw as soon as practicable after receiving it.
- (4) The chief election officer must notify the minister if, between the declaration of an election by voting under section 98 (2) and general voting day for the election,
- (a) a candidate dies, or
 - (b) in the opinion of the chief election officer, a candidate is incapacitated to an extent that will prevent the candidate from holding office.
- (5) On approving a withdrawal under subsection (2) or being notified under subsection (4), the minister may order
- (a) that the election is to proceed, subject to any conditions specified by the minister, or
 - (b) that the original election is to be cancelled and that a new election is to be held in accordance with the directions of the minister.

Appointment of candidate representatives

- 102** (1) A candidate may appoint
- (a) one individual to act as official agent of the candidate, to represent the candidate from the time of appointment until the final determination of the election or the validity of the election, as applicable, and
 - (b) scrutineers, to represent the candidate by observing the conduct of voting and counting proceedings for the election.
- (2) An appointment as a candidate representative must
- (a) be made in writing and signed by the person making the appointment,
 - (b) include the name and address of the person appointed, and
 - (c) be delivered to the chief election officer or a person designated by the chief election officer for this purpose as soon as practicable after the appointment is made.
- (3) An appointment as a candidate representative may be rescinded only in the same

manner as the appointment was made.

- (4) An appointment of an official agent may include a delegation of the authority to appoint scrutineers.
- (5) If notice is to be served or otherwise given under this Part to a candidate, it is sufficient if the notice is given to the official agent of the candidate.

Presence of candidate representatives at election proceedings

- 103** (1) A candidate representative present at a place where election proceedings are being conducted must
- (a) carry a copy of the person's appointment under section 102,
 - (b) before beginning duties at the place, show the copy of the appointment to the presiding election official or an election official specified by the presiding election official, and
 - (c) show the copy of the appointment to an election official when requested to do so by the official.
- (2) The presiding election official may designate one or more locations at a place where election proceedings are being conducted as locations from which candidate representatives may observe the proceedings and, if this is done, the candidate representatives must remain in those locations.
- (3) The absence of a candidate representative from a place where election proceedings are being conducted does not invalidate anything done in relation to an election.

Division 18 - Election Offences

Vote buying

161 (1) In this section, "**inducement**" includes money, gift, valuable consideration, refreshment, entertainment, office, placement, employment and any other benefit of any kind.

(2) A person must not pay, give, lend or procure inducement for any of the following purposes:

- (a) to induce a person to vote or refrain from voting;
- (b) to induce a person to vote or refrain from voting for or against a particular candidate;
- (c) to reward a person for having voted or refrained from voting as described in paragraph (a) or (b);
- (d) to procure or induce a person to attempt to procure the election of a particular candidate, the defeat of a particular candidate or a particular result in an election;
- (e) to procure or induce a person to attempt to procure the vote of an elector or the failure of an elector to vote.

(3) A person must not accept inducement

- (a) to vote or refrain from voting,
- (b) to vote or refrain from voting for or against a particular candidate, or
- (c) as a reward for having voted or refrained from voting as described in paragraph (a) or (b).

(4) A person must not advance, pay or otherwise provide inducement, or cause inducement to be provided, knowing or with the intent that it is to be used for any of the acts prohibited by this section.

(5) A person must not offer, agree or promise to do anything otherwise prohibited by this section.

(6) A person prohibited from doing something by this section must not do the prohibited act directly, indirectly or by another person on behalf of the first person.

Intimidation

162 (1) In this section, "**intimidate**" means to do or threaten to do any of the following:

- (a) use force, violence or restraint against a person;

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

Other election offences

163 (1) In relation to nominations, a person must not do any of the following:

- (a) contravene section 87 (4) [*unqualified candidate consenting to nomination*];
- (b) before or after an election, purport to withdraw a candidate from an election without authority to do so or publish or cause to be published a false statement that a candidate has withdrawn;
- (c) before or after an election, purport to withdraw the endorsement of a candidate by an elector organization except as provided in section 95 (b) [*withdrawal of endorsement on ballot*].

