

City of Langley



School Trustee Candidate Nomination Package

2026 General Local Election

Candidate Nomination Package

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Letter from the Chief Election Officer

**Re: Candidacy for Mayor, Councillor, and School Trustee
in the General Local Election on October 17, 2026**

Dear Prospective Candidate,

Enclosed are nomination documents required to run as a candidate in the upcoming General Local Election, as well as important information to assist you in fulfilling your responsibilities as a candidate. Please review this material carefully to ensure that your nomination documents and other required forms are filled out appropriately and your campaign is run in compliance with the relevant statutes.

Tab 1 includes the nomination documents and other necessary forms to submit to the Chief Election Officer.

Tab 2 –includes guidance documents for all candidates from the province and Elections BC; School Trustee nomination package also includes information from School District No. 35 and School Trustee Candidates Guide from the BC School Trustees Association

Tab 3 includes guidance material and bylaws governing election proceedings prepared by the City; School Trustee nomination package also includes School District Trustee Election Bylaw.

There are a number of key changes for the 2026 General Local Election:

- All Advance Voting Opportunities will be held at Timms Community Centre.
- Mail ballot voting will again be available to qualified electors. You can direct electors who have questions regarding how to vote by mail ballot to the 2026 General Local Election webpage on the City's website langleycity.ca/election which has mail ballot voting FAQs. It's important to note that, due to legislative requirements, ballots may only be printed after September 18; accordingly, the earliest ballots can be mailed out to those who have requested a mail ballot is the week of September 21st.
- Special Voting Opportunities will no longer be held at Langley Seniors Resource Centre or Evergreen Timbers Seniors Residence due to declining voter turnout and these facilities' close proximity to the voting place at Timms Community Centre, as well as the availability of mail ballot voting and curbside voting.
- New Candidate Election Signs Best Practices and Complaint Process document under Tab 3 provides guidance to candidates with respect to placement of election signs on private property as permitted under the City's Sign Bylaw and the process to be followed to submit a complaint about candidate election signs.
- In accordance with new provincial legislation, with the exception of the municipality in which a candidate resides, the residential address of the candidate must be redacted from the nomination documents that are published online. As well, the statutory Notice of Election that is published in the local newspaper and provided on the City's website must only include the municipality in which the candidate resides.
- A Canvasser Authorization Form is provided under Tab 2 to ensure legislative requirements are met if candidates are canvassing in housing cooperative, strata and rental properties.
- In accordance with amended provincial legislation, candidates who submit their nomination documents by fax or email are no longer required to provide the Chief Election Officer with the original documents.
- Elector Organization Candidate Endorsement and Consent documentation is now included in the nomination documents.

Roles and Responsibilities: Elections BC is responsible for administering the campaign financing provisions and election advertising requirements for the Election. This includes overseeing campaign financing disclosure requirements, conducting investigations, and enforcing campaign financing and third-party advertising provisions set out in the Local Elections Campaign Financing Act (LECFA). It is Elections BC's responsibility to educate candidates on the campaign financing and election advertising requirements set out in LECFA. Accordingly, all inquiries, from the simple to the complex, related to the provisions of LECFA are to be directed to Elections BC to ensure accurate and consistent information.

ELECTIONS BC

Toll-free phone number: 1-800-661-8683

Email: electoral.finance@elections.bc.ca

Website: elections.bc.ca

The Chief Election Officer is responsible for ensuring the General Local Election is held in compliance with the requirements of the Local Government Act, Community Charter, and School Act as well as the City's Election and Assent Voting Procedures Bylaw, Mail Ballot Voting Procedures Bylaw, Automated Vote Counting System Authorization and Procedure Bylaw, and the Sign Bylaw, as it pertains to political signage regulations.

Election Signs: The City is responsible for regulating when and where candidates' election signs may be put up, the size of the signs, and when the signs must come down.

Election signs may go up after 4:00 pm on September 11, 2026 and must come down no later than 4:30 pm on October 24, 2026. Election Signs are not permitted on public property and may only be placed on private property with the consent of the property owner(s).

See Tab 3 with excerpt from the City's Sign Bylaw for regulations on size and placement of political signs and Candidate Election Signs Best Practices and Complaint Process document.

Elections BC is responsible for regulating what information needs to be included on election signage. See Tab 2 for guidance documents and facts sheets.

Communications: All communication between candidates and the City will be through email. In addition, anything the City receives for candidates will be scanned and sent to you by email. In the event that something cannot be emailed, you will be notified that there is something to be picked up at the Administration Department between 8:30 a.m. and 4:30 p.m., Monday to Friday, except statutory holidays. If you need to make other arrangements for pickup, please contact the Chief Election Officer or her designate.

Requests for Information: During the election, there are usually many questions and inquiries from candidates about City Hall and its operations. To ensure equal access to information and efficient use of staff time, the following outlines how requests for information will be processed:

- 1) All requests for information are to be directed to Kelly Kenney, Corporate Officer, at kkenney@langleycity.ca who will forward the requests to the appropriate Department Heads. The Department Heads will provide the information to the Corporate Officer who will disseminate the information to all candidates.
- 2) If the request is for material that is publicly available (i.e. bylaws, financial statements) or received at a Regular Council meeting, the material, or direction on how to locate it, will be provided.
- 3) If the request is for material received or discussed at a closed council meeting or is of a confidential nature, the material will not be provided.
- 4) As indicated, responses to questions and any requested information that is distributed will be sent to ALL candidates.

- 5) City staff will make every reasonable effort to respond to requests in a timely manner; however, response times may vary depending on operational demands and competing priorities.

Candidate profiles on website: The City will again be providing candidates the opportunity to have a candidate profile, consisting of a photo and a candidate statement of no more than 150 words, posted on the City's website. Participation is optional. If you choose not to provide a candidate profile, your name and contact information will be provided on the candidate profile page.

If you wish to provide a candidate profile, you may either manually fill out the candidate profile form that is under Tab 1 of this package or download a fillable version of the form from the City's Election webpage under Candidate Resources and Packages. If you have any questions regarding this initiative, please contact Jessica La-Banh, Communications Officer at jlbanh@langleycity.ca.

Important: You may submit your profile form any time up to September 18, 2026 at 4:00pm. All candidate profiles will be published on the City's website after the Declaration of Election (September 21, 2026); however, it is strongly recommended that you submit your candidate profile as early as possible to ensure there are no delays in uploading it to the website.

All Candidates Meetings: The City does not organize all candidates meetings; however, the City will pass along details that it receives concerning all candidates meetings organized by third parties.

Please contact the undersigned at 604-514-4591 or by email at kkenney@langleycity.ca or Paula Kusack at 604-514-4585 or by email at pkusack@langleycity.ca if you have any questions related to your candidacy and the election.

Best regards,



Kelly Kenney
Chief Election Officer

2026 Election Calendar

January 1	Start of Election Period
March 10	Last day to meet six-month BC residency requirement for candidates seeking nomination
April 16	Last day to meet six-month BC residency requirement for voters registering on general voting day
July 20	Start of Pre-Campaign Period
August 4	Candidate nomination packages available for pick-up at City Hall
August 25	Advance elector registration closes at 4:30 p.m.
September 1	- Nomination period begins at 9:00 a.m. - List of registered electors available for public inspection and period of objections to elector registration begins - Start of challenge to nominations and endorsement period - Nomination and endorsement documents to be posted to website for public inspection from time of delivery
September 11	4:00 p.m. deadline for: - Close of Nomination period - Official declaration of candidates (2nd Floor Administration Department, City Hall) - Objection to registered electors Election signs may go up after 4:00 p.m. in accordance with provisions of Sign Bylaw Determination of name order on ballot by lot for School District Trustee candidates to be conducted immediately following declaration of candidates at City Hall
September 15	Period to challenge candidate nomination and elector organization endorsements ends at 4:00 p.m.
September 16	Last day to meet 30-day City property ownership requirement if registering as non-resident property elector on general voting day
September 18	4:00 p.m. deadline for: - Decision on challenge of candidate nominations/elector organization endorsements - Withdrawal of candidate (without requirement for Ministerial approval) - Withdrawal of candidate endorsement by elector organization or candidate End of Pre-Campaign Period 12:00 Midnight End of Election Period
September 19	Start of Campaign Period
September 21	Chief Election Officer declares election by voting at 4:00 p.m.
October 6	Advance Voting at Timms Community Centre from 1:00 p.m. to 8:00 p.m.
October 7	Advance Voting at Timms Community Centre from 8:00 a.m. to 8:00 p.m.
October 8	Advance Voting at Timms Community Centre from 8:30 a.m. to 4:30 p.m.
October 14	Advance Voting at Timms Community Centre from 8:00 a.m. to 8:00 p.m.
October 15	3:00 p.m. in CKF Room, City Hall - Processing of Mail Ballots received to date
October 17	General Voting Day at Timms Community Centre from 8:00 a.m. to 8:00 p.m.
October 19	10:00 a.m. Determination of official election results 12:00 p.m. Declaration of official election results if determination allows
October 24	Deadline to remove election signs
November 2	7:00 p.m. Inaugural Council Meeting (Oaths of Office administered)
November 3	7:00 pm. Inaugural School Board Meeting (Oaths of Office administered)
Mid-November	Council Orientation will be held over three days, TBD if inside or outside of City of Langley (2 half-days; 1 full day) (all elected candidates should be available to attend these sessions)
January 15, 2027	Deadline for <u>all candidates</u> to file campaign financing disclosure statements with Elections BC
February 16, 2027	Last day to file <u>LATE</u> campaign financing disclosure statements with Elections BC , subject to a \$500 fine*.

Important Information for Filing Nomination Documents

Key Information

Nomination Documents

Note: Throughout this document, C forms are for Municipal nominations and CS* forms are for School Trustee nominations. One set of the appropriate nomination documents will be included in the Mayor and Council Nomination package and School Trustee Nomination Package.*

The legislatively **required** nomination documents consist of:

- Candidate Cover Sheet and Checklist Form (C1/CS1);
- Nomination Documents (C2 /CS2);
- Other Information Provided by Candidate (C3/CS3);
- Appointment of Candidate Financial Agent (C4/CS4);
- Statement of Disclosure (under the *Financial Disclosure Act*).

all of which are included under **Tab 1**. The other forms under Tab 1 are required to meet other election-related requirements.

Filing the Nomination Documents

The statutory period for filing the nomination documents begins at 9:00 a.m. on Tuesday, September 1, 2026 and ends at 4:00 p.m. on Friday, September 11, 2026.

Nomination documents may be delivered by hand, mail, or other delivery service, to the Administration Department, 2nd Floor of City Hall, 20399 Douglas Crescent, Langley, BC, V3A 4B3, or by email to kkenney@langleycity.ca, or by fax (604-514-2838). City Hall is open Monday to Friday, 8:30 a.m. to 4:30 p.m., except Statutory Holidays. Originals of faxed or emailed nomination documents are not required to be submitted.

In person delivery of your nomination documents is recommended as it allows the Chief Election Officer to review the paperwork immediately for completeness so mistakes can be fixed on the spot. It's recommended that you book an appointment with either Kelly Kenney, Chief Election Officer, or Paula Kusack Deputy Chief Election Officer, to file your nomination documents so that appropriate time to review your nomination documents can be scheduled.

Candidates must make a solemn declaration on the documents. The declaration can be taken by a lawyer, notary or Commissioner for Taking Affidavits for British Columbia, but is most commonly taken by the Chief Election Officer or designate at the time the nomination papers are filed. Emailed or faxed nomination papers must include the completed solemn declaration.

Nomination Deposit

Nominations for Mayor and Councillors must be accompanied by a \$100.00 deposit in the form of cash, cheque, certified cheque, or bank draft. The deposit will be returned if candidates withdraw before 4:00 p.m. on September 18, 2026 or after confirmation has been received from Elections BC that campaign financing disclosure statements have been filed within the 90-day time limit following the election (no later than January 15, 2027). Otherwise, the deposit will be forfeited to the City.

Instructions for Completion of the Nomination Documents

Overview

To meet all the legal requirements for nomination, please ensure that you follow the instructions below. Once your nomination documents are submitted to the Chief Election Officer or their designate, they cannot be altered in any way.

Candidate Cover Sheet and Checklist Form (Form C1/CS1)

Print your legal surname and given names in the appropriate boxes of the Candidate Cover Sheet and Checklist Form (Tab 1).

Municipal: On line 2, print the office for which you are seeking election - Mayor or Councillor (Form C1 - Tab 1)

School Trustee: Line 2 of the form is filled in for you with Board of Education Trustee (Form CS1 - Tab 1)

Section B is a checklist of the documents that should be completed and accompany your nomination package, as applicable.

Nomination Documents (Form C2 - 4 pages/CS2 - 3 pages)*

**Difference in number of pages in mayor and council and school trustee forms C2/CS2 is due to requirement for 10 nominators for mayor and council candidates which requires extra page for nominators*

Municipal: Print City of Langley under the jurisdiction name on line 1 of the Nomination Documents (Form C2 - Tab 1).

School Trustee: Print School District No. 35 (Langley) under the jurisdiction and print Trustee Electoral Area (2) under the Trustee Electoral Area on line 1 of the nomination documents (Form CS2 - Tab 1)

Print your legal surname and given names on line 2. If your “usual name” is not the same as your legal name, and you wish to have the usual name used on the ballot, print your usual name on line 3.

Important: An elector, another nominee, or the Chief Election Officer can initiate a legal challenge of your nomination on the basis that the “usual name” you have entered on your nomination documents is not in fact your usual name.

Note that the following information cannot appear on the ballot: an indication that the candidate is holding or has held an elected office; the candidate’s occupation; or an indication of a title, honour, degree, or decoration received or held by the candidate (section 115(3) of the *Local Government Act*).

Complete the address box(es) on line 4 and 5 as appropriate.

Provision of the residential address (and mailing address, if different) of candidates on nomination documents is a requirement of the *Local Government Act* (section 87(1)(d)). Note that this form (C2/CS2) will be posted on the City’s website and may also be inspected at City Hall. However, in accordance with new legislation, the residential address of each candidate will be redacted from their nomination documents before being posted on-line. The municipality in which the candidate resides will be provided.

Municipal: Print the position (Mayor or Councillor) and jurisdiction name (City of Langley) on line 6.

School Trustee: Print School District No. 35 (Langley) under jurisdiction and Trustee Electoral Area (2) on line 6.

Municipal: You must have a minimum of **ten (10) qualified electors** of the City of Langley complete and sign the form. Please see the Nominator's Section for more information. It is your responsibility to ensure that each nominator is a qualified elector. An extra copy of page 2 of form C2 has been provided in order to have enough spaces for the minimum 10 qualified electors.

School Trustee: You must have a minimum of **two (2) qualified electors** of the City of Langley complete and sign the form. Please see the Nominator's Section for more information. It is your responsibility to ensure that each nominator is a qualified elector.

Once you have the required number of nominator signatures, sign and date the bottom of page 1 of the nomination documents indicating that you consent to the nomination.

Print the position for which you are running on line 1 of page 3 (not necessary for School Trustee). Ensure you meet the qualifications listed as items 1 through 8.

Important: You must sign the declaration in front of one of the following individuals:
A lawyer, notary, or Commissioner for Taking Affidavits for British Columbia (there may be a charge for this service), **OR**

The Chief Election Officer or designate at the time of filing the nomination documents.

Indicate in the appropriate checkbox if you are acting as your own Financial Agent or whether you have appointed a Financial Agent and print their name, if applicable.

If applicable, fill out the Elector Organization Candidate Endorsement and Consent section.

Nominators Section

Municipal: After you have completed the nomination section on page 1, have ten (10) qualified electors of the City of Langley complete and sign the form.

School Trustee: After you have completed the nomination section on page 1, have a minimum of two (2) qualified electors of the City of Langley complete and sign the form. Electors of candidates for the office of School Trustee must also be qualified electors of the City of Langley.

If there is uncertainty as to the qualifications of any of the electors signing your nomination documents, you may risk a challenge of your nomination. To avoid this, your electors may contact the Chief Election Officer to inquire if they are on the list of electors or to discuss their qualifications. You could also choose to have more than the minimum number of required electors sign your nomination documents. Even if one or more of your electors is not qualified, your nomination will be valid ***as long as it is made by at least the minimum number of qualified electors.***

As indicated previously, this form (C2/CS2) will be posted on the City's website and may also be inspected at City Hall. However, in accordance with privacy legislation, the unit/house number of the residential address of each nominator will be redacted from their nomination documents before being posted on-line.

What is a “qualified elector”?

An elector of the City of Langley must meet ALL the following qualifications:

- 1) Be a Canadian citizen;
- 2) Have been a resident of B.C. for the past six months;
- 3) Be a resident in the City of Langley;

OR

Be the registered owner of real property in the City of Langley for the past 30 days;

- 4) Age 18 or older or, if an election is currently in progress in the City of Langley, will be turning 18 on or before General Voting Day; and
- 5) Not disqualified by any enactment from voting in a Local Government election or otherwise disqualified by law.

Other Information Provided by Candidate (Form C3/CS3)

This form is provided to Elections BC for contact purposes and is **not** available for public inspection.

Fill in lines 1-3 with the same information you provided on page 1 of your nomination document (C2/CS2).

The mailing address you put in line 4 will be the address that Elections BC will use to send information to you. If you want information sent to an address other than the address that is on your nomination documents, fill in line 5 - Address for Service.

On line 6 fill in the telephone number, and if available, email address you wish Elections BC to use to contact you if necessary. If there is an additional mailing or email address at which you would like to receive candidate information/correspondence, indicate the additional address(es) in the appropriate box(es) on lines 7 and 8.

Appointment of Candidate Financial Agent Form (Form C4/CS4)

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

If you are acting as your own Financial Agent, you **do not** have to fill in this form. If you are appointing a Financial Agent, you will need to complete Form C4/CS4 and submit a copy with your nomination papers. If you are appointing a financial agent, print your legal given surname and given names on line 1 of the Appointment of Candidate Financial Agent Form C4/CS4 (Tab 1).

Fill in lines 1 and 2 with the same information you provided on page 1 of your nomination document (C2/CS2).

General Voting Day is October 17, 2026 and it is a General Local Election. Complete the remaining boxes as appropriate to appoint your Financial Agent. Ensure both you and your Financial Agent sign and date the form. Note: This form is not a sworn declaration and can be signed without a witness.

Appointment of Candidate Official Agent Form (Form C5/CS5)

This form is not available for public inspection.

This form is optional and needs to be submitted to the Chief Election Officer as soon as practicable after the appointment has been made **if** you choose to appoint an official agent to act on your behalf throughout the election process. Should you wish to change/rescind an appointment, simply advise the Chief Election Officer in writing and submit a new application form.

If you are appointing an official agent, Fill in lines 1 and 2 with the same information you provided on page 1 of your nomination document (C2/CS2).

General Voting Day is October 17, 2026 and it is a General Local Election. Complete the remaining boxes as appropriate to appoint your official agent. Ensure you sign and date the form. Note: This form is not a sworn declaration and can be signed without a witness.

Important: Candidate representatives must carry copies of their appointment papers whenever they represent you at an election proceeding.

Appointment of Candidate Scrutineer Form (Form C6/CS6)

This form is not available for public inspection.

This form is optional and needs to be submitted to the Chief Election Officer as soon as practicable after the appointment has been made if you choose to appoint one or more scrutineers to observe voting procedures and scrutinize the ballot-counting process. You may appoint as many scrutineers as you like; however, you are only permitted one scrutineer per ballot box in use at that time for receiving ballots at a voting place. Additional forms are available upon request.

If you are appointing a scrutineer, Fill in lines 1 and 2 with the same information you provided on page 1 of your nomination document (C2/CS2)..

General Voting Day is October 17, 2026 and it is a General Local Election. Complete the remaining boxes as appropriate to appoint your scrutineer. Ensure you sign and date the form. Note: This form is not a sworn declaration and can be signed without a witness.

Important: Candidate representatives must carry copies of their appointment papers whenever they represent you at an election proceeding.

Completion of the Statement of Disclosure

Under the British Columbia *Financial Disclosure Act*, candidates for the position of Mayor, Councillor, and School Trustee must complete and file a Statement of Disclosure with their nomination documents.

