



**City of
Courtenay**

2026 election nomination package

School trustee of Comox Valley School
District — Trustee electoral area 1



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Welcome!

Dear Prospective Candidate,

Thank you for considering running in the City of Courtenay's local government election. Choosing to seek public office is both an important decision and a meaningful contribution to the democratic process. Local government plays a vital role in shaping the future of our communities, from infrastructure and public safety to recreation, housing, environmental stewardship and long-term planning. By considering candidacy, you are demonstrating a commitment to civic participation and community involvement by contributing your voice, experience and perspective to local government.

The enclosed candidate guide is intended to guide you through the nomination and election process and provide information about candidate requirements and responsibilities. We encourage you to review the materials carefully as you prepare your nomination documents.

If you have questions that are not answered here, please contact the Election Office at election@courtenay.ca. Candidate questions and answers will be posted on the elections webpage at courtenay.ca/election.

We encourage you to attend a Council or School Board meeting and familiarize yourself with the meeting schedule. 2026 Council orientation is already scheduled and is available on the Council calendar in Appendix B.

Thank you again for your interest in serving your community.

Sincerely,

Kate O'Connell

Chief Election Officer

Adriana Proton

Deputy Chief Election Officer

Patricia (PJ) Janecek

Deputy Chief Election Officer

Contact: 250-334-4441 or election@courtenay.ca

Elections BC: 1-800-661-8683 or electoral.finance@elections.bc.ca



**City of
Courtenay**

About the City of Courtenay

The City of Courtenay was incorporated in 1915 and is the largest community in the Comox Valley. It is located within the unceded traditional territory of the K'ómoks First Nation on the east coast of Vancouver Island in British Columbia, Canada. The City is one of three member municipalities of the Comox Valley Regional District (CVRD) alongside the Town of Comox and the Village of Cumberland. The CVRD also includes three electoral areas: A, B and C.

Courtenay is a growing community. Census data shows that between 2016 and 2021, the city's population increased by 10.8 per cent, outpacing growth across Vancouver Island (8.2 per cent) and British Columbia as a whole (7.6 per cent) during the same period.

The City of Courtenay Council is comprised of a Mayor and six Councillors. In addition to participating on Council, members may be appointed to committees and external bodies like the Comox Valley Regional District board. Council meets twice per month on Wednesday afternoons, normally starting at 4 p.m.

If you are running for School District Trustee, you can find information about School District 71 at comoxvalleyschools.ca.

Eligibility

Candidates are eligible to hold office if they are:

- Canadian citizen;
- 18 years of age or older on general voting day: Saturday, October 17, 2026;
- Resident of B.C. for at least 6 months immediately before the day nomination papers are filed;
- Not disqualified under the Local Government Act, School Act or any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

A person is disqualified as a candidate for office if they:

- Are a judge of the Provincial Court, Supreme Court or Court of Appeal;
- Are an employee of the City [unless they take a leave of absence to run for office and agree to resign if elected];
- Are under sentence for an indictable offence and are in custody or in prison;
- Are disqualified from candidacy under any law or enactment (i.e. failure to file a candidate disclosure statement in the previous election, not making an oath of office, etc.)



Knowledge and abilities

A Council or school board member represents the community, sets policy, oversees governance, and ensures public resources are used responsibly, while leaving day-to-day administration to professional staff.

No special qualifications are required to become an elected official. However, successful members typically demonstrate integrity, sound judgment, communication and teamwork skills, and a willingness to learn. Valuable abilities include:

- Interest in serving the community and understanding broad public issues.
- Strong communication, collaboration and conflict-resolution skills.
- The ability to make objective, informed decisions and work respectfully with differing viewpoints.
- Analytical, organizational, and problem-solving skills, including managing competing priorities and meeting deadlines.
- A commitment to ethical conduct, public trust, accountability, and accepting Council decisions.
- Basic knowledge of parliamentary procedures and proficiency with computers and the internet.

Mayor and Council commitment

Council members serve a four-year term. One of the biggest time commitments for Council members is reviewing the Council agenda, which is normally 300–500 pages. Council members are invited to a variety of events and meetings in the community. Being a Council member is comparable to a part-time job, and at times, may involve the time commitment of full-time or more. Council members are expected to attend meetings and events fully prepared to make informed decisions and represent their community.

