



ELECTIONS BC
A non-partisan Office of the Legislature

Become a Provincial Candidate Nomination Booklet

Follow the instructions in this booklet carefully.

If you do not comply with the requirements of the *Election Act*, your nomination will not be accepted.

YOUR NAME
(FULL NAME OF NOMINEE)

LAST NAME	FIRST NAME	MIDDLE NAME(S)

OFFICE USE ONLY

CANDIDATE REGISTRATION # _____

DATE CERTIFICATE OF CANDIDACY ISSUED _____

How to become a candidate

If you meet all of the qualifications you must file a complete nomination with Elections BC in order to become a provincial candidate. This involves filing the required nomination documents, including the signatures of 75 nominators from the electoral district in which you are seeking election, and paying a \$250 nomination deposit by 1 p.m. on day 7 of an election.

You do not become a candidate until a complete nomination has been made, accepted and a certificate of candidacy has been issued.

Review this document carefully and see page 22 for information on how to file your nomination once complete.

Once filed, your nomination documents are available for public inspection.

Instructions

1 You must be qualified as a candidate to submit a nomination. The qualifications are:

- I am a Canadian citizen;
- I am 18 years of age or older, or if an election is in progress, I will be 18 years of age on General Voting Day for the election;
- I will have been a resident of British Columbia for at least 6 months immediately before I become a candidate;
- I am not disqualified by the *Election Act* or any other enactment from voting in an election or from being nominated for, being elected to or holding office as a Member of the Legislative Assembly, or otherwise disqualified by law; and,
- I am not nominated as a candidate in any other electoral district in British Columbia.

I, the undersigned, declare that I am qualified for nomination as a candidate for election as a Member of the Legislative Assembly of British Columbia.

SIGNATURE OF NOMINEE X	DATE: (YYYY/MM/DD)
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WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

2 Print the name of the electoral district in which you will be seeking election.

You do not have to be a resident of that electoral district in order to run as a candidate.

ELECTORAL DISTRICT

Instructions (continued)

- 3 **Print your last name, first name and middle name(s).**
Prefixes such as Mr., Ms., Dr., etc., and suffixes such as titles, degrees, etc., cannot be included as part of your name.

FULL NAME OF NOMINEE

LAST NAME	FIRST NAME	MIDDLE NAME(S)
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- 4 **Declare your ballot name**

 YES

Same as above (your full name, including middle name(s) will appear on the ballot.)

OR Print your name as you wish to see it on the ballot and complete the signed statement below.

Ballot name **CAN** include nicknames and/or abbreviations, e.g. if Allan William Peter Smith usually goes by Bill Smith, this name may be used on the ballot.

Ballot name **CANNOT** include any indication that a candidate is holding or has held an elected office, a candidate's occupation, or an indication of a title, honour, degree or other decoration received or held by the candidate. For example, if the candidate is a doctor, "Doc" cannot be used on the ballot.

BALLOT NAME

BALLOT NAME

Signed statement of usual name (if different from 3)

I, the undersigned, declare that the above name requested to be used on the ballot is my usual name

SIGNATURE OF NOMINEE X	DATE: (YYYY/MM/DD)
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WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

- 5 **If you are representing a registered political party, print the party name.**

In order to have party affiliation noted on the ballot, **the party must file an endorsement with the Chief Electoral Officer or the District Electoral Officer.** The party name will appear on the ballot as indicated on the political party's registration form.

NAME OF REGISTERED PARTY REPRESENTED

- 6 **If you are an INDEPENDENT nominee, mark the YES box and complete a signed statement.**

Individuals who represent unregistered political parties may not appear as INDEPENDENT on the ballot. In order to have INDEPENDENT on the ballot you **must** complete a signed statement as to your independent status.

I request that my status of **INDEPENDENT** be printed on the ballot.

 YES

I, the undersigned, declare that I am independent and not a representative of a political party.

SIGNATURE OF NOMINEE X	DATE: (YYYY/MM/DD)
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WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

Instructions (continued)

- 7** You must provide your residential address, a service address where documents may be delivered, and a phone number where you can be contacted. To ensure we can effectively contact you we also ask you to provide an email address and fax number.

