



GUIDE TO SUPPORTING A CANDIDATE

FOR LOCAL GOVERNMENT ELECTIONS IN B.C.

2014



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Key Contacts

Ministry of Community, Sport and Cultural Development

Contact the Ministry of Community, Sport and Cultural Development (Ministry) for answers to questions about the material contained in this guide. Ministry staff can also provide additional information about local elections administration in British Columbia.

Ministry of Community, Sport and Cultural Development

Governance and Structure Branch
PO Box 9839 Stn. Prov. Govt.
Victoria, BC V8W 9T1
Phone: 250 387-4020
Website: www.cscd.gov.bc.ca/lgd/contacts/department.htm

Elections BC

Contact Elections BC for answers to questions about local elections campaign financing and election advertising requirements.

Elections BC

In Victoria call: 250 387-5305
Elsewhere in B.C. call: 1 855 952-0280
Email address: electoral.finance@elections.bc.ca
Website: www.elections.bc.ca

Ministry of Education

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

Ministry of Education

Knowledge Management and Accountability Division
PO Box 9146 Stn. Prov. Govt.
Victoria, BC V8W 9H1
Phone: 250 356-1404
Email address: EDUC.Governance.Legislation@gov.bc.ca
Website: www.bced.gov.bc.ca/legislation/trustee_election/welcome.htm

Enquiry BC

Contact Enquiry BC for answers to questions about Provincial Government programs and services.

Enquiry BC

In Victoria call: 250 387-6121

In Vancouver call: 604 660-2421

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

Outside B.C.: 604 660-2421

Email address: EnquiryBC@gov.bc.ca

Website: extranet.gov.bc.ca/forms/gov/contact/index.html

Municipal and Regional District Information

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

CivicInfoBC

Phone: 250 383-4898

Email address: info@civicinfo.bc.ca

Website: www.civicinfo.bc.ca/11.asp

Other Resources

BC Laws

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

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

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

Elections Legislation

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

Crown Publications Inc.

563 Superior Street
Victoria, BC V8V 1T7
Phone: 250 387-6409
Fax: 250 387-1120
Toll Free: 1 800 663-6105
E-mail address: crownpub@gov.bc.ca
Website: www.crownpub.bc.ca/default.aspx

Educational Materials

The Ministry of Community, Sport and Cultural Development, Elections BC, Union of B.C. Municipalities, Local Government Management Association, Ministry of Education, Ministry of Justice, and the BC School Trustees Association collaborated to produce educational materials and guides for the 2014 general local election.

The Ministry of Community, Sport and Cultural Development's educational materials are available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

- Candidate's Guide to Local Government Elections in B.C.
- Elector Organization Guide to Local Government Elections in B.C.
- Local Elections in British Columbia: What Every Candidate Needs to Know
- Voter's Guide to Local Elections in B.C.

Educational materials developed by Elections BC are available online at: www.elections.bc.ca

- Guide to Local Elections Campaign Financing in B.C.
- Third Party Sponsor Guide to Local Elections in B.C.

Educational materials developed by the Ministry of Education are available online at: www.bced.gov.bc.ca/legislation/trustee_election

- School Trustee Election Procedures in British Columbia

Educational materials developed by the BC School Trustees Association are available online at: www.bcsta.org

Disclaimer

The information contained in the *Guide to Supporting Candidate for Local Government Elections in B.C.* (guide) is provided as general reference and while all attempts have been made to ensure the accuracy of the material – the guide is not a substitute for provincial legislation.

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

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

Individuals participating in elections conducted by the City of Vancouver must refer to the *Vancouver Charter* and its regulations for specific provisions related to City of Vancouver elections.

New Elections Legislation – Shared Roles and Responsibilities

The *Local Elections Campaign Financing Act* – enacted in 2014 – was created to enhance campaign financing rules and ensure greater accountability and transparency in local elections. The *Local Elections Campaign Financing Act* separates the rules that regulate election advertising and campaign financing disclosure from the more procedural rules that apply generally to local elections administration.

Elections BC is a non-partisan and independent Office of the Legislature that oversees campaign financing and election advertising in local elections under the *Local Elections Campaign Financing Act*.

Elections BC is responsible for managing campaign financing disclosure requirements, investigations, and enforcing the campaign financing and **third party advertising** provisions set out in the *Local Elections Campaign Financing Act*. Elections BC's role also extends to **by-elections** and **assent voting** (referenda) held by local election authorities outside of the **general local election** cycle.

The Ministry of Community, Sport and Cultural Development, Local Government Management Association, Union of British Columbia Municipalities, Ministry of Education, Ministry of Justice, the BC School Trustees Association and Elections BC have developed educational materials related to local elections.

Elections BC provides information and advice about election advertising, campaign financing and **third party sponsors** and has developed educational materials on these topics.

Local **Chief Election Officers** appointed by local governments continue to be responsible for local government elections administration, including receiving nomination documents, declaring **candidates**, administering voting opportunities, counting ballots and declaring election results.

Local Chief Election Officers also work with Elections BC to monitor compliance with election advertising regulations, and may assist Elections BC to address incidents of non-compliance. In this way, the practical, on the ground presence and knowledge of local Chief Election Officers has been combined with the expertise of Elections BC to create an effective approach to local elections campaign financing and election advertising rules.

See Appendix A for more information about local election partner roles and responsibilities.

Refer to Elections BC's *Third Party Sponsor Guide to Local Elections in B.C.* for detailed information and instructions regarding the campaign financing and disclosure process and rules related to third party sponsors, available online at: www.elections.bc.ca

Introduction

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

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

The local elections process enables residents and property owners to determine the body of individuals who then make decisions and govern on their behalf following **general voting day**.

Local governments have roles that include:

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

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

Local governments hold **by-elections** to fill council and regional district board vacancies that occur between **general local elections**. Local governments also conduct **referenda** to obtain **elector** assent in order to carry out certain council and regional district board decisions (e.g. borrowing to construct a new library or recreation centre).

