

PROVINCIAL CANDIDATE NOMINATION APPLICATION

**PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE PAGE 4 FOR INSTRUCTIONS**

Your full nomination, including the information below is available to the public. You can keep some of your information private by checking the appropriate box.

| | | | | | | |
|--------------------------------------|------------------------------------|---|----------------------------|------------------------------------|---------------------------|-------------------|
| What is your full (legal) name? | 1 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">LAST NAME</td> <td style="width: 40%; padding: 2px;">FIRST NAME</td> </tr> <tr> <td colspan="2" style="padding: 2px;">MIDDLE NAME(S)</td> </tr> </table> | LAST NAME | FIRST NAME | MIDDLE NAME(S) | |
| LAST NAME | FIRST NAME | | | | | |
| MIDDLE NAME(S) | | | | | | |
| What name do you want on the ballot? | 2 | <p>Ballot name CAN include nicknames and / or abbreviations. Ballot name CANNOT include any indication that a candidate is holding or has held an elected office; a candidate's occupation; or any indication of titles, honours, degrees or other decorations.</p> <p>For example, if Allan William Peter Smith usually goes by Bill Smith, this name may be used on the ballot and will appear as "Bill Smith".</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">BALLOT LAST NAME</td> <td style="width: 40%; padding: 2px;">BALLOT FIRST AND/OR MIDDLE NAME(S)</td> </tr> </table> <p>I declare that the above name to be used on the ballot is my usual name.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">SIGNATURE OF NOMINEE x</td> <td style="width: 30%; padding: 2px;">DATE (YYYY/MM/DD)</td> </tr> </table> | BALLOT LAST NAME | BALLOT FIRST AND/OR MIDDLE NAME(S) | SIGNATURE OF NOMINEE x | DATE (YYYY/MM/DD) |
| BALLOT LAST NAME | BALLOT FIRST AND/OR MIDDLE NAME(S) | | | | | |
| SIGNATURE OF NOMINEE x | DATE (YYYY/MM/DD) | | | | | |
| Where are you seeking election? | 3 | <p>You do not need to live in the electoral district.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NAME OF ELECTORAL DISTRICT</td> </tr> </table> | NAME OF ELECTORAL DISTRICT | | | |
| NAME OF ELECTORAL DISTRICT | | | | | | |
| Where do you live? | 4 | <p>If you are acting as your own financial agent (as indicated in Part A on form 325 – Appointment of Financial Agent) and wish to keep your residential address private, you must provide an address available to the public in section 5.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">ADDRESS</td> </tr> <tr> <td style="width: 70%; padding: 2px;">CITY/TOWN</td> <td style="width: 30%; padding: 2px;">POSTAL CODE</td> </tr> </table> <p><input type="checkbox"/> Keep my residential address private (optional).</p> | ADDRESS | | CITY/TOWN | POSTAL CODE |
| ADDRESS | | | | | | |
| CITY/TOWN | POSTAL CODE | | | | | |
| What is your postal address? | 5 | <p>Documents delivered to your postal address are legally considered delivered or personally served to you [<i>Election Act</i> s. 54(3)(i) and 68].</p> <p>If you are acting as your own financial agent, your postal address and phone number will be published on Elections BC's website and in Elections BC's public advertising.</p> <p><input type="checkbox"/> Use my residential address OR <input type="checkbox"/> Use a different address (below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">ADDRESS</td> </tr> <tr> <td style="width: 70%; padding: 2px;">CITY/TOWN</td> <td style="width: 30%; padding: 2px;">POSTAL CODE</td> </tr> </table> | ADDRESS | | CITY/TOWN | POSTAL CODE |
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| | | | | | | | | |
|--|-----------------|---|------------------------------------|---------------------------------------|-----------------------------------|--|-------|-----|
| <p>How can we contact you?</p> | <p>6</p> | <p>You must provide at least one phone number. This phone number must be valid, both during and after the election. If you are acting as your own financial agent, you must provide a phone number that will be made available to the public.</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">PRIMARY PHONE NUMBER (REQUIRED)</td> </tr> <tr> <td colspan="2">SECONDARY PHONE NUMBER (OPTIONAL)</td> </tr> <tr> <td>EMAIL</td> <td>FAX</td> </tr> </table> <p><input type="checkbox"/> Keep my primary phone number private (optional)</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Keep my secondary phone number private (optional)</p> | PRIMARY PHONE NUMBER (REQUIRED) | | SECONDARY PHONE NUMBER (OPTIONAL) | | EMAIL | FAX |
| PRIMARY PHONE NUMBER (REQUIRED) | | | | | | | | |
| SECONDARY PHONE NUMBER (OPTIONAL) | | | | | | | | |
| EMAIL | FAX | | | | | | | |
| <p>What is your political affiliation?</p> | <p>7</p> | <p>If you represent a registered political party, print the party name. Your name, electoral district and application status will be shared with that party. If the political party endorses your candidate nomination, the name of the party will appear on the ballot as indicated in the most recent registration documents filed with Elections BC.</p> <p>If you are independent, check the box and complete the signed declaration.</p> <p>Individuals who represent unregistered political parties may not appear as INDEPENDENT on the ballot.</p> <p>If you are unaffiliated or represent an unregistered political party, leave this section blank.</p> <table border="1" style="width: 100%;"> <tr> <td>NAME OF REGISTERED POLITICAL PARTY</td> </tr> </table> <p>OR</p> <p><input type="checkbox"/> I am an independent (must sign below)</p> <p>I declare that I am independent and not a representative of a political party.</p> <table border="1" style="width: 100%;"> <tr> <td>SIGN HERE IF YOU ARE INDEPENDENT X</td> <td>DATE</td> </tr> </table> | NAME OF REGISTERED POLITICAL PARTY | SIGN HERE IF YOU ARE INDEPENDENT X | DATE | | | |
| NAME OF REGISTERED POLITICAL PARTY | | | | | | | | |
| SIGN HERE IF YOU ARE INDEPENDENT X | DATE | | | | | | | |