Note that the Statement of Disclosure is different from the Campaign Financing Disclosure Statement, which must be filed after the election.

A copy of the Financial Disclosure Act Information Sheet and a copy of the *Financial Disclosure Act* have been included in Tab 1 for your reference. If you have questions about the Statement of Financial Disclosure form, Elections BC Staff are available to assist you. Note that the completed Financial Disclosure will be posted on the City's website and may also be inspected at City Hall. However, in accordance with new legislation, the residential address of each candidate will be redacted from their Financial Disclosure before being posted on-line. The municipality in which the candidate resides will be provided.

Candidate Information Release Authorization Form

Complete the appropriate boxes with the additional information you authorize to be disclosed for use for the following purposes:

CivicInfo BC websites

The information provided on this form will be posted on websites operated by CivicInfo BC (www.civicinfo.bc.ca). This is the primary source through which the media, the public, provincial ministries, researchers, and others are able to obtain candidate information for all elections in BC. You can fill in only the information you wish to have made publicly available (i.e. phone number, email, etc.).

Applying for a Copy of the List of Registered Electors

Under section 77(8) of the *Local Government Act*, each person who has been nominated may request one copy of the List of Registered Electors without charge.

You may decide whether to request a paper or electronic copy of the List of Registered Electors. For convenience, and to save paper, it is highly recommended that you request an electronic copy (the paper copy is over 1000 pages). The electronic copy of the list will be provided on a USB drive.

You may request a copy of the List of Electors at the time you file your nomination papers. In order to receive a copy of the List of Registered Electors, the Candidate Acknowledgment of Receipt of List of Electors form (Tab 1) must be filled out and signed in front of the Chief Election Officer or Deputy Chief Election Officer of the City of Langley.

Confidentiality of the List of Registered Electors

The list of registered electors contains personal information which, as defined in the *Freedom of Information and Protection of Privacy Act*, is confidential. The List of Registered Electors is supplied to declared candidates solely for municipal election purposes.

Candidates (or persons accepting the list on behalf of candidates) are responsible for protecting the confidentiality of the information and for ensuring that all people in their organization who have access to the list do likewise. The list must be stored in a secure manner so that only authorized individuals have access to the information. All persons who have access to the information are individually responsible for protecting the confidentiality of that information.

The candidate's copy of the List of Registered Electors is not available for public inspection. Only authorized individuals in a candidate's office may use the list to assist citizens in determining whether they are on the list and whether their voter information is up to date. Citizens may not directly access the List of Registered Electors from a candidate to look up information.

Information in the List of Registered Electors may not be used, copied, or distributed, in whole or in part by or for any person, in any form whatsoever, except in relation to municipal election purposes.

Return of the List of Electors

When no longer required, or within eight weeks of the declaration of final results of the election (whichever date is sooner), the List of Electors must be returned to the Chief Election Officer or Deputy Chief Election Officer.

The Return of List of Electors Acknowledgment form (Tab 1) must be filled out and signed in front of the Chief Election Officer or Deputy Chief Election Officer of the City of Langley.

As indicated on the form, candidates (or persons accepting the list on behalf of candidates) are responsible for obtaining any copies made of the original List of Electors and, with the exception of the original list provided to the candidate or designate, securely destroying or deleting those copies, including those on electronic devices used by the candidate or campaign workers.

For paper lists this does not mean simply recycling the paper. The list must be shredded or otherwise confidentially destroyed. Candidates may return paper copies of the List of Registered Electors to the Chief Election Officer or Deputy Chief Election Officer for confidential destruction.

For electronic files, a secure deletion of the file must be done to ensure that the file cannot be restored by any means; this includes copies of the file placed on computer hard drives or on back-up storage devices.

Information about Campaigning in the 2026 Local General Election

Campaigning and Campaign Advertising

Two important advertising restrictions to note are:

- 1) Candidates and their supporters must not canvass, solicit votes, display campaign materials, or otherwise attempt to influence electors within 100 metres of a building where voting is underway, which includes general voting day (October 17), and advance voting days (October 6, 7, 8, and 14). (Diagrams showing the 100-metre perimeter around voting places are included in Tab 3 for reference);
- 2) On General Voting Day (October 17, 2026), candidates, elector organizations, and third-party sponsors must not sponsor election advertising except for:
 - a. online advertising that was published before General Voting Day and is not changed on General Voting Day;
 - b. signs, posters, banners, and pamphlets located or distributed outside the 100-metre restricted area around a voting place while voting is being conducted;
 - c. canvassing for votes and other permitted in-person campaign activities conducted outside the 100-metre restricted area; and
 - d. free (unpaid) social media posts.

Important: Paid social media advertising, boosted posts, and other online advertising with a placement cost are not permitted on General Voting Day.

Candidates are subject to advertising rules, expense limits, and campaign financing disclosure requirements under the *Local Election Campaign Financing Act*. See Tab 2 for guidance documents.

Expense limits for candidates in the City of Langley 2026 Local Government Election, as established by Elections BC, are as follows:

Mayor - \$32,342.77
Councillor - \$16,297.36
School Trustee - \$16,240.08

Campaigning by Third Parties

Third Party Sponsors are individuals or organizations that undertake election advertising independent from a candidate or elector organization campaign but do not contribute directly to a candidate's campaign. Third party sponsors are subject to registration, advertising rules, expense limits, and campaign financing disclosure requirements under the *Local Election Campaign Financing Act*. If you are aware of third parties that want to campaign on your behalf (i.e. take out advertisements, run radio announcements, etc.) please advise them to contact Elections BC to ensure they comply with the regulations.

Expense limits for third party sponsors in the City of Langley 2026 Local Government Election, as established by Elections BC, are as follows:

Mayor or Councillor - \$1,617.14
School Trustee - \$1,000.70

Candidate Election Signs

The following documents included under Tab 3 provide important information on election sign size and placement in the City, best practices and complaint process:

- Excerpt from Sign Bylaw, No. 2125
- Election Signs Best Practices and Complaint Process
- 100 Metre Radius Map for Election Signage
- City of Langley Map

Important: Although you may start to campaign any time you like, you are not permitted to erect campaign signage until after 4:00 p.m. on Friday, September 11, 2026 in accordance with the Sign Bylaw. If you choose to place campaign signage in another municipality, you must abide by that municipality's regulations.

Information on the Campaign Financing Disclosure Statements in the 2026 Local General Election

Disclosure statements required in accordance with the *Local Election Campaign Financing Act* provisions must be filed with Elections BC no more than 90 days after the election (**January 15, 2027**).

Standardized forms for this purpose will be mailed to all participants by Elections BC and will also be available on the Elections BC website. All aspects of campaign financing are administered by Elections BC and all questions and inquiries in this regard should be referred to Elections BC. Information in the Guide to Local Election Campaign Financing in BC can be found under Tab 2, on the Elections BC website, or by contacting Elections BC by telephone at **1-800-661-8683** or by email at electoral.finance@elections.bc.ca

Important: Failure to file a complete Campaign Financing Disclosure Statement or supplementary report may lead to penalties, up to and including disqualification from holding office until after the next general local election.

It is imperative to keep good records pertaining to campaign contributions and expenses in order to be able to comply with the laws related to campaign financing. For your reference, candidate guides and bulletins prepared by Elections BC and the province are provided under tab 2.

Section 18 of the *Local Election Campaign Financing Act* requires that a separate bank account in the name of the campaign be opened, and that all contributions and expenses flow through that account.

Your Campaign Financing Disclosure Statement and any supplementary reports will be available for public inspection from the time they are filed at the Elections BC office and on the Elections BC website for at least five (5) years. They will also be posted on the City's website.

If you have any questions regarding campaign advertising, finances, or the filing of the Campaign Financing Disclosure Statement, please contact Elections BC.

TAB 1

Nomination Documents

Statement of Disclosure

Financial Disclosure Fact Sheet

Financial Disclosure Act

Candidate Information Release Authorization Form

Candidate Acknowledgment of Receipt of List of Electors

Return of List of Electors Acknowledgment Form

Candidate Profile Form (optional)

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

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

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

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

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

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

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6
Toll-free fax: 1-866-466-0665
Email: electoral.finance@elections.bc.ca

CS1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION BOARD OF EDUCATION TRUSTEE		

SECTION B

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

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

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

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

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF SCHOOL DISTRICT)		TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
We, the following electors of the above-named jurisdiction, hereby nominate:		
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
As a Candidate for the office of:		
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)

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

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

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

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

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

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

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

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

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

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

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

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

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

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

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

POSITION

BOARD OF EDUCATION TRUSTEE

2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY/MM/DD)

☐

I am acting as my own Financial Agent

☐

I have appointed as my Financial Agent

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

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

PRINCIPLE OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

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

CANDIDATE'S SIGNATURE

DATE: (YYYY/MM/DD)

CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

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

Additional Addresses for Service Information**OPTIONAL**

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

Please ensure that name and mailing address information is the same as that entered on FORM CS2 – NOMINATION DOCUMENTS

CS4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY/MM/DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

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

CS5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

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

CS6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

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

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

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

Who has access to the information on this form?

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

What is a trustee? – s. 5 (2)

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

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

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

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

Assets – s. 3 (a)

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

Liabilities – s. 3 (e)

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

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

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

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

your capacity

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

Real Property – s. 3 (f)

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

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

legal description(s)

address(es)

Corporate Assets – s. 5

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

☐ no ☐ yes

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

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

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... to your local chief election officer

- with your nomination papers, and

... to the officer responsible for corporate administration

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

School board trustees/Francophone Education Authority directors:

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

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

Nominees for provincial office:

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

Designated Employees:

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

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

FINANCIAL DISCLOSURE ACT

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

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

ABOUT THE ACT

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

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

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

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

DEFINITIONS

For the purpose of this fact sheet:

"**disclosure clerk**" means:

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

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

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

WHAT YOU MUST DISCLOSE

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

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

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

FILING DISCLOSURE DOCUMENTS

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

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

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

FREQUENTLY ASKED QUESTIONS

Q. Do I need to list mutual fund investments?

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

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

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

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

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

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

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

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

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

FURTHER INFORMATION?

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

DISCLAIMER

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

FINANCIAL DISCLOSURE ACT

Published by Quickscribe Services Ltd.

Updated To:
[includes 2023 Bill 14, c. 10 amendments (effective March 30, 2023)]

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FINANCIAL DISCLOSURE ACT
CHAPTER 139 [RSBC 1996]

[includes 2023 Bill 14, c. 10 amendments (effective March 30, 2023)]

Contents

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10. Procedural matters
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12. Power to make regulations

Definitions

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1. In this Act:

"business" includes a profession, calling, trade, manufacture, undertaking of any kind and an adventure or concern in the nature of trade, but does not include an office or employment;

"debt" does not include

- (a) a mortgage, lease or agreement for sale on land ordinarily occupied by the debtor for, or as incidental to, residential purposes,
- (b) current and ordinary household and personal living expenses, and
- (c) money or other property entrusted to or received by a nominee, municipal official, public employee or municipal employee in trust for another person;

"disclosure clerk" means

- (a) for a written disclosure filed by a nominee, the Clerk of the Legislative Assembly,
- (b) for a written disclosure filed by a municipal official or municipal employee,

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- (i) in the case of an official or employee in relation to a municipality or regional district, the local government corporate officer,
- (i.1) in the case of an official or employee in relation to the Islands Trust, the secretary of the Islands Trust appointed under section 17 of the *Islands Trust Act*,

- (ii) in the case of an official or employee in relation to the board of a school district, the secretary treasurer of the school district, and
- (iii) in the case of an official or employee in relation to a francophone education authority, the chief executive officer of the authority, and
- (c) for a written disclosure filed by a public employee, the Provincial Secretary;

"employment" means the position of an individual in the service of some other person;

"francophone education authority" has the same meaning as in the *School Act*;

"interest" means an interest specified, or required to be specified, in a written disclosure regardless of the date when it is required under section 3 to be filed;

"land" does not include, except in the definition "debt", land ordinarily occupied by an owner for, or as incidental to, residential purposes;

"local trust committee" has the same meaning as in the *Islands Trust Act*;

"municipal employee" means a person who

- (a) is employed or appointed by the council of a municipality, by the board of a regional district, by the trust council, by a francophone education authority or by the board of a school district, and
- (b) is designated by the council, board, trust council or francophone education authority, as the case may be, to be a municipal employee;

"municipal official" means a person who

- (a) is a member of the council of a municipality, the board of a regional district or a local trust committee, or
- (b) is a member of a board of school trustees constituted under the *School Act*, or is a member of the board of regional trustees of a francophone education authority,

and includes, except in sections 2 (1), (3) and (5) and 11, a person for whom nomination papers for election to office as a municipal official have been filed;

"nominee" means a person referred to in section 2 (1);

"office" means the position of a person, other than a corporation, entitling the person to a fixed or ascertainable stipend or remuneration;

"public employee" means a person, other than a municipal employee or a judge, who is designated by the Lieutenant Governor in Council and who is

- (a) employed by the government, or any of its boards, agencies or commissions, under the *Public Service Act* or by an order of the Lieutenant Governor in Council,
- (b) employed by or appointed to a board, agency or commission if the employment or appointment requires an order or approval of the Lieutenant Governor in Council, or
- (c) a member of a board, agency or commission established under an Act or by order of the Lieutenant Governor in Council;

"trust council" has the same meaning as in the *Islands Trust Act*;

"written disclosure" means a written disclosure required to be made and filed under this Act.

RS1979-130-1; 1990-54-24; 1993-59-54; 1997-52-37; 1998-34-249; 2000-7-191, Sch; 2000-11-3; 2003-52-63; 2007-16-40 (B.C. Reg. 194/2007).

Requirement to make written disclosure

2. (1) A person who accepts a nomination for election to office as a Provincial or municipal official must make a written disclosure and file it with the person's nomination papers.

- (2) Promptly after receiving a written disclosure under subsection (1), the person receiving it must send it to the appropriate disclosure clerk.
- (3) A person who is a municipal official, public employee or municipal employee must make and file a written disclosure between January 1 and 15 in each year in which the person is an official or employee.
- (4) A person who becomes a public employee or a municipal employee must make and file a written disclosure not later than the 15th day of the month following the month in which the person becomes a public employee or a municipal employee.
- (5) A person who ceases to be a municipal official, public employee or municipal employee, for any reason other than the person's death, must make and file a written disclosure not later than the 15th day of the month following the month in which the person ceases to be an official or employee.
- (6) A person is not required to file more than one written disclosure during any one month.

RS1979-130-2; 1990-54-25; 1995-12-7.

Contents and filing of written disclosures: Provincial

3. A written disclosure made by a nominee or public employee must be filed in the prescribed form with the appropriate disclosure clerk and must specify all of the following:
 - (a) the name of each corporation in which the person or a trustee for the person holds one or more shares;
 - (b) the name of each business situated or carrying on business in British Columbia and financially remunerating the nominee or public employee as an owner, part owner, trustee or partner;
 - (c) the name of each business located or carrying on business in British Columbia and financially remunerating the nominee or public employee for services performed by the person as an employee;
 - (d) the name of each organization located in British Columbia and financially remunerating the nominee or public employee for an office held by the person that is not disclosed under paragraph (b) or (c);
 - (e) the name of the creditor for each debt of the nominee or public employee;
 - (f) a description and location of land located in British Columbia in which the nominee or public employee, or a trustee for that person, owns an interest or has an agreement entitling the nominee, public employee or trustee to acquire an interest.

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RS1979-130-3; 1995-12-8; 2023-10-271.

Contents and filing of written disclosures: municipal

4. A written disclosure by a municipal official or municipal employee must
 - (a) be filed in the prescribed form with the appropriate disclosure clerk, and
 - (b) specify the matters listed in section 3, limited for section 3 (b), (c), (d) and (f) to the regional district that includes the municipality, local trust area, school district or francophone school district for which the official is elected or nominated, or the employee is employed or appointed.

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1997-52-38; 2000-11-4.

Other rules about written disclosures

5. (1) If shares of a corporation carrying more than 30% of the votes for the election of directors are held, other than by way of security only,

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- (a) by a person who is a nominee, municipal official, public employee or municipal employee, or by a trustee for the person, or
- (b) jointly by a person who is a nominee, municipal official, public employee or municipal employee, or by a trustee for the person, and one or more of that person's spouse, child, sibling or parent,

the written disclosure must include a statement, in prescribed form, setting out the

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- (c) name of each of the corporation's subsidiaries, within the meaning of section 2 (2) of the *Business Corporations Act*,
- (d) type of business ordinarily carried on by the corporation or by the subsidiary,
- (e) description and location of land of which the corporation, a trustee for it, or the subsidiary, owns an interest or has an agreement entitling it to acquire an interest,
- (f) name of the creditor for each debt of the corporation or subsidiary, except a debt of less than \$5 000 payable in full in less than 90 days, and
- (g) name of each corporation in which the corporation, a trustee for it, or the subsidiary, holds one or more shares.

- (2) For the purposes of sections 3 and 4 and this section, a person is deemed to be a trustee for a nominee, municipal official, public employee or municipal employee if the person

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- (a) holds a share in a corporation or an interest in land either for the benefit of the nominee, municipal official, public employee or municipal employee, or in circumstances where the nominee, municipal official, public employee or municipal employee is liable to pay, under the *Income Tax Act* (Canada), income tax on income received on the share or land interest, or

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- (b) has entered into an agreement entitling the person to acquire an interest in land for the benefit of the nominee, municipal official, public employee or municipal employee.

- (3) A nominee, municipal official, public employee or municipal employee may make and file a supplementary written disclosure.

RS1979-130-5; 1990-54-26; 2003-70-142; 2011-25-357 (B.C. Reg. 131/2012); 2023-10-272.

Access to written disclosures

6. (1) The disclosure clerk with whom a written disclosure is filed under section 3 or 4 must produce for inspection, on request during normal business hours, the written disclosure filed by a nominee or municipal official.
- (2) Subject to subsections (3) and (4) and sections 9, 10 and 11, a person does not have access to a written disclosure filed by a public employee or municipal employee.
- (3) On receiving a written disclosure by a public employee, the Provincial Secretary must send a copy of it to the member of the Executive Council who, in the Provincial Secretary's opinion, is responsible to the Executive Council for the administration of the Act for which the public employee is employed or appointed.
- (4) On receiving a written disclosure by a municipal employee, the disclosure clerk must send a copy of it to the members of the council, board or trust council responsible for the employment or appointment of the municipal employee.

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RS1979-130-6; 1990-54-26; 1997-52-39; 2000-11-5.

Other disclosure laws

7. This Act is supplementary to and does not affect a duty or obligation to disclose an interest under any other law.

RS1979-130-7.

Proceedings not invalidated

8. The failure of a municipal official, public employee or municipal employee to comply with this Act does not, of itself, invalidate a matter, proceeding, vote or contract.

RS1979-130-8; 1990-54-27.

Offence and penalty

9. (1) A person who, as a municipal official, public employee or municipal employee, fails to make or file a written disclosure under this Act, commits an offence.
(2) A person who commits an offence under subsection (1) is liable on conviction to a fine of not more than \$10 000.

RS1979-130-10; 1990-54-29.

Procedural matters

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10. (1) It is a defence to a charge under section 9 to show that the municipal official, public employee or municipal employee complied with section 3 or 4 to the best of the official's or employee's knowledge or belief.

- (2) If a public employee or municipal employee is prosecuted under section 9, the Provincial Secretary or appropriate disclosure clerk, at the request of the court, must send to the court the written disclosure of the employee.

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- (3) If, in a prosecution under section 9, it is alleged that a person was a trustee for a municipal official, public employee or municipal employee, the onus is on the municipal official, public employee or municipal employee to show that the person was not a trustee on the official's or employee's behalf.

- (4) If a public employee or municipal employee is prosecuted under section 9, the court may make public all or part of the public employee's or municipal employee's written disclosure.

RS1979-130-11; 1990-54-29; 2023-10-273.

Liability to payment from profit after failure to disclose

11. (1) If the Supreme Court, on an application made with the consent of the Attorney General, finds that

- (a) a municipal official, public employee or municipal employee knowingly and wilfully contravened this Act by not disclosing an interest, and
(b) the official or employee made a financial gain resulting from the official's or employee's involvement in a matter, proceeding, vote or contract in respect of the interest,

the court may order the municipal official, public employee or municipal employee to pay to the employee's employer, or to the local government to which the official is elected, as the case may be, the amount determined by the court to be the amount of the financial gain.