(2) In relation to voting, a person must not do any of the following:

- (a) vote at an election when not entitled to do so;
- (b) contravene section 124 (1) [*each elector may vote only once*] regarding voting more than once in an election;
- (c) obtain a ballot in the name of another person, whether the name is of a living or dead person or of a fictitious person;
- (d) contravene section 123 (2) [*requirement to preserve secrecy of the ballot*] regarding the secrecy of the ballot.

(3) In relation to ballots and ballot boxes, a person must not do any of the following:

- (a) without authority supply a ballot to another person;
 - (b) without authority print or reproduce a ballot or a paper that is capable of being used as a ballot;
 - (c) without authority take a ballot out of a place where voting proceedings are being conducted;
 - (d) put in a ballot box, or cause to be put in a ballot box, a paper other than a ballot that the person is authorized to deposit there;
 - (e) interfere with voting under section 112 [*use of voting machines*] contrary to the applicable bylaw and regulations;
 - (f) without authority destroy, take, open or otherwise interfere with a ballot box or ballots.
- (4) In relation to voting proceedings, a person must not do any of the following at or within 100 metres of a building, structure or other place where voting proceedings are being conducted at the time:
- (a) canvass or solicit votes or otherwise attempt to influence how an elector votes;
 - (b) display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting;
 - (c) post, display or distribute
 - (i) election advertising, or
 - (ii) any material that identifies a candidate or elector organization, unless this is done with the authorization of the chief election officer;
 - (d) carry, wear or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate, elector organization or result in the voting.
- (5) In relation to any matter or proceeding to which this Part applies, a person must not do any of the following:
- (a) provide false or misleading information when required or authorized under this Part to provide information;
 - (b) make a false or misleading statement or declaration when required under this Part to make a statement or declaration;
 - (c) inspect or access under this Part
 - (i) a list of registered electors,
 - (ii) nomination documents,
 - (iii) disclosure statements or supplementary reports, or
 - (iv) other election materials referred to in section 143 [*delivery of election materials to chief election officer*],

or use the information from any of them, except for purposes authorized under this Act;

- (d) be present at a place where voting or counting proceedings are being conducted, unless authorized under this Part to be present;
- (e) interfere with, hinder or obstruct an election official or other person in the exercise or performance of the election official's or other person's powers, duties or functions under this Part or the [Local Elections Campaign Financing Act](#).

(6) A person who is an election official must not contravene this Part with the intention of affecting the result or validity of an election.

Prosecution of organizations and their directors and agents

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

Time limit for starting prosecution

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

Penalties

- 166** (1) A person who contravenes section 161 [*vote buying*] or 162 [*intimidation*] is guilty of an offence and is liable to one or more of the following penalties:
- (a) a fine of not more than \$10 000;
 - (b) imprisonment for a term not longer than 2 years;
 - (c) disqualification from holding office in accordance with subsection (2) of this section for a period of not longer than 7 years.
- (2) Disqualification under subsection (1) (c) is disqualification from holding office as follows:
- (a) on a local government;
 - (b) on the council of the City of Vancouver or on the Park Board established under section 485 of the [Vancouver Charter](#);

- (c) as a trustee under the *Islands Trust Act*;
 - (d) as a trustee on a board of education, or as a regional trustee on a francophone education authority, under the *School Act*.
- (3) A person or unincorporated organization who contravenes section 163 *[other election offences]* is guilty of an offence and is liable to one or both of the following penalties:
- (a) a fine of not more than \$5 000;
 - (b) imprisonment for a term not longer than one year.
- (4) Any penalty under this Division is in addition to and not in place of any other penalty provided in this Part.
- (5) A person or unincorporated organization is not guilty of an offence under this Part if the person or organization exercised due diligence to prevent the commission of the offence.

Division 4 - Electors

Who may vote at an election

39 (1) In order to vote in a trustee election, a person

- (a) must meet the qualifications under section 40 (1) (a) to (e) as a resident elector or section 41 (1) (a) to (f) as a non-resident property elector,
- (b) must not be disqualified by this Act or any other enactment from voting in the election or be otherwise disqualified by law, and
- (c) must be registered as or deemed to be registered as an elector of the trustee electoral area for which the election is being held.