The *Guide to Supporting a Candidate for Local Government Elections in B.C.* (guide) was created to illustrate ways in which citizens may support a candidate in a local election. The guide provides: general information about local government elections in B.C.; the key participants in a local election (e.g. elector, candidate, **third party sponsor** and **elector organization**); and, the key administrators in a local election (local election officials and **Elections BC**).

Information about how to support a candidate by: nominating a candidate(s); making **campaign contributions**; volunteering; posting signs; becoming a **third party sponsor**; or, joining an **elector organization** is also described in the guide.

Anyone actively engaged in election advertising must be aware that their actions may lead them to become a **third party sponsor**. All election advertising undertaken during the **election proceedings period** must include **sponsorship information**.

Elections BC has published the *Guide to Local Elections Campaign Financing in B.C.* and *Third Party Sponsor Guide to Local Elections in B.C.* that describe the campaign financing disclosure process and requirements, and rules related to third party sponsors, available online at: www.elections.bc.ca

The next general local election is **November 15, 2014**.

Local Government Elections Generally

Local Government Act – sections 42, 50, 51, 73.3 and 94–100
Local Elections Campaign Financing Act – sections 17, 31–41 and 73–79

The *Local Elections Campaign Financing Act* refers to local Chief Election Officers as “local election officers”. Local Chief Election Officers and local election officers perform the same role and function during a local government election.

General voting day for the 2014 general local election is **November 15**.

The required advance voting opportunity for the 2014 general local elections is **November 5**.

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

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

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

Voting Opportunities

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

An **advance voting opportunity** must also be available whereby eligible electors may cast their ballot in a local election. There are two additional opportunities that may also be available: special voting; and, mail ballot voting.

Local governments have the authority to increase **elector** access to the voting process by holding additional voting opportunities for their citizens. Increasing the number of voting opportunities may positively impact voter turnout and increase overall access to, and the transparency of, the election process

General Voting Day

General voting day is held every four years. General voting day is the primary opportunity for **candidates** seeking office as a **mayor, councillor, electoral area director, Islands Trust local trustee, local community commissioner** or **park board commissioner** to be elected to office by eligible electors. Voting places are open from 8 a.m. to 8 p.m. local time on general voting day.

Advance Voting

An **advance voting opportunity** must be held 10 days prior to general voting day. This required advance voting day allows eligible electors who may not otherwise be able to vote on general voting day to cast their ballots. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.

See Appendix B for other key election dates.

Special Voting

Special voting opportunities may be held in any location – inside or outside the local government boundary – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots during a local election.

Special voting opportunities are generally held in hospitals, long-term care facilities or other locations where electors' mobility may be impaired. Only designated **electors** are eligible to vote at special voting opportunities – for example a local government may decide only patients and staff would be entitled to vote during a special voting opportunity held at a hospital.

Mail Ballot Voting

Mail ballot voting provides those electors unable to attend a special, advance or general voting opportunity the ability to vote in a local election. Generally, mail ballot voting is intended to allow **non-resident property electors**, seasonal residents, electors in geographically remote locations, and electors whose mobility or health is compromised, an opportunity to cast their ballot in the election.

Key Participants

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

Electors

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

A resident elector 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 before registering to vote;
- have been a resident of the **jurisdiction** in which they intend to vote for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election, or be otherwise disqualified by law.

A non-resident property elector 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 before registering to vote;
- have owned property in the **jurisdiction** in which they intend to vote for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act* or any other enactment from voting in a local election, or be otherwise disqualified by law.

Candidates

A **candidate** is an individual seeking election as a mayor, councillor, electoral area director, **Islands Trust local trustee**, **local community commissioner** or **park board commissioner** within a **municipality**, **regional district** electoral area, Trust area, community commission area or park board jurisdiction that has been nominated by eligible electors and declared a candidate by the local **Chief Election Officer**.

Electors may not cast their ballot on the Internet or by telephone.

Electors must have been a B.C. resident prior to **April 8, 2014** to vote in the 2014 general local election.

Third party advertising

is election advertising, other than election advertising undertaken by a candidate or elector organization as part of their election campaign. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated, such as funding for a local recreation centre or preserving parkland.

Refer to the *Candidate's Guide to Local Government Elections in B.C.* for more information about candidates, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

Financial Agents

A financial agent has a wide range of financial responsibilities during an election campaign, including: opening and depositing contributions to, and paying election-related expenses from, a candidate's **campaign account**; recording campaign contributions and election expenses; and, filing the candidate's disclosure statement following the election.

Financial agents must be appointed and agree in writing to oversee the campaign financing process for candidates and elector organizations. Candidates, however, can act as their own financial agents. Financial agents are responsible for ensuring that all campaign financing recording and disclosure requirements are done in accordance with the *Local Elections Campaign Financing Act*.

Third Party Sponsors

A third party sponsor is an individual or organization that undertakes election advertising independent from a candidate or elector organization campaign. Third party sponsors are subject to registration and campaign financing disclosure requirements under the *Local Elections Campaign Financing Act*.

Refer to Elections BC's *Third Party Sponsor Guide to Local Elections in B.C.* for more information about registration and financial disclosure, available online at: www.elections.bc.ca

CAMPAIGN ORGANIZERS

Campaign organizers are no longer regulated under the *Local Government Act*.

Activities that were typically undertaken by **campaign organizers** under the previous campaign financing rules will likely be captured as **third party advertising** under the *Local Elections Campaign Financing Act*.

Individuals or organizations that were campaign organizers prior to the enactment of the *Local Elections Campaign Financing Act* are not permitted to receive **campaign contributions** or incur **election expenses** for the 2014 general local election.

However, those individuals and organizations are still required to file a **disclosure statement** with Elections BC detailing any contributions received or expenses incurred in relation to the 2014 general local election prior to the *Local Elections Campaign Financing Act* coming into force.

