



2018 GENERAL LOCAL ELECTIONS

NOTICE OF NOMINATION PERIOD

Director, Electoral Area D (Oyster Bay - Buttle Lake)

Public notice is hereby given to the electors of the Strathcona Regional District that nominations for the office of Director, Electoral Area D for an approximate four (4) year term commencing in November 2018 will be received by the Chief Election Officer or Deputy Chief Election Officer as follows:

**Strathcona Regional District
#301 – 990 Cedar Street
Campbell River, BC V9W 7Z8
from 9:00 a.m. on Tuesday, September 4, 2018 until
4:00 p.m. on Friday, September 14, 2018**

Nomination documents and related information is available from the Strathcona Regional District website (www.srd.ca) or in person at the following location Monday to Friday until the close of nominations:

- Ocean Grove Liquor Store, 3692 S. Island Highway, Campbell River, BC (9:00 a.m. – 11:00 p.m., Monday to Sunday)
- Oyster River Licensed Liquor Store, 2207B Glenmore Rd, Campbell River, BC (9:00 a.m. – 9:00 p.m. Monday to Friday)
- Strathcona Regional District, #301 – 990 Cedar Street, Campbell River, BC (8:30 a.m. to 4:30 p.m., Monday to Friday)

**THE DEADLINE FOR RECEIPT OF NOMINATIONS IS
4:00 P.M. ON FRIDAY, SEPTEMBER 14, 2018.**

QUALIFICATIONS FOR OFFICE

A person is qualified to be nominated, elected, and to hold office as an electoral area director if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on October 20, 2018;
- resident of British Columbia for at least 6 months at the time nomination papers are filed; and
- not disqualified by the *Local Government Act* or any other law or enactment from voting in an election in British Columbia or from being nominated for, elected to or holding office.

EXPENSE LIMITS

In accordance with the *Local Election Campaign Financing Act*, the expense limit for candidates during the campaign period for this election is \$5,000.00, and the third party advertising limit is \$750.00.

FURTHER INFORMATION on the foregoing may be obtained by contacting Thomas Yates, Chief Election Officer or Edith Watson, Deputy Chief Election Officer at elections@srd.ca

T. Yates
Chief Election Officer

#301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll free: 1-877-830-2990 www.srd.ca



NOMINATION PACKAGE

Forms to be Completed*

- Nomination for Office of Director
- Declaration by Nominee
- Appointment of Official Agent
- Appointment of Scrutineers
- Appointment of Candidate Financial Agent
- Financial Disclosure Form (including Fact Sheet)
- Candidate Information Release Authorization

**additional forms are available on request*

If you would like to be advised of updates to Nomination Package please send a request including your contact information to elections@srd.ca.

Information Package

- Notice of Nomination Period
- Nomination Forms Guidelines
- Candidate's Guide to Local Elections
- Elector Organization Guide to Local Elections
- Guide to Local Elections Campaign Financing in BC
- Third Party Advertising Sponsor Guide to Local Elections
- Local Elections Campaign Financing Act
- Excerpts from the Local Government Act:
 - Elector Qualifications – Sections 50-52
 - Qualifications for Office – Sections 66-68
 - Candidates and Representatives – Sections 79-82
 - Election Offences – Sections 151-154

Under *Local Elections Campaign Financing Act* (LECFA), Elections BC is responsible for the oversight of all matters related to candidate and elector organization campaign financing, third party advertising sponsors and election advertising during the election proceedings period in local elections. Elections BC may be contacted at the following:

Website: www.elections.bc.ca Email: electionsbc@elections.bc.ca Phone toll free 1-800-661-8683

IF YOU REQUIRE ASSISTANCE OR WOULD LIKE MORE INFORMATION ON THE NOMINATION OR ELECTION PROCESS FOR THE 2018 GENERAL LOCAL ELECTIONS, PLEASE EMAIL elections@srd.ca OR CONTACT:

Thomas Yates, Chief Election Officer
Edith Watson, Deputy Chief Election Officer

****NOMINATION PERIOD BEGINS AT 9:00 AM ON TUESDAY, SEPTEMBER 4, 2018
AND ENDS AT 4:00 PM ON FRIDAY, SEPTEMBER 14, 2018.**

#301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll free: 1-877-830-2990 www.srd.ca

**CANDIDATE COVER SHEET AND CHECKLIST FORM
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

(full name of Candidate)