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

- (a) a person who has not completed the sentence for an indictable offence, unless the person is released on probation or parole and is not in custody;
- (b) a person who is involuntarily confined to a psychiatric or other institution as a result of being acquitted of or found not criminally responsible for an offence under the [Criminal Code](#) on account of mental disorder;
- (c) [Repealed 2014-19-99.]
- (d) a person who has contravened section 161 (3) of the [Local Government Act](#) or section 123 (3) of the [Vancouver Charter](#), as those sections apply to trustee elections, in relation to the election.

(2.1) In addition to the persons referred to in subsection (2), a person who has filed a declaration under section 166.14 (5) is disqualified from voting at a trustee election to which the declaration applies.

- (3) For clarification, no corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.
- (4) A person must not vote more than once in a trustee election for any one school district.
- (5) A person must not vote at a trustee election unless entitled to do so.

Resident electors

40 (1) In order to vote as a resident elector of a trustee electoral area, a person must meet all the following requirements at the time of voting:

- (a) the person must be an individual who is, or who will be on general voting day for the trustee election, 18 years of age or older;
- (b) the person must be a Canadian citizen;

- (c) the person must have been a resident of British Columbia, for at least 6 months immediately before that day;
- (d) the person must be a resident of the trustee electoral area for which the election is held;
- (e) the person must not be disqualified by this Act or any other enactment from voting in a trustee election or be otherwise disqualified by law.

(2) [Repealed 2021-5-82.]

Non-resident property electors

41 (1) In order to vote as a non-resident property elector for a trustee electoral area, a person must meet all the following requirements at the time of voting:

- (a) the person must not be a resident elector of that or any other trustee electoral area of the school district;
- (b) the person must be an individual who is, or who will be on general voting day for the trustee election, age 18 or older;
- (c) the person must be a Canadian citizen;
- (d) the person must have been a resident of British Columbia for at least 6 months immediately before that day;
- (e) the person must have been the registered owner of real property in the trustee electoral area for at least 30 days immediately before that day;
- (e.1) the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust;
- (f) the person must not be disqualified by this Act or any other enactment from voting in a trustee election or be otherwise disqualified by law.

(2) A person may only register as a non-resident property elector in relation to one parcel of real property in a school district.

(3) If the boundaries of a school district or trustee electoral area are extended, a person is deemed to have satisfied the requirement of subsection (1) (e) if, for at least 30 days before the person applies for registration as an elector, the person has been a registered owner of property within the trustee electoral area in which the property is located.

(4) For the purposes of this section, the registered owner of real property means whichever of the following is applicable:

- (a) the owner of a registered estate in fee simple of the property, unless another person holds an interest in the property referred to in paragraphs (b) to (d);
 - (b) the holder of the last registered agreement for sale, unless another person holds an interest in the property referred to in paragraph (c) or (d);
 - (c) the tenant for life under a registered life interest in the property, unless another person holds an interest in the property referred to in paragraph (d);
 - (d) the holder of a registered lease of the property for a term of at least 99 years.
- (5) If there is more than one individual who is the registered owner of real property, either as joint tenants or tenants in common, only one of those individuals may register as a non-resident property elector under this section in relation to the real property.
- (6) If the land title registration of the real property in relation to which a person is registering under this section indicates that there is more than one individual who is the registered owner of the real property, the individual registering must do so with the written consent of the number of those individuals who, together with the individual registering, are a majority of those individuals.
- (7) A registered owner who has consented to the registration of another registered owner of the property may withdraw the consent by delivering a written withdrawal to the secretary treasurer of the board.
- (8) Once a withdrawal of consent has been delivered in accordance with subsection (7), the person registered as the non-resident property elector in relation to the property ceases to be entitled to be registered and vote as such if the number of individuals referred to in subsection (6) falls below a majority of the registered owners, with this effective
- (a) for the next election, in the case of a withdrawal delivered at least 52 days before general voting day for the election, and
 - (b) following the next election, in the case of a withdrawal delivered less than 52 days before general voting day for the election.

