

# CAMPAIGN ORGANIZER AND ELECTOR ORGANIZATION GUIDE



TO LOCAL ELECTIONS IN B.C.



Library and Archives Canada Cataloguing in Publication

Campaign organizer and elector organization guide to local elections in BC.

ISBN 978-0-7726-6033-6

1. Campaign management--British Columbia--Handbooks, manuals, etc.  
2. Political campaigns--British Columbia--Handbooks, manuals, etc. 3. Elections  
--British Columbia--Handbooks, manuals, etc. I. British Columbia. Ministry of  
Community, Sport and Cultural Development

JF2112.C3E43 2008

324.709711

C2008-905523-3

# Table of Contents

<b>Key Contacts</b>	<b>iii</b>	Advertising	10
Ministry of Community, Sport and Cultural Development	iii	<b>Elector Organizations</b>	<b>11</b>
Enquiry BC	iii	Notifying the Local Chief Election Officer	11
Municipal and Regional District Information	iii	Membership	12
<b>Other Resources</b>	<b>iii</b>	Representatives	12
Election Legislation	iii	President, Chair or Other Chief Official	12
BC Laws	iv	Financial Agent	13
Educational Materials	iv	Scrutineers	13
Disclaimer	iv	<b>Structure</b>	<b>13</b>
<b>Introduction</b>	<b>1</b>	<b>Key Campaign Activities</b>	<b>13</b>
<b>Local Government Elections Generally</b>	<b>2</b>	Canvassing	14
<b>Voting Opportunities</b>	<b>2</b>	Phone “banks”	14
General Voting Day	2	Events	14
Advance Voting	2	Advertising	14
Special Voting	2	<b>Candidate Endorsement</b>	<b>15</b>
Mail Ballot Voting	3	Ballot Endorsements	15
<b>Key Participants</b>	<b>3</b>	Choosing Candidates	15
Electors	3	Making a Ballot Endorsement	15
Candidates	3	Choosing a Ballot Endorsement Mark	16
Campaign Organizers	3	Consent	16
Elector Organizations	4	Challenge of Ballot Endorsement	17
Election Officials	4	<b>Election Campaign Offences</b>	<b>18</b>
<b>Election Campaigns</b>	<b>5</b>	<b>Voting Days</b>	<b>19</b>
<b>What are Election Campaigns?</b>	<b>5</b>	Voting Times	19
Campaign Organizer Campaigns	5	Counting Ballots	19
Elector Organization Campaigns	5	Scrutineer Conduct	20
Candidate Campaigns	6	Authority of Election Officials	20
<b>Campaign Organizers</b>	<b>7</b>	<b>After General Voting Day</b>	<b>21</b>
Notifying the Local Chief Election Officer	7	Announcing Results	21
Membership	8	Judicial Recount	21
Representatives	8	Breaking Ties	22
President, Chair or Other Chief Official	8	Invalid Election	22
Financial Agent	9	Oath of Office	22
Scrutineers	9	Taking Office	23
<b>Structure</b>	<b>9</b>	<b>Campaign Financing</b>	<b>24</b>
<b>Key Campaign Activities</b>	<b>9</b>	Recording and Disclosing	24
Canvassing	9	Contributions and Expenses	24
Phone “banks”	10	Appointing a Financial Agent	24
Events	10	Financial Agent Responsibilities	25
		Generally	25
		Campaign Accounts	26
		Campaign Contributions	26

# Table of Contents

Monetary Contributions	27
In-kind Contributions	27
Campaign Contribution Restrictions	28
Recording and Disclosing Contributions	29
Valuation Exempt Services	30
Recording Debts as Contributions	30
<b>Election Expenses</b>	<b>30</b>
Recording and Disclosing Expenses	32
Surplus Funds	35
<b>Filing Requirements</b>	<b>35</b>
Late Filing	35
Court Relief from Filing Obligations	35
Supplementary Reports	35
Public Report	36
Public Inspection	36
<b>Campaign Finance Offences</b>	<b>37</b>
<b>Campaign Financing Offence Penalties</b>	<b>37</b>
Penalties for Failure to File	37
Automatic Disqualification	37
Additional Penalties	38
Inspector's List of Disqualified Candidates	38
<b>Glossary</b>	<b>39</b>
<b>Sample Record-Keeping Forms</b>	<b>46</b>
Record of Monetary Contributions	46
Record of In-kind (Discounted and Donated) Contributions	48
Record of Election Expenses	49
Record of Anonymous Campaign Contributions Remitted to Local Government	50
<b>Cover Sheet and Check List</b>	<b>51</b>
<b>Sample Campaign Financing Disclosure Statement</b>	<b>52</b>

# 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 in British Columbia (B.C.).

Ministry of Community, Sport and Cultural Development  
Local Government Department  
Advisory Services Branch  
PO Box 9839 Stn. Prov. Govt.  
Victoria, BC V8W 9T1  
Phone: 250-387-4020  
Internet: [www.cscd.gov.bc.ca/lgd/contacts/department.htm](http://www.cscd.gov.bc.ca/lgd/contacts/department.htm)

## Enquiry BC

Enquiry BC is a provincial referral service connecting British Columbians to public servants in Ministries throughout the BC Public Service:

In Victoria call: 250-387-6121  
In Vancouver call: 604-660-2421  
Elsewhere in B.C. call: 1-800-663-7867  
Outside BC: 604-660-2421  
E-mail address: [EnquiryBC@gov.bc.ca](mailto:EnquiryBC@gov.bc.ca)  
Hours of Operation: 7:30 a.m. to 5:00 p.m., Monday to Friday

## Municipal and Regional District Information

Local government mailing addresses, telephone numbers, e-mail addresses and websites are available online through CivicInfoBC at: [www.civicinfo.bc.ca/11.asp](http://www.civicinfo.bc.ca/11.asp)

## Other Resources

### Election Legislation

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

Crown Publications Inc.  
106 Ontario Street  
Victoria, BC V8V 1M9  
Phone: 250-386-4636  
Fax: 250-386-0221  
Toll Free: 1-877-747-4636  
Website: [www.crownpub.bc.ca/default.aspx](http://www.crownpub.bc.ca/default.aspx)

This guide may be photocopied.

NOTE: Although this guide was prepared to help campaign organizers and elector organizations understand the electoral process and legislation regarding local elections in British Columbia, each organization must refer to the *Local Government Act* and its regulations for specific interpretation and advice.

Campaign organizers and elector organizations in elections conducted by the City of Vancouver should refer to the *Vancouver Charter* and its regulations.

## 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 *Vancouver Charter*, the *Community Charter* and the *School Act* are available online at: [www.bclaws.ca/](http://www.bclaws.ca/)

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

## Educational Materials

The Ministry of Community, Sport and Cultural Development, the Union of B.C. Municipalities and the Local Government Management Association collaborated to produce educational guides for the 2011 general local election. The following materials are available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm)

- Candidate's Guide to Local Elections in B.C.
- Campaign Financing Standard Forms Booklet for Local Elections in B.C.
- Election Choices Guide for Local Governments in B.C.
- Guide to Supporting a Candidate for Local Elections in B.C.
- Other Voting (Referendum) Guide
- Voter's Guide to Local Elections in B.C. (available in English, French, Chinese, Punjabi)

## Disclaimer

The information contained in this 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](http://www.bclaws.ca)) for specific election-related provisions and requirements within the *Local Government Act*, the *Vancouver Charter*, the *Community Charter*, and the *School Act*.

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

# Introduction

**General local elections** are the foundation of democratic local governments in British Columbia.

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, school boards, Islands Trust, local community commissions**, and other local bodies influence jobs, create safe communities for British Columbians and shape the long-term vision for the community as a whole.

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

Local governments have two primary roles: acting first as a political forum through which citizens, families and business owners within the local community express their collective vision; and, secondly as a means of providing desired services and programs to the community.

Since 1990, general local elections for **mayors, councillors, electoral area directors**, school board trustees, local community commissioners and Islands Trust local trustees in British Columbia have been held every three years on the third Saturday in November. **The next general local election is November 19, 2011.**

Local governments and school boards hold **by-elections** to fill municipal council and 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 board decisions (e.g. borrowing to construct a new library or recreation centre).

The *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.* was created to provide individuals and organizations operating election campaigns in support of candidates or points of view with comprehensive, detailed information about the local election process. The guide is a companion to the *Candidate's Guide to Local Elections in B.C.* and the *Campaign Financing Standard Forms Booklet for Local Elections in B.C.* (Note: A separate guide for school trustee elections is published by the Ministry of Education and is available online at: [www.bced.gov.bc.ca/legislation/trustee\\_election/](http://www.bced.gov.bc.ca/legislation/trustee_election/)).

The *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.* begins by providing general information about local elections in British Columbia – background; the opportunities electors have to vote during a local election; the key participants in a local election (e.g. elector, candidate, **campaign organizer, elector organization** and election officials); and, general information about campaign organizers and elector organizations. The guide then describes the major elements of the election process – election campaigns; endorsing candidates; and, what happens on general voting day. The guide ends with a section that provides a detailed look at **campaign contributions** and **election expenses**, record-keeping and campaign financing disclosure.

There are a series of examples and scenarios used throughout the guide intended to reinforce several of the more complex aspects of local elections – campaign financing disclosure, for example. The guide also contains a completed set of sample record-keeping and campaign financing disclosure forms that build on the examples provided throughout the guide – these sample forms can be used in conjunction with the *Campaign Financing Standard Forms Booklet for Local Elections in B.C.*, (available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm)) to record, disclose and file the **campaign financing disclosure statements** required under the *Local Government Act* or *Vancouver Charter*.

The next general local election is November 19, 2011.

# Local Government Elections Generally

Each local government is responsible for running its own local elections. Local governments may also run school trustee elections on behalf of school boards. **Municipal councils** and **boards** appoint a **Chief Election Officer** to ensure the process is run in accordance with the local government or school board election bylaw, the *Local Government Act* or, in the case of the City of Vancouver – the *Vancouver Charter*.

The election legislation contains provisions that must be consistently applied to all **general local elections** and **by-elections**; however, the legislation is also flexible enough that local governments and school districts are able to make choices about how they conduct their elections in a manner that suits local circumstances.

## Voting Opportunities

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 impact voter turnout and increase overall access to, and the transparency of, the election process.

**General voting day** is generally the most publicized or widely-known voting opportunity resident and non-resident property owners have to cast their ballot in a local election. There are however, three additional opportunities that may also be available to eligible electors: advance voting; special voting; and, mail ballot voting.

### General Voting Day

General voting day is held every three years on the third Saturday in November – in 2011, general voting day is November 19. General voting day is the primary opportunity for **candidates** seeking office as a **mayor, councillor, electoral area director** or school board trustee to be elected to office by eligible electors. Voting places are open from 8 a.m. to 8 p.m. on general voting day.

### Advance Voting

An **advance voting opportunity** must be held ten 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. November 9, 2011 is the required advance voting opportunity for the 2011 general local election. Local government jurisdictions with populations of 5,000 or greater are required to hold at least two advance voting opportunities.

### Special Voting

Special voting opportunities may be held in any location – inside or outside the local government jurisdiction – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots in a general 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 hospital patients and staff may be entitled to vote during a special voting opportunity held at a hospital.

November 9, 2011 is the required advance voting opportunity for the 2011 general local election.

## 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 general 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. Local governments have the legislative authority to permit mail ballot voting – not all local governments offer mail ballot voting.

## Key Participants

Electors (resident and non-resident property owners), candidates, **campaign organizers, elector organizations** and election officials are collectively the primary participants in the local election process.

### Electors

The right to vote in local elections is conferred on two types of individuals – **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 lived in British Columbia for at least six months before registering to vote; have lived in the municipality, regional district electoral area, school district trustee electoral area, or Islands Trust area in which they intend to vote for at least 30 days before registering to vote; and, not be disqualified by the *Local Government Act*, any other Act, or the Courts from voting in a general local election.

A non-resident property elector must: be at least 18 years of age on general voting day; be a Canadian citizen; have lived in British Columbia for at least six months before registering to vote; and have owned property in the jurisdiction for at least 30 days before registering to vote.

### Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, school board trustee, or Islands Trust trustee within a municipality, regional district electoral area, school board trustee electoral area, or Trust area who has been nominated by eligible electors and declared a candidate by the Chief Election Officer.

See the *Candidate's Guide to Local Elections in B.C.*, available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm), for more information about candidates.

### Campaign Organizers

Campaign organizers are individuals or organizations that promote or oppose a candidate (or a point of view), or otherwise undertake election **campaigns** (e.g. advertising, arranging meetings and speeches) that support candidates or elector organizations in one or more jurisdictions. Campaign organizers may be a few individuals in a single community, or organizations that run election campaigns in multiple jurisdictions. An individual who undertakes or intends to undertake such a campaign in an election *and* accepts contributions from others, that person is considered a campaign organizer.

Campaign organizers operate independently from candidates and elector organizations and do not require the consent from a candidate or elector organization. Campaign organizers cannot endorse a candidate on the ballot – only elector organizations may endorse a candidate on the ballot.

