



**ELECTIONS BC**

A non-partisan Office of the Legislature

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

for Elector Organizations and their Financial Agents

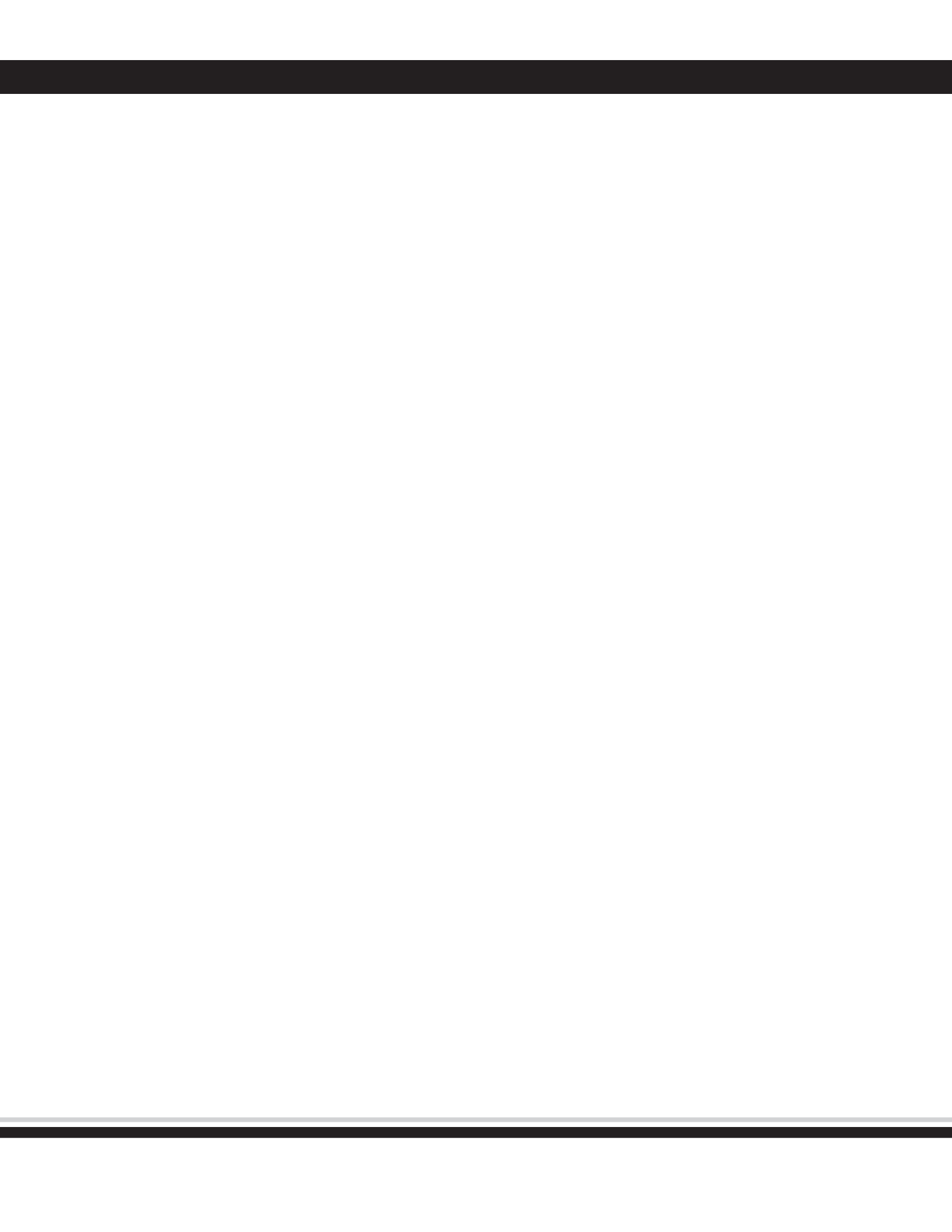


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## How to read this guide

The purpose of this guide is to assist elector organizations and their financial agents to understand their responsibilities and legal obligations under the *Local Elections Campaign Financing Act* (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to an elector organization's campaign. The last part of the guide includes instructions for completing the required disclosure statement that must be filed with Elections BC after General Voting Day.

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

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

## Contact

### **Elections BC Local Elections Campaign Financing**

Phone toll-free: 1-855-952-0280 / TTY: 1-888-456-5448

Email: [lecf@elections.bc.ca](mailto:lecf@elections.bc.ca)

Fax: 250-387-3578

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

Mailing Address:

PO Box 9275 Stn Prov Govt

Victoria, BC V8W 9J6

[elections.bc.ca/lecf](http://elections.bc.ca/lecf)



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



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

## Definitions

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

<b>Address for service</b>	A mailing address or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization.
<b>Anonymous contribution</b>	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
<b>Assent voting</b>	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum.”
<b>Authorized principal official</b>	An individual who makes legally binding statements and declarations on behalf of an elector organization. Responsibilities include the authority to appoint a financial agent, to endorse a candidate and to retain records related to campaign financing.
<b>B.C. Chief Electoral Officer</b>	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting.
<b>Campaign account</b>	An account in a savings institution opened by a financial agent to be used exclusively for the purposes of the election campaign.
<b>Campaign contribution</b>	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization. See page 17 for more information.
<b>Campaign contribution limit</b>	The maximum value of a campaign contribution that an eligible individual may provide.
<b>Campaign financing arrangement</b>	A written arrangement between an endorsed candidate and their elector organization that determines the amount of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.
<b>Campaign financing records</b>	The records maintained by a financial agent to complete disclosure statements for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election.
<b>Campaign period</b>	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.



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

<b>General Voting Day</b>	The final voting day in a general local election, by-election or assent voting event.
<b>Incurring an election expense</b>	Using property or services in such a way that their value is an election expense.
<b>Jurisdiction</b>	The applicable jurisdiction in which a general local election, by-election or assent voting event is held.
<b>Late filing deadline</b>	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
<b>Local authority</b>	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
<b>Local election officer</b>	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
<b>Market value</b>	The lowest price charged for equivalent property or services in the market area at the relevant time.
<b>Member</b>	An individual or organization who is a member of an organization. It does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
<b>Money</b>	Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
<b>Permissible loan</b>	A loan made by an eligible individual or savings institution to a candidate or elector organization.
<b>Placement cost</b>	The cost of purchasing election advertising space on the internet, including a social media site or website.
<b>Prohibited contribution</b>	A campaign contribution that is made or accepted in contravention of LECFA.
<b>Required contributor information</b>	Information that must be recorded for all campaign contributions: <ul style="list-style-type: none"> <li>(a) value of contribution</li> <li>(b) date the contribution was made</li> <li>(c) full name, mailing address and, if it is different, residential address of the contributor</li> </ul>
<b>Responsible principal official</b>	A principal officer of an elector organization who has consented to be a responsible principal official. Each elector organization must have at least two individuals consent to be responsible principal officials, one of which must be the authorized principal official.

<b>Significant contributor</b>	An eligible individual who makes:  (a) a campaign contribution having a value of \$100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.
<b>Sponsorship information</b>	An authorization statement that is required to be on most election advertising.
<b>Supplementary report</b>	A report that updates Elections BC of changed, added or corrected information to a disclosure statement. It includes a description of the circumstances leading to its submission.
<b>Surplus campaign funds</b>	The balance of money left in the campaign account after all financial transactions are completed.
<b>Third party sponsor</b>	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
<b>Transfer</b>	Movements of money, property or services between a candidate and their elector organization.
<b>Value of election advertising</b>	The value of election advertising is:  <ul style="list-style-type: none"> <li>▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or</li> <li>▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.</li> </ul>
<b>Volunteer</b>	An individual who provides services for no remuneration or material benefit, but does not include:  (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

## Elections BC

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

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

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements and supplementary reports
- assisting participants to comply with LECFA
- registering local advertising sponsors
- undertaking investigations and audits
- reporting on the administration of compliance with LECFA

### Privacy notice

The information collected by Elections BC in the campaign financing disclosure statements and supplementary reports is to administer the *Local Elections Campaign Financing Act*.

For more information, contact the Privacy Officer at Elections BC:

1-800-661-8683, [privacy@elections.bc.ca](mailto:privacy@elections.bc.ca) or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

## Elections BC: local elections campaign financing guides

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

- Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.