Members often attend training opportunities and conferences. Many Council members attend AVICC, UBCM and FCM conferences annually.

How to submit nomination documents

Nomination documents may be submitted by mail, courier, fax, email or in person (recommended).



We recommend making an appointment with the Chief Election Officer to submit your nomination forms, by emailing election@courtenay.ca. They will review your documents, witness your signature, and review important information.

Please do not wait until the very end of the nomination period to submit your documents; if there are errors in your nomination package you may not have time to fix them.

Deadline for filing

The Chief Election Officer must receive your nomination documents by **4 p.m. on Friday, September 11, 2026**.

The City cannot accept late or incomplete nomination documents.

Description of the nomination process

- Nomination packages will be available from the City of Courtenay online and at Courtenay City Hall by August 7, 2026.
- You will need to have nominators sign your nomination form. They must be eligible to vote in Courtenay. If you schedule an appointment with the Chief Election Officer, they can confirm whether your nominators are on the voters list.
- To be safe, we recommend that you have extra nominators.
- Nominators can only nominate as many candidates as there are positions. For example, one nominator can only nominate one person for Mayor and up to six people for Councillor.
- Bring identification such as a driver's licence that can verify your identity and residence.
- You cannot submit nomination packages for both Mayor and Council.

Do I need to live in Courtenay?

- You do not need to live in Courtenay to run for Council.
- Your street address will not be made public; however, the jurisdiction where you live will be.
- Since your address will not be published, it is important that the jurisdiction is correct. It may not be the same as your mailing address. **Please ensure that the correct jurisdiction is stated on your nomination papers, i.e. Courtenay, CVRD Electoral Area A, Cumberland, etc.**

Key dates

- **Prospective Candidate Information Session**



- 6 p.m., August 13 at the CVRD, 770 Harmston Ave.
 - Please preregister through the CVRD website
 - Find more information at courtenay.ca/election
- **Start of the Nomination Period**
 - 9 a.m., September 1
 - This is the earliest you can submit nomination forms
- **End of the Nomination Period**
 - 4 p.m., September 11
- **Declaration of Candidates**
 - After 4 p.m., September 11
 - Candidate list will be posted online at courtenay.ca and at civicinfo.ca
 - List will also be posted at the City Hall bulletin board and in accordance with School District bylaws
- **Ballot Name Order Draw**
 - 4 p.m., September 14, City Hall Council Room, 830 Cliffe Ave.
 - Candidates or their representatives are welcome to attend. There may be limited capacity, so please do not send more than two representatives.
- **Candidate Nomination Withdrawal Deadline**
 - 4 p.m., September 18
- **Start of Campaign Period**
 - 12:01 a.m., September 19
 - This is the earliest that signs may be posted
- **First Advance Voting Day**
 - 8 a.m. to 8 p.m., October 7
 - Florence Filberg Centre, 411 Anderton Ave.
- **Second Advance Voting Day**
 - 8 a.m. to 8 p.m., October 14
 - Florence Filberg Centre, 411 Anderton Ave.
- **Mail Ballot Counting**
 - 2 p.m., October 15
 - City Hall Council Room, 830 Cliffe Ave.
 - Any mail ballots received by 2 p.m. will be opened and counted using a tabulator. This is authorized by bylaw and helps us provide the results quickly on election night.
 - Candidates or their representatives are welcome to attend. There is a limit of one representative per candidate.
- **General Voting Day**
 - 8 a.m. to 8 p.m., October 17
 - Florence Filberg Centre, 411 Anderton Ave.



- Queneesh Elementary, 2345 Mission Rd.
- **Announcement of Preliminary Election Results**
 - Around 8:15–8:45 p.m., October 17
 - Florence Filberg Centre, 411 Anderton Ave.
 - The doors will be locked at 8 p.m.; you must arrive before 8 p.m.
 - Results will be posted online at courtenay.ca and at civicinfo.ca.
 - Preliminary results will also be posted at the City Hall bulletin board and in accordance with School District bylaws
- **Removal of signs**
 - Signs must be removed by 8 p.m., October 19
- **Determination of Official Election Results**
 - By 4 p.m., October 21
 - Official results will be posted online at courtenay.ca and at civicinfo.ca
 - Official results will also be posted at the City Hall bulletin board and in accordance with School District bylaws
- **Inaugural Meeting (Courtenay)**
 - 4 p.m., November 4
 - Oath of office
 - Council appointments
 - Official photos
 - Council members can invite family and friends (room capacity limited)
 - Reception to follow
- **2026 Meetings**
 - Please familiarize yourself with the Council or School Board calendar
 - Council orientation dates and meetings for the remainder of 2026 are available now.
 - The 2026 and draft 2027 Council calendars are attached.
 - For the City of Courtenay, orientation events on October 28–30, December 11 and 16 will take place during the day. Other orientation events will start in the afternoon.
- **Campaign Financing Disclosure Statement Late Filing Deadline**
 - Tuesday, February 16, 2027
 - Final deadline to file campaign financing disclosure statements
 - Late filing may incur a late filing fee
 - Not filing may result in disqualification

