

2017 Municipal By-Election
For Office of Councillor

Candidate Information Package

**Deadline for submitting
nomination documents is
Friday, August 18, 2017 at 4:00 p.m.**





Nomination Period:

August 8, 2017 (9:00 am) to
August 18, 2017 (4:00 pm)

July 19, 2017

Dear Candidate:

Thank you for your interest in the By-Election to be held on Saturday, September 23, 2017. The attached nomination package contains the necessary forms and related information resources which will explain the nomination process and the election. I urge you to read through the material and relevant legislation to familiarize yourself with all aspects of the by-election and your responsibilities as a candidate.

The period during which nomination forms can be filed is from Tuesday, August 8, 2017 at 9:00 a.m. to Friday, August 18, 2017 at 4:00 p.m. Due to legislative requirements, nominations cannot be accepted before or after these dates and times. Due to the number of forms and statutory declarations that are required, we highly recommend that you plan to spend at least 15 minutes at the Election Office to file your nomination documents. *Candidates may prefer to make an appointment. Appointments are available by calling Sarah at 250-475-1775 ext. 3504 or by email to elections@saanich.ca*

In closing, Legislative Division staff are available to assist you should you have any questions regarding the nomination process or election process generally.

Regards,

Angila Bains
Chief Election Officer



CANDIDATE INFORMATION PACKAGE

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Candidate Nomination Package Documents (forms)

Form C1: Candidate Cover Sheet and Checklist

Form C2: Nomination Paper

Form C3: Other Information Provided by Candidate

Form C4: Appointment of Candidate Financial Agent

Form C5: Appointment of Candidate Official Agent

Form C6: Appointment of Candidate Scrutineer

Statement of Disclosure: Financial Disclosure Act

Other Documents (forms) (if required)

Request for a Copy of the List of Registered Electors

Application for Registration as a Local Government Resident Elector (6 copies)

Application for Registration as a Non-Resident Property Elector (1 copy)

Saanich Policy

Election Signs on Municipal Property



MESSAGE FOR CANDIDATES

This Candidate Information Package will provide you with a variety of information to assist you with your candidacy. In addition, for those new to local government you will find attached an outline of the roles and responsibilities of the various elected positions. Elected office provides the opportunity to help shape the community but it also requires a significant time commitment to fulfill the representative and legislative responsibilities.

In addition to the attached package you can find further information on our website at <http://www.saanich.ca/elections>. It is your responsibility to visit the website regularly to stay up to date on new information and to be familiar with the rules and regulations governing the election and applicable deadlines.

What's new?

- Amendments to the Provincial legislation require Local Government elections to be held for a 4-year term; the current term ends in the fall 2018.
- The new *Local Elections Campaign Financing Act (LECFA)* brings significant changes for Municipal and School Board Elections. Elections BC is responsible for administering, investigating and enforcing the campaign financing disclosure and election advertising provisions of the LECFA. A link to the LECFA and useful information is provided on our webpage. We strongly recommend candidates familiarize themselves with further information available on the Elections BC website www.elections.bc.ca
 - *Guide to Local Elections Campaign Financing in BC*
 - *Third Party Sponsor Guide to Local Elections in BC*
- The Ministry of Community, Sport and Cultural Development has prepared a series of guides, booklets and other reference material for elections <http://www.cscd.gov.bc.ca/lgd/>. A link to this important information and the applicable legislation is provided on the Saanich website.
- As a result of the new legislation and the requirements for campaigning and disclosure, all the prescribed election forms have been revised and some new forms instituted. Carefully review this material as some forms are **Mandatory** while others are optional. Elections BC will provide candidates with the prescribed necessary form(s) for candidate financial reporting and disclosure.
- A reminder that nomination documents and financial disclosure statements will be posted on our website. Elections BC is responsible for providing public access to the campaign disclosure documents and we will provide a link to their website at the appropriate time. The documents will be available for public inspection and where legislation provides, copies may be provided upon request. You should be aware that personal information contained in these forms will not be severed from the documents.

If you have questions regarding the content of the information package please contact:

Angila Bains
Chief Election Officer/ Manager, Legislative Services
T: 250-475-1775 ext. 3500
E: angila.bains@saanich.ca

Sharon Froud
Deputy Chief Election Officer/Deputy
Legislative Manager
T: 250-475-1775 ext. 3507
E: sharon.froud@saanich.ca

Paulette Vetleson
Deputy Chief Election Officer
T: 250-475-1775
E: paulette.vetleson@saanich.ca

OTHER CONTACTS

<p>Ministry of Community, Sport and Cultural Development Governance and Structure Branch, Advisory Services T: 250-387-4022 Email: LGgovernance@gov.bc.ca Website: http://www.cscd.gov.bc.ca/lgd/</p>	<p>For information about Municipal Governance</p>
<p>Elections BC Email: electoral.finance@elections.bc.ca T: Victoria: 855-952-0280 Website: http://elections.bc.ca/</p>	<p>For information about campaign financing, LECFA, disclosure statement forms</p>

ROLES AND RESPONSIBILITIES OF OFFICE SAANICH MUNICIPAL COUNCIL

SAANICH MUNICIPAL COUNCIL

All the powers of Council are exercised through bylaws and resolutions. The *Community Charter* states that these decisions can only be made at regular, or at specially convened, Council meetings where there is a quorum, or fixed number of Council members present.

