



ELECTOR ORGANIZATION GUIDE

TO LOCAL GOVERNMENT ELECTIONS IN B.C.

2014



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Key Contacts

Ministry of Community, Sport and Cultural Development

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

Ministry of Community, Sport and Cultural Development

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

Elections BC

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

Elections BC

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

Ministry of Education

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

Ministry of Education

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

Enquiry BC

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

Enquiry BC

In Victoria call: 250 387-6121

In Vancouver call: 604 660-2421

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

Outside B.C.: 604 660-2421

Email address: EnquiryBC@gov.bc.ca

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

Municipal and Regional District Information

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

CivicInfoBC

Phone: 250 383-4898

Email address: info@civicinfo.bc.ca

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

Other Resources

BC Laws

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

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

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

Elections Legislation

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

Crown Publications Inc.

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

Educational Materials

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

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

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

Elector organizations running campaigns in elections conducted by the City of Vancouver must refer to the *Vancouver Charter* and its regulations for specific provisions related to City of Vancouver elections.

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

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

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

- School Trustee Election Procedures in British Columbia

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

Disclaimer

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

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

NOTE: The *Elector Organization Guide to Local Government Elections in B.C.* was prepared to help elector organizations understand the electoral process and legislation regarding local government elections in British Columbia. Each elector organization must refer to the *Local Government Act* and its regulations, the *Local Elections Campaign Financing Act* and its regulations, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* for specific provisions related to local government elections.

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

New Elections Legislation – Shared Roles and Responsibilities

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

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

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

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

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

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

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

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

Elector organizations must be familiar with the *Local Elections Campaign Financing Act* and its requirements. The *Local Elections Campaign Financing Act* is available online at BC Laws (www.bclaws.ca). Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* and *Third Party Sponsor Guide to Local Elections in B.C.* for detailed information and instructions about the campaign financing disclosure process and requirements, and rules related to third party sponsors, available online at: www.elections.bc.ca

Introduction

The next general
local election is
November 15, 2014.

A separate guide for **school trustee** elections has been published by the Ministry of Education, available online at: www.bced.gov.bc.ca/legislation/trustee_election

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

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

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

Local governments have roles that include:

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

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

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

The *Elector Organization Guide to Local Government Elections in B.C.* (guide) provides those elector organizations operating election campaigns in support of **candidates** or points of view with comprehensive, detailed information about the local government election process. The guide is a companion to the *Candidate's Guide to Local Government Elections in B.C.*, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

The guide provides: general information about local government elections in B.C.; background; the opportunities electors have to vote during a **local election**; the key participants in a local election (e.g. **elector organizations, third party sponsors, candidates and electors**); the key administrators in a local election (local government election officials and **Elections BC**); and, information about **elector organizations**, including membership requirements and appointed representatives.

The major elements of the election process – endorsing candidates, **election campaigns**; and, what happens on general voting day are also described in the guide.

The guide primarily focuses mainly on elector organizations that endorse candidates for **municipal councils** and **regional district boards**; however, the information in the guide is applicable to elector organizations that endorse candidates for **Islands Trust Council, local community commissions** and **park boards**.

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

Local Government Elections Generally

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

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

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

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

Voting Opportunities

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

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

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

General Voting Day

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

Advance Voting

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

See *Appendix B* for other key election dates.

Special Voting

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

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

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

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

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

Electors must have been a B.C. resident prior to **May 13, 2014** to register to vote on general voting day.

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

Mail Ballot Voting

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

Key Participants

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

Electors

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

A resident elector must:

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

A non-resident property elector must:

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

Candidates

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

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

Financial Agents

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

Every elector organization must appoint an individual to act as its financial agent; this individual may also be appointed financial agent for candidates endorsed by the elector organization. Financial agents are responsible for ensuring that all campaign financing recording and disclosure requirements are done in accordance with the *Local Elections Campaign Financing Act*.

Third Party Sponsors

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

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

CAMPAIGN ORGANIZERS

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

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

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

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

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

Elector Organizations

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

Third party advertising

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

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

Volunteers

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

Key Election Administrators

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

Election Officials

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

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

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

Elections BC

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

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

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

B.C. CHIEF ELECTORAL OFFICER

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

What are Election Campaigns?