Campaign organizers that have failed to file a disclosure statement may have committed an offence and may be subject to campaign financing penalties.

Elector Organizations

Elector organizations promote a candidate, slate of candidates or a point of view during a local election in one or more jurisdictions. Elector organizations are occasionally referred to as "civic political parties".

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

Refer to the *Elector Organization Guide to Local Government Elections in B.C.* for more information about elector organizations, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

Volunteers

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

Key Election Administrators

Local governments and **Elections BC** administer local elections in B.C.

Election Officials

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

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

The local Chief Election Officer is also responsible for training the Deputy Chief Election Officer, Presiding Election Officials and any additional election officials required to conduct the local government election.

Elections BC

Elections BC is a non-partisan, independent Office of the Legislature that oversees campaign financing and election advertising in local elections under the *Local Elections Campaign Financing Act*.

Elections BC is responsible for managing campaign financing disclosure requirements, investigations, and enforcing the campaign financing, election advertising and third party sponsor provisions set out in the *Local Elections Campaign Financing Act*.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* and *Third Party Sponsor Guide to Local Elections in B.C.* for more information about campaign financing and third party sponsors, available online at: www.elections.bc.ca

B.C. CHIEF ELECTORAL OFFICER

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

The campaign period for the 2014 general local election begins on **January 1** and ends on **November 15**.

The election proceedings period for the 2014 general local election begins on **September 30** and ends on **November 15**.

What are Election Campaigns?

An **election campaign** is a connected series of actions (e.g. advertising, meetings, and speeches) designed to elect a **candidate** or a slate of candidates to a **municipal council** or **regional district board**.

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

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

An election campaign may be undertaken by a candidate or an elector organization during a local election.

CAMPAIGN PERIOD AND ELECTION PROCEEDINGS PERIOD

The **campaign period** for a general local election begins at the start of the calendar year in which the general local election is held and ends at the close of voting on general voting day.

The **election proceedings period** runs from the 46th day before general voting day until the close of voting on general voting day.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* and *Third Party Sponsor Guide to Local Elections in B.C.* for more information about campaign period and election proceedings period requirements, available online at: www.elections.bc.ca

Candidate Campaigns

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

Refer to the *Candidate's Guide to Local Government Elections in B.C.* for further information about candidate campaigns, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

Elector Organization Campaigns

Candidates and elector organizations may form mutually beneficial partnerships in order to realize a similar intended outcome – the election of the candidates endorsed by the elector organization.

Candidates and elector organizations each direct their own separate election campaigns; however, an endorsed candidate may decide not to undertake election campaign activities and instead rely solely on the elector organization to undertake election activities on their behalf. In turn the elector organization would have its name, abbreviation or acronym appear on the ballot beside the candidate's name as part of its campaign activities.

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

Campaign financing and election advertising rules apply to elector organization election campaigns. Every elector organization must appoint a **financial agent** to ensure the financial aspects of the election campaign are run in accordance with the *Local Elections Campaign Financing Act*. Elector organizations are required to submit **disclosure statements** to Elections BC for each jurisdiction in which they ran an election campaign in a local government election.

Refer to the *Elector Organization Guide to Local Government Elections in B.C.* for further information about elector organizations and endorsements by elector organizations, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* for information about the campaign financing disclosure process, available online at: www.elections.bc.ca

How to Support a Candidate

Local Government Act – sections 71, 72, 73.4, 81 and 82

Vancouver Charter – sections 43, 44, 45.4, 53 and 54

Local Elections Campaign Financing Act – sections 10, 13, 16, 17, 21, 31 – 41, 45 and 46

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

The election proceedings period for the 2014 general local election begins on **September 30** and ends on **November 15**.

A third party sponsor is an individual or organization that conducts election advertising independent from a candidate or elector organization campaign.

There are a number of ways to support a **candidate** in a local election by: promoting; advertising; being a candidate representative; canvassing; organizing events; joining an elector organization; making campaign contributions; nominating a candidate; participating on telephone banks; volunteering; and, voting.

Promoting a Candidate

An individual can “promote” a candidate in order to spread the word about the candidate’s campaign by: posting messages or videos on their own Facebook, Twitter and YouTube pages on a non-commercial basis; commenting in news or discussion forums; writing letters to the editor; or, writing an opinion or editorial column in a news publication free of charge.

Advertising

General Advertising

An individual can also support a candidate through advertising during an election campaign. Advertising is a key component in most local election campaigns.

Individuals may use print, radio, television, the Internet and/or social media (e.g. Facebook, Twitter, YouTube) advertising to promote or oppose candidates, elector organizations or points of view during an election campaign. Generally, election advertising must not be transmitted on **general voting day**.

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

Rules in relation to election advertising come into effect during the **election proceedings period** and apply to all individuals and groups that undertake election advertising during this period. Individuals or groups that undertake election advertising during the election proceedings period are acting as third party sponsors and therefore are subject to additional obligations and requirements.

Refer to Elections BC’s *Third Party Sponsor Guide to Local Elections in B.C.* and *Guide to Local Elections Campaign Financing in B.C.* for more information about third party sponsors and election advertising requirements, available online at: www.elections.bc.ca

Third Party Advertising

Third party advertising undertaken by **third party sponsors** is election advertising, other than election advertising undertaken by a candidate or elector organization as part of their election campaign. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated, such as funding for a local recreation centre or preserving parkland.

There are two types of third party advertising: **directed advertising**; and, **issue advertising**.

Advertising that is specifically related to a candidate or an elector organization and names the candidate, includes the candidate's image or likeness or identifies the candidate by voice or physical description is considered directed advertising.

Advertising about a public policy issue, such as preserving parkland or building a new recreation centre, is considered issue advertising.

Third party advertising undertaken by a third party sponsor *must* be independent from candidates and their election campaign. Third party sponsors and candidates *must not* coordinate their advertising.

