



**ELECTIONS BC**

A non-partisan Office of the Legislature

GUIDE TO  
**LOCAL ELECTIONS**  
**CAMPAIGN FINANCING IN B.C.**

for Candidates and their Financial Agents

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## Introduction

The purpose of this guide is to assist candidates and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act \(LECFA\)](#). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to a candidate's campaign.

The last part of the guide includes instructions for completing the required disclosure statements that must be filed with Elections BC after General Voting Day.

How LECFA applies to any particular case will depend on the individual circumstances and may change if there are new legislative or judicial developments. Where there is inconsistency between this guide and LECFA, LECFA will prevail.

LECFA is available on the Elections BC website ([elections.bc.ca](http://elections.bc.ca)). It can also be viewed at BC Laws ([bclaws.ca](http://bclaws.ca)) or purchased from Crown Publications ([crownpub.bc.ca](http://crownpub.bc.ca)).

## Contact

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[@ElectionsBC](https://twitter.com/ElectionsBC)



[/ElectionsBC](https://www.facebook.com/ElectionsBC)

## Definitions

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

<b>Address for service</b>	A mailing address or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization.
<b>Anonymous contribution</b>	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
<b>Assent voting</b>	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum”.
<b>B.C. Chief Electoral Officer</b>	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
<b>Campaign account</b>	An account in a savings institution opened by a financial agent exclusively for the purposes of an election campaign.
<b>Campaign contribution</b>	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization. See <a href="#">page 16</a> for more information.
<b>Campaign contribution limit</b>	The maximum value of campaign contributions that an eligible individual may provide.
<b>Campaign financing arrangement</b>	A written arrangement between an endorsed candidate and their elector organization that determines the amount of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.
<b>Campaign financing records</b>	The records maintained by a financial agent to complete disclosure statements and financial reports for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election or for five years after the reporting deadline for a financial report.
<b>Campaign period</b>	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
<b>Campaign period expense</b>	An election expense that is used in the campaign period. Most campaign period expenses are subject to an expense limit.

## GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING IN B.C. FOR CANDIDATES

<b>Candidate</b>	In relation to candidate obligations applicable under LECFA, an individual who: <ul style="list-style-type: none"> <li>(a) intends to become a candidate in an election,</li> <li>(b) is seeking or intends to seek endorsement by an elector organization for an election, or</li> <li>(c) was a candidate</li> </ul>
<b>Disclosure statement</b>	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC.
<b>Election advertising</b>	See <a href="#">page 41</a> .
<b>Election area</b>	The defined geographical area where the election is held.
<b>Election expense</b>	Generally, the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization. See <a href="#">page 31</a> for more information.
<b>Election period</b>	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
<b>Election period expense</b>	An election expense that is used in the election period.
<b>Elections BC</b>	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
<b>Elector organization</b>	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses. For more information see the <a href="#">Guide to Elector Organization Registration</a> .
<b>Eligible individual</b>	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
<b>Expense limit</b>	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
<b>Filing deadline</b>	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
<b>Financial agent</b>	A representative that a candidate and elector organization is required to appoint. A candidate may either act as their own or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.

<b>Fundraising function</b>	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.
<b>General Voting Day</b>	The final voting day in a general local election, by-election or assent voting event.
<b>Incurring an election expense</b>	Using property or services in such a way that their value is an election expense.
<b>Jurisdiction</b>	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
<b>Late filing deadline</b>	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
<b>Local authority</b>	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
<b>Local election officer</b>	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
<b>Market value</b>	The lowest price charged for equivalent property or services in the market area at the relevant time.
<b>Member</b>	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
<b>Money</b>	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.
<b>Permissible loan</b>	A loan made by an eligible individual or savings institution to a candidate or elector organization.
<b>Personal expenses</b>	Campaign expenses of a candidate that include the following if they are reasonable and paid or reimbursed from a campaign account: <ul style="list-style-type: none"> <li>(a) travel to, within or from the election area in which the candidate is running for office</li> <li>(b) lodging, meals and other incidentals related to travelling</li> <li>(c) child or family care if the candidate is usually responsible for the care</li> <li>(d) expenses related to a disability of the candidate</li> </ul>
<b>Placement cost</b>	The cost of purchasing election advertising space on the internet, including a social media site or website.

## GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING IN B.C. FOR CANDIDATES

<b>Pre-Campaign Period</b>	The period which begins on the eighty-ninth day before General Voting Day for a general local election, and which ends on the twenty-ninth day before General Voting Day for the election. There is no pre-campaign period for a by-election.
<b>Prohibited contribution or loan</b>	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making or accepting prohibited contributions or loans.
<b>Required contributor information</b>	Information that must be recorded for all campaign contributions: <ul style="list-style-type: none"> <li>(a) value of contribution</li> <li>(b) date the contribution was made</li> <li>(c) full name, mailing address and, if it is different, residential address of the contributor</li> </ul>
<b>Shared election expense</b>	An election expense agreed to be shared by two or more candidates.
<b>Significant contributor</b>	An eligible individual who makes: <ul style="list-style-type: none"> <li>(a) a campaign contribution having a value of \$100 or more, or</li> <li>(b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.</li> </ul>
<b>Sponsorship information</b>	An authorization statement that is required to be on most election advertising.
<b>Supplementary report</b>	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report. It includes a description of the circumstances leading to its submission.
<b>Surplus campaign funds</b>	The balance of money left in the campaign account after all financial transactions are completed.
<b>Third party sponsor</b>	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
<b>Transfer</b>	Movements of money, property or services between a candidate and their elector organization.
<b>Value of election advertising</b>	The value of election advertising is: <ul style="list-style-type: none"> <li>▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or</li> <li>▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.</li> </ul>
<b>Volunteer</b>	An individual who provides services for no remuneration or material benefit, but does not include: <ul style="list-style-type: none"> <li>(a) an individual whose employer pays them for the time spent performing the services</li> <li>(b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided</li> </ul>



# Elections BC

A non-partisan, independent Office of the Legislature, Elections BC is responsible for administering the provincial electoral process, including provincial general elections and by-elections, provincial referenda, recall and initiative petitions and initiative votes.

Elections BC is also responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA). This responsibility includes managing campaign financing disclosure requirements, conducting investigations, and enforcing the campaign financing and third party advertising provisions set out in LECFA. This responsibility also extends to by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements, annual financial reports and supplementary reports,
- assisting participants to comply with LECFA,
- registering local advertising sponsors and elector organizations, and
- undertaking investigations and audits.

## Privacy notice

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

For information about Elections BC's privacy policies, please visit [elections.bc.ca/privacy](https://elections.bc.ca/privacy) or contact:

### Privacy Officer

Elections BC

1-800-661-8683

[privacy@elections.bc.ca](mailto:privacy@elections.bc.ca)

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

## Elections BC: local elections campaign financing guides

This guide is for candidates and their financial agents to assist with understanding the comprehensive rules under LECFA. Elections BC also produces the following guides available at [elections.bc.ca](http://elections.bc.ca):

- Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents
- Guide to Elector Organization Registration
- Elector Organization Annual Financial Report Completion Guide
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.

## Local elections: shared roles and responsibilities

General local elections are held every four years for mayors, councillors, electoral area directors, local community commissioners, board of education trustees, park board members and commissioners, advisory council members, regional trustees and Islands Trust local trustees in British Columbia.

Local governments and boards of education also hold by-elections to fill vacancies that occur between general local elections. Non-election assent voting is conducted periodically by local governments to obtain elector assent to carry out certain council and board recommendations (such as borrowing to construct a new library or recreation centre).

The Ministry of Municipal Affairs, the Local Government Management Association, the Union of British Columbia Municipalities, the Ministry of Education and Child Care, the British Columbia School Trustees Association and Elections BC all have educational materials related to local elections.

**A local election officer is the chief election officer or designated local authority officer appointed for a jurisdiction by a local government or board of education.**

Local election officers are responsible for:

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

## Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers
Nomination process	Local election officers
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations and third party sponsors	Elections BC
School trustees/school board elections	Ministry of Education and Child Care
Legislation for local elections	Ministry of Municipal Affairs

## Campaign financing for candidates

The [Local Elections Campaign Financing Act](#) (LECFA) includes:

- rules that candidates, elector organizations and advertising sponsors must follow, including
- disclosure and reporting requirements for campaign financing and election advertising.

The campaign financing rules create accountability and transparency by requiring financial agents to record and disclose detailed information about financial and non-financial activities. This includes campaign contributions, election expenses, and other income and expenditures related to a campaign.

### Campaign financing periods

There are four campaign financing periods: the election period, the pre-campaign period, the campaign period and the filing period.

#### **Election period**

For general local elections, the election period begins on January 1st of the general local election year and ends at the beginning of the campaign period. For by-elections, the election period starts on the day the office becomes vacant.

#### **Pre-campaign period**

For general local elections, the pre-campaign period begins on the 89th day before General Voting Day and ends on the 29th day before General Voting Day. Election advertising used during this period must include sponsorship information. There is no pre-campaign period for a by-election.

#### **Campaign period**

For general local elections or by-elections, the campaign period begins on the 28th day before General Voting Day (GVD) and ends at the close of voting.

#### **Filing period**

The disclosure statement filing deadline is 90 days after GVD. However, a disclosure statement may be filed late, before the late filing deadline of 120 days after GVD, if a late filing fee of \$500 is paid. Failure to file a disclosure statement is an offence.

**Campaign financing periods**

<b>Election Period</b>	<b>Pre-campaign Period</b>	<b>Campaign Period</b>	<b>Filing Period</b>
→	→	→	→
<b>Start of Election Period</b>	<b>Start of Pre-campaign Period</b>	<b>Campaign Period</b>	<b>Filing Deadline</b>
<p><b>January 1 for general local elections, or the date the seat becomes vacant for by-elections</b></p> <p>Expenses used in this period must be reported on the campaign financing disclosure statement</p>	<p><b>89 days before General Voting Day</b></p> <p>Election advertising used in this period must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement</p>	<p><b>28 days before General Voting Day</b></p> <p>Election advertising used in this period must include an authorization statement. Expenses used in this period are subject to an expense limit and must be reported on the campaign financing disclosure statement</p>	<p><b>90 days after General Voting Day</b></p> <p>Campaign financing disclosure statements are due at the Elections BC office by 4:30 p.m. Pacific time.</p>

## Financial agents

A candidate is their own financial agent unless they appoint another person to be their financial agent. The financial agent is legally responsible for administering campaign finances in accordance with the [Local Elections Campaign Financing Act](#) (LECFA).