### **Elector Organizations**

Elector organizations are formed to promote a candidate, “slate” of candidates or a point of view in a general local election. Elector organizations are occasionally referred to as “civic political parties”. Elector organizations can also endorse candidates on the ballot by allowing their name, abbreviation or acronym to appear on the ballot beside the candidate’s name.

Generally elector organizations promote candidates or otherwise undertake election campaigns to elect multiple candidates in one or more jurisdictions.

### **Election Officials**

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

The Chief Election Officer must conduct the election in accordance with the local government election bylaw, *Local Government Act* or, in the case of the City of Vancouver – the *Vancouver Charter*. The 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 election.

# Election Campaigns

## 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, regional district board, local community commission** or a local trust committee of the Islands Trust.

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

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

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

## Campaign Organizer Campaigns

Campaign organizers are individuals or organizations that promote or oppose a candidate (or a point of view), or otherwise undertake election campaigns (e.g. advertising, arranging meetings and speeches) that support candidates or elector organizations in one or more jurisdictions. Campaign organizers may be a few individuals in a single community, or organizations that run election campaigns in multiple jurisdictions. If an individual undertakes or intends to undertake such a campaign in an election *and* accepts or intends to accept contributions from others, that person is considered a campaign organizer.

Campaign organizers operate independently from candidates and elector organizations and do not require the consent from a candidate or elector organization. Campaign organizers cannot endorse a candidate on the ballot – only elector organizations may endorse a candidate on the ballot.

Campaign organizers are not required to register as a company or society – however, they are required to provide contact information to the **Chief Election Officer** as soon as reasonably possible after they have received or spent more than \$500 in a general local election.

Campaign organizers are required to have a financial agent to ensure the financial aspects of the election campaign are run in accordance with the campaign financing requirements contained in the *Local Government Act* or *Vancouver Charter*.

Campaign organizers are required to submit **campaign financing disclosure statements** to the local government when they spend over \$500 in **election expenses** or receive over \$500 in **campaign contributions** in a **general local election**.

## Electors Organization Campaigns

Generally, elector organizations are formal organizations that promote a “slate” of candidates or otherwise undertake election campaigns to elect multiple candidates in one or more jurisdictions.

Campaign organizers cannot endorse a candidate on the ballot – only elector organizations may endorse a candidate on the ballot.

Candidates and elector organizations may form mutually beneficial partnerships in order to realize a similar intended outcome – the election of the candidates supported by the elector organization. A candidate may agree to allow an elector organization to manage their campaign, along with the campaigns of any other candidates the elector organization endorses and in turn the elector organization permits its name, abbreviation or acronym to appear on the ballot beside the candidate's name. Alternatively, a candidate and elector organization may agree to run separate complementary campaigns designed to elect that candidate within a specific jurisdiction – the elector organization may also allow its mark to be used on the ballot next to the name of the candidate.

Elector organizations are not required to be incorporated as a company or society – however, they are required to provide contact information to the Chief Election Officer as soon as reasonably possible after they meet membership requirements to become an elector organization.

Campaign financing rules apply to elector organizations. Every elector organization must appoint a financial agent to ensure the financial aspect of the election campaign is run in accordance with the campaign financing requirements contained in the *Local Government Act* or *Vancouver Charter*. Elector organizations are required to submit campaign financing disclosure statements to the designated local government officer for each election campaign they ran in a general local election.

### **Candidate Campaigns**

In many cases, candidates direct their own election campaign during **general local elections**.

Candidates may enlist the expertise of designated representatives, such as a financial agent or official agent. They may also retain an election campaign manager and campaign **volunteers** to raise funds, prepare and distribute advertisements, call eligible voters, handle logistics and take on other election campaign-related activities. Candidates have considerable flexibility in organizing their campaigns, provided they avoid committing campaign offences and meet campaign financing disclosure requirements.

See the *Candidate's Guide to Local Elections in B.C.*, available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm), for more information about candidates.

# Campaign Organizers

**Campaign organizers** are individuals or organizations that promote or oppose a **candidate** (or a point of view), or otherwise undertake election **campaigns** (e.g. advertising, arranging meetings and speeches) that support candidates or **elector organizations** in one or more jurisdictions.

Campaign organizers may be a few individuals in a single community, or organizations that run election campaigns in multiple jurisdictions. If an individual undertakes or intends to undertake such a campaign in an election *and* accepts or intends to accept contributions from others, that person is also considered a campaign organizer.

Campaign organizers operate independently from candidates and elector organizations and do not require the consent from a candidate or elector organization to do so. Campaign organizers cannot endorse a candidate on the ballot – only elector organizations may endorse a candidate on the ballot.

Campaign organizers are not required to register as a company or society – however, they are required to provide contact information to the **Chief Election Officer** as soon as reasonably possible after they have received or spent more than \$500 in an **general local election**.

Campaign organizers are required to appoint a chief official – a campaign organizer must also appoint a financial agent to ensure the financial aspects of the election campaign are run in accordance with the campaign financing requirements contained in the *Local Government Act* or *Vancouver Charter*. Campaign organizers are required to submit campaign financing disclosure statements to the local government officer when they receive over \$500 in campaign contributions or incur over \$500 in election-related expenses in a local election.

Organizations that lobby for specific policy objectives are not necessarily campaign organizers if their efforts remain general and do not promote or oppose a candidate (or a point of view), or otherwise undertake election campaigns that support candidates or elector organizations. An organization that promotes specific policy objectives on an ongoing basis may become a campaign organizer if it publicly endorses a candidate and begins to design its activities in conjunction with a candidate.

Participation in, or contribution to, an election campaign that is directed by another person or group does not make an individual a campaign organizer.

An individual who agreed to have a lawn sign placed in their yard or who volunteered to work for an election campaign that is already underway would be a campaign supporter not a campaign organizer. Anyone who provides monetary or in-kind contributions to an election campaign would be a campaign contributor. See the *Guide to Supporting a Candidate for Elections in B.C.*, available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm), for further information about how to support a candidate.

## Notifying the Local Chief Election Officer

Campaign organizers must notify the Chief Election Officer or their designate of their existence and provide contact information for their official representatives (chief official and financial agent) as soon as reasonably possible after the campaign organizer has received more than \$500 in campaign contributions or incurred more than \$500 in election-related expenses.

Participation in, or contribution to, an election campaign that is directed by another person or group does not make an individual a campaign organizer.

A campaign organizer must provide, the:

- legal name of the campaign organizer, if one exists;
- usual name of the campaign organizer, if this is different from its legal name, and any abbreviations, acronyms and other names used;
- name of the financial agent and address and telephone number at which the financial agent can be contacted;
- name of the president, chair or other chief official of the campaign organizer and an address and telephone number at which that person can be contacted; and
- name of the director or other official responsible for the general financial affairs of the campaign organizer, if one exists.

## Membership

Campaign organizers may be a few individuals in a single community, or organizations that run election campaigns in multiple jurisdictions – a campaign organizer may be an individual, a group of people, a mixture of individuals and organizations, or a coalition of organizations.

Campaign organizers are not required to maintain a membership base or record any information about members – however, campaign organizers must protect any personal information collected from their members.

Campaign organizers must establish a policy – as per the *Personal Information Protection Act* – related to the use and disclosure of personal information and advise any prospective members of that policy prior to collecting their personal information.

## Representatives

A campaign organizer may appoint an individual or individuals to assist running an election campaign – as a campaign manager, or as a spokesperson. Each campaign organizer must appoint a chief official and a financial agent.

All campaign organizer representative appointments must be made in writing, and be accompanied with a signed statement containing the name and address of the individual and the role to which they have been appointed. The information must be submitted to the Chief Election Officer as soon as possible after the appointment has been made or the Chief Election Officer is appointed by the local government.

### President, Chair or Other Chief Official

A chief official may act on behalf of the campaign organizer throughout the election process – as a campaign manager, or as a spokesperson – for example.

A campaign organizer is required to appoint a chief official – the chief official must be appointed in writing and the appointment must be accompanied with a signed statement containing the name, telephone number and address of the individual appointed.

The chief official is required to sign several documents on behalf of the campaign organizer – such as the financial agent appointment letter. The chief official may also act as the financial agent – if the chief official is not appointed as the financial agent, they have no authority to accept contributions or incur expenses except as directed by the financial agent.

## Financial Agent

Campaign organizers are required to appoint a financial agent.

The financial agent is legally responsible to ensure that the financial aspects of the campaign organizer election campaign(s) comply with the *Local Government Act* or *Vancouver Charter* campaign financing requirements.

A campaign organizer may only have one financial agent at any one time – however, an individual may be the financial agent for more than one campaign organizer during a local election. If this is the case, the financial agent must be very clear about the campaign to which each financial transaction relates.

The financial agent must understand the scope of their responsibilities – failure to comply with campaign financing rules may result in a fine of up to \$5,000 for the campaign organizer or financial agent. Candidates supported by the campaign organizer may also be subject to fines and/or penalties.

The campaign organizer chief official is required to make a solemn declaration attesting to the appointment of the financial agent – the appointment must be made in writing, and be accompanied with a signed statement containing the name, telephone number and address of the individual appointed as the financial agent. The information must be submitted to the Chief Election Officer as soon as reasonably possible after the campaign organizer has spent over \$500 in election expenses or received over \$500 in campaign contributions.

## Scrutineers

Campaign organizers do not have official standing in a voting place and are not entitled to appoint scrutineers. Only a candidate can appoint a scrutineer.

## Structure

Campaign organizers may adopt any decision-making model or organizational structure that provides a basis upon which the members collectively agree to the objectives of the election campaign. Campaign organizers must appoint a financial agent for the election campaign and designate a chief official to represent the organization to the local government Chief Election Officer.

## Key Campaign Activities

Key campaign activities may include a planned set of actions, events or initiatives (e.g. canvassing, phone-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.

## Canvassing

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

It is an election offense to advertise in print, or on radio or television on general voting day.

### Phone “banks”

Campaign organizers may establish phone “banks” as one aspect of their election campaign. Campaign volunteers may use the phone bank to contact eligible electors to: raise awareness of the candidate; campaign organizer or elector organization; determine the level of support for their candidate(s); and, identify which issues are of importance to electors.

Private communication and marketing companies may be retained to provide this service for one or more campaign organizer. Phone banks may also be used by campaign organizers during advance, special and general voting opportunities to contact and remind eligible electors to “get out and vote”.

### Events

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. The local media may be aware of these public debates or all-candidates forums and publicize them to increase awareness within the community. Local governments are not obligated to organize or supervise, or to inform campaign organizers of these events.

### Advertising

Advertising is a key component of most local election campaigns. Candidates, campaign organizers, elector organizations, individuals – and businesses – may use print, radio, television or social media (e.g. Facebook, Twitter, Youtube) advertising to promote or oppose candidates or points of view during an election campaign.

There are certain legislated restrictions related to election advertising with which candidates, campaign organizers, elector organizations, and individuals must comply or be subject to election campaign and/or campaign financing penalties.

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.

Candidates, campaign organizers, elector organizations and citizens must not advertise in print, or on radio or television media on **general voting day** – nor may they accept supportive advertising purchased or donated as a **campaign contribution** by another party to appear in those media on general voting day.

# Elector Organizations

**Elector organizations** are formed to promote a **candidate**, slate of candidates or a point of view in a **general local election**. Elector organizations are occasionally referred to as “civic political parties”. Elector organizations can also endorse candidates on the ballot. Generally, elector organizations promote a “slate” of candidates or otherwise undertake election **campaigns** to elect multiple candidates in one or more jurisdictions.

An elector organization must appoint a chief official, a financial agent and file contact and other information with the local government **Chief Election Officer** – the organization must also comply with campaign financing disclosure requirements. Elector organizations tend to have a somewhat formalized structure because of these requirements.

Elector organizations are not required to be incorporated as a company or society – however, they are required to appoint a chief official and provide contact information to the Chief Election Officer as soon as reasonably possible after it has met the membership requirements to become an elector organization.

Campaign financing rules apply to elector organizations. Every elector organization must appoint a financial agent to ensure the financial aspects of the election campaign are run in accordance with the campaign financing requirements contained in the *Local Government Act* or *Vancouver Charter*. Elector organizations are required to submit **campaign financing disclosure statements** to the local government for each election campaign they ran in a general local election.

## Notifying the Local Chief Election Officer

Elector organizations must notify the local Chief Election Officer (or their designate) of their existence and provide contact information for their official representatives – chief official and financial agent – as soon as reasonably possible after it has met the qualifications. The information must be provided by the elector organization as soon as the local government has appointed a Chief Election Officer.

The elector organization must provide, the:

- legal name of the elector organization, if one exists;
- usual name of the elector organization, if this is different from its legal name, and any abbreviations, acronyms and other names used;
- name of the financial agent and address and telephone number at which the financial agent can be contacted;
- name of the president, chair or other chief official of the elector organization and an address and telephone number at which that person can be contacted; and
- name of the director or other official responsible for the general financial affairs of the elector organization, if one exists.

## Membership

An elector organization must have 50 members who are eligible electors in the jurisdiction for 60 days prior to endorsing a candidate to qualify as an elector organization.

The elector organization chief official is required to swear a **solemn declaration** indicating that the organization has at least 50 members who are electors of the jurisdiction – and who have been members for at least 60 days prior to endorsing a candidate – in order to have their endorsement appear on a ballot.

