

# Candidates Guide

## 2018 Local General Election



City of Courtenay  
830 Cliffe Avenue  
Courtenay, B. C.  
V9N 2J7

*The City of Courtenay makes every effort to ensure that the information in this guide is accurate, reliable and current. However, the City does not and will not guarantee the accuracy of the information, and the information is subject to change without notice.*

*It is the responsibility of the user to verify all information and ensure that it is current.*

# ABOUT LOCAL ELECTIONS

## **What, When, and Where**

Local Government elections in B.C. for Council and School Trustees are held every four years.

City of Courtenay Council consists of seven members: the Mayor and six Councillors. All seven members will be up for election in 2018.

Two School Trustees are elected to represent the City on the School District No. 71 (Comox Valley) School Board. Both of these members are also up for election in 2018, and the City of Courtenay conducts the election of these Trustees.

## **General Voting Day**

General voting day is the third Saturday in October. This year general voting day falls on October 20<sup>th</sup>, 2018. Voting will be open from 8:00 a.m. to 8:00 p.m.

There are two voting places for general voting day:

1. Florence Filberg Centre, 411 Anderton Avenue (Election Headquarters); and
2. Queneesh Elementary School, 2345 Mission Road.

Electors may choose to cast their ballot at either voting place.

## **Advance Voting Opportunities**

There are two advance voting opportunities on the following dates:

1. Wednesday, October 10<sup>th</sup>, 2018; and
2. Wednesday, October 17<sup>th</sup>, 2018.

The advance voting opportunities will be held at City Hall, 830 Cliffe Avenue, and voting will be open from 8:00 a.m. to 8:00 p.m.

## **Mail Ballot Voting**

Mail ballot voting will be available for certain City of Courtenay electors. The only electors who may vote by mail ballot are the following:

- Persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity; and
- Persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

Application forms for mail ballot voting are available at Courtenay City Hall, 830 Cliffe Avenue, Courtenay, B.C., Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

**Persons applying to vote by mail should confirm their eligibility with the Chief Elections Officer.**

## **The Election Officials**

Municipal Elections are regulated by the *Local Government Act*. In this guide the pertinent section numbers from the *Local Government Act* are noted below each section's title.

Council is required to appoint a Chief Election Officer and a Deputy Chief Election Officer to conduct the election. The Chief Election Officer is responsible for the entire election process. Some of the duties include preparing and publishing election notices required by statute, accepting nomination papers, arranging for and preparing the voting places, training staff, attending the voting places on Election Day, supervising the counting of ballots, declaring election results, and preparing the necessary reports following the election.

The Chief Election Officer has the authority to appoint the election officials required to assist with the administration and conduct of the election.

For 2018, the Chief Election Officer is John Ward (250.703.4853), and the Deputy Chief Election Officer is Wendy Sorichta (250.703.4856).

## **Term of Office**

If you are elected to Council or the School Board, you will be expected to serve a full four-year term beginning in November 2018.

# THE JOB

## **Council Member's Role and Responsibilities**

The roles of the Mayor and Council members are outlined in the *Community Charter*. The *Community Charter* is available for reference on the web at the following address: [www.bclaws.ca](http://www.bclaws.ca)

Council as a whole has a duty to provide short and long term direction by setting goals and formulating policy and budget priorities for the City. The establishment of policy is necessary to guide the activities and actions of staff and to determine which services (and at what level) will be offered to the residents of Courtenay.

As a corporate body that exists due to provincial legislation, Council has a responsibility to uphold the laws pertaining to a municipal Council and its administration, and to ensure that Council's decisions are being properly discharged as provided for in the *Community Charter*, *Local Government Act* and other related municipal legislation.

While the role of policy making rests with Council, the role of City staff (as directed through the Chief Administrative Officer) is to carry out Council approved policies and decisions.

Council acts as a single body. Individual members of Council do not have the authority to make decisions binding the whole Council, nor do they have the individual authority to direct staff.