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

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

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

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

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

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

CAMPAIGN PERIOD AND ELECTION PROCEEDINGS PERIOD

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

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

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

Electors Organization Campaigns

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

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

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

Candidate Campaigns

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

Refer to the *Candidate's Guide to Local Government Elections in B.C.* for more information about candidates, available online at:

www.cscd.gov.bc.ca/lgd/elections_home.htm

Elector Organizations

Local Government Act – sections 73.3 – 73.7

Vancouver Charter – sections 45.3 – 45.7

Local Elections Campaign Financing Act – sections 19, 21 and 46

Elector organizations are formed to promote a **candidate**, slate of candidates or a point of view in a **local election** by endorsing candidates on the ballot and advertising for or in conjunction with candidates. Generally, elector organizations promote a slate of candidates or otherwise undertake **election campaigns** to elect multiple candidates in one or more jurisdictions. Elector organizations are occasionally referred to as “civic political parties”.

An elector organization must appoint **responsible principal officials** and file contact and other information with the local **Chief Election Officer**. An elector organization 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 Elections Campaign Financing Act*. Elector organizations are required to submit **elector organization disclosure statements** to Elections BC for each jurisdiction in which they endorsed candidates in a local election.

Membership

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

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.

An elector organization is subject to the *Personal Information Protection Act*. Under that Act, the elector organization must have established a policy regarding the use and disclosure of personal information and advise any prospective members about that policy prior to collecting their personal information.

An elector organization is not required to provide a membership list to the local Chief Election Officer upon making an endorsement, though it may be required to provide the list when a candidate’s nomination is challenged on the basis that the elector organization is not qualified to make a **ballot endorsement**.

Representatives

An elector organization must appoint at least two responsible principal officials and a financial agent – an individual can fill the role of both financial agent and responsible principal official. All representative appointments must be made in writing and must be submitted to the local Chief Election Officer before the nomination period ends.

Responsible Principal Officials

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

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

Responsible principal officials, including authorized principal officials, can be held legally responsible and liable for the elector organization’s actions. These officials’ responsibility continues after the local election, whether the elector organization continues to exist or not. Responsible principal officials must provide updated contact and representative information to Elections BC and they must ensure that the elector organization’s financial agent has filed a disclosure statement even when the elector organization ceases to operate after the election.

Specific information about the responsible principal officials must be submitted to the local Chief Election Officer. This information must be made in writing and include the:

- person’s full name;
- contact information, including mailing address, **address for service**; and,
- person’s signed consent to act as responsible principal official.

The elector organization’s **authorized principle official** must provide the local Chief Election Officer with a telephone number or an email address (if available) where they can be reached in addition to information they are already required to provide as a responsible principle official.

Financial Agent

Every elector organization must appoint a financial agent. The financial agent is legally responsible for ensuring that the financial aspects of the elector organization election campaign(s) comply with the *Local Elections Campaign Financing Act’s* requirements. A financial agent must be appointed before any campaign-related transactions occur.

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

An elector organization must only have one financial agent at a time – however, an individual may be the financial agent for more than one election campaign during a local election. The financial agent for an elector organization may also be appointed as the financial agent for all candidates endorsed by the organization. The financial agent may also act on behalf of more than one elector organization.

The financial agent must understand the scope of their responsibilities – failure to comply with the *Local Elections Campaign Financing Act’s* rules may result in a penalty of up to \$20,000 for the elector organization or a penalty of up to \$10,000 and/or imprisonment for up to two years for the financial agent and/or responsible principal officials.

The elector organization's financial agent appointment must be made in writing and include the:

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

The appointment must be signed by the elector organization's authorized principal official and submitted to the local Chief Election Officer before the nomination period ends. The financial agent appointment information is forwarded by the local Chief Election Officer to Elections BC as soon as possible after the information is received.

Financial agent appointment information is required by Elections BC in order to send campaign financing disclosure forms and campaign financing educational materials to the financial agent. Any changes to the financial agent appointment information that take place after the election results have been declared must be sent directly to Elections BC.

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

Scrutineers

Elector organizations do not have official standing in a voting place and are not entitled to appoint **scrutineers**.

Structure

Elector organizations tend to have a somewhat formalized structure because of the 50 elector membership requirement and also because the organization has the ability to endorse a candidate(s) on the ballot.

An elector organization may adopt any decision-making model or organizational structure that provides a basis upon which the members collectively agree how candidate(s) will be endorsed.

Key Campaign Activities

Key campaign activities may include a planned set of actions, events or initiatives (e.g. canvassing, telephone banks, events and advertising) designed to promote a candidate or a slate of candidates and communicate their election platform and the elector organization's point of view on various matters to the electorate during an election campaign.