## Local elections: shared roles and responsibilities

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

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

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

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

Local election officers are responsible for:

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

## Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers
Nomination process	Local election officers
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
School trustees/school board elections	Ministry of Education
Legislation for local elections	Ministry of Municipal Affairs and Housing

# Campaign financing for elector organizations

The *Local Elections Campaign Financing Act* (LECFA) includes:

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

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

**Important note:** Elector organizations cannot incur campaign period expenses that are subject to an expense limit except on behalf of their candidates in accordance with their signed campaign financing arrangements. See page 35 for more information.

## Campaign financing periods

There are two campaign financing periods: the election period and the campaign period.

### Election period

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

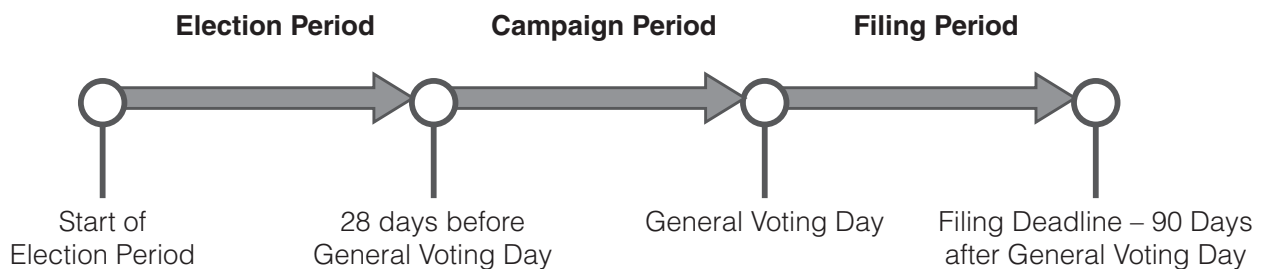
### Campaign period

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

### Filing period

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

### Campaign Financing Periods



# Financial agents and responsible principal officials

## Financial agents

All elector organizations must have a financial agent. The financial agent is legally responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act* (LECFA).

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

## Appointment requirements

An elector organization must appoint a financial agent before any financial transactions (such as campaign contributions, transfers and expenses) occur.

Financial agent appointments must be made in writing and delivered to the local election officer by the end of the nomination period. Appointment information includes:

- the full name of the financial agent
- the effective date of appointment
- contact information
- address for service
- signatures of the financial agent and authorized principal official of the elector organization

## Responsibilities

Financial agents must understand their responsibilities under LECFA.

Financial agents are responsible for:

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

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



- ensuring all transactions of money are made through the campaign account, including expenses for the day-to-day administration of the elector organization during an election period or campaign period
- ensuring election advertising contains the required sponsorship information
- approving and signing a separate campaign financing arrangement for each of the elector organization's candidates
- determining the market value of in-kind contributions and expenses, including election advertising
- accepting and depositing permitted campaign contributions
- incurring, paying, recording and disclosing election expenses
- pre-approving all election expenses incurred by others
- making and receiving transfers of money between the elector organization's own campaign accounts or between the elector organization and its candidates
- making and receiving in-kind transfers between the elector organization and its candidates
- filing a campaign financing disclosure statement
- responding to questions from Elections BC after filing the disclosure statement
- ensuring all required financial records are given to the authorized principal official after the disclosure requirements are met

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

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

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of an elector organization or its campaign.

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

## Responsible principal officials

An elector organization must appoint at least two responsible principal officials to represent the elector organization. One of them must act as the authorized principal official, who is also responsible for:

- making any required declarations under LECFA on behalf of the elector organization
- ensuring that the financial agent completes all filing obligations

## Changes and updated information

If the appointment information of a financial agent or responsible principal official changes, the elector organization must provide the updated information as follows:

- before General Voting Day, to the local election officer
- after General Voting Day, to Elections BC

To appoint or change a financial agent or their information, complete Form 4420 found on the Elections BC website: [elections.bc.ca/lecf](http://elections.bc.ca/lecf).

To appoint or change a responsible principal official or their information, complete form 4421 found on the Elections BC website: [elections.bc.ca/lecf](http://elections.bc.ca/lecf).

## Campaign accounts

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and **must** be used exclusively for the election campaign. Elector organizations cannot use operating accounts to pay for any expenses incurred during an election period or a campaign period.

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

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

Financial agents must open a separate campaign account for each campaign. An elector organization must have separate accounts from its endorsed candidates.

**An elector organization endorsing candidates in multiple jurisdictions is operating multiple election campaigns.**

**Example**

An elector organization is endorsing candidates in both a municipality and a school district. The elector organization wants to open one campaign account and operate as a single election campaign.

***Is this permissible?***

No. An elector organization must open a separate campaign account for each election campaign and ensure that all financial transactions for each campaign go through the correct campaign account.

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

**Examples of elector organization campaign account names**

“XYZ Elector Organization campaign”

“Campaign of XYZ School District”

“XYZ Elector Organization”

## When to open

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

- paying for an election expense
- receiving a transfer from a candidate

Financial agents are encouraged to open campaign accounts as early as possible.

## Using the campaign account

The *Local Elections Campaign Financing Act* includes detailed rules on how a campaign account is used.

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

### Examples of Campaign Account Transactions

Deposits	Withdrawals
<ul style="list-style-type: none"> <li>▪ campaign contributions</li> <li>▪ fundraising income</li> <li>▪ transfers from an endorsed candidate</li> <li>▪ interest</li> <li>▪ dividends of shares paid by a credit union</li> </ul>	<ul style="list-style-type: none"> <li>▪ election expenses</li> <li>▪ expenses for day-to-day administration during an election period or campaign period</li> <li>▪ campaign-related professional fees</li> <li>▪ other expenses incidental to the election campaign</li> <li>▪ financial agent salary or stipend</li> <li>▪ repayment or remittance of prohibited contributions</li> <li>▪ transfers to an endorsed candidate</li> <li>▪ disbursement of surplus campaign funds</li> <li>▪ campaign account fees</li> </ul>

## Volunteers

An elector organization's campaign may have paid campaign workers and/or volunteers.

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

Volunteers:

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

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

### Example

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

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

### Example

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

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

## Employer

An employer that is a sole proprietorship may provide their employees to a campaign for free. The employees are not volunteers because they are getting paid while providing that service. The employer is making a contribution to the elector organization as an eligible individual. The value of the contribution is the cost to pay the employees to provide the service and is subject to the employer's contribution limit (see page 17). This value is also an election expense of the elector organization.

It is prohibited for employers that are organizations to provide employees to a campaign for free.

### Example

Maurice, an eligible individual who owns a sole proprietorship, offers an employee to an elector organization's campaign for free. The total cost for wages for five days is \$500.

#### ***What is the amount of the campaign contribution?***

The amount of the campaign contribution from Maurice is \$500. The \$500 is also an election expense.

## Campaign contributions

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

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

Elector organizations cannot make campaign contributions of money to their own campaign or to the campaign of a candidate. However, elector organizations can make transfers of money from their campaign accounts to their endorsed candidates.

### Campaign contribution source restrictions

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

An eligible individual is:

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

### Campaign contribution limits

There is an annual campaign contribution limit. An eligible individual may not contribute more than the annual limit, in total, to the elector organization and its endorsed candidates for each calendar year. This limit includes any loans made by an eligible individual to an elector organization. The campaign contribution limit for each calendar year can be viewed on the Elections BC website at [elections.bc.ca/lecf](http://elections.bc.ca/lecf).

A group of candidates endorsed by the same elector organization can make additional contributions to the elector organization that do not exceed the contribution limit.

When an elector organization endorses a candidate, the financial agent for the candidate must give the elector organization's financial agent the candidate's contribution information. The financial agent for the elector organization must ensure that contributions from eligible individuals do not exceed the limit.

For elector organizations that endorse candidates in multiple jurisdictions, eligible individuals may contribute up to the limit to each of the elector organization's campaigns during a calendar year.

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

## Making and accepting campaign contributions

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized by the financial agent.
- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.
- Campaign contributions of money received by an elector organization must be deposited into the correct campaign account. This means contributors must advise the elector organization which campaign they are contributing to (e.g., municipal campaign or the school district campaign). If the financial agent cannot determine which campaign the contribution is for, they must contact the contributor.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- When accepting a campaign contribution, the financial agent, or authorized individual, must record the value, the date the contribution was made and the required contributor information.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money.

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



## Anonymous contributions

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

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

An anonymous contribution must be truly anonymous. This means that the financial agent does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous.

