



**ELECTIONS BC**

A non-partisan Office of the Legislature

GUIDE TO  
**LOCAL ELECTIONS**  
**CAMPAIGN FINANCING IN B.C.**

for Elector Organizations and their Financial Agents

# Table of contents

<b>Introduction</b>	<b>1</b>
<b>Contact</b>	<b>1</b>
<b>Definitions</b>	<b>2</b>
<b>Elections BC</b>	<b>6</b>
Elections BC: local elections campaign financing guides	7
Local elections: shared roles and responsibilities	7
Who does what	8
<b>Campaign financing for elector organizations</b>	<b>9</b>
Campaign financing periods	9
<b>Financial agents and responsible principal officials</b>	<b>11</b>
Financial agents	11
Appointment requirements	11
Responsibilities	12
Responsible principal officials	13
Changes and updated information	13
<b>Campaign accounts</b>	<b>14</b>
When to open	15
Using the campaign account	15
<b>Volunteers</b>	<b>16</b>
<b>Campaign contributions</b>	<b>17</b>
Who can make campaign contributions	17
Campaign contribution limits	17
Making and accepting campaign contributions	18
Anonymous contributions	19
Discounted property or services	19
Donated property or services	20
Capital assets	20
Required contributor information and other recording requirements for campaign contributions	21
Significant contributors	22
Prohibited contributions	23
Indirect contributions	24
Contribution rules	24
Fundraising functions	25
Loans or debts	27

<b>Permissible loans</b>	<b>28</b>
<b>Other income</b>	<b>28</b>
Recording requirements for other income	28
Transfers.	29
Recording requirements for transfers	29
Candidates seeking endorsement.	29
<b>Expenses and expense limits</b>	<b>30</b>
Election expenses	30
Valuing expenses	32
Expense limits	34
Campaign financing arrangements	34
Attributing campaign period expenses to a candidate's expense limit.	36
Incurring and paying for expenses	37
Post-election expenses	38
Recording requirements for expenses	38
<b>Election advertising</b>	<b>40</b>
Determining the sponsor of election advertising	41
Sponsorship information on election advertising	42
Election advertising exempt from sponsorship information	44
Sponsorship information for advertising on the internet	44
Where and when election signs may be placed	44
Authority to remove election advertising	44
Campaigning restrictions on General Voting Day	45
Determining the value of election advertising	46
Third party advertising sponsor	47
Collecting information from an advertiser	48
<b>Disclosure statements</b>	<b>49</b>
Disclosure statements	49
Who must file	49
Filing deadline	50
Late filing deadline.	50
Supplementary reports	50
Requirement for retaining records	51
Public information	51

<b>Campaign financing penalties, offences and court orders for relief.</b>	<b>52</b>
Campaign financing penalties and offences.	52
Failing to file a disclosure statement or financial report.	52
Exceeding the expense limit .	53
Failing to register as an elector organization.	53
Making or accepting prohibited campaign contributions .	54
Failing to return prohibited campaign contributions .	54
Failing to include sponsorship information on election advertising .	55
Making or accepting prohibited loans .	55
Providing false or misleading information .	55
Court orders for relief .	56
<b>Disclosure statement completion instructions</b>	<b>58</b>
General instructions for all forms .	58
<b>Submitting the disclosure statement</b>	<b>59</b>
<b>Resources</b>	<b>88</b>
Election legislation .	88
BC Laws.	88



## Introduction

The purpose of this guide is to assist elector organizations and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act](#) (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for transactions related to an elector organization's campaign.

The last part of the guide includes instructions for completing the required disclosure statement that must be filed with Elections BC after General Voting Day.

How LECFA applies to any particular case will depend on the individual circumstances and may change if there are new legislative or judicial developments. Where there is inconsistency between this guide and LECFA, LECFA will prevail.

LECFA is available on the Elections BC website ([elections.bc.ca](http://elections.bc.ca)). It can also be viewed at BC Laws ([bclaws.ca](http://bclaws.ca)) or purchased from Crown Publications ([crownpub.bc.ca](http://crownpub.bc.ca)).

## Contact

### **Elections BC Electoral Finance**

Phone toll-free: 1-800-661-8683 / TTY: 1-888-456-5448

Email: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

Mailing Address:

PO Box 9275 Stn Prov Govt

Victoria, BC V8W 9J6

[elections.bc.ca](http://elections.bc.ca)



[@ElectionsBC](https://twitter.com/ElectionsBC)



[/ElectionsBC](https://www.facebook.com/ElectionsBC)

## Definitions

The following key terms have been used throughout this guide. Most of the terms are defined in the [Local Elections Campaign Financing Act](#) (LECFA).