Campaign activities usually trigger campaign financing disclosure rules and elector organizations must ensure they are aware of and follow the rules. An elector organization that has failed to follow campaign financing requirements may have committed an offence and both it and its financial agent and responsible principal officials may be subject to penalties.

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

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

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

Canvassing

Elector organizations and their **volunteers** may canvass door-to-door throughout the community in order to raise awareness about the elector organization or the candidate(s) it has endorsed and their election platform, identify which issues are important to electors and determine elector support for a given candidate.

Telephone Banks

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

Telephone banks may also be used by elector organizations during advance and general voting opportunities to contact and remind eligible electors to “get out and vote”.

Events

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

Advertising

Advertising is a key component of most local election campaigns. Elector organizations, candidates and **third party sponsors** may use print, radio, television, the Internet and/or social media (e.g. Facebook, Twitter, YouTube) advertising to promote or oppose elector organizations, candidates or points of view during an election campaign.

Generally, candidates, elector organizations and third party sponsors must not sponsor (or agree to sponsor) or transmit election advertising on general voting day. Exceptions to this rule include:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting day and was not changed before being transmitted on general voting day;
- advertising by means of signs, posters, or banners; and,
- distributing pamphlets.

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

There are legislated election advertising requirements during the **election proceedings period** with which elector organizations must comply or be subject to election and/or campaign financing penalties.

Refer to Elections BC’s *Guide to Local Elections Campaign Financing in B.C.* for more information about election advertising, available online at: www.elections.bc.ca

Signs

Signs play a significant role in election advertising. Elector organizations may display signs in windows, on lawns, or post signs in other public places throughout the jurisdiction for the candidates they have endorsed.

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.

Sponsorship Information

Election advertising (signs, billboards, print ads, radio and television spots, Internet sites, Facebook pages, Twitter pages and YouTube pages and videos) must include information about who sponsored the advertisement during the **election proceedings period**. Generally, the election advertising sponsor is the person or organization that *paid* for the advertising or that is *liable* to pay for the advertising.

Election advertising sponsored by an elector organization must include the financial agent's name and a B.C. telephone number or a B.C. mailing address or email address at which the financial agent can be reached. Each advertisement must also include a statement confirming that the advertisement was authorized by the elector organization's financial agent.

Third Party Advertising

Third party advertising undertaken by **third party sponsors** is election advertising, other than election advertising undertaken by an elector organization or candidate as part of their election campaign.

Third party advertising includes advertising for or against an elector organization or a candidate and advertising on an issue with which an elector organization or a candidate is associated – such as funding for a local recreation centre or preserving parkland.

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

Advertising that is specifically related to an elector organization or a candidate and names the elector organization and includes the elector organization's logo or likeness of logo is considered directed advertising.

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

Independence

Elector organizations and elector organization election campaigns *must* be independent from third party advertising undertaken by a third party sponsor. Elector organizations and third party sponsors *must not* coordinate their advertising.

Registration

Third party sponsors are required to register with Elections BC before undertaking election advertising.

Sponsorship information

must be included on election advertising during the election proceedings period.

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

Recording and Disclosing

Sponsorship contributions and information about sponsored third party advertising must be recorded and disclosed by third party sponsors. Third party sponsors are required to file a disclosure statement with Elections BC within 90 days following **general voting day**.

There is a 30 day late filing period for third party sponsors that did not file a disclosure statement within 90 days following general voting day. Third party sponsors are required to pay a \$500 late filing fee to Elections BC when they file during the 30 day late filing period.

Offences and Penalties

The *Local Elections Campaign Financing Act* sets out campaign financing offences for third party sponsors. Examples of offences include failure to register as a third party sponsor, failure to include **sponsorship information** on third party advertising and failure to file a third party sponsor disclosure statement.

Penalties including fines of up to \$10,000 and/or imprisonment for up to two years for individuals or fines of up to \$20,000 for organizations may be imposed on a third party sponsor for contravening the campaign financing provisions in the *Local Elections Campaign Financing Act*.

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

Candidate Endorsement

Ballot Endorsements

A key part of an elector organization campaign is the **ballot endorsement** – only elector organizations can endorse a candidate(s) on the ballot.

Elector organizations and candidates may form mutually beneficial partnerships in order to realize a similar intended outcome – the election of the candidates supported by the elector organization. Elector organizations and candidates each direct their own separate election campaigns; however, an endorsed candidate may decide not to undertake election campaign activities and instead rely solely on the elector organization to undertake these activities in order to promote the candidate. In turn the elector organization would have its name, abbreviation or acronym appear on the ballot beside the candidate's name.