Third party sponsors are required to register with Elections BC before undertaking election advertising, and they must record and disclose **sponsorship contributions** and information about sponsored third party advertising. A third party sponsor that has failed to follow third party sponsor and campaign financing requirements may have committed an offence and may be subject to penalties.

Refer to Elections BC's *Third Party Sponsor Guide to Local Elections in B.C.* and *Guide to Local Elections Campaign Financing in B.C.* for more information about third party sponsors and campaign financing disclosure requirements available online at: www.elections.bc.ca

Signs

Signs play a significant role in election advertising. Individuals may support a candidate by displaying signs on behalf of a candidate – for example in windows, on lawns, or in other public places.

A person who agrees to post a sign that a candidate or elector organization has developed will not be considered a third party sponsor. Simply because an individual is posting signs on their property, or putting up flyers on behalf of a candidate or elector organization, does not mean that they are a third party sponsor.

Advertising and campaigning of any sort is prohibited within 100 metres of a voting place. This includes displaying signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing or soliciting votes, or otherwise trying to influence how an elector votes.

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

The Ministry of Transportation and Infrastructure regulates sign placement along Provincial highways, medians, bridges and along major roadways. Contact the local government or local Ministry of Transportation and Infrastructure office before placing election campaign signs on medians, bridges or along major roads.

A person who wishes to conduct an advertising campaign, or to publish advertisements that they have developed, may be considered a third party sponsor. Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* and *Third Party Sponsor Guide to Local Elections in B.C.* for more information about third party sponsors, available online at: www.elections.bc.ca

Being a Candidate Representative

Financial Agent

Every candidate must appoint a financial agent. The financial agent is legally responsible for ensuring that the financial aspects of the candidate's election campaign comply with the *Local Elections Campaign Financing Act's* requirements.

A candidate is the financial agent for the election campaign when the candidate does not appoint a financial agent.

A person may act as the financial agent for more than one candidate; however, each candidate may have only one financial agent at a time.

A financial agent has a wide range of financial responsibilities during an election campaign – such as opening a **campaign account** for the candidate at a savings institution; depositing all election campaign contributions, **transfers** and payments received into the candidate's campaign account; and, paying all campaign-related expenses from the candidate's campaign account. There are many other requirements under the *Local Elections Campaign Financing Act* that financial agents must be aware of and follow.

A person who agrees to be a candidate's financial agent must consent to the appointment in writing and understand the scope of their responsibilities – failure to comply with campaign financing rules may result in a fine of up to \$10,000 and/or imprisonment of up to two years for the candidate and/or financial agent.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* for information about the financial agent's role and responsibilities, available online at: www.elections.bc.ca

Official Agent

A candidate may appoint an official agent to act on their behalf throughout the election process. The official agent may be the election campaign manager or the spokesperson for the candidate. The candidate may also appoint the official agent as their financial agent.

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

Scrutineers

An individual who wants to represent a candidate and may not wish to take on the financial agent or official agent role can support a candidate by being a scrutineer at voting proceedings on general voting day and/or at an advance or special voting opportunity.

A candidate may appoint scrutineers to represent them at voting opportunities by observing voting procedures and scrutinizing the ballot-counting process. A candidate and/or their official agent may appoint scrutineers.

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

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

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

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

Candidate representatives must carry copies of their appointment papers whenever they represent the candidate at an election proceeding.

Canvassing

Campaign volunteers may support a candidate by canvassing door-to-door throughout the community in order to raise awareness of the candidate or elector organization and their election platform, identify issues of importance to electors and determine the level of elector support for a given candidate.

Organizing Events

Candidates may hold “meet and greet” events (e.g. luncheons or dinners) where the electorate can listen to the candidate’s platform or position on specific issues and ask questions. Local governments, community groups and local media often provide opportunities for candidates to communicate their platform or position on specific issues to the electorate at “all-candidate” forums. Local governments are not obligated to organize, supervise, or to inform candidates of these events.

Joining an Elector Organization

Another way to support a candidate is by joining, creating, or becoming one of the **responsible principal officials** for, an **elector organization**.

Elector organizations are formed to promote a **candidate**, slate of candidates or a point of view in a **local election** by endorsing candidates on the ballot and advertising for or in conjunction with candidates. Elector organizations are occasionally referred to as “civic political parties”.

Generally, elector organizations promote a slate of candidates or otherwise undertake **election campaigns** to elect multiple candidates in one or more **jurisdictions**. Election campaign activities may include a planned set of actions, events or initiatives (e.g. canvassing, telephone banks, events and advertising) designed to promote a candidate or a slate of candidates and communicate their election platform to the electorate during an election campaign.

Elector organizations must appoint responsible principal officials as their representatives – they are often the organization’s presidents or chief officers. Each elector organization must have at least two responsible principal officials, and one of these officials must be designated to act as the **authorized principal official**.

The authorized principal official is the individual who must sign key documents for the elector organization and make solemn declarations, such as appointing a financial agent and making candidate endorsements, on the elector organization’s behalf. The authorized principal official is also responsible for retaining **campaign financing records**.

An elector organization must have 50 members who are eligible **electors** in the jurisdiction where the election is being held to qualify as an elector organization and endorse a candidate(s) on the ballot. The elector organization’s authorized principal official is required to swear a **solemn declaration** indicating that the organization has at least 50 members who are eligible electors at the time of **endorsement** in order to have its endorsement appear on a ballot. The organization must also comply with the campaign financing disclosure requirements under the *Local Elections Campaign Financing Act*.

Refer to the *Elector Organization Guide to Local Government Elections in B.C.* for information about elector organizations, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

It is an election offence to contribute money to an individual or organization knowing that the funds would be provided (or “funnelled”) as campaign contributions to one or more candidates. Indirect contributions – contributions given through another person or organization – are not permitted.

Anonymous contributions to a candidate or elector organization of \$50 or less are allowed.

Making Campaign Contributions

Campaign contributions, more commonly referred to as “donations”, are a way to directly support a candidate and help them finance their election campaign.