## **Time Commitment**

Election to Council means, for most people, balancing a career, family and public office. Candidates should be aware that carrying out the duties of a Mayor or Councillor could be time consuming.

As a Council member, in addition to regular Council meetings, you will be asked to participate in, and possibly chair, various Council Committees. This can also require a significant investment of your time. In addition, Council members receive invitations to various functions, events, conferences etc. that may require attendance, depending upon the Councillor's level of involvement and time restraints.

You might consider talking to someone currently in local office to find out how much time you would be expected to commit. In advance of a decision to enter local politics, it would also be beneficial to attend Council meetings or view the Council video on the City of Courtenay website <http://www.courtenay.ca/EN/main/city-hall/mayor-council.html>.

## **School Trustee's Role and Responsibilities**

The City is responsible for conducting the election for School Trustees and the information contained herein applies to any person running for elected office as a School Trustee/Council member.

In order to acquire information on the role and responsibilities of a School Trustee who, when elected becomes a member of the School District No. 71 (Comox Valley) School Board please contact the School Board Office at 607 Cumberland Road, Courtenay, B.C. Telephone number 250.334.5500.

## **Remuneration**

Mayors, Councillors and School Trustees receive remuneration in recognition of the time and energy they devote to the community.

The 2017 annual Council remuneration in twelve monthly instalments is as follows:

- (a) to the Mayor an annual payment in the amount of \$61,800;
- (b) to each Councillor an annual payment in the amount of \$22,740.

Expenses for out-of-town meetings, conferences and seminars are reimbursed in accordance with the City's Allowance and Expense Reimbursement Policy.

Some \*benefits are also available to Council Members. These include Medical, Extended Health and Dental coverage with the Councillor paying 100% of the premiums.

\*Council member benefits coverage available with minimum 50% utilization rate.

# QUALIFICATIONS FOR OFFICE

(Sections 81-83 of the Local Government Act)

## Who May Run

You may run for any local government office if you:

- are a Canadian citizen;
- are at least 18 years old on election day;
- have lived in British Columbia for at least six months; and
- have not been disqualified by this act or any other enactment from voting in an election in B.C., or from being nominated for, being elected to, or holding the office, or be otherwise disqualified by law.

## Who May Not Run

You may not run for local government office if you:

- are a judge of the Provincial Court, Supreme Court or Court of Appeal;
- are an employee or salaried officer of that local government or school board (unless you have taken a leave of absence to run for office and agree to resign if elected);
- are under sentence for an indictable offence and are currently in custody or in prison; or
- have been found guilty of an elections offence, such as double voting or buying votes and prohibited from holding office;
- have failed to file a disclosure statement in a previous election, or for not making an oath of office or attending meetings;
- are disqualified under any other enactment.

# NOMINATIONS

(Sec. 86-96 of the Local Government Act)

## Who May Nominate

To run as a candidate for Council or the School Board you must be nominated by two people who are qualified to vote- either as resident electors, or non-resident property electors in the City of Courtenay.

## Nomination Forms

With your two nominators, you must complete a standardized nomination package. The Candidate Nomination Package is available for download from the City of Courtenay website, [www.courtenay.ca](http://www.courtenay.ca) or in person at City Hall.

## Nomination Period

The completed nomination papers are filed with the Chief Election Officer at City Hall, 830 Cliffe Avenue, Courtenay, B.C., V9N 2J7

**The nomination period for 2018 opens on September 4<sup>th</sup>, 2018 at 9:00 a.m. and closes on September 14<sup>th</sup>, 2018 at 4:00 p.m.**

Please remember that it is your responsibility to ensure all your nomination documents are submitted on time and are accurate. There is no flexibility regarding the deadline.

At the end of the nomination period, the Chief Election Officer will officially declare those who have filed nomination papers as candidates for the October 20<sup>th</sup>, 2018 local government election.