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

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.

Endorsement documents must be submitted to the local Chief Election Officer before the end of the nomination period.

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 endorsed candidate's name on the ballot.

The nomination period for the 2014 general local election begins at 9 a.m. local time on **September 30** and ends at 4 p.m. local time on **October 10** when candidates are declared.

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 elector organization's endorsement mark.

An elector organization may use the same endorsement mark 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 candidate endorsement appeared on a ballot in a previous election or will appear in the upcoming election.

It is at the local Chief Election Officer's discretion to accept or refuse an endorsement mark. The local Chief Election Officer is prohibited from allowing additional candidate information or endorsement marks from appearing on the ballot that may be confusing to the electors.

Choosing Candidates

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

Making an Endorsement

In order to make an **endorsement**, an elector organization must submit endorsement documents in writing to the local Chief Election Officer and must include the following, the:

- elector organization's legal, full, and/or usual name, and any abbreviations, acronyms and other names used by the organization;
- elector organization's name, abbreviation or acronym as it will appear on the ballot;
- elector organization's contact information; and,
- full name of the candidate(s) endorsed by the elector organization and the candidate's consent to the endorsement.

In addition, the elector organization must submit contact information for the:

- elector organization's **financial agent**;
- elector organization's **responsible principal officials**, including the **authorized principal official**; and,
- candidate(s) it has endorsed.

The elector organization's authorized principal official must make a **solemn declaration** in order to endorse a candidate(s). The solemn declaration attests that the elector organization:

- is not disqualified from endorsing a candidate;
- has at least 50 members who are eligible electors of the jurisdiction where the election is being held at the time the endorsement is made;
- is aware of and understands the *Local Elections Campaign Financing Act* and intends to comply with its restrictions and requirements; and,
- has authorized the official to make declarations on its behalf.

Any changes to the endorsement information that take place after general voting day must be sent directly to Elections BC.

The elector organization's authorized principal official may make the required solemn declaration in advance before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. (e.g. lawyer, notary public) or make it before the local Chief Election Officer when the endorsement documents are submitted to the local Chief Election Officer.

Completed endorsement documents must be submitted to the local Chief Election Officer before the nomination period ends.

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

Consent

The endorsed candidate's consent is required before the local 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 give their signed consent to the endorsement on the elector organization's endorsement documents. The endorsement documents submitted by the elector organization must be accompanied by the solemn declaration from the elector organization that the organization fulfils the requirements for endorsing a candidate.

Withdrawing an Endorsement

An elector organization or candidate may reconsider and withdraw an endorsement until 29 days before general voting day. An elector organization may withdraw a candidate endorsement by delivering to the local Chief Election Officer a written withdrawal signed by the authorized principal official. The written withdrawal must be accompanied by a solemn declaration made by the official that the elector organization has authorized the withdrawal.

A candidate may withdraw their consent to the elector organization's endorsement by delivering a signed withdrawal to the local Chief Election Officer.

Challenging a Ballot Endorsement

Endorsement documents are available for public inspection in local government offices during regular office hours from the time of delivery until 30 days after the election results have been declared. Local governments may, by bylaw, choose to make the documents available during all or part of this time period. They may also choose to make the documents available to the public via other means, including on the Internet.

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

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

An eligible elector, another nominee for office or the local Chief Election Officer can challenge a candidate endorsement by an elector organization when they believe the endorsement documents are incorrect or the elector organization is not otherwise eligible to make a **ballot endorsement**. Endorsement challenges must be made through an application to the Provincial Court.

Elector organizations or candidates for the 2014 general local election may withdraw an endorsement until 4 p.m. local time on **October 17**.

Endorsement documents for the 2014 general local election are available for public inspection until **December 19** if the official election results were declared on November 19.

The local Chief Election Officer is obligated to challenge the elector organization named in the endorsement documents when the organization is identified on the list of organizations that are disqualified from endorsing a candidate for failure to file campaign financing disclosure statements or for providing false or misleading information on a disclosure statement in a previous election.

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

An elector organization whose endorsement has been challenged is entitled to immediate notification of the challenge. It must receive a copy of the challenge of endorsement application and the date and time of the Provincial Court hearing within 24 hours of the application being submitted to the Provincial Court. An elector organization is also entitled to an opportunity to prove its eligibility to endorse candidates. The Provincial Court decision on the challenge of endorsement is final and may not be appealed.