PROVINCIAL CANDIDATE NOMINATION APPLICATION

PLEASE PRINT IN BLOCK LETTERS OR TYPE
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| | | | | |
|--|-----------------|--|----------------|------|
| <p>Do you want access to the Voters List and Street Index?</p> | <p>8</p> | <p>On becoming a candidate, you will be entitled to a voters list containing the name, residential address, voting area and voter number of each voter in your electoral district. You will also have the option of accessing a list with information on whether each voter voted in their most recent provincial voting opportunity (general election or by-election). During voting in the next election, you can access information on which voters have voted at advance and final voting.</p> <p>As a candidate, you must ensure that you and your campaign team take all necessary steps to protect this personal information, using it only for the purposes of this election. Section 275 of the <i>Election Act</i> requires that each candidate file with the Chief Electoral Officer (CEO) a privacy policy acceptable to the CEO, prior to receiving any personal information of voters including a voters list and voter turnout information during advance and final voting. Campaign workers must also read and abide by this policy before accessing personal information. You may use the Privacy Policy Template for Candidates (00154) or develop and submit your own privacy policy that meets the Privacy Policy Acceptance Criteria (00158) available on the Elections BC website.</p> <p style="text-align: center;"> YES NO <input type="checkbox"/> <input type="checkbox"/> </p> <p>I request a voters list</p> <p>If you request a voters list, check a box below to indicate how you will satisfy the requirements for a privacy policy.</p> <p><input type="checkbox"/> I have signed the privacy policy template (00154).</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I have signed my own privacy policy, which I have attached to this filing. I understand that I will not gain access to voter information until this policy has been approved by the Chief Electoral Officer.</p> <p>A street index indicates the voting area for every range of addresses in the electoral district. I understand that the street index contains proprietary information supplied by parties external to Elections BC and that the information is supplied exclusively for electoral purposes as defined by the <i>Election Act</i>. I understand and accept that the information may not be used, copied or distributed by or for any person, in any form whatever, except in relation to electoral purposes. When no longer required, the street index will be confidentially destroyed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;">SIGNATURE X</td> <td style="width: 25%; padding: 5px;">DATE</td> </tr> </table> | SIGNATURE X | DATE |
| SIGNATURE X | DATE | | | |
| <p>Your Signature</p> | <p>9</p> | <p>I, the undersigned, declare that:</p> <ul style="list-style-type: none"> • I am qualified for nomination as a candidate for election as a Member of the Legislative Assembly of British Columbia; • I consent to my nomination as candidate and that all information contained within this application is, to the best of my knowledge and belief, true and correct; and • I will accept documents delivered or served to my postal address and can be contacted at my primary telephone number provided within this application. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;">SIGNATURE X</td> <td style="width: 25%; padding: 5px;">DATE</td> </tr> </table> | SIGNATURE X | DATE |
| SIGNATURE X | DATE | | | |