A candidate may not have more than one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

## Appointment requirements

Unless the candidate is their own financial agent, appointments must be made in writing. If the appointment is made or changes before voting results are declared, it must be sent to the local election officer. If the appointment is made or changes after voting results are declared, it must be sent to Elections BC. Appointment information includes:

- the full name of the financial agent
- the effective date of appointment
- contact information
- address for service
- signatures of the candidate and financial agent

To appoint or change a financial agent or their information, complete [Form 4322](#) found on the Elections BC website: [elections.bc.ca](http://elections.bc.ca).

## Responsibilities

Financial agents must understand their campaign financing responsibilities under LECFA.

Financial agents are responsible for:

- keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions
- opening a separate campaign account for each candidate they are appointed for
- ensuring campaign contributions are only received from eligible individuals or anonymously
- ensuring campaign contributions from eligible individuals do not exceed the contribution limit

**The campaign contribution limits can be found on the Elections BC website at [elections.bc.ca](http://elections.bc.ca).**

- ensuring all transactions of money are made through the campaign account, including contributions from the candidate
- ensuring election advertising contains the required sponsorship information
- determining the market value of in-kind contributions and expenses, including election advertising
- accepting and depositing permitted campaign contributions
- incurring, paying, recording and disclosing election expenses
- pre-approving all election expenses incurred by others
- making and receiving transfers of money between the candidate's own campaign accounts or between the candidate and their elector organization
- making and receiving in-kind transfers between the candidate and their elector organization
- filing a campaign financing disclosure statement
- responding to questions from Elections BC after filing the disclosure statement and filing supplementary reports when required
- ensuring all required financial records are given to the candidate after the disclosure requirements are met.

**Elections BC works closely with financial agents to ensure the disclosure requirements are met. Some disclosure statements may take months to finalize.**

Financial agents may authorize another individual to accept campaign contributions or to pay election expenses.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of a candidate or their campaign.

Financial agents may also have other roles, such as campaign manager for a candidate or a responsible principal official for an elector organization.

## Campaign accounts

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and **must** be used exclusively for the election campaign.

A sub-account may be opened as long as it has a distinct account number and separate campaign financing records are kept.

Candidates who do not use any of their own money and have no financial transactions do not have to open a campaign account.

**A campaign account may not be used for any other purposes other than the election campaign.**

Financial agents must open a separate campaign account for each campaign. Candidates **cannot** share an account. An endorsed candidate must have a separate account from their elector organization.

**An election is held in a specific jurisdiction. Elections in different jurisdictions, such as municipalities or school districts, are separate elections. A candidate running in multiple jurisdictions is operating multiple campaigns.**

Each campaign account must be in the name of the election campaign.

### Examples of candidate campaign account names

“John Smith campaign”

“Campaign of John Smith”

“John Smith”



## When to open

A campaign account must be opened as soon as practicable after the first campaign contribution of money is received and before any of the following transactions:

- paying for an election expense
- receiving a transfer from an elector organization
- receiving surplus campaign funds from the previous election

Financial agents are encouraged to open campaign accounts as early as possible. If a financial agent has difficulty opening a campaign account, there is a letter on the Elections BC website at [elections.bc.ca](http://elections.bc.ca) that can be printed and given to the savings institution.

## Using the campaign account

The [Local Elections Campaign Financing Act](#) includes detailed rules on how a campaign account is used.

- all monetary transactions (e.g., contributions, transfers and expenses) must go through this account
- must only be used for that election
- must remain open until all financial transactions have been completed, including the disbursement of surplus campaign funds

## Examples of Campaign Account Transactions

Deposits	Withdrawals
<ul style="list-style-type: none"> <li>▪ campaign contributions</li> <li>▪ fundraising income</li> <li>▪ payment received for reimbursement of election expenses shared with other candidates</li> <li>▪ transfers from an elector organization</li> <li>▪ surplus campaign funds from a previous election</li> <li>▪ interest</li> <li>▪ dividends of shares paid by a credit union</li> </ul>	<ul style="list-style-type: none"> <li>▪ nomination deposit</li> <li>▪ election expenses</li> <li>▪ campaign-related professional fees</li> <li>▪ other expenses incidental to the election campaign</li> <li>▪ reimbursements paid to other candidates for shared election expenses</li> <li>▪ financial agent salary or stipend</li> <li>▪ repayment or remittance of prohibited contributions</li> <li>▪ transfers to an elector organization</li> <li>▪ disbursement of surplus campaign funds</li> <li>▪ campaign account fees</li> </ul>

## Volunteers

A candidate's campaign may have paid campaign workers and/or volunteers.

A volunteer is an individual who willingly performs free services for an election campaign.

Volunteers:

- receive no compensation (directly or indirectly) for their services
- cannot be paid by their employer for working as a volunteer
- can use their vacation time to volunteer
- must be authorized in writing by the financial agent to accept campaign contributions or pay for election expenses
- must not be self-employed and providing services they normally charge for

A volunteer's services, or their own property they use in relation to their services, does not need to be valued. These services are neither a campaign contribution nor an election expense.

### Example

Miranda is a volunteer for Kelly's campaign. Miranda uses her own car to deliver lawn signs and brochures. Miranda does not get any money for gas or other expenses. Since Miranda is using her own property in relation to her volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

An individual who is self-employed, and provides free services for which they would normally charge, is **not a volunteer**. That individual is making a campaign contribution and the value of their services is an election expense of the candidate. Financial agents must therefore value, record and disclose that contribution and expense.

### Example

Martin is a self-employed communications professional. A candidate wants to prepare for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge \$150 for three hours of work, but Martin provides the service for free.

Martin has made a campaign contribution of \$150, and the candidate has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

## Campaign contributions

A campaign contribution is the value of any money, property or services provided without compensation to a candidate for campaign use. A campaign contribution can be made at any time.

A campaign contribution can be a donation of money or goods, advance, deposit or discount. Campaign contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

If a candidate gives money to their own campaign it is a campaign contribution and must be recorded and disclosed in the same way as all other campaign contributions.

**A candidate giving money to their own campaign is making a campaign contribution.**

### Who can make campaign contributions

Campaign contributions can only be made by eligible individuals and cannot be made by organizations or any other individuals.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident

### Campaign contribution limits

Eligible individuals are subject to a limit for campaign contributions made to each candidate during a calendar year. This limit includes any loans made by an eligible individual to a candidate. The campaign contribution limit for each calendar year can be viewed on the Elections BC website at [elections.bc.ca](http://elections.bc.ca).

Candidates making contributions from their personal funds that are **not endorsed** by an elector organization may provide an additional \$1,250 above the contribution limit in the calendar year of the election. They are subject to the regular campaign contribution limit in other years.

For candidates endorsed by an elector organization, the limit applies to the elector organization and all of its endorsed candidates in a jurisdiction. An eligible individual may not contribute

more than the annual limit, in total, to the elector organization and its endorsed candidates for each calendar year in each jurisdiction.

A group of candidates endorsed by the same elector organization may contribute a combined \$1,250 to their elector organization above their individual contribution limits.

When a candidate receives endorsement from an elector organization, the financial agent for the candidate must provide all campaign contribution information to the financial agent of the elector organization to ensure that contributions from eligible individuals do not exceed the limit.

Campaign contribution limits are adjusted either by regulation or by changes to the consumer price index (CPI). Adjusted amounts will be published on the Elections BC website and in the *B.C. Gazette*.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant monetary penalties for exceeding a contribution limit.

### **Making and accepting campaign contributions**

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized by the financial agent.
- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.
- Campaign contributions of money must be deposited into the campaign account.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- When accepting a campaign contribution, the financial agent, or authorized individual, must record the value, the date the contribution was made and the required contributor information.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money.

Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, so the financial agent can record it. Anonymous contributions cannot be collected over the internet.

Foreign currency and cryptocurrency contributions must be valued at the market rate at the time and date of the contribution and are subject to the same contribution rules as any other contribution.

### Anonymous contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a single candidate. The financial agent must record the value and date of the contribution and how it was received.

**An anonymous contribution of more than \$50 is prohibited. It is also prohibited to accept multiple anonymous contributions from the same eligible individual totalling more than \$50.**

An anonymous contribution must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

#### Example

Candidate Ralph is hosting a social function and asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totalling \$112, and no one donates more than \$50.

***Are these anonymous contributions permissible?***

Yes. They are permissible because no one has donated more than \$50.

### Discounted property or services

If property or services are provided by an eligible individual to the candidate at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.

Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

## Donated property or services

Donated property or services, also called in-kind contributions, may only be given by eligible individuals and must be recorded as a campaign contribution. The value of an in-kind campaign contribution is its market value.

**The value of a candidate's own property used in their own campaign is not a campaign contribution.**

### Example

Deanne donates wood for signs to Michelle's campaign. The value of the wood is \$500. Deanne is making a campaign contribution as an eligible individual.

***What is the value of the contribution?***

The value of the campaign contribution is \$500.

## Capital assets

Capital assets may include buildings, computers, office furniture and equipment. When capital assets are donated by eligible individuals, the contribution is the market value of using the property.

### Example

Miriam provides office furniture to Anne, a candidate, to use in her campaign office for one month. The furniture is normally rented for \$500 per month.

***Is Miriam making a campaign contribution to Anne?***

Yes. Miriam is making a campaign contribution as an eligible individual to Anne of \$500, the market value of renting the furniture for one month.

### Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records will make completing the campaign financing disclosure statements easier.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the campaign contribution, and
- the date the campaign contribution was made.

**A residential address is the eligible individual's home address. Mailing addresses such as a PO Box, work address or commercial address do not meet the recording requirements.**

A contribution must come from a single eligible individual. If a contribution appears to come from multiple eligible individuals, the financial agent must determine which contributor made the donation and record that information.

#### Example

Josie receives a contribution by cheque from Sam and Pat Smith for \$300. Josie must determine which eligible individual made the contribution.

#### **Scenario 1**

Josie contacts Sam and Pat and asks which name should be recorded as the contributor. Sam tells Josie that the contribution was intended to come from both of them. Josie records a contribution of \$150 each from Sam Smith and Pat Smith.

#### **Scenario 2**

Sam tells Josie that the contribution was from Pat only. Josie records a \$300 contribution from Pat Smith.