A **campaign contribution** is the amount of any **money** or the value of any non-monetary property or services provided without compensation to a candidate for use in their election campaign.

Campaign contributions include monetary and “in-kind contributions” (e.g. non-monetary). Monetary contributions are generally made by cash or cheque directly from the individual to the candidate’s financial agent or directly to the candidate if the candidate is acting as their own financial agent (or is authorized by the financial agent to accept contributions). Indirect contributions – where specific contributions are given through another person or organization to a candidate – are not permitted.

In-kind or “non monetary contributions” or services donated to a candidate election campaign are also considered campaign contributions. In-kind contributions include donated property or services, and must be valued and reported by the candidate in their **disclosure statement**. In-kind contributions must be assigned a **market value**, and be recorded and disclosed in the same manner as monetary contributions by the candidate’s financial agent.

When making a campaign contribution, be prepared to provide certain personal information (such as name, address and contribution amount) to the candidate’s financial agent. The financial agent is required to record and maintain records of all campaign contributions received and to disclose this information following the election.

Anyone who contributed \$100 or more, or who makes several smaller campaign contributions to one candidate that together total more than \$100, will have their name included in the candidate’s disclosure statement.

WEB WIZARD

You are a self-employed website designer and often design websites for community organizations and non-profit groups. When you learn one of the candidates supports the same new recycling program in the community as you do, you decide to work with the candidate to design a 10-page website free of charge.

The time and money you invest in creating the website is considered an in-kind campaign contribution. The candidate (or their financial agent) is required to record and disclose information about the value of the website as a contribution. Be aware if the website you provide would normally cost \$1,500, the candidate or financial agent must list the website as a \$1,500 contribution from you in the candidate’s **disclosure statement**.

Nominating a Candidate

Nominating an individual for office is a meaningful way of showing support for a prospective candidate and their election platform in an election campaign.

Prospective candidates generally approach possible nominators to support their candidacy. Two (or more) nominators must sign the candidate’s nomination form. Signing candidate nomination documents involves providing the nominator’s name

and residential address and declaring that, to the best of their knowledge, the candidate is qualified to run for office. The documents are then filed with the local Chief Election Officer during the nomination period.

Individuals wishing to be a candidate for local government office must be nominated by at least two electors from the jurisdiction in which the candidate intends to run – some local governments may require more than two nominators

A person may nominate as many candidates as there are positions to fill on **municipal council** or the **regional district board**. The individual being nominated must consent to the nomination. **Resident electors** and **non-resident property electors** are eligible to nominate a candidate for office. Nomination papers are available at local government offices throughout B.C.

The candidate's nomination documents are available for public inspection after the end of the nomination period until 30 days after the declaration of election results. Local governments must make the documents available for viewing during regular business hours, and they may also make the documents available by other means – including on the Internet. This means that an individual who nominated a candidate must be prepared for their name and address to be publicly available.

Participating on Telephone Banks

Individuals may support a candidate by participating on a telephone bank established by a candidate. Campaign supporters may use the telephone bank to contact eligible **electors** to raise awareness about the candidate, determine the level of support for their candidate and identify which issues are important to electors.

Telephone banks may also be used by candidates (or their representatives) during advance and general voting opportunities to contact and remind eligible electors to “get out and vote”.

Volunteering

Candidates generally need a team of volunteers to assist with a variety tasks and duties during an election campaign, including:

- door-to-door canvassing;
- making phone calls;
- driving voters to voting places;
- arranging events; and,
- assisting with election campaign logistics.

A **volunteer** provides services to a candidate for no remuneration or material benefit. Anyone can be a volunteer, except for individuals who are self-employed and offer services that they normally sell or otherwise charge for – or if an employer makes an employee available for an election campaign at the employer's expense.

Local governments may require two, 10, or, in jurisdictions with populations greater than 5,000, 25 nominators for each candidate.

COFFEE CONVERSATION

You are volunteering for a candidate who is hosting a meet-and-greet at a local coffee shop. A couple is passing by and you offer to buy them coffee if they will speak with you and the candidate.

While buying someone coffee seems like a harmless offer, it must not be interpreted as an inducement to vote or not vote a particular way. Vote-buying includes offering money, gifts, valuable considerations, refreshments, entertainment, employment or any other benefit of any kind to a voter.

It is an election offence to offer inducements to vote or not to vote, or to vote for a particular candidate. It is also an offence to accept inducements to vote.

Voting

Informed and engaged electors create effective, accountable and democratic local governments. Elected officials exercise considerable authority and make a wide range of decisions that affect the daily lives of citizens, families, and the business community. Electing candidates that represent the broad interest of the community is the responsibility of the electorate – **voting is the most fundamental part of the local election process.**

Refer to the *Voter's Guide to Local Elections in B.C.* for information about the voting process – including voter eligibility, how residents register to vote, and identification requirements, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

Driving electors to voting places must not create an obligation on the elector, whether overt or implied, to vote for certain candidates; otherwise, it could be considered vote-buying – which is an election offence.

Glossary

advance voting opportunity

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

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

Sections 97-98 of the
Local Government Act

Sections 69-70 of the
Vancouver Charter

assent voting

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

Sections 157-159 of the
Local Government Act

Sections 129-131 of the
Vancouver Charter

authorized principal official

An individual who signs key documents and makes solemn declarations on behalf of elector organizations and third party sponsors. The authorized principal official signs a solemn declaration in order to endorse candidates and is responsible for retaining campaign financing and sponsorship contribution and sponsored advertising records.