Rules for determining residence

42 (1) The following rules apply to determine for the purposes of this Part the area in which a person is a resident:

- (a) a person is a resident of the area where the person lives and to which, whenever absent, the person intends to return;

- (b) a person may be the resident of only one area at a time for the purposes of this Part;
 - (c) a person does not change the area in which the person is a resident until the person has a new area in which the person is a resident;
 - (d) a person does not cease being a resident of an area by leaving the area for temporary purposes only.
- (2) As an exception to subsection (1), if for the purposes of attending an educational institution a person establishes a new area in which the person is a resident away from the usual area in which the person is a resident, the person may choose for the purposes of this Part either the usual area or the new area as the area in which the person is a resident.

Registration as an elector

- 43** (1) In order to be registered as an elector of a trustee electoral area, a person must meet the requirements of section 39 (1) (a) and (b) on the date of registration.
- (2) A person may be registered as an elector in only one trustee electoral area for any one school district.
- (3) A person registers as an elector of a trustee electoral area by
- (a) delivering an application form completed as required by the board to the election official responsible at the place where the person is voting or providing to that official the information required in the manner established by the chief election officer, and
 - (b) in the case of a person applying to register as a non-resident property elector, providing to the election official responsible at the place where the person is voting
 - (i) the address or legal description of the real property in relation to which the person is registering,
 - (ii) proof satisfactory to that official that the person is entitled to register in relation to that real property, and
 - (iii) if applicable, the written consent from the other registered owners of that real property required by section 41 (6).
- (4) For the purposes of subsection (3), the requirements to be registered as an elector under this Act may be satisfied by meeting the requirements to register as an elector under the [Local Government Act](#) or the [Vancouver Charter](#) at the time of voting.
- (5) A person is deemed to be registered as a resident elector of a trustee electoral area if both the following requirements are met:

- (a) a list of registered electors is prepared for the municipality or regional district electoral area in which the person resides;
 - (b) the person is registered as a resident elector of the election area referred to in paragraph (a) before the date established for the close of advance registration as an elector of that election area.
- (6) A person is deemed to be registered as a non-resident property elector of a trustee electoral area if all the following requirements are met:
 - (a) the person is not entitled to be registered as a resident elector of a trustee electoral area for the school district;
 - (b) a list of registered electors is prepared for the municipality or regional district electoral area in which the person owns the property;
 - (c) the person is registered as a non-resident property elector of the election area referred to in paragraph (b) in relation to that property before the date established for the close of advance registration as an elector of that election area.
- (7) Subsection (2) does not apply in relation to deemed registration under subsection (6) but, for certainty, a person is not entitled to vote in a trustee election as an elector of more than one trustee electoral area or as both a resident elector and a non-resident property elector.

Division 2 - Trustee Qualifications

Who may hold office

- 32** (1) Except as provided in this Division, a person is qualified to be nominated for office and to be elected or appointed to and hold office as a trustee if, at the relevant time, the person meets all the following requirements:
- (a) the person must be an individual who is, or who will be on general voting day for the election or the effective date of the appointment, as applicable, age 18 or older;
 - (b) the person must be a Canadian citizen;
 - (c) the person must have been a resident of British Columbia, as determined in accordance with section 42, for at least 6 months immediately before the relevant time;
 - (d) the person must not be disqualified under this Act or any other enactment from being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.
- (2) A person whose term of office as trustee has expired or is about to expire is eligible for re-election if the person is otherwise qualified to be a trustee.
- (3) At any one time, a person is not eligible to be nominated for or elected as trustee for more than one trustee electoral area for any one school district.