<b>Address for service</b>	A mailing address or email address provided by an individual or organization at which notices and other communications will be accepted as served on, or otherwise delivered to, the individual or organization.
<b>Anonymous contribution</b>	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
<b>Assent voting</b>	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum.”
<b>Authorized principal official</b>	An individual who makes legally binding statements and declarations on behalf of an elector organization. Responsibilities include the authority to appoint a financial agent, to endorse a candidate and to retain records related to campaign financing.
<b>B.C. Chief Electoral Officer</b>	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting.
<b>Campaign account</b>	An account in a savings institution opened by a financial agent exclusively for the purposes an election campaign.
<b>Campaign contribution</b>	Generally, a contribution of money, or the value of goods and services provided, without compensation to a candidate or elector organization. See <a href="#">page 17</a> for more information.
<b>Campaign contribution limit</b>	The maximum value of campaign contributions that an eligible individual may provide.
<b>Campaign financing arrangement</b>	A written arrangement between an endorsed candidate and their elector organization that determines the amount of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.
<b>Campaign financing records</b>	The records maintained by a financial agent to complete disclosure statements for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election or for five years after the reporting deadline for a financial report.
<b>Campaign period</b>	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
<b>Campaign period expense</b>	An election expense used in the campaign period. Most campaign period expenses are subject to an expense limit.

## GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING FOR ELECTOR ORGANIZATIONS

<b>Candidate</b>	In relation to candidate obligations applicable under LECFA, an individual who: <ul style="list-style-type: none"> <li>(a) intends to become a candidate in an election,</li> <li>(b) is seeking or intends to seek endorsement by an elector organization for an election, or</li> <li>(c) was a candidate</li> </ul>
<b>Disclosure statement</b>	A document that reports activities related to campaign financing. All disclosure statements must be filed with Elections BC.
<b>Election advertising</b>	See <a href="#">page 40</a>
<b>Election area</b>	The defined geographical area where the election is held.
<b>Election expense</b>	Generally, the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization. See <a href="#">page 30</a> for more information.
<b>Election period</b>	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
<b>Election period expense</b>	An election expense used in the election period.
<b>Elections BC</b>	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
<b>Elector organization</b>	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions. For more information see the <a href="#">Guide to Elector Organization Registration</a> .
<b>Eligible individual</b>	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
<b>Expense limit</b>	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
<b>Filing deadline</b>	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
<b>Financial agent</b>	A representative that a candidate and elector organization is required to appoint. A candidate may either act as their own financial agent or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.
<b>Fundraising function</b>	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of raising money.



## GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING FOR ELECTOR ORGANIZATIONS

<b>General Voting Day</b>	The final voting day in a general local election, by-election or assent voting event.
<b>Incurring an election expense</b>	Using property or services in such a way that their value is an election expense.
<b>Jurisdiction</b>	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
<b>Late filing deadline</b>	The last day (120 days after General Voting Day) a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
<b>Local authority</b>	The local authority of a jurisdiction which holds an election or non-election assent voting.
<b>Local election officer</b>	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
<b>Market value</b>	The lowest price charged for equivalent property or services in the market area at the relevant time.
<b>Member</b>	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
<b>Money</b>	Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
<b>Permissible loan</b>	A loan made by an eligible individual or savings institution to a candidate or elector organization.
<b>Placement cost</b>	The cost of purchasing election advertising space on the internet, including a social media site or website.
<b>Pre-Campaign Period</b>	The period which begins on the eighty-ninth day before General Voting Day for a general local election, and which ends on the twenty-ninth day before General Voting Day for the election. There is no pre-campaign period for a by-election.
<b>Prohibited contribution or loan</b>	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are monetary penalties for making or accepting prohibited contributions or loans.

## GUIDE TO LOCAL ELECTIONS CAMPAIGN FINANCING FOR ELECTOR ORGANIZATIONS

<b>Required contributor information</b>	Information that must be recorded for all campaign contributions:  (a) value of contribution, (b) date the contribution was made, (c) full name, mailing address and, if it is different, residential address of the contributor.
<b>Responsible principal official</b>	A principal officer of an elector organization who has consented to be a responsible principal official. Each elector organization must have at least two individuals consent to be responsible principal officials, one of which must be the authorized principal official.
<b>Significant contributor</b>	An eligible individual who makes:  (a) a campaign contribution having a value of \$100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.
<b>Sponsorship information</b>	An authorization statement that is required to be on most election advertising during the pre-campaign and campaign periods.
<b>Supplementary report</b>	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report. It includes a description of the circumstances leading to its submission.
<b>Surplus campaign funds</b>	The balance of money left in the campaign account after all financial transactions are completed.
<b>Third party sponsor</b>	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
<b>Transfer</b>	Movements of money, property or services between a candidate and their elector organization.
<b>Value of election advertising</b>	The value of election advertising is:  <ul style="list-style-type: none"> <li>▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or</li> <li>▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.</li> </ul>
<b>Volunteer</b>	An individual who provides services for no remuneration or material benefit, but does not include:  (a) an individual whose employer pays them for the time spent performing the services, (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided.

## Elections BC

A non-partisan, independent Office of the Legislature, Elections BC is responsible for administering the provincial electoral process, including provincial general elections and by-elections, provincial referenda, recall and initiative petitions and initiative votes.