### Example

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

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

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

## Discounted property or services

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

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

### Example

Jeremy is a sole proprietor of a sign shop and gives a special discount on signs to an elector organization. The signs would normally cost \$1,500, but the elector organization is only charged \$1,000. Jeremy has made a campaign contribution as an eligible individual.

(Remember that organizations cannot make campaign contributions so if Jeremy's business is incorporated, it must not give the elector organization a discount.)

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

The campaign contribution is valued and recorded as \$500 (\$1,500 - \$1,000).

## Donated property or services

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

### Example

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

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

The value of the campaign contribution is \$500.

## Capital assets

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

### Example

Miriam provides office furniture to an elector organization to use in their campaign office for one month. The furniture would cost \$500 per month to rent.

#### *Is Miriam making a campaign contribution to the elector organization?*

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

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

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

Financial agents must record the following for each campaign contribution:

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

**A residential address is the eligible individual's home address. Mailing addresses such as a PO box, work address or commercial address are not acceptable.**

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

**Example**

Fran, the financial agent for an elector organization, receives a contribution by cheque from Sam and Pat Smith for \$300. Fran must determine which eligible individual made the contribution.

**Scenario 1**

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

**Scenario 2**

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

## Significant contributors

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

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

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

**Elections BC will remove residential addresses of contributors before publishing disclosure statements.**

**Example 1**

On September 1, Raj, an eligible individual, donates a \$50 gift certificate for use in a silent auction for the elector organization's campaign. It is the first contribution Raj has made.

***Is Raj a significant contributor?***

No. The value is less than \$100.

**Example 2**

On September 23, Raj gives the elector organization a \$75 cash campaign contribution.

***Is Raj now a significant contributor?***

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

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

**Prohibited contributions**

It is an offence to make or knowingly accept a prohibited contribution. If the financial agent becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days.

If the contribution cannot be returned (such as an anonymous contribution over \$50) the financial agent must send it to Elections BC.

**Example 1**

An elector organization receives an anonymous contribution of \$75 in an envelope. They keep \$50 and send the remaining \$25 to Elections BC.

***Is this permissible?***

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

**Example 2**

Carrie, an eligible individual, has already contributed \$1,200 to an elector organization. She makes another contribution of \$300 in the same calendar year.

***Is this permissible?***

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

**Contribution rules**

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

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

Acceptable contributions	Prohibited	Not contributions
<ul style="list-style-type: none"> <li>▪ money given to a financial agent or an individual they have authorized</li> <li>▪ non-monetary property and services</li> <li>▪ discounts on property or services</li> <li>▪ anonymous contributions of \$50 or less</li> <li>▪ a person paying the campaign more than market value for goods or services</li> <li>▪ membership fees for an established elector organization</li> </ul>	<ul style="list-style-type: none"> <li>▪ contributions made by organizations and ineligible individuals</li> <li>▪ contributions that exceed the \$1,200 contribution limit</li> <li>▪ giving a contribution to someone other than the financial agent or someone they have authorized</li> <li>▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information</li> <li>▪ making or accepting indirect campaign contributions</li> <li>▪ contributions from elector organizations</li> <li>▪ making or accepting an anonymous campaign contribution of more than \$50</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided by a volunteer including the use of their own property in that role</li> <li>▪ transfers of money, property, or services between an elector organization and its endorsed candidates</li> <li>▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a legitimate periodical, radio or television program</li> <li>▪ publications intended to be sold whether or not there was an election</li> </ul>

**Example 1**

Jane contributes cash to an elector organization but is later reimbursed by her employer.

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

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

**Example 2**

Amir is a volunteer for an elector organization and sets up a campaign office at his home and uses his personal computer and office supplies to make brochures.

***Did Amir make a campaign contribution?***

No. Property or services provided by a volunteer is not a contribution.

## Fundraising functions

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

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

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

### Example 1

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

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

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

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

### Example 2

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

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

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

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

All campaign funds received at a fundraising function must be deposited into the campaign account. Financial agents are not permitted to use cash received at the function to pay for any expenses.

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



Financial agents must deposit all campaign income from the function into the campaign account and pay for costs of the function from the campaign account separately.

### **Example**

An elector organization hosts a burger and beer fundraiser at a pub for \$20 per meal. The pub collects \$400 and charges the elector organization \$200 to host the event. The pub gives Tim, the financial agent, their \$200 profit, which Tim deposits into the campaign account.

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

No.

#### ***What should Tim have done?***

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

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

All money received must be deposited into the campaign account.

### **Example 1**

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

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

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

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

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

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

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

**Example 2**

An elector organization hosts a silent auction and purchases a gift certificate for \$75. The gift certificate is sold to Kim for \$100.

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

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

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

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

**Loans or debts**

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

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

If a loan or debt becomes a campaign contribution after the disclosure statement is filed with Elections BC, the financial agent must file a supplementary report. See page 50 for information on supplementary reports.

## Permissible loans

Elector organizations may receive loans from eligible individuals and savings institutions for campaign use. A loan received from an eligible individual must be counted towards the contribution limit for that individual in the calendar year the loan was received. Loans from savings institutions must not have an interest rate that is lower than the prime rate of the government's principal banker.

Financial agents must record the following for each loan received:

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

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days.

## Other deposits

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

- interest earned on the account
- dividends of shares of a credit union
- money earned through product sales
- some fundraising income
- surplus campaign funds from a previous election
- transfers (see page 30)

### Recording requirements for other deposits

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

All money received must be deposited into the campaign account.

## Transfers

Transfers, both monetary and in-kind, are reported as “other deposits.”

Transfers include:

- movements of money between an elector organization and its candidates
- provision of property or services between an elector organization and its candidates

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

**Elector organizations cannot make transfers between their campaign accounts in different jurisdictions (e.g., municipal and school district).**

## Recording requirements for transfers

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

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

- the date and dollar amount of the transfer
- the name of the candidate

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

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

### Example

An elector organization provides election signs to its endorsed candidate, Irene, on August 31, 2018.

***What must the elector organization report for this transfer?***

The elector organization must report that the signs were given to Irene on August 31, 2018 by reporting an in-kind transfer to Irene.

## Candidates seeking endorsement

Individuals may seek endorsement from an elector organization. They are able to collect campaign contributions and transfer those funds to the elector organization before the endorsement is official. If they do not become officially endorsed, the elector organization must return the amount to the candidate.

## Expenses and expense limits

### Election expenses

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

#### Election period expenses:

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

#### Campaign period expenses:

- The campaign period begins on the 28th day before GVD and ends at the close of voting on GVD.
- Election expenses used in the campaign period are campaign period expenses.
- Elector organizations cannot incur campaign period expenses, except expenses for the day-to-day administration of the elector organization, unless they enter into a campaign financing arrangement with each of their candidates prior to the campaign period.

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

#### Day-to-day administrative expenses

Expenses incurred in an election period or campaign period for the day-to-day administration of the elector organization are election expenses and must be paid or reimbursed from a campaign account. They must also be reported in the elector organization's disclosure statement.

### Examples of Expenses

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

Election expenses	Non-election expenses that require recording and disclosure	Not election expenses
<ul style="list-style-type: none"> <li>▪ campaign advertising (such as signs, brochures, newspaper ads, etc.)</li> <li>▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.)</li> <li>▪ campaign signs, including signs reused or repurposed from previous elections</li> <li>▪ professional photographs used in election advertising</li> <li>▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally)</li> <li>▪ paid research and opinion polling and campaigning (such as operating a phone bank)</li> <li>▪ campaign office costs</li> <li>▪ bank fees</li> <li>▪ costs associated with the day-to-day administration of an office that operates outside of an election, including salaries and wages paid to permanent staff. Day-to-day administrative expenses not subject to expense limits.</li> </ul>	<ul style="list-style-type: none"> <li>▪ sign or damage deposits</li> <li>▪ legal or accounting services used to comply with LECFA</li> <li>▪ financial agent services</li> <li>▪ incidental expenses related to the campaign (such as payments made for the purposes of campaign fundraising)</li> <li>▪ interest on a loan to an elector organization for election expenses</li> <li>▪ costs associated with sending communications exclusively to members of the elector organization</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.)</li> <li>▪ free media coverage from a legitimate media provider (such as news stories, interviews, current affairs program, etc.)</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>

## Valuing expenses

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

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

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

If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, those costs do not need to be added to the value obtained in the quote.

#### Example

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

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

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

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

If only a portion of property or services is used in an election, only that portion is an election expense. The unused portion is an intended election expense and is recorded as “other payments from the campaign account.”