## Significant contributors

Significant contributors are eligible individuals who make campaign contributions of **\$100 or more** to the same candidate. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

Information about significant contributors must be disclosed in the candidate's disclosure statement. This includes:

- full name and residential address of contributor,
- value of contribution, and
- date of contribution.

**Elections BC will obscure residential addresses of contributors prior to publishing disclosure statements.**

### Example 1

On September 1, Raj's uncle, an eligible individual, donates a \$50 gift certificate for use in a silent auction for Raj's campaign.

***Is the uncle a significant contributor?***

No. The value is less than \$100.

### Example 2

On September 23, Raj's uncle gives Raj a \$75 cash campaign contribution.

***Is the uncle now a significant contributor?***

Yes. The total contributions from him are now \$100 or more.

\$50 in-kind donation + \$75 cash contribution = \$125 total contributions.



### Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution. If the financial agent becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days. If the contribution cannot be returned (such as an anonymous contribution over \$50) the financial agent must send it to Elections BC.

#### Example 1

Rosalie receives an anonymous contribution of \$75 in an envelope. Rosalie keeps \$50 and sends the remaining \$25 to Elections BC.

#### *Is this permissible?*

No. All of the \$75 must be sent to Elections BC because it is an anonymous contribution over \$50.

#### Example 2

Carrie, an eligible individual, has already contributed the maximum annual amount to a candidate during the calendar year when she makes another contribution of \$300.

#### *Is this permissible?*

No. The candidate must return the \$300 to Carrie because it is a prohibited contribution.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

### Indirect contributions

Indirect campaign contributions are not allowed. This means that someone cannot give money or other property or services to a person for that person to make a campaign contribution.

Making a campaign contribution with someone else's money, property or services is also prohibited.

## Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions.

Acceptable contributions	Prohibited	Not contributions
<ul style="list-style-type: none"> <li>▪ money given to a financial agent or an individual they have authorized</li> <li>▪ non-monetary property and services</li> <li>▪ money given by a candidate to their own campaign</li> <li>▪ anonymous contributions of \$50 or less</li> <li>▪ a person purchasing goods or services from the candidate for more than market value</li> </ul>	<ul style="list-style-type: none"> <li>▪ contributions made by organizations and ineligible individuals</li> <li>▪ contributions that exceed the contribution limit</li> <li>▪ giving a contribution to someone other than the financial agent or someone they have authorized</li> <li>▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information</li> <li>▪ making or accepting indirect campaign contributions</li> <li>▪ making or accepting an anonymous campaign contribution of more than \$50</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided by a volunteer including the use of their own property in that role</li> <li>▪ transfers of money, property, or services between an elector organization and its endorsed candidates</li> <li>▪ non-monetary property or services provided by a candidate for use in their own campaign</li> <li>▪ candidate's surplus campaign funds from the last election returned by the jurisdiction</li> <li>▪ free transmission of election advertising if offered equitably to all candidates</li> <li>▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program</li> <li>▪ publications intended to be sold whether or not there was an election</li> </ul>

**An indirect contribution is a campaign contribution made with money or non-monetary property or services of another individual or organization. Indirect contributions are prohibited.**

### Example 1

Jane contributes cash to a candidate but is later reimbursed by her employer.

#### ***Did Jane make an acceptable campaign contribution?***

No. This is a prohibited contribution because the employer has made an indirect contribution through Jane.

### Example 2

John is a candidate and sets up his campaign office at home and uses his personal computer and office supplies to make brochures and signs.

#### ***Did John make a campaign contribution?***

No. Property or services provided by a candidate for use in their own campaign is not a contribution.

## Fundraising functions

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

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

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

### Example 1

Sally, an eligible individual, buys five tickets for \$50 each to a candidate fundraising dinner.

5 tickets x \$50 per ticket = \$250

#### ***Has Sally made a campaign contribution?***

Yes. Sally has made a campaign contribution because she purchased more than \$50 worth of tickets.

### Example 2

Big Company buys two tickets for \$25 each to a luncheon held by a candidate.

2 tickets x \$25 per ticket = \$50

#### ***Is this permissible?***

No. This is a prohibited contribution because organizations are not allowed to purchase tickets to fundraising functions. The \$50 must be returned to Big Company.

All money received at a fundraising function must be deposited into the campaign account. Candidates and financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the campaign account and pay for costs of the function from the campaign account separately.

### Example

Buck is a candidate who is his own financial agent. He hosts a burger and beer fundraiser at a pub for \$20 per meal. The pub collects \$400 and charges Buck \$200 to host the event. The pub gives Buck his \$200 profit, which Buck deposits into the campaign account.

#### ***Is this allowed?***

No.

#### ***What should Buck have done?***

Buck should have collected the entire \$400 from the pub and deposited it into the campaign account. Buck should have then paid the pub \$200 from the campaign account to cover the cost of the event.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

All money received must be deposited into the campaign account.

**Candidates are not permitted to use lotteries, raffles or other gambling activities to raise campaign funds.**

### Example 1

To raise money for Martina's campaign, Jerry donates a TV with a market value of \$625. Jennifer buys the TV at Martina's fundraising auction for \$400.

***How much is Jerry's campaign contribution?***

The contribution of the TV is \$625 because that is its market value.

***Has Jennifer made a campaign contribution?***

No. Jennifer has not made a contribution as the amount paid was less than the market value of the TV.

***What is the \$400 paid by Jennifer?***

The \$400 paid by Jennifer must be deposited into the campaign account and reported as other income.

### Example 2

Marvin, a candidate, hosts a silent auction and purchases a gift certificate for \$75. The gift certificate is sold to Kim for \$100.

***Has Kim made a campaign contribution?***

Yes. Kim has made a contribution because she paid more for the gift certificate than its market value.

***How much is Kim's campaign contribution?***

Kim's contribution is \$25 (price paid less the market value  $\$100 - \$75 = \$25$ ). The remaining \$75 is reported as other income.

### Loans or debts

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

Prohibited contribution rules apply to loans or debts that become campaign contributions from organizations or eligible individuals if the total amount of their contributions exceed the contribution limit.

If a loan or debt becomes a campaign contribution after the disclosure statement is filed with Elections BC, the financial agent must file a supplementary report. See [page 52](#) for information on supplementary reports.

### Permissible loans

Candidates may receive loans from eligible individuals and savings institutions for campaign use. A loan received from an eligible individual must be counted towards the contribution limit for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received:

- if the loan is received from an eligible individual, the full name and residential address of the lender,
- if the loan is received from a savings institution, the name of the savings institution,
- amount of the loan,
- date the loan was made,
- due date of the loan,
- interest rate of the loan, and
- if the loan is received from a savings institution, the [prime rate](#) of interest at the time the loan is made.

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

### Other income

Campaign funds that are not campaign contributions or permissible loans are called other income. Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales ,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers.

## Recording requirements for other income

The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

All money received must be deposited into the campaign account.

## Transfers

Transfers, both monetary and in-kind, are reported as other income.

**Money given from a candidate's personal account is a campaign contribution, not a transfer.**

Transfers include:

- movements of money between a candidate and their elector organization
- provision of property or services between a candidate and their elector organization

Transfers can be made at any time, including after General Voting Day.

## Recording requirements for transfers

The information that must be recorded and reported for transfers depends on the specific circumstances of the transfer.

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



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

- the date and dollar amount of the transfer
- the name of the elector organization

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

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

### **Example**

XYZ Elector Organization provides election signs to its endorsed candidate, Irene, on August 31, 2018.

#### ***What must Irene report for this transfer?***

Irene must report that the signs were received from XYZ Elector Organization on August 31, 2018. Irene must also determine and report the market value of the signs and report that value as an other income.

## Expenses and expense limits

### Election expenses

An election expense is the value of property or services used in an election campaign. This applies whether the item was used in the election period, the campaign period or both.

#### Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day (GVD).
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before GVD.
- Election expenses used in the election period are election period expenses.

#### Campaign period expenses:

- The campaign period begins on the 28th day before GVD and ends at the close of voting on GVD.
- Election expenses used in the campaign period are campaign period expenses.

Election expenses used in both the election period and the campaign period are both election period expenses and campaign period expenses.

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

## Examples of Expenses

The list below is of examples only and does not include every type of expense or election expense.

Election expenses	Election expenses that are not subject to limits	Not election expenses
<ul style="list-style-type: none"> <li>▪ campaign advertising (such as signs, brochures, newspaper ads, etc.)</li> <li>▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.)</li> <li>▪ campaign signs, including signs reused or repurposed from previous elections</li> <li>▪ professional photographs used in election advertising</li> <li>▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally)</li> <li>▪ paid research and opinion polling and campaigning (such as operating a phone bank)</li> <li>▪ paid canvassing in person, by phone or over the internet</li> <li>▪ campaign office costs</li> <li>▪ bank fees</li> </ul>	<ul style="list-style-type: none"> <li>▪ sign, nomination or damage deposits</li> <li>▪ candidate's personal expenses if paid or reimbursed from campaign account*</li> <li>▪ legal or accounting services used to comply with LECFA</li> <li>▪ financial agent services</li> <li>▪ incidental expenses related to the campaign (such as payments made for the purposes of campaign fundraising)</li> <li>▪ interest on a loan to a candidate for election expenses</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned)</li> <li>▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.)</li> <li>▪ free media coverage (such as news stories, interviews, current affairs program, etc.)</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>
<p>*Candidate personal expenses are:</p> <ul style="list-style-type: none"> <li>▪ travel to, within or from the election area where the candidate is running for office</li> <li>▪ lodging, meals and other incidentals related to travelling</li> <li>▪ child or family care if the candidate is usually responsible for the care</li> <li>▪ expenses related to a disability of the candidate</li> </ul> <p>All personal expenses must be reasonable.</p>		

## Valuing expenses

The value of an election expense is the market value of the property or services used in an election campaign.

### Valuation of re-used election signs and advertising materials

Signs or other advertising materials left over from previous elections may be re-used, but they must have a value attributed to them for campaign period expense limit purposes. This value is the market value of buying new materials of the same quality. A quote must be obtained to determine the current price of the goods of the same quality. If they are being used during the campaign period, the value must be reported in the disclosure statement as a campaign period expense subject to limits. If they are used in both periods they will be disclosed in both periods at their full value.

If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, they are not included in the value obtained in the quote.

#### Example

Rafael reuses 500 signs from a previous election. He has a different financial agent than the last election so the signs need to be updated with the new financial agent's name and phone number. He has stickers printed with the new information at a cost of \$100.