Council establishes policies for the community and adopts bylaws or resolutions based on these policies. It must then ensure that these policies are executed by the municipality's administration in the day to day business of the community.

Saanich Council is composed of the Mayor and eight Councillors. Serving as an elected official requires time and commitment. Before making a decision to run for office, potential candidates are encouraged to consider the time commitment involved, review Council and advisory committee agendas and minutes and attend meetings, and talk to existing members of Council about their experiences. Candidates are also encouraged to review Saanich's strategic plan, financial plan, annual report, bylaws, and other important documents that are available on our website at www.saanich.ca.

Regular Council/Committee of the Whole meetings take place on Monday evenings. Additional meetings such as Financial Plan, Public Hearings, and Special Committee of the Whole Meetings are normally held on Tuesday evenings. Advisory committee and other board/committee meetings take place during the daytime or evenings. Please visit our website www.saanich.ca for the 2017 calendar of Council and Committee of the Whole meetings and a listing of advisory committee meeting dates. In addition, Mayor and Council receive regular communication from residents and other stakeholders about various issues.

MAYOR

Responsibilities

The Mayor is the municipality's chief executive officer. In addition to the responsibilities as a member of Council, the Mayor has the following summarized responsibilities:

1. Provides leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist in the peace, order and good government of the municipality.
2. Communicates information to the Council.
3. Presides at Council meetings when in attendance.
4. Provides, on behalf of the Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council.
5. Establishes standing committees for matters he/she considers would be better regulated and managed by means of committee, and appoints members of Council to the committees; but the proceedings of a committee are subject to the approval of Council, except delegated executive or administrative proceedings.
6. Reflects the will of Council and carries out other duties on behalf of the Council.

The Mayor's time is spent working closely with Council, the Chief Administrative Officer, community representatives, and other levels of government to develop plans, strategies and policies that are important to the operation of the Municipality. The Mayor is the key public representative from the municipality and will represent the community at meetings, public functions, ceremonies and other events. These will often occur in the evening and on weekends. The Mayor is the chief spokesperson in discussions with other levels of government. As well, this position often involves initiating and developing relationships with decision makers within and outside the Capital Regional District (CRD). The Mayor has traditionally been a representative on the CRD Board and will have his/her own set of duties associated with that role.

COUNCILLOR

Responsibilities

As a member of Council you will have the opportunity to influence the future of the community. A summary of Council member responsibilities includes:

1. To consider the well-being and interests of the municipality and its community.
2. To contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities.
3. To participate in Council meetings, committee meetings and meetings of other bodies to which the member is appointed.
4. To carry out other duties assigned by the Council.

As an individual member of Council you will not have the power to commit the municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if the majority of Council supports the initiative.

Members of Council as a unit are responsible for establishing policy for the municipality. One of the roles of the Chief Administrative Officer is to direct staff to implement policy.

What You Can Expect

A Councillor's time is spent working closely with the Mayor and other Councillors. Attendance at Council and committee meetings is mandatory to fulfill the representative and legislative responsibilities of being an elected official.

Councillors may be asked to represent the municipality at meetings, public functions, ceremonies, and other events. These often occur in the evening or on weekends.

Councillors also chair or sit on a number of advisory committees and other boards and commissions.

NOTICE OF NOMINATION PERIOD

Public Notice is hereby given to the electors of the District of Saanich that a by-election will be held on **Saturday, September 23, 2017**. Nominations for the office of:

Councillor (*one to be elected*)

for a term ending in the Fall of 2018 will be received by the Chief Election Officer or Deputy Chief Election Officer as follows:

WHEN Tuesday, August 8, 2017 at 9:00 a.m. to Friday, August 18, 2017 at 4:00 p.m. (excluding statutory holidays and weekends)

WHERE Legislative Services Division
Saanich Municipal Hall
770 Vernon Avenue
Victoria, BC

HOW Nomination documents may be delivered by hand, by mail or by other delivery service, by fax 250-475-5440 or email elections@saanich.ca, with originals to follow. **The deadline for receiving nomination documents is Friday, August 18, 2017 at 4:00 p.m. with the deadline for receiving originals of nomination documents being Friday, August 25, 2017 at 4:30 p.m.**

Nomination documents are available at the District of Saanich, Legislative Services Division during regular office hours (8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays) throughout the **Nomination Period (August 8, 2017 at 9:00 a.m. to August 18, 2017 at 4:00 p.m.)** and are also posted on www.saanich.ca/elections.

QUALIFICATIONS FOR OFFICE

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

- 18 years of age or older on general voting day (Saturday, September 23, 2017)
- Canadian citizen
- Resident of British Columbia for at least six months immediately preceding the day nomination papers are filed
- Not disqualified under the *Local Government Act* or any other enactment from being nominated for, being elected to or holding office, or be otherwise disqualified by law.

ADDITIONAL INFORMATION

Information is available on the District of Saanich website at www.saanich.ca/elections. You may also obtain information by contacting the Legislative Services Division at 250-475-1775 or by email at elections@saanich.ca. If you wish to visit us in person, the Legislative Services Division is located on the 2nd floor of the Saanich Municipal Hall, 770 Vernon Avenue.