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

- ☐ Nomination for Office
- ☐ Declaration of Candidate
- ☐ Appointment of Candidate Financial Agent
(if Candidate is not acting as own Financial Agent)
- ☐ Appointment of Official Agent (if applicable)
- ☐ Appointment of Scrutineer(s) (if applicable)
- ☐ Statement of Disclosure: Financial Disclosure Act
(required under the *Financial Disclosure Act*)
- ☐ Candidate Information Release Authorization (The completion and submission of this form is entirely at your discretion and is not mandatory)

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

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



**NOMINATION FOR OFFICE OF DIRECTOR
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

We, the following electors of Electoral Area D (Oyster Bay – Buttle Lake), hereby NOMINATE

_____ (full name of person nominated)

also known as: _____
(usually first name of person nominated if different from full name and preferred for ballot)

residing at: _____
(full residential address)

and having a mailing address of: _____
(if different from residential address)

as a candidate for the office of director for Electoral Area D (Oyster Bay – Buttle Lake) of the Strathcona Regional District.

NOMINATOR NO. 1

I, _____ being a duly qualified elector residing* at
(Nominator No. 1 – print full name)

_____ hereby state that to the best of my knowledge
(residential address)

_____ meets the qualifications for nomination to
(name of person being nominated)

office pursuant to Section 81 of the *Local Government Act*.

Dated at: _____, B.C. this _____ day of
_____, 2018

Signature

NOTE: *If the nominator does not reside within Electoral Area D please include below the address or legal description of the property for which nominator is registered as a non – resident property elector.

NOMINATOR NO. 2

I, _____ being a duly qualified elector residing* at
(Nominator No. 2 – print full name)

_____ hereby state that to the best of my knowledge
(residential address)

_____ meets the qualifications for nomination to
(name of person being nominated)

office pursuant to Section 81 of the *Local Government Act*.

Dated at: _____, B.C. this _____ day of
_____, 2018

Signature

NOTE: *If the nominator does not reside within Electoral Area D please include below the address or legal description of the property for which nominator is registered as a non – resident property elector.

NOMINATOR NO. 3

I, _____ being a duly qualified elector residing* at
(Nominator No. 3 – print full name)

_____ hereby state that to the best of my knowledge
(residential address)

_____ meets the qualifications for nomination to
(name of person being nominated)

office pursuant to Section 81 of the *Local Government Act*.

Dated at: _____, B.C. this _____ day of
_____, 2018

Signature

NOTE: *If the nominator does not reside within Electoral Area D please include below the address or legal description of the property for which nominator is registered as a non – resident property elector.



**DECLARATION OF NOMINEE
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

I, _____,
(full name of person nominated)

also known as _____,
(usual name if different from full name, and preferred for ballot)

residing at _____
(residential address)

and having a mailing address of _____
(if different from residential address)

having been nominated for the office of director for Electoral Area D (Oyster Bay – Buttles Lake) of the Strathcona Regional District do hereby consent to the nomination and further, do SOLEMNLY DECLARE that:

- a) I am qualified under Section 81 of the *Local Government Act* to be nominated to the office noted above;
- b) to the best of my knowledge and belief, the information provided in the nomination documents is true;
- c) if elected, I fully intend to accept the office for which I have been nominated; and
- d) I am aware of the *Local Elections Campaign Financing Act*, and I understand and intend to fully comply with the requirements and restrictions that apply under that Act.

_____ Nominee Signature
_____ Phone Number of Nominee
_____ Email Address

Declared before me at _____, British Columbia this _____ day of _____, 2018.
_____ Chief Election Officer or Commissioner for taking affidavits for British Columbia

Complete the following section only if, as Nominee, you wish an endorsement to apply.

Pursuant to Section 92(1)(b) of the *Local Government Act*, I hereby consent to the endorsement by

(name of elector organization)

and wish to have the endorsement of this organization included on the ballot.



**APPOINTMENT OF OFFICIAL AGENT
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

I, _____, a candidate for the office of
(name of candidate)

director, Electoral Area D (Oyster Bay – Buttle Lake) in the forthcoming election, hereby appoint

_____ residing at
(name of official agent)

_____ as my official agent for
(residential address)

the 2018 general local election with such appointment to:

☐ include

☐ not include

the delegated authority to appoint scrutineers to observe the conduct of voting and ballot counting proceedings for the election.

