



Candidate Information Package

MAYOR or COUNCILLOR

2022 General Local Election
October 15, 2022

604-368-7189
elections@coquitlam.ca
www.coquitlam.ca/elections

*The Nomination Period **begins at 9:00 a.m. on Tuesday, August 30, 2022,**
and **ends at 4:00 p.m. on Friday, September 9, 2022.***

Completed nomination papers cannot be submitted outside this period.

Dear Prospective Candidate:

Enclosed is a collection of information and forms to guide candidates in the City of Coquitlam and School Board No. 43 (Coquitlam) General Local Election. Please review this material carefully to ensure that your campaign is run in compliance with the relevant statutes and that your nomination, appointment, and campaign financing disclosure forms are filed appropriately.

SUBMITTING NOMINATION PACKAGE

The Nomination Period **begins at 9:00 a.m. on Tuesday, August 30, 2022, and ends at 4:00 p.m. on Friday, September 9, 2022.**

Notwithstanding the above, nomination packages may be submitted to the Chief Election Officer, or Deputy Chief Election Officer(s), between 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays and weekends, at Coquitlam City Hall, 2nd Floor (City Clerk's Office), 3000 Guildford Way, Coquitlam, BC.

Nominations cannot be submitted outside this time period.

Candidates are requested to book a brief ten-minute appointment with either the Chief Election Officer or the Deputy Chief Election Officer(s) to review and file their nomination documents when they are ready.

Appointments may be made by email to elections@coquitlam.ca, or by calling 604-368-7189.

The deadline for receiving originals of emailed or faxed nomination documents is **4:00 p.m. on Friday, September 16, 2022.**

COMPLETING THE NOMINATION DOCUMENTS

Nomination documents are now standardized throughout the Province. A hard (print) version of nomination documents must be submitted. Please ensure all documents, other than Form C2, are signed/dated as required. You will be asked to make the declaration and sign the declaration on Form C2 at the time of submission to the Chief Election Officer or Deputy Chief Election Officer(s).

NOTE: Forms **C1-C6** are in relation to the office of Mayor and Councillor, while Forms **CS1-CS6** are for the office of School Trustee.

The following Candidate nomination documents must be filed:

- ☐ Form C2/CS2 – Nomination Document
- ☐ Form C3/CS3 – Other information provided by Candidate
- ☐ Statement of Financial Disclosure (required under the [Financial Disclosure Act](#))
- ☐ CivicInfo BC Candidate Information Release Authorization Form
- ☐ Candidate Brochure Mail-Out Commitment Form

The following Candidate nomination documents are only required if applicable:

- ☐ Form C4/CS4 – Appointment of Candidate Financial Agent (if Candidate is not acting as their own Financial Agent)
- ☐ Form C5/CS5 – Appointment of Candidate Official Agent
- ☐ Form C6/CS6 – Appointment of Candidate Scrutineer

NOMINATORS

Candidates must be nominated by people who are qualified to vote in the City of Coquitlam. Candidates require **ten (10) nominators for the office of Mayor or Councillor**, and **two (2) nominators for the office of School Trustee**. If you would like to verify whether your nominators are qualified, please contact the Elections Office at 604-368-7189.

STATEMENT OF FINANCIAL DISCLOSURE

Under the [Financial Disclosure Act](#), candidates for the position of Mayor, Councillor and School Trustee must complete and file a Statement of Financial Disclosure form with their nomination documents. Note the Statement of Financial Disclosure is different from the Campaign Financing Disclosure Statement which must be filed after the election.

If you have questions about the Statement of Financial Disclosure form, it is suggested that you seek financial or legal counsel.

CANDIDATE BROCHURE MAIL-OUT COMMITMENT FORM

Please see the Candidate Brochure Mail-Out Initiative Information section of the Nomination Package for details on participating in this shared mail-out opportunity. Candidates must complete either Part A or Part B of the Commitment Form to confirm whether they choose to participate in this initiative.

NOTE: If a Candidate's brochure fails to meet the specifications or deadline, IDRS will be not be able to include it in the mail-out in order to avoid any impact to other participants. The Candidate will still be required to pay for their commitment to the mail-out if they have opted in.

APPOINTMENT OF CANDIDATE REPRESENTATIVE(S)

In accordance with Section 102 of the [Local Government Act](#), Candidates are entitled to appoint a Financial Agent and an Official Agent to represent the Candidate from the time of appointment until the final determination of the election. Candidates may also appoint Scrutineers to represent them by observing the conduct of voting and counting proceedings for the election. Appointments can be made at any time between when the Candidate submits their nomination documents until the close of voting on General Voting Day (October 15).

Financial Agent: A Candidate may appoint a Financial Agent to ensure that the financial aspects of their campaign comply with the requirements of the [Local Government Act](#) and the [Local Elections Campaign Financing Act](#) (use Form C4, under the "Nominations Document" section of this package).

Official Agent: A Candidate may appoint an Official Agent to represent them for the election (use Form C5, under the "Nominations Document" section of this package). Please note that a Candidate has the option of authorizing their Official Agent to appoint Scrutineers on their behalf.

Scrutineers: A Candidate or their Official Agent may appoint Scrutineers who will observe the conduct of voting for the election (use Form C6, under the "Nominations Document" section of this package – print as many copies as required). A maximum of one (1) Scrutineer, per Candidate, per voting place is permitted at any time.

NOTE: An Official Agent and a Financial Agent can be the same person. A Candidate is deemed to be their own Financial Agent if they do not appoint a Financial Agent. A Candidate does not need to formally appoint themselves if acting as their own Financial Agent.

AVAILABILITY OF NOMINATION DOCUMENTS

Pursuant to Section 9 of the City's [Election Administration and Procedures Bylaw No. 5069, 2021](#), from the time of delivery of any nomination documents to the Chief Election Officer, until 30 days after the declaration of the election results, nomination documents will be made available on the City's website www.coquitlam.ca/elections. Places of residence, email addresses and other personal information on the nomination documents will be redacted, unless consented to be released by the Candidate when completing the CivicInfo BC Candidate Information Release Authorization.

DECLARATION OF CANDIDATES

Immediately after the nomination period ends, at **4:00 p.m. Friday, September 9, 2022** the Chief Election Officer will declare all persons who are nominated as Candidates for an elected office. Candidates and the public may attend the Declaration, which will be held in the Council Chambers at Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC.

The deadline for withdrawal as a Candidate is Friday, September 16, 2022 at 4:00 p.m.

The deadline for withdrawal of elector organization endorsement, or candidate withdrawal of the endorsement, is Friday, September 16, 2022 at 4:00 p.m.

DISCLOSURE OF CAMPAIGN FINANCING AND ELECTION ADVERTISING

The [Local Elections Campaign Financing Act](#) regulates Candidate and Elector Organization campaign financing and election advertising. Legislation requires extensive disclosure of Candidate and Elector Organization campaign contributions and expenses. The oversight of all matters related to campaign financing and election advertising is the responsibility of Elections BC.

If a Candidate is endorsed by an Elector Organization, and that Elector Organization is receiving funds on their behalf, the Elector Organization must also submit an Elector Organization Endorsement.

NOTE: There is a statutory requirement to file the election campaign financial disclosure statement following the election by **Friday, January 13, 2023**. If a Candidate is in doubt about these requirements, they should contact Elections BC.