## Challenges

Once they are filed, an elector of the community may request to see nomination documents, and if that person feels something in the nomination documents is incorrect, then he or she may choose to challenge any nomination through an application to the Provincial Court, providing that person is an elector of the City of Courtenay, another nominee or the Chief Election Officer.

The application to challenge a nomination must be made within four days after the close of the nomination period (by 4:00 p.m., September 18<sup>th</sup>, 2018).

## **Public Access to Election Documents**

In addition to public access to election documents required under the *Local Government Act* the City will publish electronically via the Internet:

- (a) Nomination documents under section 87 of the *Local Government Act* from as soon as practicable after the time of delivery to the Chief Election Officer until 30 days after the declaration of the official election results.

## **Order of Candidate Names on Ballot**

Pursuant to the City's Election Bylaw, the order of names of candidates on the election ballot will be determined by lot (drawing of names) in accordance with section 117 of the *Local Government Act*. Specific procedures must be followed to ensure the process is fair and transparent.

Candidates will be notified of the date and time when the names will be drawn. The only persons who may be present at the determination are the candidates, or their official agents, and any other persons permitted to be present by the Chief Election Officer.



# CANDIDATES AND REPRESENTATIVES

## **Elector Organizations**

Click the link below for the 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](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/elector_organization_guide.pdf)

## **Withdrawing as a Candidate**

If you decide to withdraw from being a candidate, you must deliver a signed withdrawal statement to the Chief Election Officer before 4:00 p.m. on September 21<sup>st</sup>, 2018.

If you wish to withdraw after September 21<sup>st</sup>, 2018, you must deliver a signed withdrawal statement to the Chief Election Officer and receive the approval of the Minister responsible for Municipal Affairs (or the Minister responsible for Education if you are running for School Trustee).

## **Appointing a Candidate Representative**

Because a candidate cannot be in two places at once (and because you are not allowed to be present at the voting place on general voting day except to cast your ballot), you may choose to appoint an official agent and/or scrutineer(s).

An official agent may act on your behalf - as a contact for the Chief Election Officer when you are out of town, for example, or to observe voting procedures on voting day - throughout the election process.

Scrutineers may represent you by observing voting procedures and by scrutinizing the vote counting process. You are entitled to have one scrutineer present for each vote counting system in use on voting day (i.e. two at Filberg Centre, and two at Queneesh Elementary School)

**To appoint an official agent, you must deliver a written-signed statement with your agent's name and address to the Chief Election Officer (either you or your agent must do the same for each scrutineer).**

**IMPORTANT NOTE: All of your representatives must carry copies of their appointment papers** whenever they are representing you at an election proceeding. Before they can be present at a voting place, each of your representatives must also make a solemn declaration that she or he will preserve the secrecy of the ballot and will not interfere with an elector marking a ballot. Check with your Chief Election Officer to find out when and where your representatives can make their declarations.

## **Campaign Financing**

The *Local Elections Campaign Financing Act* (LECFA) regulates candidate and elector organization campaign financing, third party advertising sponsors, and assent voting advertising sponsors. It also regulates election advertising during the election period. Therefore, all matters relating to campaign financing are the responsibility of Elections BC and not the municipality.

Elections BC will also manage campaign financing disclosure requirements, investigations and enforcement of provisions in relation to election advertising.

All inquiries, from simple to complex regarding campaign financing and disclosure should be directed to Elections BC. They will have a team of trained individuals ready to answer any questions. Contact Elections BC by calling toll free at 1-800-661-8683 or email [electionsbc@elections.bc.ca](mailto:electionsbc@elections.bc.ca)

You can also access BC Elections website: [www.elections.bc.ca](http://www.elections.bc.ca)

# CAMPAIGN ADVERTISING

## **The 100 - Metre No Campaigning Rule and Campaign Signs**

It is an offence for candidates to canvass, solicit votes or advertise through signs, posters, flyers, flags or badges, within 100 metres of where voting is taking place.