An elector organization and/or its appointed representative (e.g. responsible principal official or financial agent) convicted of vote-buying, intimidation, campaigning near a voting place on general voting day, providing or distributing false information, or conducting other activities contrary to the *Local Government Act* or *Vancouver Charter* may be subject to penalties.

Information about campaign financing offences and penalties under the *Local Elections Campaign Financing Act* can be found on page 26 of this guide.

Offences

Vote-buying

It is an election offence to offer incentives 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.

Vote-buying includes buying coffee for patrons or volunteering to drive an elector to a voting place in exchange for their vote. These activities are permitted as long as there is no obligation on the elector, whether overt or implied, to vote for certain candidates endorsed by an elector organization.

Intimidation

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

Campaigning near a voting place

It is an election offence to campaign and engage in other activities that show support for an elector organization or for one candidate over another, within 100 metres of a voting place on general voting day.

Providing or distributing false information

It is an election offence to falsely withdraw a candidate from an election, distribute a false statement that a candidate has withdrawn, falsely withdraw an elector organization's candidate endorsement, consent to nomination when ineligible to do so, provide false information or make false statements or declarations during local government elections.

Contravening voting provisions

It is an election offence to vote when not entitled to do so, vote more than once in an election, obtain a ballot in another person's name, interfere with the secrecy of the ballot, tamper with ballots or ballot boxes, or print, reproduce, give out or destroy ballots without authorization during local government elections.

Penalties

Vote-buying and/or intimidation can result in penalties including fines of up to \$10,000, imprisonment for up to two years and/or disqualification from holding elected office in a local government for up to seven years.

Individuals and/or elector organization representatives that campaign near a voting place, provide or distribute false information and/or contravene voting provisions

may be subject to penalties that include fines of up to \$5,000 and/or imprisonment for up to one year.

Election Officials' Authority

The local Chief Election Officer and Presiding Election Officials must maintain the integrity and secrecy of the voting process. The local Chief Election Officer and Presiding Election Officials may restrict or regulate the number of people admitted to a voting place and remove or cover election advertising within 100 metres of a voting place during voting proceedings.

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

The local Chief Election Officer and Presiding Election Officials may require a person to show identification when they believe the person is at a voting place when not permitted to be present, disturbing the peace and order of voting, interfering with voting proceedings or contravening elections legislation. They may also order anyone engaged in these activities, including **scrutineers**, to leave a voting place and remove, or have a peace officer remove, the person.

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

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

See Appendix A for information about local election partner roles and responsibilities. See Appendix C for questions and answers about the local Chief Election Officer's role and responsibilities.

Elections BC Officials' Authority

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

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

Elections BC works with local Chief Election Officers to determine the most effective approach to deal with non-compliant election advertising. When necessary, Elections BC can make applications to the Supreme Court to seek an injunction to require an organization or individual to comply with the *Local Elections Campaign Financing Act* or to prevent an individual or organization from contravening the *Local Elections Campaign Financing Act*.

Elections BC is responsible for reviewing elector organization, candidate and third party sponsor **disclosure statements** to ensure compliance with the *Local Elections Campaign Financing Act*. Elections BC also publishes campaign financing disclosure statements and the lists of disqualified elector organizations, candidates and third party sponsors online at www.elections.bc.ca

See Appendix A for information about local election partner roles and responsibilities. See Appendix C for questions and answers about Elections BC's role and responsibilities.

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

Voting Times

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

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

Ballot counting for the 2014 general local election begins after 8 p.m. local time on **November 15**.

Counting Ballots

Ballot counting begins after voting places close at 8 p.m. local time.

Candidates are entitled to be present during the ballot count, and may assign one representative to each location where counting takes place. Candidates or candidate representatives (e.g. scrutineer or official agent) must raise their objection to a ballot's acceptance or rejection with the Presiding Election Official supervising the ballot counting process.

Objections to a ballot's acceptance or rejection must be raised while the ballot is being considered during the count. 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 local **Chief Election Officer**. Elector organization representatives may not be present during the count, nor can they appoint scrutineers.

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

Ballot accounts, that outline individual voting place results and reconcile the number of ballots distributed with the number of ballots cast in the local government election, are prepared at each voting place. Ballots are then packaged and returned to the local Chief Election Officer at the local government office, where the official election results are then determined.

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

Candidate Conduct

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

Candidates are permitted to be present while ballots are being counted following the close of general voting. Candidates or candidate representatives (e.g. scrutineer or official agent) must not touch the ballots or ballot boxes or otherwise interfere with election officials during the counting process – except to object to a ballot's acceptance or rejection by an election official.