Please review the following and then provide the information below:

- Your service address can be your residential address, or you may provide a different address for your service address.
- Your service address and phone number must be valid both during and after the election so that Elections BC can contact you.
- The *Election Act* requires that nomination documents are available for public inspection. To protect your privacy, you can request to have your residential address and residential phone number obscured for public inspection. If you request this, **you must provide a different address for your service address.**
- Documents delivered to your service address are legally considered delivered or personally served to you [*Election Act* s. 54(3)(1) and 68].
- If you are acting as your own financial agent (as indicated in Part A **1** on form 325 – Appointment of Financial Agent), your service address and phone number will be published on Elections BC's website and in Elections BC public advertising.

RESIDENTIAL ADDRESS		RESIDENTIAL PHONE NUMBER
CITY/TOWN	POSTAL CODE	EMAIL ADDRESS

YES	My service address is the same as my residential address above (or complete below)
YES	My service phone number is the same as my residential phone number above (or complete below)

SERVICE ADDRESS		SERVICE PHONE NUMBER
CITY/TOWN	POSTAL CODE	SERVICE FAX NUMBER

YES	I request to have my residential address obscured for public inspection (service address must be different)
YES	I request to have my residential phone number obscured for public inspection (service phone number must be different)

- 8** You must sign this section.

I, the undersigned, declare that I will accept documents delivered to or served on me at my service address, and that I can be contacted at my service telephone number.

SIGNATURE OF NOMINEE X	DATE (YYYY/MM/DD):
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WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

Instructions (continued)

9 You must consent to your nomination. Read the statement carefully before you sign it.

I consent to my nomination as candidate and I declare that all information contained within this application is, to the best of my knowledge and belief, true and correct.

SIGNATURE OF NOMINEE X	DATE: (YYYY/MM/DD)
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10 Voters List, Street Index and Protection of Personal Information

On becoming a candidate you will be entitled to a voters list containing the name, residential address, voting area and voter number of each voter in your electoral district. You will also have the option of accessing a list with information on whether each voter voted in their most recent provincial voting opportunity (general election or by-election). During voting you can access information on which voters have voted at advance and general voting.

As a candidate you must ensure that you and your campaign team take all necessary steps to protect this personal information, using it only for the purposes of this election. Section 275 of the *Election Act* requires that each candidate file with the Chief Electoral Officer (CEO) a privacy policy acceptable to the CEO, prior to receiving any personal information of voters including a voters list and voter turnout information during advance and general voting. Campaign workers must also read and abide by this policy before accessing personal information. You may use the Privacy Policy Template for Candidates (00154) included at the back of this booklet or develop and submit your own privacy policy that meets the Privacy Policy Acceptance Criteria (00158) available on the Elections BC website.

VOTERS LIST

I request a voters list.

If you requested a voters list, check a box below to indicate how you can satisfy the requirement for a privacy policy.

PRIVACY POLICY

I have signed the privacy policy template included in this booklet (see pages 17-20).

OR

I have signed my own privacy policy, which I have attached to this filing. I understand that I will not gain access to voter information until this policy has been approved by the Chief Electoral Officer.

Street index

A street index indicates the voting area for every range of addresses in the electoral district. I understand that the street index contains proprietary information supplied by parties external to Elections BC and that the information is supplied exclusively for electoral purposes as defined by the *Election Act*. I understand and accept that the information may not be used, copied or distributed by or for any person, in any form whatever, except in relation to electoral purposes. When no longer required, the street index will be confidentially destroyed.

SIGNATURE OF NOMINEE X	DATE: (YYYY/MM/DD)
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WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

Your nominators

Your nomination requires the signed declarations of 75 qualified voters from the electoral district where you are seeking election. It is advisable to have more than 75 signatures to ensure that enough **valid** signatures are obtained.

Nominators do not have to be registered voters. However, it is strongly recommended to have registered voters sign your nomination booklet to ensure the nominators meet the qualifications.

Nominators may only nominate one individual in an election.

To be a nominator, an individual must:

- be a Canadian citizen;
- be at least 18 years of age, or if an election is in progress, be 18 years of age or more on General Voting Day for the election;
- be a resident of the electoral district;
- have been a resident of B.C. for the immediately preceding six months; and
- not be disqualified from voting.

Nominators must provide their residential address. Mailing addresses are NOT acceptable, and may invalidate your nomination.

NAME OF NOMINEE

ELECTORAL DISTRICT

I, the undersigned, nominate the person named above as a candidate for election as a Member of the Legislative Assembly. I declare that I am a qualified voter for the above electoral district and have not nominated another individual for the same election.