Elections BC is also responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA). This responsibility includes managing campaign financing disclosure requirements, conducting investigations, and enforcing the campaign financing and third party advertising provisions set out in LECFA. This responsibility also extends to by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements, annual financial reports and supplementary reports,
- assisting participants to comply with LECFA,
- registering local advertising sponsors and elector organizations, and
- undertaking investigations and audits.

### Privacy notice

Elections BC has the authority to collect, use, disclose and dispose of personal information under the *Local Elections Campaign Financing Act* and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of the *Local Elections Campaign Financing Act*.

For information about Elections BC's privacy policies, please visit [elections.bc.ca/privacy](https://elections.bc.ca/privacy) or contact:

#### Privacy Officer

Elections BC

1-800-661-8683

[privacy@elections.bc.ca](mailto:privacy@elections.bc.ca)

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

## Elections BC: local elections campaign financing guides

This guide is for elector organizations and their financial agents to help with understanding the comprehensive rules under LECFA.

Elections BC also produces the following guides available at [elections.bc.ca](https://elections.bc.ca):

- Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents
- Guide to Elector Organization Registration
- Elector Organization Annual Financial Report Completion Guide
- Guide for Local Elections Third Party Sponsors in B.C.
- Guide for Local Non-election Assent Voting Advertising Sponsors in B.C.

## Local elections: shared roles and responsibilities

General local elections are held every four years for mayors, councillors, electoral area directors, local community commissioners, board of education trustees, park board members and commissioners, advisory council members, regional trustees and Islands Trust local trustees in British Columbia.

Local governments and boards of education also hold by-elections to fill vacancies that occur between general local elections. Non-election assent voting is conducted periodically by local governments to obtain elector assent to carry out certain council and board recommendations (such as borrowing to construct a new library or recreation centre).

The Ministry of Municipal Affairs, the Local Government Management Association, the Union of British Columbia Municipalities, the Ministry of Education and Child Care, the British Columbia School Trustees Association and Elections BC all have educational materials related to local elections.

**A local election officer is the chief election officer or designated local authority officer appointed for a jurisdiction by a local government or board of education.**

Local election officers are responsible for:

- receiving nomination and endorsement documents,
- declaring candidates,
- administering voting opportunities,
- counting votes,
- declaring election results.

## Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers
Nomination process	Local election officers
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations and third party sponsors	Elections BC
School trustees/school board elections	Ministry of Education and Child Care
Legislation for local elections	Ministry of Municipal Affairs

## Campaign financing for elector organizations

The [Local Elections Campaign Financing Act](#) (LECFA) includes:

- rules that candidates, elector organizations and advertising sponsors must follow, including
- disclosure and reporting requirements for campaign financing and election advertising.

The campaign financing rules create accountability and transparency by requiring financial agents to record and disclose detailed information about financial and non-financial activities. This includes campaign contributions, election expenses, and other income and expenditures related to a campaign.

**Important note:** Elector organizations cannot incur campaign period expenses that are subject to an expense limit except on behalf of their candidates in accordance with their signed campaign financing arrangements. See [page 35](#) for more information.

Elector organizations must register with Elections BC. Unregistered elector organizations are not permitted to do any of the following:

- endorse a candidate in an election and be identified on a ballot,
- accept campaign contributions,
- incur election expenses, or
- enter into a campaign financing arrangement with candidates in an election.

For more information about elector organization registration requirements, see the [Guide to Elector Organization Registration](#).

### Campaign financing periods

There are four campaign financing periods: the election period, the pre-campaign period, the campaign period and the filing period.

#### Election period

For general local elections, the election period begins on January 1st of the general local election year and ends at the beginning of the campaign period. For by-elections, the election period starts on the day the office becomes vacant.

#### Pre-Campaign period

For general local elections, the pre-campaign period begins on the eighty-ninth day before General Voting Day and ends on the 29th day before General Voting Day. Election advertising used during this period must include sponsorship information. There is no pre-campaign period for a by-election.

**Campaign period**

For general local elections or by-elections, the campaign period begins on the 28th day before General Voting Day (GVD) and ends at the close of voting. The expense limit applies during this period.

**Filing period**

The disclosure statement filing deadline is 90 days after GVD. However, a disclosure statement may be filed late, before the late filing deadline of 120 days after GVD, if a late filing fee of \$500 is paid. Failure to file a disclosure statement is an offence.

**Campaign Financing Periods**

Election Period	Pre-campaign Period	Campaign Period	Filing Period
→	→	→	→
Start of Election Period	Start of Pre-campaign Period	Campaign Period	Filing Deadline
<p><b>January 1 for general local elections, or the date the seat becomes vacant for by-elections</b></p> <p>Expenses used in this period must be reported on the campaign financing disclosure statement</p>	<p><b>89 days before General Voting Day</b></p> <p>Election advertising used in this period must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement</p>	<p><b>28 days before General Voting Day</b></p> <p>Election advertising used in this period must include an authorization statement. Expenses used in this period are subject to an expense limit and must be reported on the campaign financing disclosure statement</p>	<p><b>90 days after General Voting Day</b></p> <p>Campaign financing disclosure statements are due at the Elections BC office by 4:30 p.m. Pacific time.</p>

## Financial agents and responsible principal officials

### Financial agents

All elector organizations must have a financial agent. The financial agent is legally responsible for administering campaign finances in accordance with the [Local Elections Campaign Financing Act](#) (LECFA).