Please direct all inquiries related to campaign financing and election advertising to Elections BC:

Elections BC

Phone: 1-800-661-8683

Email: electoral.finance@elections.bc.ca

Web: www.elections.bc.ca

ELECTION SIGNS

Please note the City of Coquitlam's [Election Administration and Procedures Bylaw No. 5069, 2021](#), sets out regulations pertaining to Election Signs. A copy of the Bylaw is included in the Candidate Nomination Package for your reference.

IMPORTANT: Election signs are not permitted to be erected more than 21 days before General Voting Day (September 24, 2022), pursuant to the *Election Administration and Procedures Bylaw No. 5069, 2021*.

COQUITLAM ELECTION OFFICE

For further information regarding the 2022 General Local Election, or to book an appointment with the Chief or Deputy Chief Election Officer(s), please contact the following:

Chief Election Officer
Katie Karn

Deputy Chief Election Officers
Kimberly Ho and Sean O'Melinn

Elections Assistant
Adam Shroff

Phone: 604-368-7189
Email: elections@coquitlam.ca
Website: www.coquitlam.ca/elections

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the Chief Election Officer:

C2 – Nomination Documents (only page 3);
C3 – Other Information Provided by Candidate; and,
C4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to documents previously provided to Elections BC to:

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

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)		

SECTION B

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

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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)		ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)
We, the following electors of the above-named jurisdiction, hereby nominate:		
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
As a Candidate for the office of:		
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	

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

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
4. Is not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office or be otherwise disqualified by law.

A Nominator MUST be Qualified Under the *Local Government Act* or *Vancouver Charter* to Nominate a Nominee for Office

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

Please see over for additional space when more than two nominators (e.g., 10) are required. For local governments that require 25 nominators attach an additional sheet(s) as necessary.

I consent to the above nomination for office:	
NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 81 of the *Local Government Act* to be nominated, elected and to hold the office of

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

2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

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

AT: (LOCATION)

DATE: (YYYY/MM/DD)

☐

I am acting as my own Financial Agent

NOMINEE'S SIGNATURE

☐

I have appointed as my Financial Agent

FINANCIAL AGENT'S NAME (IF APPLICABLE)

C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

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

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

☐

I am acting as my own Financial Agent

☐

I am not acting as my own Financial Agent

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

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

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

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

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

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

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

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

Statement of Disclosure

Financial Disclosure Act

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)*

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

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

Assets – 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

CivicInfo BC Candidate Information Release Authorization Form

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form simply allows the municipality to provide additional information, as appearing below, to the public and / or media. **All fields are optional.**

The information you choose to share will be posted on websites operated by CivicInfo BC (www.civicinfo.bc.ca). This is the primary source through which the media (television, newspaper, radio, and online sources), the public, provincial ministries, researchers, and others are able to obtain province-wide local election information

I, _____ having
(please print name of person nominated)

submitted nomination documents for election to the office of _____, hereby give my consent to share the following information. This information may be shared by email, posting on a website, phone, fax, or by any other means of electronic communication.

Address	
Primary Phone	Alternate Phone
Email	
Website	Instagram
Twitter	Facebook

Gender / Self-Identified (check one):

- ☐ Female
 ☐ Male
 ☐ Non-Binary
 ☐ Other / Undisclosed

Previous Elected Experience (check one):

- ☐ Incumbent: Served on Council *in the same role* between 2018 and 2022
☐ Served on Council *different role* between 2018 and 2022
☐ Served on council before 2018, but not during the past term
☐ No council experience, but has been elected to office elsewhere (school, local, provincial, or federal)
☐ None

(Signature of Candidate)

If you have questions about the information collected being on this form, please contact CivicInfo BC at info@civicinfo.bc.ca, 250-383-4898.

Candidate Profile Information

The City of Coquitlam regularly receives inquiries from the public and the media requesting information on candidates running for local office. In order to facilitate access to information on candidates, the City will be providing an opportunity for candidates to submit a short profile on themselves to be posted on the City's website. The profile will include such information as name, elector organization, contact information, candidate website and social media links, and a short statement (2,000 character limit which is roughly 300 words).

You may submit your profile any time up until the close of the nomination period (**Friday, September 9, 2022 at 4:00 p.m.**).

To submit your profile, please go to: www.coquitlam.ca/candidateprofile

Please also note the following **terms and conditions**:

- Late submissions will not be accepted;
- Even though you may submit your profile early, it will not be posted to the City website until the City receives your nomination papers during the nomination period;
- Profiles will be removed from the website on October 31, 2022;
- We will not edit your profile, except to reduce the length of the statement if it exceeds 300 words. Incorrect spelling and grammar, or other errors, will not be corrected and will be published "as-is";
- The Election Office will not accept harmful responses that incite hate and violence, including racism, sexism, defamatory, inappropriate, inflammatory, or offensive language;
- Photo should be a recent headshot (head and shoulders) in colour;
- Profiles will be posted alphabetically by last name and office sought;
- Your statement will be truncated if it exceeds 300 words;
- Statements must be submitted in English and will be published in English only;
- We will not make edits to your submission on request; and
- By submitting a photograph you are granting permission to the City of Coquitlam to publish the photograph for the purposes of election awareness and education. The photograph will become the sole property of the City of Coquitlam. You must either be the sole owner of all copyrights in the photograph or have the full authority of the copyright owner(s) to grant the City of Coquitlam the rights required for the uses set out in this release.

By choosing to submit a candidate profile, the candidate accepts that the Chief Election Officer will making every effort to ensure that the information submitted is reproduced accurately, will not be responsible for errors or omissions in the distributed material.

Candidate Brochure Mail-Out Initiative

What is the Candidate Brochure Mail-Out Initiative?

In 2002 Coquitlam City Council passed a resolution directing City staff to coordinate an “Election Information” mail-out to Coquitlam residents in the week prior to the election. As a result of this direction, City staff has arranged the delivery of candidate brochures and general election information to residents for each General Local Election since 2005.

Why would I want to be a part of the mail-out?

Candidates that sign-on to be a part of the initiative are able to take advantage of the administrative support provided by the City to arrange the mail out and also the City’s preferential rate with Canada Post. By grouping brochures together into one mail-out the costs for the initiative are also lower than those that would be paid by a candidate individually for this service.

Who pays for the brochures and the mail-out?

Candidates are responsible for paying for the cost of their own brochures to be designed, printed and delivered (if applicable) to the service provider (IDRS). Candidates are also responsible for a portion of the mail-out costs which includes postage and fees associated with assembling/ collating the packages, materials (packaging), and delivery to the Canada Post Depot. The City will calculate the overall cost of the mail-out once it is completed and then divide the cost by the number of candidates participating in the mail-out. Each candidate will be invoiced for their portion of the cost.

How much will the mail-out cost me?

As the City does not know how many candidates will sign on to the initiative, we can only provide estimates of the cost to candidates. The current estimates are as follows:

15 participants:	\$4,045.00/participant
20 participants:	\$3,228.00/participant
25 participants:	\$2,738.00/participant

When do I have to pay for the mail-out?

Candidates will be required to pay for their portion of the mail-out within 30 days of being invoiced by the City.

How do I get my brochures printed?

Candidates are responsible for printing their own brochures. They may contact a printing company themselves to order brochures, or may wish to have their brochures printed by IDRS, the same company that is arranging the mail out, to eliminate delivery costs.

Are there any specifications that I need to know for my brochures?

All brochures must meet the specifications noted at the end of this information sheet.

IMPORTANT: If provided specifications are not met, **candidates will be responsible for any additional costs** incurred as a result, or may be required to have their brochures re-printed to meet specifications.