Since the signs were purchased during the previous election, Rafael must determine the current market value of 500 signs of the same quality. Rafael calls a local print shop and learns that the lowest replacement cost for 500 signs of the same quality is \$2,000.

#### ***What is the value of the election expense?***

The value of the election expense is \$2,000. As new signs would not require the stickers, the \$100 is already included in the market value.

If only a portion of property or services is used in an election, only that portion is an election expense. The unused portion is an intended election expense and is recorded as other expenses.

### Example 1

Svetlana purchases 500 brochures for \$200 but only uses 250.

#### *What is the value of the election expense?*

Since Svetlana only used half of the brochures, the value of the election expense is \$100. The remaining \$100 is recorded as an intended election expense and reported as other expenses.

### Example 2

A campaign worker is contracted to create a website at an hourly rate of \$20 for 25 hours. Hosting fees are \$10 per month. The website is public for eight months during the election period and all of the 29-day campaign period.

#### *What is the value of the expense?*

The value is calculated by multiplying the number of hours it took to create the website by the hourly rate of the worker and adding the hosting fees.

#### **Election period expense**

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$80 (\$10 \text{ per month} \times 8 \text{ months}) = \$580$

The value of the election period expense is \$580.

#### **Campaign period expense**

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$9.35 (\$10 \text{ per month} \times 29 \text{ days} / 31 \text{ days}) = \$509.35$

The value of the campaign period expense is \$509.35.

## Expense limits

The Ministry of Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation calculate the campaign period expense limits for candidates.

All candidates are subject to these expense limits, which are based on the office sought and the population of the election area.

**An election area is the geographical area where the election is held.**

Elections BC will publish the expense limits no later than May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

If a candidate exceeds their expense limit:

- monetary penalties will apply
- they will lose their seat, if elected
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at [elections.bc.ca](https://elections.bc.ca).

### Campaign financing arrangements

**Campaign financing arrangements are only used by candidates endorsed by an elector organization.**

All candidates who are endorsed by an elector organization must have a campaign financing arrangement (CFA) with their elector organization.

Elector organizations are not allowed to incur campaign period expenses unless they share a candidate's expense limit under a campaign financing arrangement.

A campaign financing arrangement is a written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with the elector organization.

A campaign financing arrangement must be:

- on the regulated form,
- completed before the start of the campaign period,
- submitted to Elections BC, and
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

Campaign financing arrangements may be amended or terminated.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than** General Voting Day.
- A termination of a campaign financing arrangement must be done before the start of the campaign period.

**Amendments and terminations to campaign financing arrangements must be submitted to Elections BC and completed on regulated forms.**

**Important note:** a candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

Campaign financing arrangement forms can be found on the Elections BC website at [elections.bc.ca](https://elections.bc.ca).

## Incurring and paying for expenses

All election expenses must:

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

## Shared election expenses

A shared election expense is when two or more candidates agree to participate in an election expense.

Each candidate's campaign must pay for their portion of the shared election expense. If one campaign pays for the expense, it must be reimbursed by the other candidates' campaigns. Candidates' campaigns are not allowed to pay for another campaign's election expense.

### Example 1

Bill and Zara are both candidates acting as their own financial agents. They purchase 20 shared signs for \$500. Bill writes a cheque from his campaign account and pays the full amount directly to the supplier. Bill is then later reimbursed \$250 from Zara's campaign account.

#### ***Is this permissible?***

Yes. Each candidate paid for their portion of the shared election expense.



### Example 2

Candidates Julie, Jessica and Jack decide to host a campaign event together. The venue charges \$300. Julie has no campaign funds, so Jessica and Jack agree to split the cost and each pay the venue \$150.

#### *Is this permissible?*

No. Each candidate must pay for their portion of a shared election expense. Julie must reimburse Jessica and Jack \$50 each to cover Julie's portion.

## Post-election expenses

Candidates are permitted to incur expenses after the close of voting that are incidental to their campaign, such as celebration parties and thank-you cards. These incidental expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

## Recording requirements for expenses

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete enough to meet the disclosure requirements in LECFA including:

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

Election expenses are broken down into the following categories:

Advertising:

- commercial canvassing in person, by telephone, or over the internet
- newspapers and periodicals
- promotional materials, including newsletters, brochures, buttons and novelty items
- radio
- search engine marketing and optimizations
- signs (including lumber, sign wires, etc.)

- reused signs
- social media
- television
- website displays
- other advertising (including business cards, promotional items, etc.)

### Campaign administration:

- accounting services
- bank charges
- conventions, workshops and meetings
- donations and gifts
- fundraising functions
- furniture and equipment
- interest expense
- office rent, utilities, insurance and maintenance
- office supplies and stationary
- postage and courier
- professional services
- research and data, including election surveys and polls
- salaries and benefits
- social functions
- subscriptions and dues
- telecommunications and information technology
- travel
- other expenses

### Recording shared election expenses

Detailed disclosure of shared election expenses is required. In order to meet these requirements, financial agents for candidates who participated in a shared election expense must record the following:

- the total value of the shared expense
- the value of their candidate's portion
- the names of the other participating candidates

They must also record and disclose, as applicable:

- the amount paid to the supplier
- the amount of each reimbursement received from other participating candidates
- the amount of each reimbursement paid to other participating candidates

To ensure information is consistent and disclosed correctly, Elections BC reconciles shared election expenses with the other participating candidates. Financial agents may wish to work with other participating financial agents to ensure their records and reports are accurate and consistent.

## Election advertising

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign period. Advertising activities during the election period and prior to pre-campaign period are still advertising election expenses and must be recorded and disclosed, but they are not election advertising.

Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.

In the campaign period, election advertising includes communications that take a position on an issue associated with a candidate or elector organization.

**With the exception of sponsorship information, Elections BC does not regulate the content of election advertising.**

Election advertising does not include:

- messages on the internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites. Although these messages are not election advertising, any costs related to their design or production are election expenses and must be disclosed accordingly.
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (such as news stories, editorials, radio interviews, etc.)
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election
- a communication by an individual or group sent directly to their members, employees or shareholders
- transmission by an individual, on a non-commercial basis, on the internet, or by telephone or text message, of their personal views.

**Examples**

Election advertising	Not election advertising
<ul style="list-style-type: none"> <li>▪ television, radio, newspaper or magazine advertisements</li> <li>▪ signs, billboards, posters, bumper stickers or branded clothing or objects</li> <li>▪ newsletters, brochures, mailing inserts or other advertising sent to the public</li> <li>▪ ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.)</li> <li>▪ phone calls made using an automated system (e.g., robocalls)</li> <li>▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote</li> </ul>	<ul style="list-style-type: none"> <li>▪ personal or private communications</li> <li>▪ free media coverage (such as a candidate debate on a local news channel, news stories, radio interviews, etc.)</li> <li>▪ a communication by an individual or group sent directly to their members, employees or shareholders</li> <li>▪ any free communication on the internet (such as Facebook, Twitter, Instagram, Snapchat, YouTube, etc.)</li> <li>▪ free person-to-person phone calls and text messages</li> <li>▪ websites or blogs</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>

**Determining the sponsor of election advertising**

The sponsor of election advertising is the candidate that is conducting the advertising. If two or more candidates conduct advertising together, they are co-sponsors.

**Example**

Amanda, Preet and Jeremy are campaigning together and decide to create a shared brochure. Preet designs and prints the brochure and provides several to each campaign to distribute.

***Who is the sponsor of the advertising?***

All candidates are co-sponsors of the advertising.

The candidate is still the sponsor even if:

- the advertising is provided to the candidate as a campaign contribution, or
- another individual or organization conducts advertising on behalf of the candidate.

### **Example**

A local parents' group meets with Braeden, a candidate, and they decide, with the consent of Braeden's financial agent, that the group will create brochures on behalf of Braeden and distribute them door-to-door during the campaign period.

#### ***Who is the sponsor of the advertising?***

Braeden is the sponsor. The local parents' group is working on behalf of Braeden to create and distribute the brochures. The cost of preparing and printing the brochures is a campaign period expense of Braeden.

Candidates and elector organizations must not sponsor election advertising with a third party sponsor and a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

## **Sponsorship information on election advertising**

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods and must include:

- the name of the financial agent,
- the words "authorized by" in front of the financial agent's name, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

**Although there are no size requirements for the sponsorship information, it must be clear and readable.**

Sponsorship information must be on the election advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

**There are monetary penalties for failing to include sponsorship information. See [page 56](#) for more information.**

If the election advertising is co-sponsored by two or more candidates, the sponsorship information for each candidate's financial agent must be on the advertising.

### Example 1

#### *Election signs*

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot only be on the back of the sign.

Two-sided election signs must have sponsorship information on at least one side. It is not required to be on both sides.

### Example 2

#### *Candidate sponsor*

Authorized by Susan Wong, electsusan@campaign.ca

### Example 3

#### *Another language*

Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

### Example 4

#### *Multiple candidates*

Authorized by John Smith, 604-123-4567 and Susan Wong, electsusan@campaign.ca

## Election advertising exempt from sponsorship information

Certain types of election advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

## Sponsorship information for advertising on the internet

For internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer to the website, landing page or profile page that contains it.

## Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. However, local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways. Please refer to the Ministry's policy at [www.gov.bc.ca/electionsigns](http://www.gov.bc.ca/electionsigns).

**Important safety note:** Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see the website at [www.bc1c.ca](http://www.bc1c.ca) to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

## Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed



## **Campaigning restrictions on General Voting Day**

An individual or organization must not transmit election advertising to the public on General Voting Day (GVD) except:

- election advertising on the internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting. For example, if advertising must be purchased on a monthly basis and GVD is included in that purchase and cannot be removed, then the advertising will be permitted. It is not permitted to schedule advertising for GVD, such as paid Facebook posts.
- advertising by means of signs, posters or banners
- distributing pamphlets
- advertising on the internet that is for the sole purpose of encouraging voters to vote

<b>Permitted on General Voting Day</b>	<b>Not permitted on General Voting Day</b>
<ul style="list-style-type: none"> <li>▪ using free social media</li> <li>▪ free person-to-person interactions, such as phone calls, emails, text messages, etc.</li> <li>▪ election advertising on the internet as long as the advertising was not changed on GVD or is solely to encourage voters to vote</li> <li>▪ placing signs or distributing brochures outside of 100 metres of a voting place</li> <li>▪ campaign meetings or rallies outside of 100 metres of a voting place</li> </ul>	<ul style="list-style-type: none"> <li>▪ scheduling paid ads on the internet including paid social media posts on Facebook, Twitter, Instagram, etc.</li> <li>▪ automated voice calls (robocalls) and automated text messages</li> <li>▪ placing signs or distributing brochures within 100 metres of a voting place</li> <li>▪ television, radio or newspaper ads</li> <li>▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote</li> </ul>

Election advertising is never permitted within 100 metres of a voting place while voting is being conducted.