An elector organization may not have more than one financial agent at a time. However, a financial agent can be the financial agent for more than one elector organization or candidate.

### Appointment requirements

An elector organization must appoint a financial agent before registering with Elections BC.

Financial agent appointment information includes:

- the full name of the financial agent,
- the effective date of appointment,
- contact information,
- address for service, and
- signatures of the financial agent and authorized principal official of the elector organization.



## Responsibilities

Financial agents must understand their responsibilities under LECFA.

Financial agents are responsible for:

- keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions
- opening a separate campaign account for each jurisdiction where the elector organization intends to endorse candidates
- ensuring campaign contributions are only received from eligible individuals or anonymously
- ensuring campaign contributions from eligible individuals do not exceed the contribution limit

**The campaign contribution limits can be found on the Elections BC website at [elections.bc.ca](https://elections.bc.ca).**

- ensuring all transactions of money are made through the campaign account, including expenses for the day-to-day administration of the elector organization
- ensuring election advertising contains the required sponsorship information
- approving and signing a separate campaign financing arrangement for each of the elector organization's candidates
- determining the market value of in-kind contributions and expenses, including election advertising
- accepting and depositing permitted campaign contributions
- incurring, paying, recording and disclosing election expenses
- pre-approving all election expenses incurred by others
- making and receiving transfers of money between the elector organization's own campaign accounts or between the elector organization and its candidates
- making and receiving in-kind transfers between the elector organization and its candidates
- filing reports with Elections BC, including election disclosure statements and annual financial reports
- responding to questions from Elections BC after filing the disclosure statement and filing supplementary reports when required
- ensuring all required financial records are given to the authorized principal official after the disclosure and reporting requirements are met

**Elections BC works closely with financial agents to ensure the disclosure requirements are met. Some disclosure statements may take months to finalize.**

Financial agents may authorize another individual to accept campaign contributions or to pay election expenses.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of an elector organization or its campaign.

Financial agents may also have other roles, such as acting as a responsible principal official for an elector organization or a campaign manager for a candidate.

## Responsible principal officials

An elector organization must appoint at least two responsible principal officials to represent the elector organization. One of them must act as the authorized principal official, who is also responsible for:

- making any required declarations under LECFA on behalf of the elector organization.
- ensuring that the financial agent completes all filing obligations.

## Changes and updated information

If the appointment information of a financial agent or responsible principal official changes, the elector organization must provide a registration update to Elections BC as soon as possible.

For more information on registration requirements for elector organizations, see the [Guide to Elector Organization Registration](#).

## Campaign accounts

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and must be used exclusively for the election campaign. Elector organizations cannot use operating accounts to pay for any expenses.

A sub-account may be opened as long as it has a distinct account number and separate campaign financing records are kept.

**A campaign account may not be used for any other purpose other than the election campaign.**

Financial agents must open a separate campaign account for each jurisdiction where they intend to endorse candidates. An elector organization must have separate accounts from its endorsed candidates.

**An elector organization endorsing candidates in multiple jurisdictions is operating multiple election campaigns.**

### Example

An elector organization is endorsing candidates in both a municipality and a school district. The elector organization wants to open one campaign account and operate as a single election campaign.

### ***Is this permissible?***

No. An elector organization must open a separate campaign account for each election campaign and ensure that all financial transactions for each campaign go through the correct campaign account.

Each campaign account must be in the name of the election campaign.

### **Examples of elector organization campaign account names**

“XYZ Elector Organization campaign”

“Campaign of XYZ School District”

“Campaign of XYZ Municipality”

“XYZ Elector Organization”

## **When to open**

A campaign account must be opened for each jurisdiction where the elector organization intends to endorse candidates before registering with Elections BC.

## **Using the campaign account**

The [Local Elections Campaign Financing Act](#) includes detailed rules on how a campaign account is used.

- all monetary transactions (e.g., contributions, transfers and expenses) must go through this account,
- must only be used for that jurisdiction.

## Volunteers

An elector organization may have paid campaign workers and/or volunteers. A volunteer is an individual who willingly performs free services for an election campaign.

Volunteers:

- receive no compensation (directly or indirectly) for their services,
- cannot be paid by their employer for working as a volunteer,
- can use their vacation time to volunteer,
- must be authorized in writing by the financial agent to accept campaign contributions or pay for election expenses,
- must not be self-employed and providing services they normally charge for.

A volunteer's services, or their own property they use in relation to their services, does not need to be valued. These services are neither a campaign contribution nor an election expense.