Where and when do I deliver my brochures?

IMPORTANT: In order to participate in the Candidate Mail-Out Brochure initiative, IDRS is requiring that brochures be delivered to them by **2 p.m. on September 9, 2022** to allow for the necessary time to compile the brochure packages. Please note IDRS may not accept late brochures.

Brochures should be delivered to the attention of Chiharu Masotti:

IDRS – Data Print Mail
10159 Nordel Court
Delta, BC V4G 1J8
Phone: 604-580-5257

How many brochures should I have printed?

Candidates participating in this initiative must have **57,000** brochures printed. Please note, IDRS will not count the brochures they receive so it is the candidate's responsibility to ensure they have the correct amount delivered.

How are the brochures delivered to residents?

The brochures will be packaged together by IDRS along with general information on the election from the City, including a listing of all of the candidates for the offices of Mayor, Councillor and School Trustee, and delivered by Canada Post (regular delivery). The package will have a label which indicates there is election and candidate information is enclosed.

How many residents will receive the packages?

Canada Post will deliver to approximately 55,500 addresses. The City will also mail out to some residents directly and will send out packages on request. The City asks for **57,000** brochures from candidates because additional brochures are required for machine set-up and spoilage, and extras are kept at City Hall for the direct mail-outs described above.

When will residents receive the packages?

The brochures will be mailed out on September 29th. It is estimated that Canada Post will be delivering the packages between September 30th and October 4th.

What happens with left-over or extra brochures?

Any boxes of brochures that are left over once the packages have been compiled will be returned to Coquitlam City Hall (3000 Guildford Way). Election Office staff will advise the candidates if they have overage and when they can come to the Hall to retrieve them.

How can I save money and still participate in the mail-out?

There are two main ways candidates can save money on the mail-out. First, they can consider sharing the cost of the brochure with another candidate by producing a joint brochure. Second, candidates should consider trying to reduce the cost of printing their brochures by printing single-sided or black and white. Candidates are encouraged to talk about their options with their printer.

Candidate Brochure Mail-Out – Specifications

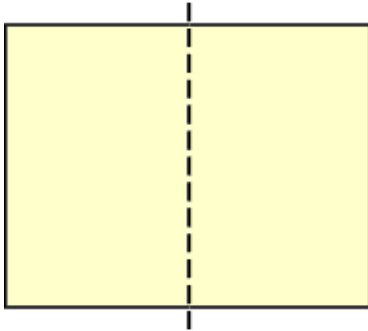
Due to the number of candidates interested in participating in the brochure mail-out initiative the following specifications for brochures have been developed to ensure consistency and ease of delivery to all Coquitlam residents:

- Brochures must be 8.5 by 11 inches in total area
- Each brochure must be only one-page
- Weight - paper used for the brochure must be a 60lb offset text or 80lb gloss/matte text
- Brochures must be delivered to IDRS **flat (unfolded)** with a **packing slip** indicating the number of brochures in each box, total number of brochures and marked “For Coquitlam Candidate Mailing”.
- Suggested format is a “one-fold style” (see diagram below). (The machine that inserts the plastic envelopes folds and collates the paper before it goes into the envelope). There are 2 acceptable formats. See Sample #1 and Sample #2 below.

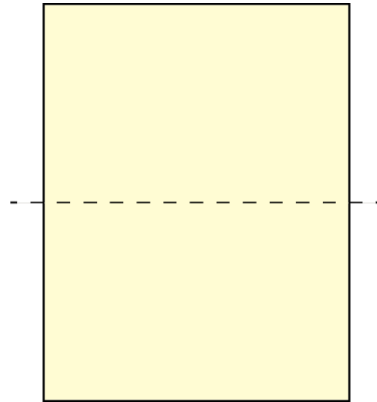
Please note that if a candidate’s brochure fails to meet these specifications or deadline, IDRS will be not be able to include it in the mailout in order to avoid any impact to other participants. The candidate will still be required to pay for their commitment to the mailout.

**Deadline for delivery of Pre-Printed Brochures to IDRS:
September 9, 2022 at 2:00 p.m.**

Sample 1



Sample 2



Ship to:



Attn: Chiharu Masotti

IDRS – Data Print Mail

10159 Nordel Court

Delta, BC V4G 1J8

Phone: 604-580-5257

chiharumasotti@idrs.com

Candidate Brochure Mail-Out Commitment Form

Note: Revisions to the form by Candidates will not be accepted past 4:00 p.m. on Friday, September 9, 2022.

2022 Estimated Costs:

15 candidates participating	\$4,045.00 / candidate
20 candidates participating	\$3,328.00 / candidate
25 candidates participating	\$2,738.00 / candidate

PART A

I, _____, a candidate in the 2022 General Local Election, confirm that:

- I will participate in the 2022 Candidate Brochure Mail-Out Initiative;
- I will follow the specifications provided in the attached Candidate Brochure Mail-Out Initiative;
- I understand if specifications provided are not followed additional costs may be incurred;
- I understand that the costs provided above are estimates and may be more or less dependent on the number of candidates participating in the mail-out; and
- I will pay for my portion of the costs associated with the mail-out within 30-days of receiving an invoice from the City for the costs.

OR PART B

I, _____, a candidate in the 2022 General Local Election, confirm that:

- I will not be participating in the 2022 Candidate Brochure Mail-Out Initiative.

Signed before me at the City of Coquitlam, British Columbia on

This _____ day of _____, 2022.

Signature of Candidate

Signature of Chief Election Officer /
Deputy Chief Election Officer or
Commissioner for taking affidavits for
British Columbia

Dear Candidate,

Appended below for your information are the Canada Post Postal Codes for the City of Coquitlam. You may find this information useful should you plan to mail out brochures or other campaign material yourself (and not as part of the Candidate Brochure Mail-Out coordinated by the City).

Please note that some of the letter carrier walks (LCWs) within the postal code areas do cross boundaries into Port Coquitlam and Port Moody and therefore, as has always been the case in the past with unaddressed ad-mail, there will be some Port Coquitlam and Port Moody households that receive ad-mail intended for Coquitlam households.

*Postal Code	House	Apartment	Total
V3B	4372	7364	11736
V3C	3652	739	4391
V3E	10763	1102	11877
V3H	1921	1554	3475
V3J	7008	4570	11578
V3K	6956	3006	9962
V3L	299	4	303
*Total Residential			53310

**Please note that the total above represents “All Points of Call” data which reflects all Coquitlam households where Canada Post delivers mail. All Points of Call data is only applicable to certain types of mailings such as Elections Canada, provincial chief electoral officers’ mailings and municipal electoral mailings. Residents who have indicated that they do not wish to receive unaddressed mail will not receive material mailed directly by individual Candidates.*

Additional information may be available at www.canadapost.ca/precisiontargeter.

BYLAW NO. 5069, 2021

The Council of the City of Coquitlam, in a meeting lawfully assembled, enacts as follows:

1. Name of Bylaw

- 1.1 This Bylaw is cited as *Election Administration and Procedures Bylaw No. 5069, 2021*.

2. Repeal of Existing Bylaws

- 2.1 *Election Administration and Procedures Bylaw No. 4504, 2014* and *Election Administration and Procedures Amendment Bylaw 4875, 2018* are hereby repealed.