Angila Bains,
Chief Election Officer

KEY DATES FOR CANDIDATES

Date	Event
Thursday, February 16	Last day to meet the 6-month BC residency requirement for candidates submitting nomination documents on August 18
Friday, March 17	Election proceedings period begins LECFA s. 10
Tuesday, March 21	Last day to meet the 6-month BC residency requirement for voters registering on general voting day
Tuesday, August 8	<ul style="list-style-type: none"> • Nomination period begins at 9:00 a.m. • List of registered electors is available for public inspection
Friday, August 18	<ul style="list-style-type: none"> • Nomination period ends at 4:00 p.m. • All candidates are officially declared • Period for objection to registered electors ends at 4:00 p.m. • Specified nomination and endorsement documents must be received by 4:00 p.m.
Tuesday, August 22	Period to challenge candidate nomination and elector organization endorsements ends at 4:00 p.m.
Wednesday, August 23	Last day to meet the 30-day residency requirement for voter registration on voting day
Friday, August 25	<p><u>4:00 p.m.</u> deadline for:</p> <ul style="list-style-type: none"> • decision of challenge of nomination or elector organization • withdrawal of candidate • withdrawal of elector organization endorsement <p><u>4:30 p.m.</u> deadline for receiving originals of faxed or emailed nomination documents</p>
Saturday, August 26	Campaign proceedings period begins LECFA s. 10 Election proceedings period begins LECFA s. 10
Monday, August 28	Chief Election Officer declares election at 4:00 p.m.
Wednesday, September 13	Advance Voting Opportunity, 8:00 a.m. to 8:00 p.m.
Monday, September 18	Advance Voting Opportunity, 8:00 a.m. to 8:00 p.m.
Saturday, September 23	GENERAL VOTING DAY, 8:00 a.m. to 8:00 p.m. Campaign proceedings period ends at 8:00 pm LECFA s. 10 Inspection of list of registered voters ends at 8:00 p.m.
Wednesday, September 27	Deadline for declaration of official election results - 4:00 p.m.
Monday, October 2	Deadline for application for judicial recount
Tuesday, October 3	First day for candidate elected by voting to make oath of office
Friday, November 10	Last day for candidate elected by voting to make oath of office
Friday, December 22	Deadline to file campaign financing disclosure statements with Elections BC

LIST OF VOTING LOCATIONS

ADVANCE VOTING OPPORTUNITIES		
Date:	Time:	Location:
Wednesday, September 13, 2017	8:00 a.m. to 8:00 p.m.	Saanich Municipal Hall 770 Vernon Avenue
Monday, September 18, 2017		

GENERAL ELECTION DAY		
Date:	Time:	Location:
Saturday, September 23, 2017	8:00 a.m. to 8:00 p.m.	Cedar Hill Recreation Centre 3220 Cedar Hill Road
		Gordon Head Recreation Centre 4100 Lambrick Park Way
		G.R. Pearkes Recreation Centre 3100 Tillicum Road
		Saanich Commonwealth Place 4636 Elk Lake Road

Note: All confirmed locations/dates will be published in the Notice of By-Election, and posted on our website www.saanich.ca/elections in August.

QUICK REFERENCE TO ELECTION FORMS

Name of Form	Mandatory/ Optional	Deadlines for Filing or Submission	Form #
Nomination Document**	Mandatory for all candidates.	Must be filed with the Chief Election Officer between 9:00 a.m. Tuesday, August 8, 2017 and 4:00 p.m. Friday, August 18, 2017	Form C2
Other Information Provided by Candidate	Mandatory for all candidates.	Must be submitted to the Chief Election Officer before the end of the nomination period (4:00 p.m. August 18, 2017) (ideally with your nomination papers).	Form C3
Appointment of Candidate Financial Agent	Optional. Required only IF a Financial Agent is appointed. A candidate is deemed to be his/her own Financial Agent if another person is not appointed.	Must be submitted to the Chief Election Officer before the end of nomination period. (4:00 p.m. August 18, 2017)	Form C4
Appointment of Candidate Official Agent	Optional. Required only IF an Official Agent is appointed	Must be submitted to the Chief Election Officer as soon as possible after appointment is made.	Form C5
Appointment of Candidate Scrutineer	Optional. Required only IF scrutineers are appointed by either the candidate or Official Agent where authority to do so has been delegated by the candidate.	Must be issued to the scrutineer before scrutineer attends voting place.	Form C6
Statement of Financial Disclosure: <i>Financial Disclosure Act</i>	Mandatory for all candidates.	Must be submitted with Nomination Papers.	
Request for a Copy of the List of Registered Electors	Optional. Required only IF list of electors is requested.	Ideally submitted with nomination papers IF list of electors is requested.	

**Requires signing a solemn declaration.

Note: An information package (including applicable forms) for elector organization endorsement is available. If you will be endorsed by an elector organization please be aware they are required to obtain and complete the necessary forms.

CAMPAIGN FINANCING

RULES, PROCESS AND OVERSIGHT BY ELECTIONS BC

OVERVIEW

A significant change is the introduction of provincial legislation and a corresponding new role of Elections BC in administering the campaign financing and election advertising requirements in the *Local Elections Campaign Financing Act (LECFA)*.

LECFA regulates candidate and elector organization financing, and third party advertising sponsors. Elections BC is responsible for the oversight of all matters related to candidate and elector organization campaign financing during the local elections.

Reference documents are available online. Review this material carefully and contact Elections BC if you have any questions.

Form: Elections BC provides the forms required to complete the disclosure statement.

Questions - Contact Elections BC:

Email: electoral.finance@elections.bc.ca
Phone: Victoria: 855-952-0280



IMPORTANT! All matters related to campaign financing are the responsibility of Elections BC.