No one is permitted to enter or leave a voting place while the ballot count is in progress.

Scrutineer Conduct

Candidates (and/or their official agent) appoint scrutineers to observe the voting and ballot 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 voting place routines and/or the election officials' duties. Scrutineers are not permitted to handle election documents.

Local governments and local Chief Election Officers have the authority to establish specific rules governing scrutineer conduct and responsibilities. Local governments 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 a voter's eligibility to receive a ballot. A scrutineer may challenge a voter's right to receive a ballot based on their belief that the elector is not entitled to vote or has accepted an inducement to vote. Challenges to a voter's eligibility to receive a ballot must be raised before the ballot is issued to the elector.

Scrutineers may also challenge a ballot's acceptance or rejection during the ballot counting process. The objection must be made with the Presiding Election Official supervising the ballot counting process. Objections to a ballot's acceptance or rejection must be raised while the ballot is being considered during the count. 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 local Chief Election Officer.

Elector organizations are not entitled to appoint scrutineers independently from candidates.

Official election results for the 2014 general local election must be declared by 4 p.m. local time on **November 19**.

The period to apply for a judicial recount for the 2014 general local election ends on **November 24**.

A judicial recount for a 2014 general local election must be completed by **November 28**.

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**.

Announcing Results

The official election results may not necessarily be announced on general voting day – the local **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. The local Chief Election Officer must state the number of ballots cast in favour of each **candidate** for each position. Those candidates with the most votes would then be declared elected.

Judicial Recount

An eligible elector, candidate, candidate representative (e.g. scrutineer or official agent) or the local 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;
- ballot account does not accurately record the number of valid votes for a candidate;
- final determination of results did not correctly calculate the total number of valid votes for a candidate; or,
- same number of votes was received by two or more candidates.

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

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

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

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

Breaking Ties

There are two methods for breaking ties in a local election 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 have passed 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 to break the tie.

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

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

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

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

Invalid Election

A candidate, the local 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 elections legislation; or,
- a candidate committed an election offence such as vote-buying or intimidation during the election.

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

Oath of Office

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

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

A petition to invalidate a 2014 general local election must be made by **December 19** if the official election results were declared on November 19.

Candidates elected in the 2014 general local election must make an oath or solemn affirmation by **January 5, 2015** if the official election results were declared on November 19.

Candidates acclaimed in the 2014 general local election must make an oath or solemn affirmation by **January 5, 2015**.

The inaugural meeting after the 2014 general local election must be held by **December 10**.

The term of office for regional district electoral area directors elected in the 2014 general local election 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.

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

The oath of office or solemn affirmation may be made before a judge, justice of the peace, Commissioner for Taking Affidavits for B.C. or the local government **Corporate Officer**. Candidates who fail to make an oath or affirmation of office are disqualified from holding office until after 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 local Chief Election Officer; however, elected candidates do not take office immediately.

Municipal council members formally take office at the first regularly scheduled council meeting following the general local election.

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 at the first regularly scheduled board meeting in the calendar month after the month in which the general local election was held.

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

The disclosure rules require **elector organizations** and **candidates** to provide detailed information about the costs associated with running an **election campaign**, as well as the **money** spent or received during the election campaign. The rules also ensure public access to detailed information about the individuals and organizations that contributed \$100 or more to elector **organization** and candidate election campaigns.

General Campaign Financing Requirements and Restrictions

Appointing a Financial Agent

Every elector organization must appoint a **financial agent** to oversee its election campaign finances.

Campaign Accounts

A financial agent must open a separate **campaign account** for each elector organization election campaign and record campaign-related transactions as soon as possible after they have occurred. Contributions received and expenses incurred prior to an elector organization endorsing a candidate(s) must also be recorded.

Campaign Contributions and Election Expenses

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

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

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

Election expenses are the value of property or services used in an election campaign by or on behalf of an elector organization or candidate during the **campaign period** for an election.

Recording and Disclosing

Fulfilling the elector organization disclosure requirements in the *Local Elections Campaign Financing Act* is a two-stage process. Elector organizations or their financial agents are first required to *record* the campaign financing-related information required under the *Local Elections Campaign Financing Act*; and, second, to *disclose* specific campaign financing information required under the *Local Elections Campaign Financing Act*.

Refer to Election's BC's *Guide to Local Elections Campaign Financing in B.C.* for detailed information and instructions about campaign financing requirements, available online at: www.elections.bc.ca

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

The filing deadline for the 2014 general local election is **February 13, 2015** and the **late filing deadline** is **March 16, 2015**. It is an offence to not file an elector organization disclosure statement.