Sections 21(1)(b) and
40(1)(b) of the *Local Elections
Campaign Financing Act*

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 and ensuring compliance with the *Local Elections Campaign Financing Act*.

board

See entry for "regional district board".

board of education

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

Section 1 of the *School Act*

Section 30(2) of the
School Act

Section 37 of the
Local Government Act

Section 10 of the
Vancouver Charter

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

Sections 13, 22 and 29(1) of
the *Local Elections Campaign
Financing Act*

Section 88 of the
Local Government Act

Section 60 of the
Vancouver Charter

Section 22 of the *Local
Elections Campaign
Financing Act*

by-election

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

Municipal councils are not required to hold a by-election when the vacancy occurs in the same calendar year as a general local election. Regional district boards and the Islands Trust Council are not required to hold a by-election to fill a vacancy that occurs after July 1 in the same calendar year as a general local election.

campaign account

An account opened at a savings institution by a financial agent to be used exclusively for election campaign purposes. The account must be opened in the candidate or electoral organization's name and be separate and distinct from any personal or business accounts. All campaign payments must be paid directly or reimbursed from the campaign account. All campaign contributions and campaign transfers between candidates and elector organizations must be deposited into the campaign account.

campaign contribution

The amount of any money or the value of any non-monetary property or services provided without compensation to a candidate or elector organization for election campaign use.

Any money provided by a candidate in relation to their own election campaign is considered a campaign contribution and must be recorded and disclosed.

Donated non-monetary property or services to a candidate or elector organization election campaign are campaign contributions and must be assigned a market value, and recorded and considered in the same manner as monetary contributions.

Discounted property or services contributed to a candidate or elector organization election campaign must be recorded and disclosed. The difference between the property or service's market value at the time it was provided and the amount that was charged is considered a campaign contribution.

campaign financing records

The records maintained to complete a candidate or elector organization disclosure statement. Campaign financing records must include specific information about each candidate and elector organization including campaign contributions, election expenses, transfers, and surplus campaign funds. These records must be kept in B.C. for five years after general voting day for the related election.

The records maintained by a third party sponsor to complete a third party sponsor disclosure statement. Campaign financing records must include specific information about each third party sponsor including the value of sponsored third party advertising, the value of the third party sponsor's own funds used in advertising, and any sponsorship contributions received.

campaign organizers

Campaign organizers are no longer regulated under the *Local Government Act*.

Activities that were typically undertaken by campaign organizers under the previous campaign financing rules will likely be captured as third party advertising under the *Local Elections Campaign Financing Act*.

Individuals or organizations that were campaign organizers prior to the enactment of the *Local Elections Campaign Financing Act* are not permitted to receive campaign contributions or incur election expenses for the 2014 general local election.

However, those individuals and organizations are still required to file a disclosure statement with Elections BC detailing any contributions received or expenses incurred in relation to the 2014 general local election prior to the *Local Elections Campaign Financing Act* coming into force.

Campaign organizers that have failed to file a disclosure statement may have committed an offence and may be subject to campaign financing penalties.

campaign period

The period that begins at the start of the calendar year in which the general local election is held and ends at the close of voting on general voting day.

The campaign period for a by-election begins on the day the vacancy for which a by-election is to be held occurred and ends at the end of general voting day.

candidate

An individual who has filed nomination papers before the close of the nomination period and has been declared a candidate by the local Chief Election Officer at the end of that period.

A candidate includes an individual who intends to become a candidate in an election, an individual who is seeking or intends to seek endorsement by an elector organization in relation to an election, and, in relation to obligations under the *Local Elections Campaign Financing Act*, an individual who was a candidate.

An individual who is declared a candidate in a local election must comply with the *Local Government Act* and the *Local Elections Campaign Financing Act*.

chief election officer

An individual appointed by a municipal council or regional district board to conduct a general local election or by-election. The Chief Election Officer (CEO) is guided by the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter* as applicable, and the local government election bylaw. CEOs have broad authority to do all things necessary for the conduct of an election in accordance with the legislation and the local government election bylaw.

corporate officer

An individual appointed by a municipal council or regional district board that is responsible for:

- ensuring accurate meeting minutes are prepared;
- ensuring access is provided to records of council or board committees;
- administering oaths and taking affirmations, affidavits and declarations;
- certifying copies of bylaws;
- accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or board; and,
- keeping the corporate seal and affixing it to required documents.

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

Section 33 of the
Local Government Act

Section 7 of the
Vancouver Charter

Schedule - Definitions and
Interpretations of the
*Local Elections Campaign
Financing Act*

Sections 41-43 of the
Local Government Act

Sections 14-16 of the
Vancouver Charter

Section 148 of the
Community Charter

Section 198 of the
Local Government Act

Section 115 of the
Community Charter

council

See entry for “municipal council”.

councillor

A member of a municipal council who is not the mayor. Every council member has the following responsibilities under the *Community Charter*, to:

- consider the well-being and interests of the municipality and its community;
- contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- participate in council meetings, committee meetings and meetings of other bodies which the member is appointed;
- carry out other duties assigned by the council; and,
- carry out other duties assigned under the *Community Charter* or any other Act.

Section 12(2) of the
*Local Elections Campaign
Financing Act*

directed advertising

Directed advertising is a form of third party advertising. Generally, directed advertising specifically relates to a candidate by naming the candidate or identifying the candidate by an image, likeness, voice or physical description.

Section 46(1) of the
*Local Elections Campaign
Financing Act*

disclosure statement

A campaign financing statement that includes, but is not limited to, a listing of contributions, expenses, transfers and surplus funds. Financial agents for candidates and elector organizations must file disclosure statements with Elections BC. Third party sponsors are also required to file disclosure statements with Elections BC.

Section 37 of the
Local Government Act

Section 12 of the
Vancouver Charter

election bylaw

A bylaw that enables a local government to make decisions about election administration, including whether:

- voting machines will be used, and if so, the procedures that will govern their use;
- mail ballot voting will be used, and if so, what procedures will govern its use;
- additional advance voting opportunities will be offered, or, in communities of less than 5,000, whether the required additional advance voting opportunity will be waived;
- voter registration will be conducted both on voting day and in advance or on voting day only; and,
- nomination deposits will be required.