ALL inquiries related to LECFA must be directed to Elections BC at elections.bc.ca

Financial agents for candidates and elector organizations, and individuals and organizations who are third party sponsors, **must** file disclosure statements with Elections BC (even if there were few or no financial transactions during the election campaign).

CAMPAIGNING AND ELECTION ADVERTISING

Information about campaigning and election advertising can be found in:

- the *Local Government Act*
 - No election advertising of any kind may appear within 100 metres of a building where voting is underway. (Election advertising includes lapel buttons, signage on vehicles, pamphlets, posters, etc.)
 - On September 23, 2017, no candidate or elector organization advertising can take place in a newspaper, magazine or on radio or television.
- the *Local Election Campaign Financing Act* (LECFA) at elections.bc.ca
- the Saanich policy "Election Signs on Municipal Property" which is included in this package

LECFA: Your election advertising must include information about who sponsored and authorized the ad.

For more information refer to the Guide to Local Elections Campaign Financing in BC at elections.bc.ca

OVERVIEW OF NOMINATION DOCUMENTS

PLEASE READ CAREFULLY BEFORE
COMPLETING THE NOMINATION FORMS

OVERVIEW OF NOMINATION DOCUMENTS

The nomination documents consist of:

- C1 – Candidate Cover Sheet and Checklist
- C2 – Nomination Documents (*mandatory*)
- C3 – Other Information Provided by Candidate (*mandatory*)
- C4 – Appointment of Candidate Financial Agent
- C5 – Appointment of Candidate Official Agent
- C6 – Appointment of Candidate Scrutineer
- Statement of Financial Disclosure: *Financial Disclosure Act* (*mandatory*)

Other documents that can be submitted along with those noted above (if required) are:

- Request for a Copy of the List of Registered Electors
- Application for Registration as a Local Government Resident Elector
- Application for Registration as a Non-Resident Property Elector



IMPORTANT!

Forms C4 to C6 relate to appointment of a Financial Agent, Official Agent and Scrutineer.

The enclosed information does not address campaign financing rules and advertising requirements in the new legislation.

NOMINATION DOCUMENT (FORM C2)

NOMINATION PAPER (C2)

All candidates for the office of Councillor must file nomination documents. The statutory period for receiving the nomination documents begins at 9:00 a.m. on Tuesday, August 8 and ends at 4:00 p.m. on Friday, August 18, 2017.

Nomination documents may be delivered by hand, mail, courier, email (elections@saanich.ca) or facsimile (250-475-5440) to the Legislative Services Division, District of Saanich, 770 Vernon Avenue, Saanich, BC, V8X 2W7.

If you fax or email your nomination documents please call our office to confirm receipt (250-475-1775).

If you fax or email your nomination documents, the original must be received by the Chief Election Officer by the close of office hours 4:30 p.m. on Friday, August 25, 2017.

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



IMPORTANT!

You must sign the declaration in front of a person authorized.

Faxed or emailed nomination papers must include the completed solemn declaration.

It is the responsibility of the candidate to ensure faxed or emailed documents are received.

COMPLETING THE FORM

“Nomination” Section

Print your legal surname and given names on the first line.

If your “usual name” is not the same as your legal name, and you wish to have the usual name used on the ballot, print your usual name on the second line.

NOTE: *The following information cannot appear on the ballot: an indication that the candidate is holding or has held an elected office; the candidate’s occupation; or an indication of a title, honour, degree or decoration received or held by the candidate.*

Print your telephone number and your residential (i.e. “home”) address as well as your mailing address (if it is different than your residential address). *Provision of the residential address of candidates on Nomination Papers is a requirement of the Local Government Act (section 87(i) (d)).*

NOTE: *The nomination document (Form C2) will be posted on the District’s web site, copies will be available to citizens and the forms may also be inspected at the Municipal Hall.*

“Nominators” Section

After you have completed the Nomination section, you must have (at least) 10 qualified electors* of the District of Saanich complete and sign the “NOMINATORS” section. Qualified electors of the District of Saanich includes those appearing on the List of Electors (Voters List). We encourage candidates to include additional nominators. Even if one or more nominators are not qualified, a nomination is valid as long as there are at least 10 qualified nominators.

Please note this form is posted on the Saanich website. We will ‘cover over’ the signature block of your nominators.



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

Nomination for Councillor requires 10 qualified electors

***Who is a “Qualified Elector”?**

An elector of the District of Saanich must meet ALL of the following qualifications on the day he or she registers to vote:

1. is 18 years of age or older on general voting day (September 23, 2017).
2. is a Canadian citizen.
3. has been a resident of B.C. for at least six months immediately before registration.
4. has been a resident of the District of Saanich for at least 30 days immediately before registration (for resident electors), OR the registered owner of real property in the District of Saanich for at least 30 days immediately before registration (for non-resident property electors).
5. has not been disqualified by law from voting.

If one or more of your nominators is a qualified elector, but is not on the Voters List they have the option of completing a registration form which must then accompany your nomination documents at the time you file. Please remember that the registration form must be fully and accurately completed. You have been provided six registration forms in this nomination package, five for resident electors and one for a non-resident elector. Additional forms are available from the Legislative Services Division. The registration form for non-resident electors will also shortly be made available on the District of Saanich's website.

“Consent of Candidate” Section

Once the NOMINATORS section has been completed, the candidate must sign the “CONSENT OF CANDIDATE” section.