**For more information about the 100 metre rule, please contact your local authority.**

## Determining the value of election advertising

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and is subject to the expense limit. The value of election advertising is the price paid for preparing and transmitting the advertising.

Since only eligible individuals may make campaign contributions, advertising suppliers such as newspapers, sign printers, etc. must not give discounts to candidates or elector organizations unless they are a sole proprietor.

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

### Example 1

Pavel pays an agency \$500 to produce an advertisement and then pays a radio station \$150 per play. The ad is played 20 times during the campaign period.

#### ***What is the value of this election advertising?***

The production cost plus the cost per play multiplied by the number of times played:  $\$500 + \$3,000 (\$150 \times 20 \text{ plays}) = \$3,500$ .

### Example 2

Sabrina is a candidate and prepares a brochure at home and prints 500 copies at a local shop for \$0.25 per copy. The brochures are mailed to 500 different homes at a postage rate of \$1 per brochure.

#### ***What is the value of this election advertising?***

$500 \text{ brochures} \times \$1.25 (\$0.25 \text{ printing} + \$1 \text{ postage per brochure}) = \$625$ .

The value of producing the brochure is not included in the value of the election advertising because it was made with Sabrina's own materials.

Election advertising offered for free equally to all candidates has a market value of zero. However, the value of preparing the advertising is still an election expense.

### Example

A television station offers all candidates a free 15 second advertisement. Elizabeth pays an agency \$300 to produce an ad.

#### *What is the value of this election advertising?*

\$300. As the transmission was offered for free to all candidates, only the production cost is included in the value of the advertisement.

## Third party advertising sponsor

**It is an offence to conduct third party advertising before registering with Elections BC.**

A candidate may also act as a third party advertising sponsor but not for the election in which they are running. This means that generally, a candidate can only be a third party sponsor outside their own jurisdiction. Candidates considering becoming third party sponsors should contact Elections BC and must register with Elections BC before conducting third party advertising.

### Example

Barinder, a mayoral candidate in Vancouver, has a good friend and colleague running for council in Whistler. To advertise in support of that friend, Barinder must register as a third party sponsor before placing the election advertising.

Remember, candidate and elector organizations cannot sponsor election advertising with a third party sponsor and a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

For more information about third party advertising and requirements for third party sponsors, refer to the Guide for Local Elections Third Party Sponsors in B.C. available at [elections.bc.ca](http://elections.bc.ca).

### Collecting information from an advertiser

For the purpose of administering compliance with LECFA, the B.C. Chief Electoral Officer may collect from an advertiser the following information in relation to election advertising that has been transmitted to the public:

- the name of the individual or organization that sponsored the advertising
- the name of the individual or organization that transmitted or arranged to have transmitted the advertising
- the date the advertising was ordered or requested
- the amounts and dates of payments, if any
- the dates on which the advertising was transmitted
- the actual or intended geographic distribution or availability of the advertising
- any other information prescribed by regulation

An advertiser is an individual or organization that has transmitted or arranged to have transmitted third party advertising to the public by any means during the past five years, or as defined by regulation.

## Surplus campaign funds

Surplus campaign funds are the balance of money left in the campaign account after all financial transactions are completed. Candidates must record the amount of surplus campaign funds remaining and how they deal with them.

If the candidate contributed money to their own campaign, the financial agent can only repay the candidate up to the value of those contributions. After the candidate has been reimbursed, any remaining surplus campaign funds must be dealt with as follows:

- Under \$500: The financial agent must pay the amount to the candidate or deal with those funds as directed by the candidate.
- \$500 or more: The financial agent must pay the total amount of the surplus campaign funds (not just the amount over \$500) to the jurisdiction where the candidate ran.

**The jurisdiction holds the funds and any accumulated interest in trust.**

### Surplus campaign funds held in trust by a jurisdiction

If a candidate who paid surplus funds to a jurisdiction seeks office in the same jurisdiction in the next general local election or an earlier by-election, the jurisdiction must pay the surplus campaign funds to the candidate's financial agent for use in the new election.

If the candidate does not run for office in the same jurisdiction in the next election, the funds become the jurisdiction's to be used at its discretion.

## Disclosure statements

Financial agents are responsible for filing disclosure statements with Elections BC. A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every candidate. All disclosure statements must be completed on Elections BC forms.

### Who must file

Financial agents are responsible for filing disclosure statements even if the candidate withdrew, was acclaimed, or had few or no financial transactions. Candidates also have a responsibility to ensure that their financial agents file their disclosure statements.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Email (preferred):** forms may be filled out online and an electronic signature is acceptable. Fillable forms can be found [here](#) and should be sent to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).
- **Fax:** our toll-free fax number is 1-866-466-0665
- **Mail:** a postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier:** ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8
- **Personally deliver the report:** to a Service BC office or Elections BC: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays.)

**Note:** not all Service BC offices will accept this report. Please check their website before personally attending the office to ensure this service is available: [servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations).

### Filing deadline

The filing deadline for disclosure statements is 4:30 p.m. (Pacific time), 90 days after General Voting Day.

**The disclosure statement must be received and accepted by Elections BC by the filing deadline. A postmark is not acceptable as proof of delivery.**

Disclosure statements filed by the filing deadline are accepted as long as the disclosure requirements are met. If a disclosure statement requires additional information to be accepted, Elections BC will contact the financial agent to give them an opportunity to make the required corrections. If a financial agent does not meet the 90 day deadline, they may file the disclosure statement under the late filing provisions discussed below.

The B.C. Chief Electoral Officer may grant extensions to the filing deadline in extraordinary circumstances. Requests for extensions must be made in writing to the B.C. Chief Electoral Officer before the 90 day filing deadline.

### **Late filing deadline**

The late filing deadline is 4:30 p.m. (Pacific time), 120 days after General Voting Day (GVD). Disclosure statements submitted between 91 and 120 days after GVD must include a \$500 late filing fee.

It is an offence to not file a disclosure statement by the late filing deadline. There are significant penalties for committing offences.

### **Supplementary reports**

If Elections BC advises a financial agent that a supplementary report is required, it must be submitted within 30 days of the notification. Elections BC will also inform the local chief election officer of any supplementary reports required.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary is a complete filing of all of the reporting forms. A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

### **Requirement for retaining records**

Campaign financing records must be retained in British Columbia until five years after General Voting Day. These records must include:

- copies of the disclosure statement forms
- records of contributions and required contributor information
- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

Financial agents must keep all campaign financing records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the candidate becomes responsible for retaining records and materials.

### **Public information**

Disclosure statements are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria. All residential addresses of significant contributors will be obscured prior to publication.

Local authorities must also provide public access to the disclosure statements.

Copies of disclosure statements may be obtained from either Elections BC or the local authorities for a fee.



## Campaign financing penalties, offences and court orders for relief

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

### Campaign financing penalties and offences

Failing to comply with the campaign financing and election advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA) may lead to significant penalties, including committing an offence for more serious matters of non-compliance.

There are also administrative penalties imposed by the B.C. Chief Electoral Officer for failing to comply with the campaign financing and election advertising rules. Administrative penalties include monetary penalties, loss of seat, automatic deregistration and disqualification.

A list of disqualified candidates and advertising sponsors is available on the Elections BC [website](#) and at the Elections BC office in Victoria.

### Failing to file a disclosure statement

Candidates who fail to file a disclosure statement or supplementary report are disqualified from being nominated for, elected to or holding office on a local authority in B.C. until after the next general local elections. Elected candidates who fail to file will also lose their seats.

Candidates endorsed by elector organizations are also subject to these same penalties if the elector organization fails to file a disclosure statement or supplementary report.

It is also an offence to fail to file a disclosure statement or supplementary report and a candidate or financial agent who fails to file a report is liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

## Exceeding the expense limit

An elected candidate who exceeds their expense limit loses their seat. A candidate endorsed by an elector organization will also lose their seat if the total of the candidate's campaign period expenses and the elector organization's campaign period expenses attributed to the candidate exceed the candidate's expense limit.

All candidates who exceed their expense limit must pay a monetary penalty of up to two times the amount by which they exceeded their limit. If the penalty is not paid within 30 days, the candidate becomes disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections. However, if they pay the penalty, even after the 30 days, they will no longer be disqualified.

**Monetary penalties are made payable to the Minister of Finance.**

It is also an offence to exceed the expense limit and a candidate who exceeds the limit is liable to a fine of up to \$5,000 and/or imprisonment for up to one year.

## Making or accepting prohibited campaign contributions

If the B.C. Chief Electoral Officer makes the determination that a candidate or registered elector organization accepted a campaign contribution that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty. This includes:

- Contributions from ineligible sources (e.g., from organizations or individuals who are not eligible individuals).
- Contributions that exceed the contribution limit.
- Contributions that have not been made through an appointed financial agent, or someone authorized in writing by the financial agent, or been properly recorded in order to allow compliance with LECFA.
- Indirect contributions.
- Anonymous contributions of more than \$50.

An individual or organization that makes or accepts a prohibited campaign contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

### **Failing to return prohibited campaign contributions**

If the B.C. Chief Electoral Officer makes the determination that a financial agent has failed to properly handle a prohibited contribution that was made or accepted in contravention of LECFA, the B.C. Chief Electoral Officer must notify the financial agent of non-compliance within seven days of making the determination, and the related penalty.

A financial agent that does not properly return or remit a prohibited contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

### **Failing to include sponsorship information on election advertising**

If the B.C. Chief Electoral Officer makes the determination that a candidate, registered elector organization or third party sponsor failed to include sponsorship information, also known as an authorization statement, on election advertising when required to under LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$5,000, as determined by the B.C. Chief Electoral Officer.

An organization that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$10,000, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

## **Making or accepting prohibited loans**

If the B.C. Chief Electoral Officer makes the determination that a candidate or registered elector organization accepted a loan that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual or organization that makes or accepts a prohibited loan is liable to a monetary penalty of up to 100% of the amount of the loan, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

## **Providing false or misleading information**

Providing false or misleading information or making false or misleading statements under LECFA is an offence and individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

Candidates who are convicted of an offence for providing false or misleading information will lose their seat if they were elected. They will also be disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections.