An elector organization must collect sufficient information about its members in order to make a reasonable determination of which members are eligible electors in the jurisdiction where the election is being held. At a minimum this would include: the names and addresses of the members; and, for members who are **non-resident property electors**, the addresses of the property in relation to which they are eligible to vote.

As a private entity, an elector organization is subject to the *Personal Information Protection Act*. Under that Act, the elector organization must establish a policy regarding the use and disclosure of personal information and advise any prospective members of that policy prior to collecting their personal information.

An elector organization is not required to provide a list of its members to the Chief Election Officer upon making an endorsement, though it may be required to provide the list if a candidate's nomination is challenged on the basis that the elector organization is not qualified to make an endorsement on the ballot.

## Representatives

Elector organizations may appoint an individual or individuals to take responsibility for running an election campaign(s) and must appoint a chief official and a financial agent – these roles may be filled by the same person.

All elector organizations representative appointments must be made in writing, and be accompanied with a signed statement containing the name and address of the individual and the role to which they have been appointed. The information must be submitted to the Chief Election Officer as soon as possible after the appointment has been made or the Chief Election Officer is appointed by the local government.

### President, Chair or Other Chief Official

A chief official may act on behalf of the elector organization throughout the election process – for example, as a contact for the Chief Election Officer or a campaign manager.

An elector organization must appoint a chief official as soon as possible after it becomes an elector organization (50 members at least 60 days prior to endorsing a candidate) and must notify the Chief Election Officer of the appointment. A chief official must be appointed in writing by the elector organization and the appointment must be accompanied with a signed statement containing the name, telephone number and address of the individual appointed.

The chief official is required to sign several documents on behalf of the elector organization – such as the financial agent appointment letter and solemn declarations attesting to candidate endorsements.

The chief official may also act as the financial agent – if the chief official is not appointed as the elector organization financial agent, they have no authority to accept contributions or incur expenses except as directed by the financial agent.

## Financial Agent

The financial agent is legally responsible for ensuring that the financial aspects of the elector organization campaign(s) comply with the requirements of the *Local Government Act* or *Vancouver Charter*. A financial agent must be appointed before any campaign contributions may be accepted or any election expenses may be incurred.

An elector organization may only have one financial agent at any one time – however, an individual may be the financial agent for more than one elector organization campaign during a local election. The financial agent for an elector organization may also be appointed as the financial agent for the campaigns of all candidates supported by the organization, or by more than one elector organization. If this is the case, the financial agent must be very clear about the campaign to which each financial transaction relates.

The financial agent must understand the scope of their responsibilities – failure to comply with campaign financing rules may result in a fine of up to \$5,000 for the elector organization or financial agent. Candidates supported by the elector organization may also be subject to fines and/or penalties.

The elector organization chief official is required to make a solemn declaration attesting to the appointment of the financial agent – the appointment must be made in writing, and be accompanied with a signed statement containing the name, telephone number and address of the individual appointed as the financial agent. The information must be submitted to the Chief Election Officer as soon as reasonably possible after the organization qualifies to be an elector organization or the Chief Election Officer is appointed by the local government, whichever is later.

## Scrutineers

Elector organizations do not have official standing in a voting place and are not entitled to appoint scrutineers. Only a candidate can appoint a scrutineer.

## Structure

An elector organization must have had a membership of at least 50 eligible electors – who have been members for at least 60 days prior to a candidate being endorsed – to maintain its status as an elector organization. Elector organizations tend to have a somewhat formalized structure because of the 50 elector membership requirement and also because the organization is empowered to endorse a candidate(s) on the ballot.

Elector organizations may adopt any decision-making model or organizational structure that provides a basis upon which the members collectively agree how to endorse a candidate or slate of candidates. A financial agent must be appointed by the elector organizations for the election campaign and a chief official must be appointed to represent the organization to the local government Chief Election Officer.

## Key Campaign Activities

Key campaign activities may include a planned set of actions, events or initiatives (e.g. canvassing, phone-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.

It is an election offense to advertise in print, or on radio or television on general voting day.

### Canvassing

Elector organizations and their **volunteers** may canvass door-to-door throughout a community in order to raise awareness of the candidate, campaign organizer or elector organization and their election platform, identify issues of importance to electors and determine the level of elector support for a given candidate.

### Phone “banks”

Elector organizations may establish phone “banks” as one aspect of their election campaign(s). Campaign volunteers may use the phone bank to contact eligible electors to: raise awareness of the candidate or elector organization; determine the level of support for their candidate; and, identify which issues are of importance to electors.

Private communication and marketing companies may be retained to provide this service for one or more elector organization. Phone banks may also be used by elector organizations during advance, special and general voting opportunities to contact and remind eligible electors to “get out and vote”.

### Events

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. The local media may be aware of these public debates or all-candidates forums and publicize them to increase awareness within the community. Local governments are not obligated to organize or supervise or to inform elector organizations about these events.

### Advertising

Advertising is a key component of most local election campaigns. Candidates, campaign organizers, elector organizations, individuals—and businesses—may use print, radio, television or social media (e.g. Facebook, Twitter, Youtube) advertising to promote or oppose candidates or points of view during an election campaign.

There are certain legislated restrictions related to election advertising with which candidates, campaign organizers, elector organizations, and individuals must comply or be subject to election campaign and/or campaign financing penalties.

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.

Candidates, campaign organizers, elector organizations and citizens must not advertise in print, or on radio or television media on **general voting day** – nor may they accept supportive advertising purchased or donated as a **campaign contribution** by another party to appear in those media on general voting day.

## Candidate Endorsement

### Ballot Endorsements

A key part of an elector organization election campaign is the endorsement of a candidate(s) on the ballot – the ability to make a ballot endorsement is the main distinction between elector organizations and campaign organizers.

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

A candidate may agree to allow an elector organization to manage their campaign, along with the campaigns of any other candidates the elector organization endorses and in turn the elector organization permits its name, abbreviation or acronym to appear on the ballot beside the candidate's name. Alternatively, a candidate and elector organization may agree to run separate complementary campaigns designed to elect that candidate within a specific jurisdiction – the elector organization may also allow its mark to be used on the ballot next to the name of the candidate.

There are no specific rules related to how an elector organization decides which candidate(s) to endorse – or who may be involved in planning campaign activities; however, there are specific rules about how the ballot endorsement is made. The ballot endorsement must be mutually agreed to by both the elector organization and the candidate. The endorsement must be submitted to the Chief Election Officer during the nomination period – between 9 a.m. on October 4, 2011, and 4 p.m. on October 14, 2011.

The only visible indication of elector organization support for a candidate that is permitted within a voting place is an elector organization ballot endorsement – when the elector organization's name, abbreviation or acronym is noted beside the name of the endorsed candidate on the ballot.

### Choosing Candidates

The process an elector organization uses to select a candidate may be unique to that organization. Factors such as the history of the organization, its central objectives, or its guiding principles may influence which like-minded candidates are endorsed by the elector organization.

The elector organization chief official is required to make a solemn declaration that indicates which candidate or candidates are endorsed by the elector organization – the declaration must be delivered by the candidate to the Chief Election Officer, or other person designated for that purpose.

Any expenses incurred by candidates seeking an elector organization endorsement must be recorded and disclosed in the candidate's campaign financing disclosure statement.

### Making a Ballot Endorsement

An elector organization must authorize its chief official to make a solemn declaration in order to endorse a candidate, or a slate of candidates. The solemn declaration must include the following:

- a statement that, to the best of their knowledge, information and belief of the official, the elector organization has:
  - a membership of at least 50 electors of the jurisdiction for which the election is being held, who have been members for at least 60 days prior to making the endorsement, and

An elector organization may endorse more than one candidate - a candidate may only be endorsed by one elector organization.

- authorized the official to make the solemn declaration;
- the name of the candidate(s) endorsed by the elector organization;
- the identifiers used by the elector organization, including its corporate name, if any, the usual name of the organization and any abbreviations, acronyms and other names used by the elector organization;
- a statement as to which name, abbreviation or acronym the elector organization wishes to have included on the ballot;
- the name of the director or other official responsible for the financial affairs of the elector organization; and
- the name of the president, chair or other chief official of the elector organization and the address and telephone number at which that person can be contacted.

The elector organization's chief official may make the required solemn declaration in advance with a Commissioner for taking affidavits for B.C. or have one taken by the Chief Election Officer, when the candidate delivers the nomination documents to the Chief Election Officer or other person designated for that purpose. The solemn declaration form may be available from the local government's Chief Election Officer.

### **Choosing a Ballot Endorsement Mark**

The *Local Government Act* and *Vancouver Charter* do not permit the ballot to show any indication of a candidate's current or prior experience as an elected official, their occupation, or titles, honours, degrees or decorations received or held. This restriction extends to information contained in the endorsement mark of an elector organization.

An elector organization may use the same mark of endorsement from one election to the next; however, a new elector organization must choose a mark that cannot be confused with the name, abbreviation or acronym of another elector organization whose endorsement of a candidate appeared on a ballot in a previous election or will appear in the upcoming election.

The Chief Election Officer is prohibited from allowing additional candidate information or marks of endorsement that may be confusing to the electors from appearing on the ballot.

### **Consent**

Consent of the endorsed candidate is required before the Chief Election Officer may place the endorsement mark on the ballot. An elector organization may endorse more than one candidate – however, a candidate may only be endorsed by one elector organization.

Each endorsed candidate is required to include a statement in their nomination papers that acknowledges the endorsement and confirms that they wish to have the endorsement of the elector organization included on the ballot. The nomination papers submitted by the candidate must be accompanied by the solemn declaration from the elector organization that the organization fulfils the requirements for endorsing a candidate.

The Chief Election Officer officially declares all of the nominees who have met the requirements as candidates for the local government election at the end of the nomination period. The deadline for withdrawing the endorsement is 4 p.m. on October 21, 2011 – should a candidate or elector organization reconsider the endorsement.

An elector organization may withdraw its endorsement of a candidate by delivering to the Chief Election Officer a written withdrawal signed by the chief official. The written withdrawal must be accompanied by a solemn declaration of the official that the elector organization has authorized withdrawal. A candidate may withdraw their consent to the elector organization's endorsement by delivering a signed withdrawal to the Chief Election Officer by 4 p.m. on October 21, 2011.

### **Challenge of Ballot Endorsement**

Anyone may view a candidate's nomination documents once the package has been submitted to the Chief Election Officer or their designate – they are available for public inspection until 30 days after the declaration of the election results. Local governments are required to provide access to nomination documents at the local government office during regular office hours. Local governments – by bylaw – may provide additional means of access to nomination documents (e.g. on the Internet).

An eligible elector, another nominee for office or the Chief Election Officer can challenge an elector organization's candidate endorsement if they believe the nomination documents are incorrect or the elector organization is not otherwise eligible to make a ballot endorsement. Challenges of nomination must be made through an application to the Provincial Court.

The Chief Election Officer is obligated to challenge the elector organization named in the nomination documents if the organization is identified on the list of organizations that are disqualified from endorsing a candidate for failure to file campaign financing disclosure statement in a previous election.

The Court only accepts an application to challenge an endorsement within four days after the end of the nomination period. The application must briefly set out the facts on which the challenge is based and be supported by an affidavit. A time will be set for the Court to hear the challenge and make a ruling, which may occur no later than 4 p.m. on October 21, 2011. The decision of the Court on a challenge is final and may not be appealed.

A candidate whose nomination has been challenged by an eligible elector, nominee for office or the Chief Election Officer is entitled to immediate notification of the challenge, a copy of the challenge of nomination application and of the date and time of the Provincial Court hearing within 24 hours of it being submitted to the Provincial Court.

# Election Campaign Offences

**Candidates** and campaign workers working on behalf of candidates, **campaign organizers** or **elector organizations** convicted of vote-buying, intimidation, campaigning near a voting place, providing or distributing false information, or conducting other activities contrary to the *Local Government Act* or *Vancouver Charter* may be subject a range of fines and penalties for committing campaign offences.

Campaign offences include:

- **Vote-buying** – It is an offence to offer inducements to vote or not to vote, or to vote for a particular candidate. Inducements can include offers of money, gifts, refreshments, entertainment, employment or any other benefit. It is also an offence to accept inducements to vote.

Examples of vote-buying include buying coffee for patrons of a coffee shop or volunteering to drive individuals to a voting place in exchange for votes. These activities are not prohibited, however in order to be acceptable, such activities must not create an obligation on the elector, whether overt or implied, to vote for certain candidates.

- **Intimidation** – It is an offence to intimidate an elector, by action or threat, to compel the person to vote or to refrain from voting. It is also an offence to punish a person for voting or refraining from voting generally, or for voting in support of a particular candidate.

Vote-buying and intimidation can result in penalties including fines of up to \$10,000, imprisonment for up to two years, prohibition from holding elected office in a local government for up to six years, and prohibition from voting in a local government election for up to six years.