- (2) If an application under subsection (1) is made in respect of a public employee, the Provincial Secretary, at the request of the court, must send to a court the written disclosure of the public employee involved.

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- (3) If an application under subsection (1) is made in respect of a municipal employee, the disclosure clerk, at the request of the court, must send to the court the written disclosure of the municipal employee.
- (4) If the proceedings under this section are against a public employee or municipal employee, the court may make public all or part of the employee's written disclosure.

RS1979-130-12; 1990-54-30; 2023-10-273.

Power to make regulations

- 12. The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

RS1979-130-13.

CITY OF LANGLEY
2026 GENERAL LOCAL ELECTION

CANDIDATE INFORMATION RELEASE AUTHORIZATION

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

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

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

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

I, _____,
(please print name of person nominated)

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

Address:	
Primary Phone:	Alternate Phone:
Email:	
Website:	
Twitter:	Facebook:

(Signature of Candidate)

Gender (Self-identified):

☐ Female

☐ Male

☐ Non-binary

☐ Other / Undisclosed

Previous Elected Experience (Check one):

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

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

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

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

___ None

CITY OF LANGLEY

CANDIDATE ACKNOWLEDGEMENT OF RECEIPT OF LIST OF ELECTORS

The list of electors contains personal information as defined in the *Freedom of Information and Protection of Privacy Act* and this information is confidential. The *Local Government Act* provides for significant penalties for the misuse of the list of elector information. Candidates (or a person accepting the list of electors on behalf of a candidate) are responsible for protecting the confidentiality of the list of electors and for ensuring that all people in their organization, on a paid or unpaid basis, (the “Campaign Workers”) who have access to the list of electors, do likewise.

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

I, the undersigned, acknowledge that:

- I have received a copy of the list of electors;
- The information contained in the list of electors is confidential, is subject to the restrictions of the *Local Government Act*, and is supplied exclusively and solely for election purposes;
- I have an overall responsibility to maintain the security and the confidential nature of the contents of this list;
- I understand and accept that the information may **not be used, copied, or distributed**, in whole or in part, by or for any person, in any form whatsoever, except for election purposes;
- I will ensure that Campaign Workers are made aware of the permitted uses for the list of electors and of the confidential nature of this list;
- I will notify the Chief Election Officer as soon as possible after becoming aware if any Campaign Worker has used the list of electors other than for the permitted uses;
- If I provide any Campaign Worker with access to, or a copy of personal information, I will track and retain the following information in a personal information register as follows:
 - o Date of provision, access or distribution;
 - o The number of duplicates of the list of electors;
 - o To whom the personal information was provided;
 - o How the personal information was provided (e.g., access to database, provision of electronic copy of records, provision of a paper copy of record, etc.)
 - o Confirmation that the individual or entity agrees to be bound by the same; and
 - o Confirmation of date that the personal information was returned to me;

- In the case of loss or theft or unauthorized access, to personal information, I will carry out the following procedures:
 - o Contain the breach and identify the source of the breach;
 - o Report the loss, theft, or unauthorized access to the Chief Election Officer;
 - o Carry out any additional instructions provided by the Chief Election Officer;
 - o Retrieve, if possible, all the personal information that was lost,
 - o Document the circumstances that led to the incident; and
 - o Review processes and procedures to prevent future incidents
- I will ensure that any Campaign Worker with access to, or a copy of personal information has returned the personal information to me after general voting day and I will confidentially destroy/delete any such copies or return them to the Chief Election Officer or Deputy Chief Election Officer for confidential destruction;
- I will return the list of electors provided to me to the Chief Election Officer when no longer required, or within eight weeks of the declaration of the official election results (whichever date is sooner).

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at _____, BC

this ____ day of _____, _____.

Chief Election Officer or
Deputy Chief Election Officer

For Election Office Use Only

Form of List provided: Paper Electronic

Date provided: _____ CEO/DCEO Initials _____

CITY OF LANGLEY

RETURN OF LIST OF ELECTORS ACKNOWLEDGEMENT

I acknowledge that I am returning the list of electors that I received for my campaign in the recent election along with any paper or electronic copies of that list made during my campaign that I am returning for confidential destruction.

I solemnly declare the following that:

- I have obtained any copies of the list of electors from all campaign workers (individuals or entities representing or working for me on this campaign, on a paid or unpaid basis) with access to the list of electors;
- With the exception of the copy(ies) I am providing to the Chief Election Officer or designate, I have securely destroyed/deleted all copies of the list of electors, including those on any electronic devices used by me or any campaign worker;
- I will retain the personal information register that I was required to keep during the campaign until the next general local election;
- I will provide the Chief Election Officer with a copy of the personal information register upon request;
- There are no other copies of the list of electors in my possession or in the possession of any campaign worker.

NAME: _____

ADDRESS: _____

PHONE HOME: _____ WORK: _____

EMAIL ADDRESS: _____

Signature of Candidate

Declared before me at _____, BC _____

this _____ day of _____, _____. _____

Chief Election Officer or
Deputy Chief Election Officer

For Election Office Use Only

Items Returned: Paper Electronic

Date returned: _____ CEO/DCEO Initials _____

Important Note: Participation is Optional

Submit the completed Candidate Profile form to cityadmin@langleycity.ca before 4:00pm on September 18, 2026, the close of the nomination period. All candidate profiles will be published on the City's website; however, it is strongly recommended that you submit this form as early as possible to ensure there are no delays in uploading your profile. The information you include on this form will be posted to the City's website after the Declaration of Election (4:00pm on September 21, 2026). **Once information has been posted to the website, there will be no updates or changes made to the photo or statement.**

Candidates will be advised via email when the profiles have been posted to the website. If you choose not to provide a candidate profile, your name and contact information will be provided on the candidate profile page.

Name and Contact Information

Name of Candidate:

Elector Organization (if applicable):

Nominated for: (Pick one)

Mayor

Councillor

School Trustee

Phone number(s):

Email address(es):

Website URL(s):

Social Media URLs):

Ensure all links are correct as they will be copied and pasted as they appear on the form

Facebook: _____

Twitter: _____

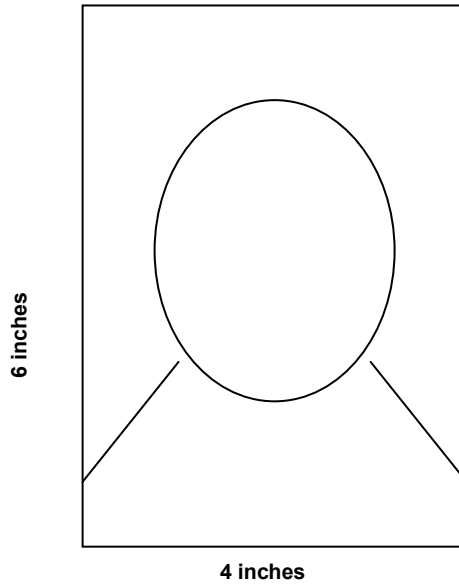
Instagram: _____

YouTube: _____

Fax number:

Other:

Photograph



Email an electronic (300 dpi .png or .jpg file/image) photograph in the size and orientation above in addition to this form to cityadmin@langleycity.ca.

Do not crop the photo as it will distort the image when it's posted to the website. If you would like staff to crop your photo please provide instructions in your email such as please crop to only include head and shoulders, etc.

PHOTO RELEASE: By submitting a photograph with this application, you are granting permission to the City of Langley to publish the photograph for election purposes. The photograph will not be returned and will become the sole property of the City of Langley. You must either be the sole owner of all copyrights in the photograph or have the full authority of the copyright owner(s) to grant to the City of Langley the rights required for the uses set out in this release.

Candidate Statement

Maximum 150 words about the candidate.

If statement is longer than 150 words, it will be cut off after the 150th word.

Statements will not be edited or corrected.

Please submit by email to cityadmin@langleycity.ca. (When you submit your nomination papers you will be asked to sign a hard copy of this statement)

By typing or printing your name in the space provided below, you are indicating that you have read the instructions for completion of the Candidate Profile and agree to the terms of publication for your profile. You understand that the Chief Election Officer may refuse to accept this Candidate Profile for publication if, in the sole opinion of the Chief Election Officer, it does not reasonably comply with the criteria in the Instructions, or is frivolous or otherwise unsuitable for publication.

TYPE OR PRINT YOUR NAME ABOVE

DATE

Download the fillable form to your device, save it, and email the completed form with a 4-inch by 6-inch attachment of an image of yourself to cityadmin@langleycity.ca.

TAB 2

Information for School Trustee Candidates (S.D. No. 35)

Guide to Campaign Financing for Local Candidates in B.C. (Elections BC)

Guide for Local Elections Third Party Sponsors in B.C. (Elections BC)

Candidates Guide (BCSTA)

What Every Candidate Needs to Know

General Local Elections 101 (province)

Local Election Expense Limits – Quick Reference Sheet (Elections BC)

Election Advertising - Quick Reference Sheet (Elections BC)

Candidate Canvasser Authorization Form



June 1, 2026

Dear trustee candidates,

I deeply appreciate your interest in the Langley School District and your passion to serve our more than 23,000 students and 3,000 employees. Each member of the Langley Board of Education plays an important role in helping us meet our Mission to *"inspire all learners to reach their full potential and create a positive legacy for the future"*.

As a fast-growing District, your potential role as a trustee will be challenging but extremely rewarding. I am proud to be a leader of a collaborative school district that puts the needs of students at the forefront. I look forward to the potential opportunity to get to work together with you.

Enclosed, please find a list of links to provide you with a variety of information about the School District that you will find interesting and hopefully helpful.

Please don't hesitate to contact either myself or the Secretary-Treasurer, Brian Iseli, should you require further information or assistance. Thank you again for your consideration in becoming part of an *"innovative, inspiring and unified learning community"*.

Sincerely,

Mal Gill
Superintendent of Schools

SCHOOL DISTRICT NO. 35 (LANGLEY) INFORMATION FOR 2026 TRUSTEE CANDIDATES

INTRODUCTION:

Thank you for putting your name forward for the position of School Trustee. The following links will provide you with governance, education, strategic direction and financial information that will be useful in acquiring knowledge of the District and its operations.

CURRENT BOARD OF EDUCATION:

<https://www.sd35.bc.ca/trustees>

BOARD MEETINGS:

Regular Board Meeting Schedule for 2026-2027: <https://www.sd35.bc.ca/board-meetings-minutes>

Unless otherwise posted, Regular Board meetings begin at 7:00 pm (6:45 pm if there are Opening Presentations) in the boardroom of the School Board office (4875 – 222nd Street, Langley). If you would like information regarding upcoming Board meetings, please contact my Executive Assistant, Judy Swanson, at jswanson@sd35.bc.ca.

Board Meeting Agendas and Minutes: <https://www.sd35.bc.ca/board-meetings-minutes>

Committee Meeting Schedule for 2026-2027: <https://www.sd35.bc.ca/committee-schedule>

BOARD POLICIES:

The Board Policy Handbook has been developed to highlight and support the important governance function of the Board. It includes the following framework:

1. Foundational statements which provide guidance and direction for all activities within the District;
2. Directions for how the Board itself is to function and how individual trustees are to conduct themselves; how Board committees and representatives are to function;
3. Statements as to how appeals and hearings will be conducted;
4. Non-delegable matters such as policy making and school closures; and

5. Specific matters which the Board has chosen not to delegate to the Superintendent.

This Board Policy Handbook is intended to be supplemented by the Administrative Procedures Manual; the primary written document by which the Superintendent directs staff. Trustee candidates should be aware of all Policies.

Both the Board Policies and the Administrative Procedures can be found on our website:

<https://www.sd35.bc.ca/board-policies>

<https://www.sd35.bc.ca/administrative-procedures>

SCHOOL DISTRICT NO. 35 (LANGLEY) ORGANIZATIONAL CHART 2026/2027

The current Organizational Chart can be found on our website:

https://media.sd35.bc.ca/media/Default/medialib/ap_450_zappendix_organizational_chart.8518698443.pdf

EDUCATION LINKS:

The following are a list of document links which will provide you with more information about the Langley School District:

Strategic Plan: <https://www.sd35.bc.ca/strategic-plan>

Vision and Mission Statement: <https://www.sd35.bc.ca/vision-mission>

Graduation Requirements: <https://www.sd35.bc.ca/graduation-transcripts>

Aboriginal Enhancement Agreement: <https://www.sd35.bc.ca/aboriginal-program>

Framework for Enhancing Student Learning: <https://www.sd35.bc.ca/framework-for-enhancing-student-learning>

FINANCIAL LINKS:

Audited Financial Statements and SOFI Reports: <https://www.sd35.bc.ca/financial-statements>

District Budget: <https://www.sd35.bc.ca/budget>

Long Term Facilities Plan: <https://www.sd35.bc.ca/facilities-plan>

Five-Year Capital Plan: <https://www.sd35.bc.ca/capital-plan>

BCSTA TRUSTEE ELECTIONS INFORMATION:

<https://bcsta.org/elections>



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-ntrfrnc/hr-en.aspx>.

Fundraising functions

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

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

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

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

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

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

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

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

Example

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

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

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

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

[s. 13, 13.01,16]

Loans and outstanding debts

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

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

Financial agents must record the following for each loan received.

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

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

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

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

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

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

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

Other income and transfers received

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

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

Such deposits include:

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

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

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

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

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

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

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

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

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

EXPENSES AND EXPENSE LIMITS

Election expenses

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

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

All election expenses must:

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

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

Details for record keeping include:

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

Valuing election expenses

The value of an election expense is 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?

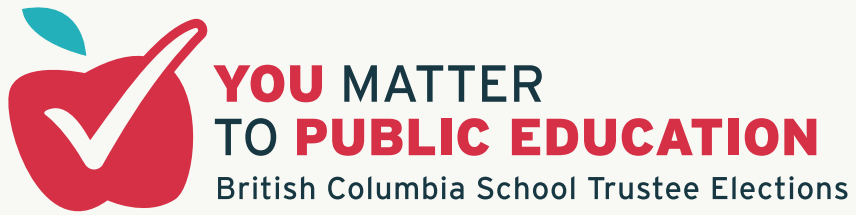
For more information:

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





British Columbia School Trustee **CANDIDATES GUIDE**



British Columbia
School Trustees
Association

2026 EDITION

YOU MATTER TO PUBLIC EDUCATION

Congratulations on your decision to run, or run again, for school trustee.

Local school trustee elections are an important opportunity for communities to shape and strengthen public education.

Trustees are dedicated community leaders who work together to support student success.

The work of a trustee is demanding, but it is also deeply meaningful and rewarding.

Update to Elections Legislation for 2026

Several changes have been made to the laws governing local and school trustee elections.

These changes take effect for the 2026 general local elections, which will be held on **October 17, 2026**. They do not apply to any by-elections held before that date.

Changes of note for the 2026 general elections:

- **No more “originals” requirement for nomination documents:** Candidates no longer need to submit original paper copies of their nomination documents. Nomination papers can be submitted to the Chief Election Officer in person, by mail, fax, or email, as long as they are received before the nomination deadline.
- **Improved candidate privacy:** New rules limit the amount of personal information that must be made public. Candidates' contact information (such as phone numbers and home addresses) will be removed from online postings and public notices. Instead, public notices will include the name of the jurisdiction where a candidate lives. Anyone wishing to see unredacted nomination documents can do so at the school district or local government office, but they must first sign a declaration promising to use that information only for legal election purposes.
- **Candidate endorsement documents:** To streamline the endorsement process, elector organizations are no longer required to submit separate endorsement documents. Endorsements will now be included as part of the candidate's nomination package and must include signed consent statements from both the candidate and the authorized principal officer of the elector organization.
- **Eligibility changes under the [Eligibility to Hold Public Office Act](#):** Members of the Legislative Assembly (MLAs) are not allowed to hold local elected offices, including the office of school trustee. If a sitting trustee later becomes an MLA, they are automatically considered to have resigned from their trustee position.



SIGNIFICANT DATES

General Election

Election Period: January 1, 2026 – September 18, 2026

Pre Campaign Period: July 20 – September 18, 2026

Nomination Period (BC-wide): September 1, 2026 – September 11, 2026

Declaration of Candidates: September 11, 2026

Challenge of Nomination Deadline: September 15, 2026

Candidate Withdrawal Deadline: September 18, 2026

Candidate Endorsement Withdrawal Deadline: September 18, 2026

Campaign Period: September 19, 2026 – October 17, 2026

Voting Day (General): October 17, 2026

Disclosure Statement Filing Deadline: January 15, 2027

Late filing deadline for disclosure statements (with \$500 fee): February 16, 2027

Conseil scolaire francophone de la Colombie-Britannique (CSF) Election

Please see **Appendix A** for more information on significant Conseil scolaire francophone de la Colombie-Britannique election dates.

IMPORTANT REMINDER

All candidates must be familiar with the [Local Elections Campaign Financing Act](#) and its requirements. For clear step-by-step information about campaign financing, expense limits, and third-party sponsors, see the following selection of Elections BC's guides:

- **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**
- **Guide for Local Elections Third Party Sponsors in B.C.**

These guides, and more, are available on the [Elections BC website](#).

Note: The BCSTA Candidate Guide is a resource. It does not replace or interpret the law. For specific questions about your eligibility or campaign, consult the relevant legislation or seek legal advice.

Note: This guide may not apply to:

- [The City of Vancouver](#), governed by the [Vancouver Charter](#), or
- [Conseil scolaire francophone de la Colombie-Britannique \(CSF\)](#) regulated by the [Francophone Education Authorities Regulation](#).



GENERAL INFORMATION

What Boards of Education Do

Governance and Leadership in Public Education

Boards of education share responsibility for public education with the provincial government and the Ministry of Education and Child Care through a co-governance model.

The Ministry sets the overall direction for education, including the curriculum, funding, and the laws that guide school districts.

Boards of education are responsible for running their local school districts in ways that reflect the goals and needs of their communities, while following provincial direction, the *School Act* and other relevant laws and statutes.

Under the *School Act*, boards of education are responsible for:

- Holding board and committee meetings
- Setting local policies for effective school operations
- Hiring staff needed to run the district
- Establishing conditions of employment
- Preparing and approving budgets and capital plans
- Hearing appeals from parents or students when a staff decision significantly affects a student's education, health, or safety

Boards as Employers

Boards of education are the legal employers of all school district staff. They are responsible for fair and lawful employee relations with management, teachers, and support staff.

In BC, teacher collective bargaining happens at two levels, provincial and local.

- At the provincial level, the BC Public School Employers' Association (BCPSEA) negotiates with the BC Teachers' Federation (BCTF) on province-wide issues such as salaries and benefits.
- At the local level, each board of education and local teachers' association negotiate local issues that affect their specific district.

Boards play a key role in ensuring that local priorities are represented during Provincial Collective Agreement negotiations between BCPSEA and BCTF.

What School Trustees Do

Understanding the Work of School Trustees

School trustees are the members of a board of education. They are locally elected representatives who speak and make decisions on behalf of their communities in support of public education.

Trustees work together as a board to make sure all students in the district have the best possible opportunities to learn, grow, and succeed. Their work is guided by the *School Act*, which sets out the responsibilities of boards of education and individual trustees.



A trustee's role is to:

- Keep the focus on student learning and well-being
- Represent the interests and values of their community
- Make informed decisions that benefit the entire district

Trustees Set the District's Strategic Direction

One of the most important responsibilities of a board of education is setting the strategic direction for the school district.

Trustees work together to develop the board's strategic plan, which outlines the district's goals, priorities, and actions to improve student outcomes. The plan helps guide decision-making for the board, staff, parents, and the wider community.

The board hires a superintendent, who serves as the district's chief executive officer (CEO). The superintendent is responsible for carrying out the board's strategic plan and overseeing the daily operations of schools.

Trustees are responsible for ensuring the right systems are in place, for example, fair and consistent processes to evaluate teachers and administrators. Trustees do not directly manage or evaluate individual employees. Their focus is on ensuring the system works effectively, not on making personnel decisions.