### Example

Miranda is a volunteer for an elector organization's campaign. Miranda uses her own car to deliver lawn signs and brochures. Miranda does not get any money for gas or other expenses. Since Miranda is using her own property in relation to her volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

An individual who is self-employed, and provides free services for which they would normally charge, is **not a volunteer**. That individual is making a campaign contribution and the value of their services is an election expense of the elector organization. Financial agents must therefore value, record and disclose that contribution and expense.

### Example

Martin is a self-employed communications professional. An elector organization wants to prepare for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge \$150 for three hours of work, but Martin provides the service for free.

Martin has made a campaign contribution of \$150, and the elector organization has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

## Campaign contributions

A campaign contribution is the value of any money, property or services provided without compensation to an elector organization for any use. A campaign contribution can be made at any time.

A campaign contribution can be a donation of money or goods, advance, deposit or discount. Campaign contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

### Who can make campaign contributions

Campaign contributions can only be made by eligible individuals and cannot be made by organizations or any other individuals.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident.

### Campaign contribution limits

An eligible individual cannot contribute more than the annual campaign contribution limit to any elector organization and its endorsed candidates. This limit includes any loans made by an eligible individual to an elector organization. The campaign contribution limit for each calendar year can be viewed on the Elections BC website at [elections.bc.ca](http://elections.bc.ca).

A group of candidates endorsed by the same elector organization may contribute a combined \$1,250 to their elector organization above their individual contribution limits in an election year.

When an elector organization endorses a candidate, the financial agent for the candidate must give the elector organization's financial agent the candidate's contribution information. The financial agent for the elector organization must ensure that contributions from eligible individuals do not exceed the limit.

For elector organizations that endorse candidates in multiple jurisdictions, eligible individuals may contribute up to the limit to each of the elector organization's campaigns during a calendar year.

Campaign contribution limits are adjusted either by regulation or by changes to the consumer price index (CPI). Adjusted amounts will be published on the Elections BC website and in the *B.C Gazette*.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant monetary penalties for exceeding a contribution limit.

### **Making and accepting campaign contributions**

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized by the financial agent.
- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.
- Campaign contributions of money received by an elector organization must be deposited into the correct campaign account. This means contributors must advise the elector organization which campaign they are contributing to (e.g., municipal campaign or the school district campaign). If the financial agent cannot determine which campaign the contribution is for, they must contact the contributor.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.
- When accepting a campaign contribution, the financial agent, or authorized individual, must record the value, the date the contribution was made and the required contributor information.
- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money.

Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, so the financial agent can record it. Anonymous contributions cannot be collected over the internet.

Foreign currency and cryptocurrency contributions must be valued at the market rate at the time and date of the contribution and are subject to the same contribution rules as any other contribution.

## Anonymous contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a single elector organization. The financial agent must record the value and date of the contribution and how it was received.

**An anonymous contribution of more than \$50 is prohibited. It is also prohibited to accept multiple anonymous contributions from the same eligible individual totaling more than \$50.**

An anonymous contribution must be truly anonymous. This means that the financial agent does not know who made the contribution. It is not permissible for a contributor to ask that their contribution be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

### Example

An elector organization is hosting a social function and asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totaling \$112, and no one donates more than \$50.

#### ***Are these anonymous contributions permissible?***

Yes. They are permissible because no one has donated more than \$50.

## Discounted property or services

If property or services are provided by an eligible individual to the elector organization at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.

Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.



## Donated property or services

Donated property or services, also called in-kind contributions, may only be given by eligible individuals and must be recorded as a campaign contribution. The value of an in-kind campaign contribution is its market value.

### Example

Deanne donates wood for signs to an elector organization's campaign. The value of the wood is \$500. Deanne is making a campaign contribution as an eligible individual.

#### ***What is the value of the contribution?***

The value of the campaign contribution is \$500.

## Capital assets

Capital assets may include buildings, computers, office furniture and equipment. When capital assets are donated by eligible individuals, the contribution is the market value of using the property.

### Example

Miriam provides office furniture to an elector organization to use in their campaign office for one month. The furniture would cost \$500 per month to rent.

#### ***Is Miriam making a campaign contribution to the elector organization?***

Yes. Miriam is making a campaign contribution as an eligible individual to the elector organization of \$500, the market value of renting the furniture for one month.

## Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records will make completing the campaign financing disclosure statements easier.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the campaign contribution, and
- the date the campaign contribution was made.

**A residential address is the eligible individual's home address. Mailing addresses such as a PO box, work address or commercial address are not acceptable.**

A contribution must come from a single eligible individual. If a contribution appears to come from multiple eligible individuals, the financial agent must determine which contributor made the donation and record that information.

### Example

Fran, the financial agent for an elector organization, receives a contribution by cheque from Sam and Pat Smith for \$300. Fran must determine which eligible individual made the contribution.

#### **Scenario 1**

Fran contacts Sam and Pat and asks which name should be recorded as the contributor. Sam tells Fran that the contribution was intended to come from both of them. Fran records a contribution of \$150 each from Sam Smith and Pat Smith.