3. Schedules

- 3.1 The following Schedules are attached to this Bylaw:

Schedule "A" – Sample Ballot

Schedule "B" – Permitted Locations for the Posting of Election Signs on Public Property

4. Interpretation

- 4.1 In this Bylaw, unless the context requires otherwise:

ACCEPTABLE MARK means a completed area which the vote counting unit is able to identify, which has been made by the elector in the space provided on the ballot opposite the name of any candidate, or opposite either "yes" or "no" on any matter for which the assent or the opinion of the electors is required or sought.

ASSENT VOTING	means voting on a matter referred to in section 170 of the <i>Local Government Act</i> .
AUTOMATED VOTE COUNTING SYSTEM	<p>means a system that counts and records votes and processes and stores election results which comprises:</p> <ul style="list-style-type: none">(a) a number of ballot scan vote counting units, each of which rests on a two compartment ballot box, one of which is for voted ballots and returned ballots that have been reinserted using the ballot override procedure and the other being an emergency ballot compartment which is for the temporary storing of ballots on which an elector had indicated a choice during such time as the vote counting unit is not functioning; and(b) a number of portable ballot boxes into which ballots on which an elector has indicated a choice are deposited by electors in cases where a vote tabulating unit is not being used, for counting after the close of voting on General Voting Day.
BALLOT	<p>means a ballot card, printed on one or both sides, designed for use in an automated vote counting system, which shows:</p> <ul style="list-style-type: none">(a) the names of all candidates for all contested offices in the election; and(b) all of the choices on all of the questions on which the assent or opinion of the electors is sought, if applicable.
BALLOT RETURN OVER-RIDE PROCEDURE	means the use, by an election official, of a procedure on a vote counting unit, which causes the unit to accept a returned ballot
CAMPAIGN HEADQUARTERS	means a building or portion of a building which is used by a candidate or an agent of a candidate as part of an election campaign and where the candidate's campaign staff are normally present and the public may enter to obtain information about the candidate.
CITY	means the City of Coquitlam.
COUNTING CENTRE	means the area designated by the Chief Election Officer for the conduct of vote accumulation.

ELECTION	means an election for the number of persons required to fill a local government office and/or Board of School Trustees, or a matter requiring assent voting or where opinion of the electors is required or sought.
ELECTION HEADQUARTERS	means Coquitlam City Hall, 3000 Guildford Way, Coquitlam.
ELECTION SIGN	means a sign promoting a political candidate, party or cause in relation to a federal, provincial, municipal or school trustee election or question put to the electorate.
ELECTOR	means a resident elector or non-resident property elector of the jurisdiction as defined under the <i>Local Government Act</i> .
EMERGENCY BALLOT COMPARTMENT	means a separate designated compartment in the ballot box under each vote counting unit for the temporary deposit of ballots on which an elector has indicated a choice if the vote counting unit ceases to function.
GENERAL LOCAL ELECTION	means the elections held for the Mayor, Councillors and School Trustees of the municipality which must be held in the year 2014 and in every fourth year after that.
GENERAL VOTING DAY	means: <ul style="list-style-type: none">(a) for a general local election, the date set under Section 52(2) of the <i>Local Government Act</i>.(b) for other elections, the date set under sections 54(5), 55(1)(a) or 152(5) of the <i>Local Government Act</i>;(c) for assent voting, the date set under section 174 of the <i>Local Government Act</i>.
JURISDICTION	means, in relation to an election, the municipality for which it is held.
LOCAL GOVERNMENT	means, in relation to a municipality, the Council.

MEMORY CARD	means a computer hardware cartridge which is inserted into the vote counting unit and into which is pre-programmed: <ul style="list-style-type: none">(a) the names of all candidates for each contested office in the election;(b) if applicable, with alternatives for each question; and(c) to record and retain information on the number of acceptable marks made for each candidate or for each question.
MEMORY CARD BACKUP	means a secondary computer hardware cartridge which is inserted into the vote counting unit and into which is pre-programmed: <ul style="list-style-type: none">(a) the names of all candidates for each contested office in the election;(b) if applicable, with alternatives for each question; and(c) to record and retain information on the number of acceptable marks made for each candidate or for each question.
MOBILE PUBLIC ADDRESS SYSTEM	means a sound amplification system, either by megaphone or electronically, used while mounted on a motor vehicle, trailer, or other such vehicle to disseminate the spoken word and/or music to the public.
PORTABLE BALLOT BOX	means a ballot box which is used in the election where a vote counting unit is not being used at the time of voting.
RESULTS TAPE	means the printed record generated from a vote counting unit at the close of voting on General Voting Day, which shows the number of votes for each candidate for each contested office in the election, and the number of votes for or against each matter for which the assent of the electors or opinion is required or sought, if applicable.
RETURNED BALLOT	means a ballot that was inserted into the vote counting unit but rejected by the vote counting unit, with an explanation of the ballot marking error that caused the unit not to accept the ballot.
SECRECY SLEEVE	means an open-ended folder or envelope used to cover ballots to conceal the choices made by an elector.
SIGN AREA	means the total area within the outer edge of the frame or border of a sign, but where a sign has no frame, border or background, the area of the sign will be the area contained within the shortest line surrounding

the whole group of letters, symbols, or figures; includes all sign faces in computation.

SPOILED BALLOT

means a ballot:

- (a) on which an elector has not correctly marked a choice of a candidate;
- (b) on which an elector has not correctly marked an answer to a question;
- (c) or to which damage has occurred so as to prevent the vote counting unit from reading the ballot.

**VOTE
ACCUMULATION
EQUIPMENT**

means a tabulation device which reads the recorded votes contained within each memory card, and which automatically accumulates the totals of those recorded votes to produce a final vote count for all of the offices on the ballot, and on each of the matters for which the assent of the electors is required or sought, if applicable.

**VOTE COUNTING
UNIT**

means the device into which a person inserts a ballot, which scans each ballot, and which counts and records the number of votes for each candidate and for and against each matter for which the assent or opinion of the electors is required or sought if applicable.

VOTED BALLOT

means a ballot on which an elector has made acceptable marks and which the vote counting unit has successfully read and deposited into a ballot box.

ZEROS TAPE

means a printed record:

- (a) generated from a vote counting unit before the acceptance of any ballot at the opening of the voting places, or at the beginning of any recount procedure; and
- (b) which indicates as "zero" the number of votes for each candidate and, if applicable, the number of votes for or against each question.

5. Provincial List of Electors Authorization

- 5.1 As authorized by section 76 of the *Local Government Act*, the provincial list of voters as of 52 days before General Voting Day and prepared under the *Election Act* shall become the register of resident electors for the City for an election.

6. Voting Division Establishment

- 6.1 For an election, one municipal voting division is established, namely all property within the City of Coquitlam as described in the Order in Council Number 280, approved and ordered February 13, 1986.

7. Advance Voting Opportunity Establishment

- 7.1 The additional required advance voting opportunity shall be held on the seventh day before General Voting Day for a General Local Election and by-election.
- 7.2 The Chief Election Officer is authorized to establish additional advance voting opportunities for each election or assent voting, to be held in advance of general voting day and subject to the *Local Government Act*, to designate the voting places and establish the date and voting hours for these voting opportunities.

8. Special Voting Opportunity Establishment

- 8.1 The Chief Election Officer is authorized to establish special voting opportunities for each election, and to designate the locations, the date and the voting hours for these voting opportunities.
- 8.2 The Chief Election Officer is authorized to limit the number of candidate representatives who may be present at a special voting opportunity to one (1) representative per candidate.
- 8.3 Electors may only vote at a special voting opportunity if they are residents of the facility at which the special voting opportunity is being held.
- 8.4 Vote counting units will not be used at special voting opportunities. Portable ballot boxes will be used to house voted ballots. Portable ballot boxes will be emptied by the Chief Election Officer or designate after the close of voting on general voting day using the same procedures for emptying the emergency ballot compartment as outlined in Section 12.12.3.