A qualified voter is a person who will be 18 or older on General Voting Day, a Canadian citizen and a resident of B.C. for the past six months.

WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

I request that my address be obscured from public inspection.

	FULL NAME (PLEASE PRINT)	RESIDENTIAL ADDRESS (PLEASE PRINT) BLDG. #/STREET/COMMUNITY/CITY - DO NOT USE POSTAL ADDRESS	SIGNATURE	
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
9				<input type="checkbox"/>
10				<input type="checkbox"/>
11				<input type="checkbox"/>
12				<input type="checkbox"/>
13				<input type="checkbox"/>
14				<input type="checkbox"/>
15				<input type="checkbox"/>
16				<input type="checkbox"/>
17				<input type="checkbox"/>
18				<input type="checkbox"/>
19				<input type="checkbox"/>
20				<input type="checkbox"/>

NAME OF NOMINEE

ELECTORAL DISTRICT

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I request that my address be obscured from public inspection.

	FULL NAME (PLEASE PRINT)	RESIDENTIAL ADDRESS (PLEASE PRINT) BLDG. #/STREET/COMMUNITY/CITY - DO NOT USE POSTAL ADDRESS	SIGNATURE	
21				<input type="checkbox"/>
22				<input type="checkbox"/>
23				<input type="checkbox"/>
24				<input type="checkbox"/>
25				<input type="checkbox"/>
26				<input type="checkbox"/>
27				<input type="checkbox"/>
28				<input type="checkbox"/>
29				<input type="checkbox"/>
30				<input type="checkbox"/>
31				<input type="checkbox"/>
32				<input type="checkbox"/>
33				<input type="checkbox"/>
34				<input type="checkbox"/>
35				<input type="checkbox"/>
36				<input type="checkbox"/>
37				<input type="checkbox"/>
38				<input type="checkbox"/>
39				<input type="checkbox"/>
40				<input type="checkbox"/>

NAME OF NOMINEE

ELECTORAL DISTRICT

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I request that my address be obscured from public inspection.

	FULL NAME (PLEASE PRINT)	RESIDENTIAL ADDRESS (PLEASE PRINT) BLDG. #/STREET/COMMUNITY/CITY - DO NOT USE POSTAL ADDRESS	SIGNATURE	
41				<input type="checkbox"/>
42				<input type="checkbox"/>
43				<input type="checkbox"/>
44				<input type="checkbox"/>
45				<input type="checkbox"/>
46				<input type="checkbox"/>
47				<input type="checkbox"/>
48				<input type="checkbox"/>
49				<input type="checkbox"/>
50				<input type="checkbox"/>
51				<input type="checkbox"/>
52				<input type="checkbox"/>
53				<input type="checkbox"/>
54				<input type="checkbox"/>
55				<input type="checkbox"/>
56				<input type="checkbox"/>
57				<input type="checkbox"/>
58				<input type="checkbox"/>
59				<input type="checkbox"/>
60				<input type="checkbox"/>

NAME OF NOMINEE

ELECTORAL DISTRICT

I, the undersigned, nominate the person named above as a candidate for election as a Member of the Legislative Assembly. I declare that I am a qualified voter for the above electoral district and have not nominated another individual for the same election.

A qualified voter is a person who will be 18 or older on General Voting Day, a Canadian citizen and a resident of B.C. for the past six months.

WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

I request that my address be obscured from public inspection.

	FULL NAME (PLEASE PRINT)	RESIDENTIAL ADDRESS (PLEASE PRINT) BLDG. #/STREET/COMMUNITY/CITY - DO NOT USE POSTAL ADDRESS	SIGNATURE	
61				<input type="checkbox"/>
62				<input type="checkbox"/>
63				<input type="checkbox"/>
64				<input type="checkbox"/>
65				<input type="checkbox"/>
66				<input type="checkbox"/>
67				<input type="checkbox"/>
68				<input type="checkbox"/>
69				<input type="checkbox"/>
70				<input type="checkbox"/>
71				<input type="checkbox"/>
72				<input type="checkbox"/>
73				<input type="checkbox"/>
74				<input type="checkbox"/>
75				<input type="checkbox"/>
76				<input type="checkbox"/>
77				<input type="checkbox"/>
78				<input type="checkbox"/>
79				<input type="checkbox"/>
80				<input type="checkbox"/>

NAME OF NOMINEE

ELECTORAL DISTRICT

I, the undersigned, nominate the person named above as a candidate for election as a Member of the Legislative Assembly. I declare that I am a qualified voter for the above electoral district and have not nominated another individual for the same election.