#### **Scenario 2**

Sam tells Fran that the contribution was from Pat only Fran records a \$300 contribution from Pat Smith.

## Significant contributors

Significant contributors are eligible individuals who make campaign contributions of **\$100 or more** to the same elector organization. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

Information about significant contributors must be disclosed in the elector organization's disclosure statement. This includes:

- full name and residential address of contributor,
- value of contribution, and
- date of contribution.

**Elections BC will obscure residential addresses of contributors before publishing disclosure statements.**

### Example 1

On September 1, Raj, an eligible individual, donates a \$50 gift certificate for use in a silent auction for the elector organization's campaign. It is the first contribution Raj has made.

***Is Raj a significant contributor?***

No. The value is less than \$100.

### Example 2

On September 23, Raj gives the elector organization a \$75 cash campaign contribution.

***Is Raj now a significant contributor?***

Yes. The total contributions from Raj are now \$100 or more.

\$50 in-kind donation + \$75 cash contribution = \$125 total contributions.

## Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution. If the financial agent becomes aware that a contribution is prohibited, they must return the contribution, or an amount equal to its value, within 30 days. If the contribution cannot be returned (such as an anonymous contribution over \$50) the financial agent must send it to Elections BC.

### Example 1

An elector organization receives an anonymous contribution of \$75 in an envelope. They keep \$50 and send the remaining \$25 to Elections BC.

#### *Is this permissible?*

No. All of the \$75 must be sent to Elections BC because it is an anonymous contribution over \$50.

### Example 2

Carrie, an eligible individual, has already contributed \$1,200 to an elector organization. She makes another contribution of \$300 in the same calendar year.

#### *Is this permissible?*

No. The elector organization must return the \$300 to Carrie because it is a prohibited contribution.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

## Indirect contributions

Indirect campaign contributions are not allowed. This means that someone cannot give money or other property or services to a person for that person to make a campaign contribution.

Making a campaign contribution with someone else's money, property or services is also prohibited.

## Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions.

Acceptable contributions	Prohibited	Not contributions
<ul style="list-style-type: none"> <li>▪ money given to a financial agent or an individual they have authorized.</li> <li>▪ non-monetary property and services.</li> <li>▪ anonymous contributions of \$50 or less.</li> <li>▪ a person purchasing goods or services from the elector organization for more than market value.</li> <li>▪ membership fees for an established elector organization.</li> </ul>	<ul style="list-style-type: none"> <li>▪ contributions made by organizations and ineligible individuals.</li> <li>▪ contributions that exceed the contribution limit.</li> <li>▪ giving a contribution to someone other than the financial agent or someone they have authorized.</li> <li>▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information.</li> <li>▪ making or accepting indirect campaign contributions.</li> <li>▪ making or accepting an anonymous campaign contribution of more than \$50.</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided by a volunteer including the use of their own property in that role.</li> <li>▪ transfers of money, property, or services between an elector organization and its endorsed candidates.</li> <li>▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program.</li> <li>▪ publications intended to be sold whether or not there was an election.</li> </ul>

**An indirect contribution is a campaign contribution made with money or non-monetary property or services of another individual or organization. Indirect contributions are prohibited.**

## Example 1

Jane contributes cash to an elector organization but is later reimbursed by her employer.

### ***Did Jane make an acceptable campaign contribution?***

No. This is a prohibited contribution because the employer has made an indirect contribution through Jane.

## Example 2

Amir is a volunteer for an elector organization and sets up a campaign office at his home and uses his personal computer and office supplies to make brochures.

### ***Did Amir make a campaign contribution?***

No. Property or services provided by a volunteer is not a contribution.

## Fundraising functions

A fundraising function includes a social function held by, or on behalf of, an elector organization for the purpose of obtaining funds.

Tickets sold for a fundraiser may **only** be purchased by eligible individuals and they must not be reimbursed for the purchase of tickets. The purchase of tickets by an eligible individual may or may not be a campaign contribution.

- If an eligible individual purchases more than \$50 worth of tickets, it is a campaign contribution.
- If an eligible individual purchases \$50 or less worth of tickets, it is not a campaign contribution.

## Example 1

Sally, an eligible individual, buys five tickets for \$50 each to an elector organization fundraising dinner.

5 tickets x \$50 per ticket = \$250.

### ***Has Sally made a campaign contribution?***

Yes. Sally has made a campaign contribution because she purchased more than \$50 worth of tickets.

### Example 2

Big Company buys two tickets for \$25 each to a luncheon held by an elector organization.

2 tickets x \$25 per ticket = \$50.

#### *Is this permissible?*

No. This is a prohibited contribution because organizations are not allowed to purchase tickets to fundraising functions. The \$50 must be returned to Big Company.

All money received at a fundraising function must be deposited into the campaign account. Financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the campaign account and pay for costs of the function from the campaign account separately.