Disclosure Statements

Elector organizations are required to file an **elector organization disclosure statement** with Elections BC. This statement is separate from the candidate disclosure statement that all candidates, including those endorsed by an elector organization, must file.

The elector organization disclosure statement must include a detailed account of campaign financing-related information (e.g. campaign contributions and election expenses) related to the election campaign. The elector organization disclosure statement must be filed with Elections BC within 90 days following **general voting day**.

There is a 30 day late filing period for elector organizations that did not file an elector organization disclosure statement within 90 days following general voting day. Elector organizations are required to pay a \$500 late filing fee to Elections BC when they file during the 30 day late filing period.

Filing Requirements

The financial agent for every elector organization must file an elector organization disclosure statement with Elections BC.

An elector organization disclosure statement is required even when the elector organization received no contributions, incurred no expenses, withdrew its **endorsement** of a candidate or was declared by the Provincial Court to no longer be qualified to endorse a candidate.

Campaign Financing Offences and Penalties

Offences

The *Local Elections Campaign Financing Act* sets out campaign financing offences that elector organizations must be aware of and comply with (e.g. failure to appoint a financial agent, failure to open a campaign account, failure to file a disclosure statement) or face penalties.

Penalties

Penalties are determined and assigned by the courts. Penalties, including fines of up to \$20,000, may be imposed on an elector organization for contravening campaign financing provisions.

Penalties, including fines of up to \$10,000 and/or imprisonment for up to two years, may be imposed on an elector organization's financial agent and/or **responsible principal officials** for contravening campaign financing provisions.

Automatic Penalties

Automatic penalties may be imposed without court involvement and include disqualification penalties.

An elector organization that failed to file an elector organization disclosure statement or **supplementary report** with Elections BC by the filing deadline, and did not receive court relief from the requirement to do so, is automatically disqualified from endorsing candidates for local office anywhere in B.C. until after the next general local election. In addition, the elector organization is prohibited from accepting campaign contributions or incurring election expenses until after the next general local election.

Disqualification List

Elector organizations that failed to file a disclosure statement or are convicted of providing false or misleading information on an elector organization disclosure statement or supplementary report are named on Elections BC's disqualification list. The list is available online at: www.elections.bc.ca

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C.* for more detailed information about campaign financing offences and penalties, available online at: www.elections.bc.ca

Glossary

Sections 97-98 of the
Local Government Act

Sections 69-70 of the
Vancouver Charter

Sections 157-159 of the
Local Government Act

Sections 129-131 of the
Vancouver Charter

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

address for service

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

advance voting opportunity

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

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

assent voting

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

authorized principal official

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

ballot endorsement

An elector organization name, abbreviation or acronym that appears next to the candidate's name on the ballot.

B.C. Chief Electoral Officer

An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process and ensuring compliance with the *Local Elections Campaign Financing Act*.

board

See entry for "regional district board".

board of education

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

by-election

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

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

campaign account

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

campaign contribution

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

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

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

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

campaign financing records

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

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

Section 1 of the *School Act*

Section 30(2) of the *School Act*

Section 37 of the *Local Government Act*

Section 10 of the *Vancouver Charter*

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

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

Section 88 of the *Local Government Act*

Section 60 of the *Vancouver Charter*

Section 22 of the *Local Elections Campaign Financing Act*

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

Section 33 of the
Local Government Act

Section 7 of the
Vancouver Charter
Schedule - Definitions and
Interpretations of the
*Local Elections Campaign
Financing Act*

Sections 41-43 of the
Local Government Act

Sections 14-16 of the
Vancouver Charter

campaign organizers

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

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

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

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

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

campaign period

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

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

candidate

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

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

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

chief election officer

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

corporate officer

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

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

Section 148 of the
Community Charter

Section 198 of the
Local Government Act

council

See entry for “municipal council”.

councillor

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

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

Section 115 of the
Community Charter

directed advertising

Directed advertising is a form of third party advertising. Generally, directed advertising specifically relates to an elector organization by naming the elector organization or including a logo or likeness of a logo used by the elector organization.