### Example 1

An elector organization purchases 500 brochures for \$200 but only uses 250.

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

Since the elector organization only used half of the brochures, the value of the election expense is \$100. The remaining \$100 is recorded as an intended election expense and reported as an “other payment from campaign account.”

### Example 2

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

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

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

#### ***Election period expense***

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

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

#### ***Campaign period expense***

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

The value of the campaign period expense is \$509.35 (can be rounded to \$509).



## Expense limits

The Ministry of Municipal Affairs and Housing and the Ministry of Education calculate the campaign period expense limits for candidates.

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

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

Elections BC will publish the expense limits on our website no later than May 31 in the year of general local elections. See [elections.bc.ca/lecf](https://elections.bc.ca/lecf).

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

## Campaign financing arrangements

Elector organizations do not have their own campaign period expense limit. To incur campaign period expenses other than expenses for the day-to-day administration of the elector organization, they must have a campaign financing arrangement (CFA) with each of their endorsed candidates. Campaign period expenses for the day-to-day administration of the elector organization do not need to be attributed to candidates and are not subject to campaign period expense limits.

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

A campaign financing arrangement must be:

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

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

If the total of a candidate's campaign period expenses and the elector organization's campaign period expenses attributed to that candidate, exceed the candidate's expense limit:

- Disqualification penalties will apply
- The elector organization commits an offence

If an elector organization exceeds their share of an expense limit, monetary penalties will apply.

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

Campaign financing arrangements may be amended or terminated.

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

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

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

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

## Attributing campaign period expenses to a candidate's expense limit

Elector organizations must attribute all campaign period expenses, except expenses for the day-to-day administration of the elector organization, to their candidates. This must be done on a reasonable basis in proportion to the amount of time and space the expense provides to each candidate.

### Example 1 – Promotion of elector organization only

An elector organization places a newspaper ad for \$500 to promote the elector organization. The ad does not mention the names of any of its five endorsed candidates.

#### *How must this expense be attributed?*

Since the ad does not name any candidates, the expense must be evenly attributed to each of the candidates. Therefore, \$100 ( $\$500 \div 5 \text{ candidates} = \$100$ ) would be attributed to each candidate in the elector organization's disclosure statement.

### Example 2 - Equal promotion of endorsed candidates

An elector organization endorsing five councillor candidates and one mayoral candidate purchases signs with pictures and names of each candidate for \$4,200. Candidates have the same amount of space on each sign.

#### *How must this expense be attributed?*

Since the signs equally promote all candidates, the expense must be evenly attributed to each candidate. Therefore, \$700 ( $\$4,200 \div 6 \text{ candidates} = \$700$ ) would be attributed to each candidate in the elector organization's disclosure statement.

**Example 3 - Unequal promotion**

An elector organization endorsing five councillor candidates and one mayoral candidate purchases signs with pictures and names of each candidate for \$4,200. The picture and name of the mayor takes up twice as much space as each councillor candidate.

***How must this expense be attributed?***

The expense must be divided so that the amount attributed to the mayoral candidate is twice the amount attributed to each councillor candidate. In this case, \$600 ( $\$4,200$  divided by seven portions = \$600 per portion) will be attributed to each councillor candidate and \$1,200 (two portions = \$600 multiplied by two = \$1,200) will be attributed to the mayoral candidate.

**Example 4 - Meet-and-greet candidates**

An elector organization is hosting a “meet-and-greet our candidates” event for its six candidates: five for councillor and one for mayor. The elector organization pays \$600 to rent an auditorium and purchases \$300 worth of flyers for distribution which promote all the candidates equally.

***How must this expense be attributed?***

Since the auditorium rental promotes the candidates equally, the \$600 must be evenly attributed to the candidates, which would be \$100 each ( $\$600$  divided by six candidates = \$100).

Similarly, as the flyers promote the candidates equally, the \$300 should be evenly attributed to the candidates, which would be \$50 each ( $\$300$  divided by six candidates = \$50).

For further assistance on how to attribute expenses to endorsed candidates, contact Elections BC.

**Incurring and paying for expenses**

All election expenses must:

- be approved by the financial agent before they are incurred
- be paid for by the financial agent or an individual authorized in writing by the financial agent
- be paid or reimbursed from the campaign account. Receipts must be submitted to the financial agent for reimbursement.

## Post-election expenses

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

## Recording requirements for expenses

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

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

Election expenses are broken down into the following categories:

Advertising:

- signs and billboards (including reused signs, lumber, sign wires, etc.)
- value of reused signs
- brochures, pamphlets and flyers
- newspaper, magazine and journal
- internet
- radio
- television
- other advertising (including business cards, promotional items, etc.)

Campaign Administration:

- bank fees
- courier services and postage
- rent, insurance and utilities
- furniture and equipment
- office supplies
- salaries and wages (excluding financial agent salaries)
- professional services
- other campaign administration expenses
- convention and similar meeting expenses
- other campaign related functions
- research and polling
- interest expenses
- other expenses

Day-to-day administrative expenses are election expenses but are not subject to the expense limit. They are reported separately in the elector organization's disclosure statement.

## Election advertising

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

Election advertising is any transmission of a communication to the public during a campaign period that directly or indirectly promotes or opposes a candidate or an elector organization, including a communication that takes a position on an issue associated with a candidate or elector organization.

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

Election advertising does not include the following:

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

**Examples**

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

**Determining the sponsor of election advertising**

The sponsor of election advertising is the elector organization that pays for the advertising.

The elector organization is still the sponsor even if:

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



**Example**

A local parents' group meets with an elector organization and they decide, with the consent of the elector organization's financial agent, that the group will create brochures on behalf of the elector organization and distribute them door-to-door during the campaign period. The elector organization pays the local parents' group the market value for creating and distributing the brochures. (Remember, since only eligible individuals may make a campaign contribution, the group must not pay for the advertising.)

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

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

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

**Sponsorship information on election advertising**

Sponsorship information, also known as an authorization statement, is required on most election advertising and must include:

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

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

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

### Example 1

#### *Election signs*

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

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

### Example 2

#### *Elector organization sponsor*

Authorized by Susan Wong, abc@electororg.ca

### Example 3

#### *Another language*

Authorized by John Smith, financial agent 604-123-4567  
 जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

## Election advertising exempt from sponsorship information

Certain types of election advertising do not require sponsorship information:

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

## Sponsorship information for advertising on the internet

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

## Where and when election signs may be placed

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

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways. Please refer to the Ministry's policy at <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/technical-circulars/election-referendum-sign-policy>.

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

## Authority to remove election advertising

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

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

## Campaigning restrictions on General Voting Day

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

- election advertising on the internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting
- advertising by means of signs, posters or banners
- distributing pamphlets
- advertising on the internet that is for the sole purpose of encouraging voters to vote

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

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

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

## Determining the value of election advertising

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

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

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

### Example 1

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

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

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

### Example 2

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

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

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

The value of designing the brochure is not included in the value of the election advertising because it was made with Sabrina's own property and she is a volunteer.

## Third party advertising sponsor

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

An elector organization may also act as a third party advertising sponsor but not for the election in which they are endorsing candidates. This means that generally, an elector organization can only be a third party sponsor outside their own jurisdiction. Elector organizations considering becoming third party sponsors should contact Elections BC and must register with Elections BC before conducting third party advertising.

### Example

An elector organization in Vancouver could register as a third party sponsor and do third party advertising in Whistler as long as the advertising is not related to their own campaign.

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

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

## Surplus campaign funds

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

The financial agent for an elector organization may deal with the elector organization's surplus campaign funds as follows:

- pay the balance to the elector organization, or
- disburse the surplus as directed by the elector organization

## Disclosure statements

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

### Who must file

Financial agents are responsible for filing disclosure statements even if there were few or no financial transactions. Responsible principal officials also have a responsibility to ensure that their financial agents file their disclosure statements.

Disclosure statements can be filed by:

- email
- mail
- courier
- fax
- hand to a Service BC Centre ([servicebc.gov.bc.ca/locations](https://servicebc.gov.bc.ca/locations))
- hand to the Elections BC office in Victoria

### Filing deadline

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

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

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

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

## Late filing deadline

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

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

## Compliance review

Elections BC conducts a routine compliance review of each disclosure statement to ensure the requirements under the *Local Elections Campaign Financing Act* are met. If any issues are identified, Elections BC will contact the financial agent to request additional information.

If issues identified during the compliance review remain unresolved, Elections BC may require the financial agent to file a supplementary report.