PROVINCIAL CANDIDATE NOMINATION APPLICATION - 320 INSTRUCTIONS

| | | |
|---|----------|--|
| What is your full (legal) name? | 1 | Prefixes such as Mr., Ms., Dr., etc., and suffixes such as titles, degrees, etc., cannot be included as part of your name. |
| What name do you want on the ballot? | 2 | Ballot name CAN include nicknames and / or abbreviations. Ballot name CANNOT include any indication that a candidate is holding or has held an elected office; a candidate's occupation; or any indication of titles, honours, degrees or other decorations. Ballot names are arranged alphabetically by last name. Ballot first and / or middle names precede the last name. For example, if Allan William Peter Smith usually goes by Bill Smith, this name may be used on the ballot and will appear as "Bill Smith". |
| Where are you seeking election? | 3 | You do not have to be a resident of the electoral district where you are seeking election. |
| Where do you live? | 4 | Your residential address. If you are acting as your own financial agent (as indicated in Part A on form 325 – Appointment of Financial Agent) and wish to keep your residential address private, you must provide an address available to the public in section 5. |
| What is your postal address? | 5 | Your postal address can be your residential address, or you may provide a different address where you receive mail. This address must be valid both during and after the election. Documents delivered to your postal address are legally considered delivered or personally served to you [<i>Election Act</i> s. 54(3)(i) and 68]. If you are acting as your own financial agent, your postal address will be published on Elections BC's website and in Elections BC's public advertising. |
| How can we contact you? | 6 | You must provide at least one phone number. This phone number must be valid, both during and after the election. If you are acting as your own financial agent, you must provide a phone number that will be made available to the public. To ensure we can effectively contact you, we ask you to provide an email address and fax number (if applicable). |
| What is your political affiliation? | 7 | If you represent a registered political party, print the party name. In order to have party affiliation noted on the ballot, the party must file an endorsement with the Chief Electoral Officer or the District Electoral Officer. The party name will appear on the ballot, as indicated on the most recent registration documents filed with Elections BC. OR If you are independent, check the box and complete the signed declaration. Individuals who represent unregistered political parties may not appear as INDEPENDENT on the ballot. In order to have INDEPENDENT on the ballot you must complete a signed statement as to your independent status. If you are unaffiliated or represent an unregistered political party, leave this section blank. |
| Do you want access to the Voters List and Street Index? | 8 | Read this section carefully. If you request access to the Voters List and Street Index, you may use the Privacy Policy Template for Candidates (00154) or develop and submit your own privacy policy that meets the Privacy Policy Acceptance Criteria (00158) available on the Elections BC website. |
| Your Signature | 9 | You must make a signed declaration that you: 1. meet all of the qualifications for nomination as a candidate (see Provincial Candidate Nomination Application Information Sheet for a complete listing of all qualifications); 2. consent to your nomination; and, 3. will accept documents delivered to or served on you at your identified postal address and that you can be contacted at your primary telephone number. WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266] |

NOMINATORS

Attach as many pages as necessary to collect at least 75 nominations from voters for the electoral district

*** Nominator declaration:**

I, nominate _____ (name of candidate), in _____ (electoral district) as a candidate for election as a Member of the Legislative Assembly. I declare that I am a qualified voter for this electoral district, and that I have not and will not nominate another individual in this election.

To be a nominator, an individual must be a Canadian citizen; at least 18 years of age, or, if an election is in progress, 18 years of age or more on Final Voting Day for the election; a resident of the electoral district; a resident of B.C. for the immediately preceding six months; and not disqualified from voting.

WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

This form is available for public inspection. A nominator may request to have their address obscured, but their name and signature remain publicly available.

| DATE OF NOMINATION (YYYY/MM/DD) | FULL NAME OF NOMINATOR (PLEASE PRINT) | RESIDENTIAL ADDRESS OF NOMINATOR BLDG. # / STREET / CITY OR TOWN DO NOT USE MAILING ADDRESS | I request that my address be obscured from public inspection. | SIGNATURE OF NOMINATOR I have read and agree to the nominator declaration above (*) |
|------------------------------------|--|---|---|--|
| | | | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | |
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| | | | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | |

Total number of signatures on this page: _____

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)

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creditor's address(es)

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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

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

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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)

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address(es)

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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

Print Form

Clear Form

APPOINTMENT OF AUDITOR FOR AN INDIVIDUAL

PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE REVERSE SIDE FOR INSTRUCTIONS

PART A

FULL NAME OF APPOINTING INDIVIDUAL

| | | |
|-------------|------------|----------------|
| 1 LAST NAME | FIRST NAME | MIDDLE NAME(S) |
|-------------|------------|----------------|

2 APPOINTING INDIVIDUAL IS A:

- CANDIDATE/NOMINEE
 THIRD PARTY SPONSOR
 LEADERSHIP CONTESTANT

3 ELECTORAL DISTRICT (FOR CANDIDATES ONLY)

Please check one: **AUDITOR INDIVIDUAL** **AUDITOR FIRM**

AUDITOR

4 FIRM

| | | |
|-----------------|------------|----------------|
| LAST NAME | FIRST NAME | MIDDLE NAME(S) |
| MAILING ADDRESS | | |
| CITY / TOWN | PROVINCE | POSTAL CODE |

5 PHONE

| |
|-----------------|
| ALTERNATE PHONE |
| FAX |
| EMAIL |

EFFECTIVE DATE OF APPOINTMENT:

6 (YYYY/MM/DD)

PART B

- 7 I, the undersigned, declare that:
- a) I consent to my appointment as auditor for the above-named individual;
 - b) I am aware of the duties and responsibilities of this position under the *Election Act*; and
 - c) I am qualified to act as auditor under section 179 of the *Election Act*.

SIGNATURE OF AUDITOR

DATE: (YYYY/MM/DD)

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

PART C

8 SIGNATURE OF APPOINTING INDIVIDUAL

| |
|--------------------|
| DATE: (YYYY/MM/DD) |
|--------------------|

CEO / DEO USE ONLY

| |
|-----------------------------|
| DATE RECEIVED: (YYYY/MM/DD) |
|-----------------------------|

APPOINTMENT OF AUDITOR FOR AN INDIVIDUAL - 321 INSTRUCTIONS

PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

PART A

- ❶ Name of individual appointing the auditor.
- ❷ Indicate whether the appointing individual is a candidate/nominee, third party sponsor or leadership contestant by ticking the appropriate box.
- ❸ If this form is for a candidate/nominee, enter the the name of the electoral district in which the nominee/candidate wishes to seek election.
- ❹ Enter the name of the auditing firm or individual auditor and their mailing address. Select either the "auditor individual" or "auditor firm" box, as applicable.
- ❺ Enter contact information. As a minimum, the *Election Act* requires that a mailing address and phone number be provided. Please note this form is available for public inspection.
- ❻ The effective date of appointment means the day on which the auditor assumes that position.

PART B

- ❼ The auditor must sign the appointment form, consenting to the appointment, confirming their qualification to act as an auditor, and acknowledging the duties and responsibilities of the position. If a firm has been appointed as auditor, an authorized individual of the firm must complete the consent statement.

An auditor must be qualified to be the auditor of a reporting company under the *Business Corporations Act* [*Election Act*, s. 179]. This means that the individual is a C.A., C.P.A. or is certified by the Auditor Certification Board.

The following persons are disqualified from acting as an auditor:

- election officials, voter registration officials or employees of Elections BC;
- individuals who do not have full capacity to enter into contracts;
- the candidate's financial agent;
- an individual who is a member of the same firm as the candidate's financial agent or a firm of which the candidate's financial agent is a member;
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years [*Election Act*, s. 179], and
- individuals who have failed to file financial reports under the *Election Act* or the *Recall and Initiative Act* within the last seven years.