## **Court orders for relief**

Candidates or financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

Candidates applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#).

# Disclosure Statement Completion Instructions

## General instructions for all forms

The disclosure statement forms are available online at [elections.bc.ca](https://elections.bc.ca).

The following are some general instructions when completing all forms:

- Separate disclosure statements must be filed for each election where the candidate ran.
- Submit all relevant forms. Forms not relevant to the candidate's campaign do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand (print neatly and in ink). The statements will be available for viewing in our office and on our Financial Reports and Political Contributions filing system ([FRPC](#)).
- Complete the detailed forms first then carry forward the totals to the summary forms.
- Ensure the candidate's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 15, 2022, enter 2022/10/15
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.
- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC. Financial records must be kept in B.C. for 5 years after the compliance deadline for filing the disclosure statement or supplementary report to which the records and material relate.

Note: It is acceptable to round cents to the nearest dollar. For example, \$23.65 could be entered as \$24, \$15.34 as \$15.

## Submitting the Disclosure Statement

The campaign financing disclosure statement must be received by Elections BC before 4:30 p.m., Pacific time, on the filing deadline, 90 days from General Voting Day. The cover page (form 4300) must be signed by the candidate and the appointed financial agent in order for the report to be accepted as filed.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Email (preferred):** forms may be filled out online and an electronic signature is acceptable. Fillable forms can be found [here](#) and should be sent to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).
- **Fax:** our toll-free fax number is 1-866-466-0665
- **Mail:** a postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier:** ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8
- **Personally deliver the report:** to a Service BC office or Elections BC: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays.)

**Note:** not all Service BC offices will accept this report. Please check their website before personally attending the office to ensure this service is available: [servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations).

## 4300 – Disclosure Statement Cover Page

The [4300 - Cover Page](#) must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

- 1. Only add the amendment number if you are modifying an existing report. If it is your first time submitting this report, leave this blank.**
2. Enter the date of General Voting Day (YYYY/MM/DD).
3. Enter the candidate's mailing address, phone number and (if available) email address. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
4. Enter the jurisdiction where the candidate sought office.
5. Enter the office sought by the candidate (councillor, mayor, board of education trustee, etc.).
6. Enter the election area where the candidate sought office.
7. If the candidate is endorsed by an elector organization, enter its ballot and legal names.
8. Tick this box if the candidate is their own financial agent.
9. Tick this box if the candidate is registered with Elections BC as a third party advertising sponsor. A separate disclosure statement must be filed for third party sponsors.
10. Unless the candidate is their own financial agent, enter the full name, mailing address, phone number and (if available) email address of the appointed financial agent. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
11. Enter the date the financial agent was appointed. If others were previously appointed as financial agents for this election, provide their information on [Form 4312 – Former Financial Agents](#).
12. Carefully read the instructions for zero campaign activity. If all five criteria apply to the candidate, only the cover page is required to be completed and filed. If any of these five criteria do not apply, complete any other form(s) applicable to the campaign.
13. The declaration must be signed and dated by the candidate and, if applicable, the financial agent. If the candidate is their own financial agent, only one signature is required. Signing a false statement is a serious offence and is subject to significant penalties under section 65 of the [Local Elections Campaign Financing Act](#).

Amendment # **1** \_\_\_\_\_

GENERAL VOTING DAY (YYYY/MM/DD) <b>2</b>			
CANDIDATE'S FULL NAME		BALLOT NAME (IF DIFFERENT)	
CANDIDATE'S MAILING ADDRESS <b>3</b>		PHONE NUMBER	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)
JURISDICTION <b>4</b>		OFFICE SOUGHT <b>5</b>	
ELECTION AREA <b>6</b>			
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE) <b>7</b>			
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF DIFFERENT)			
<b>8</b> <input type="checkbox"/> Tick if candidate is their own financial agent		<b>9</b> <input type="checkbox"/> Tick if candidate was also a third party sponsor	
FINANCIAL AGENT'S FULL NAME (IF NOT ACTING AS OWN) <b>10</b>		EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) <b>11</b>	
FINANCIAL AGENT'S MAILING ADDRESS		PHONE NUMBER	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)
<b>ZERO CAMPAIGN ACTIVITY</b> Candidates with zero campaign activity may file this form only. If any of the conditions <b>are not met</b> , file other forms applicable to the campaign.			<b>12</b> <input type="checkbox"/> Tick if candidate had zero campaign activity
1. No income or deposits, including funds from the candidate, contributions, donations, gifts, loans, funds from previous elections, transfers, etc.			
2. No expenses, including signs reused from previous elections, campaign account fees, etc.			
3. Did not have a campaign account.			
4. Did not change financial agents during this election.			
<b>NOTE - ENDORSED CANDIDATES MUST ALSO INCLUDE A COPY OF THEIR CAMPAIGN FINANCING ARRANGEMENT.</b>			
<b>DECLARATION: <b>13</b></b> I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the <i>Local Elections Campaign Financing Act</i> .			
SIGNATURE OF CANDIDATE		SIGNATURE OF FINANCIAL AGENT	
DATE (YYYY/MM/DD)		DATE (YYYY/MM/DD)	
<b>WARNING:</b> Signing a false declaration is a serious offence and is subject to significant penalties.			

Please submit your report to Elections BC: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)



## 4301 – Campaign Financing Summary

The [4301 – Campaign Financing Summary](#) form is a summary of the income and expenses of the candidate's campaign. The information is carried forward from other disclosure statement forms. Complete this form after the totals from the related forms are calculated. Depending on the candidate's campaign, income may not equal expenses.

1. Enter the total value of campaign contributions received, as reported in box A on [Form 4302 – Summary of Campaign Contributions](#).
2. Enter the total value of all permissible loans received, as reported in box B on [Form 4304 – Permissible Loans Received](#).
3. Enter the total value of other income and transfers into the campaign account, as reported in box A on [Form 4305 – Other Income and Transfers Received](#).
4. Add the above three values and enter the total income of the campaign in this box.
5. Enter the total value of election period expenses, as reported in box A on [Form 4307 – Summary of Election Expenses](#).
6. Enter the total value of campaign period expenses, as reported in box B on Form 4307.
7. Enter the total value of election period expenses not subject to the limit, as reported in box D on Form 4307.
8. Enter the total value of campaign period expenses not subject to the limit, as reported in box E on Form 4307.
9. Enter the total value of other expenses and transfers from the campaign account, as reported in box A on [Form 4309 – Other Expenses and Transfers Given](#).
10. Enter the balance remaining in your campaign account(s) after payment of all election expenses, as reported in box A on [Form 4311 – Disbursement of Surplus Funds](#).
11. Add the above six values and enter the total expenses of the campaign in this box.
12. Enter the name and address of each savings institution with the campaign account(s).

NAME OF CANDIDATE

**INCOME**

Value of campaign contributions from all sources (box A, Form 4302)

1

Amount of all permissible loans received (box B, Form 4304)

2

Other income and transfers received (box A, Form 4305)

3

**TOTAL INCOME** (sum of above boxes)

4

**EXPENSES**

Election period expenses (box A, Form 4307)

5

Campaign period expenses (box B, Form 4307)

6

Election period expenses not subject to limits (box D, Form 4307)

7

Campaign period expenses not subject to limits (box E, Form 4307)

8

Other expenses and transfers given (box A, Form 4309)

9

Balance remaining in campaign account(s) after payment of all expenses (box A, Form 4311)

10

**TOTAL EXPENSES** (sum of above boxes)

11

**Campaign Account(s) 12**

NAME OF SAVINGS INSTITUTION

ADDRESS

NAME OF SAVINGS INSTITUTION

ADDRESS

## 4302 – Summary of Campaign Contributions

The [4302 – Summary of Campaign Contributions](#) form summarizes all campaign contributions the candidate received in relation to their campaign including in-kind contributions, anonymous contributions, the candidate's own funds, and contributions from fundraisers. The rules and requirements for reporting fundraising function income are listed earlier in the guide. Contributions of goods and services must be recorded at their current market value.

1. Enter the total number of eligible individuals who gave less than \$100. **Do not include the number of anonymous contributions received.**
2. Enter the total value of all contributions of less than \$100 received from eligible individuals. **Do not include the number of anonymous contributions received.** If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on [Form 4303 - Campaign Contributions with a Total Value of \\$100 or more](#).
3. Enter the total number of anonymous contributors.
4. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on [Form 4306 – Prohibited Campaign Contributions and Loans](#).
5. Enter the total value of all significant contributions received from eligible individuals as reported on Form(s) 4303.
6. Add the above values and enter the total amount of contributions received in box A.

**SUMMARY OF CAMPAIGN CONTRIBUTIONS**  
**LOCAL ELECTIONS CANDIDATE**

NAME OF CANDIDATE

**Campaign contributions include monetary and in-kind contributions.**  
**Campaign contributions from the candidate must be reported in the same way as contributions from other sources.**  
**Do not include anonymous contributions with contributions less than \$100.**

Number of contributors who gave less than \$100

# **1**

Total contributions of less than \$100

\$ **2**

Number of anonymous contributors

# **3**

Anonymous contributions

\$ **4**

Total value of contributions of \$100 or more (box **A**, Form 4303)

\$ **5**

**TOTAL CONTRIBUTIONS**

\$ **6** **A**

## 4303 – Campaign Contributions with a Total Value of \$100 or More

The [4303 – Campaign Contributions with a Total Value of \\$100 or More](#) form is used to disclose all contributors who made one or more campaign contributions to the candidate that total \$100 or more. If applicable, review the section on fundraising functions as income from these events may need to be disclosed on this form.

**Note:** signs the candidate reused from a previous election are not contributions.

Use additional pages as necessary.

1. Enter the full name of the contributor. **List only one individual per contribution.** If a contribution was received from two individuals, the financial agent must determine which individual contributed or split the amount between the individuals and report them as two separate contributions.
2. Enter the **residential** address of the contributor. All residential addresses will be obscured by Elections BC before the statement is published.
3. Enter the date each contribution was made. If a single contributor made multiple contributions on different dates, list each of the dates separately.
4. Enter the value of each contribution. If a single contributor made contributions on different dates, the value of each contribution must be listed separately.
5. Enter the total amount of all contributions from the contributor.
6. Enter the subtotal value of all significant contributions per page.
7. Enter the total value of all significant contributions listed on all 4303 pages.

NAME OF CANDIDATE

PAGE

OF

Attach additional forms if necessary.