9. Electronic Access to Nomination Documents Authorization

- 9.1 As authorized by section 89(8) of the *Local Government Act*, public access to nomination documents will be made available via the internet or other electronic means.
- 9.2 The minimum number of qualified nominators for a nomination for office is 10.

10. Electronic Access to Disclosure Statements and Supplementary Reports Authorization

- 10.1 As authorized by section 59(1) the *Local Elections Campaign Financing Act*, public access to disclosure statements and signed declarations, and supplementary reports and signed declarations, will be made available via the internet or other electronic means.

11. Resolution of Tie Votes After Judicial Recount

- 11.1 If, at the completion of a judicial recount, the Chief Election Officer cannot declare the results of an election because there is an equality of valid votes for two or more candidates, the Chief Election Officer must arrange for determination of the results by a lot in accordance with section 151 of the *Local Government Act*.

12. Automated Vote Counting System Authorization and Procedures

12.1 Authorization

- 12.1.1 Authorization is given for the conducting of a General Local Election, by-election and assent voting, including voting at any additional general voting opportunities, advance voting opportunities, and special voting opportunities, if applicable, using an automated vote counting system.

12.2 Programming the Vote Counting Unit

- 12.2.1 The Chief Election Officer must ensure the vote counting unit is programmed to return to the elector any ballot that the elector has:
 - (a) marked with more candidates than the election calls for, or with more choices in other voting than are available;
 - (b) not marked; or

- (c) marked such that the vote counting unit is unable to tabulate the markings accurately.

12.3 Testing the Vote Counting Unit

- 12.3.1 Before voting day, the Chief Election Officer must test each vote counting unit to ascertain that it can accurately count the votes cast for all the offices and all questions, and the conduct of the test must include:
 - (a) loading memory cards into the vote counting unit;
 - (b) processing a pre-audited group of ballots that have recorded on them a predetermined number of valid votes for each candidate and each question, and that must include for each office one or more ballots:
 - (i) that have votes in excess of the number allowed by law, and
 - (ii) that have no votes recorded;
 - (c) assigning a logical sequence of valid votes which may be readily identified to each candidate for each office and for or against each question; and
 - (d) comparing the output of the processing against the pre-audited results.

12.4 Investigating Vote Counting Unit Errors

- 12.4.1 If the Chief Election Officer detects any errors in the test referred to in section 12.3 the Chief Election Officer must:
 - (a) ascertain the cause of the error;
 - (b) correct the error; and
 - (c) repeat the test until the Chief Election Officer is able to certify an errorless count.

12.5 Sealing Memory Card

- 12.5.1 Upon successful completion of the test referred to in section 12.3, the Chief Election Officer must seal the memory card in the vote counting unit.

12.6 Printing Zeros Tape

- 12.6.1 One hour or less before the opening of a voting place, the presiding election official, in front of all scrutineers present, must cause the vote counting unit to print a zeros tape. Where one (1) machine is used for multiple advance voting opportunities the zeros tape will be generated prior to the first opportunity where a given machine is used. For special voting opportunities where mobile ballot boxes are used, the Chief Election Officer, in front of another election official and any scrutineers present, will generate a zeros

tape for the machine to be used to tally the special voting opportunity ballots.

12.7 Affixing Zeros Tape

- 12.7.1 If the totals are zero for all candidates and questions, the presiding election official must ensure that the zero tape remains affixed to the vote counting unit until printing of the final results after closing of the voting place.

12.8 Totals Not Zero

- 12.8.1 If the totals are not zero for all candidates and questions, the presiding election official must:
- (a) notify the Chief Election Officer or appointed election official immediately; and
 - (b) conduct the poll using the emergency ballot compartment of the ballot box until repair or replacement of the vote counting unit occurs.

12.9 Automated Voting Procedures

- 12.9.1 As soon as an elector enters the voting place they must be instructed to proceed to the election official(s) responsible for issuing ballots, who:
- (a) must ensure that the elector:
 - (i) is qualified to vote in the election;
 - (ii) signs the appropriate voting book; and
 - (b) upon fulfillment of the requirements of clause (a) must:
 - (i) offer a demonstration of how to use the automated vote counting system; and
 - (ii) provide a ballot to the elector, a secrecy sleeve to the elector if requested, and any further instructions the elector requests.
- 12.9.2 Upon receiving a ballot, the elector must immediately proceed to a voting booth to mark the ballot.
- 12.9.3 The elector may vote only by making an acceptable mark on the ballot:
- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices of Mayor, Councillor, and School Trustee, whichever is applicable; and

(b) if applicable, beside either “yes” or “no” in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

- 12.9.4 Once the elector has finished marking the ballot, the elector may place the ballot into a secrecy sleeve, if applicable, then proceed to the vote counting unit and, under the supervision of the election official in attendance, must insert the ballot directly (including from a secrecy sleeve, if applicable) into the vote counting unit without the acceptable marks on the ballot being exposed.
- 12.9.5 Any ballot accepted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted in the election, subject to any determination made under a judicial recount.
- 12.9.6 Once the ballot has been inserted into the vote counting unit and the vote counting unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 12.9.7 A sample ballot to be used in a General Local Election or a by-election conducted under an automated vote counting system is attached as “Schedule A” to this Bylaw.

12.10 Return of Ballot and Ballot Errors

- 12.10.1 If the vote counting unit returns the ballot to the elector because the ballot has an ambiguous mark, or a misread or invalid mark, the election official stationed at the ballot box must:
- (a) advise the elector to take back the ballot;
 - (b) request that the elector remain at the ballot box until the issue is resolved;
 - (c) determine the reason why the vote counting unit returned the ballot;
 - (d) advise the elector why the vote counting unit returned the ballot;
 - (e) request the elector review the ballot; and
 - (f) advise the elector to correct the ballot so the vote counting unit can read it, or, if necessary, obtain a new ballot through the spoiled ballot procedures.
- 12.10.2 If the elector:
- (a) declines the opportunity to correct a returned ballot or obtain a replacement ballot for a spoiled ballot; and

- (b) has not damaged the ballot to the extent that re-insertion of the ballot into the vote counting unit is impossible,
the election official must:
 - (i) attempt to have the vote counting unit accept the ballot using the ballot override procedure; and
 - (ii) if the ballot override procedure is not an option, walk the elector over to the presiding election official to submit the ballot as a spoiled ballot.

- 12.10.3 If the vote counting unit registers an error on the ballot because ballot is over voted or blank, the election official stationed at the ballot box must:
- (a) request that the elector remain at the ballot box until the issue is resolved;
 - (b) determine the reason why the vote counting unit is registering an error;
 - (c) advise the elector why the vote counting unit is registering an error and explain the choices they have;
 - (d) request the elector either:
 - (i) press the return button which will return the ballot and allow the elector to correct any mistakes made on the ballot, or, if necessary, obtain a new ballot; or
 - (ii) press the cast button which will result in only valid votes being counted.