Trustees Are Financial Stewards

Boards of education manage significant public funds and are accountable for how those resources are used. Trustees play an important role in ensuring that financial decisions support student learning and align with the strategic plan.

Each year, the board approves the annual budget, which connects the district's goals and priorities with its available resources. Trustees review and approve the allocation of funds and staff to ensure the district's budget supports the priorities identified in the strategic plan.

Good financial stewardship means making transparent, responsible decisions that are focused on long-term sustainability and student outcomes.

Trustees Work as a Team

A school trustee is part of a team, the board of education.

Under the *School Act*, the authority to make decisions rests with the board, not with individual trustees. This means a single trustee cannot make decisions or act on behalf of the board unless specifically authorized to do so.

Trustees often have diverse perspectives, and respectful debate is a healthy part of governance. However, once the board votes and decides, that decision becomes the board's position. All trustees are expected to support that decision, even if they personally disagreed during the discussion.

Trustees may be motivated to run for personal or community reasons, for example, they may have a passion for student success or specific education issues. These motivations are important and valuable. However, once elected, trustees must always look beyond individual issues and make decisions that serve the best interests of the entire school district.



Trustees Are Community Leaders

School trustees are community leaders who work with others to strengthen public education. They collaborate with parents, Indigenous communities, local governments, and organizations to ensure every student in the district can reach their full potential.

Trustees represent the public's voice in education, but they also have a responsibility to think broadly and make decisions that benefit all students, not only those in their own neighbourhood or community.

Successful trustees balance their dual roles:

- As elected representatives, they bring their community's concerns and perspectives to the board table.
- As governors, they make collective decisions in the best interests of all students in the district.

In short, trustees are community-minded leaders who help shape the future of education in their district and across the province.

TRUSTEE ELECTORAL AREAS AND ELIGIBILITY

Trustee Electoral Areas

Every school district in British Columbia is divided into [trustee electoral areas](#), which are the regions from which trustees are elected.

You do not have to live in the community where you run for trustee. You may choose to run in any trustee electoral area within the district.

The number of trustees elected, and the division of electoral areas vary from district to district, depending on population size and community needs.

- In some school districts, all trustees are elected at large, meaning the entire district is a single electoral area, and all voters choose from the same list of candidates.
- In other districts, there are multiple trustee electoral areas, each electing one or more trustees.
- Trustee electoral areas may include one or more municipalities, rural areas, or a combination of both.

In some communities, elector organizations (also known as local political parties) may choose to endorse candidates.

Sometimes, local governments and boards of education work together to run elections. This means that in some districts, the election process, which includes nomination submissions, may be handled by the municipality or regional district office instead of (or in addition to) the board of education office.



ELIGIBILITY

To run for a position on a board of education, you must:

- Be a Canadian citizen,
- Be 18 years of age or older on general voting day,
- Have lived in British Columbia for at least six months before nomination day, and
- Not be disqualified under the School Act or any other law from being nominated, elected, or serving as a trustee.

You cannot serve as a school trustee if you are a Member of the Legislative Assembly (MLA).

If you are endorsed by an [elector organization](#), information about these organizations is available on the Elections BC website.

For those interested in running for the Conseil Scolaire Francophone de la Colombie-Britannique, see the [Francophone Education Authorities Regulation](#).

Board of Education Employees

If you are an employee of a board of education and wish to run for a seat on your employer's board, there are special rules you must follow:

1. Before you are nominated, you must give your employer written notice of your intention to be nominated.
2. You must take a leave of absence from your job starting on the first day of the nomination period, or the day you give notice – whichever comes later.
3. If you are elected, you must resign from your employment with the school district.

If you work for a different school district than in the one where you are seeking election, you do not need to take a leave or resign. However, you should be aware that certain situations may create a conflict of interest. For example, you may not be able to take part in provincial collective bargaining discussions if you are both a unionized school district employee and a trustee in another district.

Further details on conflict of interest are provided below.

Conflict of Interest

Conflict of interest rules for school trustees are found in both the *School Act* and common law (court decisions that interpret how the law applies).

When trustees take the [Oath of Office](#), they promise to follow all conflict of interest requirements in the *School Act*, including rules about pecuniary interests, that is, matters that could have a financial impact on the trustee or certain family members.

Pecuniary (Financial) Conflicts

Under [Part 5](#) of the *School Act*:

- If a matter being discussed by the board could financially benefit a trustee, or certain people connected to them (such as a spouse, parent, or child), the trustee is considered to have a pecuniary interest and therefore a conflict of interest.
- The same applies if those family members have financial interests tied to the school district, such as membership in a union representing district employees.



A trustee with a pecuniary interest cannot:

- Be elected to the board of directors of the BC Public School Employers' Association (BCPSEA),
- Serve as a trustee member of a BCPSEA bargaining team, or
- Represent their board at any BCPSEA general meeting or function.

If a trustee has a pecuniary interest in a matter before the board or one of its committees, the trustee must:

1. Declare their interest,
2. Leave the room during the discussion,
3. Not participate in any debate or vote, and
4. Not try to influence others on the matter before, during, or after the meeting.

Non-Pecuniary Conflicts

Sometimes a trustee may not have a direct financial interest, but there may still be a perceived conflict of interest.

For example, a trustee might be asked to vote on an issue involving a close friend or relative. Even if there is no financial impact, there might be an appearance of bias.

Non-pecuniary conflicts are not written into the *School Act* but are instead governed by the common law. In common law, it is a fundamental requirement that a statutory body, or one of its members, should not be biased or have the appearance of bias.

In these cases, the trustee may be seen as having a reasonable appearance of bias, meaning their decision-making may not appear impartial.

Trustees are expected to act in the best interests of all students and avoid participating in any decisions where personal interests, relationships, or outside responsibilities could be seen to influence their judgment.

Tip: When in doubt, disclose the potential conflict and seek legal advice or guidance from your board chair or the Ministry of Education and Child Care. It's always better to be transparent than risk violating conflict-of-interest rules.

NOMINATIONS, CAMPAIGNING, AND ELECTION RULES

Filing Your Nomination

You must submit complete nomination papers to the Chief Election Officer (CEO) by **4 p.m. on September 11, 2026**. These must include a sworn declaration of eligibility, signed in front of the CEO or an authorized official (e.g., a lawyer or notary public).

Nominations can be submitted in person, by mail/courier, or electronically, but must be received before the deadline. Late or incomplete submissions won't be accepted.

Most school boards offer a candidate package with required forms and instructions. Check local rules before applying.

Financial Interests

You must also file a [Financial Disclosure Statement](#) as required under section 2(1) of the [Financial Disclosure Act](#).

This statement lists your financial interests, including:

- Any personal or family income sources,
- Businesses you own or have shares in, and
- Property or other significant financial holdings.



This helps ensure transparency and public trust in the election process.

Following Election Rules

You are responsible for ensuring your nomination is complete and in compliance with all election rules.

This includes:

- Submitting all required documents,
- Paying a nomination deposit (if required), and
- Meeting all filing deadlines with your community's Chief Election Officer.

Late or incomplete nominations cannot be accepted, so double-check everything before you file.

Campaign Financing

As a school trustee candidate, you must follow the same campaign financing and advertising rules that apply to local government candidates. These rules are set out in the [Local Elections Campaign Financing Act \(LECFA\)](#). Elections BC oversees these rules and ensures they are followed. You can find detailed guides and forms on the [Elections BC](#) website.

Campaign finance rules can be complex. Take time to read Elections BC's resources carefully. They explain contribution limits, expense limits, and reporting requirements.

Campaigning

Before you begin campaigning, make sure you know and follow the rules that apply, including:

- Local bylaws about signage (size, placement, and timing),
- The Ministry of Transportation and Transit's rules for signs along roads,
- Rules for online and social media advertising, and
- Campaign restrictions on general voting day.

Your campaign may include activities such as:

- Social media (Facebook, Instagram, LinkedIn, X, etc.),
- Media interviews,
- Door-to-door canvassing,
- Meeting voters in public spaces ("mainstreeting"),
- Paid or unpaid advertising,
- A personal website or blog, and
- Attending all-candidates' meetings.

Preparing for Your Campaign

Good preparation will help you both as a candidate and, if elected, as a trustee.

Consider:

- Attending board of education meetings to understand how decisions are made,
- Reading school trustee publications and following education news in your region,
- Learning about provincial education issues, and
- Getting to know other candidates and their platforms.

This background knowledge will help you shape your own views on education and communicate them clearly to voters.



HELPFUL RESOURCES

Here are some key websites for more information:

- [BC School Trustees Association \(BCSTA\)](#)
- [BC Ministry of Education and Child Care](#)
- [BC Ministry of Housing and Municipal Affairs](#)
- [Elections BC](#)
- [CivicInfo BC](#)



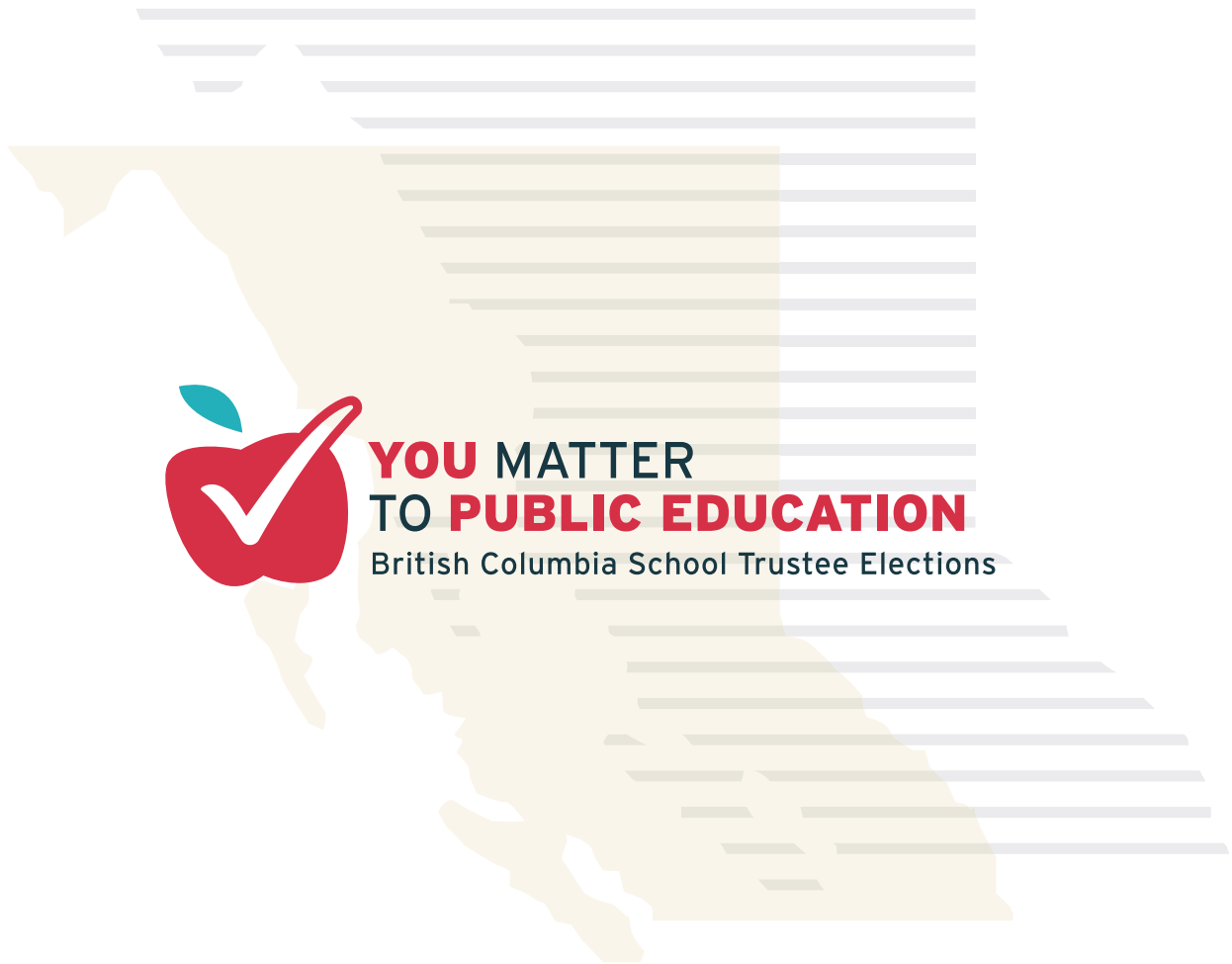
ÉLECTIONS SCOLAIRES DU 17 OCTOBRE 2026 DATES IMPORTANTES

Le processus électoral, tel que décrit dans la Loi scolaire et le BC Reg. 212/99, se déroule en fonction de la date des élections. Voici le compte à rebours des dates limites qui correspondent aux échéances respectant la Loi scolaire :

Règles	Échéanciers	Dates limites
1. Date limite de résidence en Colombie-Britannique	6 mois avant les élections	16 avril 2026
2. Devenir membre du CSF	120 jours avant la date des élections	18 juin 2026
3. Appel aux candidatures	au moins 90 jours avant la date des élections	18 juillet 2026
4. Devenir membre du CSF dans le but de poser sa candidature	80 jours avant la date des élections	28 juillet 2026
5. Soumission de la candidature des membres intéressés au secrétaire trésorier	au moins 75 jours avant la date des élections	4 août 2026
6. Envoi de la liste des candidatures aux membres	au moins 70 jours avant la date des élections	7 août 2026
7. Contestation de la déclaration d'un membre se présentant aux élections en tant qu'élue(e) régional	au moins 60 jours avant la date des élections	16 h 00 18 août 2026
8. Annonce par le secrétaire trésorier des élues et/ou élus par acclamation	au moins 30 jours avant la date des élections	16 septembre 2026
9. Envoi, par le CSF, des bulletins de vote aux membres	au moins 30 jours avant la date des élections	16 septembre 2026
10. Annonce par le secrétaire trésorier des élues et/ou élus	Jour de l'élection	17 octobre 2026
11. Entrée en fonction des élu(e)s	Premier lundi après le 1 ^{er} novembre 2026	2 novembre 2026

Pour voter aux élections scolaires du CSF, vous devez :

- Être une personne citoyenne canadienne ;
- Avoir atteint l'âge de 18 ans lors de la date des élections ;
- Être une personne résidente de la zone électorale dans laquelle vous votez ;
- Être membre du CSF depuis le 18 juin 2026 ;
- Être une personne résidente de la province depuis le 16 avril 2026.



LOCAL GOVERNMENT ELECTIONS IN
BRITISH COLUMBIA 2026:



What Every Candidate Needs to Know





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

This brochure provides candidates with basic information about general local election rules and answers questions about running for local office in British Columbia.

Refer to the *Candidates Guide to Local Government Elections in B.C.* for more detailed information about being a candidate for mayor, councillor, or electoral area director.

WHAT'S NEW FOR 2026

There have been some notable changes since the 2022 general local elections:

- Candidates may submit their nomination documents to the Chief Election Officer in-person, by mail, or electronically, (e.g., by email or fax), so long as the documents are received by the end of the nomination period. Candidates are no longer required to deliver originals of nomination documents submitted by fax or email.

NEW

NEW

- Public notices and online publications of nomination documents will no longer include candidate personal information, such as personal telephone numbers and residential addresses. Electors will instead see the name of the jurisdiction in which the candidate is a resident (e.g., name of the municipality, electoral area, or treaty lands where the candidate resides) in public notices and online nomination documents.

NEW

- A candidate and the authorized principal official of an elector organization must work together to complete the endorsement section of the candidate's nomination documents in order for the candidate to be endorsed by the elector organization. Both parties must provide signed consent to the endorsement. Separate endorsement documents are no longer required (**Elector Organizations must be registered with Elections BC prior to endorsing a candidate(s)**).

NEW

- Members of the Legislative Assembly of British Columbia are disqualified from holding local elected office under the *Eligibility to Hold Public Office Act*. If a mayor, councillor, electoral area director or any other local elected official becomes a Member of the Legislative Assembly, that individual is considered to have resigned their local elected office.

ROLE OF ELECTED OFFICIALS

What is the role of a local elected official?

Local elected officials are the stewards of their community's public assets and collectively responsible for making decisions.

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 that develop positive trusted relationships with colleagues, local government staff, and the public, support councils and regional district boards to carry out their collective responsibilities. How elected officials conduct themselves in their role and in these relationships directly impacts successful community governance.

The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

Local government staff provide the council/regional district board with information and professional advice to support informed decision-making, implement the collective decisions, policies, and direction of the council/regional district board, and communicate those decisions to the public and other orders of government.

Clarity about the distinct roles and responsibilities of elected officials and local government staff can help create a healthy working relationship during the term of elected office.

Refer to the *Thinking About Running for Local Office?* brochure for more information on the roles and responsibilities of locally elected officials.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

How often are general local elections held?

General local elections are held every **four years on the third Saturday of October**.

ELECTION ADMINISTRATION

Who oversees local elections?

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*. This includes providing information about



the rules, maintaining the register of elector organizations and advertising sponsors, receiving and publishing financial reports, assessing compliance through reviews and audits, and investigating non-compliance to determine appropriate enforcement.

CHIEF ELECTION OFFICER

The Chief Election Officer is an individual appointed by a municipal council or regional district board to conduct a general local election or a by-election. The Chief Election Officer is responsible for overseeing all local election administration activities, including: issuing statutory public notices; receiving nomination documents; declaring candidates; administering voting opportunities; preparing ballots; reviewing ballot accounts; and, determining and declaring official election results.

HOW TO GET STARTED

Am I eligible to run for office?

To be eligible to run for office 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 B.C. or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

EMPLOYEES AND VOLUNTEERS

There are additional requirements and eligibility considerations that people who work or volunteer for a local government must follow. For more information, please visit the B.C. government webpage about [Employees and volunteers](#).

How do I get nominated?

You must be nominated by at least two eligible electors from the jurisdiction where you are seeking to be elected – some local governments may, by bylaw, require each candidate to have as many as 10 or 25 nominators. You may also be required to pay a refundable nomination deposit (up to a \$100 maximum) as part of the nomination process. You can confirm specific nomination requirements with the Chief Election Officer in your community.

You must have become a B.C. resident by March 10, 2026, or, if the nomination period is extended, by March 13, 2026 in order to meet the B.C. residency requirement to run for local office. Refer to [section 67 of the *Local Government Act*](#), for the rules for determining B.C. residency.

NOMINATORS

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 the *Local Government Act* and the *Vancouver Charter*.



Where can I find nomination forms?

Candidate nomination documents are available from your local government during regular business hours, generally, two to four weeks before the nomination period begins. Local government contact information is available online from CivicInfo BC at: www.civicinfo.bc.ca/directories

What are some key nomination requirements?

Nomination documents require you to provide detailed contact about yourself and the people who will work for you during the election (e.g. financial agent, official agent). Information provided on the nomination document also includes the office you are running for, your nominators, your consent to be nominated, any endorsement you are accepting from an elector organization, and the Statement of Financial Disclosure required under the *Financial Disclosure Act*.

You are also required to make a solemn declaration stating that you are qualified to be a candidate and you are aware of, understand, and will comply with the requirements of the *Local Elections Campaign Financing Act*.

Where do I file my nomination papers?

You must file your nomination documents with the Chief Election Officer where you intend to run for office. The nomination deadline is 4:00 p.m. local time on **Friday, September 11, 2026**. Candidates may submit their nomination documents to the Chief Election Officer by hand, by mail or other delivery service, by fax or by email so long as they are received by the end of the nomination period.

You are required to make a solemn declaration in order for your nomination documents to be accepted for filing. If you are not submitting your documents in-person to the Chief Election Officer, you may make your solemn declaration before a commissioner for taking affidavits for British Columbia, such as a lawyer or notary. The solemn declaration must be signed by you and the person that took the solemn declaration.

Who can help me run my election campaign?

You may appoint a financial agent, an official agent, and scrutineers to help with your election campaign and to take on campaign activities. Your election campaign may also be supported by volunteers.

You may also be endorsed by an elector organization that may undertake certain campaign activities on your behalf (e.g., advertising, canvassing) to help you get elected.

Financial Agents

A financial agent is a representative that a candidate is legally required to have during an election campaign. **You are your own financial agent unless you appoint another individual to the position.**

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 campaign financing disclosure statement with Elections BC within 90 days following general voting day.