1 FULL NAME OF CONTRIBUTOR	2 CONTRIBUTOR'S RESIDENTIAL ADDRESS				3 DATE RECEIVED (YYYY/MM/DD)	4 CONTRIBUTION AMOUNT	5 TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	ADDRESS	CITY	PROV.	POSTAL CODE			
<b>SUBTOTAL OF THIS PAGE</b>						<b>6</b>	
<b>TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4303</b>						<b>7</b>	
						A	

This form is available for public inspection.  
Addresses will be obscured.  
PLEASE KEEP A COPY FOR YOUR RECORDS

This information is collected under the authority of the Local Elections Campaign Financing Act and the Freedom of Information and Protection of Privacy Act. The information will be used to administer provisions under the Local Elections Campaign Financing Act. Questions can be directed to: Privacy Officer, Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6.

## 4304 – Permissible Loans Received

The [4304 – Permissible Loans Received](#) form is used to report all permissible loans made to the campaign. All loans received must be reported even if they were completely paid off or forgiven. Loans from the candidate are reported in the same way as loans from other sources. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the full name of the lender
2. Enter the residential address of the lender if the loan is from an eligible individual. All residential addresses will be obscured by Elections BC before the statement is published.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. Only eligible individuals are allowed to charge less than prime interest. If the loan is interest free enter 0 as the loan interest rate.
8. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca](http://elections.bc.ca).
9. Enter the total of boxes A from all 4304 pages to show the total amount of all loans. This total will be recorded in box B. This value must be carried forward to [Form 4301 – Campaign Financing Summary](#).

NAME OF CANDIDATE	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

**Complete one entry for each permissible loan received. Attach additional forms if necessary.**  
**Permissible loans from the candidate must be disclosed in the same way as permissible loans from other sources.**

<b>LOAN</b>			
NAME OF LENDER <b>1</b>			
RESIDENTIAL ADDRESS OF LENDER (IF INDIVIDUAL) <b>2</b>			
<b>LOAN DETAILS</b>			
DATE RECEIVED (YYYY/MM/DD) <b>3</b>	DATE DUE (YYYY/MM/DD) <b>4</b>	\$ ORIGINAL AMOUNT OF LOAN <b>5</b>	<b>A</b>
\$ AMOUNT OF LOAN OUTSTANDING <b>6</b>	LOAN INTEREST RATE % <b>7</b>	PRIME RATE* % <b>8</b>	
<b>Report all loan payments on Form 4309.</b>			

<b>LOAN</b>			
NAME OF LENDER			
RESIDENTIAL ADDRESS OF LENDER (IF INDIVIDUAL)			
<b>LOAN DETAILS</b>			
DATE RECEIVED (YYYY/MM/DD)	DATE DUE (YYYY/MM/DD)	\$ ORIGINAL AMOUNT OF LOAN	<b>A</b>
\$ AMOUNT OF LOAN OUTSTANDING	LOAN INTEREST RATE %	PRIME RATE* %	
<b>Report all loan payments on Form 4309.</b>			

<b>TOTAL AMOUNT OF ALL LOANS RECEIVED</b> (Sum of all boxes A on Form(s) 4304)	<b>9</b>	<b>B</b>
---	----------	----------

**RESIDENTIAL ADDRESS:**  
REQUIRED FOR INDIVIDUAL LENDERS ONLY

**\*PRIME RATE OF INTEREST:**  
REQUIRED FOR LOANS FROM SAVINGS INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE



## 4305 – Other Income and Transfers Received

The [4305 – Other Income and Transfers Received](#) form is used to report all money deposited into the campaign account that is not a campaign contribution or a loan. These include transfers from other campaign accounts of the candidate, transfers from elector organizations, surplus funds from a previous election that were returned by the jurisdiction, return of deposits (e.g., damage deposit), fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals, proceeds of sales from auctions or other fundraising activities), interest income from savings institutions and dividends of shares paid by credit unions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the deposit or the value of the transfer.
4. Add the amounts and enter the total into box A. This amount must be carried forward to [Form 4301– Campaign Financing Summary](#).

NAME OF CANDIDATE

PAGE   
OF

Report all transfers received and income that are not campaign contributions or loans on this form.

1 DATE (YYYY/MM/DD)	2 DESCRIPTION	3 \$ AMOUNT
<b>TOTAL</b>		<div style="display: flex; justify-content: space-between;"> <span><b>4</b></span> <span><b>A</b></span> </div>

## 4306 – Prohibited Campaign Contributions and Loans

The [4306 – Prohibited Campaign Contributions and Loans](#) form is used to report any campaign contributions or loans that are prohibited under the [Local Elections Campaign Financing Act](#) (LECFA). This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information, indirect contributions and any contributions or loans that exceed the contribution limit.

LECFA requires the candidate to return prohibited contributions and prohibited loans, or an amount equal to the value of the contribution or loan, to the contributor or lender within 30 days of becoming aware of the contravention. If this is not possible, the contribution or loan, or an amount equal to its value, must be remitted to Elections BC as soon as possible. Complete one entry for each prohibited contribution or prohibited loan received. Use additional pages as necessary.

### Prohibited contribution

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously, by checking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was goods or services, enter the current market value.
4. Enter the date the contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution was prohibited.
6. Enter the full name of the contributor.
7. If the prohibited contribution was received from an organization, enter the address of the organization.

### Prohibited Loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).
10. Enter the full name of the lender.
11. Enter the date the prohibited loan was received (YYYY/MM/DD).
12. Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
13. Enter the original amount of the loan received.
14. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
15. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca](http://elections.bc.ca).

NAME OF CANDIDATE	PAGE <input style="width: 30px;" type="text"/>
OF <input style="width: 30px;" type="text"/>	

**Complete one entry for each prohibited campaign contribution or loan received. Attach additional forms if necessary.**

<b>PROHIBITED CONTRIBUTION</b>				
1 RECEIVED FROM	2 DATE RECEIVED (YYYY/MM/DD)	3 \$ VALUE	4 DATE RETURNED (YYYY/MM/DD)	OR DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS				
DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED 5				
FULL NAME OF INDIVIDUAL OR ORGANIZATION 6				
ADDRESS OF ORGANIZATION, IF APPLICABLE 7				

<b>PROHIBITED LOAN</b>		
DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED 8	9 DATE RETURNED TO LENDER (YYYY/MM/DD)	
NAME OF LENDER 10		
DATE RECEIVED (YYYY/MM/DD) 11	DATE DUE (YYYY/MM/DD) 12	\$ ORIGINAL AMOUNT OF LOAN 13
LOAN INTEREST RATE % 14	PRIME RATE* % 15	

**\*PRIME RATE OF INTEREST:**  
REQUIRED FOR LOANS FROM SAVINGS INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

## 4307 – Summary of Election Expenses

The [4307 – Summary of Election Expenses](#) form is used to report all election expenses incurred by the campaign. There are two types of election expenses based on when the expense was used: election period and campaign period expenses.

For general local elections, the election period begins on January 1st and ends on the 28th day before General Voting Day (GVD). For a by-election, the election period begins on the day of the office vacancy and ends on the 28th day before GVD.

For both types of events, the campaign period begins on the 28th day before GVD and ends at the close of voting. Campaign period expenses are subject to an expense limit under the [Local Elections Campaign Financing Act](#).

**Note:** If goods and services were used in both periods, their full value must be reported in both periods.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

1. Enter the values of each class of expense used during the election period.
2. Enter the total of all election period expenses into box A. This value must be carried forward to [Form 4301– Campaign Financing Summary](#).
3. Enter the values of each class of expense used during the campaign period.
4. Enter the total of all campaign period expenses into box B. This value must be carried forward to Form 4301.
5. Enter the candidate’s campaign period expense limit in box C, if not already completed. Expense limits are available on the Elections BC [website](#).
6. Enter the values of each class of expenses that are not subject to the limit used during the election period.
7. Enter the total of all expenses that are not subject to the limit from election period expenses into box D. This value must be carried forward to Form 4301.
8. Enter the values of each class of expenses not subject to the limit used during the campaign period.
9. Enter the total of all expenses not subject to the limit from campaign period expenses into box E. This value must be carried forward to Form 4301.

NAME OF CANDIDATE

**Election Period Expenses - Report the value of all goods and services used in the election period.**  
**Campaign Period Expenses - Report the value of all goods and services used in the campaign period.**  
**If goods and services were used in both periods, report the full amount used in both columns (e.g., campaign signs).**

**ADVERTISING**

**1 ELECTION PERIOD EXPENSES**

**3 CAMPAIGN PERIOD EXPENSES**

Commercial canvassing in person, by telephone, or over the internet		
Newspapers and periodicals		
Promotional materials, including newsletters, brochures, buttons and novelty items		
Radio		
Search engine marketing and optimization		
Signs		
Value of reused signs		
Social media		
Television		
Website displays		
Other expenses (describe)		

**CAMPAIGN ADMINISTRATION**

Accounting services		
Bank charges		
Conventions, workshops and meetings		
Donations and gifts		
Fundraising functions		
Furniture and equipment		
Interest expense		
Office rent, utilities, insurance and maintenance		
Office supplies and stationary		
Postage and courier		
Professional services		
Research and data, including election surveys and polls		
Salaries and benefits		
Social functions		
Subscriptions and dues		
Telecommunications and information technology		
Travel		
Other expenses (describe)		

**TOTAL EXPENSES**      **2**      A      **4**      B

**CAMPAIGN PERIOD EXPENSE LIMIT**      **5**      C

**ELECTION EXPENSES NOT SUBJECT TO LIMITS**

**6 ELECTION PERIOD**

**8 CAMPAIGN PERIOD**

Personal election expenses		
Financial agent services		
Legal and accounting services		
Interest on loans for election expenses		

**TOTAL EXPENSES NOT SUBJECT TO LIMITS**      **7**      D      **9**      E

## 4308 – Shared Election Expenses

The [4308 – Shared Election Expenses](#) form is used to report expenses that were shared with other candidates. Each candidate must pay their portion of the shared expense. If a candidate paid more than their share to the supplier, they must be reimbursed the difference by the other candidate(s).

Complete a separate form for each unique group of candidates that shared election expenses. Use additional pages as necessary.

