



District of Lantzville
2022 General Local Election Candidate Package

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NOMINATION PERIOD OPENS 9:00 am Tuesday, August 30, 2022 and CLOSSES 4:00 pm Friday, September 9, 2022

*Call 250.933.8082 or 250.933.8081 to schedule an appointment to file with Chief Election Officer as a solemn declaration must be administered (or declare before a commissioner for taking affidavits in BC in advance) *before* candidate signs.

Form	Description/Instructions	Mandatory/ Optional	Pages	Deadline for filing or submission to CEO (Availability to Public)
CANDIDATE NOMINATION PACKAGE WITH LINKS AND FILLABLE FORMS including:				
	Letter to Prospective Candidates (with attached 2022 General Local Election Candidates Key Dates)	Reference Document Only	4	N/A
	Candidate Nomination Package Instructions		1	N/A
C-1	Candidate Cover Sheet and Checklist	Mandatory	1	By 4:00 pm September 9 th to CEO <ul style="list-style-type: none"> Not available for public inspection
C-2	Nomination Documents <ul style="list-style-type: none"> Requires at least two Nominators but you may have more if concerned about eligibility Includes Declaration of Person Nominated 	Mandatory	3	By 4:00 pm September 9 th to CEO <ul style="list-style-type: none"> Available for public inspection CEO sends Page 3 to Elections BC
C-3	Other Information Provided by Candidate	Mandatory	1	By 4:00 pm September 9 th to CEO <ul style="list-style-type: none"> Not available for public inspection CEO sends a copy to Elections BC
C-4	Appointment of Candidate Financial Agent	Mandatory – <i>only</i> if a Financial Agent is appointed; otherwise Candidate is considered to be Financial Agent and no form required	1	Ideally submit as soon as Financial Agent is appointed, but no later than 4:00 pm September 9 th to CEO <ul style="list-style-type: none"> Not available for public inspection except Elections BC is required to make financial agent’s name and mailing address available for public inspection CEO sends a copy to Elections BC
C-5	Appointment of Candidate Official Agent	Mandatory – <i>only</i> if an Official Agent is appointed; otherwise Candidate is considered to be Official Agent and no form required	1	Ideally submit as soon as Official Agent is appointed <ul style="list-style-type: none"> Appointment can be made at any time up to the final determination of the election or the validity of the election Must be delivered to CEO as soon as practicable after the appointment is made Not available for public inspection
C-6	Appointment of Candidate Scrutineer Complete as many as candidate wishes to use, subject to limit of minimum 2-hour shift, and limit of one Scrutineer per ballot box in use = 1 at Advance Voting and potentially two at General Voting Day. (To be confirmed prior to GVD)	Mandatory – <i>only</i> if a Candidate Scrutineer(s) appointed	1	Ideally submit as soon as Scrutineer is appointed, but mandatory prior to Scrutineer attending at Voting Place. <ul style="list-style-type: none"> Not available for public inspection Scrutineer must carry a copy of appointment AND must swear a secrecy declaration prior to first shift. Recommend Scrutineer attend at Municipal Hall to swear declaration <i>before</i> Voting Days. Call CEO to schedule.