PART C

- ❽ The appointment must be signed by the appointing individual.

Signing a false statement is an offence and is subject to the following penalties: a fine of up \$20,000; imprisonment for a term not longer than two years; or both [*Election Act*, s. 266].

**For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448
or contact**

Elections BC
Mailing Address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6
Location: 1112 Fort Street, Victoria, BC
Phone: 250-387-5305
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665
Email: electionsbc@elections.bc.ca
Website: elections.bc.ca

APPOINTMENT OF FINANCIAL AGENT FOR A NOMINEE / CANDIDATE

PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE REVERSE SIDE FOR INSTRUCTIONS

PART A

1 Please check one: I AM ACTING AS MY OWN FINANCIAL AGENT I AM APPOINTING A FINANCIAL AGENT

FULL NAME OF NOMINEE/CANDIDATE

2 LAST NAME FIRST NAME MIDDLE NAME(S) 3 ELECTORAL DISTRICT

PART B – FINANCIAL AGENT CONTACT INFORMATION

I HEREBY APPOINT THE FOLLOWING INDIVIDUAL TO ACT AS MY FINANCIAL AGENT

THE INFORMATION BELOW WILL BE PUBLISHED (SEE REVERSE SIDE)

4 LAST NAME FIRST NAME MIDDLE NAME(S)
MAILING ADDRESS
CITY / TOWN PROVINCE POSTAL CODE
PHONE

CONTACT

5 ALTERNATE PHONE
FAX
EMAIL

EFFECTIVE DATE OF APPOINTMENT:

6 (YYYY/MM/DD)

PART C

7 I declare that:
a) I consent to my appointment as financial agent for the above-named individual;
b) I am aware of the duties and responsibilities of this position under section 177 of the *Election Act*; and
c) I am qualified to act as financial agent under section 176 of the *Election Act*.

SIGNATURE OF FINANCIAL AGENT
DATE: (YYYY/MM/DD)

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

PART D

8 SIGNATURE OF NOMINEE/CANDIDATE DATE: (YYYY/MM/DD)

CEO / DEO USE ONLY

DATE RECEIVED: (YYYY/MM/DD)

APPOINTMENT OF FINANCIAL AGENT FOR A NOMINEE/CANDIDATE - 325

INSTRUCTIONS

PLEASE PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

This form is to be used for provincial elections.

PART A

- ① Nominees/candidates may act as their own financial agent instead of appointing another individual.
- ② Name of nominee/candidate.
- ③ Name of electoral district in which the nominee/candidate is seeking election.

PART B

If appointing another individual as financial agent:

- ④ Name, mailing address and phone number of financial agent. This information will be published on the Elections BC website and in local newspapers.
- ⑤ Alternate phone number, fax and email address for financial agent. Contact phone number and email address will be available for public inspection.
- ⑥ The effective date of appointment means the day on which the financial agent assumes that position.

PART C

- ⑦ The financial agent must sign the appointment form, indicating their consent to the appointment, confirming their qualifications to act as a financial agent, and acknowledging the duties and responsibilities of the position. The financial agent is responsible for administering the candidate's finances in accordance with the *Election Act*. For more information on the obligations of the financial agent, refer to the Guide for Financial Agents Appointed Under the *Election Act* and Part 10 of the *Election Act*.

The following individuals are disqualified from acting as a financial agent: [*Election Act*, s. 176]

- election officials, voter registration officials or employees of Elections BC
- individuals who do not have full capacity to enter into contracts (e.g. a minor child)
- the appointed auditor
- individuals who are members of the auditor's firm
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years
- individuals who have failed to file financial reports under the *Election Act* or the *Recall and Initiative Act* within the last seven years

PART D

- ⑧ The appointment must be signed by the nominee/candidate.

Signing a false statement is an offence and is subject to the following penalties: a fine of up to \$20,000; imprisonment for a term not longer than two years; or both [*Election Act*, s. 266].