You must appoint your financial agent in writing and have their written consent to be your financial agent. The written appointment must be submitted to the Chief Election Officer as part of your nomination package and the Chief Election Officer will send all required information to Elections BC.

GUIDANCE FOR FINANCIAL AGENTS

Elections BC will send the financial agent the ***Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents*** shortly after receiving the required candidate information and appointment of financial agent forms from the Chief Election Officer. The required disclosure statement will be sent by Elections BC to the candidate or their financial agent after general voting day. This information will assist you or your financial agent when it is time to disclose your campaign contributions and expenses.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent may act as your campaign manager or spokesperson or be the point of contact for the people helping on your election campaign. You must appoint your official agent in writing and deliver the appointment (including the name and address of the person) to the Chief Election Officer as soon as practicable after you have made the appointment.

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process. You or your official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government may allow you to have more than one scrutineer for each ballot box.

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

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, canvassing, calling eligible voters and/or handling logistics).

A volunteer who works on your election campaign **must not receive any payment or remuneration for their services.**

CANVASSING

Authorized canvassers are entitled to access multi-residential buildings (i.e. housing cooperatives, strata corporations and rental properties) between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period. You must appoint your canvasser(s) in writing and provide them with written consent to act as your canvasser. A canvasser entering a multi-residential property must produce government-issued photo ID and their written appointment at the request of a resident or an individual acting on behalf of the multi-residential property (e.g., building or property manager).

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in general local elections. An elector organization may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name.

Elector organizations and candidates may each direct their own separate election campaign or run complementary campaigns; you may also decide to rely solely on the elector organization to run campaign activities on your behalf.

An elector organization must provide a signed consent statement that is included in your nomination documents. You must also sign a statement consenting to the endorsement as part of your nomination documents submitted to the Chief Election Officer.

Elector organizations are required to register with Elections BC before endorsing a candidate.

What is a third party sponsor?

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations.

Third party advertising includes advertising for or against a candidate and/or an elector organization. Third party advertising also includes advertising on an issue with which a

THIRD PARTY ADVERTISING

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods. Refer to the Elections BC [***Guide for Local Third Party Advertising Sponsors in B.C.***](#) for more information about the responsibilities and legal obligations of third party sponsors.

candidate or elector organization is associated during the campaign period.

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 an elector organization.

ELECTION CAMPAIGN FINANCING

What campaign financing and election advertising rules should I be aware of?

Election advertising, such as billboards or commercials, must include sponsorship information during the pre-campaign and campaign period.

Election advertising rules apply to advertising that promotes or opposes the election of a candidate or an elector organization that is endorsing a candidate (e.g., directed advertising) during the pre-campaign and campaign period.

CAMPAIGN PERIODS

The pre-campaign period begins on **Monday, July 20, 2026**, and ends on **Friday, September 18, 2026**.

The campaign period starts on **Saturday, September 19, 2026**, and ends when voting closes at 8:00 p.m. local time on **Saturday, October 17, 2026**.

Elections BC has investigative and enforcement tools to ensure compliance with the campaign financing and advertising rules in the *Local Elections Campaign Financing Act*. Elections BC can issue monetary penalties for a wide

Refer to Elections BC's [website](#) for detailed information regarding campaign financing and election advertising rules.



range of contraventions, including exceeding campaign contribution limits or expense limits for candidates.

ELECTION CAMPAIGNING

What can I do to get my message out to the voting public?

Election campaigns are generally a planned set of actions, events or initiatives designed to raise awareness about you or your election platform with voters.

Key campaign activities you could undertake include:

- making public speeches;
- canvassing by phone or door-to-door to raise awareness about your campaign and/or identifying issues important to voters;
- holding events where voters can listen to your election platform and ask questions;
- advertising in print, on radio, television or social media platforms; and/or,
- putting up signs as a way of “getting your name out there.”

VOTING DAY

Will voters be able to cast their ballots before general voting day?

Yes. Generally, at least two advance voting opportunities must be held in every local government before general voting day.

One voting opportunity must be held 10 days before general voting day (**Wednesday, October 7, 2026**), and in most cases, an additional one on a date established in the local government's bylaw. Local governments may set out in their election bylaw whether additional advance voting opportunities will be offered, or in communities of less than 5,000, whether the second additional advance voting opportunity will be waived.

Voting places are open from 8:00 a.m. to 8:00 p.m. local time **Saturday, October 17, 2026**, for general voting.

Can I campaign on general voting day?

You are allowed to campaign on general voting day by:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting day and was not changed before being transmitted on general voting day;
- advertising by means of signs, posters, or banners;
- canvassing and/or distributing pamphlets; and/or,
- advertising that exclusively encourages people to “get out and vote.”

It is an election offence to transmit new election advertising on general voting day. It is also an election offence to campaign within 100 metres of a voting place during voting proceedings.

Can I watch the ballot counting process?

Yes. Candidates can be present during the ballot count. The Chief Election Officer can tell you the time and location for the final vote count and when the election results will be declared. Ballot counting starts after 8:00 p.m. local time following the close of voting. Your official agent or a scrutineer may also attend at each location where ballot counting takes place.

When will the election results be announced?

The official election results must be declared by 4:00 p.m. local time on **Wednesday, October 21, 2026**. Candidates with the most votes will be declared elected.

The Chief Election Officer must refer the election for a judicial recount if there is a tie in the number of votes between one or more candidates.

Following a judicial recount, a tie between two or more candidates must be broken in accordance with the *Local Government Act* (or *Vancouver Charter* in the City of Vancouver) and the local government's election bylaw. The judicial recount must be completed by **Friday, October 30, 2026**.

AFTER THE ELECTION

What do I do if I am elected?

All candidates must file a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

You must also make an oath of office or solemn affirmation within 45 days after the official election results are declared, or if you are declared elected by acclamation, within 50 days of general voting day.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* or contact Elections BC directly for more detailed information about campaign financing disclosure requirements.

A candidate who has been declared elected by the Chief Election Officer may make the oath of office or a solemn affirmation as soon as the time period for making an application for judicial recount has ended. The period to apply for a judicial recount ends nine days after the close of general voting (**Monday, October 26, 2026**).

Elected candidates do not take office immediately after making their oath of office or solemn affirmation. Municipal council members (i.e., mayor and councillors) formally take office at the first regularly scheduled council meeting following general local elections – this meeting must take place before **Tuesday, November 10, 2026**.

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 individual makes their oath or solemn affirmation, whichever is later. 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.

Are there things I need to do even if I am not elected?

Yes. You must file a campaign financing disclosure statement with Elections BC by **Tuesday, February 16, 2027**, at the latest – even if you received no campaign contributions and incurred no election expenses. Statements filed after **Friday, January 15, 2027**, are subject to a \$500 late filing penalty fee.

ELECTION OFFENCES AND PENALITIES

What happens if I don't comply with all of the election rules?

You could be disqualified from office if you fail to take the oath of office following local elections.

Candidates who fail to file a campaign financing disclosure statement are automatically disqualified from being nominated for, elected to or holding office anywhere in B.C. until after the next general local elections. A candidate declared elected also loses their seat and the seat then becomes vacant.

Additional monetary and disqualification penalties for contravening campaign financing and advertising rules are set out in the *Local Elections Campaign Financing Act*. Elections BC can be notified when a person believes someone has committed a campaign financing election offence.

You may also be subject to penalties of up to \$5,000 and/or imprisonment for up to one year for providing and/or distributing false information, campaigning near a voting place during voting proceedings, falsely withdrawing a candidate or an endorsement, fraudulently voting, interfering with ballots or ballot boxes, or otherwise contravening section 163 of the *Local Government Act*. These penalties could apply whether or not you were elected.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfo BC at:

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DISCLAIMER

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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.

LOCAL GOVERNMENT ELECTIONS IN BRITISH COLUMBIA 2026:



Thinking About Running for Local Office?





This brochure is to help prospective candidates answer questions they may have before deciding to run for local government office (municipality or regional district).

This brochure provides information about:

- eligibility for local office;
- what local governments do;
- how local governments are governed;
- roles and responsibilities of locally elected officials; and,
- preparing to be a candidate.

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR LOCAL OFFICE?

To run for local office, a prospective candidate must be:

- at least 18 years of age or older on general voting day;
- 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 B.C. or from being nominated for, being elected to, or holding the office or be otherwise disqualified by law.

EMPLOYEES AND VOLUNTEERS

There are additional requirements and eligibility considerations that people who work or volunteer for a local government must also follow.

For more information, please visit the B.C. government webpage about [Employees and Volunteers](#).

WHAT DO LOCAL GOVERNMENTS DO?

Decision-making

Local government is where community decisions happen – and affects the lives of British Columbians, every day.

As collective decision-making bodies, municipal councils and regional district boards influence jobs, foster healthy, safe and sustainable communities, and have the ability to plan and shape the long-term vision for their communities. Councils and boards make decisions through the adoption of bylaws, policies, and resolutions.

Relationship-building

Municipal councils and regional district boards govern effectively and create benefits for their communities by working together and building relationships with other local governments, the provincial government, First Nations and the federal government.

Engagement by local governments, at both the local and regional levels, with neighbouring First Nation governments is common and can help

achieve matters of mutual interest. Engagement can happen on a broad range of mutual interests including land use, economic development, services and infrastructure, or to simply bring community leaders together for the first time or to renew an existing relationship.

FIRST NATIONS ENGAGEMENT

Engagement is a method of exploring opportunities for cooperation and collaboration between local governments and First Nations – building positive relationships and furthering the goal of reconciliation.

For examples of Local Government-First Nation Governments working together, visit:

[CivicInfo BC | First Nations Relationships & Protocol Agreements](#)

This engagement can also help councils and boards to better understand and serve the members in the community that also identify as Indigenous. Many local governments and First Nations have developed service agreements, protocol agreements and memorandums of understanding to identify opportunities to build relationships, collaborate, and further reconciliation.

Service Provision

Local governments provide a wide range of services to their communities. Locally elected officials may find that much of their time at the council/board table is spent on setting strategic direction and making decisions related to service provision, land use planning, and development for the community. There are a wide range of services that are within local government's scope of responsibility, and these services are different from the services provided by other levels of government:

WHO DOES WHAT?

A Services Snapshot for Candidates

ORDER OF GOVERNMENT – Municipalities (Cities, Towns, Districts, Villages)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Water quality and supply • Liquid waste (local) • Solid waste (local) • Fire protection • Road maintenance and transit • Zoning and permits • Parks and recreation • Local laws (e.g., bylaws) • Policing/community safety	• Directly shapes neighborhoods, local services, and daily quality of life.

ORDER OF GOVERNMENT – Regional Districts (Made up of Electoral areas, member municipalities and Treaty First Nations (if applicable))

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Solid waste (regional) • Regional water and liquid waste services • Regional parks • Emergency management • Rural land use and planning • Local laws (e.g., bylaws) • Policing/community safety	• Provides local governance to the rural areas of the province. • Balances local priorities with region-wide collaboration.

WHO DOES WHAT?

A Services Snapshot for Candidates

ORDER OF GOVERNMENT – First Nations

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• First Nation governments may have a treaty, self-government agreement, or operate under federal legislation. As such the authorities and responsibilities of First Nation government can vary. • Some examples of key responsibilities can include: - Community services (e.g., education, health, childcare) - Land management - Cultural preservation - Service provision (direct or by agreement)	• Many local governments and First Nations are geographic neighbours and as such are increasingly discussing common interests, challenges and identifying mutual opportunities for their respective communities. • Local governments and First Nations build and enhance relations by developing partnerships through protocols, service agreements and memorandums of understanding.



WHO DOES WHAT?

A Services Snapshot for Candidates

PROVINCIAL GOVERNMENT – (British Columbia)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Health care • Education • Highways • Justice • Provincial laws, including legislation that establishes the local government framework in B.C.	• Provincial laws, grants, and approval processes can influence the scope and process of local decision-making.

FEDERAL GOVERNMENT – (Canada)

KEY RESPONSIBILITIES	WHY IT MATTERS FOR CANDIDATES
• Income tax • Banking • Immigration • Military • Federal laws (e.g., <i>Species at Risk Act</i>; <i>Criminal Code</i>; <i>Constitution Act</i>)	• Federal laws and programs can apply to local governments. • Grant contribution programs support local governments to meet their objectives, such as infrastructure and climate change adaptation.

HOW ARE LOCAL GOVERNMENTS GOVERNED?

Municipal councils and regional district boards set the direction for their respective local governments.

The role of a council board is to:

- consider the well-being and interests of the entire community;
- set strategic direction, including the development and evaluation of policies and programs of the local government;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- engage with the community; and,
- make policies and adopt bylaws.

Collective Decision-making

Council and board powers are collective, not individual, with each member entitled to one vote on matters (unless otherwise set out in legislation) that come before them for decision.

While council and boards may sometimes reach unanimous agreement on a matter, at other times members may disagree with the majority decision of a council or board. Candidates need to be prepared for situations where they may not be aligned with the collective will of the council or board.

Elected officials ability to work together and resolve conflict respectfully are keys to council and board effectiveness and good governance for the community.

Role of Staff

The roles and responsibilities of elected officials and local government staff are interdependent, but distinct. Local government staff provide the council board with information and professional advice to support informed decision-making, implement the collective decisions, policies, and direction of the council board, and communicate those decisions to the public and other orders of government.

All local governments in British Columbia are required to have a corporate officer and financial officer. Local governments also often establish a Chief Administrative Officer (CAO) position – although this position is not required by legislation. In many local governments the CAO is the only member of staff directly hired by the council or board. This structure separates political policymaking from administrative implementation, with the CAO responsible for hiring and supervising all other staff.

WHAT ARE THE ROLES AND RESPONSIBILITIES OF LOCALLY ELECTED OFFICIALS?

Legislative Requirements

Locally elected officials are required to comply with the *Community Charter* and *Local Government Act* as well as other provincial legislation, including conduct rules, privacy and employment laws and policies, and local government procedures.

The *Community Charter* and *Local Government Act* set out the roles and responsibilities for municipal councillors and regional district board members. An elected official's responsibilities include:

- considering the well-being and interests of the entire community;
- contributing to the development and evaluation of the policies and programs with respect to local government services;
- participating in council/regional district board and committee meetings; and,
- carrying out other duties assigned (such as chairing committees).

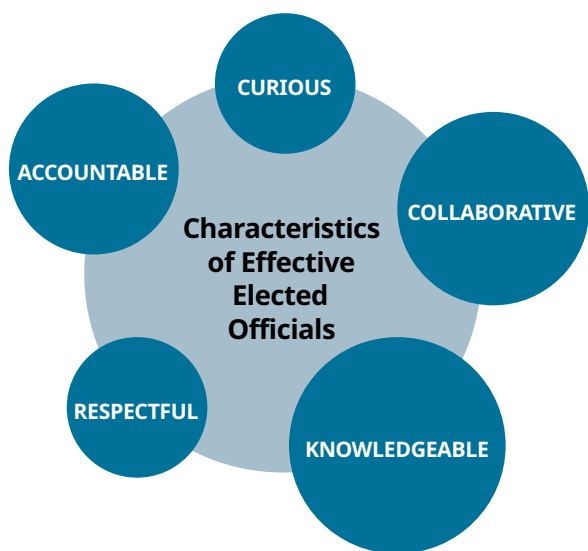
The mayor and regional district board chair have all the same responsibilities as a municipal councillor or regional district board member plus a few additional responsibilities, these include:

- chairing meetings, maintaining the order and conduct of debate, ensuring meeting rules are followed, and encouraging the expression of differing viewpoints;
- creating standing committees, appointing people to these committees, and deciding the committees' mandates;
- communicating council or board decisions to the CAO so staff may implement policies, programs and other decisions; and,
- acting as the spokesperson and communicating the collective decisions of the council or regional district board.

Characteristics of Effective Elected Officials

Effective elected officials are dedicated, ethical, and informed. In practice, this means an effective elected official that is:

- **accountable** in their decisions and conduct;
- **respectful** of others (even when they don't agree) and understands the responsibilities that come with holding local office;
- **knowledgeable** about local government roles and legislative requirements;
- **curious** about the perspectives and experiences of others in order to find solutions and inform decision-making; and,
- **collaborative** with their colleagues, who share the responsibility of representing the interests of their community.



Mayors, councillors and board members work alongside each other to meet the needs of communities across B.C. and uphold local democracy, the law, and the principles of good officials.

Watch the video series "[Being an Effective Elected Official](#)" for direct insights into the role of a locally elected official.

CONFLICT OF INTEREST

Locally elected officials are subject to conflict-of-interest rules under the *Community Charter* and common law.

As a locally elected official, there may be times where you must not participate or vote on a particular matter due to your personal circumstances. It is your responsibility to determine when you may be in a conflict of interest and recuse yourself from discussing or voting on a matter.

You may be liable to penalties and/or disqualification from holding office until the next general local election if you do not adhere to the conflict-of-interest rules.

Demands of the Job

Being in elected office can be a very rewarding experience. It can also be quite demanding.

Potential candidates do not need to be an expert in governance or finance to run for local office, however, they need to be open minded and willing to learn.

Elected officials can expect a high volume of reading and learning across a variety of topics during their term in office. They will also need to become familiar with the local government's policies and procedures, as well as the legislation that applies to local governments.

Local government orientation sessions, educational resources and opportunities through local government associations or other relevant organizations, and the expertise of staff can support elected officials in fulfilling their duties.

Potential candidates must be prepared for the realities of local office and how their day-to-day life may change if elected to office – whether that is managing time commitments or adjusting to increased public and media scrutiny. Many local governments have policies (such as internal information-sharing protocols and social media policies) in place to support elected officials with this aspect of their role.

The **Local Government Leadership Academy** (LGLA) serves locally elected officials throughout British Columbia by offering training, resources, and a Certificate program. The LGLA aims to improve the competencies needed to effectively manage and lead B.C.'s communities. Visit: <https://lgla.ca/> for more information.

HOW TO PREPARE FOR ELECTED OFFICE?

Contributing as an elected official to the long-term success of the community begins the moment an elected official takes office. Some ways to prepare include:

- reading the local government's key planning documents (e.g., strategic and financial plan), policies (e.g., social media), and the code of conduct (if any) and the procedure bylaws;
- attending council or board meetings to observe meeting procedures and learn about priority issues and projects in your community;
- reviewing the local government's website, meeting agendas, and minutes to understand its key priorities and initiatives;
- attending neighbourhood association meetings or getting to know key groups in the community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to better understand the diversity of interests;
- becoming familiar with neighbouring First Nation governments and reviewing any local government policies and agreements that support collaboration and partnerships;
- reading the *Local Government Act* and *Community Charter* to gain an understanding of the legislative requirements that local governments must follow; and,
- researching provincial government webpages to learn more about the local government system generally.

Refer to the **What Every Candidate Needs to Know** brochure for more information about running as a candidate in general local elections.

FURTHER INFORMATION

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**Scan the QR code to find
information and guidance
materials about the upcoming
general local elections**



www.gov.bc.ca/localelections

Land Acknowledgment

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LOCAL GOVERNMENT ELECTIONS IN
BRITISH COLUMBIA 2026:



General Local Elections

101





This brochure answers a few of the basic questions about local government elections in British Columbia.

Local government is government at the community level – government that affects British Columbians, every day. Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, the business community and others.

Municipal councils, regional district boards, specified parks boards, local community commissions, the Islands Trust local trust committees and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who will collectively make decisions and govern on their behalf

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

following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

What jurisdictions hold general local elections?

General local elections are held for: municipalities; regional districts; boards of education; specified parks boards; local community commissions; and, Islands Trust trust areas.

Further information about board of education (i.e., school trustee) elections can be found on the [Ministry of Education and Child Care website](#).

How often are general local elections held?

General local elections are held every **four years on the third Saturday of October**.

How many people run for elected office in general local elections?

Approximately 3,300 candidates run for 1,650 positions in over 250 jurisdictions across British Columbia.

Because British Columbia is made up of small and large communities, the scale of individual general local elections varies. Some communities may only have a handful of candidates running for office and one or two voting places, while others may have many candidates running for office and multiple voting places.