12.11 Replacement of Spoiled Ballot

- 12.11.1 If:
- (a) before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or
 - (b) the ballot has been inserted into the vote counting unit and returned by the unit,
- the elector may request a replacement ballot by advising the election official in attendance.
- 12.11.2 Upon being advised of a request for a replacement ballot, the presiding election official must:
- (a) issue a replacement ballot to the elector;
 - (b) mark the returned ballot as spoiled; and
 - (c) retain all such spoiled ballots separately from all other ballots in an envelope marked "Spoiled Ballots."
- 12.11.3 If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official must, using the ballot return over-ride procedure, if applicable, reinsert the returned ballot into the vote counting unit to count any acceptable marks.

12.12 Malfunction of Vote Counting Unit

- 12.12.1 During any period that a vote counting unit is not functioning, the election official supervising the unit must direct electors to insert their ballots into the emergency ballot compartment.
- 12.12.2 Where a vote counting unit which was not functioning:
- (a) becomes operational, or
 - (b) is replaced with another vote counting unit
- the ballots in the emergency ballot compartment must, as soon as the voting place is closed, and prior to generating the results tape, be removed by an election official, and, under the supervision of the presiding election official, be inserted into the vote counting unit to be counted.
- 12.12.3 Any ballots which were temporarily stored in the emergency ballot compartment during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being

counted, must through the use of the ballot return over-ride procedure, and under the supervision of the presiding election official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted. If the ballot is damaged to the extent that it cannot be reinserted into the vote counting unit, the presiding election official will treat the ballot as spoiled and follow the spoiled ballot procedures set out in section 12.11.2(b) and (c).

12.13 Advance Voting Opportunity Procedures

- 12.13.1 Vote counting units are to be used at each advance voting opportunity and voting procedures at advance voting opportunities must follow those described in section 12.9 to 12.11.
- 12.13.2 During any period that a vote counting unit being used at an advance voting opportunity is not functioning, the provisions of section 12.12 will apply.
- 12.13.3 At the close of voting at each advance voting opportunity, the presiding election official must ensure that:
 - (a) no additional ballots are inserted into the vote counting unit or emergency ballot compartment;
 - (b) the vote counting unit and ballot box are sealed to prevent insertion of any ballots;
 - (c) the results tape in the vote counting unit is not generated;
 - (d) the memory card of the vote counting unit is secured; and
 - (e) the vote counting unit, together with the memory card and all other election materials, is returned to election headquarters.
- 12.13.4 The presiding election official must, at the close of voting at the final advance voting opportunity:
 - (a) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote counting unit;
 - (b) secure the vote counting unit so that no more ballots can be inserted;
 - (c) ensure that the results tape in the vote counting unit is not generated; and
 - (d) deliver the vote counting unit, together with the memory card and all other election materials, to the Chief Election Officer at election headquarters.

12.14 Procedures After the Close of Voting on General Voting Day

- 12.14.1 After the close of voting on General Voting Day at voting opportunities where a vote counting unit was used in the election, but excluding advance and special voting opportunities, each presiding election official shall:
- (a) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote counting unit;
 - (b) secure the vote counting unit so that no more ballots can be inserted;
 - (c) generate two copies of the results tape from the vote counting unit;
 - (d) have the alternate presiding election official, or other designated election official, deliver the vote counting unit, along with one copy of the results tape, to the Chief Election Officer (or designate) at election headquarters immediately;
 - (e) Account for the unused, spoiled and voted ballots and complete and sign the Ballot Account in duplicate;
 - (f) Package and seal separately the unused, spoiled and voted ballots and place them, along with the following items, into the ballot box for return to election headquarters that evening:
 - (i) one copy of the Ballot Account
 - (ii) once copy of the results tape
 - (iii) any keys used for the vote counting unit, if applicable
 - (iv) the voting books, if applicable any solemn declarations taken and any signed written statements required by or under Part 3 of the Local Government Act in relation to voting proceedings
 - (g) Seal the Ballot Box; and
 - (h) Transport the Ballot Box to election headquarters.
- 12.14.2 At the close of voting on general voting day the Chief Election Officer shall direct the Deputy Chief Election Officer, or other designated election official, to proceed with generating the results tapes for the advance voting opportunities, after which the provisions of section 12.14 of this Bylaw, so far as applicable, shall apply.
- 12.14.3 At the close of voting on general voting day all portable ballot boxes used in the election will be opened under the direction of the Chief Election Officer and all ballots shall be removed and inserted into a vote counting unit to be counted, after which the provisions of section 12.14 of this Bylaw, so far as applicable, shall apply.

12.15 Testing of Automated Vote Accumulation Equipment

- 12.15.1 No later than the first day of advance voting, the Chief Election Officer must test the automated vote accumulation equipment to ascertain that it can accurately accumulate the votes cast for all offices and other voting.

12.16 Safeguards During Testing or Actual Vote Accumulation

- 12.16.1 Whenever testing or actual vote accumulation is to occur, the Chief Election Officer must put in place adequate safeguards to ensure:
- (a) isolation from all other applications or programs of the system used for the processing and tabulation of votes; and
 - (b) that no remote devices will be capable of gaining access to the system.

12.17 Conduct of Testing

- 12.17.1 The testing referred to in section 12.15.1 must include:
- (a) loading the required accumulation programs into the computer for use in the accumulation of votes;
 - (b) processing a pre-audited group of memory cards which have recorded on them a number of predetermined valid votes for each candidate and, if applicable, for or against each question; and
 - (c) manually comparing the output of the processing against the pre-audited results.

12.18 Error in Testing

- 12.18.1
- If the Chief Election Officer detects any errors in the test, the Chief Election Officer must:
- (a) ascertain the cause of the error;
 - (b) correct the error; and
 - (c) repeat the test until the Chief Election Officer is able to certify an errorless count.

12.19 Testing Certification

- 12.19.1 The Chief Election Officer must certify all tests as correct before certification of any election returns as official.

12.20 Accumulation of Vote Totals

- 12.20.1 After the close of voting on general voting day, the Chief Election Officer must:
- (a) upon arrival at the counting centre, receive the vote counting unit and presiding election official's results tape from the presiding election official;
 - (b) review the ballot account prepared under section 12.14;
 - (c) inspect the vote counting unit to ensure that the memory card is in place, and that the seal has not been broken;
 - (d) break the memory card seal, and remove the memory card from the vote counting unit;
 - (e) insert the memory card into a memory card reader in order to accumulate the vote totals;
 - (f) if a memory card fails to transfer the vote totals, obtain the vote totals from the memory card back-up; and
 - (g) if the main memory card and memory card back-up both fail to transfer the vote totals, obtain the vote totals from the results tape, and manually input the totals into the automatic accumulating equipment.

12.21 Manual Counting

- 12.21.1 If it becomes impracticable to count all or part of the ballots with the automatic vote counting system, or it would otherwise impact the integrity of the election, each as determined in the sole discretion of the Chief Election Officer, the Chief Election Officer may order the manual counting of the cards, following, to the extent practicable, sections 138, 139, and 140 of the Local Government Act.

12.22 Recount Procedure

- 12.22.1 If a recount is required, it shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure:
- (a) the memory cards of all vote counting units will be cleared;
 - (b) vote counting units will be designated for each voting place;

- (c) a results tape must be generated to ensure that no votes are recorded for any candidate in the election, or beside any of the choices in the case of each bylaw or other matter on which the consent or opinion of the electors is sought.
- (d) all ballots will be removed from the sealed ballot boxes;
- (e) all ballots, except spoiled ballots, will be reinserted in the appropriate vote counting units under the supervision of the Chief Election Officer; and
- (f) any ballots returned by the vote counting unit during the recount process must, through the use of the ballot return over-ride procedure, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.