Nomination deposits

There is no nomination deposit required.



Please ensure you complete your campaign financing disclosure form within 90 days after general voting day. We will consider requiring a nomination deposit in future if candidates do not submit their campaign financing disclosure forms on time.

Public access to nomination documents

Parts of your nomination documents will be published, including your financial disclosure forms. Your full residential address will not be published, but the jurisdiction where you live will be published. Please complete the candidate information release to indicate what information may be made public.

Sign restrictions

- Signs are regulated by City of Courtenay Election Bylaw No. 3073. This applies to both private and public property.
- Signs may only be posted during the campaign period, starting 12:01 am September 19.
- Advertising, including signs, is also regulated by Elections BC (campaign finance), including the requirement to list sponsorship information on signage. For more information, visit elections.bc.ca.
- Ministry of Transportation and Transit (MOTT) regulations apply to Ministry roads, including Cliffe Avenue and Ryan Road.

On Election days (includes advance days):

- No canvassing or advertising can take place within 100 m of the voting place, including pins, posters, signs on vehicles
- This includes inside and outside buildings, public and private property
- Please remove signs the night before voting
- Election officials or bylaw enforcement will remove signs if necessary

Candidates are responsible for ensuring their election signage is only placed in accordance with regulations. Candidates will receive copies of maps showing the 100 m buffer after submitting their nomination documents.

Candidate bios and photos

The City does not post candidate bios and photos. You may wish to prepare a candidate bio and photo, since Comox Valley Record and local websites will often post submitted bios and photos during the campaign period.



Election offences

Election offences are serious offences that can result in fines of up to \$10,000 and imprisonment of up to two years. Election offences include:

- Vote buying: offering or accepting inducement for voting, or for voting for a specific candidate
- Intimidation: using force or the threat of force to interfere with voting
- Fraudulently withdrawing a candidate or endorsement
- Fraudulently voting
- Interfering with ballots or ballot boxes
- Advertising within 100 m of a voting place on a voting day
- Contravening campaign financing rules, including contravening the requirement to list sponsorship information on all advertising

Voters list

Candidates may request a copy of the voters list after they have submitted their nomination documents. Use of this list is restricted, and the list must be returned after the election.



Appendices

Appendix A: Further Resources

To view links to further resources, including the following, visit courtenay.ca/elections and elections.bc.ca :

- Council Code of Conduct Bylaw No. 3150
- Election Bylaw No. 3073
- Candidate's Guide to Local Elections (Ministry of Municipal Affairs)
- Elector Organization Guide to Local Elections (Ministry of Municipal Affairs)
- Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents (Elections BC)
- Local Government Act
- Community Charter
- Local Elections Campaign Financing Act
- Financial Disclosure Act
- Financial Disclosure Act Fact Sheet

Appendix B: Ministry of Transportation and Transit - Elections and Referendums Signs and Posters Policy

Appendix C: Candidate Nomination Package - School Trustee Forms

Appendix D: Statement of Disclosure form

Appendix E: Candidate Information Release Authorization



Date: April 1, 2025

To: All HQ Directors: Operations, Planning & Major Projects
All Regional Directors
All Engineering Directors
All Senior Traffic Engineers
All District Managers Transportation
All Project Managers
Manager, Provincial Sign Program
All MoT Highway Maintenance Contractors

Subject: Election and Referendum Signs and Posters Policy

Purpose:

This Technical Circular supersedes T-03/18 regarding election and referendum signing procedures found within the Policy Manual for Supplemental Signs.

Background:

An election sign for Federal and Provincial elections is a sign, poster or other notice posted during the period between the issue of a writ of election and general voting day, by a political candidate, political party, or election advertising sponsor registered with Elections BC or Elections Canada.