“Declaration of Candidate” Section

You must sign the declaration in front of one of the following individuals:

- a lawyer, notary or Commissioner for Taking Affidavits for British Columbia (there may be a charge for this service), or
- the Chief Election Officer or designate at the time of filing the nomination documents.

Don't forget to indicate if you will be acting as your own Financial Agent.



IMPORTANT! You must sign the declaration in front of a person authorized.

**OTHER INFORMATION PROVIDED BY CANDIDATE
(FORM C3)**

**OTHER INFORMATION PROVIDED BY CANDIDATE
(C3)**

This form is required to be submitted before the end of the nomination period. Ideally, this form should be submitted at the time of filing your nomination document. This form is required by Elections BC and will be forwarded to their office upon submission.



IMPORTANT! If the information is not received by the Chief Election Officer before the end of nomination period, the nominee is deemed to have withdrawn from being a candidate.

ELECTOR ORGANIZATION ENDORSEMENT

Indicate on the form (C3) if you are endorsed by an Elector Organization.

If you wish to have an Elector Organization name, abbreviation or acronym included on the ballot, this must be indicated on the Elector Organization Endorsement Document, which is submitted by the Elector Organization before the end of the nomination period.

NOTE: Any change to the information provided by C3 must be sent to: the Chief Election Officer if the change occurs before the declaration of by-election results; or directly to Elections BC if the change occurs after that declaration.

NOTE: Candidates may only have the endorsement of one Elector Organization.

**APPOINTMENT OF CANDIDATE FINANCIAL AGENT
(FORM C4)**

CANDIDATE FINANCIAL AGENT (C4)

COMPLETING THE FORM

Financial agents keep campaign contribution and election records, and file the candidate disclosure statement required under the *Local Elections Campaign Financing Act*.

You may appoint a **Financial Agent** for your campaign. Should you choose not to appoint a Financial Agent you will be deemed to be acting as your own Financial Agent.

If you appoint a **Financial Agent**, you must deliver the appointment form (C4/CS4) to the Chief Election Officer **before the end of nomination period**.

Unless a candidate is their own Financial Agent, a Financial Agent must be appointed before any election-related transactions occur.

Note: Any changes to the appointment information must be reported to Chief Election Officer if the change occurs before the declaration of election results, or directly to Elections BC if the change occurs after the declaration of election results.

If you wish to appoint a Financial Agent the form must be submitted to the Chief Election Officer before the end of nomination period.

Should you choose not to appoint a financial agent, you will be deemed to be your own Financial Agent



IMPORTANT!

Local Elections Campaign Financing Act (LECFA) - Be Informed. Find out more about this legislation and how it applies to your campaign.

**APPOINTMENT OF CANDIDATE OFFICIAL AGENT (FORM C5)
APPOINTMENT OF CANDIDATE SCRUTINEER (FORM C6)**

**APPOINTMENT OF CANDIDATE OFFICIAL AGENT OR
CANDIDATE SCRUTINEER (C5 and C6)**

You may make the appointment of Official Agent at any time and must file the form with the Chief Election Officer or designate (at the Legislative Services Division,) as soon as reasonably possible after the appointment is made.

The appointment of Official Agent may include the authority to appoint scrutineers.

There is no need to take a solemn declaration on the appointment forms – just complete and sign the form and mail or fax. Should you wish to change the appointment, simply advise the Chief Election Officer in writing and submit a new appointment form.

You may also wish to appoint Scrutineers (or candidate representatives) to oversee election activities on your behalf. You may have one Scrutineer at each voting opportunity.

The Scrutineer appointment must be in writing and signed by the candidate or the Official Agent (if that authority has been granted by the candidate).

The original completed and signed Appointment of Candidate Scrutineer form must be given to the Scrutineer.

The Scrutineer must carry the appointment form with them to the voting place and present it to the Presiding Election Officer (PEO) before commencing observation of the proceedings.

STATEMENT OF DISCLOSURE: FINANCIAL DISCLOSURE ACT

STATEMENT OF DISCLOSURE: FINANCIAL DISCLOSURE ACT

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

Note that the Statement of Financial Disclosure is different from the Candidate Disclosure Statement, which must be filed with Elections BC after the election.

A link to the *Financial Disclosure Act* and Fact Sheet are included on our website for your reference. If you have questions about the Statement of Financial Disclosure form, it is suggested that you seek financial or legal counsel

Finishing Up

Review the document carefully for errors or omissions.

Don't forget to print your name on the top right corner of each page.

Candidates for the Office of Councillor must complete and file a Statement of Financial Disclosure form with their nomination documents

REQUEST FOR A COPY OF THE LIST OF REGISTERED ELECTORS

REQUEST FOR A COPY OF THE LIST OF REGISTERED ELECTORS

Applying for a Copy of the List of Registered Electors

Under section 77 of the *Local Government Act*, each person who has been nominated may request one copy of the list of registered electors without charge. A signed "Request for Copy of the List of Registered Electors" must be filed with an Election Official at the District of Saanich before the list is released to candidates.

If you request a copy of the District of Saanich List of Registered Electors, it will be provided in electronic (pdf) format. You may request a paper copy, but in the interests of saving paper, the electronic copy is highly recommended as the paper copy is the size of several telephone books.