_____ Candidate Signature
Dated at _____, BC
this ____ day of _____, 2018

Received this ____ day of _____, 2018
_____ Chief Election Officer or Delegate



**APPOINTMENT OF SCRUTINEERS
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

I, _____
(name of candidate or official agent)

a) a candidate, or

b) an official agent for _____
(name of candidate)

for the office of director, Electoral Area D (Oyster Bay – Buttles Lake) of the Strathcona Regional District hereby appoint:

NAME OF SCRUTINEER

RESIDENTIAL ADDRESS

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

as my scrutineer(s) for the 2018 general local election.

Candidate Signature
Dated at _____, B.C.
this _____ day of _____, 2018

Received this _____ day of
_____, 2018

Chief Election Officer or Delegate



**APPOINTMENT OF FINANCIAL AGENT
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

I, _____, having been nominated to the office of director
for Electoral Area D (Oyster Bay – Buttle Lake)

hereby appoint _____
(name of financial agent)

(mailing address of agent)

(City/Town)

(postal code)

(telephone number)

(email address)

(date of appointment)

as my financial agent for the 2018 general local election. I further understand that an individual who is a candidate is deemed to be acting as their own financial agent in the event they do not appoint another person as their financial agent.

Dated at _____,

British Columbia this ____ day of _____,
2018.

Candidate Signature

Phone Number of Candidate

Email Address

I hereby consent to act as the Financial Agent
for the above named Candidate as of the date of
this appointment:

Signature of Financial Agent

Dated this ____ day of _____, 2018.

FINANCIAL DISCLOSURE ACT

The information in this fact sheet applies to you if you have accepted a nomination for election as a Member of the Legislative Assembly (MLA) in British Columbia.

ABOUT THE ACT

The *Financial Disclosure Act* requires that the following people make disclosures of assets, debts and sources of income:

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

*(“local government” includes municipalities, regional districts, and the Islands Trust.)

The intent of the Act is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and to ensure the public has reasonable access to the information.

WHAT YOU MUST DISCLOSE

It is not necessary to disclose the value of your holdings or the amount of debt owed, but you must disclose:

- The name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.
- The name of each creditor to whom you owe a debt, with the following exceptions: residential property debt (mortgage, lease or agreement for sale); money borrowed for household or personal living expenses; or any assets you hold in trust for another person.
- The name of each business or organization located or carrying on business in British Columbia from which you receive financial remuneration. You must also identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of company or society).
- The legal description(s) and address(es) of all land located in British Columbia in which you, or a trustee acting on your behalf, own an interest or have an agreement, which entitles you to obtain an interest. Your personal residence does not need to be disclosed.
- The following information with regard to corporations where you individually, or together with your spouse, child, brother, sister, mother or father, own shares which total more than 30% of votes for electing directors:
 - The name of each corporation and its subsidiaries.
 - The type of business the corporation and its subsidiaries normally conduct.
 - A description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest or have an agreement entitling any of them to acquire an interest.
 - A list of creditors of the corporation, including its subsidiaries (you need not include debts of less than \$5,000 payable in 90 days).
 - list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

You must include shares held by a trustee on your behalf, but not shares you hold by way of security.

FILING DISCLOSURE DOCUMENTS

You must use a "Statement of Disclosure" form to make your disclosures under the Act. You can obtain the form from the B.C. Government Web site at: www.gov.bc.ca [type 'Statement of Disclosure Form' in search bar].

You must submit your completed disclosure form with your nomination papers to the Chief Electoral Officer or your District Electoral Officer. If you are elected, you will have further disclosure obligations under the Members' Conflict of Interest Act.

FREQUENTLY ASKED QUESTIONS

Q. Do I need to list mutual fund investments?

A. The Financial Disclosure Act was written many years ago and does not specifically address mutual fund investments. If you own mutual funds which do not contain corporate shares or interests in land located in British Columbia, you are not required to disclose your investment. If you own mutual funds which do contain corporate shares or interests in land located in British Columbia, your investment should be disclosed either as trusts (if applicable) or to comply with the spirit of the legislation.

Q. Do I need to list investments held in my RRSPs?

A. It depends on the type of investments you hold in your RRSPs. If you hold corporate shares or interests in land located in British Columbia in an RRSP, those investments must be disclosed to the same extent as if you held those investments outside an RRSP. However, if you hold in an RRSP investments which would not be disclosable if you held them directly (e.g. term deposits or GICs), they do not become disclosable because they are held in an RRSP.