- **Campaigning near a voting place** – It is an offence to engage in campaigning and other activities that show support for one candidate over another or for an elector organization or a campaign organizer within 100 metres of a voting place.
- **Providing or distributing false information** – It is an offence to falsely withdraw a candidate from an election, distribute a false statement that a candidate has withdrawn, falsely withdraw the endorsement of an elector organization, consent to nomination when ineligible, provide false information or make false statements or declarations.
- **Contravening voting provisions** – It is an offence to vote when not entitled to, vote more than once in an election, obtain a ballot in the name of another person, interfere with the secrecy of the ballot, tamper with ballots or ballot boxes, or print, reproduce, give out or destroy ballots without authorization.

Individuals and organizations that campaign near a voting place, provide or distribute false information, and/or contravene voting provisions may be subject to penalties including fines of up to \$5,000, imprisonment for up to one year, be prohibited from holding elected office in a local government for up to six years, and be prohibited from voting in a local government election for up to six years.

# Voting Days

## Voting Times

Voting places must be open from 8 a.m. to 8 p.m. on **general voting day** (November 19, 2011) and the required **advance voting opportunities** (November 9, 2011, and another date determined by local governments with a population greater than 5,000). Local governments may set specific hours for any special voting opportunities or additional advance voting opportunities held during the **general local election**.

All voting places must close by 8 p.m. on general voting day to ensure ballots are counted at the same time.

## Counting Ballots

Ballot counting may begin after the polls close at 8 p.m. on November 19.

**Candidates** are entitled to be present during the count, and may assign one representative to each location where counting takes place. **Campaign organizers** and **elector organizations** are not entitled to be represented during ballot counting.

Candidates or candidate representatives (e.g. scrutineer or official agent) must raise their objection to the acceptance or rejection of a ballot with the presiding election official supervising the ballot counting process. Objections to the acceptance or rejection of a ballot must be raised while the ballot is being considered during the count. Objections to accept or reject a ballot and the presiding election official's decision relative to the ballot in question are recorded and submitted with the ballot account for the voting place to the **Chief Election Officer**.

The presiding election official's decision to reject or accept a ballot can only be overturned by the Chief Election Officer – or by the Courts following a judicial recount.

Ballot accounts, which outline the results from an individual voting place and reconcile the number of ballots distributed with the number of ballots cast, are prepared at each voting place. Ballots are then packaged and returned to the **Chief Election Officer** at the local government office, who determines the official election results.

Each candidate is notified by the Chief Election Officer as to the time and location for the final ballot count and the declaration of the official election results. The official election results may necessarily not be announced on general voting day – the Chief Election Officer may announce preliminary results on general voting day and announce the official results at a later date. The official election results must be declared by 4 p.m. on November 23, 2011.

The Chief Election Officer is not obligated to notify campaign organizers or elector organizations of the time and location for the determination or declaration of results, however representatives may be present at the discretion of the campaign organizer or elector organization.

Voting places must be open from 8 a.m. to 8 p.m. on general voting day (November 19, 2011) and the required advance voting opportunities.

Campaign organizers and elector organizations are not entitled to appoint scrutineers separately.

## Scrutineer Conduct

Candidates (and/or their official agent) appoint scrutineers to observe the voting and counting process at voting places during advance, special and general voting opportunities. Scrutineers are not permitted to wear anything (e.g. shirt, cap, badge, button, pen or pin) that shows support for a particular candidate. Scrutineers must not interfere with the routines of the voting place and the duties of election officials. Scrutineers are not permitted to handle election documents under any circumstances.

Campaign organizers and elector organizations are not entitled to appoint scrutineers separately.

Chief Election Officers have the authority to establish specific rules governing the conduct and responsibilities of scrutineers. For example, Chief Election Officers may permit more than one scrutineer for each candidate to be present per ballot box at a voting place during voting proceedings.

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

Scrutineers may also challenge the acceptance or rejection of a ballot during the ballot counting process – the objection must be made with the presiding election official supervising the ballot counting. Objections to the acceptance or rejection of a ballot must be raised while the ballot is being considered during the count. Objections to the presiding election official's decision relative to the ballot in question are recorded and submitted with the ballot account for that voting place to the Chief Election Officer.

## Authority of Election Officials

The Chief Election Officer and presiding election officials are responsible for maintaining the integrity and secrecy of the voting process. The Chief Election Officer and presiding election officials may restrict or regulate the number of people admitted to a voting place at any time, and remove election signs within 100 metres of a voting place.

The Chief Election Officer and presiding election officials may require a person to show identification if they believe the person is at a voting place when not permitted to be present, disturbing the peace and order of voting, interfering with voting proceedings, or contravening election legislation. The Chief Election Officer and presiding election officials may order anyone engaged in these activities, including scrutineers, to leave a voting place, and if the person does not leave, they may remove or have a peace officer remove the person.

Election officials also have authority to challenge an elector's ability to vote on the basis that they are not entitled to vote or that they have accepted inducement for voting.

In extreme cases the Chief Election Officer or presiding election official may adjourn voting proceedings if they believe the health or safety of people at the voting place or the integrity of the vote is at risk.

# After General Voting Day

The *Local Government Act* and *Vancouver Charter* provide for a number of legislated procedures (e.g. breaking tie votes, taking the oath of office) that *may* or *must* be completed following **general voting day**. The opportunity to apply for a judicial recount or challenge the validity of a **general local election** is in place to ensure the election proceedings can be reviewed for fairness and transparency.

## Announcing Results

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

The official election results must be declared within four days after the close of voting on general voting day – by 4 p.m. on November 23, 2011. The Chief Election Officer must state the number of ballots cast in favour of each candidate for each position – those **candidates** with the most votes are declared elected.

The declaration of official election results must be made by 4 p.m. on November 23, 2011.

## Judicial Recount

An eligible elector, candidate, candidate representative, or the Chief Election Officer, may apply to the Provincial Court for a judicial recount. An application for a judicial recount can only proceed on the basis that:

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

The period to apply for a judicial recount begins as soon as the official results have been declared – the application period ends on November 28, 2011.

Candidates and the Chief Election Officer must receive notification of the application for the judicial recount – from the applicant. **Campaign organizers** and **elector organizations** are not entitled to separate notification of the application for judicial recount. The applicant, the Chief Election Officer, candidates and their official agents and counsel are entitled to be present during a judicial recount – the Court has the authority to determine any other people (e.g. campaign organizer and elector organization representatives) permitted to attend the recount.

Judicial recounts are based on the ballots and ballot boxes used in the election. The Court declares the election results at the completion of the ballot recount. A tie between two or more candidates must be broken in accordance with the *Local Government Act* or *Vancouver Charter* and the local government election bylaw (run off election or draw by lot). The judicial recount must be completed by December 2, 2011.

## Breaking Ties

There are two methods for breaking ties in a general local election in which two or more candidates have an equal number of votes – drawing by lot (a random draw) or by runoff election. A local government must pass an election bylaw that specifies that drawing by lot will be used as the method for breaking a tie when there is a tie between candidates. Otherwise, a runoff election must be held.

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

A runoff election means that *all unsuccessful candidates* from the original election may run in a second election. The runoff election can only occur after completion of a judicial recount in which no winner was declared.

The Chief Election Officer is required to notify candidates that a runoff election is needed to break the tie – candidates then have three days to notify the Chief Election Officer if they do not intend to run in the runoff election. The Chief Election Officer must set a date for the runoff election for a Saturday no later than 50 days after the completion of the judicial recount. Generally runoff elections are conducted under the same rules as the original election. Campaign organizers and elector organizations are not entitled to separate notification of the application for a judicial recount.

## Invalid Election

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

A petition may only be made on the basis that:

- an elected candidate was not qualified to hold office;
- the election was not conducted in accordance with election legislation; or
- a candidate committed an election offence such as vote-buying or intimidation during the election.

A petition to invalidate the election must be made within 30 days after the declaration of official election results. The Court registry must set a date for the petition to be heard between 10 and 21 days after the petition was filed. The local government must be served notification of the petition to declare the election invalid – by the petitioner(s).

## Oath of Office

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

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

The oath or solemn affirmation may be made before a judge, justice of the peace, Commissioner for taking affidavits for B.C., or the local government Corporate Officer. Candidates that fail to make an oath or affirmation of office are disqualified from holding office until the next general election.

## Taking Office

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

**Municipal council** members formally take office at the first regularly scheduled council meeting in December following the November 19, 2011, general local election. This inaugural meeting must be held by December 10, 2011, to ensure members are appointed to the regional district board in a timely manner.

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

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

See the *Candidate's Guide to Local Elections in B.C.*, available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm) for more information on how campaign financing rules apply to candidates.

Campaign financing disclosure rules were established to create transparency around **campaign contributions** and **election expenses**. The disclosure rules require **candidates, campaign organizers** and **elector organizations** to provide detailed information about the costs associated with running a local election **campaign** – as well as the amount of money spent in the pursuit of elected office. The rules also ensure ready-access to detailed information about the individuals and organizations that contributed to local election campaigns.

Campaign organizers and elector organizations are required to file a **campaign financing disclosure statement** with the designated local government officer – the statement must include a detailed account of the campaign contributions they received and election expenses they incurred in the course of the election campaign. The campaign financing disclosure statement must be filed with the designated local government officer within 120 days following **general voting day** – by March 19, 2012.

Every elector organization is required to file a campaign financing disclosure statement. Every campaign organizer is required to file a campaign financing disclosure statement once they received over \$500 in campaign contributions or incurred over \$500 in election expenses. There are no exceptions to this requirement.

Separate campaign financing disclosure statements must be filed for candidates, campaign organizers and elector organizations – even if they worked closely together.

## Recording and Disclosing Contributions and Expenses

Fulfilling the campaign financing disclosure statement requirements in the *Local Government Act* or *Vancouver Charter* is a two-stage process. Campaign organizers, elector organizations and their financial agents are first required to *record* campaign contributions and election expenses; and second, to *disclose* campaign contributions and election expenses.

A campaign organizer or elector organization must open a **campaign account** and record campaign contributions and election expenses as soon as possible after the first campaign contribution was received and before the first election expense was incurred or commissioned.

Contributions provided to a campaign organizer or elector organization must be recorded separately from those provided to the candidate(s) they support. Nominees or candidates that received contributions or incurred expenses related to activities that resulted in their endorsement by an elector organization must record and disclose that information in their campaign financing disclosure statement.

Campaign organizers and elector organizations must continue to keep records of all campaign-related contributions received or expenses incurred after general voting day. The campaign financing disclosure statement must be filed with the designated local government officer.

## Appointing a Financial Agent

Every campaign organizer and elector organization must appoint a financial agent for each election campaign they run before any contributions are accepted or expenses are incurred. The financial agent must be appointed by the campaign organizer or elector organization chief official (President, Chair or other chief official).

Detailed campaign financing records aid in the preparation of, and support the campaign financing disclosure statement.

The chief official is required to make a **solemn declaration** attesting to the appointment of the financial agent – the appointment must be made in writing, and be accompanied with a signed statement containing the name and address of the individual appointed as the financial agent. The information must be submitted to the **Chief Election Officer** (or their designate) as soon as possible after the appointment has been made.

A candidate, campaign organizer and elector organization may only have one financial agent at any one time – however, a financial agent may provide services to more than one candidate, campaign organizer or elector organization during the same **general local election**. The campaign organizer or elector organization financial agent may also in turn be the financial agent for the candidate(s) supported by the campaign organizer or elector organization.

A campaign organizer or elector organization may wish to select an individual with accounting or bookkeeping experience when selecting a financial agent. The campaign organizer or elector organization may also wish to take steps to ensure the financial agent appointed is viewed as appropriate and does not otherwise create a conflict between their campaign role and their professional or personal activities.

The financial agent is legally responsible for ensuring that the financial aspects of the election campaign comply with the *Local Government Act* and *Vancouver Charter* campaign financing requirements.

The financial agent must understand the scope of their responsibilities – failure to comply with campaign financing rules may result in a fine of up to \$5,000 for the campaign organizer, elector organization or financial agent. Candidates supported by the campaign organizer or elector organization may also be subject to fines and/or penalties.

## Financial Agent Responsibilities Generally

Financial agents must:

- open a campaign account;
- receive campaign contributions and pay election expenses on behalf of the campaign;
- ensure that all contributions of money are deposited into the campaign account and that all election expenditures are made from the campaign account;
- keep proper records of all campaign contributions and expenses;
- assign a value and record contributions of property and services; and
- file a campaign financing disclosure statement with the designated local government officer.

Only the financial agent, or individuals authorized by the financial agent, may accept campaign contributions or pay election expenses. Candidates must not accept campaign contribution unless authorized to do so by the financial agent.

The financial agent must keep the required **campaign financing records** for seven years after general voting day in the election to which they relate.

Only the financial agent or those authorized by the financial agent may accept campaign contributions or pay election expenses.

Contributions made to a candidate, campaign organizer and/or elector organization in a local election do not qualify as income tax deductions.

## Campaign Accounts

A financial agent must open a campaign account at a bank, credit union, trust company, or other savings institution – separate campaign accounts must be opened for each campaign the financial agent manages.

A “sub-account” may be opened with an institution that requires a “primary” or “membership” account – as long as the account has a distinct account number and records are maintained separately from any other account(s).