### Example

An elector organization hosts a burger and beer fundraiser at a pub for \$20 per meal. The pub collects \$400 and charges the elector organization \$200 to host the event. The pub gives Tim, the financial agent, their \$200 profit, which Tim deposits into the campaign account.

#### *Is this allowed?*

No.

#### *What should Tim have done?*

Tim should have collected the entire \$400 from the pub and deposited it into the campaign account. Tim should have then paid the pub \$200 from the campaign account to cover the cost of the event.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

All money received must be deposited into the campaign account.

**Elector organizations are not permitted to use lotteries, raffles or other gambling activities to raise campaign funds.**

## Example 1

To raise money for an elector organization's campaign, Jerry donates a TV with a market value of \$625. Jennifer buys the TV at the elector organization's fundraising auction for \$400.

### ***How much is Jerry's campaign contribution?***

The contribution of the TV is \$625 because that is its market value.

### ***Has Jennifer made a campaign contribution?***

No. Jennifer has not made a contribution as the amount paid was less than the market value of the TV.

### ***What is the \$400 paid by Jennifer?***

The \$400 paid by Jennifer must be deposited into the campaign account and reported as other income.

## Example 2

An elector organization hosts a silent auction and purchases a gift certificate for \$75. The gift certificate is sold to Kim for \$100.

### ***Has Kim made a campaign contribution?***

Yes. Kim has made a contribution because she paid more for the gift certificate than its market value.

### ***How much is Kim's campaign contribution?***

Kim's contribution is \$25 (price paid less the market value  $\$100 - \$75 = \$25$ ). The remaining \$75 is reported as other income.

## Loans or debts

Any loan or debt that remains unpaid for six months after it becomes due converts to a campaign contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become campaign contributions from organizations or eligible individuals if the total amount of their contributions exceed the contribution limit.

If a loan or debt becomes a campaign contribution after a disclosure statement or financial report is filed with Elections BC, the financial agent must file a supplementary report. See [page 50](#) for information on supplementary reports.



### Permissible loans

Elector organizations may receive loans from eligible individuals and savings institutions. A loan received from an eligible individual must be counted towards the contribution limit for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received:

- if the loan is received from an eligible individual, the full name and residential address of the lender,
- if the loan is received from a savings institution, the name of the savings institution,
- amount of the loan,
- date the loan was made,
- due date of the loan,
- interest rate of the loan, and
- if the loan is received from a savings institution, the [prime rate](#) of interest at the time the loan is made.

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days. There are monetary penalties for making or accepting prohibited loans.

### Other income

Campaign funds that are not campaign contributions or permissible loans are called other income. Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election, and
- transfers.

### Recording requirements for other income

The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account.

All money received must be deposited into the campaign account.

## Transfers

Transfers, both monetary and in-kind, are reported as other income.

Transfers include:

- movements of money between an elector organization and its candidates
- provision of property or services between an elector organization and its candidates.

Transfers can be made at any time, including after General Voting Day.

**Elector organizations cannot make transfers between their campaign accounts in different jurisdictions (e.g., municipal and school district).**

## Recording requirements for transfers

The information that must be recorded and reported for transfers depends on the specific circumstances of the transfer.

For transfers of money between an elector organization and a candidate, report:

- the date and dollar amount of the transfer, and
- the name of the candidate.

For in-kind transfers between an elector organization and a candidate, report:

- the date of the transfer,
- the market value and a description of the transferred property or services, and
- the name of the candidate.

## Candidates seeking endorsement

Individuals may seek endorsement from an elector organization. They are able to collect campaign contributions and transfer those funds to the elector organization before the endorsement is official. If they do not become officially endorsed, the elector organization must return the amount to the candidate.

## Expenses and expense limits

### Election expenses

An election expense is the value of property or services used in an election campaign. This applies whether the item was used in the election period, the campaign period or both.

#### Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day (GVD).
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before GVD.
- Election expenses used in the election period are election period expenses.

#### Campaign period expenses:

- The campaign period begins on the 28th day before GVD and ends at the close of voting on GVD.
- Election expenses used in the campaign period are campaign period expenses.
- Elector organizations cannot incur campaign period expenses that are subject to limits unless they enter into a campaign financing arrangement with each of their candidates prior to the campaign period.

Election expenses used in both the election period and the campaign period are both election period expenses and campaign period expenses.

**Examples of Expenses**

The list below is of examples only and does not include every type of expense or election expense.