## Supplementary reports

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



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

A supplementary report must:

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

## Requirement for retaining records

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

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

Financial agents must keep all campaign financing records and other material related to the disclosure statement in British Columbia until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the authorized principal official for the elector organization becomes responsible for retaining records and materials.

## Public information

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

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

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

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

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

### Campaign financing penalties and offences

Failing to comply with the campaign financing and election advertising rules in the *Local Elections Campaign Financing Act* (LECFCA) is an offence and a person who commits an offence is liable to a fine and/or imprisonment.

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

A list of disqualified candidates, elector organizations and advertising sponsors is available on the Elections BC website and at the Elections BC office in Victoria.

### Failing to file a disclosure statement

Elector organizations who fail to file a disclosure statement or supplementary report are disqualified from endorsing candidates and prohibited from accepting campaign contributions or incurring election expenses until after the next general local elections. However, elector organizations may still accept campaign contributions for the purpose of paying debts in relation to the election to which the penalty applies.

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

An elector organization and its financial agent commit an offence if a disclosure statement is not filed. The elector organization is liable to a fine of up to \$20,000 and the financial agent is liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

## Exceeding the expense limit

Elector organizations that exceed their portion of an expense limit must pay a monetary penalty of five times the amount by which they exceeded the limit. If the penalty is not paid within 30 days, the elector organization becomes disqualified from endorsing candidates and prohibited from accepting campaign contributions or incurring election expenses until after the next general local elections.

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

It is also an offence to exceed the expense limit and an elector organization that exceeds the limit is liable to a fine of up to \$10,000.

## Providing false or misleading information

Providing false or misleading information or making false or misleading statements under LECFA is an offence. Individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years. Organizations that commit such an offence are liable to a fine of up to \$20,000.

## Court orders for relief

Elector organizations, financial agents or responsible principal officials can apply to the Supreme Court for relief from disclosure requirements and expense limit penalties. These applications must be made before the late filing deadline.

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

For details on filing for court relief, see sections 66-72 of the *Local Elections Campaign Financing Act*.



## Disclosure statement completion instructions

The disclosure statement forms provided by Elections BC are mailed after endorsement information is received from local authorities. These forms contain the contact information provided on the endorsement documents. Blank versions of these forms are also available online at [elections.bc.ca/lecf](https://elections.bc.ca/lecf).

The following are some general instructions when completing all forms:

- Separate disclosure statements must be filed for each jurisdiction where the elector organization endorsed candidates.
- Submit all relevant forms. Forms not relevant to the elector organization's campaign do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand.
- Complete the detailed forms first then carry forward the totals to the summary forms.
- Ensure the elector organization's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 20, 2018, enter 2018/10/20.
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.

## 4400 – Disclosure Statement Cover Page

The cover page must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

1. Enter the date of General Voting Day (YYYY/MM/DD).
2. Enter the full name of the elector organization and (if different) its legal name and ballot name.
3. Enter the jurisdiction and election area where the elector organization endorsed candidates.
4. Enter the full name, mailing address, phone number and (if available) email address of the appointed financial agent.
5. Enter the date the financial agent was appointed. If others were previously appointed as financial agent for this election, provide their information on Form 4412 – Former Financial Agents.
6. Enter the full name, mailing address, phone number and (if available) email address of the authorized principal official of the elector organization.
7. Enter the full name and mailing address of the responsible principal official of the elector organization.
8. Tick this box if the elector organization is registered with Elections BC as a third party advertising sponsor. A separate disclosure statement must be filed for third party sponsors.
9. The declaration must be signed and dated by the financial agent and the authorized principal official. If the authorized principal official is also the financial agent, only one signature is required.

## 4400 - DISCLOSURE STATEMENT COVER PAGE

### LOCAL ELECTIONS ELECTOR ORGANIZATION



GENERAL VOTING DAY (YYYY/MM/DD) <b>1</b> 2018/10/20			
NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION			
LEGAL NAME OF ELECTOR ORGANIZATION (IF DIFFERENT) <b>2</b> XYZ ELECTOR ORGANIZATION OF VANCOUVER			
BALLOT NAME OF ELECTOR ORGANIZATION (IF DIFFERENT) XYZ			
JURISDICTION VANCOUVER		ELECTION AREA <b>3</b> VANCOUVER	
<b>Financial agent:</b>			
FINANCIAL AGENT'S FULL NAME DEBORAH CURTIS <b>4</b>			EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) <b>5</b> 2018/07/01
FINANCIAL AGENT'S MAILING ADDRESS 9261 18 AVE W			PHONE NO. 604-555-9876
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V5W 4J8	EMAIL (IF AVAILABLE) DEB@CURTIS.CA
<b>Authorized principal official:</b>			
AUTHORIZED PRINCIPAL OFFICIAL'S FULL NAME DANIEL MARCUS KLINE <b>6</b>			
AUTHORIZED PRINCIPAL OFFICIAL'S MAILING ADDRESS 428 OCEAN CRES			PHONE NO. 778-123-1234
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V7K 9A2	EMAIL (IF AVAILABLE) DKLINE@EMAIL.CA
<b>Responsible principal official:</b>			
RESPONSIBLE PRINCIPAL OFFICIAL'S FULL NAME OSKAR GORDON GREENE <b>7</b>			
RESPONSIBLE PRINCIPAL OFFICIAL'S MAILING ADDRESS 8827 MILLVIEW DR			
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V7P 2B3	
<b>8</b> <input type="checkbox"/> Tick if elector organization was also a third party sponsor			

**DECLARATION:**

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act*.

SIGNATURE OF AUTHORIZED PRINCIPAL OFFICIAL <i>Daniel Kline</i> <b>9</b>	SIGNATURE OF FINANCIAL AGENT <i>Deborah Curtis</i>
DATE (YYYY/MM/DD) 2019/01/15	DATE (YYYY/MM/DD) 2019/01/15

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

## 4401 – Endorsed Candidates and Campaign Accounts

All elector organizations must complete and file this form. This form lists all candidates the elector organization endorsed in the jurisdiction to which this disclosure statement relates.

1. Enter the full name of each candidate endorsed and (if different) the name the candidate used on the ballot. Include all candidates endorsed when the elector organization filed endorsement documents, even if the endorsement was later withdrawn.
2. Enter the office sought by each endorsed candidate (e.g., mayor, councillor, board of education trustee, electoral area director, etc.).
3. Enter the election area in which each endorsed candidate sought election.
4. Enter the name and address of each savings institution where the elector organization had an account for this campaign.



**4401 - ENDORSED CANDIDATES AND  
CAMPAIGN ACCOUNTS**  
**LOCAL ELECTIONS ELECTOR ORGANIZATION**



NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

**Attach additional forms if necessary.**

CANDIDATE'S FULL NAME (INCLUDE BALLOT NAME IF DIFFERENT) <b>1</b>	OFFICE SOUGHT <b>2</b>	ELECTION AREA <b>3</b>
DAVID PETER MILLER (PETE MILLER)	MAYOR	VANCOUVER
TIAN MINGZHU	COUNCILLOR	VANCOUVER
MYRTLE WELLS	COUNCILLOR	VANCOUVER
COLIN ANDREW FOX	COUNCILLOR	VANCOUVER
ANTONIO RUIZ (TONY RUIZ)	COUNCILLOR	VANCOUVER
NOBU TANAKA	PARK BOARD COMMISSIONER	VANCOUVER
LELAND MCKINNEY	PARK BOARD COMMISSIONER	VANCOUVER
SHEILA BECKER	PARK BOARD COMMISSIONER	VANCOUVER
WINSTON SCHWARTZ	PARK BOARD COMMISSIONER	VANCOUVER

**Campaign account(s)**

NAME OF SAVINGS INSTITUTION  
WEST COAST SAVINGS

ADDRESS  
123 CHEQUING ST, VANCOUVER, BC V1A 3B4

NAME OF SAVINGS INSTITUTION  
VANCOUVER CREDIT UNION

ADDRESS  
3333 SAVINGS BLVD, VANCOUVER, BC V2A 1C1

## 4402 – Campaign Financing Summary

This form is a summary of the inflows and outflows of the elector organization's campaign. The information is carried forward from other disclosure statement forms. Complete this form after the totals from the related forms are calculated. Depending on the elector organization's campaign, inflows may not equal outflows.