An election bylaw must be adopted at least eight weeks before the first day of the nomination period in a general local election or six weeks before the first day of the nomination period in a by-election.

election campaign

Election campaigns are undertaken by candidates and elector organizations and include activities organized and conducted to benefit a candidate or elector organization for one of the following purposes:

- promote or oppose the election of a candidate or elector organization;
- approve or disapprove of a course of action advocated by a candidate or elector organization;
- promote or oppose an elector organization or its program; or,
- approve or disapprove of a course of action advocated by an elector organization.

Those activities that include any or all of the following: advertising; distribution or mailing of printed leaflets or letters; speeches; interviews with news media and door-to-door visits with potential voters.

election expense

The value of property or services used in an election campaign by, or on behalf of, a candidate or elector organization during the campaign period for an election. An election expense for a by-election is the value of property or services used in an election campaign after the date of the vacancy for which the by-election is being held.

election proceedings period

The period that begins on the 46th day before general voting day and ends at the close of voting on general voting day. Rules in relation to election advertising and third party advertising as defined in the *Local Elections Campaign Financing Act* come into effect during this period.

Election proceedings period expenses for candidates and elector organizations must be disclosed in the prescribed manner under the *Local Elections Campaign Financing Act*. Similarly, the value of third party advertising undertaken by third party sponsors during the election proceedings period must be disclosed in the prescribed manner under the *Local Elections Campaign Financing Act*.

Elections BC

A non-partisan and independent Office of the Legislature that oversees and administers campaign financing and election advertising in local elections under the *Local Elections Campaign Financing Act*.

elector

An individual who is a resident elector or non-resident property elector and who is qualified to vote in a municipal, regional district, Islands Trust, community commission or park board election.

elector organization

An organization that endorses or intends to endorse a candidate in a local election. The elector organization must have a membership of 50 or more eligible electors when the endorsement(s) is made.

Campaign financing rules apply to elector organization election campaigns. Every elector organization must appoint a financial agent to ensure compliance with the campaign financing rules in the *Local Elections Campaign Financing Act*.

Sections 4-5 of the *Local Elections Campaign Financing Act*

Section 83 of the *Local Government Act*

Section 55 of the *Vancouver Charter*

Section 14 of the *Local Elections Campaign Financing Act*

Sections 10(2), 15 and 46-51 of the *Local Elections Campaign Financing Act*

Sections 49-51 of the *Local Government Act*

Sections 22-24 of the *Vancouver Charter*

Section 79 of the *Local Government Act*

Section 51 of the *Vancouver Charter*

Sections 19-23 and 25 of the *Local Elections Campaign Financing Act*

electoral area director

A regional district board member who has been elected to that position by electoral area electors.

endorsement

The process by which an elector organization can formalize its relationship with one or more candidates running in a local election.

An elector organization that endorses candidates in a local election can undertake an election campaign to promote those candidates and the elector organization or to oppose another elector organization and its candidates. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization.

An endorsement requires that the elector organization's name, abbreviation or acronym appear on the ballot beside the candidate's name. A ballot endorsement by an elector organization is the only visible indication of an elector organization's support for a candidate permitted within a voting place.

financial agent

A representative that a candidate or elector organization is legally required to appoint during an election campaign. A candidate may act as the financial agent or appoint another individual to this position.

A financial agent must ensure that the financial aspects of the election campaign comply with the *Local Elections Campaign Financing Act*. A candidate or elector organization may not have more than one financial agent at the same time.

general local election

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

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

general voting day

The final voting day in a general local election or by-election. General voting day is held on the third Saturday in October for a general local election, and a Saturday chosen by the chief election officer for a by-election.

Islands Trust

A federation of local island governments with a mandate to make land use decisions that preserve and protect the Islands Trust area.

Islands Trust local trustee

An individual elected to serve on a Local Trust Committee for each local Trust area within the Islands Trust. Two candidates are elected from each local Trust area. The local trustees are also members of the Islands Trust Council.

issue advertising

Issue advertising is a form of third party advertising that is related to an issue of public policy – such as preserving parkland or building a new recreation centre – and not specifically related to a candidate or an elector organization.

Section 12(1) of the
*Local Elections Campaign
Financing Act*

jurisdiction

The applicable jurisdiction in which a general local election, by-election or assent voting process is being held.

Section 1(2) of the
*Local Elections Campaign
Financing Act*

local community commission

A body established by regional district bylaw in an electoral area to provide advice in relation to, or management of, one or more regional district services provided within the “local community”. Between four and six elected commissioners and the electoral area director compose a local community commission.

Commissioners may be elected for a four-year term during a general local election or for a one-year term, as specified in the establishing bylaw.

local community commissioner

See entry for “local community commission”.

local election

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

market value

The lowest price charged for an equivalent amount of equivalent property or services in the market area at the relevant time. Market value includes all applicable taxes.

mayor

An individual elected to head municipal council and be the municipal chief executive officer. The mayor has responsibilities under the *Community Charter* in addition to their councillor responsibilities, including to:

- provide leadership to the council, including recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- communicate information to the council;
- preside at council meetings when in attendance;
- provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- establish standing committees in accordance with section 141;
- suspend municipal officers and employees in accordance with section 151;
- reflect the will of council and to carry out other duties on behalf of the council; and,
- carry out other duties assigned by or under this or any other Act.

Section 116 of the
Community Charter

Sections 114-121 of the
Community Charter

Sections 7-32 of the
Local Government Act

Section 51 of the
Local Government Act

Section 24 of the
Vancouver Charter

Sections 485-497 of the
Vancouver Charter

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

money

Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card, and any form of electronic payment or funds transfer.

municipal council

The governing body of a municipality composed of a mayor and several councillors. A municipal council has between five and eleven members – the number of councillors depends on the population of the municipality. All municipal council members are elected during a general local election unless elected at a by-election held to fill a council vacancy.