The campaign account must be opened as soon as possible after the first campaign contribution is received and before the first election expense is incurred or commissioned. This includes contributions received before a campaign organizer reaches the \$500 threshold or before an elector organization endorses candidates – and also includes contributions from or expenses paid by candidates to a campaign organizer or elector organization. The campaign account must be used exclusively for the election campaign.

It is an election offence not to open a campaign account – failure to open a campaign account may result in penalties including fines of up to \$5,000 and/or imprisonment for up to one year.

## Campaign Contributions

A campaign contribution is the value of any money, property or services used in an election campaign.

There are no campaign contribution limits – nor time constraints on when contributions may be accepted. A campaign contribution may be received before or after candidate has been official declared and contributions may also be accepted after general voting day. The financial agent must record and disclose all election campaign-related contributions – regardless of the amount or when the contributions were made.

## OFF AND RUNNING

Last October, more than a year before the general local election, Judy Carr and Harry Tudor decided to recruit and campaign on behalf of several candidates for Town Council who shared their views on various issues.

Marjorie Simpson took Harry aside at a November council meeting to voice her support. She insisted that Harry accept a donation of \$100 to jump-start the campaign.

Even though the candidates had not yet been nominated and campaign activities had not yet started, Marjorie’s contribution must be recorded by Judy and Harry, who are engaged in campaign organizer activities.

Judy and Harry must record the contribution and open an account in a savings institution as soon as practicable after receiving the \$100. If they receive or spend more than \$500, Judy and Harry must file a campaign financing disclosure statement.

## Monetary Contributions

Monetary contributions are those that could be deposited into the campaign account.

Monetary contributions made to a campaign organizer or elector organization must be deposited into the campaign account and recorded. The contributions must be disclosed by the campaign organizer in the campaign financing disclosure statement when the campaign organizer has received or incurred election expenses over \$500.

## In-kind Contributions

In-kind contributions are “donated” property or services. In-kind contributions must be recorded as contributions because they have been *given* to be used in an election campaign. The value of the donated property or services must also be recorded as an election expense because they were *used* in an election campaign.

In-kind contributions must be assigned a fair market value, recorded and disclosed in the campaign financing disclosure statement in the same manner as monetary contributions.

The value of an election expense is the fair market value of the property or services. The campaign contribution is the difference between the price paid by the financial agent and the market value of the property or service.

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
---------------------------------	---	------------	---	-----------------------

There are no campaign contribution limits or time frames within which contributions may be accepted.

## CONTRIBUTION KINDNESS

A campaign organizer or elector organization purchased office supplies at Brock Carr Office Supplies and one of the owners applied a 50% discount to the supplies that were purchased. The office supplies would typically have cost \$50 – therefore the discounted expense must be recorded as an in-kind contribution. The campaign contribution calculation would be:

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
\$50	-	\$25	=	\$25

Martin LeBlanc makes his living as a communications professional. The campaign manager for an elector organization asked Martin to help the campaign spokesperson prepare for a newspaper interview as a favour. Martin would typically charge \$100 for the three hours he spent with the spokesperson but agrees not to charge for the service – the “favour” must be recorded and disclosed as an in-kind contribution. The campaign contribution calculation would be:

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
\$100	-	\$0	=	\$100

A local union cost-shares a phone bank with its provincial affiliate. As the election approaches, the local executive agreed to include campaign messaging when they contact their members in October.

The average cost per completed call to the local union is \$1.25 – including the share of the facility rental, phone lines costs and other overhead. These expenses must be recorded and disclosed. The phone bank contacted 300 union members on behalf of the election campaign. The campaign contribution calculation would be:

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
\$375	-	\$0	=	\$375

### Campaign Contribution Restrictions

Contributions may only be accepted by the financial agent or a person authorized by the financial agent.

There are a number of restrictions related to campaign contributions – violating these restrictions may result in disqualification from office, prohibition from holding local elected office or voting in a local election for up to six years, fines of up to \$5,000, and/or imprisonment.

Anonymous contributions up to \$50 may be accepted and used for the election campaign. The value of the contribution and date it was received must be recorded and disclosed.

An anonymous contribution of more than \$50 received by a campaign organizer or elector organization must be remitted to the local government – the date and value must also be recorded and disclosed.

### PRECIOUS METALS

The office manager arrived at the elector organization campaign office one morning to find a jar of coins on the doorstep with an unsigned note. The coins added up to \$50.17.

A local columnist wrote a story about the unknown person who gave the elector organization the gift and the organization received a boost of publicity around the unusual donation. Two weeks passed and no one came forward to acknowledge the coins as a contribution to the elector organizations election campaign.

The entire contents of the jar (not just the \$0.17 in excess of the \$50) must be turned over to the local government because the anonymous contribution is over \$50.

Indirect contributions – contributions given through another person or organization – are not permitted.

It is an election offence to contribute money to an individual or organization knowing that the funds would be redistributed (or “funnelled”) as campaign contributions to one or more candidates, campaign organizers, or elector organizations – even if the individual or organization that made the contribution does not know which candidate, campaign organizer, or elector organization received the money.

An individual, organization or financial agent who knowingly gave, or accepted funnelled contributions has committed an election offence and may face fines and/or penalties upon conviction.

### Recording and Disclosing Contributions

The campaign organizer or elector organization financial agent is required, at a minimum, to record the following information about each campaign contribution, the:

- date of the campaign contribution;
- value of the campaign contribution;
- contributor’s full name and address (unless it is an anonymous contribution);
- class of the contributor (individual, corporation, unincorporated organization engaged in business or community activity, trade union, non-profit organization, or other); and
- full names and addresses of at least two individuals who are directors of the organization, or are principal officers or principal members of the organization if the contributor is a numbered corporation or an unincorporated organization.

The campaign financing disclosure statement must contain:

- the total value of all campaign contributions received, including the value of all monetary and in-kind contributions;
- for each individual or organization that made contributions totalling \$100 or more, the:
  - name and class of the contributor,
  - address of the contributor and names of two directors or principal officers of the contributor, if the contributor is an unincorporated organization, and
  - date(s) and total value of the contribution;
- the total value of the campaign contributions received, and the total number of contributors from whom they were received, for all campaign contributions from a known individual, or organization, that made contributions totalling less than \$100; and
- the value and date of each anonymous contribution, specifying those remitted to the local government.

Multiple contributions from the same person or organization must be totalled and included in the campaign financing disclosure statement.

### KEEPING UP WITH THE JONES’

Michelle Gifford supported a campaign organizer election campaign through three separate campaign contributions: a cash donation of \$70 in August; another cash donation of \$100 in October; and, an in-kind donation of services worth \$200 in October.

The campaign financing disclosure statement would show that Michelle Gifford made a total contribution of \$370 on three distinct dates.

NAME	ADDRESS (IF APPLICABLE)	DATE	AMOUNT	CLASS
Michelle Gifford		10-Aug-11 10-Oct-11 18-Oct-11	\$370.00	Individual

There are no campaign spending limits.

### Valuation Exempt Services

Valuation exempt services include services provided by **volunteers** – or goods produced using the property of a candidate or volunteer (e.g. baked goods). Campaign organizers and elector organizations are not required to record or disclose the value of valuation exempt services.

The services provided by the financial agent or professional services provided to comply with the campaign financing rules, free advertising space provided equally to all campaign organizers and elector organizations, and volunteer services are also valuation exempt services.

Any expenses incurred by volunteers on behalf of the campaign must be valued and recorded as an expense and either reimbursed or valued and recorded as a contribution. Campaign organizers and elector organizations must also value, record and disclose services provided by a self-employed individual who would otherwise charge a fee for those services. The services of an employee made available at the employer's expense must also be valued, recorded and disclosed.

### Recording Debts as Contributions

A campaign organizer or elector organization may wish to seek additional contributions to cover an election campaign deficit or any debts that exist following the local election. These contributions must be recorded and disclosed in the campaign financing disclosure statement.

Certain industries give customers 30, 60 or 90 days, or longer, to pay for property or services. Debt owed for six months past the agreed upon payment date must be recorded as a campaign contribution. The contribution must be recorded in the same manner as a contribution unless the creditor has commenced legal proceedings in an attempt to recover the past-due debt.

A loan or line of credit may take longer to become "due". The source of the funds used to pay the loan or line of credit must also be recorded as a campaign contribution and disclosed in the campaign financing disclosure statement. A loan or line of credit unpaid for six months past the agreed upon payment date must be recorded and disclosed as a contribution – unless the creditor has commenced legal proceedings in an attempt to recover the past-due debt.

### Election Expenses

Election expenses are the value of property or services used in the course of an election campaign during the calendar year (or after the date of the vacancy for which a **by-election** is being held) in which the election was held.

Election expenses include both expressly authorized purchases – such as office supplies – as well as any private property used in a campaign (e.g. the gas used by volunteers in their cars to install signs throughout the community).

Election expenses include, but are not limited to, the following:

- campaign advertising or other communications (such as signs);
- operating a campaign office;
- holding or attending conventions and similar meetings, or other campaign-related functions or events;
- research and opinion polling (such as operating a phone bank); and
- campaign-related transportation.

The expense is the actual price paid or to be paid, if the amount is equal or greater than the fair market value of the property or service. The value of the election expense is the fair market value if no price was paid, or if the price paid was less than the fair market value. Valuation exempt services do not require valuation.

Only the financial agent, or a person authorized by the financial agent, may incur election expenses. The financial agent must record all election expenses and any monies required to pay for campaign-related expenses must come from the campaign account.

## IN KINDNESS

A local graphic designer agreed to donate four hours of his time to design and create campaign posters for an elector organization and only charged for the supplies he used.

As a professional graphic designer he would normally charge \$60 per hour for his time and \$50 in materials to produce the posters. The value of the election expense would be the normal rate for his time (\$240) plus the cost of the posters (\$50), or \$290 in total.

Your financial agent would pay the designer \$50 for the materials from the campaign account and the campaign contribution would be \$240 for his donated time.

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
\$290	-	\$50	=	\$240

An art student at the local college – who designed and created the posters for the elector organization using his own art supplies – offered to donate his time to create the posters. He only charged for the cost of the materials

Because he is not a professional graphic designer, he is considered a volunteer and his time is not assigned an equivalent monetary value. In this case, the election expense would be limited to the \$30 cost of supplies. The \$30 would have to be recorded as a campaign contribution unless he was reimbursed from the campaign account.

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
Design service \$0 (No value assigned)	-	\$0	=	\$0
Supplies \$30	-	\$30	=	\$0

## OUT AND ABOUT

A business owner who supports an elector organization election campaign rounds up three co-workers to help put up campaign posters around town. They first spend an hour printing and organizing the posters, and mapping out their route, and then spend another two hours driving the business owner's truck around town putting up the posters.

When they arrived back at the campaign office, the business owner estimated that the quarter tank of gas the truck used would normally cost him \$35 – but says not to worry about reimbursing him for the gas. The financial agent takes them out for lunch in appreciation for their work.

Three types of election expenses have been incurred: the posters (\$100 for printing), the transportation (\$35 for gas), and the food (\$50 for lunch). If the financial agent paid full price for the poster materials and food – the campaign contribution would be limited to \$35 for the gas.

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
Poster printing \$100	-	\$100	=	\$0
Labour (poster placement) No value assigned	-	\$0	=	\$0
Transportation (gas) \$35	-	\$0	=	\$35
Food \$50	-	\$50	=	\$0

If the business owner where the four men worked paid his three employees for the three hours spent working on the campaign – their wages for those three hours must be recorded as a election expense (related to the posters) and as a campaign contribution from the company.

Similarly, if the truck is owned by the company and the gas tank was filled using the company account, a campaign contribution must be recorded showing the company made a campaign contribution of \$35 for the gas.

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
Poster printing \$100	-	\$100	=	\$0
Labour (poster placement) \$180	-	\$0	=	\$180
Transportation (gas) \$35	-	\$0	=	\$35
Food \$50	-	\$50	=	\$0

## LABOUR OF LOVE

One of the candidates informs the elector organization's financial agent that under a union policy she is automatically entitled to assistance from the union when running for elected office – specifically assistance in designing the campaign pamphlets and printing up to 500 free copies.

Three hours of design services, which would normally cost \$30 per hour (\$90.00), were provided by the union, and 500 pamphlets were printed – which would normally cost \$0.10 per copy (\$50.00). The calculation of this campaign contribution from the union would be:

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
Design services \$90	-	\$0	=	\$90
Printing \$50	-	\$0	=	\$50

## Recording and Disclosing Expenses

Election expenses must be recorded and disclosed in accordance with the seven expense classes established by B.C. Regulation 380/93 of the *Local Government Act*. The financial agent must provide a detailed account of the election expenses incurred during the election campaign in the campaign financing disclosure statement filed with the designated local government officer.

Campaign financing records must be as complete as reasonably possible and at a minimum include the following details, the:

- date the election expense was incurred and/or paid;
- type of election expense (e.g. gas, posters, food for volunteers); and
- amount spent (or the market value of donated or discounted property or services).

The campaign financing disclosure statement must also disclose the following election expense information, the:

- total value of election expenses incurred, including the value of all full-price, discounted, or donated property or services; and
- total amount of election expenses in each class.