An election sign for general local elections

(<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>), including municipality, regional district, specified parks board, local community commission, boards of education or the Islands Trust, is a sign, poster or other notice posted by a registered political party, candidate or election advertising sponsor. Signs may be placed only during the campaign period (campaign period as defined by Election BC) and must be removed on the day following the end of the electoral event.

A referendum sign for Federal, Provincial or Municipal referenda is a sign, poster or other notice posted during the period between the issue of a writ or order of referendum and the polling day for the referendum, by a referendum proponent, opponent, or referendum advertising sponsor registered with a Municipality, Election BC (<https://elections.bc.ca>) or Elections Canada (<https://www.elections.ca/home.aspx>).

A recall or initiative sign for a Provincial recall petition, initiative petition or initiative vote is a sign, poster or other notice posted between the beginning of a recall petition period, initiative petition period or initiative vote period and the end of the respective period as described in the Recall and Initiative Act, by a proponent, opponent, authorized participant, or a recall or initiative advertising sponsor registered with Elections BC.

Policy:

The Ministry conditionally allows signs in relation to election, referendum, initiative vote, initiative petition and recall petition (henceforth collectively referred to as "election signs") on highway rights-of-way, with the exception of any major highway structures and highways specified in the policy. Only individuals and groups registered in accordance with this policy may post signs on highway rights-of-way.

Procedures:

Election signs must:

- ▶ Only be installed by an individual or organization that is registered with a Municipality, Elections BC or Elections Canada to sponsor advertising, such as a political candidate, political party, registered advertising sponsor, a proponent or opponent, or an authorized participant.
- ▶ Identify the owner of the sign, and a BC telephone number or BC mailing address at which the owner may be contacted.
- ▶ Only be installed during the campaign period as established by Elections BC for local elections, or by the drop/issue of a writ for federal/provincial government elections and must be removed on the day following the end of the electoral event.
- ▶ Be further from the road than standard traffic signs.

Election signs must not:

- ▶ Obstruct, simulate or be attached to any traffic control device (e.g. signs, sign posts or traffic signal poles),
- ▶ In any way pose a traffic hazard,
- ▶ Be placed on bridges, overpasses, tunnels or other highway structures,
- ▶ Be placed on the roads/ramps of interchanges interconnected to the highways listed under prohibitions. Some interchanges located on highways found on the prohibition list may be approved for sign placement. Notice of placement approval, if granted, is obtained through the office of the District Transportation Manager where the interchange resides.
- ▶ Belong to unregistered individuals or groups (i.e., any group or individual that is not a political candidate, political party, or other authorized participant registered with Elections BC, Elections Canada, or a Municipality as required).

PROHIBITIONS

Election signs may not be placed on:

- ▶ Highways within Provincial Parks,
- ▶ Highway 1, from Horseshoe Bay to Hope;
- ▶ Highway 5, from Hope to Kamloops;
- ▶ Highway 19, from Duke Point Ferry Terminal to Trans-Canada Highway;
- ▶ Highway 19 - Nanaimo Parkway, from Trans-Canada Highway to Island Highway;
- ▶ Highway 19, Parksville to Campbell River;
- ▶ Highway 91 and 91A;
- ▶ Highway 99, from the US border to Horseshoe Bay
- ▶ Highway 17, from Tsawwassen Ferry Terminal to Highways 1/15
- ▶ Highway 17A, from Highway 17 to Highway 99; and
- ▶ Highway 97C, from Aspen Grove to Peachland

REMOVAL OF SIGNS

Signs in contravention of this policy will be removed from the highway right-of-way by the ministry. After advising the Regional Director of the number and location of the offending sign(s) and the name of the sign owner, if identified, the District Transportation Manager will contact the owner to discuss the reasons for removal and potential proper placement.

The removal of signs in contravention of this policy will be contingent on the workload of the Ministry's Road Area Maintenance Contractors, and how their tasks and available resources are prioritized and scheduled.

Signs not removed by the owners on the next working day following the election, referendum, initiative vote, initiative petition or recall petition will be removed by maintenance contractors. Maintenance contractors will invoice the identified owner for the cost of removal.

LEGISLATION

This policy is supported by the Motor Vehicle Act, Sec. 214 and the Transportation Act, Sec. 62.