Disqualifications

- 33** Without limiting section 32 (1) (d), the following persons are disqualified from being nominated for, being elected to or holding office as a trustee:
- (a) a person who is disqualified under section 34 as an employee of a board, except as authorized under that section;
 - (b) a person who is disqualified under
 - (i) section 52 (1) [*failure to make oath or affirmation of office*], or
 - (ii) section 52 (2) [*unexcused absence from board meetings*];
 - (b.1) a person who is disqualified under the [Local Elections Campaign Financing Act](#) from holding office on a local authority;
 - (c) a person who is disqualified from holding office under
 - (i) Division 18 [*Election Offences*] of Part 3 of the [Local Government Act](#) as it applies under this Act, that Act or any other Act, or
 - (ii) Division (17) of Part I of the [Vancouver Charter](#), as it applies under this Act, that Act or any other Act;
 - (d) a person who holds office as a regional trustee of a francophone education authority under Part 8.1.

Disqualification of board employees

34 (1) For the purposes of this section, "**employee**" means

- (a) an employee or salaried officer of a board, or
- (b) a person who is within a class of persons deemed by regulation to be employees of a specified board,

but does not include a person who is within a class of persons excepted by regulation.

- (2) Unless the requirements of this section are met, an employee of a board is disqualified from being nominated for, being elected to or holding office as a trustee on the same board.
- (3) Before being nominated for office as trustee, the employee must give notice in writing to the employee's employer of the employee's intention to consent to the nomination.
- (4) Once notice is given under subsection (3), the employee is entitled to and must take a leave of absence from the employee's position with the employer for a period that, at a minimum,
 - (a) begins on the first day of the nomination period or the date on which the notice is given, whichever is later, and
 - (b) ends, as applicable,
 - (i) if the person is not nominated before the end of the nomination period, on the day after the end of that period,
 - (ii) if the person withdraws as a candidate in the election, on the day after the withdrawal,
 - (iii) if the person is declared elected, on the day the person resigns in accordance with subsection (7) or on the last day for taking office before the person is disqualified under section 52,
 - (iv) if the person is not declared elected and no application for judicial recount is made, on the last day on which an application for a judicial recount may be made, or
 - (v) if the person is not declared elected and an application for judicial recount is made, on the date when the results of the election are determined by or following the judicial recount.
- (5) If agreed by the employer, as a matter of employment contract or otherwise, the leave of absence under this section may be for a period longer than the minimum required by subsection (4).
- (6) Sections 54 and 56 of the [Employment Standards Act](#) apply to a leave of absence under this section.

- (7) Before making the oath of office under section 50, an employee on a leave of absence under this section who has been elected must resign from the person's position with the employer.
- (8) At the option of the employee, a resignation under subsection (7) may be conditional on the person's election not being declared invalid on an application under section 153 of the [Local Government Act](#) or section 115 of the [Vancouver Charter](#), as those sections apply to trustee elections.

Division 5 - Election Proceedings

Elections conducted by board

- 45** (1) For a trustee election conducted by a board for a school district other than School District No. 39 (Vancouver), Part 3 of the *Local Government Act*, as that Part applies to an election of electoral area directors, applies to the trustee election except as provided in this Part.
- (2) For the purposes of subsection (1), the references in Part 3 of the *Local Government Act* are to be read in accordance with the following:
- (a) a reference to a regional district board or local government is to be read as a reference to the board;
 - (b) a reference to a municipality or electoral area is to be read as a reference to a trustee electoral area;
 - (c) a reference to the designated local government officer or to the local government corporate officer is to be read as a reference to the secretary treasurer of the board;
 - (d) a reference to the minister charged with the administration of that Act is to be read as a reference to the minister responsible for this Act.
- (2.1) A board conducting a trustee election for a school district other than School District No. 39 (Vancouver) must, by bylaw, identify the places that are to be public notice posting places for the purposes of section 50 *[public notice requirements]* of the *Local Government Act*, as that section applies in relation to the trustee election.
- (3) For a trustee election conducted by the board of School District No. 39 (Vancouver), Part I of the *Vancouver Charter* applies to the election except as provided in this Part.
- (4) For the purposes of subsection (3), the references in Part I of the *Vancouver Charter* are to be read in accordance with the following:
- (a) a reference to the Council is to be read as a reference to the board;
 - (b) a reference to the city is to be read as a reference to a trustee electoral area;
 - (c) a reference to the City Clerk is to be read as a reference to the secretary treasurer of the board;
 - (d) a reference to the minister charged with the administration of that Act is to be read as a reference to the minister responsible for this Act.
- (5) On the application of a board, the minister may, by order, except the board from its obligation to hold one or both of the advance voting opportunities that would otherwise be required.