Confidentiality of the List of Registered Electors

The list of registered electors contains personal information which, as defined in the *Freedom of Information and Protection of Privacy Act*, is confidential. The *Election Act* and the *Local Government Act* provide serious penalties for the misuse of this information. The list of registered electors is supplied to declared candidates solely for municipal election purposes.

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

The candidate's copy of the list of registered electors is not available for public inspection. Only authorized individuals in a candidate's office may use the list to assist citizens in determining whether they are on the list and whether their voter information is up-to-date.

Each person who has been nominated may request one copy of the list of registered electors without charge.

If you request a copy of the District of Saanich List of Registered Electors, it will be provided in pdf format.

The candidate's copy of the list of registered electors is not available for public inspection. Only authorized individuals in a candidate's office may use the list.

All persons who have access to the information are individually responsible for protecting the confidentiality of that information.

Citizens may not directly access the list of registered electors to look up information. **As noted on the “Request for Copy of the List of Registered Electors”, information in the list of registered electors may not be used, copied, or distributed, in whole or in part, by or for any person, in any form whatsoever, except in relation to municipal election purposes.**

Destruction of the List of Registered Electors

The *Local Government Act* specifies that within eight weeks of the declaration of final results of the election **all copies of the list of registered electors must be destroyed.**

For paper lists this does not mean simply recycling the paper. The list must be shredded or otherwise confidentially destroyed.

For electronic files, a secure deletion of the file must be done to ensure that the file cannot be restored by any means (this includes copies of the file placed on computer hard drives, backup copies, etc.).

Candidates are requested to return the List of Registered Electors to the Legislative Services Division, for destruction.

CANDIDATE NOMINATION PACKAGE

Use the Candidate Cover Sheet and Checklist Form C1 to ensure that the Candidate Nomination Package is complete and meets the legislative requirements of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form C1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the local Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form C1 (Section B), the relevant form is completed and attached.

The Candidate Cover Sheet and Checklist Form C1 are for the local Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package.

Completing only the Candidate Cover Sheet and Checklist Form C1 **does not** constitute completion of the Candidate Nomination Package, nor does it satisfy the legislative requirements set out in the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Record the office for which the Candidate is seeking election.
3. Use section B of the Cover Sheet and Checklist Form C1 to identify which forms have been completed and are included in the Candidate Nomination Package.
4. Return the completed package to the local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer: C3 – Other Information Provided by Candidate; and, C4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to these documents to:

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

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

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

SECTION B

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

- C2 – Nomination Documents
- C3 – Other Information Provided by Candidate
- C4 – Appointment of Candidate Financial Agent (if Candidate is not acting as own Financial Agent)
- C5 – Appointment of Candidate Official Agent (if applicable)
- C6 – Appointment of Candidate Scrutineer (if applicable)
- Statement of Disclosure: Financial Disclosure Act (required under the *Financial Disclosure Act*)

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION NAME (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)

We, the following electors of the above named jurisdiction, hereby nominate:

NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE

As a Candidate for the office of:

POSITION (E.G. MAYOR, COUNCILLOR, DIRECTOR)	JURISDICTION NAME (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)
---	---

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

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 52 of the *Local Government Act*, for the past six months immediately preceding today's date.
4. Is not disqualified under the *Local Government Act*, or any other enactment from being nominated for, being elected to or holding the office, or is not otherwise disqualified by law.
5. Is not subject to any of the disqualifications set out in section 66(2) of the *Local Government Act*.

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required. For local governments that require 25 nominators attach an additional sheet as necessary.

I consent to the above nomination for office:

NOMINEE'S SIGNATURE	DATE: (YYYY / MM / DD)
---------------------	------------------------

CANDIDATE NOMINATION PACKAGE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 66 of the *Local Government Act* to be nominated, elected and to hold the office of

POSITION (E.G. MAYOR, COUNCILLOR, DIRECTOR)

2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 52 of the *Local Government Act*, for the past six months immediately preceding today's date.
5. I am in no way disqualified by the *Local Government Act*, or any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I fully intend to comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY / MM / DD)

I am acting as my own Financial Agent

NOMINEE'S SIGNATURE

I have appointed as my Financial Agent

FINANCIAL AGENT'S NAME (IF APPLICABLE)

C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

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

Additional Addresses for Service Information

OPTIONAL

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

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

<input type="checkbox"/> I am acting as my own Financial Agent	<input type="checkbox"/> I am not acting as my own Financial Agent
--	--

Please ensure that name and mailing address information is the same as that entered on FORM C2 – NOMINATION DOCUMENTS

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G. MAYOR, COUNCILLOR, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

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

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G. MAYOR, COUNCILLOR, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> I hereby delegate to the above named official agent the authority to appoint scrutineers		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G. MAYOR, COUNCILLOR, DIRECTOR)	JURISDICTION (E.G. MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)	
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

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

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

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

Form and Fact Sheets:

This form, Statement of Disclosure, can be found on the B.C. Government Web site: www.gov.bc.ca [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

Who has access to the information on this form?