What should the public expect from people who run for elected office?

Locally elected officials are collectively responsible for making decisions that impact the daily lives of community residents. These decisions include, but are not limited to, establishing and operating services, such as water and sewer, fire protection, solid waste

management, land use and planning, and parks and recreation.

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. This ensures elected officials are well-prepared when communicating with staff and the public and engaging in decision-making (e.g., passing bylaws and resolutions).

Refer to the *Foundational Principles of Responsible Conduct* brochure and the *Forging the Path to Responsible Conduct* guide for information about the key values that guide locally elected officials' conduct.

What is responsible conduct of locally elected officials?

How elected officials conduct themselves in their role and in relationships with each other, staff, and the public, directly impacts successful community governance. Effective governance requires dedicated, ethical and informed leaders who are committed to their communities. As part of that commitment, an effective elected official:

- holds themselves **accountable** in their decisions and conduct;
- is **respectful** of others as well as their role and the rules and responsibilities that come with holding local office;
- gives the time needed to become **knowledgeable** about local government roles, responsibilities, and legislative requirements;

- is **curious** about the perspectives and experiences of others to find solutions and inform decision-making; and,
- meaningfully **collaborates** with their colleagues, who share in the responsibility of representing the community interests.

How are general local elections for local governments administered?

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

Local governments appoint Chief Election Officers to run the elections process. The Chief Election Officer may be a senior local government employee, such as a corporate officer, or a private contractor hired to conduct the election on the local government's behalf.

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





Chief Election Officers also work with Elections BC to monitor compliance with election advertising regulations and may assist Elections BC to address incidents of election advertising non-compliance.

What legislation governs general local elections?

General local elections must be run in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the local government or board of education's election bylaw, as applicable.

ELECTION BYLAWS

A local government election bylaw enables the local government to make decisions about election administration, including whether: voting machines will be used; mail ballot, additional or special voting opportunities will be offered; voter registration will be conducted both on voting day and in advance or on voting day only; and, nomination deposits will be required.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local jurisdictions are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances.

Who are the key participants in local general local elections?

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

Electors

An elector is an individual who is a resident elector (i.e., lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of real property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, specified parks board, local community commission or Islands Trust elections.

Further information about voter eligibility can be found in the [*Voter's Guide to Local Elections in B.C.*](#) or the [*Voter's Guide for Electors Living on Reserve*](#)

Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, specified parks board commissioner, local community commissioner or Islands Trust local trustee. A candidate must be nominated by eligible electors and declared a candidate by the Chief Election Officer.

Candidate nominators **must be qualified** under the *Local Government Act* or *Vancouver Charter* to nominate a candidate for office.

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign.



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

The financial agent is 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.

Official Agents

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

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

Scrutineers

Candidates or their official agent may appoint scrutineers to observe voting procedures and the ballot-counting process.

Each candidate or their official agent may appoint one scrutineer for each ballot box used at a voting place during general local elections. In some cases, the local government's election bylaw may allow a candidate to have more than one scrutineer for each ballot box used at a voting place.

Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address

of the person) to the Chief Election Officer as soon as practicable after the appointment has been made. Scrutineers must carry a copy of their appointment documents while present at a voting place.

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

Volunteers

Candidates and/or elector organizations may retain volunteers to take on election campaign-related activities – such as preparing and distributing flyers, canvassing, calling eligible voters and/or handling logistics. Third party sponsors may also use volunteers to undertake their advertising activities independent of an election campaign.

A volunteer who works on an election campaign **must not receive any payment or remuneration** for their services.

Elector Organizations

Elector organizations are organizations that endorse or intend to endorse a candidate(s) in general local elections.

An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside its endorsed candidate(s) name and/or promote the candidate(s) and the organization's viewpoints during an election campaign.

Elector organizations are required to register with Elections BC to endorse candidates in an election, receive campaign contributions or incur election expenses. Elector organization registration information and forms are available from [**Elections BC's website**](#).

Elector organizations must also file annual financial reports with Elections BC detailing their finances, including campaign contributions received and all expenditures incurred.

THIRD PARTY SPONSOR REGISTRATION

Third party sponsors must register with Elections BC before conducting advertising during the pre-campaign and campaign periods. Refer to Elections BC's [***Guide for Local Third Party Advertising Sponsors in B.C.***](#) for detailed information regarding third party sponsors.

Third Party Sponsors

Third party advertising includes advertising for or against a candidate and/or an elector organization. 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.

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Governance and Structure Branch

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Email: LGgovernance@gov.bc.ca

Website: www.gov.bc.ca/localelections

For answers to legislative **questions about school trustee elections** please contact:

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>

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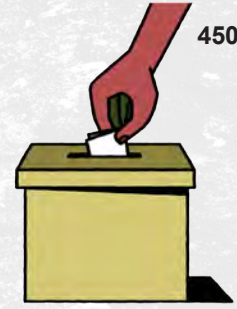
DISCLAIMER

In the event that there is inconsistency between this brochure and *the Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation shall prevail.

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.

2026 General Local Elections



Local Election Expense Limits

This quick reference sheet outlines the rules for election expense limits that candidates and electoral organizations must follow during the 2026 General Local Elections.

To ensure you understand the rules and requirements under the *Local Elections Campaign Financing Act* (LECFA), 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 are election expenses

- Election expenses are the values of property or services used in an election campaign to promote or oppose, directly or indirectly, the election of a candidate or elector organization.
- Election expenses can be incurred in the campaign period, the election period, or both.
- Election expenses may include advertising, fundraising functions, rent, professional services, and research, etc.
- Election expenses used in the campaign period are subject to an expense limit.
- Elector organizations are not allowed to incur campaign period expenses unless they share an endorsed candidate's expense limit under a [campaign financing arrangement](#).
- The value of an election expense is the price paid for the property or service, or its market value if the amount paid is less than market value.

Expense limits

- Expense limits are the maximum value of expenses that may be used in the campaign period.
- All candidates are subject to expense limits, which are based on the office sought and population of the election area.
- Expense limits for the 2026 General Local Election will be published by May 31, 2026.
- Election expenses are attributed to the period in which they were used, not when they were purchased.

Endorsed candidates

- Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
- All candidates who are endorsed by an elector organization must have a campaign financing arrangement with their elector organization.

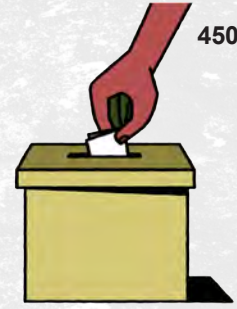
[Continued on next page]

Exceeding expense limits

- If a candidate exceeds their expense limit:
 - monetary penalties will apply
 - they will lose their seat, if elected, and
 - they commit an offence under LECFA.

Resources

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



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](#)

Canvasser Authorization Form

PLEASE PRINT IN BLOCK LETTERS

NOTICE TO BUILDING OWNERS AND PROPERTY MANAGERS:

Please be advised, under section 160.1 of the *Local Government Act*, authorized canvassers are entitled to access multi-residential buildings in the applicable jurisdiction (e.g., municipality, regional district electoral area, school district, specified parks board, local community commission area or Islands Trust local trust area) **between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period** (from the 28th day before general voting day until general voting day).

A canvasser may be a candidate or an individual authorized in writing by a candidate in order to canvass voters and distribute candidate information on the candidate's behalf.

At the request of a resident or individual acting on behalf of a multiple residence building, a canvasser entering a residential property must produce:

- government issued photo identification and proof of candidacy; or,
- written authorization to canvass on behalf of a candidate.

PART A

ACCEPTANCE OF CANVASSER APPOINTMENT

FULL NAME OF CANVASSER

SIGNATURE OF CANVASSER

DATE: (YYYY/MM/DD)

PART B

CANDIDATE AUTHORIZATION

I HEREBY AUTHORIZE THE ABOVE-NAMED INDIVIDUAL TO CANVASS ON BEHALF OF MY CAMPAIGN AS A CANDIDATE FOR THE FOLLOWING JURISDICTION:

FULL NAME OF CANDIDATE

NAME OF JURISDICTION IN WHICH THE CANDIDATE IS SEEKING ELECTION (E.G., MUNICIPALITY, ELECTORAL AREA, BOARD OF EDUCATION)

SIGNATURE OF CANDIDATE

DATE: (YYYY/MM/DD)

TAB 3

Notice of Nomination

Excerpt from Sign Bylaw, No. 2125

Candidate Election Signs Best Practices and Complaint Process

100 Metre Radius Map for Election Signage

City of Langley Map

Election & Assent Voting Procedure Bylaw, No. 2942

School District No. 35 (Langley) Trustee Election Bylaw No. 2026-01

Automated Vote Counting System Authorization and Procedure Bylaw, No. 3218

Mail Ballot Voting Procedures Bylaw, 2022, No. 3223



NOTICE OF NOMINATION

**Local Government
Election** October 17, 2026

PUBLIC NOTICE IS GIVEN to the electors of the City of Langley and School District No. 35 that nominations for the offices of:

- Mayor – One (1)
- Councillor – Six (6)
- School Trustee – Two (2)

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

Hand, mail or other delivery service:

Langley City Hall, 20399 Douglas Crescent, Langley, BC V3A 4B3

Fax: 604-514-2838

Email: kkenney@langleycity.ca

From 9:00 am Tuesday, September 1, 2026
To 4:00 pm Friday, September 11, 2026
(excluding statutory holidays and weekends)

Nomination forms will be available at Langley City Hall, Administration Department between 8:30 am and 4:30 pm, Monday to Friday, excluding holidays, beginning August 4, 2026, until the close of the nomination period at 4:00 pm on September 11, 2026. Forms are also available online for download at langleycity.ca/election.

QUALIFICATIONS FOR OFFICE

A person is qualified to be nominated, elected, and to hold office as a member of local government if they meet ALL the following criteria:

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

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2026 general local election, the following expense limits for candidates during the campaign period apply (September 19, 2026 to October 17, 2026):

- Mayor – \$32,342.77
- Councillor – \$16,297.36
- Board of Education Trustee (Trustee Electoral Area 2) – \$16,240.08

THIRD PARTY ADVERTISING LIMITS

Directed Advertising Expense limits are specific to an election area and apply to advertising about a candidate or elector organization.

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

- Mayor or Councillor – \$1,617.14
- Board of Education Trustee (Trustee Electoral Area 2) – \$1,000.70



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

Toll-free phone: 1-855-952-0280

Email: electoral.finance@elections.bc.ca

Website: elections.bc.ca

For further information on the **nomination process**, please contact:
Kelly Kenney, Chief Election Officer at 604-514-4591 or kkenney@langleycity.ca
Paula Kusack, Deputy Chief Election Officer at 604-514-4585 or pkusack@langleycity.ca



CITY OF LANGLEY

SIGN BYLAW NO. 2125

DISCLAIMER – THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

Consolidated as of June 29, 2026

TABLE OF CONSOLIDATION	
BYLAW	SUBJECT MATTER
Amendment No. 1, 2000, No. 2237	Clarify regulations pertaining to Murals
Amendment No. 2, 2002, No. 2464	Placement of Election Signs
Amendment No. 3, 2004, No. 2536	Bylaw did not proceed
Amendment No. 4, 2006, No. 2645	Definitions, third party signs
Amendment No. 5, 2010, No. 2807	Permit application and issuance
Amendment No. 6, 2021, No. 3155	To remove redundant wording related to the Municipal Ticket Information System Bylaw
Amendment No. 7, 2022, No. 3222	Placement of Political Signs
Amendment No. 8, 2026 No. 3342	Correct metric measurement of election sign size to be equivalent to 4 feet

WHEREAS pursuant to Section 967 of the Municipal Act of the Province of British Columbia, Council may regulate the number, size, type, form, appearance and location of any signs, and may prohibit signs subject to Section 967(2);

AND WHEREAS pursuant to Section 579(3) of the Municipal Act of the Province of British Columbia, Council may regulate or prohibit the erection, placing, alteration, maintenance, demolition and removal of signs;

AND WHEREAS pursuant to Section 734(1) of the Municipal Act of the Province of British Columbia, Council may regulate the construction, alteration, repair or demolition of structures;

AND WHEREAS it is deemed desirable to regulate such signs and structures in the City of Langley;

NOW THEREFORE, the Municipal Council of the City of Langley, in open meeting assembled, enacts as follows:

PART I - ADMINISTRATION AND ENFORCEMENT

A. APPLICATION

1. This Bylaw is applicable to the erection, placement, display, alteration or movement of signs on all private property and the placement of *sandwich board signs* on highway right-of-ways within the boundaries of the City of Langley.
2. This Bylaw does not apply to:
 - (a) Signs located inside a building and not visible or intended to be visible from any street.
 - (b) Building addresses containing number and street only.
 - (c) Name and / or address plates for private residences.

B. DEFINITIONS

1. The following definitions shall apply throughout this Bylaw:

Awning means a movable or temporary hood or cover, composed of non-rigid materials, which projects from the wall of a building.

Building Face means the total area of the wall of a building.

Building Inspector means the Chief Building Inspector appointed by City Council and includes any authorized deputy, assistant or Building Inspector.

Business means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit.

Canopy means a permanent hood, cover or shelter, other than a projecting roof, which projects from the wall of a building.

City means the City of Langley.

Clearance means the vertical distance between the underside of a *sign* and average finished grade immediately below.

Copy means the text, illustrations and symbols on a line.

Copy Area means the area within the shortest line surrounding the copy.

Mural means an artistic rendering, picture, design or drawing painted or otherwise applied to a building face which is intended as a public display and depicts the heritage of the City and surrounding areas, but does not include a fascia sign. (Amended by Bylaw No. 2237)

Owner means an “owner” as defined by the “Municipal Act”.

Roof Line means the line formed by the intersection of the exterior walls of a building with the roof of a building and in the case of a pitched roof shall be at the eaves level.

Sign means a structure, device or visual display intended to advertise, communicate information or attract the attention of the public for any purpose.

Sign Area means the total area within the outer edge of the frame or border of a *sign* but where a *sign* has no frame or border, means the area contained within the shortest line surrounding the copy. In the case of a multi-faced *sign* (excluding a *sandwich board sign*), each side shall be counted in computing the *sign area*.

Sign, Abandoned means a *sign* which advertises an activity, business, product or service which is no longer conducted or available on the premises on which the sign is located.

Sign, Advertising means a *sign* which advertises or identifies an activity, business, product or service conducted within or otherwise obtainable within the premise or on the parcel on which the sign is located.

Sign, Awning means a non-illuminated identification sign painted or affixed flat against the surface of an *awning* and which does not extend vertically or horizontally beyond the limits of such *awning*.

Sign, Billboard means an off-premises sign that advertises goods, products, services or facilities or directs persons to a different location than where the *sign* is located.

Sign, Canopy means a *sign* attached to or constructed in or on the face of a *canopy*.

Sign, Changeable Copy means a *sign* on which copy can be changed electronically or manually, but does not include a *billboard sign*.

Sign, Directional means a *sign* which only communicates information regarding pedestrian or vehicular movement on the parcel on which the *sign* is located.

Sign, Fascia means a flat *sign* affixed or painted parallel to the face of a building.

Sign, Flashing means a *sign* containing an intermittent or flashing light source, but does not include an automatic changeable copy sign.

Sign, Freestanding means a *sign* wholly supported from the ground by a structural member or members which is neither attached to nor forms part of a building, but does not include a *billboard sign*.

Sign, Home Occupation means a non-illuminated *sign* identifying the name of an accessory home occupation business.

Sign, Identification means a sign which identifies the location and nature of a building, structure or use which is not reasonably visible from the street serving such building, structure or use.

Sign, Political means a *sign* that pertains only to an election by the voters in the City of Langley for City Council, School Board of School District #35, Provincial and Federal Government.

Sign, Portable means a *sign* not permanently attached to the ground or a building, but does not include a *sandwich board sign*.

Sign, Projecting means a *sign* which projects from a building face, but does not include an *awning*, *canopy* or *fascia sign*.

Sign, Real Estate means a temporary *sign* which indicates that the parcel or premises on which the *sign* is located is for sale, lease or rent.

Sign, Roof means a *sign* which is erected wholly or partly above the roof line of a building, and includes an inflatable sign.

Sign, Sandwich Board means a non-illuminated *sign* consisting of two flat faces / surfaces joined at one end and resting on the ground.

Sign, Temporary means a *sign* displayed for a limited period of time.

Sign, Third Party means a sign which advertises or identifies an activity, business, product or service which is not conducted within or otherwise obtainable within the premise or on the parcel on which the sign is located.

Sign, Third Party Real Estate means a *Real Estate sign* located on a parcel or premises other than that which it advertises; or on a *street*. . (Amended by Bylaw No. 2645)

Sign, under canopy means a sign suspended from a *canopy* and located directly below and under the *canopy*.

Sign, Vehicle means a *sign* which is erected on or attached to a vehicle where the principal purpose of the vehicle is to serve as a sign or a sign support structure.

Sign, Window means a *sign* which is painted or affixed to the inside of a window and in the view of the general public.

Street means a street or road open to public use but excludes a lane.

Zone means the zoning designation established pursuant to the City of Langley Zoning Bylaw, 1996, No. 2100.

C. GENERAL PROVISIONS

1. General Compliance

No *sign* shall be erected, placed, displayed, altered or moved within the *City* unless such sign is in conformity with the provisions of this Bylaw.

2. Non-Conforming Signs

A *sign* lawfully in existence at the time of adoption of this Bylaw, although the sign does not conform to the provisions of this Bylaw, may continue to be used but shall not be rebuilt, reconstructed, altered or moved unless in conformity with the provisions of this Bylaw.

3. Maintenance of Signs

All *signs* shall be structurally sound and free from all hazards caused or resulting from decay or the failure of structural members, fixtures, lighting or appurtenances. All *signs* shall be maintained in readable and clean condition, and the site of the *sign* shall be maintained free of weeds, debris and rubbish. Normal *sign* maintenance does not require a *sign* permit, but shall conform to all other requirements of this Bylaw.

4. Signs Permitted in all Zones

The following *signs* shall be permitted within all Zones and shall be **exempt from the requirement to obtain a permit**, provided however that all other provisions of this Bylaw are met:

- (a) Traffic Control Devices as defined in the Motor Vehicle Act.
 - (b) *Signs* required to be posted by Governmental Order, Rule or Regulation.
 - (c) Memorial plaques, cornerstones, historical markers and like monuments.
 - (d) *Directional signs* not exceeding 1.0 m² [10.76 ft²].
 - (e) *Identification signs*, not more than four (4) in number.
 - (f) "No Trespassing" *signs* not exceeding 1.0 m² [10.76 ft²].
 - (g) *Window Signs*.
 - (h) *Political Signs* provided that such *signs*:
 - i) are not installed before a Provincial or Federal election is officially called or before the end of the nomination period of the City of Langley Council and School Board of School District #35 elections;
 - ii) are removed within seven (7) days after the election;
 - iii) are not placed on public property;
 - iv) are placed on private property with the consent of the owner or occupier;
 - v) are no larger than 1.22 metres by 1.22 metres (4 feet by 4 feet) and, if attached to the ground, will not extend more than 3 metres (9.84 feet) above ground;
 - vi) do not obstruct or otherwise interfere with sight lines or movement of motor vehicles, pedestrians, cyclists or any other, or obstruct the visibility of regulatory sign or other traffic control devices; and
 - vii) are not displayed or distributed on days designated as voting days within 100 metres (328 feet) of a building or other place where voting for local elections, by-elections, referenda or other voting is being conducted.
 - (i) Real Estate signs provided that such signs:
 - i) Are removed within seven (7) days after the lease, rental or sale of the property to which the *sign* refers.
 - (j) National, Provincial, Municipal or corporate flags or emblems of political, civic, philanthropic, educational and religious organizations.
 - (k) Signs erected by the City for municipal purposes. (Amended by Bylaw No. 2645)
- 4.1 An employee of the City may remove any sign where the posting of it is a hazard to public safety as determined by the Bylaw Compliance Officer. (Amended by Bylaw No. 2464)**

Candidate Election Signs Best Practices and Complaint Process

Best Practices

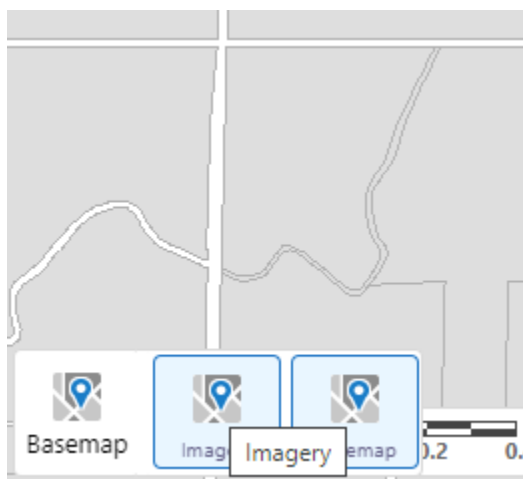
1. Provide the Chief Election Officer with the name and contact information for the person who is responsible for placement of your election signs. If no contact name is provided, election staff will contact the candidate directly regarding their election signs.
2. Review Sign bylaw for permitted placement and size of election signs.
3. Obtain permission (written if possible) from the owner of the property to place election signage on their property.
4. Use the City's online mapping tool to determine where private property begins and ends BEFORE placing signage.