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

disclosure statement

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

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

Section 37 of the
Local Government Act

Section 12 of the
Vancouver Charter

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

Section 83 of the
Local Government Act

Section 55 of the
Vancouver Charter

Section 14 of the
*Local Elections Campaign
Financing Act*

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

election bylaw

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

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

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

election campaign

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

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

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

election expense

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

election proceedings period

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

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

Elections BC

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

elector

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

elector organization

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

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

elector organization disclosure statement

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

electoral area director

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

endorsement

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

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

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

financial agent

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

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

Sections 49-51 of the
Local Government Act

Sections 22-24 of the
Vancouver Charter

Section 79 of the
Local Government Act

Section 51 of
the *Vancouver Charter*

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

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

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

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

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

Section 47(2) of the
*Local Elections Campaign
Financing Act*

general local election

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

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

general voting day

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

Islands Trust

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

Islands Trust Council

The Islands Trust governing body 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).

Islands Trust local trustee

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

issue advertising

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

jurisdiction

The applicable municipality, regional district, Trust council or board of education in which a general local election or by-election is being held.

late filing deadline

A date 120 days after general voting day in an election or assent voting by which a disclosure statement must be filed by a candidate, elector organization or third party sponsor. A disclosure statement submitted after 90 days and before 120 days must be accompanied by a \$500 late filing fee.

local community commission

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

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

local community commissioner

See entry for “local community commission”.

local election

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

market value

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

mayor

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

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

money

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

Section 116 of the
Community Charter

Sections 114-121 of the
Community Charter

Sections 7-32 of the
Local Government Act

Section 51 of the
Local Government Act

Section 24 of the
Vancouver Charter

Sections 485-497 of the
Vancouver Charter
Sections 3, 7 and 14 of the
Cultus Lake Park Act

Sections 173-174 of the
Local Government 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 municipal council members are elected during a general local election unless elected at a by-election held to fill a council vacancy.

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

municipality

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

non-resident property elector

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

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

park board

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

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

park board commissioners

See entry for “park board”.

referenda

See entry for “assent voting”.

regional district

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

regional district board

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

resident elector

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

On voting day, a resident elector must:

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

Section 50 of the
Local Government Act

Section 23 of the
Vancouver Charter

responsible principal official

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

Sections 21 and 40 of the
*Local Elections Campaign
Financing Act*

school board

See entry for “board of education”.

school trustee

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

Section 1 of the *School Act*

scrutineer

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

solemn declaration

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

Section 97 of the
*Local Elections Campaign
Financing Act*

sponsorship contribution

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

Section 32 of the
*Local Elections Campaign
Financing Act*

sponsorship information

Identifies the required information about election advertising sponsors, including:

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

Section 44 of the
*Local Elections Campaign
Financing Act*

Section 54 of the
*Local Elections Campaign
Financing Act*

Section 11 of the
*Local Elections Campaign
Financing Act*

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

supplementary report

A report that updates Elections BC as to any changed, added or corrected information to the disclosure statement originally submitted by a candidate, elector organization or third party sponsor. The report must include a description of the circumstances leading to the supplementary report being submitted.

third party advertising

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

third party sponsor

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

volunteer

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

Appendix A: Local Election Partner Roles and Responsibilities

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

Appendix A: Local Election Partner Roles and Responsibilities

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

Appendix B: Key Election Dates

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

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

ELECTIONS BC AND LOCAL CHIEF ELECTION OFFICER QUESTIONS AND ANSWERS

QUESTION	ANSWER
Who do I get endorsement forms from?	local Chief Election Officer
Who do I give my completed endorsement forms to?	local Chief Election Officer
Who do I make my solemn declaration to?	local Chief Election Officer
Who declares candidates?	local Chief Election Officer
Who oversees the administration of elections (e.g. designing ballots, setting up voting opportunities, counting votes)?	local Chief Election Officer
Who declares the election results?	local Chief Election Officer
Who do I contact for information about campaign financing?	Elections BC
Who do I contact for information about election advertising?	Elections BC
Who do I register with as a third party sponsor?	Elections BC
Who do I send endorsement document updates to?	Elections BC
Who do I file disclosure statements and supplementary reports with?	Elections BC
Who do I pay the \$500 late filing fee to?	Elections BC
Who maintains the disqualification lists?	Elections BC
Who do I submit prohibited contributions to?	Elections BC
Who addresses instances of non-compliant advertising?	Elections BC and/or local Chief Election Officer

Elections BC

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

Elections BC

In Victoria call: 250 387-5305

Elsewhere in B.C. call: 1 855 952-0280

Email address: electoral.finance@elections.bc.ca

www.elections.bc.ca

Municipal and Regional District Information

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

CivicInfoBC

Phone: 250 383-4898

Email address: info@civicinfo.bc.ca

www.civicinfo.bc.ca/11.asp