Q. Do I need to list credit card debt for other than ordinary household or personal living expenses?

A. Yes, credit card companies for which you owe a debt for other than ordinary household or personal living expenses must be disclosed.

Q. Do I need to provide information about land holdings outside the province?

A. No, unless the land holdings are owned by a corporation in which you individually (including through a trustee), or with family members, own shares (other than by way of security) carrying more than 30% of votes for electing directors.

Q. What happens if I forget to include something on my form?

A. As a nominee for election to provincial office you are required by law to submit a complete disclosure form with your nomination papers. If you have forgotten to include something on your form, you should submit a supplement to your filed disclosure form or complete a new disclosure form and submit to the Chief Electoral Officer as soon as possible.

Q. Who will have access to the information on my disclosure form?

A. Your statement of disclosure form will be available for public inspection during normal business hours.

Q. How long is the information kept on file?

A. Elections BC keeps a copy of the information for one year. Following the close of nominations, the original form is sent to the Clerk of the Legislative Assembly (the disclosure clerk for provincial nominees) and it is kept indefinitely.

FURTHER INFORMATION?

You should approach your solicitor or your political party's legal counsel if you require additional information on the Financial Disclosure Act and the disclosure form. The Chief Electoral Officer does not administer the Financial Disclosure Act. Neither the Chief Electoral Officer nor the Clerk of the Legislative Assembly (or their staff) are able to provide any assistance or advice regarding completion of the disclosure form.

DISCLAIMER

The purpose of this fact sheet is to help nominees for election to provincial office understand the general requirements of the Financial Disclosure Act. However, nominees should refer to the Act itself for specific interpretations. (The Election Act and Members' Conflict of Interest Act are also recommended as sources of information.)



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

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

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

Form and Fact Sheets:

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

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

Who has access to the information on this form?

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

What is a trustee? – s. 5 (2)

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

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

Person making disclosure:	last name	first & middle name(s)
Street, rural route, post office box:		
City:	Province:	Postal Code:
Level of government that applies to you:	☐ provincial ☐ local government ☐ school board/francophone education authority	

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

Assets s. – S. 3 (a)

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

Liabilities – s. 3 (e)

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

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

Income – s. 3 (b-d)

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

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

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

Real Property – s. 3 (f)

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

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

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

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

☐ no ☐ yes

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

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

signature of person making disclosure

date

Where to send this completed disclosure form:

◆ Local government officials:

... to your local chief election officer

- with your nomination papers, and

... to the officer responsible for corporate administration

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

◆ School board trustees/ Francophone Education Authority directors:

... to the secretary treasurer or chief executive officer of the authority

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

◆ Designated Employees:

... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position



**CANDIDATE INFORMATION RELEASE AUTHORIZATION
ELECTORAL AREA D (OYSTER BAY – BUTTLE LAKE)**

Your nomination documents will be available to the public for viewing as soon as they are submitted to the Chief Election Officer. Your nomination documents will not necessarily include contact information. By signing and submitting this form with your nomination documents you are giving consent for the Strathcona Regional District to provide the contact information included below to the media and other interested parties.

The information you choose to share may also be posted publicly on websites operated by the Strathcona Regional District (www.srd.ca) and CivicInfo BC (www.civicinfo.bc.ca). The latter is a primary resource through which the electorate and various media, provincial government ministries and university researchers are able to obtain local election information throughout British Columbia. CivicInfo BC may also use the information for internal purposes.

I, _____, having accepted a nomination for election to the office
(name of person nominated)

of Director, Electoral Area D (Oyster Bay – Buttles Lake), in the 2018 general local election, hereby give my consent for the following information to be shared by fax, telephone, email, posting on a website, or by other means of communication.

Address:	
Phone:	Alternate Phone (e.g. Cell):
Email:	
Website:	
Twitter:	Facebook:

Gender: ☐ Female ☐ Male ☐ Other/undisclosed

Previous Elected Experience (check one):

- ☐ Incumbent. Served in same position between 2014 and 2018.
☐ Served on Board prior to 2014, but not between 2014 and 2018.
☐ Was elected to office in another jurisdiction (school, local, provincial, or federal).
☐ None.

Candidate Signature*

*NOTE: The completion and submission of this form is entirely at your discretion and is not mandatory.