Contact:

Jerry Froese, P.Eng., M. Eng., PTOE
Senior Traffic Engineer, (STE)
Manager, Electrical and Traffic Engineering
Policy and Standards, Rail and Navigation
778-974-5272
jerry.froese@gov.bc.ca

Jennifer Hardy, P. Eng.
Senior Traffic Standards Engineer, (STSE)
Electrical and Traffic Engineering Policy and
Standards, Rail and Navigation
778-974-5336
jennifer.l.hardy@gov.bc.ca



Ian Pilkington
Chief Engineer

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

IMPORTANT: The following forms are for candidates in school trustee elections. A separate set of forms are available for regional trustee candidates in School District No. 93 (Conseil scolaire francophone).

Use the Candidate Cover Sheet and Checklist Form CS1 to ensure that the Candidate Nomination Package – School Trustee is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form CS1 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 CS1 (Section B), the relevant form is completed and attached.

NOTE: Candidate Nomination documents can be submitted to the Chief Election Officer in-person, by mail, by fax or by email. School district contact information is available online at: <https://bcschoolcontacts.gov.bc.ca> and local government contact information is available online at: <https://www/civinfo.bc.ca/directories>

The Candidate Cover Sheet and Checklist Form CS1 are for the Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package – School Trustee.

Completing only the Candidate Cover Sheet and Checklist Form CS1 **does not** constitute completion of the Candidate Nomination Package – School Trustee, nor does it satisfy the legislative requirements set out in the *School Act*, *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. Use section B of the Candidate Cover Sheet and Checklist Form CS1 to identify which forms have been completed and are included in the Candidate Nomination Package – School Trustee.
3. 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:
CS2 – Nomination Documents (only page 3);
CS3 – Other Information Provided by Candidate; and,
CS4 – 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

CS1 – 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 BOARD OF EDUCATION TRUSTEE		

SECTION B

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

- ☐ **CS2 – Nomination Documents**
- ☐ **CS3 – Other Information Provided by Candidate**
- ☐ **CS4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- ☐ **CS5 – Appointment of Candidate Official Agent** (if applicable)
- ☐ **CS6 – 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 – School Trustee; 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.

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF SCHOOL DISTRICT)		TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
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 BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)

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 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

**A nominator MUST be a qualified elector of the trustee electoral area where the candidate is running.
Elector qualifications are listed in section 40 and 41 of the *School Act*.**

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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

Please see over for additional space when more than two nominators are required. Copies can be made as needed.

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

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

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 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

**A nominator MUST be a qualified elector of the trustee electoral area where the candidate is running.
Elector qualifications are listed in section 40 and 41 of the *School Act*.**

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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
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
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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
☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	☐ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 32 of the *School Act* to be nominated, elected and to hold the office of:

POSITION

BOARD OF EDUCATION TRUSTEE

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 42 of the *School Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or 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 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



I have appointed as my Financial Agent

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):

PRINCIPLE OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

I consent to the endorsement by the above-named Elector Organization

CANDIDATE'S SIGNATURE

DATE: (YYYY/MM/DD)

CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
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	

Please ensure that name and mailing address information is the same as that entered on FORM CS2 – NOMINATION DOCUMENTS

CS4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	☐ General Local Election	☐ 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)	

CS5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
☐ I hereby delegate to the above-named official agent the authority to appoint scrutineers.		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

CS6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	

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:	☐ provincial ☐ local government	
	☐ 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:

creditor's name(s)

creditor's address(es)

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.

your capacity

name(s) of business(es)/organization(s)

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.

legal description(s)

address(es)

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

CITY OF COURTENAY

CANDIDATE INFORMATION RELEASE AUTHORIZATION

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form allows your 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. This is the primary source through which the media (television, newspapers, radio, and online sources), the public, provincial ministries, researchers, and others are able to obtain province-wide local election information.

I, _____
(please print name of person nominated)

having 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, or by any other means of electronic communication.

Address:	
Primary Phone:	Alternate Phone:
Email:	
Website:	Instagram:
Twitter (X) or BlueSky:	Facebook:

Gender (Self-identified):

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

Previous Elected Experience (Check one):

- ☐ Incumbent. Served on Council **in the same role** between 2022 and 2026.
- ☐ Served on Council in a **different role** between 2022 and 2026.
- ☐ Served on Council before 2022, 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)