The financial agent must also provide details in the campaign financing disclosure statement as to how any surplus funds were allocated if more contributions were received than the total election expenses incurred over the course of the election campaign.

The financial agent must file a campaign financing disclosure statement with the designated local government officer by March 19, 2012.

## DINNER AND DANCE

As a kick-off to the campaign, a campaign organizer decided to throw a gala dinner fundraiser. A campaign supporter, well known for her delicious cooking, volunteered to cater the event for the cost of food and provide dishes, glassware and decorations. Other campaign supporters offered items to be sold in a silent auction, and one of the candidates recruited her daughter and some friends from the local performing arts school to provide entertainment. A local hotel agreed to rent the space at half-price. The event sold out, at \$20 per plate, and another \$250 was raised in donations from the “wishing well” set up beside the buffet.

The campaign financing rules apply to all aspects of fund-raising events, so the records must show the date, nature and market value of all the election expenses incurred to put on the event (venue rental, ticket printing, audio rental, catering).

RECORD OF ELECTION EXPENSES				
DATE INCURRED	DATE PAID	PROPERTY OR SERVICES RECEIVED	EXPENSE CLASS	FAIR MARKET VALUE
05-Oct-11	25-Oct-11	ticket printing – fundraiser	Other	\$40.00
10-Oct-11	donated	decorations – fundraiser	Other	\$35.00
20-Oct-11	25-Oct-11	audio equipment rental – fundraiser	Other	\$110.00
20-Oct-11	01-Nov-11	food and catering services for fundraiser	Other	\$600.00
20-Oct-11	donated	tableware – fundraiser	Other	\$75.00
20-Oct-11	donated	venue – fundraiser	Other	\$300.00

The record of contributions must include the following, for:

- each \$20 ticket, the date, name and address of the purchaser (not the attendee);
- \$250 in anonymous donations received, the date and location of the contributions;

### RECORD OF MONETARY CONTRIBUTIONS

DATE	NAME	ADDRESS	CLASS	AMOUNT
05-Oct-11	Metro Performing Arts Society	579 South Main St.	Non-Profit	\$120.00
	James Harper	360 Humbolt St.		
	Jessica Marland	17-160 Eckhart Ave.		
07-Oct-11	Theresa Babcock	82 Younge Ave.	Individual	\$20.00
08-Oct-11	Estelle Cameron	879 Clifton Terr.	Individual	\$20.00
09-Oct-11	Sheena Hiles	193 Wishart Ave.	Individual	\$60.00
15-Oct-11	Nancy Avery	203-45 Avebury St.	Individual	\$20.00
15-Oct-11	Sandeep Johal	276 Linden Rd.	Individual	\$20.00
17-Oct-11	Amped Communications	1039 Queen St.	Corporate	\$80.00
	Michael Ceasar	306 16th Ave.		
	Brenda Mather	6387 Begbie Rd.		
17-Oct-11	Anthony Charles	275 Manifold St.	Individual	\$20.00
17-Oct-11	Misaki Yakura	8736 St. Lawrence Dr.	Individual	\$60.00
20-Oct-11	Aidan Marson	83 Douglas Cres.	Individual	\$60.00
20-Oct-11	Anonymous	at fundraiser	Other	\$20.00
20-Oct-11	Anonymous	at fundraiser	Other	\$40.00
20-Oct-11	Anonymous	at fundraiser	Other	\$10.00
20-Oct-11	Anonymous	at fundraiser	Other	\$50.01
20-Oct-11	Anonymous	at fundraiser	Other	\$100.00
20-Oct-11	Anonymous	at fundraiser	Other	\$5.00
20-Oct-11	Anonymous	at fundraiser	Other	\$5.00
20-Oct-11	Anonymous	at fundraiser	Other	\$20.00

- use of the dishes and decorations, the date of the event, name and address of the caterer, and the market value of catering a similar event and renting or purchasing similar dishes, glassware and decorations; and
- use of the venue, the date of the event, the names and addresses of the company, and the difference between the market value of the space and the price actually charged.

### RECORD OF IN-KIND (DISCOUNTED AND DONATED) CONTRIBUTIONS

DATE	NAME & ADDRESS	CONTRIBUTOR CLASS	PROPERTY OR SERVICE	MARKET VALUE	PRICE PAID	CONTRIBUTION VALUE
10-Oct-11	Jenny Norton 1827 Norman Way	Individual	decorations	\$35.00	\$0	\$35.00
20-Oct-11	Jenny Norton 1827 Norman Way	Individual	catering	\$600.00	\$250.00	\$350.00
20-Oct-11	Jenny Norton 1827 Norman Way	Individual	tableware	\$75.00	\$0	\$75.00
20-Oct-11	Harbourview Hotel & Conference Centre 1360 Marine Dr.	Corporate	venue	\$300.00	\$150.00	\$150.00

## Surplus Funds

Any funds that remain in the campaign account after all election-related expenses – and any other reasonable expenses incidental to the campaign (e.g. thank-you cards sent to campaign workers) are paid, constitute “surplus funds”.

The campaign financing statement must disclose the following information regarding the receipt and disposition of surplus funds:

- the total amount of any surplus or deficit after the payment of election expenses and other reasonable incidental expenses; and
- how surplus funds remaining in the campaign account were dealt with (e.g. donated to a charity).

See the *Campaign Financing Standard Forms Booklet* available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm) or detailed information about how to complete a campaign financing disclosure statement.

## Filing Requirements

The financial agent for every elector organization, and every campaign organizer that incurred or received over \$500 for their campaign, must file a campaign financing disclosure statement with the designated local government officer by March 19, 2012.

### Late Filing

There is a 30-day grace period for campaign organizers and elector organizations that did not file a campaign financing disclosure statement within 120 days after general voting day. This period ends on April 18, 2012. Campaign organizers and elector organizations are required to pay a \$500 late filing fee – payable to the local government – to file a campaign financing disclosure statement during the 30-day grace period. Local governments are not authorized to reduce or waive the late filing fee.

### Court Relief from Filing Obligations

In certain circumstances a campaign organizer or elector organization may apply for and be granted a Supreme Court Order that extends the filing deadline or relieves the campaign organizer or elector organization of the obligation to file a campaign financing disclosure statement or supplementary report – or from specific obligations related to those reports. The Supreme Court application to be relieved from filing a campaign financing disclosure statement must be made before the end of the late filing period (April 18, 2012). An application in relation to a supplementary report may be made at any time.

### Supplementary Reports

A campaign organizer or elector organization must file an updated campaign financing disclosure statement to reflect any changes to the original submission (e.g. additional campaign contributions were received) within 30 days of filing the original disclosure statement. A campaign organizer or elector organization must file a supplementary report to correct any errors in the original campaign financing disclosure statement within 30-days of the error having been discovered.

Filing a supplementary report to correct or complete missing information does not automatically prevent a campaign organizer or elector organization from facing fines and/or penalties for filing a false campaign financing disclosure statement.

A campaign organizer or elector organization must demonstrate that the necessary steps were taken to file a complete, accurate and timely disclosure statement prior to filing the original campaign financing disclosure statement to avoid fines and/or penalties for filing a false disclosure statement. A campaign organizer or elector organization that filed a false or incomplete supplementary report has committed an election offence and may be prohibited from accepting campaign contributions or endorsing candidates for local office until after the next general local election and be subject to other fines and/or penalties.

### **RUNNING ON EMPTY**

The Coalition of Alarmed Vegetarian Electors (CAVE) ended up with a large campaign debt after the general election. It still owed \$200 in March, 2012 when it filed its campaign financing disclosure statement.

On April 15, 2012, CAVE received a contribution of \$100, which it applied towards the debt. CAVE's financial agent waited two weeks – in case any additional contributions were to come in – and filed a supplementary report on May 10 – within 30 days of receiving the contribution.

In late June, CAVE received another contribution of \$250. After confirming that the contribution was intended to assist with the most recent campaign, and consulting with other members of the coalition, the financial agent used \$100 of the contribution to pay down the remaining debt and filed another supplementary report – showing the \$100 contribution and the \$150 surplus which would be retained and used as seed money for the next election campaign.

### **Public Report**

The local government Corporate Officer is required – at an open meeting – to present to the municipal council or regional district board a report that identifies any candidates, campaign organizers or elector organizations that failed to file a campaign financing disclosure statement within 120 days of the general local election.

The Corporate Officer is also required – at an open meeting – to present to the municipal council or regional district board a report that identifies any candidates, campaign organizers or elector organizations that failed to file a campaign financing disclosure statement before the end of the 30-day grace period. A copy of the report must be sent to the Inspector of Municipalities.

### **Public Inspection**

Every local government is required to retain campaign financing disclosure statements and supplementary reports for seven years after general voting day in the election to which they relate. The local government is also required to make the documents available during regular local government office hours to any member of the public who wishes to inspect them. A local government may – by bylaw – make copies or summaries of campaign financing disclosure statements available on the Internet or at other locations as appropriate for part or all of the seven year period.

The information contained in the campaign financing disclosure statements may only be used for purposes related to the conduct of the election, or to matters such as conflict of interest.

## Campaign Financing Offences

It is an election offence to contravene any of the campaign financing provisions in the *Local Government Act* or *Vancouver Charter*.

A campaign organizer, elector organization or financial agent who was determined by the Courts to have: failed to open and use a campaign account; made or accepted prohibited contributions; incurred unauthorized expenses; or, filed false or incomplete campaign financing disclosure statements has committed a campaign financing offence.

Specific campaign financing offences include:

- **Accepting anonymous contributions** – It is an offence to accept anonymous contributions of more than \$50. Any anonymous contributions of more than \$50 must be remitted to the local government.
- **Filing false or incomplete campaign financing disclosure statements** – It is an offence to file false or incomplete campaign financing disclosure statements or supplementary statements. The information included in disclosure statements must be as accurate and as complete as possible. Supplementary statements can be used to update and correct disclosure statements as necessary; however, they cannot be used as a defence against purposefully filing false or incomplete disclosure statements.
- **Failing to file campaign financing disclosure statements** – It is an election offence to fail to file campaign financing disclosure statements between March 19, 2012 and April 18, 2012, without paying the \$500 late filing fee. Failure to file supplementary statements when financial information changes or errors were discovered is also an offence.

## Campaign Financing Offence Penalties

Penalties including fines of up to \$5,000, imprisonment for up to one year, prohibition from holding elected office in a local government for up to six years, and prohibition from voting in a local government election for up to six years may be imposed on a campaign organizer, elector organization, their official agent or representatives and/or their financial agent for contravening campaign finance provisions, accepting anonymous contributions over \$50, filing false or incomplete disclosure statements, and failing to file disclosure statements.

### Penalties for Failure to File

The financial agent must file a campaign financing disclosure statement with the designated local government officer within 120 day after general voting day – by March 19, 2012 – whether the candidate was successfully elected or not.

There is a 30-day grace period for campaign organizers and elector organizations that ends on April 18, 2012. Failure to file a campaign financing disclosure statement may result in a range of fines and/or penalties for the campaign organizer, elector organization, their official agent or representatives and/or their financial agent.

### Automatic Disqualification

A campaign organizer or elector organization that failed to file a campaign financing disclosure statement by April 18, 2012, and did not receive Court relief from the requirement to do so, is disqualified from accepting campaign contributions or endorsing candidates for local office anywhere in British Columbia until after the next general local election.

### **Additional Penalties**

Failure to file a campaign financing disclosure statement is an election offence and may result in additional penalties. These penalties may be levied against a campaign organizer, elector organization, their official agent or representatives, and/or their financial agent. These additional penalties are determined and assigned by the Supreme Court and may include:

- a fine of up to \$5,000;
- imprisonment for up to one year;
- prohibition from holding an elected local government office anywhere in B.C. for up to six years; and
- prohibition from voting in a local government election anywhere in B.C. for up to six years.

### **Inspector's List of Disqualified Candidates**

Campaign organizers and elector organizations that failed to file a campaign financing disclosure statement are named to the Inspector's of Municipalities' List of Disqualified Candidates. The Chief Election Officer for a jurisdiction where a campaign organizer or elector organization whose name appears on the list attempts to accept campaign contributions or endorse candidates for local office in the next election is obliged to challenge the campaign organizer or elector organization. The Inspector's List of Disqualified Candidates is available online at: [www.cscd.gov.bc.ca/lgd/elections\\_home.htm](http://www.cscd.gov.bc.ca/lgd/elections_home.htm)

# Glossary

## ***advance voting opportunity***

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

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

Sections 97-98 of the  
*Local Government Act*

Sections 69-70 of the  
*Vancouver Charter*

## ***board***

See entry for "regional district board".

## ***board of education***

See entry for "school board".

## ***by-election***

An election held to fill a vacancy that occurs due to death, disqualification or resignation of a councillor or board member between general local elections.

By-elections may take place at any time of year, although a municipal council may choose not to hold a by-election if the vacancy occurs in the same calendar year as a general local election. Regional district boards and the Islands Trust Council may choose not to hold a by-election to fill a vacancy that occurs after July 1 in the same calendar year as a general local election.