- (6) In order for a bylaw under this Part, or under Part 3 of the *Local Government Act* or Part I of the *Vancouver Charter* as those Parts apply to trustee elections, to apply to a trustee election, the board must adopt the bylaw at least 4 weeks before the first day of the nomination period for the trustee election.
- (7) A board may exercise the authority of a municipal council under section 113 of the *Local Government Act* to establish voting divisions in relation to its trustee elections and, if this is done, that section applies.
- (8) For the purpose of harmonizing a trustee election with a local government election being conducted at the same time, a board may, by bylaw, provide that the bylaws of the local government under Part 3 of the *Local Government Act* or Part I of the *Vancouver Charter* apply to the trustee election.
- (9) As restrictions on subsection (8), a bylaw under that subsection may not provide that a local government bylaw under any of the following provisions applies to a trustee election:
 - (a) in relation to the *Local Government Act*,
 - (i) section 86 (2) *[minimum number of nominators]*,
 - (ii) section 88 *[nomination deposits]*,
 - (iii) section 117 *[order of names on ballot determined by lot]*, and
 - (iv) section 151 *[determination of election results by lot]*;
 - (b) in relation to the *Vancouver Charter*,
 - (i) section 43 (2) *[minimum number of nominators]*,
 - (ii) section 44.1 *[nomination deposits]*,
 - (iii) section 79 *[order of names on ballot determined by lot]*, and
 - (iv) section 113 *[determination of election results by lot]*.
- (10) Subsection (8) applies even if a bylaw under that subsection has the effect of creating differences in election proceedings between different trustee electoral areas.

Elections conducted by municipality

46 (1) Except as provided in this Act,

- (a) Part 3 of the *Local Government Act*, as that Part applies to an election for municipal councillors, applies to a trustee election that is conducted under section 37 (1) or (2) by a municipality other than the City of Vancouver, and
- (b) Part I of the *Vancouver Charter*, as that Part applies to an election for city councillors, applies to a trustee election that is conducted under section 37 (1) or (2) by the City of Vancouver.

- (2) Section 45 (2) and (4) applies for the purposes of subsection (1).
- (3) In the case of a trustee election conducted by a municipality under section 37 (1) or (2) at the same time as a general local election under the [Local Government Act](#) or the [Vancouver Charter](#), except as provided in this Act the trustee election must be conducted as if it were part of the general local election.
- (4) In relation to a trustee election referred to in subsection (1), the municipal council does not have authority to adopt a bylaw under a provision of the [Local Government Act](#) or [Vancouver Charter](#) referred to in section 45 (9), but, instead, the board may adopt bylaws under those sections for the trustee election.
- (5) For a trustee election conducted by a municipality under section 37 (1) or (2), the board may give directions to the municipal chief election officer as to the form of ballot to be used for the trustee election.

Candidate endorsement by elector organization

- 46.1** In order to endorse a candidate in a trustee election, an organization must be registered under Division 6 [*Registration of Elector Organizations*] of Part 2 of the [Local Elections Campaign Financing Act](#).

Election offences

- 47 (1) For certainty, Division 18 *[Election Offences]* of Part 3 of the [Local Government Act](#) and Division (17) *[Election Offences]* of Part I of the [Vancouver Charter](#) apply in relation to the application of those Parts to trustee elections.
- (2) In addition to the offences applicable as referred to in subsection (1), a person who contravenes section 39 (5) or 166.14 (7) of this Act commits an offence and is liable to the penalties provided in section 166 (3) of the [Local Government Act](#).
- (3) Sections 164 *[prosecution of organizations and their directors and agents]* and 165 *[time limit for starting prosecution]* of the [Local Government Act](#) apply in relation to offences under this section.