For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448
or contact

Elections BC
Mailing Address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6
Location: 1112 Fort Street, Victoria, BC
Phone: 250-387-5305
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665
Email: electionsbc@elections.bc.ca
Website: elections.bc.ca

1. Scope of policy

To whom this policy applies

This policy applies to the signatory indicated on page three and all individuals or entities representing or working for them on a paid or unpaid basis who may have access to Personal Information. (“Recipient of Personal Information”)

To what this policy applies

This policy applies to Personal Information disclosed by Elections BC to the Recipient of Personal Information under the [Election Act](#). (“Personal Information”)

2. Restrictions on use

All Recipients of Personal Information must comply with this privacy policy, the [Electoral Purposes for Access to and Use of Personal Information Regulation](#) and the requirements under section 275 of the *Election Act* to

- only use the Personal Information for the purposes of the *Election Act* and provincial electoral purposes, and
- not use the Personal Information for commercial purposes.

Electoral purposes includes communicating with voters, including soliciting for campaign support and political contributions, and recruiting party members.

Recipients of Personal Information must not disclose Personal Information to any individual or entity to whom this policy does not apply.

3. Responsibilities

Recipients of Personal Information are responsible for the security and integrity of Personal Information and shall safeguard such Personal Information against accidental or unauthorized access, disclosure, use, modification and disposal.

4. Security

All individuals or entities with access to, or a copy of, Personal Information must take reasonable precautions to protect the security and confidentiality of the Personal Information.

Reasonable precautions include the following:

- Administrative measures: procedures to protect the privacy and security of Personal Information, staff training on privacy, limiting access to information to a “need to know” basis and based on the reliability of individuals having access to the Personal Information, and designating a person who will be responsible for implementing privacy safeguards.



¹ For certainty, a Member of the Legislative Assembly (MLA) is a former candidate.

- Technical measures: passwords, audit trails, encryption, firewalls and other technical security safeguards to minimize the risk of unauthorized individuals accessing Personal Information.
- Physical measures: restricting access to areas where Personal Information is stored.

5. Disposition of personal information

All recipients of Personal Information must securely dispose of, or recover and return to Elections BC, all of the Personal Information when it is no longer required for the purposes for which it was disclosed. Paper copies of records should be shredded and electronic copies should be destroyed. The following information must be tracked and retained to document the disposal of Personal Information:

- The date the Personal Information was destroyed or returned to Elections BC.
- The method by which the Personal Information was destroyed or returned to Elections BC.
- The name of the individual who destroyed the Personal Information or returned it to Elections BC.

6. Tracking of distribution

If the signatory provides any other individual or entity representing or working for them, on a paid or unpaid basis, with access to, or a copy of, Personal Information, the following information must be tracked and retained:

- The date of provision of access or distribution.
- Who the Personal Information was provided to.
- What Personal Information was provided (e.g., list of voters for XXX electoral district, nomination documents, etc.).
- How the Personal Information was provided (e.g., access to database, provision of electronic copy of record, provision of paper copy of record, etc.).
- Confirmation that the individual or entity has read this policy and agrees to be bound by it.
- Confirmation of the date the Personal Information was returned or destroyed.

7. Loss or theft of information or unauthorized access

In the case of loss or theft of, or unauthorized access to, Personal Information, the following procedures must be followed:

- The breach should be contained and the source of the breach identified.
- The loss, theft or unauthorized access must be reported to the Chief Electoral Officer and the Information and Privacy Commissioner. Affected individuals must also be notified if certain risk factors are present.²
- All Personal Information lost must be retrieved, if possible.
- The circumstances that led to the incident must be documented.
- Internal policies, processes and procedures must be reviewed to prevent future incidents.



² See the Breach Notification Assessment Tool in the Office of the Information and Privacy Commissioner guidance document [Privacy Breaches: Tools and Resources](#).

8. Compliance audits

Elections BC may conduct a compliance audit of any individual or entity to whom this policy applies, whereby it may inspect and review the policies, procedures and practices that relate to the Personal Information. This includes documents that must be retained under this policy.

9. Duration and termination

This privacy policy comes into effect when it is accepted by Elections BC and shall remain in effect until the Writs of Election are issued for the next provincial general election or until this policy is superseded by a subsequent privacy policy.