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

What is a trustee? – s. 5 (2)

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

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

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

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

Assets s. – S. 3 (a)

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

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Liabilities – s. 3 (e)

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

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

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

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

your capacity

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

Real Property – s. 3 (f)

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

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

legal description(s)

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.) no yes

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

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

signature of person making disclosure

date

Where to send this completed disclosure form:

- ❖ **Local government officials:**
 - ... to your local chief election officer
 - with your nomination papers, and
 - ... to the officer responsible for corporate administration
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office
- ❖ **School board trustees/ Francophone Education Authority directors:**
 - ... to the secretary treasurer or chief executive officer of the authority
 - with your nomination papers, and
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office
- ❖ **Nominees for provincial office:**
 - with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.
- ❖ **Designated Employees:**
 - ... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)
 - by the 15th of the month you become a designated employee, and
 - between the 1st and 15th of January of each year you are employed, and
 - by the 15th of the month after you leave your position

DISTRICT OF SAANICH CANDIDATE NOMINATION PACKAGE

REQUEST OF COPY OF THE LIST OF REGISTERED ELECTORS

In accordance with the Elections Act, sections 48.51, 267, 275

& Local Government Act, section 77

I, the undersigned, hereby request a copy of the list of registered electors for the 2017 District of Saanich municipal by-election. I will not inspect the document or use the information in it except for the purposes of Part 3 – Electors and Elections of the Local Government Act.

I understand that the information in the list of registered electors is confidential, that access to it is restricted under the Election Act and the Local Government Act and that the information is supplied exclusively for electoral purposes.

I understand and accept that the information may not be used, copied or distributed, in whole or in part, by or for any person, in any form whatsoever, except in relation to election purposes.

I undertake to ensure that the confidentiality of the information in the list of registered electors is protected. No later than 8 weeks after the declaration of final results of the general local election, I will ensure that the information is confidentially, completely and irreversibly destroyed, or returned to the District of Saanich, Legislative Services Division for destruction.

I understand that the Election Act and the Local Government Act provide significant penalties for making a false or misleading statement or for the misuse of information in the list of registered electors.

I request a copy of the list of electors, [] Electronic (pdf) (Recommended) [] Paper (optional)

Form with fields: NAME OF CANDIDATE, TELEPHONE NUMBER

SIGNATURE OF CANDIDATE DATE

AUTHORIZED OFFICIAL AGENT: I, the undersigned, acknowledge receipt of one copy of the list of registered electors. I am accepting this list of registered electors on behalf of the candidate noted above and I have been authorized by the candidate to do so as their Official Agent.

Form with fields: NAME OF PERSON RECEIVING REGISTER OF ELECTORS, TELEPHONE NUMBER

SIGNATURE OF PERSON RECEIVING LIST (Official Agent) DATE

ELECTION OFFICE USE

Format of List Provided (check one): [] Electronic (pdf) [] Paper



ELECTIONS BC

A non-partisan Office of the Legislature

PLEASE PRINT IN BLOCK LETTERS

APPLICATION FOR REGISTRATION AS A LOCAL GOVERNMENT RESIDENT ELECTOR

200M
(16/06)

Personal information collected on this form will be used to register voters or to update voter information as authorized under the *Election Act* and the *Freedom of Information and Protection of Privacy Act*. Any unauthorized use of this information is a violation of Section 275 of the *Election Act* and is punishable by a fine of up to \$20,000, or imprisonment for up to two years, or both.

WARNING: IT IS AN OFFENCE TO MAKE A FALSE STATEMENT UNDER THE *ELECTION ACT*

★ MANDATORY INFORMATION UNDER THE *ELECTION ACT*

PERSONAL INFORMATION				
LAST NAME ★		FIRST NAME(S) ★		
BIRTHDATE (YYYY/MM/DD)★	GENDER	TELEPHONE NUMBER	BC DRIVER'S LICENCE	BCID
IF BIRTHDATE NOT PROVIDED, YOU WILL NOT BE REGISTERED AS A PROVINCIAL VOTER			LAST 6 DIGITS OF PHN	LAST 6 DIGITS OF SIN

HOME ADDRESS ★			
APT NUMBER	BUILDING NUMBER	STREET NAME	
CITY/TOWN			POSTAL CODE

MAILING ADDRESS ★ (if your mail is not delivered to your home address)	
CITY/TOWN	POSTAL CODE

IF YOU ARE CHANGING YOUR VOTER RECORD (please complete all fields above)

PREVIOUS HOME ADDRESS OR NAME (if you've moved or changed your name since your last contact with us)	
PREVIOUS LAST NAME	PREVIOUS HOME ADDRESS
PREVIOUS FIRST NAME(S)	

BY SUBMITTING THIS FORM, YOU ARE DECLARING THAT YOU MEET THE FOLLOWING REQUIREMENTS TO BE REGISTERED AS AN ELECTOR:

- you are a Canadian citizen;
- you have been a resident of B.C. for the past six months;
- you have been a resident in the municipality or regional district electoral area for the past 30 days;
- you are age 18 or older or, if an election is currently in progress in your municipality or regional district, you will be turning 18 on or before General Voting Day; and
- you are not disqualified by any enactment from voting in a Local Government election or otherwise disqualified by law.