Section 37 of the  
*Local Government Act*

Section 10 of the  
*Vancouver Charter*

## ***campaign***

An election campaign organized and conducted to benefit a candidate, may be initiated for one or several of the following purposes to:

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

Section 84 of the  
*Local Government Act*

Section 56 of the  
*Vancouver Charter*

A campaign may consist of any or all of the following activities to persuade voters: advertising; distribution or mailing of printed leaflets or letters; speeches; interviews with news media; and, door-to-door visits with potential voters.

Section 85.1 of the  
*Local Government Act*

Section 57.1 of the  
*Vancouver Charter*

Section 83 of the  
*Local Government Act*

Section 55 of the  
*Vancouver Charter*

Sections 83-93 of the  
*Local Government Act*

Sections 55-65 of the  
*Vancouver Charter*

### ***campaign account***

An account opened exclusively for the purposes of the election campaign – the account must be in the name of the candidate, campaign organizer or elector organization. The campaign account must be distinct from any personal or business accounts.

### ***campaign contribution***

The value of any money, property or services provided to a candidate, campaign organizer or elector organization for use in their election campaign. A campaign contribution may be provided by donation, advance, deposit or discount. Any money provided by a candidate in relation their own campaign is considered a campaign contribution. This is also true for a campaign organizer who is an individual; the amount of any money provided by the individual for the election campaign is considered a campaign contribution.

Campaign contributions in the form of donated property or services are “contributions in-kind”, and must be assigned a fair market value, and recorded and disclosed in the same manner as monetary contributions.

Campaign contributors are categorized into six classes:

- Individuals, defined as individual donors representing only themselves or their families;
- Corporations, including numbered corporations, defined as incorporated organizations engaged in business or commercial activities whose contributions may represent chief officials, owners or directors;
- Unincorporated organizations engaged in business or commercial activity, defined as unincorporated businesses whose contributions may represent chief officials, owners or directors;
- Trade unions, defined as organized labour groups whose contributions represent directors;
- Non-profit organizations, defined as incorporated or unincorporated groups or societies whose purpose is to advocate an issue or opinion rather than to collect a profit, whose contributions may represent the organization’s beliefs or those of directors; and
- Other contributors, defined as individuals and organizations that do not fall into another category.

### ***campaign financing disclosure statement***

The document that outlines the total amount of all campaign contributions received, the sources of campaign contributions of \$100 or more, the amount and purpose of the election expenses and the use of surplus contributions, in relation to an election campaign.

The campaign financing disclosure statement must be filed within 120 days following general voting day. Every candidate and elector organization is required to file a campaign financing disclosure statement. Campaign organizers are required to file a campaign financing disclosure statement when their election expenses exceed \$500, or they receive campaign contributions greater than \$500.

### ***campaign financing records***

The records used to complete a campaign financing disclosure statement. Campaign financing records must include specific information about each campaign contribution made to the candidate, campaign organizer or elector organization, and information about the election expenses reported in the campaign financing disclosure statement.

### ***campaign organizer***

An individual or organization (other than an elector organization) that organizes and directs a series of coordinated activities that promote or oppose a candidate, elector organization, or point of view during a local government election, and which supplements the election campaign of one or more particular candidates or elector organizations.

An individual is not a campaign organizer unless they accept or intend to accept campaign contributions from others to finance political activities.

Campaign financing rules apply to campaign organizer campaigns and all campaign organizers must appoint a financial agent who is responsible for ensuring compliance with the campaign financing rules in the *Local Government Act* or *Vancouver Charter*.

### ***candidate***

An individual who has filed nomination papers before the close of the nomination period and has been declared a candidate by the Chief Election Officer at the end of that period. For the purposes of the campaign financing rules, a candidate includes a person who accepts campaign contributions or incurs election expenses with the intention of becoming a declared candidate in an election, or seeking the endorsement of an elector organization for an election.

### ***chief election officer***

The Chief Election Officer is appointed by the local government to conduct the election. They are guided by the *Local Government Act* or *Vancouver Charter* and the local government election bylaws, and have broad authority to do all things necessary for the conduct of an election in accordance with the legislation.

### ***commissioner***

See entry for “local community commission”.

### ***council***

See entry for “municipal council”.

### ***councillor***

Any member of a municipal council who is not the mayor. Every member of council 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 88 of the  
*Local Government Act*

Section 55 of the  
*Vancouver Charter*

Section 83 of the  
*Local Government Act*

Section 55 of the  
*Vancouver Charter*

Section 33 of the  
*Local Government Act*

Sections 14-16 of the  
*Vancouver Charter*

Sections 41-43 of the  
*Local Government Act*

Sections 14-16 of the  
*Vancouver Charter*

Section 115 of the  
*Community Charter*

Section 83 of the  
*Local Government Act*

Section 55 of the  
*Vancouver Charter*

Section 79 of the  
*Local Government Act*

Section 51 of the  
*Vancouver Charter*

### ***election expense***

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

Under the *Local Government Elections Regulation* (B.C. Reg. 380/93), election expenses are classified as follows:

- (a) election campaign advertising or communication expenses for
  - (i) radio, television, newspaper, magazine or electronic advertising for the public,
  - (ii) signs, pamphlets, flyers and brochures,
  - (iii) advertising and promotion for the public not described in subparagraph (i) or (ii), and
  - (iv) newsletters for members of the elector organization,
- (b) election campaign office expenses for
  - (i) compensation paid to persons for work done relating to the election campaign other than for services described in section 89 (2) of the *Local Government Act* or section 61 (2) of the *Vancouver Charter*,
  - (ii) rent, insurance and utilities,
  - (iii) courier services and postage,
  - (iv) furniture, telecommunication equipment and other equipment, and
  - (v) office supplies and other office expenses not covered by subparagraphs (i) to (iv),
- (c) convention and similar meeting expenses,
- (d) expenses for campaign related functions not described by paragraph (c),
- (e) research and polling expenses,
- (f) campaign-related transportation, and
- (g) other.

### ***elector organization***

An organization that endorses or intends to endorse a candidate in an election. Endorsing means having the elector organization's name appear on the ballot beside the candidate's name. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization.

There are eligibility and process requirements that must be followed in order for endorsement to apply. For example, the organization must have a membership of 50 or more eligible electors for 60 or more days before the endorsement of a candidate.

Campaign financing rules apply to elector organization campaigns. All elector organizations must appoint a financial agent who is responsible for ensuring compliance with the campaign financing rules in the *Local Government Act* or *Vancouver Charter*.

### ***electoral area director***

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

### ***financial disclosure statement***

A public statement of corporate and personal holdings, made by all nominated, elected and appointed public officials required under the *Financial Disclosure Act*. The financial disclosure statement is designed to help public officials avoid situations of conflict of interest by identifying their financial interests. Financial disclosure statements must be filed with the local government officer at the time of nomination, annually while holding elected office, and shortly after leaving elected office.

The financial disclosure statement is different from the campaign financing disclosure statement.

### ***general local election***

A collective reference to the elections conducted throughout the Province every three years for the mayor and all councillors of each municipality, electoral area directors of each regional district, commissioners of each local community commission that uses a three-year term, local trustees of each area in the Islands Trust, and school board trustees of each school district.

### ***general voting day***

The final voting day in an election. General voting day is the third Saturday in November in a general local election, and a Saturday chosen by the Chief Election Officer in a by-election.

### ***Islands Trust Council***

The governing body of the Islands Trust. The Islands Trust Council is composed of two elected trustees (local trustees) from each local trust area and two appointed trustees from each municipal council in the Trust area (municipal trustees).

### ***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 services of the regional district that are provided within the "local community". A local community commission is composed of four or six elected commissioners and the electoral area director.

Elected commissioners may be elected for a three-year term at the time of the general local election or for a one-year term, as specified in the establishing bylaw.

### ***local trustee***

A person elected to serve on a Local Trust Committee for each local trust area in the Islands Trust. Two candidates are elected from each local trust area. The local trustees are also members of the Islands Trust Council.

### ***mayor***

The head of a municipal council and chief executive officer of the municipality. In addition to the responsibilities of a councillor, the mayor has the following additional responsibilities under the *Community Charter* 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;

Section 116 of the  
*Community Charter*

Section 114-121 of the  
*Community Charter*

- 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.

### ***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 members of a municipal council are elected during a general local election unless elected at a by-election held to fill a vacancy on municipal council.

### ***municipal director***

A regional district board member who has been appointed to that position by the municipal council on which they serve. A municipal director may be a mayor or councillor and serves on the regional district board until the municipal council appoints a replacement or until they cease to be a member of the municipal council.

### ***municipal trustee***

A member of the Islands Trust Council and has been appointed to that position by a municipal council on which they serve within the area of the Islands Trust for a term of one year. A municipal trustee may be a municipal mayor or councillor. A municipal trustee may be appointed by the municipal council for more than one term.

### ***non-resident property elector***

An individual who does not live in a jurisdiction and is entitled to vote in an election there 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 before registering to vote; and
- have owned property in the jurisdiction for at least 30 days before registering to vote.

### ***regional district board***

The governing body of a regional district. A regional district board is composed of elected representatives of non-municipal areas (see “electoral area directors”) and appointed representatives from the municipal councils (see “municipal directors”).

Section 51 of the  
*Local Government Act*

Section 24 of the  
*Vancouver Charter*

### ***resident elector***

An individual qualified to vote in a jurisdiction 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; and
- have lived in the jurisdiction for at least 30 days before registering to vote.

### ***school board***

The governing body of a school district. A school board, or board of education, is composed of three, five, seven or nine elected trustees, as determined by order of the Minister responsible for the *School Act*.

### ***solemn declaration***

A written oath or solemn affirmation of a signed statement witnessed by the designated local government officer, the Chief Election Officer, or Commissioner for taking affidavits for B.C. (e.g. lawyer or notary public). Solemn declarations attest to:

- a candidate's qualification to be nominated for office;
- the endorsement of a candidate by an elector organization; or
- the accuracy and completeness of a campaign financing disclosure statement and/or supplementary report.

### ***volunteer***

An individual who provides services for no remuneration or material benefit.

Section 50 of the  
*Local Government Act*

Section 23 of the  
*Vancouver Charter*

# Sample Record-Keeping Forms

## RECORD OF MONETARY CONTRIBUTIONS

DATE (DD – MM – YY)	NAME	ADDRESS	CONTRIBUTOR CLASS	AMOUNT
06 – Nov – 10	Marjorie Simpson	15 Treeline St.	1	\$ 100.00
02 – Apr – 11	Candidate	123 Olive Rd.	1	\$ 700.00
10 – Aug – 11	Michelle Gifford	58 7th St.	1	\$ 370.00
08 – Sept – 11	Anonymous	Found in mailbox	6	\$ 150.00
29 – Sept – 11	Aidan Marson	275 Manifold St.	1	\$ 100.00
05 – Oct – 11	Metro Performing Arts Society	579 South Main St.	5	\$ 120.00
	James Harper	360 Humbolt St.		
	Jessica Marland	17-160 Eckhart Ave.		
07 – Oct – 11	Theresa Babcock	82 Younge Ave.	1	\$ 20.00
08 – Oct – 11	Estelle Cameron	879 Clifton Terr.	1	\$ 20.00
08 – Oct – 11	Della Xie	922 Markham Pl.	1	\$ 300.00
09 – Oct – 11	Sheena Hiles	193 Wishart Ave.	1	\$ 60.00
10 – Oct – 11	Michelle Gifford	58 7th St.	1	\$ 100.00
15 – Oct – 11	Nancy Avery	203-45 Avebury St.	1	\$ 20.00
15 – Oct – 11	Sandeep Johal	276 Linden Rd.	1	\$ 20.00
16 – Oct – 11	Betty Average	400 University Heights	1	\$ 500.00
17 – Oct – 11	Amped Communications	1039 Queen St.	2	\$ 80.00
	Michael Caesar	306-16th Ave.		
	Brenda Mather	6387 Begbie Rd.		
17 – Oct – 11	Anthony Charles	275 Manifold St.	1	\$ 20.00
17 – Oct – 11	Misaki Yakura	8736 St. Lawrence Rd.	1	\$ 60.00
18 – Oct – 11	Anonymous	Found in mailbox	6	\$ 50.17
20 – Oct – 11	Aidan Marson	83 Douglas Cres.	1	\$ 60.00
			Page 1 of 2	Page Total \$ 2850.17

### CONTRIBUTOR CLASSES:

1. Individual	2. Corporation or business	3. Unincorporated organization
4. Trade union	5. Non-profit organization	6. Other contributor