1. Enter the total value of campaign contributions received as reported in box A of Form 4403 – Summary of Campaign Contributions.
2. Enter the total value of all permissible loans as reported in box B on Form 4405 – Permissible Loans.
3. Enter the total value of all other deposits into the campaign account and in-kind transfers as reported in box A on Form 4406 – Other Deposits into Campaign Account and In-kind Transfers.
4. Add the above three values and enter the total inflows of the campaign in this box.
5. Enter the value of election period expenses, as reported in box A on Form 4408 - Election Expenses and Exclusions.
6. Enter the value of election period day-to-day administration expenses, as reported in box A on Form 4408A – Election Expenses for Day-to-day Administration.
7. Enter the value of campaign period expenses, as reported in box B on Form 4408.
8. Enter the value of campaign period day-to-day administration expenses, as reported in box B on Form 4408A.
9. Enter the total value of exclusions from election period expenses, as reported in box C on Form 4408.
10. Enter the total value of exclusions from campaign period expenses, as reported in box D on Form 4408.
11. Enter the total value of other payments from the campaign account and in-kind transfers, as reported in box A on Form 4410 – Other Payments from Campaign Account and In-kind Transfers.
12. Add the above seven values and enter the total outflows of the campaign in this box.
13. Enter the balance remaining in campaign accounts after all expenses have been paid.
14. Enter the dates and amounts of disbursement of the surplus funds.

# 4402 - CAMPAIGN FINANCING SUMMARY

## LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION  
 XYZ ELECTOR ORGANIZATION

Value of campaign contributions from all sources (box A on Form 4403)	1	31,860.50
Amount of all permissible loans received (box B on Form 4405)	2	11,000.00
Other deposits into campaign account and in-kind transfers (box A on Form 4406)	3	7,179.61
<b>TOTAL INFLOWS</b> (sum of above boxes)	4	50,040.11
Election period expenses (box A on Form 4408)	5	16,758.04
Election period day-to-day administrative expenses (box A on Form 4408A)	6	2,947.85
Campaign period expenses (box B on Form 4408)	7	10,901.12
Campaign period day-to-day administrative expenses (box B on Form 4408A)	8	1,240.00
Exclusions from election period expenses (box C on Form 4408)	9	788.22
Exclusions from campaign period expenses (box D on Form 4408)	10	420.00
Other payments from campaign account and in-kind transfers (box A on Form 4410)	11	15,932.73
<b>TOTAL OUTFLOWS</b> (sum of above boxes)	12	48,987.96

**DISBURSEMENT OF SURPLUS FUNDS** – Disclose the amount of funds left in campaign accounts after the payment of all expenses.

Balance remaining in campaign accounts (surplus funds) 13 149.18

DISBURSEMENT DATE	DISBURSEMENT AMOUNT
2019/01/05	14 149.18

## 4403 – Summary of Campaign Contributions

This form summarizes all campaign contributions the elector organization received in relation to their campaign including in-kind contributions and contributions from fundraisers. The rules and requirements for reporting fundraising function income is listed earlier in the guide. Contributions of goods and services must be recorded at their current market value.

1. Enter the total number of eligible individuals who gave less than \$100. Do not include the number of anonymous contributions received.
2. Enter the total value of all contributions of less than \$100 received from eligible individuals. If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on Form 4404 – Significant Contributors (\$100 or More).
3. Enter the total number of anonymous contributors.
4. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on Form 4407 – Prohibited Campaign Contributions and Loans.
5. Enter the total value of all significant contributions received from eligible individuals as reported on Form(s) 4404.
6. Add the above values and enter the total amount of contributions received in this box.

# 4403 - SUMMARY OF CAMPAIGN CONTRIBUTIONS

## LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION  
XYZ ORGANIZATION

**Campaign contributions include monetary and in-kind contributions.  
Do not include anonymous contributions with contributions less than \$100.**

Number of contributors who gave less than \$100 # **1** 203

Total contributions of less than \$100 \$ **2** 18,460.50

Number of anonymous contributors # **3** 34

Anonymous contributions \$ **4** 2,080.00

Significant contributions (Box A from Form 4404) \$ **5** 11,320.00

**TOTAL CONTRIBUTIONS** \$ **6** 31,860.50 **A**

## 4404 – Significant Contributors (\$100 or More)

This form is used to disclose all contributors who made one or more campaign contributions to the elector organization that total \$100 or more. If applicable, review the section on fundraising functions as income from these events may need to be disclosed on this form. Use additional pages as necessary.

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

**4404 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)****LOCAL ELECTIONS ELECTOR ORGANIZATION**
 NAME OF ELECTOR ORGANIZATION  
 XYZ ELECTOR ORGANIZATION

PAGE 1

OF 1

Attach additional forms if necessary.

1 FULL NAME OF CONTRIBUTOR (List only one name per contribution)	2 DATE OF CONTRIBUTION (YYYY/MM/DD)	3 \$ VALUE OF CONTRIBUTION	4 RESIDENTIAL ADDRESS OF CONTRIBUTOR
REGINALD DRAKE	2018/08/01	40.00	987 BEACH ST, VANCOUVER, BC V8A 1B2
REGINALD DRAKE	2018/09/01	40.00	987 BEACH ST, VANCOUVER, BC V8A 1B2
REGINALD DRAKE	2018/10/01	40.00	987 BEACH ST, VANCOUVER, BC V8A 1B2
DOREEN MARSHALL	2018/09/05	1,200.00	44 TREE PL, VANCOUVER, BC V7L 2L2
RAJESH SINGH	2018/09/05	1,200.00	676 ROCK CRES, VANCOUVER, BC V2V 9Z2
FENG CHU	2018/09/13	800.00	122 SHELL ST, VANCOUVER, BC V3J 4B4
SHEENA STRAUSS	2018/09/15	1,200.00	565 MOUNTAIN WAY, VANCOUVER, BC V9A 7E5
PREET PATEL	2018/09/21	1,200.00	988 SNOW ST, VANCOUVER, BC V1A 1B3
DEVIN CHOI	2018/10/01	1,200.00	872 RAIN PL, VANCOUVER, BC V8L 2P1
LINDA ROBERTS	2018/10/01	1,200.00	477 SLEET RD, VANCOUVER, BC V4W 9K3
MATTHEW HOLMES	2018/10/01	1,000.00	680 WIND DR, VANCOUVER, BC V1V 9K3
SHARON HOLMES	2018/10/01	1,000.00	680 WIND DR, VANCOUVER, BC V1V 9K3
ANTONIO CORTEZ	2018/10/05	1,200.00	315 SKY BLVD, VANCOUVER, BC V8P 3Q1
<b>SUBTOTAL OF THIS PAGE</b>		<b>5</b> 11,320.00	
<b>TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4404</b>		<b>6</b> 11,320.00	<b>A</b>

## 4405 – Permissible Loans Received

This form is used to report all permissible loans made to the campaign. All loans received must be reported even if they were completely paid off or forgiven. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the full name of the lender.
2. Enter the residential address of the lender if the loan is from an eligible individual.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
8. If the loan is from a savings institution, enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca/docs/fin/407.pdf](http://elections.bc.ca/docs/fin/407.pdf).
9. Enter the total of boxes A from all pages of this form to show the total amount of all loans. This value must be carried forward to Form 4402 – Campaign Financing Summary.



## 4405 - PERMISSIBLE LOANS

### LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION	PAGE <b>1</b>
	OF <b>1</b>

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

<b>LOAN</b>			
NAME OF LENDER <b>1</b> AIKO NAKAMURA			
RESIDENTIAL ADDRESS OF LENDER <b>2</b> 123 FEATHER ST, VANCOUVER, BC V8T 1L9			
<b>LOAN DETAILS</b>			
DATE RECEIVED (YYYY/MM/DD) <b>3</b> 2018/01/01	DATE DUE (YYYY/MM/DD) <b>4</b> 2019/01/01	\$ ORIGINAL AMOUNT OF LOAN <b>5</b> 1,000.00	<b>A</b>
\$ AMOUNT OF LOAN OUTSTANDING <b>6</b> 0.00	LOAN INTEREST RATE % <b>7</b> 0.00	PRIME RATE** % <b>8</b>	
<b>Report all loan payments as other payments from campaign account on Form 4410.</b>			

<b>LOAN</b>			
NAME OF LENDER VANCOUVER CREDIT UNION			
RESIDENTIAL ADDRESS OF LENDER*			
<b>LOAN DETAILS</b>			
DATE RECEIVED (YYYY/MM/DD) 2018/02/01	DATE DUE (YYYY/MM/DD) 2019/02/01	\$ ORIGINAL AMOUNT OF LOAN 10,000.00	<b>A</b>
\$ AMOUNT OF LOAN OUTSTANDING 0.00	LOAN INTEREST RATE % 5.00	PRIME RATE** % 3.00	
<b>Report all loan payments as other payments from campaign account on Form 4410.</b>			

<b>TOTAL AMOUNT OF ALL LOANS RECEIVED</b> (Sum of all boxes A on Form(s) 4405)	<b>9</b> 11,000.00	<b>B</b>
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**\*RESIDENTIAL ADDRESS:**  
REQUIRED FOR INDIVIDUAL LENDERS ONLY

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

## 4406 – Other Deposits into Campaign Account and In-kind Transfers

This form is used to report all money deposited into the campaign account that is not a campaign contribution or a loan and in-kind transfers. These include transfers from other campaign accounts of the elector organization, transfers from candidates, surplus funds from a previous election, return of deposits (e.g., damage deposit), fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals, proceeds of sales from auctions or other fundraising activities), interest income from savings institutions and dividends of shares paid by credit unions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the deposit or the value of the in-kind transfer.
4. Add the amounts and enter the total into box A. This amount must be carried forward to Form 4402 – Campaign Financing Summary.