Form	Description/Instructions	Mandatory/ Optional	Pages	Deadline for filing or submission to CEO (Availability to Public)
	Statement of Disclosure – Financial Disclosure Act	Mandatory	3	Must be submitted to CEO with Nomination Documents by 4:00 pm September 9 th <ul style="list-style-type: none"> Available for public inspection
	Candidate Information Release Authorization (CivInfo)	Optional	1	Ideally submit with nomination documents <ul style="list-style-type: none"> Not available for public inspection; excerpts published
	Additional Candidate Contact Information (District of Lantzville)	Optional	1	Ideally submit with nomination documents <ul style="list-style-type: none"> Not available for public inspection; excerpts published
	<u>Candidate Information Session Thursday, September 1, 2022 Notice</u>	Reference Document Only – Candidates recommended to attend	1	N/A
OTHER DOCUMENTS:				
	<u>Combined Notice</u> (End of Advance Elector Registration, Nomination Period, List of Registered Electors, etc.) <i>Posted Jul 29 2022 & Published August 3 & 10 2022</i>	Reference Document Only	1	N/A
	<u>Election Sign & Campaigning Information</u> – updated for 2022 General Local Election	Reference Document Only	7	N/A
	<u>Elections BC - Campaign Account Letter</u>	Mandatory to open a separate campaign account in a savings institution EBC Reference Letter provided in case the savings institution has questions	1	N/A - Letter to show to savings institution in case there are questions when opening account
	<u>Canvasser Authorization Form with Excerpt from Local Government Act</u>	Optional – if candidate campaign includes canvassing, form authorizes canvassers to access multiple residence property 9:00 am to 9:00 pm during Campaign Period (LGA s. 160.1)	2	Do Not Submit. Provided for candidate to provide to Canvasser to carry with Photo ID and candidate’s Canvasser Authorization Form
	<u>Information for Residents of Snaw-naw-as First Nation Reserve</u>	Reference Document Only Provides local government details in addition to the Province’s <u>Voter's Guide for Electors Living on Reserve 2022</u>	1	N/A

RESOURCES – Links & on USB

Electronic copies of preceding documents plus the following:

BROCHURES

- Ministry of Municipal Affairs (MMA) - [General Local Elections 101](#)
- MMA – [Supporting a Candidate for Local Elections in BC 2022](#)
- MMA - [Thinking About Running for Local Office?](#)
- MMA - [What Every Candidate Needs to Know](#)
- MMA - [Foundational Principles of Responsible Conduct](#)
- MMA - [Forging the Path to Responsible Conduct in Your Local Government](#)

GUIDES

- Elections BC (EBC) - [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#)
- EBC – [Guide for Local Elections Third Party Sponsors in BC](#)
- MMA - [Candidate's Guide to Local Elections in BC 2022](#)
- MMA – [Scrutineer's Guide to General Local Elections in BC 2022](#)
- MMA - [Voter's Guide for Electors Living on Reserve 2022](#)
- MMA – [Voter's Guide to Local Elections in BC 2022](#)
- Ombudsperson - [Open Meetings: Best Practices Guide for Local Governments](#)

LEGISLATION, BYLAWS & POLICIES

- [Local Government Act Part 3 - Electors and Elections](#)
- [Local Government Act Volunteer Eligibility for Office Regulation 165/2011](#)
- [Local Elections Campaign Financing Act](#)
- [Local Elections Campaign Financing Regulation 281/2021](#)
- [Financial Disclosure Act](#)
- [Community Charter](#)
- [District of Lantzville Council Procedure Bylaw No. 141, 2020 - Consolidated](#)
- [District of Lantzville Election and Assent Voting Bylaw No. 160, 2018 - Consolidated](#)
- [District of Lantzville Council Remuneration Bylaw No. 170, 2018 - Consolidated](#)
(Note current annual indemnity rates are: Mayor - \$25,850.28 and Councillor - \$14,327.76)
- [District of Lantzville Social Media Policy](#)
- [District of Lantzville Council Code of Conduct Policy](#)
- [District of Lantzville Respectful Workplace \(Bullying & Harassment\) Policy](#)
- [District of Lantzville Good Neighbour Bylaw](#)

VIDEOS

- MMA [Overview of BC General Local Elections 2022](#)
- MMA [The Participants in BC General Local Elections 2022](#)
- MMA [Candidate Nominations in BC General Local Elections 2022](#)
- MMA [Voting and Taking office in BC General Local Elections 2022](#)

WEBSITES:

- Elections BC: elections.bc.ca
- Ministry of Municipal Affairs: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>

DISCLAIMER

In the event that there is inconsistency between this package and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation will prevail.