A qualified voter is a person who will be 18 or older on General Voting Day, a Canadian citizen and a resident of B.C. for the past six months.

WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

I request that my address be obscured from public inspection.

	FULL NAME (PLEASE PRINT)	RESIDENTIAL ADDRESS (PLEASE PRINT) BLDG. #/STREET/COMMUNITY/CITY - DO NOT USE POSTAL ADDRESS	SIGNATURE	
81				<input type="checkbox"/>
82				<input type="checkbox"/>
83				<input type="checkbox"/>
84				<input type="checkbox"/>
85				<input type="checkbox"/>
86				<input type="checkbox"/>
87				<input type="checkbox"/>
88				<input type="checkbox"/>
89				<input type="checkbox"/>
90				<input type="checkbox"/>
91				<input type="checkbox"/>
92				<input type="checkbox"/>
93				<input type="checkbox"/>
94				<input type="checkbox"/>
95				<input type="checkbox"/>
96				<input type="checkbox"/>
97				<input type="checkbox"/>
98				<input type="checkbox"/>
99				<input type="checkbox"/>
100				<input type="checkbox"/>

1. Scope of policy

To whom this policy applies

This policy applies to the signatory indicated on page four and all individuals or entities representing or working for them on a paid or unpaid basis and who may have access to Personal Information. ("Recipient of Personal Information")

To what this policy applies

This policy applies to Personal Information disclosed by Elections BC to the Recipient of Personal Information under the *Election Act*. ("Personal Information")

2. Restrictions on use

All Recipients of Personal Information must comply with this privacy policy, the Electoral Purpose for Access to and Use of Personal Information Regulation, and the requirements under section 275 of the *Election Act* to:

- only use the Personal Information for the purposes of the *Election Act* and provincial electoral purposes, and
- not use the Personal Information for commercial purposes.

Electoral purposes includes communicating with voters, including soliciting for campaign support and political contributions, and recruiting party members.

Recipients of Personal Information must not disclose Personal Information to any individual or entity to whom this policy does not apply.

3. Responsibilities

Recipients of Personal Information are responsible for the security and integrity of Personal Information and shall safeguard such Personal Information against accidental or unauthorized access, disclosure, use, modification and disposal.

¹ For certainty, a Member of the Legislative Assembly (MLA) is a former candidate.

4. Security

All individuals or entities with access to, or a copy of, Personal Information must take reasonable precautions to protect the security and confidentiality of the Personal Information.

Reasonable precautions include the following:

- Administrative measures: procedures to protect the privacy and security of Personal Information, staff training on privacy, limiting access to information to a “need to know” basis and the reliability of individuals having access to the Personal Information, and designating a person who will be responsible for implementing privacy safeguards.
- Technical measures: passwords, audit trails, encryption, firewalls and other technical security safeguards to minimize the risk of unauthorized individuals accessing Personal Information.
- Physical measures: restrict access to areas where Personal Information is stored.

5. Disposition of personal information

All recipients of Personal Information must securely dispose of, or recover and return to Elections BC, all of the Personal Information when no longer required for the purposes for which it was disclosed. Paper copies of records should be shredded and electronic copies should be destroyed. The following information must be tracked and retained to document the disposal of Personal Information:

- The date the Personal Information was destroyed or returned to Elections BC.
- The method by which the Personal Information was destroyed or returned to Elections BC.
- The name of the individual who destroyed the Personal Information or returned it to Elections BC.

6. Tracking of distribution

If the signatory provides any other individual or entity representing or working for them, on a paid or unpaid basis, with access to, or a copy of, Personal Information, the following information must be tracked and retained:

- The date of provision of access, or distribution.
- Who the Personal Information was provided to.
- What Personal Information was provided (e.g. list of voters for XXX electoral district, nomination documents, etc.).

- How the Personal Information was provided (e.g. access to database, provision of electronic copy of record, provision of paper copy of record, etc.).
- Confirmation that the individual or entity has read this policy and agrees to be bound by it.
- Confirmation of the date the Personal Information is returned or destroyed.