1. Enter the total value of the shared election period expenses.
2. Enter the candidate's portion of the shared election period expenses. Ensure this is also reported as an election period expense on [Form 4307 – Summary of Election Expenses](#).
3. Enter the total amount the candidate paid the supplier directly for the shared election period expenses, if applicable.
4. Enter the total value of the shared campaign period expenses.
5. Enter the candidate's portion of the shared campaign period expenses. Ensure this is also disclosed as a campaign period expense on Form 4307.
6. Enter the total amount the candidate paid the supplier directly for the shared campaign period expenses, if applicable.
7. Enter the full names of all other candidates that shared the expense(s).
8. Enter the value of reimbursements paid to other candidates for the shared election period expenses which required repayment.
9. Enter the value of reimbursements received from other candidates for the shared election period expenses which required repayment.
10. Enter the value of reimbursements paid to other candidates for the shared campaign period expenses which required repayment.
11. Enter the value of reimbursements received from other candidates for the shared campaign period expenses which required repayment.

NAME OF CANDIDATE

PAGE

OF

**Report the total value of all shared election expenses in the applicable column for each period. Use a separate form for each unique group of candidates that shared election expenses. Attach additional forms if necessary.**

**ELECTION PERIOD**

**CAMPAIGN PERIOD**

Total value of shared election expenses

**1**

**4**

Candidate's portion of shared election expenses

**2**

**5**

Amount paid to supplier(s) (if applicable)

**3**

**6**

**Note - ensure only your portion of shared election expenses is reported on Form 4307.**

**Provide the full names of other candidates the election expenses were shared with and the amounts of reimbursements either received from other candidates for their portion or paid to other candidates for your portion.**

**ELECTION PERIOD**

**CAMPAIGN PERIOD**

FULL NAME(S) OF OTHER CANDIDATE(S)	Amount of reimbursement		Amount of reimbursement	
	\$ Paid	\$ Received	\$ Paid	\$ Received
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>



## 4309 – Other Expenses and Transfers Given

The [4309 – Other Expenses and Transfers Given](#) form is used to report all transfers and payments from the campaign account that are not reported on [Form 4307 – Summary of Election Expenses](#) or [Form 4311 – Disbursement of Surplus Funds](#). These include transfers to other campaign accounts of the candidate, transfers to elector organizations, fundraising costs, payment of deposits (e.g., damage deposits), loan payments, and intended election expenses that were not used. Use additional pages as necessary.

For each other expense or transfer given:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description of the expense or transfer.
3. Enter the amount of the payment or the transfer.
4. Add the amounts and enter the total value into box A. This amount must be carried forward to [Form 4301– Campaign Financing Summary](#).



## 4310 – Fundraising Function

The [4310 – Fundraising Function](#) form is used if the candidate held a fundraising function. Complete a separate form for each function.

1. Enter the date of the fundraising function.
2. Enter a brief description of the fundraising function. If the candidate held a joint function, list the other candidate(s).

**Note:** Tickets and entry fees for fundraising functions may or may not be campaign contributions depending on different circumstances.

### Section A – Fundraising income reported as campaign contributions

Tickets and entry fees are campaign contributions if an eligible individual purchased more than \$50 worth of tickets.

Amounts in this section are reported on [Form 4302 – Summary of Campaign Contributions](#). If applicable, they are also reported on [Form 4303 – Campaign Contributions with a Total Value of \\$100 or More](#).

3. Enter the number of tickets sold to eligible individuals of more than \$50 worth of tickets.
4. Enter the amount of money charged per ticket.
5. Enter the total amount of money collected from ticket sales reported as campaign contributions.
6. Tick this box if the tickets were sold at different prices.
7. Enter the number of eligible individuals that purchased more than \$50 worth of tickets.

**Note:** Other income from fundraising functions may also be campaign contributions. Goods and services donated at functions such as auctions, garage sales and bake sales are campaign contributions. If the goods and services are bought at the function for a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

8. Enter a description of the income received that was a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
9. Enter the total value of other campaign contributions received.

### **Section B – Fundraising income not reported as campaign contributions**

Tickets and entry fees are not campaign contributions if an eligible individual purchased \$50 or less worth of tickets.

- 10.** Enter the number of tickets that were sold to eligible individuals for \$50 or less.
- 11.** Enter the amount of money charged per ticket.
- 12.** Enter the total amount of money collected from ticket sales not reported as campaign contributions. This amount is disclosed on [Form 4305 – Other Income and Transfers Received](#).
- 13.** Tick this box if the tickets were sold at different prices.
- 14.** Enter the number of eligible individuals that purchased \$50 or less worth of tickets.

Some other income from fundraising functions are not campaign contributions, such as goods and services bought at the function at or below their market value

- 15.** Enter a description of the income received that was not a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
- 16.** Enter the total value of other income received.

### **Section C – Cost of function**

The total cost of fundraising functions is not an election expense but is reported on [Form 4309 – Other Expenses and Transfers Given](#). Costs of functions include goods and services purchased such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

- 17.** Enter the total cost of the fundraising function.

NAME OF CANDIDATE	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

**Complete a separate form for each function.**

<b>1</b> DATE OF FUNCTION (YYYY/MM/DD)	<b>2</b> DESCRIPTION OF FUNDRAISING FUNCTION (IF JOINT FUNCTION, LIST OTHER CANDIDATE(S))
--	---

**A – FUNDRAISING INCOME REPORTED AS CAMPAIGN CONTRIBUTIONS**  
All income reported as campaign contributions must also be included on Form 4302 and, if applicable, Form 4303.

**TICKET SALES** (includes function entry fees)

	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of more than \$50 worth of tickets	<b>3</b> <input style="width: 60px;" type="text"/>	<b>4</b> <input style="width: 60px;" type="text"/>	= <b>5</b> <input style="width: 60px;" type="text"/>	<b>6</b> <input style="width: 40px;" type="checkbox"/>
Number of eligible individuals that purchased tickets	<b>7</b> <input style="width: 60px;" type="text"/>			

**OTHER CAMPAIGN CONTRIBUTIONS**  
(i.e., goods and services that are donated for the function or sold at the function for more than their market value)

DESCRIPTION	\$ VALUE
<b>8</b> <input style="width: 90%;" type="text"/>	<b>9</b> <input style="width: 60%;" type="text"/>

**B – FUNDRAISING INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS**  
All income not reported as campaign contributions must also be included on Form 4305.

**TICKET SALES** (includes function entry fees)

	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of \$50 or less worth of tickets	<b>10</b> <input style="width: 60px;" type="text"/>	<b>11</b> <input style="width: 60px;" type="text"/>	= <b>12</b> <input style="width: 60px;" type="text"/>	<b>13</b> <input style="width: 40px;" type="checkbox"/>
Number of eligible individuals that purchased tickets	<b>14</b> <input style="width: 60px;" type="text"/>			

**OTHER INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS**  
(i.e., goods and services sold at the function for their market value or less)

DESCRIPTION	\$ VALUE
<b>15</b> <input style="width: 90%;" type="text"/>	<b>16</b> <input style="width: 60%;" type="text"/>

**C – COST OF FUNCTION**  
The total cost of all fundraising functions must also be included on Form 4309.

The cost of a fundraising function includes goods and services such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

	<b>17</b> \$ TOTAL COST OF FUNCTION <input style="width: 60px;" type="text"/>
--	---

## 4311 – Disbursement of Surplus Funds

The [4311 – Disbursement of Surplus Funds](#) form is used to report how funds remaining in the campaign account were disbursed after the election and payment of all expenses.

1. Enter the balance remaining in the campaign account after all expenses have been paid. This value must be carried forward to [Form 4301 – Campaign Financing Summary](#).
2. Enter the total value of all monetary contributions the candidate made to their own campaign. Do not include contributions of goods or services.
3. If the candidate made contributions of money to their campaign, they can be paid back up to the total amount of those contributions from funds remaining in the campaign account after the payment of all expenses. In section A enter the payment date and amount, if applicable.
4. If the amount remaining in the campaign account is \$500 or more after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be paid to the jurisdiction where the candidate ran. In section B enter the payment amount and date, if applicable.
5. If the amount remaining in the campaign account is less than \$500 after the payment of all expenses and reimbursements to the candidate for their contributions, the balance must be disbursed as directed by the candidate. In section C enter the payment amount, date and a brief description of how the funds were disbursed, if applicable.

NAME OF CANDIDATE
-------------------

Balance remaining in campaign account(s) after payment of all expenses **1** A

Total amount of campaign contributions from candidate **2**

**A** If the candidate made campaign contributions of money to their own campaign, they can be paid back for those amounts from the balance remaining in the campaign account(s). Enter the payment to the candidate below and go to B.

	DATE (YYYY/MM/DD)	\$ AMOUNT
<b>3</b>		

**B** If the amount remaining in the campaign account(s) is \$500 or more after payment of all expenses, and the candidate has been paid back (if applicable), the funds must be paid to the jurisdiction where the candidate ran for election. Enter the payment below. If the amount remaining in the campaign account(s) is less than \$500 skip this section and go to C.

	DATE (YYYY/MM/DD)	\$ AMOUNT
<b>4</b>		

**C** If the amount remaining in the campaign account(s) is less than \$500 after the payment of all expenses, and the candidate has been paid back (if applicable), the funds must be disbursed as directed by the candidate. Enter this disbursement below, including a description of how the funds were disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	\$ AMOUNT
<b>5</b>		



## 4312 – Former Financial Agents

The [4312 – Former Financial Agents](#) form is for reporting information about other individuals previously appointed as a financial agent for this election. Do not complete this section if the candidate was the previous financial agent.

1. Enter the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.

NAME OF CANDIDATE
-------------------

<b>FORMER FINANCIAL AGENTS</b>				
<b>Enter the information below for any former financial agents during this election. Do not enter financial agent information from previous elections, or the name of the candidate if they previously acted as their own financial agent.</b>				
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)				
<b>1</b>				
FINANCIAL AGENT'S FULL NAME				
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NUMBER	
<b>2</b>				
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)				
FINANCIAL AGENT'S FULL NAME				
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NUMBER	
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)	

## Resources

### Election legislation

Printed versions of local election legislation — including the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) — are available at public libraries in communities throughout B.C. Printed versions are also available from Crown Publications, Queen's Printer for British Columbia, at:

**Mailing address:**

563 Superior Street, Victoria, B.C. V8V 1T7

**Phone:** 250-387-6409

**Toll Free:** 1-800-663-6105

**Fax:** 250-387-1120

**Email:** [crownpub@gov.bc.ca](mailto:crownpub@gov.bc.ca)

**Website:** [crownpub.bc.ca](http://crownpub.bc.ca)

### BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) are available online at [bclaws.ca](http://bclaws.ca).