SIGNATURES (required under the *Local Government Act* and *Vancouver Charter*)

SIGNATURE OF APPLICANT	SIGNATURE OF WITNESS	DATE
	HOME ADDRESS OR <input checked="" type="checkbox"/> IF WITNESSED BY AN ELECTION OFFICIAL	

ELECTION OFFICIAL USE ONLY

The <i>Local Government Act</i> and the <i>Vancouver Charter</i> require applicants registering at the time of voting to produce two documents as evidence of their identity and place of residence, at least one of which must include the applicant's signature. The applicant may make a solemn declaration as to the applicant's place of residence if evidence is not available.	IDENTIFICATION 1
	IDENTIFICATION 2 / AND <input checked="" type="checkbox"/> IF SOLEMN DECLARATION MADE



THE DISTRICT OF SAANICH
2017 MUNICIPAL BY-ELECTION

APPLICATION FOR REGISTRATION OF
NON-RESIDENT PROPERTY ELECTOR

(1) I declare that I meet the following requirements:

- (a) I am a Canadian citizen;
(b) I am 18 years of age or older on general voting day (September 23, 2017);
(c) I have been a resident of British Columbia for at least 6 months immediately before today;
(d) I have been a registered owner of real property in the District of Saanich for at least 30 days immediately before today;
(e) I am not holding the property in trust for a corporation or any other trust;
(f) I am not entitled to register as a resident elector in the District of Saanich;
(g) I have not registered as a non-resident property elector in relation to any other parcel of real property in the District of Saanich;
(h) I have received the written consent of the majority of individuals registered as owners of the real property to be registered as the non-resident property elector for this property (if applicable);
(i) I am not disqualified under the Local Government Act or any other enactment from voting in an election or am not otherwise disqualified by law.

NOTE: PLEASE COMPLETE "NON-RESIDENT PROPERTY ELECTOR CONSENT FORM" ON REVERSE SIDE IF THERE IS MORE THAN ONE REGISTERED OWNER OF THE PROPERTY.

(2) Full Name of Applicant:

(SURNAME-IN BLOCK LETTERS)

(GIVEN NAMES IN FULL-IN BLOCK LETTERS)

(3) Residential Address and Postal Code:

(4) Mailing address (if different from above):

(5) Last 6 digits of Social Insurance Number:

OR

Birthdate:

X X X

day/month/year

(6) Address or legal description of the real property:

(7) If name changed since previous registration, give former name in full:

Table with 3 columns: (8) Signature of Applicant, (9) Signature of Witness, Date; (10) Residential Address or checkbox if witnessed by an Election Official; (11) ELECTION OFFICIAL USE ONLY - REGISTRATION ON VOTING DAY Documents produced for identification of person making this application: 1. 2.

NON-RESIDENT PROPERTY ELECTOR CONSENT FORM

We, together with the person registering, constitute a majority of registered owners of the real property noted below and hereby give consent to:

_____ (name of non-resident property elector)

residing at _____ (residential address)

to be registered as the Non-Resident Property Elector for the jointly owned property legally described as: _____ (legal description of property)

and located at _____ (street address or location)

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

NOTE: (a) The person registering as the Non-Resident Property Elector must be one of the registered owners of the property.

(b) The person registering must be one of the individuals granting consent.

SUBJECT: ELECTION SIGNS ON MUNICIPAL PROPERTY		
DATE OF ISSUE:	JANUARY 4, 2000	ORIGIN: LEGISLATIVE DIVISION
AMENDED:	SEPTEMBER 19, 2005	
	SEPTEMBER 30, 2008	
	AUGUST 22, 2014	
	APRIL 14, 2017	

In order to protect public safety and public amenities in the District of Saanich, yet allow a candidate or political organization in a local, provincial, or federal government election campaign to place signs for election purposes, the following policy applies:

GENERAL REQUIREMENTS

- Sign permits are not required.
- Signs must not be visible from any voting place.
- Signs must not be illuminated, animated, rotating, flashing or have moving lights or other electrical features.
- Signs must meet the requirements of the *Local Election Campaign Financing Act*.
- Elections signs for municipal or school trustee elections or by-elections are permitted only within the municipal election period, beginning with the first day of the nomination period.
- Election signs for provincial or federal elections or by-elections are permitted only within the respective election period, beginning from the time the writ of election is issued.
- Election signs for the purposes of a federal, provincial, local government or school district referendum are permitted beginning thirty (30) days before the date of the referendum vote.
- Signs must be removed with four (4) days after the election or referendum vote.

GENERAL PROHIBITIONS

Signs are prohibited on:

- Medians and traffic islands, and in planting beds;
- Boulevard trees, or within one (1) metre of a boulevard tree;
- All Saanich facilities or structures, parks, and playing fields, including the adjoining boulevard area.

Signs are prohibited on public or private property that:

- Are within one (1) metre of a fire hydrant;
- Obstruct or detract from any traffic control device or signage;
- Obstruct the line of vision at an intersection; or
- Are placed in a manner that may constitute a hazard to pedestrians, cyclists or vehicles.

GENERAL ENFORCEMENT

- Signs installed in prohibited areas will be removed by Saanich staff if not removed or relocated within 24 hours' notice to the applicable candidate or campaign office.
- Where there are immediate safety concerns or damage to municipal property, Saanich staff will immediately remove the signs and then contact the candidate or campaign office.

- Saanich will assume no responsibility for any damage to election signs where they are removed by Saanich staff in prohibited locations.

ADDITIONAL CANDIDATE RESPONSIBILITIES

- Persons installing signs on municipal property must be aware of the risk of damage to underground utilities. A call must be made by the candidate or their agent to **1-800-474-6886** at least 48 hours in advance of the installation in order to confirm that the location chosen is safe. Any damage to underground utilities or services as a result of election signs being placed on municipal property is the responsibility of the candidates and their agents.
- Candidates and their agents are liable for any damage done to Saanich property in placement of election signs on municipal property.
- Candidates and their agents should also reference applicable Provincial and Federal statutes and regulations for additional restrictions or requirements.