## 4407 – Prohibited Campaign Contributions and Loans

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

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

### Prohibited contribution

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

## Prohibited loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).
10. Enter the full name of the lender.
11. Enter the date the prohibited loan was received (YYYY/MM/DD).
12. Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
13. Enter the original amount of the loan received.
14. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
15. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca/docs/fin/407.pdf](http://elections.bc.ca/docs/fin/407.pdf).



# 4407 - PROHIBITED CAMPAIGN CONTRIBUTIONS AND LOANS

## LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION

XYZ ELECTOR ORGANIZATION

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

**PROHIBITED CONTRIBUTION**

<b>1</b> RECEIVED FROM <input checked="" type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS	<b>2</b> DATE RECEIVED (YYYY/MM/DD) 2018/05/21	<b>3</b> \$ VALUE 1,500.00	<b>4</b> DATE RETURNED (YYYY/MM/DD) 2018/05/28	OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
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DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED **5**  
 CONTRIBUTION RECEIVED THAT EXCEEDS LIMIT

FULL NAME OF INDIVIDUAL OR ORGANIZATION **6**  
 RYAN JONES

ADDRESS OF ORGANIZATION, IF APPLICABLE **7**

**PROHIBITED LOAN**

DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED <b>8</b> LOAN RECEIVED FROM INDIVIDUAL WHO ALREADY DONATED UP TO LIMIT	<b>9</b> DATE RETURNED TO LENDER (YYYY/MM/DD) 2018/10/22	
NAME OF LENDER <b>10</b> RAJESH SINGH		
DATE RECEIVED (YYYY/MM/DD) <b>11</b> 2018/10/01	DATE DUE (YYYY/MM/DD) <b>12</b> 2019/01/01	\$ ORIGINAL AMOUNT OF LOAN <b>13</b> 1,000.00
LOAN INTEREST RATE % <b>14</b> 0.00	PRIME RATE* % <b>15</b>	

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

## 4408 – Election Expenses and Exclusions

This form is used to report election expenses incurred by the elector organization. There are two types of election expenses based on when the expense was used: election period and campaign period expenses. Elector organizations must report all applicable campaign period expenses in relation to each endorsed candidate on Form 4409 – Campaign Period Expenses Attributed to Candidates.

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

For general local elections or by-elections, the campaign period begins on the 28th day before General Voting Day (GVD) and ends at the close of voting. Campaign period expenses are subject to an expense limit under the *Local Elections Campaign Financing Act*.

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

“Exclusions that must be disclosed” are not election expenses and are not applied towards an expense limit.

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

1. Enter the values of each class of expense used during the election period.
2. Enter the total into box A. This value must be carried forward to Form 4402 – Campaign Financing Summary.
3. Enter the total value of all campaign period expenses attributed to candidates into box B. This value must equal the sum of all boxes A on Form 4409.
4. Enter the values of each class of exclusions used during the election period.
5. Enter the total of all exclusions from election period expenses into box C. This value must be carried forward to Form 4402.
6. Enter the values of each class of exclusions used during the campaign period.
7. Enter the total of all exclusions from campaign period expenses into box D. This value must be carried forward to Form 4402.



# 4408 - ELECTION EXPENSES AND EXCLUSIONS

## LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

Report the value of all goods and services used in the election period other than day-to-day administration expenses reported on Form 4408A.

**ADVERTISING**

**1 ELECTION PERIOD**

Signs and billboards	3,604.23
Value of reused signs	1,500.00
Brochures, pamphlets and flyers	2,865.75
Newspaper, magazine and journal	1,832.60
Internet	500.00
Radio	840.00
Television	
Other advertising	

**CAMPAIGN ADMINISTRATION**

Bank fees	25.00
Courier and postage	272.80
Rent, insurance and utilities	1,500.00
Furniture and equipment	250.00
Office supplies	150.00
Salaries and wages	1,000.00
Professional services	1,500.00
Other campaign administration expenses	
Conventions and meetings	240.00
Other campaign related functions	
Research and polling	600.00
Interest	

Other expenses (describe) Food for volunteers 78.16

**2 TOTAL** 16,758.54 **A**

**TOTAL CAMPAIGN PERIOD EXPENSES ATTRIBUTED TO CANDIDATES** (must equal the sum of all boxes A on Form(s) 4409)

**3** 10,901.12 **B**

**EXCLUSIONS THAT MUST BE DISCLOSED**

**4 ELECTION PERIOD EXCLUSIONS**

**6 CAMPAIGN PERIOD EXCLUSIONS**

Communications sent exclusively to members	65.00
Financial agent services	
Legal and accounting services	200.00
Day-to-day administration of ongoing office outside of election or campaign periods	123.22
Interest on loans for election expenses	400.00

70.00
250.00
100.00

**5 TOTAL EXCLUSIONS** 788.22 **C**

**7** 420.00 **D**

## 4408A - Election Expenses for Day-to-day Administration

This form is used to report expenses for the day-to-day administration of an elector organization that are used in the election period and campaign period.

This includes, but is not limited to, salaries and wages, office rent, utilities and insurance, accounting and legal services, office expenses and travel that are not in relation to the election campaign.

1. Enter the values of each class of expense for day-to-day administration used during the election period.
2. Enter the total into box A. This value must be carried forward to Form 4402 – Campaign Financing Summary.
3. Enter the values of each class of expense for day-to-day administration used during the campaign period.
4. Enter the total into box B. This value must be carried forward to Form 4402.

# 4408A - ELECTION EXPENSES FOR DAY-TO-DAY ADMINISTRATION LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

Report the value of goods and services used for day-to-day administration of the elector organization.

**ADVERTISING**

**1 ELECTION PERIOD**

**3 CAMPAIGN PERIOD**

Signs and billboards		
Brochures, pamphlets and flyers		
Newspaper, magazine and journal		
Internet		
Radio		
Television		
Other advertising		

**ADMINISTRATION**

Bank fees		
Courier and postage		
Rent, insurance and utilities		
Furniture and equipment		
Office supplies	47.85	40.00
Salaries and wages	2,500.00	1,000.00
Professional services		
Other administration expenses		
Conventions and meetings		
Other functions		
Research and polling		
Interest		

Other expenses (describe)	Legal fees unrelated to election	400.00	200.00
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<b>TOTAL DAY-TO-DAY ADMINISTRATION EXPENSES</b>	<b>2</b> 2,947.85	<b>A</b>	<b>4</b> 1,240.00	<b>B</b>
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## 4409 – Campaign Period Expenses Attributed to Candidates

This form is used to report all campaign period expenses of the elector organization. Each campaign period expense must be attributed to its endorsed candidates. The rules for attributing campaign period expenses are listed earlier in this guide.

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

Complete one page for each endorsed candidate. Note this guide contains an example of only one Form 4409.

1. Enter the name of the endorsed candidate.
2. Enter the values of each class of expense used during the campaign period that are attributable to this candidate.
3. Enter the total of all campaign period expenses attributed to this candidate into box A. This value must be carried forward to Form 4408 – Election Expenses and Exclusions.