I, the undersigned, hereby declare that:

- I understand and will abide by this privacy policy as submitted, and
- I understand that the *Election Act* provides significant penalties for making a false or misleading statement or for improper use of personal information.

| | | |
|----------------|------------|--------------------|
| CANDIDATE NAME | SIGNATURE* | DATE: (YYYY/MM/DD) |
|----------------|------------|--------------------|

| | | |
|-----------------|-----------|--------------------|
| NAME OF WITNESS | SIGNATURE | DATE: (YYYY/MM/DD) |
|-----------------|-----------|--------------------|

*This privacy policy must be signed by the candidate.

Initial and submit all pages of this policy in person at an Elections BC office or by:

Email: EBCNominations@elections.bc.ca

Fax: 250-387-3578; Toll-free Fax: 1-866-466-0665

Mail: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

This information is collected under the authority of the *Election Act* and the *Freedom of Information and Protection of Privacy Act*. The information is used to administer the *Election Act*. Questions can be directed to: **Privacy Officer**, Elections BC at 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.

APPOINTMENT OF DEPUTY FINANCIAL AGENT FOR A NOMINEE / CANDIDATE

PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE REVERSE SIDE FOR INSTRUCTIONS

PART A

FULL NAME OF NOMINEE/CANDIDATE

| | | |
|-------------|------------|----------------|
| 1 LAST NAME | FIRST NAME | MIDDLE NAME(S) |
|-------------|------------|----------------|

| |
|----------------------|
| 2 ELECTORAL DISTRICT |
|----------------------|

DEPUTY FINANCIAL AGENT

| | | |
|-------------|------------|----------------|
| 3 LAST NAME | FIRST NAME | MIDDLE NAME(S) |
|-------------|------------|----------------|

| | |
|---------|-----------------|
| 4 PHONE | ALTERNATE PHONE |
|---------|-----------------|

| | | |
|-----------------|--|--|
| MAILING ADDRESS | | |
|-----------------|--|--|

| |
|-----|
| FAX |
|-----|

| | | |
|-------------|----------|-------------|
| CITY / TOWN | PROVINCE | POSTAL CODE |
|-------------|----------|-------------|

| |
|-------|
| EMAIL |
|-------|

EFFECTIVE DATE OF APPOINTMENT:

| |
|----------------|
| 5 (YYYY/MM/DD) |
|----------------|

PART B

- 6 I declare that:
- a) I consent to my appointment as deputy financial agent for the above-named individual;
 - b) I am aware of the duties and responsibilities of this position under section 178 of the *Election Act*; and
 - c) I am qualified to act as deputy financial agent under section 176 of the *Election Act*.

| |
|-------------------------------------|
| SIGNATURE OF DEPUTY FINANCIAL AGENT |
|-------------------------------------|

| |
|--------------------|
| DATE: (YYYY/MM/DD) |
|--------------------|

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

PART C

| | |
|--------------------------------|--------------------|
| 7 SIGNATURE OF FINANCIAL AGENT | DATE: (YYYY/MM/DD) |
|--------------------------------|--------------------|

| |
|-----------------------------|
| CEO / DEO USE ONLY |
| DATE RECEIVED: (YYYY/MM/DD) |

APPOINTMENT OF DEPUTY FINANCIAL AGENT FOR A NOMINEE / CANDIDATE - 326

INSTRUCTIONS

PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

This form is to be used for provincial elections.

PART A

- ① Name of nominee/candidate.
- ② Name of electoral district in which the nominee/candidate is seeking election.
- ③ Name and mailing address of deputy financial agent.
- ④ Phone numbers, fax number and email address of deputy financial agent.
- ⑤ The effective date of appointment means the day on which the deputy financial agent assumes that position.

PART B

- ⑥ The authority of the deputy financial agent is limited to receiving political contributions, issuing income tax receipts, and filing reports if the financial agent is absent or incapable of filing reports. The deputy financial agent has the same responsibilities in relation to these duties as a financial agent [*Election Act*, s. 178].