7. Loss or theft of information or unauthorized access

In the case of loss or theft of, or unauthorized access to, Personal Information, the following procedures must be followed:

- The breach should be contained and the source of the breach identified.
- The loss, theft or unauthorized access must be reported to the Chief Electoral Officer and the Information and Privacy Commissioner. Affected individuals must also be notified if certain risk factors are present².
- Any Personal Information lost must be retrieved, if possible.
- The circumstances that led to the incident must be documented.
- Internal policies, processes and procedures must be reviewed to prevent future incidents.

8. Compliance audits

Elections BC may conduct a compliance audit of any individual or entity to whom this policy applies, whereby it may inspect and review the policies, procedures and practices that relate to the Personal Information. This includes documents that must be retained under this policy.

9. Duration and termination

This privacy policy comes into effect when it is accepted by Elections BC and shall remain in effect until the Writs of Election are issued for the next provincial general election, or this policy is superseded by a subsequent privacy policy.

² See the Breach Notification Assessment Tool in the Office of the Information and Privacy Commissioner guidance document *Privacy Breaches: Tools and Resources*.

I, the undersigned, hereby declare that:

- I understand and will abide by this privacy policy as submitted, and
- The *Election Act* provides significant penalties for making a false or misleading statement or for improper use of personal information.

CANDIDATE NAME	SIGNATURE*	DATE: (YYYY/MM/DD)
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NAME OF WITNESS	SIGNATURE	DATE: (YYYY/MM/DD)
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*This privacy policy must be signed by the candidate.

Initial and submit all pages of this policy in person at an Elections BC office or by:

Email: EBCNominations@elections.bc.ca

Fax: 250-387-3578 Toll-free Fax: 1-866-466-0665

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

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

VOTER SERVICES USE ONLY CANDIDATE REGISTRATION NUMBER <input type="text"/>

Is your nomination complete?

Your nomination must be submitted as a complete package and must include:

- Nomination Booklet (320)
 - Complete with all necessary information, Privacy Policy (if voters list is requested in section 10) and signed by 75 nominators
- Appointment of Auditor (321)
 - Complete and signed by the nominee and auditor
- Appointment of Financial Agent (325)
 - Complete and signed by the nominee and financial agent
- \$250 deposit
 - Cash, certified cheque, money order or travellers cheque payable to the Minister of Finance
- Statement of Disclosure
 - Required by the Financial Disclosure Act

If any of these required items are missing, or incomplete, your nomination will not be accepted.

Optional forms (these forms are not required for your nomination to be considered complete)

- Appointment of Deputy Financial Agent (326)
- Appointment of Official Agent (327)

How to file your nomination

There are two methods of filing nominations. You may either file your nomination with the Chief Electoral Officer **or** file with the District Electoral Officer. There are differences in timings for each type of nomination, depending on whether the election is scheduled or non-scheduled (e.g. a by-election).

All nominations must be filed by 1 p.m. (Pacific time) on Day 7 of an election.

The required items that must be submitted are the same for both methods of filing.

File with the Chief Electoral Officer	OR	File with the District Electoral Officer
<p>You may file your complete nomination with the Chief Electoral Officer.</p> <p>When*: For a scheduled (fixed date) general election, to file with the Chief Electoral Officer you must submit your nomination any time before 4:30 p.m. (Pacific time) on the day before the election is called.</p> <p>For a by-election or unscheduled general election, to file with the Chief Electoral Officer you must submit your nomination any time before 4:30 p.m. (Pacific time) on the 2nd day after the election is called.</p> <p>Where: Elections BC's headquarters office Location: 100 – 1112 Fort Street Victoria, BC V8V 3K8 Mailing address: PO Box 9275, Stn Prov Govt Victoria, BC V8W 9J6</p> <p>How: In person, by mail or dropped off at a Service BC centre for forwarding to Elections BC.</p>		<p>You may file your complete nomination with the District Electoral Officer in the electoral district in which you are seeking election.</p> <p>When*: For a scheduled (fixed date) general election, file with the District Electoral Officer from the time the election is called until 1 p.m. (Pacific time) on the 7th day after the election is called.</p> <p>For a by-election or unscheduled general election, file with the District Electoral Officer from 9 a.m. (Pacific time) on the 3rd day after the election is called until 1 p.m. (Pacific time) on the 7th day after the election is called.</p> <p>Where: District electoral office in the electoral district in which you are seeking election.</p> <p>District electoral office locations are listed on the Elections BC webpage when the election is called.</p> <p>How: In person during office hours or by appointment.</p>
<p>If sent by mail or dropped off at a Service BC centre you must ensure there is sufficient time for the nomination to be received by the Chief Electoral Officer before the deadline. A postmark will not be considered as proof of delivery by the deadline.</p> <p>If your nomination package is submitted and accepted before an election is called you will receive your certificate of candidacy and become a candidate after the election is called.</p> <p>Filing your nomination with the Chief Electoral Officer will allow you access to the voters list and the ability to issue tax receipts earlier than if you file with the District Electoral Officer.</p>		<p>You may assign a representative to deliver the documents on your behalf.</p> <p>If you submit your nomination package to the District Electoral Officer you will be issued your certificate of candidacy and become a candidate as soon as possible after your package has been accepted.</p>