# 4409 - CAMPAIGN PERIOD EXPENSES ATTRIBUTED TO CANDIDATES

## LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION	PAGE 1
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NAME OF CANDIDATE TO WHICH CAMPAIGN PERIOD EXPENSES ARE ATTRIBUTED <b>1</b> DAVID PETER MILLER
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**Complete one form for each candidate endorsed in the jurisdiction. Report the value of all campaign period expenses of the elector organization that are attributed to the above named candidate. The total amount of campaign period expenses attributed to all candidates must equal box B on Form 4408.**

**ADVERTISING**

**CAMPAIGN PERIOD EXPENSES**

Signs and billboards <b>2</b>	720.85
Value of reused signs	300.00
Brochures, pamphlets and flyers	573.15
Newspaper, magazine and journal	366.52
Internet	500.00
Radio	168.00
Television	248.70
Other advertising	

**CAMPAIGN ADMINISTRATION**

Bank fees	5.00
Courier and postage	54.56
Rent, insurance and utilities	300.00
Furniture and equipment	50.00
Office supplies	30.00
Salaries and wages	200.00
Professional services	500.00
Other campaign administration expenses	
Conventions and meetings	60.00
Other campaign related functions	
Research and polling	120.00
Interest	

Other expenses (describe)	FOOD FOR VOLUNTEERS	15.32
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<b>TOTAL CAMPAIGN PERIOD EXPENSES FOR ABOVE NAMED CANDIDATE</b> <b>3</b>	4,212.10	<b>A</b>
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## 4410 – Other Payments from Campaign Account and In-kind Transfers

This form is used to report all in-kind transfers and payments from the campaign account that are not reported on Form 4408 – Election Expenses and Exclusions, Form 4408A - Election Expenses for Day-to-day Administration or Form 4409 – Campaign Period Expenses Attributed to Candidates. These include transfers to other campaign accounts of the elector organization, transfers to candidates, fundraising costs, payment of deposits (e.g., damage deposits), loan payments, intended election expenses that were not used and payments of prohibited contributions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description.
3. Enter the amount of the payment or the value of the in-kind transfer.
4. Add the amounts and enter the total value into box A. This amount must be carried forward to Form 4402 – Campaign Financing Summary.

**4410 - OTHER PAYMENTS FROM CAMPAIGN ACCOUNT  
AND IN-KIND TRANSFERS**  
**LOCAL ELECTIONS ELECTOR ORGANIZATION**



NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION	PAGE <input style="width: 20px;" type="text" value="1"/> OF <input style="width: 20px;" type="text" value="1"/>
<b>Report all outflows from the campaign that are not disclosed on other forms. These include transfers between the elector organization and candidates (including in-kind transfers), fundraising expenses, payment of deposits (e.g., damage deposit), loan payments, intended election expenses that were not used and payments of prohibited contributions. Attach additional forms if necessary.</b>	

1 DATE (YYYY/MM/DD)	2 DESCRIPTION	3 \$ AMOUNT
2018/09/07	TRANSFER TO DAVID PETER MILLER	500.00
2018/09/14	PAYMENT OF CANDIDATE NOMINATION DEPOSITS (9 x \$50)	450.00
2018/09/15	TRANSFER TO DAVID PETER MILLER	1,062.73
2018/09/18	TRANSFER TO SHEILA BECKER	200.00
2018/10/01	COST OF FUNDRAISING FUNCTION - BURGER AND BEER	1,100.00
2018/10/06	TRANSFER TO DAVID PETER MILLER	120.00
2018/12/01	LOAN PAYMENT - AIKO NAKAMURA	1,000.00
2018/12/01	LOAN PAYMENT - VANCOUVER CREDIT UNION	10,000.00
2018/09/25	PURCHASE OF GOODS FOR SILENT AUCTION AT BURGER AND BEER EVENT	1,500.00
<b>TOTAL</b>		<b>4</b> 15,932.73 <b>A</b>

## 4411 – Fundraising Function

This form is used to report all fundraising functions. Complete a separate form for each function.

1. Enter the date of the fundraising function.
2. Enter a brief description of the fundraising function.

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

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

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

Amounts in this section are reported on Form 4403 – Summary of Campaign Contributions. If applicable, they are also reported on Form 4404 – Significant Contributors (\$100 or More).

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

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

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



## Section B – Fundraising income not disclosed as campaign contributions

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

10. Enter the number of tickets that were sold to eligible individuals for \$50 or less.
11. Enter the amount of money charged per ticket.
12. Enter the total amount of money collected. This amount is disclosed on Form 4406 – Other Deposits to Campaign Account and In-kind Transfers.
13. Tick this box if the tickets were sold at different prices.
14. Enter the number of eligible individuals that purchased \$50 or less worth of tickets.

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

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

## Section C – Cost of function

The total cost of fundraising functions is not an election expense but is reported on Form 4410 – Other Payments from Campaign Account and In-kind Transfers. Costs of functions include goods and services purchased such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

17. Enter the total cost of the fundraising function.



# 4411 - FUNDRAISING FUNCTION

## LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION  
 XYZ ELECTOR ORGANIZATION

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 OF

Complete a separate form for each function.

DATE OF FUNCTION (YYYY/MM/DD)  **1** DESCRIPTION OF FUNDRAISING FUNCTION  **2**

### A – FUNDRAISING INCOME REPORTED AS CAMPAIGN CONTRIBUTIONS

All income reported as campaign contributions must also be included on Form 4403 and, if applicable, Form 4404.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	<input type="checkbox"/>
Purchases by eligible individuals of more than \$50 worth of tickets	<input type="text" value="20"/> <b>3</b>	x <input type="text" value="100.00"/> <b>4</b>	= <input type="text" value="2,000.00"/> <b>5</b>	<input type="checkbox"/> <b>6</b>
Number of eligible individuals that purchased tickets	<input type="text" value="2"/> <b>7</b>			

#### OTHER CAMPAIGN CONTRIBUTIONS

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

DESCRIPTION	\$ VALUE
DONATION OF GOODS AT FUNCTION <b>8</b>	<input type="text" value="583.00"/> <b>9</b>

### B – FUNDRAISING INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS

All income not reported as campaign contributions must also be included on Form 4406.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	<input type="checkbox"/>
Purchases by eligible individuals of \$50 or less worth of tickets	<input type="text" value="25"/> <b>10</b>	x <input type="text" value="20.00"/> <b>11</b>	= <input type="text" value="400.00"/> <b>12</b>	<input checked="" type="checkbox"/> <b>13</b>
Number of eligible individuals that purchased tickets	<input type="text" value="20"/> <b>14</b>			

#### OTHER INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS

(i.e., goods and services sold at the function for their market value or less)

DESCRIPTION	\$ VALUE
SILENT AUCTION PROCEEDS <b>15</b>	<input type="text" value="1,092.00"/> <b>16</b>

### C – COST OF FUNCTION

The total cost of all fundraising functions must also be included on Form 4410.

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

<b>\$ TOTAL COST OF FUNCTION</b>
<input type="text" value="2,600.00"/> <b>17</b>

## 4412 – Former Financial Agents

This form is used to report information about other individuals previously appointed as financial agent for this election.

1. Enter the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent.

# 4412 - FORMER FINANCIAL AGENTS LOCAL ELECTIONS ELECTOR ORGANIZATION



NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION
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**Enter the information below for any former financial agents for this election. Do not enter financial agent information from previous elections.**

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) <b>1</b> 2018/05/01			
FINANCIAL AGENT'S FULL NAME SANDRA SOFIA DIAZ <b>2</b>			
FINANCIAL AGENT'S MAILING ADDRESS 21-1778 DOWNTOWN ST			PHONE NO. 604-121-2121
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V4H   3P3	EMAIL (IF AVAILABLE) SSDIAZ@EMAIL.CA

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2017/09/01			
FINANCIAL AGENT'S FULL NAME HERBERT ALEXANDER BENNETT			
FINANCIAL AGENT'S MAILING ADDRESS 1701 ENTERPRISE WAY			PHONE NO. 604-555-8309
CITY/TOWN VANCOUVER	PROV. BC	POSTAL CODE V7N   1R2	EMAIL (IF AVAILABLE) HERBERT@EMAIL.CA

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)			
FINANCIAL AGENT'S FULL NAME			
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NO.
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)			
FINANCIAL AGENT'S FULL NAME			
FINANCIAL AGENT'S MAILING ADDRESS			PHONE NO.
CITY/TOWN	PROV.	POSTAL CODE	EMAIL (IF AVAILABLE)

# Resources

## Election legislation

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

**Mailing address:**

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

**Phone:** 250-387-6409

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

**Fax:** 250-387-1120

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

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

## BC Laws

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