# Sample Record-Keeping Forms

## RECORD OF IN-KIND (DISCOUNTED AND DONATED) CONTRIBUTIONS

DATE (DD – MM – YY)	NAME	ADDRESS	CONTRIBUTOR CLASS	PROPERTY OR SERVICE	MARKET VALUE	PRICE PAID	CONTRIBUTION VALUE	
15 – Sept – 11	Brock Carr Office Supplies Ltd.	1800 Main St.	2	Office supplies	\$ 50.00	\$ 25.00	\$ 25.00	
	Ellen Carr	633 Forrest Way						
	Susie Brock	722 Vancouver Ave.						
30 – Sept – 11	Martin LeBlanc Communications Ltd.	983 Ernest Pl.	2	Communications consulting	\$ 100.00	\$ 0	\$ 100.00	
	Martin LeBlanc	983 Ernest Pl.						
	Jennifer LeBlanc	983 Ernest Pl.						
01 – Oct – 11	Greyson Property Management Inc.	1652 Main St.	2	Discount on rent	\$1,500.00	\$ 500.00	\$ 1,000.00	
	Jim Greyson	18-991 Hudson Ave.						
	Jesse Greyson	2201-751 Fairfield Rd.						
10 – Oct – 11	Jenny Norton	1827 Norman Way	1	Decorations for fundraiser	\$ 35.00	\$ 0	\$ 35.00	
17 – Oct – 11	Local 352	1652 Jefferson Dr.	4	Phone bank	\$ 375.00	\$ 0	\$ 375.00	
	Charles Allen	672-522 Fanny Bay Rd.						
	Mark Hampson	780 Richards Ave.						
18 – Oct – 11	Jackson Design Ltd.	620 Center St.	2	Design services	\$ 290.00	\$ 50.00	\$ 240.00	
	Andrew Jackson	522 Vancouver Ave.						
	Marie Jackson	522 Vancouver Ave.						
20 – Oct – 11	Local 622	897 River Rd.	4	Design services	\$ 90.00	\$ 0	\$ 90.00	
	Mike Deigan	888 Thornhill Rd.						
	Diana Lewall	534 Erickson Ave.						
20 – Oct – 11	Jenny Norton	1827 Norman Way	1	Catering	\$ 600.00	\$ 250.00	\$ 350.00	
20 – Oct – 11	Jenny Norton	1827 Norman Way	1	Tableware	\$ 75.00	\$ 0	\$ 75.00	
20 – Oct – 11	Harbouview Hotel & Conference Centre	1360 Marine Dr.	2	Venue	\$ 300.00	\$ 150.00	\$ 150.00	
	Jennifer Goodale	1101-60 Glamis Dr.						
	Marci Smith	156 Meadowvale Ave.						
21 – Oct – 11	Michelle Gifford	58 7th St.	1	Printing (lawn signs)	\$ 200.00	\$ 0	\$ 200.00	
25 – Oct – 11	Jeremy Christensen	520 Rockland Ave.	1	Transportation (gas)	\$ 35.00	\$ 0	\$ 35.00	
25 – Oct – 11	Local 622	897 River Rd.	4	Printing	\$ 50.00	\$ 0	\$ 50.00	
	Mike Deigan	888 Thornhill Rd.						
	Diana Lewall	534 Erickson Ave.						
						Page 1 of 1	Page Total	\$ 2,725.00
						<b>Total In-Kind Contributions</b>		<b>\$ 2,725.00</b>

### CONTRIBUTOR CLASSES:

1. Individual	2. Corporation or business	3. Unincorporated organization
4. Trade union	5. Non-profit organization	6. Other contributor





# Cover Sheet and Check List SAMPLE

## Election Campaign Financing Report

### CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION

PLEASE PRINT IN BLOCK LETTERS

NAME OF CAMPAIGN ORGANIZER / ELECTOR ORGANIZATION

FARMERS FOR FERNIE

NAME OF CANDIDATE(S) ENDORSED

KENNETH JACOBS, SOPHIE CLARKE

GENERAL VOTING DAY

NOVEMBER 19, 2011

FINANCIAL AGENT'S LAST NAME

ROBINSON

FIRST NAME

CHARLES

MIDDLE NAME(S)

MICHAEL

FINANCIAL AGENT'S MAILING ADDRESS

987 HARLEQUIN WAY

CITY/TOWN

FERNIE

POSTAL CODE

Y9Y 8U7

PHONE NUMBER

250-765-4321

FAX NUMBER

N/A

EMAIL ADDRESS

MIKE.R@EMAIL.COM

**This campaign financing report includes the following completed forms and schedules:**

- Cover Sheet and Check List
- Declaration for Campaign Organizer/Elector Organization and Financial Agent
- Campaign Financing Disclosure Summary

#### Schedules

- Summary of Campaign Contributions
- Campaign Contributors
- Election Expenses
- Surplus Funds Disbursement
- \$500 late filing fee (if filed between March 20, 2012, and April 18, 2012)

**NOTE: Do not include record-keeping forms in the financial disclosure pages submitted to the designated local government officer.** Record-keeping forms are for candidate, campaign organizer, elector organization and financial agent use only. **Do not disclose additional information on disclosure forms** (e.g. personal information not required by legislation) – even if it has been captured through the record-keeping process.

# Sample Campaign Financing Disclosure Statement

## Declaration for Campaign Organizer/Elector Organization

### DECLARATION OF CAMPAIGN ORGANIZER/ ELECTOR ORGANIZATION

I, \_\_\_\_\_ [name of official], an authorized representative of \_\_\_\_\_ [name of campaign organizer/elector organization] in the \_\_\_\_\_ [name of local government] election, solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* or (section 62 of the *Vancouver Charter*) in relation to the election campaign in \_\_\_\_\_ [year] general local election for the \_\_\_\_\_ [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign in \_\_\_\_\_ [year] general local election for the \_\_\_\_\_ [name of local government];

Solemnly affirmed before me at \_\_\_\_\_, British Columbia this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of designated local government officer or  
Commissioner for taking affidavits for B.C.

\_\_\_\_\_  
Signature of Chief Official

### DECLARATION OF FINANCIAL AGENT

I, \_\_\_\_\_ [name of financial agent], have prepared this disclosure statement and supporting schedules for \_\_\_\_\_ [name of campaign organizer/elector organization] and solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign of \_\_\_\_\_ [name of campaign organizer/elector organization] in the \_\_\_\_\_ [year] general local election for the \_\_\_\_\_ [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* or (Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign of \_\_\_\_\_ [name of campaign organizer/elector organization] in the \_\_\_\_\_ [year] general local election for the \_\_\_\_\_ [name of local government].

Solemnly affirmed before me at \_\_\_\_\_, British Columbia this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of designated local government officer or  
Commissioner for taking affidavits for B.C.

\_\_\_\_\_  
Signature of Financial Agent

# Sample Campaign Financing Disclosure Statement

## CAMPAIGN FINANCING DISCLOSURE STATEMENT FOR THE 2011 GENERAL LOCAL ELECTION

*Local Government Act* [section 90] or *Vancouver Charter* [section 62]

This campaign financing disclosure statement is to be filed with the designated officer of the \_\_\_\_\_ [local government] within **120 days** after general voting day. On November 19, 2011. This deadline is **March 19, 2011**

---

**NAME OF CAMPAIGN ORGANIZER OR ELECTOR ORGANIZATION**

---

**NAME OF CANDIDATE(S) ENDORSED** (Elector Organization only)

### SUMMARY OF CAMPAIGN CONTRIBUTIONS

Total amount of campaign contributions \$ 6,135.00

List of contributors who made contributions totalling \$100 or more

Total amount of anonymous campaign contributions remitted to the local government \$ 350.18

### SUMMARY OF ELECTION EXPENSES

Total amount of election expenses \$ 5,692.81

List of election expenses by expense class

### SURPLUS FUNDS

Balance remaining in campaign organizer/elector organization campaign account \$ 442.19

**NOTE: This is not a balance sheet; contributions are not required to equal expenses.**

### CAMPAIGN ACCOUNT INFORMATION

All monetary contributions were deposited in, and all election expenses paid from, an account opened for this purpose at \_\_\_\_\_ located at \_\_\_\_\_.  
[name of financial institution] [branch address]

# Sample Campaign Financing Disclosure Statement

## Summary of Campaign Contributions

### Contributions from known sources:

Total value of contributions of \$100 or more from a single source (unless nil, also complete Campaign Contributors table)	<b>A</b> \$ <u>5,565.00</u>
Total value of contributions of \$99.99 or less from a single source	<b>B</b> \$ <u>470.00</u>
Total number of contributions of \$99.99 or less from a single source	<u>11</u>

### Contributions from unknown (anonymous) sources:

Total contributions from anonymous sources	\$ <u>450.18</u>
Less anonymous contributions remitted to local government	- \$ <u>350.18</u>
Total amount of anonymous contributions of \$50 or less	<b>C</b> \$ <u>100.00</u>

**Total amount of contributions:** **A + B + C** \$ 6,135.00

# Sample Campaign Financing Disclosure Statement

## Campaign Contributors SAMPLE

### 1. Individuals (class 1) contributing \$100 or more:

NAME	DATE(S) (DD – MM – YY)	AMOUNT
Marjorie Simpson	06 – Nov – 10	\$ 100.00
Candidate	02 – Apr – 11	\$ 700.00
Michelle Gifford	10 – Aug – 11 10 – Oct – 11 21 – Oct – 11	\$ 670.00
Aidan Marson	29 – Sept – 11 20 – Oct – 11	\$ 160.00
Della Xie	08 – Oct – 11	\$ 300.00
Betty Average	16 – Oct – 11	\$ 500.00
Jenny Norton	10 – Oct – 11 20 – Oct – 11	\$ 460.00
Aaron Marson	29 – Oct – 11	\$ 200.00
Susan Fields	15 – Apr – 12	\$ 100.00
Mark Luther	25 – June – 12	\$ 250.00
	Page 1 of 1	Page Total
		<b>\$ 3,440.00</b>

### 2. Organizations (classes 2, 3, 4, 5, 6) contributing \$100 or more:

NAME	ADDRESS	DATE(S) (DD – MM – YY)	CLASS	AMOUNT
Martin LeBlanc Communications Ltd. (Martin LeBlanc, Jennifer LeBlanc)	983 Ernest Pl.	30 – Sept – 11	2	\$ 100.00
Greyson Property Management Inc. (Jim Greyson, Jesse Greyson)	1652 Main St.	01 – Oct – 11	2	\$ 1,000.00
Metro Performing Arts Society (James Harper, Jessica Marland)	579 South Main St.	05 – Oct – 11	5	\$ 120.00
Local 352 (Charles Allen, Mark Hampson)	1652 Jefferson Dr.	17 – Oct – 11	4	\$ 375.00
Jackson Design Ltd. (Andrew Jackson, Marie Jackson)	620 Center St.	18 – Oct – 11	2	\$ 240.00
Harbourview Hotel & Conference Centre (Jennifer Goodale, Marci Smith)	1360 Marine Dr.	20 – Oct – 11	2	\$ 150.00
Local 622 (Mike Deigan, Diana Lewall)	897 River Rd.	20 – Oct – 11 25 – Oct – 11	4	\$ 140.00
		Page 1 of 1	Page Total	\$ 2,125.00
			<b>Total</b>	<b>\$ 2,125.00</b>

### Table R.1: Class of Contributors:

CONTRIBUTOR CLASSES:					
1. Individual	2. Corporation/Business	3. Unincorporated Organization			
4. Trade Union	5. Non-Profit Organization	6. Other Contributor			

# Sample Campaign Financing Disclosure Statement

## 3. Anonymous contributions remitted to local government:

DATE RECEIVED (DD-MM-YY)	CONTRIBUTION (CASH OR PROPERTY)	VALUE	DATE REMITTED (DD-MM-YY)
08 – Sept – 11	Money	\$ 150.00	30 – Sept – 11
18 – Oct – 11	Money	\$ 50.17	25 – Oct – 11
20 – Oct – 11	Money	\$ 50.01	25 – Oct – 11
20 – Oct – 11	Money	\$ 100.00	25 – Oct – 11
	<b>Total</b>	<b>\$ 350.18</b>	

# Sample Campaign Financing Disclosure Statement

## Election Expenses

### A. Election campaign advertising for:

1) radio, television, newspaper, periodical or electronic advertising to the public	\$ 800.00
2) signs, pamphlets, flyers and brochures	\$ 730.00
3) advertising and promotion for the public not included in A-1 or A-2 above	\$ 0

### B. Election campaign office expenses for:

1) compensation paid to persons for campaign work, other than for services described in section 89(2) of the <i>Local Government Act</i> or section 61 of the <i>Vancouver Charter</i>	\$ 100.00
2) rent, insurance, utilities	\$ 1,500.00
3) courier services and postage	\$ 0
4) furniture and equipment	\$ 52.81
5) office supplies and other office expenses not covered by B-1 to B-4 above	\$ 50.00

**C. Convention and other similar meeting expenses:** \$ 0

**D. Expenses for campaign-related functions not described in C:** \$ 0

**E. Research and polling expenses:** \$ 375.00

**F. Campaign-related transportation:** \$ 425.00

### G. Other (provide description):

audio equipment rental	\$ 110.00
fundraiser ticket printing	\$ 40.00
food and catering services	\$ 1,050.00
fundraiser decorations	\$ 35.00
tableware – fundraiser	\$ 75.00
venue – fundraiser	\$ 300.00
pizza	\$ 50.00

Total amount of other expenses \$ 1,660.00

**Total Amount of Election Expenses: \$ 5,692.81**

# Sample Campaign Financing Disclosure Statement

## Surplus Funds Disbursement

A. Balance remaining in account \$ 442.19

B. Details of the disbursement of remaining surplus funds

\$200.00 contributed to general revenue (April 30/2012)

\$242.19 donated to United Way (April 30/2012)