The most common complaints received by the Chief Election Officer at the Voting Place have, in the past, included vehicles with candidate advertising on them parking close to the polling place, advertising in the polling place, persons entering the polling place wearing campaign badges or buttons; and candidates remaining in the polling place instead of vacating immediately after casting their vote.

## **Campaign Signs and Sponsorship Information**

Please review information provided by Elections BC:

<http://elections.bc.ca/political-participants/local-elections-campaign-financing/2018-general-local-elections/>

# ELECTION SIGNS

There is a policy regarding election signs on highways under the jurisdiction of the Ministry of Transportation & Infrastructure. Included in this policy are the following controlled access highways:

- Comox Valley Parkway/29<sup>th</sup> Street, and Cliffe Avenue from 29<sup>th</sup> Street to 17<sup>th</sup> Street
- 17<sup>th</sup> Street from Cliffe Avenue to Comox Road including intersection area adjacent to Farquharson Farms/Ducks Unlimited property
- Highway 19A (Bypass) from 17<sup>th</sup> Street to Ryan Road
- Ryan Road East of Highway 19A

The Ministry of Transportation & Infrastructure allows political signs on highway rights of way, with the following exceptions: signs are not allowed on freeways (i.e. the Inland Island Highway), on any Ministry structures, or at other locations where they may raise safety concerns. In addition, election posters or signs must not be attached to, obstruct or simulate any traffic control devices; must not be positioned closer to the travel lanes than standard traffic signs; and must not be placed and/or constructed in any fashion that may cause a traffic hazard. Signs or posters contravening these conditions will be taken down by the Ministry.

Election signs under City jurisdiction have been exempted in the City of Courtenay Sign Bylaw, however the above noted policy adopted by the Ministry of Transportation & Infrastructure is in effect in the City of Courtenay as well.

***In addition, if you wish to place signs on City boulevards, you must first call BC One Call (Dial Before You Dig) at 1-800-474-6886 to obtain clearance to place signs in any of these areas.*** This will ensure irrigation lines, gas lines, and other underground services that may be located in the boulevards are not damaged. If you do not call ahead before placing the signs and damage occurs, you will be responsible for any response and/or repair costs. Please note that taping or otherwise attaching posters or signs to street light posts or directional signs is also prohibited.

If you require greater detail on the Ministry of Transportation & Infrastructure policy, please contact the local office of the Ministry at 250-334-6951.

For further information on the placement of signs within the City of Courtenay please contact the Chief Election Officer at 250-703-4853.

Your cooperation in having all signs removed by the third working day following the election is appreciated.

## CANDIDATES CALENDAR 2018

DATE	EVENT
September 4 <sup>th</sup> , 2018 (9:00 a.m.)	Nominations open
September 14 <sup>th</sup> , 2018 (4:00 p.m.)	Nominations close, candidates declared
September 18 <sup>th</sup> , 2018 (4:00 p.m.)	Deadline for challenging nominations
September 21 <sup>st</sup> , 2018 (4:00 p.m.)	Deadline for: - decisions on challenges to nominations - withdrawing as a candidate - withdrawing endorsement for a candidate
October 10 <sup>th</sup> , 2018; and October 17 <sup>th</sup> , 2018	Advance voting days (8:00 a.m. to 8:00 p.m.) at City Hall – 830 Cliffe Avenue
October 20 <sup>th</sup> , 2018	General Voting Day  <u>Locations:</u> 1. Florence Filberg Centre, 411 Anderton Avenue (Election Headquarters); and 2. Queneesh Elementary School, 2345 Mission Road
October 22 <sup>nd</sup> - 24 <sup>th</sup> , 2018	Declaration of official result  First day to apply for judicial recount after declaration (October 24 <sup>th</sup> )
October 29 <sup>th</sup> , 2018	Last day to apply for judicial recount
November 5 <sup>th</sup> , 2018	First day in office