* If a filing deadline falls on a weekend or holiday, the next day that is not a weekend or holiday will apply.

If your nomination is incomplete at the end of the filing period you choose, the documents will not be returned and the deposit is forfeited.

Once filed, nomination documents are available for public inspection.

Changes to nomination documents after filing

You may amend matters of fact that have changed since the time of filing by notifying the Chief Electoral Officer or District Electoral Officer in writing.

For more information

Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448

or contact

Elections British Columbia

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

Phone: 250-387-5305

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

Email: electionsbc@elections.bc.ca

Website: elections.bc.ca



ELECTIONS BC
A non-partisan Office of the Legislature

APPOINTMENT OF AUDITOR

321
(16/04)
s. 179(5)
Nomination

PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE REVERSE SIDE FOR INSTRUCTIONS

PART A

FULL NAME OF APPOINTING NOMINEE / CANDIDATE

1 LAST NAME	FIRST NAME	MIDDLE NAME(S)
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2 ELECTORAL DISTRICT

AUDITOR

3 LAST NAME	FIRST NAME	MIDDLE NAME(S)
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4 PHONE

FIRM

ALTERNATE PHONE

MAILING ADDRESS		
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FAX

CITY / TOWN	PROVINCE	POSTAL CODE
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EMAIL

EFFECTIVE DATE OF APPOINTMENT:

5 (YYYY/MM/DD)

PART B

6 I consent to my appointment as auditor for the above-named individual. I am aware of the duties and responsibilities of this position under the *Election Act* and I am qualified to act as auditor under section 179 of the *Election Act*.

SIGNATURE OF AUDITOR

DATE: (YYYY/MM/DD)

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

PART C

7 SIGNATURE OF NOMINEE / CANDIDATE	DATE: (YYYY/MM/DD)
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CEO / DEO USE ONLY
DATE RECEIVED: (YYYY/MM/DD)

THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION.
PLEASE KEEP A COPY FOR YOUR RECORDS

This information is collected under the authority of the *Election Act* and the *Freedom of Information and Protection of Privacy Act*. The information will be used to administer provisions under the *Election 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

APPOINTMENT OF AUDITOR - 321 INSTRUCTIONS

PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

PART A

- ① Name of nominee/candidate.
- ② This is the name of the electoral district in which the nominee/candidate wishes to seek election.
- ③ If you are appointing an individual as the auditor, complete this form as indicated. If you are appointing a firm as the auditor, enter the full name of the auditing firm in the space provided for the auditor's name.
- ④ Enter contact information. As a minimum, the *Election Act* requires that a mailing address and phone number be provided. Please note this form is available for public inspection.
- ⑤ The effective date of appointment means the day on which the auditor assumes that position.

PART B

- ⑥ The auditor must sign the appointment form, consenting to the appointment, confirming their qualification to act as an auditor, and acknowledging the duties and responsibilities of the position. If a firm has been appointed as auditor, an authorized individual of the firm must complete the consent statement.

An auditor must be qualified to be the auditor of a reporting company under the *Business Corporations Act* [*Election Act*, s. 179]. This means that the individual is a C.A., C.P.A. or is certified by the Auditor Certification Board.

The following persons are disqualified from acting as an auditor:

- election officials, voter registration officials or employees of Elections BC;
- individuals who do not have full capacity to enter into contracts;
- the candidate's financial agent;
- an individual who is a member of the same firm as the candidate's financial agent or a firm of which the candidate's financial agent is a member; and
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years [*Election Act*, s. 179].