Mapping tool available at:

www.langleycity.ca/city-services/online-services

Click on Interactive Map link

In order to view the satellite image, click on the Basemap icon on the bottom left side of the screen and click on the imagery icon in the middle (shown below)



Complaint Process

If a candidate believes another candidate's sign(s) is/are placed on public property and/or the owner of the property has not provided consent to have the sign(s) placed at that location, the onus is on the candidate making the complaint to determine if:

1. The sign is actually on public property.

Use the City's Online Mapping tool www.langleycity.ca/city-services/online-services to determine where the property lines are.

Please Note:

- Staff will not undertake this work for candidates.
- Staff will not act on complaints of signs that are encroaching by a foot or less onto City property.
- If a candidate sign is on a construction fence around a private property, it will be assumed the fencing has been placed on private property.

2. The owner of the private property has NOT provided consent to have the candidate sign(s) on their property.

If the candidate determines the sign(s) is/are on public property:

1. Send email to Chief Election Officer kkenney@langleycity.ca , cc-ing Bylaw Enforcement staff bylaw@langleycity.ca.

2. Be as specific as possible about the number and location of the sign(s) that are believed to be in contravention, including private property addresses if possible.

3. Advise by how many feet the signs are believed to be encroaching onto public property based on viewing the property lines on the mapping tool.

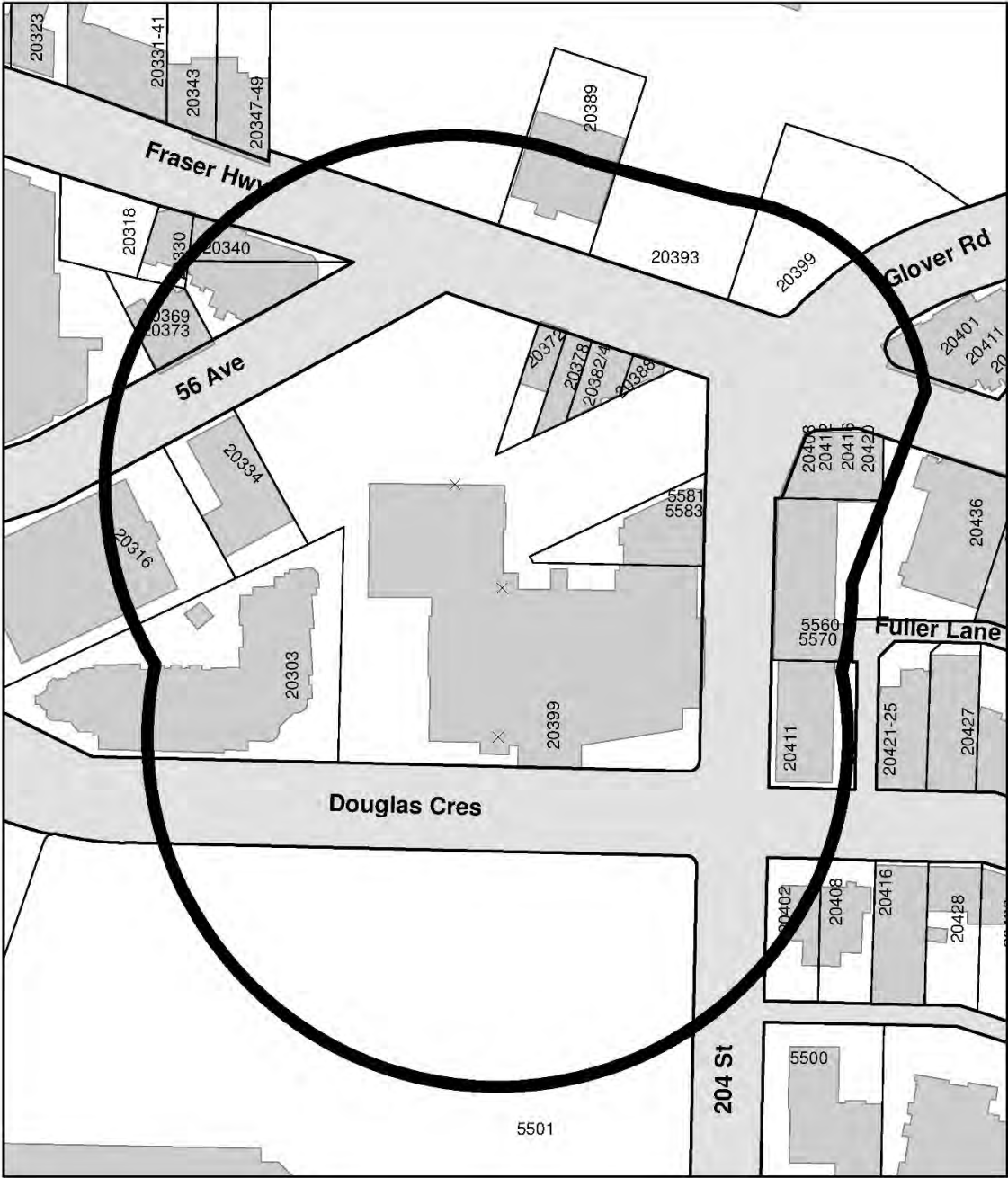
4. If possible, provide pictures of sign(s) that are in contravention.

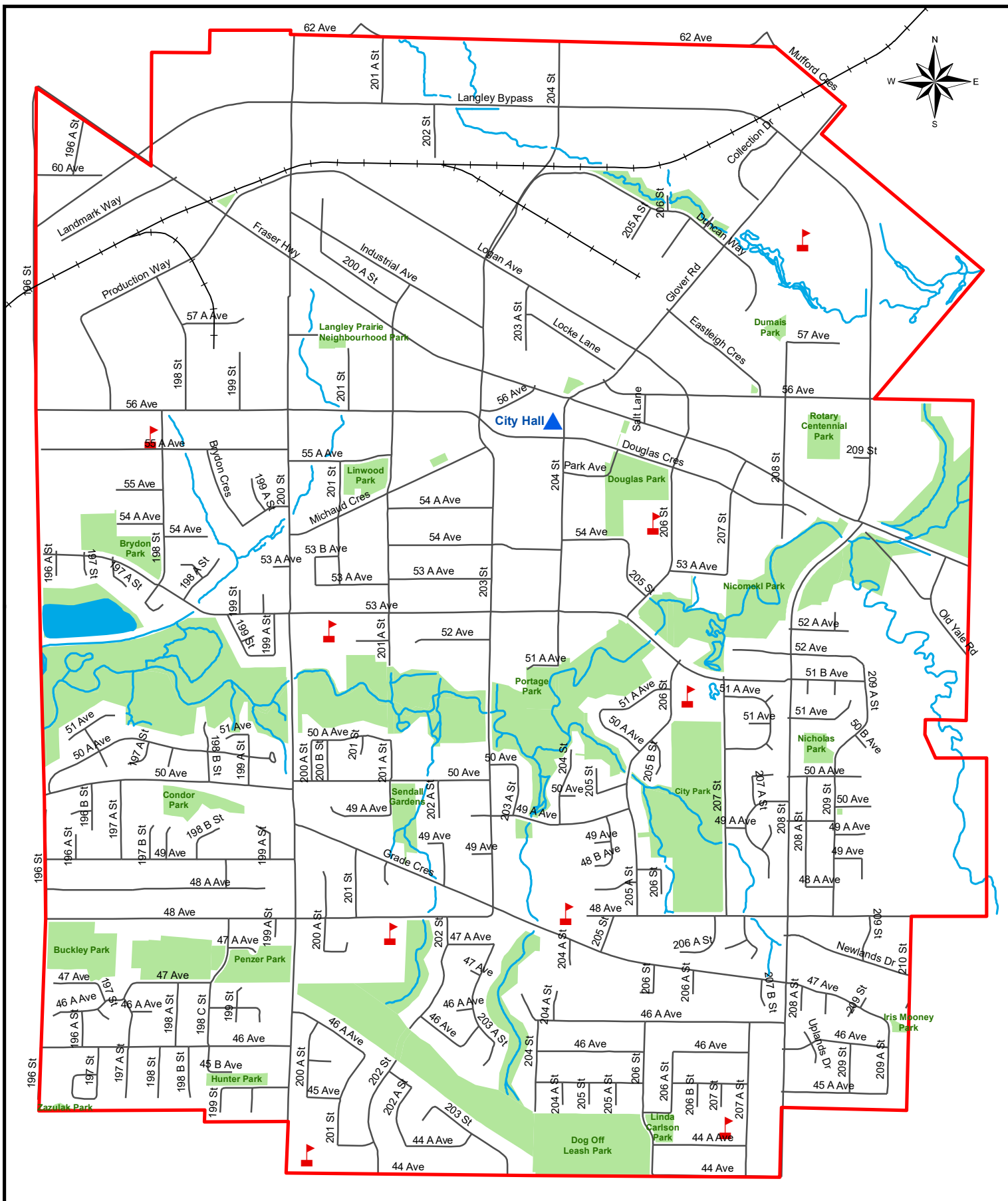
Should a candidate's sign(s) be found to be in violation of the Sign Bylaw, City staff will contact the candidate or their designated representative to advise of the violation and the requirement to move or remove the sign(s). Signs should be moved or removed as soon as possible on the day notice is given of the violation. Continued contravention of the Sign Bylaw may result in confiscation of the signs by City staff and one or more fines being levied under the City's Municipal Ticket Information System Bylaw. Signs removed by City staff during regular business hours will be available for pick up at the works yard. Signs removed over the weekend or a statutory holiday will be available for pick up next business day.

Time spent by City staff responding to election sign complaints will be tracked and included for information in the Chief Election Officer's report to Council following the election.

Timms Community Centre

100 Metre Radius







ELECTION & ASSENT VOTING PROCEDURE BYLAW

NO. 2942

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

DISCLAIMER – THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

Consolidated as of June 29, 2026

TABLE OF CONSOLIDATION	
BYLAW	SUBJECT MATTER
Amendment No. 1, 2018, No. 3057	Incorporate the provisions of the Election Nomination Deposits Bylaw into Bylaw
Amendment No. 2, 2022 No. 3211	Incorporate provisions for mail ballot voting, increase minimum number of nominators required for mayor and council candidates, change special voting opportunity at Langley Senior Resources Society to an Advance Voting Opportunity
Amendment No. 3, 2026 No. 3341	Remove Special Voting Opportunities, clarify and update wording for required, and additional Advance Voting Opportunities, Access to Nomination Documents by electronic means, and Mail Ballot Voting, various housekeeping amendments



ELECTION AND ASSENT VOTING PROCEDURE BYLAW

NO. 2942

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

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

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

NOW THEREFORE the Council of the City of Langley in an open meeting assembled enacts as follows:

1. Title

This bylaw shall be cited as the "Election and Assent Voting Procedure Bylaw, 2014, No. 2942".

2. Use of Provincial List of Voters as the Register of Resident Electors

As authorized under section 76 of the *Local Government Act*, for the purposes of all local elections and assent voting under Parts 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

3. Minimum Number of Nominators

- (1) As authorized under section 86 of the *Local Government Act*, the minimum number of qualified nominators for the offices of Mayor and Councillor shall be ten (10).

4. Nomination Deposits

- (1) As authorized under section 88 of the *Local Government Act*, nominations for Mayor or Councillor must be accompanied by a nomination deposit.
- (2) The amount of the nomination deposit required under section 4.1 of this bylaw shall be \$100.00 (One Hundred Dollars).

5. Access to Nomination Documents

- (1) As authorized under section 89(8) of the *Local Government Act*, public access to nomination documents will be provided at City Hall during regular business hours and via the Internet or by other electronic means from the time of delivery until 30 days after the declaration of the election or other assent voting results.
- (2) Public access to nomination documents is subject to requirements under section 89 of the *Local Government Act*.

6. Required Advance Voting Opportunities

- (1) In accordance with and as authorized under section 107 of the *Local Government Act*, required advance voting opportunities will be held for elections and assent voting as follows:
 - (a) on the 10th day before general voting day; and
 - (b) on the 3rd day before general voting day;
 - (c) voting hours for these advance voting opportunities will be from 8:00 a.m. to 8:00 p.m.; and
- (2) The chief election officer will designate voting places for the required advance voting opportunities.

7. Additional Advance Voting Opportunities

- (1) As authorized under section 108, the following days shall be established as additional advance voting opportunities for elections and assent voting:
 - (a) on the 11th day before general voting day from 1:00 p.m. to 8:00 p.m.; and
 - (b) on the 9th day before general voting day from 8:30 a.m. to 4:30 p.m.; and
- (2) The chief election officer is authorized to designate voting places for the additional advance voting opportunities.

8. Additional General Voting Opportunities

As authorized under section 106 of the *Local Government Act*, additional voting opportunities for general voting day may be provided, and the chief election officer is authorized to designate the voting places and set the voting hours in accordance with section 106 of the *Local Government Act* for the additional general voting opportunities.

9. Mail Ballot Voting

- (1) As authorized under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of electors may be done by mail in conjunction with mail ballot voting.
- (2) Procedures for voting and registration by mail are established in City of Langley's Mail Ballot Voting Procedures Bylaw, as amended from time to time.
- (3) The chief election officer is authorized to establish time limits in relation to voting by mail ballot.

10. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

11. Repeal

The "Election Procedure Bylaw, 1993, No. 1942" and all amendments thereto are repealed.

READ A FIRST, SECOND AND THIRD time this 7th day of July, 2014.

ADOPTED this 21st day of July, 2014.

MAYOR

CORPORATE OFFICER

SCHOOL DISTRICT NO. 35 (LANGLEY) TRUSTEE ELECTION BYLAW NO. 2026-01
A bylaw to establish procedures for the conduct of trustee elections.

The Board of Education of School District No. 35 (Langley) wishes to establish procedures for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 35 (Langley), in an open meeting, enacts this Trustee Elections Bylaw No. 2026-01.

1. Scope of Bylaw

- a. This bylaw applies to both general elections and by-elections, except as otherwise indicated.

2. Trustee Electoral Areas

- a. In School District No. 35 (Langley), trustee elections are held in the following trustee electoral areas:

TEA #	Trustee electoral area description:	# of Trustees
1	Municipality of the Township of Langley	Five
2	Municipality of the City of Langley	Two

3. Definitions

- a. The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except if the context requires otherwise.

- b. "Board" means the Board of Education of School District No. 35 (Langley)

"by-election" means a trustee election other than one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

"Chief Election Officer" means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

"local government" means, as applicable, [The Township of Langley and/or the City of Langley]

"Minister" means the Minister of Education and Child Care.

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SCHOOL DISTRICT NO. 35 (LANGLEY) TRUSTEE ELECTION BYLAW NO. 2026-01
A bylaw to establish procedures for the conduct of trustee elections.

“School District” means the School District No. 35 (Langley).

4. Voters List

- a. The most current available list of voters prepared under the Election Act, existing at the time an election or other voting is to be held is the register of resident electors.
- b. The Provincial list of voters becomes the register of resident electors 52 days before general voting day for each election or other voting.

5. Application of Local Government Bylaws

- a. In Trustee Electoral Area #1 the election bylaws of the Municipality of The Township of Langley apply to trustee elections conducted by the Municipality of The Township of Langley, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- b. In Trustee Electoral Area #2 the election bylaws of the Municipality of The City of Langley apply to trustee elections conducted by the Municipality of The City of Langley, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6. Order of Names on the Ballot

The order of names of candidates on the ballot will be determined by lot.

7. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

8. Number of Nominators

The minimum numbers of qualified nominators for a trustee candidate is two.

9. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

- a. The Board authorizes public access to nomination documents of the trustee candidates:

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SCHOOL DISTRICT NO. 35 (LANGLEY) TRUSTEE ELECTION BYLAW NO. 2026-01
A bylaw to establish procedures for the conduct of trustee elections.

- i. during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after declaration of the election results;
 - ii. except that public access by the means set out in this sub-paragraph may not include the residential address of the person nominated, other than the municipality, electoral area or treaty lands in which the person is resident.
- b. The Board will make available to the public by internet access, without charge, during the regular office hours of the Board's head office, the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:
 - i. a mailing address or residential address of a significant contributor, or
 - ii. a telephone number, mailing address, or residential address of a candidate,until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate by providing a copy of that information for inspection.
- c. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public under section 11 a or b.
- d. Before providing the services under section 9 a, b or c, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to
 - i. satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
 - ii. provide a signed statement that
 - 1. the individual, and
 - 2. if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other recordwill not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

10. Title

- a. This bylaw may be cited as 'School District No. 35 (Langley) Trustee Elections Bylaw No. 2026-01.

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SCHOOL DISTRICT NO. 35 (LANGLEY) TRUSTEE ELECTION BYLAW NO. 2026-01
A bylaw to establish procedures for the conduct of trustee elections.

11. Repeal

- a. School District No. 35 (Langley) Trustee Elections Bylaw No. 2022-01 is repealed.

READ A FIRST TIME THE 26th DAY OF *May* 2026;

READ A SECOND TIME THE 26th DAY OF *May* 2026;

READ A THIRD TIME, PASSED THE 26th DAY OF *May* 2026.



Candy Ashdown, Board Chair



Brian Iseli, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 35 (*Langley*) Trustee Elections Bylaw No. 2026-01 adopted by the Board the 26th DAY OF *May* 2026.



EXPLANATORY MEMO

AUTOMATED VOTE COUNTING SYSTEM AUTHORIZATION AND PROCEDURE BYLAW, 2022

NO. 3218

PURPOSE:

The purpose of Bylaw No. 3218 is to:

- repeal Automated Vote Counting System Authorization and Procedure Bylaw, 2008, No. 2725
- authorize the use of automated vote counting units for mail ballot voting and include procedures for their use;
- reflect current terminology and procedures with respect to the use of vote counting units for advance voting, special voting, and general voting opportunities.



AUTOMATED VOTE COUNTING SYSTEM AUTHORIZATION AND PROCEDURE BYLAW, 2022

BYLAW NO. 3218

A Bylaw to authorize an automated vote counting system and procedure.

The Council of the City of Langley, in open meeting assembled, enacts as follows:

PART 1 – CITATION

- 1.1 This Bylaw may be cited as “Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 3218”.

PART 2 - DEFINITIONS

- 2.1 In this bylaw, unless the context otherwise requires,

Acceptable Mark means a completed mark which the Vote Counting Unit is able to identify, which has been made by an elector in the space provided on the Ballot opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any other voting question.

Automated Vote Counting System means a system that counts and records votes and processes and stores election or any voting results and is comprised of the following:

- (a) one or more Vote Counting Units, each of which rests on a two compartment Ballot box, one compartment of which is for:
 - (i) voted Ballots;
 - (ii) Returned Ballots that have been reinserted using the Ballot override procedure; and
 - (ii) Emergency Ballot Compartment; and
- (b) a Portable Ballot Box into which voted mail ballots are deposited, to be counted after the close of voting on general voting day by insertion into a Vote Counting Unit.

Ballot means a single ballot card designed for use in an Automated Vote Counting System, which shows:

- (a) the names of all of the candidates for each of the offices for which an election is being held; and
- (b) all of the choices on a referendum question or other matters on which the opinion or assent of the electors is sought.