13. Advertising by Federal, Provincial, Municipal, School Trustee Candidates and Third-Parties

13.1 Mobile Public Address Systems

- 13.1.1 No person shall advertise a candidate or assent voting issue by way of the use of a mobile public address system, save for at an outdoor rally or meeting provided that the mobile address system remains in a stationary position.

13.2 Election signs

- 13.2.1 Election Signs for federal, provincial, municipal, and school trustee elections are permitted provided that:
 - (a) in the case of provincial or federal elections, the signs are not erected more than thirty (30) days prior to the election or event and are removed within four (4) days after the election;
 - (b) in the case of municipal and school trustee elections, the signs are not erected more than twenty-one (21) days prior to the general local election or event and are removed within four (4) days after the election;
 - (c) the sign has only two sides, or faces, and each side or face of the sign area does not exceed 0.61 metres by 0.61 metres (2 ft by 2 ft);
 - (d) the signs at these locations not exceed 2 metres in height, as measured from the grade on the site on which the sign is placed to the top of the sign or its supporting structure;
 - (e) the signs are not illuminated, animated, rotating, flashing or have moving lights or other electrical features;

- (f) the sign does not have attachments such as balloons, kites, an electronic message centre or inflatable devices;
 - (g) the sign is self-supporting and is not attached to any City property such as fences, trees, street light poles or traffic signal poles;
 - (h) the placement of the sign does not interfere with traffic sightlines at street intersections or with the safety of cyclists and pedestrians; and
 - (i) The sign is not placed within one metre (3.28 feet) of a fire hydrant.
- 13.2.2 The placement of election signs are permitted on private property with the consent of the owner or occupant of the property.
- 13.2.3 Election signs are not permitted anywhere on public property, save for the locations identified in "Schedule B" to this Bylaw.
- 13.2.4 Election Signs are not permitted on any vehicles or trailers attached to vehicles.
- 13.2.5 The number of election signs per candidate, per location, both public and private, is restricted to one.
- 13.2.6 Regulations regarding the size, placement and permitted dates for posting election signs apply to those posted on private property as well as public.
- 13.2.7 In accordance with section 44 of the *Local Elections Campaign Financing Act* election signs must identify the name of the candidate's financial agent, indicate that the sign was authorized by the identified financial agent or sponsor and provide a British Columbia telephone number, British Columbia mailing address or email address at the which the financial agent or sponsor may be contacted regarding the sign.
- 13.2.8 The Chief Election Officer, or any person acting under the Chief Election Officer's direction, may remove any election sign that the Chief Election Officer, or any person acting under the Chief Election Officer's direction, has reasonable grounds to believe is erected, or in place, in contravention of this Bylaw or other enactment.
- 13.2.9 Election signs that have been removed in accordance with section 13.2.8 will be stored for a period of one week after general voting day and the candidate or their agent may claim the sign(s) during that period, following which the material may be destroyed or otherwise disposed of by the Chief Election Officer or any person acting under the Chief Election Officer's direction without notice and without compensation to the owner of the sign.

13.3 Use of City of Coquitlam logo

- 13.3.1 Other than as authorized in writing by the City, no person shall embed or place on any election sign or other election advertising a logo, trademark or official mark, in whole or in part, owned or licensed by the City.

14 Campaign Headquarters

14.1 Election Signs at Campaign Headquarters

- 14.1.1 Candidates may post at their Campaign Headquarters, in the window or on the face of the building or unit, larger election signs than what are permitted under section 13.2.1(c).
- 14.1.2 Despite section 13.2.5, candidates are permitted to affix more than one election sign to their Campaign Headquarters.
- 14.1.3 Despite section 13.2.1(e), candidates may have a back lit sign (the sign is illuminated from a light source within the sign) on their campaign headquarters "storefront" (the portion of the building's façade that hosts the Campaign Headquarter's principal entrance).
- 14.1.4 In addition to those signs normally associated with the occupation of the building, and signs that are affixed to the campaign headquarters as per section 14.1.2, section 13.2.5 of this Bylaw applies.

15. Severability


- 15.1 If any section, subsection, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.

READ A FIRST TIME this 1st day of November, 2021.

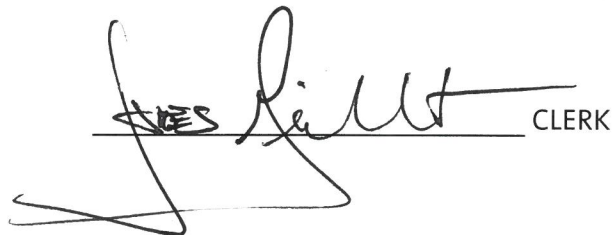
READ A SECOND TIME this 1st day of November, 2021.

READ A THIRD TIME this 1st day of November, 2021.

GIVEN FOURTH AND FINAL READING and the Seal of the Corporation affixed this 15th day of November, 2021.



MAYOR



CLERK

SCHEDULE "A" – SAMPLE BALLOT



City of Anywhere
2018 Municipal Sample Ballot
Monday, January 1st, 2018

To vote, fill in the oval next to your choice(s), like this: ☐ or: ☒ Use only the marking pen provided.

Office of

Mayor

Vote for no more than ONE (1)

Jennifer ABEL ☐
 Jamie BENN ☐
 Jeff CARTER ☐
 Sidney CROSBY ☐
 Marie-Ève DROLET ☐
 Ryan FRY ☐
 Dan HAMHUIS ☐
 Émilie HEYMANS ☐
 Haley IRWIN ☐
 Mikaël KINGSBURY ☐
 Geneviève LACASSE ☐
 Valérie MALTAIS ☐
 Andréanne MORIN ☐
 Rick NASH ☐
 Mark OLDERSHAW ☐
 Tim RANDALL ☐
 Desiree SCOTT ☐
 Marianne ST-GELAIS ☐
 Jonathan TOEWS ☐
 Tessa VIRTUE ☐

Office of

Councillor

Vote for no more than SIX (6)

Amanda AMMAR ☐
 Alexandre BILODEAU ☐
 Patrick CHAN ☐
 Will CROTHERS ☐
 Matt DUCHENE ☐
 Robyn GAYLE ☐
 Jayna HEFFORD ☐
 Jan HUDEC ☐
 Brianne JENNER ☐
 Kaylyn KYLE ☐
 Kaitlyn LAWES ☐
 Diana MATHESON ☐
 Dylan MOSCOVITCH ☐
 Marie-Eve NAULT ☐
 Corey PERRY ☐
 Kevin REYNOLDS ☐
 Christine SINCLAIR ☐
 Melissa TANCREDI ☐
 Chelsea VALOIS ☐
 Kirsten WALL ☐

Office of

School Trustee

Vote for no more than SEVEN (7)

Gillian APPS ☐
 Andrew BYRNES ☐
 Charle COURNOYER ☐
 Douglas CSIMA ☐
 Meagan DUHAMEL ☐
 Charles HAMELIN ☐
 Megan HEINICKE ☐
 Kaillie HUMPHRIES ☐
 Devon KERSHAW ☐
 Charline LABONTÉ ☐
 Jesse LUMSDEN ☐
 Scott MOIR ☐
 Heather MOYSE ☐
 Emily NISHIKAWA ☐
 Brittany PHELAN ☐
 Sophie SCHMIDT ☐
 Cody SORENSEN ☐
 Benjamin THOMSEN ☐
 Tonya VERBEEK ☐
 Tara WATCHORN ☐