PART C

- ⑦ The appointment must be signed by the nominee/candidate.

Signing a false statement is an offence and is subject to the following penalties: a fine of up \$20,000; imprisonment for a term not longer than two years; or both [*Election Act*, s. 266].

For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448
or contact

Elections BC
Mailing Address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6
Location: 1112 Fort Street, Victoria, BC
Phone: 250-387-5305
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665
Email: electionsbc@elections.bc.ca
Website: elections.bc.ca



ELECTIONS BC
A non-partisan Office of the Legislature

APPOINTMENT OF FINANCIAL AGENT

325
(17/12)
s. 176(2)
Nomination

PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE REVERSE SIDE FOR INSTRUCTIONS

PART A

1 I AM ACTING AS MY OWN FINANCIAL AGENT

YES

FULL NAME OF NOMINEE / CANDIDATE

2 LAST NAME FIRST NAME MIDDLE NAME(S)

3 ELECTORAL DISTRICT

PART B – FINANCIAL AGENT CONTACT INFORMATION

I HEREBY APPOINT THE FOLLOWING INDIVIDUAL TO ACT AS MY FINANCIAL AGENT

THE INFORMATION BELOW WILL BE PUBLISHED (SEE REVERSE SIDE)

4 LAST NAME FIRST NAME MIDDLE NAME(S)

5 CONTACT
ALTERNATE PHONE

MAILING ADDRESS

FAX

CITY / TOWN

PROVINCE

POSTAL CODE

EMAIL

PHONE

EFFECTIVE DATE OF APPOINTMENT:

6 (YYYY/MM/DD)

PART C

7 I consent to my appointment as financial agent for the above-named individual. I am aware of the duties and responsibilities of this position under section 177 of the *Election Act* and I am qualified to act as financial agent under section 176 of the *Election Act*.

SIGNATURE OF FINANCIAL AGENT

DATE: (YYYY/MM/DD)

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

PART D

8 SIGNATURE OF NOMINEE / CANDIDATE

DATE: (YYYY/MM/DD)

CEO / DEO USE ONLY

DATE RECEIVED: (YYYY/MM/DD)

THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION.
PLEASE KEEP A COPY FOR YOUR RECORDS

This information is collected under the authority of the *Election Act* and the *Freedom of Information and Protection of Privacy Act*. The information will be used to administer provisions under the *Election 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

APPOINTMENT OF FINANCIAL AGENT - 325 INSTRUCTIONS

PLEASE PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

PART A

- ❶ Candidates may act as their own financial agent instead of appointing another individual.
- ❷ Name of nominee/candidate.
- ❸ Name of electoral district in which the nominee/candidate is seeking election.

PART B

If appointing another individual as financial agent:

- ❹ Name, mailing address and phone number of financial agent. This information will be published on Elections BC website and in local newspapers.
- ❺ Alternative phone number, fax and email address for financial agent. Contact phone number and email address will be available for public inspection
- ❻ The effective date of appointment means the day on which the financial agent assumes that position.

PART C

- ❼ The financial agent must sign the appointment form, indicating their consent to the appointment, confirming their qualifications to act as a financial agent, and acknowledging the duties and responsibilities of the position. The financial agent is responsible for administering the candidate's finances in accordance with the *Election Act*. For more information on the obligations of the financial agent, refer to the Guide for Financial Agents Appointed Under the *Election Act* and Part 10 of the *Election Act*.

The following individuals are disqualified from acting as a financial agent:

election officials, voter registration officials or employees of Elections BC;

individuals who do not have full capacity to enter into contracts;

an individual who is a member of the same firm as the individual who is the candidate's auditor or who is a member of the firm which is the candidate's auditor; and

individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years [*Election Act*, s. 176].

PART D

- ❽ The appointment must be signed by the nominee/candidate.

Signing a false statement is an offence and is subject to the following penalties: a fine of up \$20,000; imprisonment for a term not longer than two years; or both [*Election Act*, s. 266].

For more information
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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:	<small>last name</small>	<small>first & middle name(s)</small>
Street, rural route, post office box:		
City:	Province:	Postal Code:
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:

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:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

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

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

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

<i>legal description(s)</i>	<i>address(es)</i>

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