Ballot Return Override Procedure means the use, by an election official, of a device on a Vote Counting Unit, that causes the unit to accept a Returned Ballot.

Candidate means a declared candidate in a City of Langley local government or school trustee election

City means the City of Langley.

Counting means generating the results tape from its respective Vote Counting Unit

Election Headquarters means City of Langley City Hall, located at 20399 Douglas Crescent, Langley, BC.

Emergency Ballot Compartment means one of two separate compartments in the Ballot box under each Vote Counting Unit into which voted Ballots are temporarily deposited in the event that the Vote Counting Unit ceases to function.

Local Government Act means the Local Government Act, R.S.B.C. 1996, c. 323, as amended from time to time.

Memory Card means, in combination,

- (a) a removable storage device used in the Vote Counting Unit to record Ballot results and to store polling location information such as:
 - (i) the names of all of the candidates for each of the offices for which an election is being held; and
 - (ii) the alternatives of 'yes' or 'no' for each referendum question or other matter on which the assent or opinion of the electors is being sought; and
- (b) a mechanism to record and retain information on the number of Acceptable Marks made for each.

Portable Ballot Box means a Ballot box that is used where a Vote Counting Unit is not being used at the time of voting.

Register of Mail Ballots means one of the records created pursuant to Section 110(6) of the *Local Government Act*

Results Tape means the printed record generated from a Vote Counting Unit at

the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices for which an election is being held, and the number of votes for and against on each referendum question or other matter on which the assent or opinion of the electors is sought.

Returned Ballot means a voted Ballot that was inserted by the elector into the Vote Counting Unit, but which was not accepted; and which was returned to the elector with an explanation of the Ballot marking error which caused the Ballot not to be accepted.

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

Vote Counting Unit means the device:

- (a) into which voted Ballots are inserted; and
- (b) which scans each Ballot; and
- (c) which records the number of votes for each candidate and for and against each referendum question or other matter on which the assent or opinion of the electors is sought.

PART 3 - USE OF VOTING COUNTING UNITS

- 3.1 The City may use an Automated Vote Counting System in the conduct of general local elections and voting on matters on which the opinion or assent of the electors is sought.

PART 4 – AUTOMATED VOTING PROCEDURES

- 4.1 The elector shall proceed to the election official responsible for issuing Ballots who:
- (a) shall ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) completes the voting book as required by the Local Government Act; and
 - (b) upon ensuring that the requirements of subsection (a) are fulfilled, shall provide:
 - (i) a Ballot to the elector;
 - (ii) a Secrecy Sleeve, if requested by the elector, and
 - (iii) any further instructions the elector requests.
- 4.2 Upon receiving a Ballot, the elector shall immediately proceed to a voting compartment to vote.
- 4.3 The elector may vote only by making an Acceptable Mark on the Ballot:
- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices for which the election is being held; and

- (b) beside either 'yes' or 'no' in the case of each referendum question or other matter on which the assent or opinion of the electors is sought.
- 4.4 Once the elector has finished marking the Ballot, the elector must either place the Ballot into the Secrecy Sleeve, if one has been requested, or turn the ballot face down and proceed to the Vote Counting Unit, and under the supervision of an election official, insert the Ballot directly into the Vote Counting Unit without the Acceptable Marks on the Ballot being exposed.
- 4.5 The elector may request a replacement Ballot from an election official, if:
 - (a) the elector determines that the elector has made a mistake when marking a Ballot prior to inserting the Ballot into the Vote Counting Unit; or
 - (b) the Ballot is a Returned Ballot.
- 4.6 Upon the elector requesting a replacement Ballot, the presiding election official:
 - (a) shall issue a replacement Ballot to the elector;
 - (b) shall mark the Returned Ballot "spoiled";
 - (c) shall retain all such spoiled Ballots separately from all other Ballots; and
 - (d) shall not count any spoiled Ballots in the election.
- 4.7 If the elector declines a replacement Ballot and has not damaged the Ballot to the extent that the Ballot cannot be reinserted into the Vote Counting Unit, the election official shall use the Ballot Return Override Procedure and reinsert the Returned Ballot into the Vote Counting Unit in order to count any Acceptable Marks.
- 4.8 A Ballot counted by the Vote Counting Unit is valid and any Acceptable Marks contained on such a Ballot will be counted in the election, subject to any determination made under a judicial recount.
- 4.9 Once the Ballot has been inserted into the Vote Counting Unit and the Vote Counting Unit indicates that the Ballot has been accepted, the elector must immediately leave the voting place.
- 4.10 During any period that a Vote Counting Unit is not functioning, an election official shall insert all Ballots delivered by the electors during this time, into the Emergency Ballot Compartment, until such time that the Vote Counting Unit:
 - (a) becomes operational, or
 - (b) is replaced with another Vote Counting Unit.
- 4.11 As soon as reasonably possible and under the supervision of the presiding election official, an election official shall remove the Ballots from the Emergency Ballot Compartment and insert the Ballots into the Vote Counting Unit to be counted.
- 4.12 If a Ballot that was temporarily stored in the Emergency Ballot Compartment is a

Returned Ballot, an election official, under the supervision of the presiding election official, shall use the Ballot Return Override Procedure and reinsert the Returned Ballot into the Vote Counting Unit in order to count any Acceptable Marks.

- 4.13 A sample of the Ballot that may be used in the Automated Vote Counting System is attached to and forms part of this Bylaw as Schedule "A".

PART 5 - ADVANCE VOTING OPPORTUNITY PROCEDURES

- 5.1. Vote Counting units shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Part 4 of this Bylaw.
- 5.2 At the close of voting at each advance voting opportunity, the presiding election official in each case shall ensure that:
- (a) no additional Ballots are inserted in the Vote Counting Unit;
 - (b) the Emergency Ballot Compartment is sealed to prevent insertion of any Ballots;
 - (c) the Results Tapes in the Vote Counting Unit are not generated; and
 - (d) the Memory Card in the Vote Counting Unit is secured.
- 5.3 At the close of voting at the final advance voting opportunity, the presiding election official shall:
- (a) ensure that any remaining Ballots in the Emergency Ballot Compartment are inserted into the Vote Counting Unit;
 - (b) secure the Vote Counting Unit so that no more Ballots can be inserted; and
 - (c) deliver the Vote Counting Unit together with the Memory Card and all other materials used in the election to the custody of the chief election officer at Election Headquarters.

PART 6 - SPECIAL VOTING OPPORTUNITY PROCEDURES

- 6.1 The chief election official may designate the use of a Vote Counting Unit or a Portable Ballot Box at a special voting opportunity and voting procedures at a special voting opportunity shall follow, as closely as possible, those described in Part 4 of this Bylaw.
- 6.2 If using a Vote Counting Unit, at the close of voting at each special opportunity, the presiding election official shall follow the procedures outlined in Part 5 of this Bylaw as if it were an advance voting opportunity.

If using a Portable Ballot Box, the presiding election official shall ensure that the Portable Ballot Box is secured when not in use and at the close of voting at the

final special voting opportunity , the presiding election official shall seal the Portable Ballot Box so that no more Ballots can be inserted, and deliver it together with all the other election materials to the custody of the chief election officer at Election Headquarters.

PART 7 – MAIL BALLOT VOTING PROCEDURES

- 7.1 A Vote Counting Unit shall be used for counting mail ballots.
- 7.2 Mail ballot voting procedures shall be in accordance with the City of Langley Mail Ballot Procedures Bylaw.
- 7.3 After 3:00 p.m. on the Thursday two days before general voting day, the chief election officer or designate, in the presence of at least one other election official, and including any candidates and/or candidate representatives present, shall proceed to process mail ballots received up to that time in accordance with the City of Langley Mail Ballot Procedures Bylaw.
- 7.4 Immediately following the processing of mail ballots as referenced in Section 7.3, the chief election officer or designate, in the presence of at least one other person, including any candidate and/or candidate's representatives present, shall ensure that:
 - (a) no additional Ballots are inserted in the Vote Counting Unit;
 - (b) the Emergency Ballot Compartment is sealed to prevent insertion of any Ballots;
 - (c) the Results Tapes in the Vote Counting Unit are not generated; and
 - (d) the Memory Card in the Vote Counting Unit is secured.

PART 8 - PROCEDURES AFTER THE CLOSE OF VOTING ON GENERAL VOTING DAY

- 8.1 After the close of voting on general voting day,
 - (a) the chief election officer or designate, in the presence of at least one other election official, and any candidates and/or candidate representatives present shall:
 - (i) ensure that any remaining Ballots in the Emergency Ballot Compartment are inserted into the Vote Counting Unit;
 - (ii) secure the Vote Counting Unit so that no more Ballots can be inserted;
 - (iii) generate three (3) copies of the Results Tape from the Vote Counting Unit;
 - (iv) account for the unused, spoiled and voted ballots, and place them, packaged and sealed separately, together with the Memory Card from the Vote Counting Unit and one copy of the Results Tape, into

- the ballots and results box;
 - (v) complete the ballot account and place the duplicate copy in the ballots and results box;
 - (vi) seal the ballots and results box;
 - (vii) place the voting books, list of electors, the original copy of the ballot account, one copy of the Results Tape, completed registration cards, keys and all completed forms into the elections materials box;
 - (viii) deliver the sealed ballots and results box, vote counting unit and the election materials box to the custody of the chief election officer at Election Headquarters.
- 8.2 After the close of voting on general voting day, with respect to advance voting opportunities, and special voting opportunities, the chief election officer or designate shall proceed in accordance with subsections (i) to (viii) inclusive of Section 8.1 so far as applicable.
- 8.3 After the close of voting on general voting day, with respect to mail ballot voting, the chief election officer or designate, in the presence of at least one other election official, and any candidates and/or candidate representatives present, shall:
 - (a) open the Portable Ballot Box containing accepted certification envelopes;
 - (b) ready the Automated Vote Counting System designated for mail ballots to receive further mail ballots;
 - (c) open the accepted certification envelopes;
 - (d) open each secrecy envelope and remove the ballot within face down;
 - (e) insert each ballot into the Vote Counting Unit designated for this purpose; and
 - (f) proceed in accordance with subsections (i) to (viii) inclusive of Section 8.1 so far as applicable.
- 8.4 Upon the fulfillment of the provision of subsections (i) to (iii) inclusive of Section 8.1, the chief election officer shall, to obtain the election results, provide one copy of the Results Tape to an election official and direct them to place the results in a spreadsheet, which may be used for display, indicating the total election results.

PART 9 - RECOUNT PROCEDURE

- 9.1 If a recount is required, the chief election officer shall conduct the recount using the Automated Vote Counting System and generally in accordance with the following procedure:
 - (a) the Memory Cards of all Vote Counting Units shall be treated as part of the official election results and stored separately;
 - (b) the Vote Counting Units shall be programmed with additional Memory Cards;

- (c) Vote Counting Units shall be designated for each voting opportunity;
- (d) all voted Ballots for the applicable Vote Counting Units will be removed from the sealed Ballot boxes; and
- (e) all Ballots, except spoiled Ballots, shall be reinserted in the appropriate Vote Counting Units under the supervision of the chief election officer.
- (f) any Ballots returned by the Vote Counting Unit during the recount process shall, through the use of the Ballot Return Override Procedure, be reinserted in the Vote Counting Unit to ensure that any Acceptable Marks are counted.

PART 10 - SEVERABILITY

- 10.1 If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

PART 11 REPEAL

- 11.1 The Automated Vote Counting System Authorization and Procedure Bylaw, 2008, No. 2725 and its amendments are repealed.

READ A FIRST, SECOND AND THIRD TIME this thirteenth day of June, 2022.

FINALLY ADOPTED this twenty-seventh day of June, 2022.



MAYOR



CORPORATE OFFICER



Schedule "A"

CITY OF NORTH RIVER Municipal Election - November 13, 2000

To Vote:

Completely fill in the oval beside the candidate(s) of your choice.

Ballot for the office of :

MAYOR

You may vote for ONE (1)
candidate for this office.

Alice BAKER ☐

Marvin FOSTER ☐

Charlie GRAY ☐

Ballot for the office of :

COUNCILLOR

You may vote for SIX (6)
candidates for this office.

Harold ARTHURS ☐

Dorothy BAXTER ☐

Bill CONNOLLY ☐

Steve DEXTER ☐

Mary EARLINGTON ☐

Michael FENN ☐

John GODFREY ☐

Robert HARRIS ☐

Stuart IRWIN ☐

Richard JOHNSON ☐

Bill KENNEDY ☐

Walter LOWE ☐

Louise MORRISON ☐

Barbara NORMAN ☐

Patrick OLIVER ☐

Ballot for the office of :

SCHOOL TRUSTEE

You may vote for THREE (3)
candidate for this office.

June PETERS ☐

Bill ROBERTSON ☐

Gerry SAWYER ☐

Arthur THOMPSON ☐

Lois TIVERTON ☐

Mario VALENTI ☐

Tim WINTERS ☐

Gail YOUNG ☐

**Do you believe
Municipalities should be
responsible for voter
registration?**

YES ☐

NO ☐

**Do you believe Ballot
Accounting adds
integrity to the election?**

YES ☐

NO ☐





EXPLANATORY MEMO

MAIL BALLOT VOTING PROCEDURES BYLAW, 2022

NO. 3223

PURPOSE:

The purpose of Bylaw No. 3223 is to establish procedures and time limits in relation to mail ballot voting with respect to general local elections.



MAIL BALLOT VOTING PROCEDURES BYLAW, 2022

BYLAW NO. 3223

A bylaw to establish mail ballot voting procedures and time limits with respect to general local elections

The Council of the City of Langley in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited as "Mail Ballot Voting Procedures Bylaw 2022, No. 3223".

2. DEFINITIONS

In this Bylaw:

Applicant means an elector who wants to vote by mail and make a request for a mail ballot;

Authorized Person means a person that the applicant has authorized, on the applicant's behalf, to:

- (a) pick up a mail ballot package; or,
- (b) drop off a completed mail ballot package.

Designate means the Deputy Chief Election Officer, or other Election Official as authorized by the Chief Election Officer;

Register of Mail Ballots means the records that the Chief Election Officer, or Designate, must keep in order to address any challenges to an elector's right to vote;

The definitions contained in the *Local Government Act* shall apply in this Bylaw.

3. APPLICATION PROCEDURE

- 3.1 In order to vote using a mail ballot, an application to vote by mail must be submitted to the Chief Election Officer or Designate in accordance with the application process and timeline determined by the chief election officer.
- 3.2 Upon receipt of an application to vote by mail, the Chief Election Officer or Designate shall:
- (a) make available to the applicant a mail ballot package which contains:
 - (i) the content set out in Section 110(7) of the *Local Government Act*;
 - (ii) additional instructions; and,
 - (iii) a statement advising the elector that:
 - (A) the elector must meet the eligibility to vote criteria, and
 - (B) the elector must attest to such fact; and,
 - (b) record in the Register of Mail Ballots and, upon request, make available for inspection:
 - (i) the name and address of the elector to whom the mail ballot package was issued; and,
 - (ii) any other information that the Chief Election Officer deems helpful to maintain the Register of Mail Ballots.
 - (i) the name and address of the elector to whom the mail ballot package was issued; and,
 - (ii) any other information that the Chief Election Officer deems helpful to maintain the Register of Mail Ballots.
- 3.3 As per the Applicant's direction, the Chief Election Officer, or Designate, may distribute the mail ballot package in any of the following ways:
- (a) sending the mail ballot package by Canada Post;
 - (b) having the mail ballot package picked up by the Applicant at a designated location; or,
 - (c) having the mail ballot package picked up by an Authorized Person at a designated location.
- 3.4 The Chief Election Officer, or Designate, may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

4. VOTING PROCEDURE

- 4.1 To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer, or Designate.
- 4.2 After marking the ballot, the elector shall:
 - (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (b) place the secrecy envelope in the certification envelope; complete and sign the certification printed on such envelope; and, seal the certification envelope;
 - (c) place the certification envelope, in the outer envelope, seal the outer envelope; and,
 - (d) mail, deliver, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received by the Chief Election Officer no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

- 5.1 Before general voting day, the Chief Election Officer, or Designate, shall, upon receipt of the return envelope and its contents:
 - (a) immediately record the date of receipt in the Register of Mail Ballots; and,
 - (b) open the return envelope.
- 5.2 When the Chief Election Officer, or Designate, examines the certification envelope, the Chief Election Officer, or Designate, shall:
 - (a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
 - (b) determine the fulfillment of the requirements in Section 70 of the *Local Government Act* and the completeness of any application to register, if required; and,
 - (c) determine the completeness of the certification envelope.
- 5.3 If the Chief Election Officer, or Designate, is satisfied that the elector has met the requirements in Section 5.2, the Chief Election Officer, or Designate, shall:
 - (a) mark the certification envelope as “accepted”;
 - (b) place the accepted certification envelope with the other certification envelopes; and,
 - (c) record information into the Register of Mail Ballots.

- 5.4 If the Chief Election Officer, or Designate, determines that:
- (a) they are not satisfied as to the identity of the elector; or,
 - (b) the elector has not completed the application to register properly;
- The Chief Election, or Designate, shall:
- (a) mark the certification envelope as “rejected”;
 - (b) indicate the reason for the rejection;
 - (c) record this in the Register of Mail Ballots; and,
 - (d) set aside the rejected certification envelope unopened.
- 5.5 The Chief Election Officer shall retain in their custody all opened and unopened certification envelopes.
- 5.6 After 3:00 p.m. on the Thursday two days before general voting day, the Chief Election Officer, or Designate, in the presence of at least one other Election Official, and any candidates and/or candidate representatives present, shall:
- (a) deal with any challenges to the electors involving the accepted certification envelopes;
 - (b) open the certification envelopes;
 - (c) open the secrecy envelopes and remove the ballots within face down; and
 - (d) insert each ballot into the vote counting unit designated for receiving mail ballots in accordance with provisions of the City of Langley’s Automated Vote Counting System Authorization and Procedure Bylaw as they pertain to mail ballot voting procedures.
- 5.7 If the Chief Election Officer receives a return envelope with its contents after 3:00 p.m. on the Thursday two days before general voting day but before the close of general voting, the Chief Election Officer or Designate shall:
- (a) process the return envelope in accordance with Section 5.1 of this Bylaw; and
 - (b) process the certification envelope in accordance with Sections 5.2 to 5.5, of this Bylaw.

- 5.8 As soon as possible, following the close of voting on general voting day, the Chief Election Officer, or Designate, in the presence of at least one other Election Official, and any candidates and/or candidate representatives present, shall supervise:
- (a) the opening of accepted certification envelopes;
 - (a) the opening of each secrecy envelope and removal of the ballot within; and,
 - (b) the insertion of each ballot into the vote counting unit designated for receiving mail ballots in accordance with provisions of the City of Langley's Automated Vote Counting System Authorization and Procedure Bylaw as they pertain to mail ballot voting procedures.
- 5.9 If the Chief Election Officer, or Designate, receives a return envelope with its contents after the close of general voting day, the Chief Election Officer, or Designate, shall:
- (a) mark the unopened return envelope as "rejected";
 - (b) indicate the reason why the return envelope was rejected on the return envelope;
 - (c) place the unopened return envelope with the other rejected return envelopes; and, record it in the Register of Mail Ballots.

6. CHALLENGE OF ELECTOR

A person who qualifies under Section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in Section 126 of the *Local Government Act* up until 3:00 p.m. on the Thursday two days before general voting day.

7. ELECTOR'S NAME ALREADY USED

If upon receiving a request for a mail ballot, the Chief Election Officer, or Designate, determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer shall comply with Section 127 of the *Local Government Act*.

8. REPLACEMENT OF SPOILED BALLOT

- 8.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, or Designate, the elector may request a replacement ballot by:
- (a) advising the Chief Election Officer, or Designate, of the ballot spoilage; and,

- (b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer, or Designate.
- 8.2 Upon receipt of the spoiled ballot package, the Chief Election Officer, or Designate, shall record such fact and proceed according to Sections 4 and 5 of this Bylaw.

9. SEVERABILITY

If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this thirteenth day of June, 2022.

FINALLY ADOPTED this twenty-seventh day of June, 2022.



MAYOR



CORPORATE OFFICER