SCHEDULE "B"
PERMITTED LOCATIONS FOR THE POSTING OF ELECTION SIGNS ON PUBLIC PROPERTY

1. West side of Coast Meridian Road between Devonshire Avenue & Highland Drive (low signs only – maximum 3ft high)
2. Southeast corner of David Avenue & Shaugnessy Street
3. North side of David Avenue between Pinetree Way & Johnson Street (access from path via Waterford Place)
4. Southwest corner of Glen Drive & Johnson Street
5. South side of Barnet Highway – East of Bond Street (*after* entrance to 2714 Barnet Highway; low signs only – maximum 3 ft high)
6. Southwest corner of Mariner Way & Dewdney Trunk Road
7. Southwest corner of Lougheed Highway & Dewdney Trunk Road (at Sharpe Street)
8. Northwest corner of Como Lake Avenue and Mariner Way
9. Northwest corner Lougheed Highway and King Edward Street
10. Lougheed Highway across from Colony Farm

CITY OF COQUITLAM

Policy and Procedure Manual

USE OF CITY RESOURCES AND FACILITIES FOR POLITICAL ACTIVITY

Chapter:

Section:

Issue Date: July 7, 2014

Revision Date:

POLICY:

City facilities (save for City Hall) may be rented for political events, including campaign events, under the same terms and conditions as the general public, in accordance with:

- The Parks, Recreation and Culture Service's Department's Facility Allocation Policy;
- Any usual license, invoice, rental agreement or facility use license;
- Any associated fees set out by third parties or the City;

Political activities may be conducted at such rented or permitted facilities during the rental period and must be contained to the specific area (room) that has been rented. Candidates or their supporters are not permitted to actively campaign through such actions as distributing or displaying campaign materials or other forms of direct engagement in the common areas of the City facility (save for the placement of brochures in the candidate brochure racks provided for candidates' use at the Coquitlam Public Libraries – as noted in the "Procedures" section of this Policy).

City personnel, equipment, postage, letterhead or official stationery, and funding, are not to be used for promotion or opposition of any candidate, political party, or slate of candidates for an office or a particular issue on a ballot. This does not preclude the use of City staff and City equipment in connection with the rental of the City facilities in the same manner as would be available to the general public in connection with the rental of City facilities.

Political activities will not be permitted in a City facility being used for an advance voting, assent voting or other voting opportunity on the same day(s) as the facility is being used for that purpose.

REASON FOR THE POLICY:

To limit the use of City property to its intended purpose of conducting official City business and to provide a consistent approach and direction to City employees on how City resources and facilities can and cannot be used during local government, school trustee, provincial and federal election campaigns or campaigns concerning a question on the ballot.

The City must balance the need for freedom of assembly of candidates and its legal responsibility to not provide an unfair advantage to any candidate, political party, third party sponsor or registrant or supporter of a question on a ballot during an election

CITY OF COQUITLAM

Policy and Procedure Manual

REFERENCE:

Election Administration and Procedure Bylaw No. 4504, 2014 (Part 13: Advertising by Federal, Provincial, Municipal, or School Trustee Candidates).

Parks, Recreation and Culture Services Department's "Facility Allocation Policy".

DEFINITIONS:

The following definitions shall apply to the policy related to the use of City facilities for political activity:

CAMPAIGN MATERIALS shall mean any materials used to solicit votes for a candidate(s) or question on the ballot including but not limited to literature (i.e. brochures), banners, posters, pictures, buttons, clothing or other paraphernalia.

CITY FACILITIES shall mean any building, grounds or vehicles owned, operated, controlled or maintained by the City and includes the following locations: libraries, leisure facilities, parks, City Hall, Seniors Centres, the Works Yard and the Animal Shelter.

POLITICAL ACTIVITY shall include any and all activities, whether such efforts are undertaken individually or in concert with others, done for the purpose of supporting or opposing any candidate, party or issue in an election or done to influence the results of that election. This includes activities such as handing out campaign materials (i.e. flyers, buttons) and holding up placards or posting signs.

Political activity does not include the appearance of elected officials, candidates or their supporters at an event in their professional or personal capacity without the display of any signage or graphic which identifies the individual as a candidate and without the solicitation of votes.

POLITICAL EVENTS shall include any and all meetings, fundraisers, gatherings, or other such events organized or conducted for the purpose of supporting or opposing any candidate for public office, any issue which is or may be scheduled to appear on a ballot, or any political party or organization.

CITY OF COQUITLAM

Policy and Procedure Manual

PROCEDURES:

The following forms of political activity shall be prohibited at all times on City property unless otherwise permitted by policy:

- (a) Distribution of campaign material, including cards, brochures and other materials defined by law as political advertising to patrons or employees (save for the candidate brochure racks provided for use by candidates at the City's public libraries during general local elections);
- (b) Placement of political signs in City buildings or elsewhere on City property (See *Election Administration and Procedure Bylaw No. 4504, 2014*);
- (c) Personal appearances of candidates or advocates/opponents of an issue before the electorate unless in a private rented space in accordance with this policy.

Candidates or their agents or supporters wishing to rent space at a City facility shall follow the same procedures as would the general public.

This policy shall not be interpreted to prohibit the distribution or use of newspapers, magazines or programs for City sponsored activities that contain paid political advertising, where the distribution or use of such items is primarily for purposes that are generally of a nonpolitical nature.

Additional Resources

**Websites may be best viewed using a web browser other than Internet Explorer.*

PROVINCIAL

Candidate's Guide to Local Elections in BC

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/candidates_guide_to_local_elections.pdf

General Local Elections 101

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/general_local_elections_101.pdf

Thinking of Running for Local Office?

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/thinking_about_running_local_office.pdf

What Every Candidate Needs to Know

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/what_every_candidate_needs_know.pdf

General Local Elections Participants

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/participants>

Elector Organization Guide to Local Elections in BC

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/elector_organization_guide.pdf

SCHOOL TRUSTEE

British Columbia School Trustees Association – A Guide for School Trustee Candidates

<https://bcsta.org/wp-content/uploads/2022/03/BCSTA-Guide-for-School-Trustee-Candidates.pdf>

School Trustee Election Procedures

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

ELECTIONS BC

Elections BC – 2022 General Local Elections

<https://elections.bc.ca/local-elections/2022-general-local-elections/>

Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents

<https://elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-bc-for-candidates-and-their-financial-agents.pdf>

Guide to Local Elections Campaign Financing in BC for Elector Organizations and their Financial Agents

<https://elections.bc.ca/docs/lecfa/guide-for-local-elections-third-party-sponsors-in-bc.pdf>

Campaign Account Letter

<https://elections.bc.ca/docs/lecfa/Campaign%20Account%20Letter.pdf>

EXPENSE LIMITS

Mayor and Councillor Candidate Expense Limits

<https://elections.bc.ca/local-elections/local-candidates/candidate-expense-limits/#COQI>

School Board Trustee Candidate Expense Limits

<https://elections.bc.ca/local-elections/local-candidates/candidate-expense-limits/#SD43>

VIDEOS

Being an Effective Elected Official

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/being-an-effective-elected-official>

The Basics of General Local Elections

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/general-local-elections-basics>

The Role of Local Elected Officials

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/role-of-elected-officials>

LEGISLATION

Local Government Act – Part 3 – Electors and Elections

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_03

School Act – Part 4 – School Trustees

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_04#part4

Local Elections Campaign Financing Act

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14018>