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

municipality

A local government area represented by a mayor and councillors elected to serve on a municipal council. A municipality provides local government services within a defined geographic area.

non-resident property elector

An individual that does not live in a jurisdiction and who is entitled to vote in an election by virtue of owning property in that jurisdiction. On voting day, a non-resident property elector must:

- be a Canadian citizen;
- be at least 18 years of age;
- have lived in British Columbia for at least six months;
- have owned the property in the jurisdiction for at least 30 days; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

park board

A board of commissioners having responsibility for the governance of a public park system and its attendant services, such as recreational operations.

Commissioners are elected to a four-year term during a general local election.

park board commissioners

See entry for "park board".

referenda

See entry for "assent voting".

regional district

A local government area represented by elected and/or appointed representatives serving on a regional district board. A regional district provides local government services within a defined geographic area which may consist of municipalities and/or unincorporated electoral areas.

regional district board

The regional district governing body composed of electoral areas (see “electoral area director”) elected representatives and appointed representatives from the municipal councils within the regional district.

Sections 173-174 of the
Local Government Act

resident elector

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

On voting day, a resident elector must:

- be a Canadian citizen;
- be at least 18 years of age;
- have lived in British Columbia for at least six months before registering to vote;
- have lived in the jurisdiction for at least 30 days before registering to vote; and,
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

Section 50 of the
Local Government Act

Section 23 of the
Vancouver Charter

responsible principal official

An individual appointed by an elector organization or third party sponsor who may represent the organization as needed. Each elector organization or third party sponsor that is an organization must have appointed at least two individuals who have consented to be the responsible principal officials.

Sections 21 and 40 of the
Local Elections Campaign Financing Act

school board

See entry for “board of education”.

school trustee

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

Section 1 of the *School Act*

scrutineer

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

solemn declaration

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

Section 97 of the
Local Elections Campaign Financing Act

sponsorship contribution

The amount of any money or the value of any non-monetary property or services provided without compensation to an individual or organization to be used to sponsor third party advertising.

Section 32 of the
Local Elections Campaign Financing Act

Section 44 of the
*Local Elections Campaign
Financing Act*

Section 11 of the
*Local Elections Campaign
Financing Act*

Sections 37-41 of the
*Local Elections Campaign
Financing Act*

sponsorship information

Identifies the required information about election advertising sponsors, including:

- the name of the financial agent or third party sponsor;
- a B.C. telephone number or B.C. mailing address or email address for the financial agent or third party sponsor;
- authorization from the financial agent or third party sponsor; and,
- an indication of whether the sponsor is registered as a third party sponsor.

third party advertising

Election advertising that is not sponsored by an elector organization or a candidate as part of their election campaign. Third party advertising generally promotes or opposes a candidate, elector organization or point of view during a local government election.

third party sponsor

An individual or organization that undertakes, or intends to undertake, third party advertising independently from an elector organization or candidate election campaign. Third party sponsors are subject to registration and campaign financing disclosure requirements under the *Local Elections Campaign Financing Act*.

transfer

A movement of money, property or services between a candidate or elector organization's own campaign accounts and between a candidate and the endorsing elector organization.

volunteer

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

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Local Chief Election Officers	Provide nomination and endorsement documents, and receive nomination, endorsement and candidate and elector organization representative documents
	Collect nomination deposits (if applicable)
	Oversee all local election administration activities (e.g. declare candidates, set up voting opportunities, count votes, declare the election results)
Elections BC	Provide local elections campaign financing education guides, an online website and information to local government staff, candidates, elector organizations, other election participants and the public
	Provide information and support by telephone and email to candidates, elector organizations, local governments, other election participants and the public about the campaign financing and election advertising process
	Receive nomination, endorsement and candidate representative documents from local governments
	Receive updates to information in nomination, endorsement and candidate representative documents
	Register third party sponsors
	Investigate non-compliant election advertising
	Enforce election advertising rules and third party advertising rules
	Review disclosure and supplementary reports
	Collect \$500 late filing fee
	Investigate local election campaign financing irregularities
	Enforce local election campaign financing rules
	Maintain disqualification lists
Ministry of Community, Sport and Cultural Development	Provide election education guides, a webinar and presentations to candidates, elector organizations, local government staff, other election participants and the public
	Provide information and support by telephone or email to candidates, local government staff, other election participants and the public about local government election administration

Appendix A: Local Election Partner Roles and Responsibilities

LOCAL ELECTION PARTNER ROLES AND RESPONSIBILITIES	
WHO	ROLES / RESPONSIBILITIES
Local Government Management Association	Provide election education manuals and workshops to local government election officials
	Provide information and support by telephone and email to local government election officials about local government election administration
Union of British Columbia Municipalities	Develop election educational material for local government elected officials
Ministry of Education	Provide board of education trustee manual to candidates, school districts, local governments and the public
	Provide information and support by telephone and email to candidates, school districts, local governments and the public about local elections legislation
BC School Trustees Association	Produce and distribute election educational material about trustees and boards of education roles

Appendix B: Key Election Dates

KEY ELECTION DATES	
ACTION OR DEADLINE	DATE
Campaign Period Begins	January 1, 2014
Nomination Period Begins	September 30, 2014
Election Proceedings Period Begins	September 30, 2014
Nomination Period Ends	October 10, 2014
Declaration of Candidates	October 10, 2014
Endorsement Challenge Deadline	October 14, 2014
Endorsement Documents Originals to local Chief Election Officer Deadline	October 17, 2014
Endorsement Withdrawal Deadline	October 17, 2014
Advance Voting Day	November 5, 2014
General Voting Day	November 15, 2014
Campaign Period Ends	November 15, 2014
Election Proceedings Period Ends	November 15, 2014
Declaration of Official Election Results	November 19, 2014
Judicial Recount Application Deadline	November 24, 2014
Judicial Recount Completion Deadline	November 28, 2014
Oath or Affirmation of Office Deadline	January 5, 2015
Disclosure Statement Filing Deadline	February 13, 2015
Disclosure Statement Late Filing Deadline	March 16, 2015