The following individuals are disqualified from acting as a deputy financial agent: [*Election Act*, s. 176]

- election officials, voter registration officials or employees of Elections BC
- individuals who do not have full capacity to enter into contracts (e.g. a minor child)
- the appointed auditor
- individuals who are members of the auditor's firm
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years
- individuals who have failed to file financial reports under the *Election Act* or the *Recall and Initiative Act* within the last seven years

PART C

- ⑦ The appointment must be signed by the financial agent.

Signing a false statement is an offence and is subject to the following penalties: a fine of up to \$20,000; imprisonment for a term not longer than two years; or both [*Election Act*, s. 266].

For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448
or contact

Elections BC
Mailing Address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6
Location: 1112 Fort Street, Victoria, BC
Phone: 250-387-5305
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665
Email: electionsbc@elections.bc.ca
Website: elections.bc.ca

APPOINTMENT OF OFFICIAL AGENT FOR A NOMINEE/CANDIDATE

PLEASE PRINT IN BLOCK LETTERS OR TYPE
SEE REVERSE SIDE FOR INSTRUCTIONS

PART A

1 FULL NAME OF NOMINEE/CANDIDATE

| | | | |
|-----------|------------|----------------|-----------------------------|
| LAST NAME | FIRST NAME | MIDDLE NAME(S) | 2 ELECTORAL DISTRICT |
|-----------|------------|----------------|-----------------------------|

PART B

OFFICIAL AGENT

3 LAST NAME FIRST NAME MIDDLE NAME(S)

RESIDENTIAL ADDRESS

CITY / TOWN PROVINCE POSTAL CODE

4 Keep the residential address above private (optional)

PART C – OFFICIAL AGENT CONTACT INFORMATION

SERVICE ADDRESS

5 THE INFORMATION BELOW IS PUBLISHED AND WILL BE AVAILABLE FOR PUBLIC INSPECTION (SEE REVERSE SIDE)

CONTACT NAME

SERVICE ADDRESS

CITY / TOWN POSTAL CODE

6 SERVICE PHONE

SERVICE EMAIL

7 EFFECTIVE DATE OF APPOINTMENT:

(YYYY/MM/DD)

PART D

- 8** I declare that:
- a) I consent to my appointment as official agent for the above-named individual; and
 - b) I am aware of the duties and responsibilities of this position under the *Election Act*.

SIGNATURE OF **OFFICIAL AGENT**

DATE: (YYYY/MM/DD)

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

PART E

9 SIGNATURE OF **NOMINEE/CANDIDATE** DATE: (YYYY/MM/DD)

CEO / DEO USE ONLY

DATE RECEIVED: (YYYY/MM/DD)

APPOINTMENT OF OFFICIAL AGENT FOR A NOMINEE/CANDIDATE - 327 INSTRUCTIONS

PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

This form is to be used for provincial elections.

An official agent is an individual appointed by a candidate to serve as their representative during an election. This individual can also be appointed as the financial agent. The official agent can accept notices and appoint candidate representatives on their behalf.

PART A

- 1 Name of nominee/candidate.
- 2 Name of the electoral district in which the nominee/candidate wishes to seek election.

PART B

- 3 Name and residential address of official agent.
- 4 In accordance with section 275 of the *Election Act*, you may request that your residential address be obscured for the purposes of public inspection. Please note, the protection of personal information only applies to your residential address.

PART C

- 5 Service address is the address where documents can be served or delivered to a nominee/candidate. Documents delivered to this address are deemed to have been delivered or personally served on the candidate [*Election Act*, sections 68 and 69]. **This address will be published on the Elections BC website and in local newspapers. Service contact information is available for public inspection** [*Election Act*, sections 275 and 71].
- 6 Service phone number and service email address of contact individual.
- 7 The effective date of appointment means the day on which the official agent assumes that position.

PART D

- 8 The official agent must sign this appointment form, indicating their consent and acknowledging the duties and responsibilities of the position.

Persons who do not have full capacity to enter into contracts are disqualified from acting as an official agent.

PART E

- 9 The appointment must be signed by the nominee/candidate.

Signing a false statement is an offence and is subject to the following penalties: a fine of up to \$20,000; imprisonment for a term not longer than two years; or both [*Election Act*, s. 266].

For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448
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