<b>Election expenses</b>	<b>Election expenses that are not subject to limits</b>	<b>Not election expenses</b>
<ul style="list-style-type: none"> <li>▪ campaign advertising (such as signs, brochures, newspaper ads, radio ads, TV ads, etc.)</li> <li>▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.)</li> <li>▪ campaign signs, including signs reused or repurposed from previous elections</li> <li>▪ professional photographs used in election advertising</li> <li>▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally)</li> <li>▪ paid research and opinion polling and campaigning (such as operating a phone bank)</li> <li>▪ paid canvassing in person, by phone or over the internet</li> <li>▪ campaign office costs</li> <li>▪ bank fees.</li> </ul>	<ul style="list-style-type: none"> <li>▪ sign or damage deposits</li> <li>▪ legal or accounting services used to comply with LECFA</li> <li>▪ financial agent services</li> <li>▪ incidental expenses related to the campaign (such as payments made for the purposes of campaign fundraising)</li> <li>▪ interest on a loan to an elector organization for election expenses</li> <li>▪ costs associated with sending communications exclusively to members of the elector organization</li> <li>▪ costs associated with the day-to-day administration of the elector organization</li> </ul>	<ul style="list-style-type: none"> <li>▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.)</li> <li>▪ free media coverage (such as news stories, interviews, current affairs program, etc.)</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>

## Valuing expenses

The value of an election expense is the market value of the property or services used in an election campaign.

### Valuation of re-used election signs and advertising materials

Signs or other advertising materials left over from previous elections may be re-used, but they must have a value attributed to them for campaign period expense limit purposes. This value is the market value of buying new materials of the same quality. A quote must be obtained to determine the current price of the goods of the same quality. If they are being used during the campaign period, the value must be reported in the disclosure statement as a campaign period expense subject to limits. If they are used in both periods they will be disclosed in both periods at their full value.

#### Example

An elector organization reuses 500 signs from a previous election. They have a different financial agent than the last election so the signs need to be updated with the new financial agent's name and phone number. They have stickers printed with the new information at a cost of \$100.

Since the signs were purchased during the previous election, Gillian, the financial agent, must determine the current market value of 500 signs of the same quality. Gillian calls a local print shop and learns that the lowest replacement cost for 500 signs of the same quality is \$2,000.

#### ***What is the value of the election expense?***

The value of the election expense is \$2,000. As new signs would not require the stickers, the \$100 is already included in the market value.

If only a portion of property or services is used in an election, only that portion is an election expense. The unused portion is an intended election expense and is recorded as other expenses.

## Example 1

An elector organization purchases 500 brochures for \$200 but only uses 250.

### ***What is the value of the election expense?***

Since the elector organization only used half of the brochures, the value of the election expense is \$100. The remaining \$100 is recorded as an intended election expense and reported as other expenses.

## Example 2

A campaign worker is contracted to create a website at an hourly rate of \$20 for 25 hours. Hosting fees are \$10 per month. The website is public for eight months during the election period and all of the 29-day campaign period.

### ***What is the value of the expense?***

The value is calculated by multiplying the number of hours it took to create the website by the hourly rate of the worker and adding the hosting fees.

### ***Election period expense***

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$80 (\$10 \text{ per month} \times 8 \text{ months}) = \$580$

The value of the election period expense is \$580.

### ***Campaign period expense***

$\$500 (\$20 \text{ per hour} \times 25 \text{ hours}) + \$9.35 (\$10 \text{ per month} \times 29 \text{ days} / 31 \text{ days}) = \$509.35$

The value of the campaign period expense is \$509.35.

## Expense limits

The Ministry of Municipal Affairs, the Ministry of Education and Child Care, and the Ministry of Indigenous Relations and Reconciliation calculate the campaign period expense limits for candidates. All candidates are subject to these expense limits, which are based on the office sought and the population of the election area.

**An election area is the geographical area where the election is held.**

Elections BC will publish the expense limits on our website no later than May 31 in the year of general local elections.

For by-elections, the expense limits for the most recent general local elections apply.

To find the expense limit for your election area, go to the Elections BC website at [elections.bc.ca](https://elections.bc.ca).

## Campaign financing arrangements

Elector organizations do not have their own campaign period expense limit. To incur campaign period expenses that are subject to limits, they must have a campaign financing arrangement (CFA) with each of their endorsed candidates. Campaign period expenses for the day-to-day administration of the elector organization do not need to be attributed to candidates and are not subject to campaign period expense limits.

A campaign financing arrangement is a written agreement between an elector organization and each endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with the elector organization.

A campaign financing arrangement must be:

- on the regulated form,
- completed before the start of the campaign period,
- submitted to Elections BC, and
- signed by the candidate, the candidate's financial agent (if applicable) and the financial agent of the elector organization.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

If the total of a candidate's campaign period expenses and the elector organization's campaign period expenses attributed to that candidate exceed the candidate's expense limit, and the elector organization's campaign period expenses attributable to that candidate exceeds the amount available to the elector organization under the campaign financing arrangement:

- the elector organization will be deregistered until after the next general local elections,
- Monetary penalties will apply, and
- The elector organization commits an offence.

Campaign financing arrangements may be amended or terminated.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than** General Voting Day.
- A termination of a campaign financing arrangement must be done before the start of the campaign period.

**Amendments and terminations to campaign financing arrangements must be on regulated forms and submitted to Elections BC.**

**Important note:** a candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

Campaign financing arrangement forms can be found on the Elections BC website at [elections.bc.ca](https://elections.bc.ca).



### Attributing campaign period expenses to a candidate's expense limit

Elector organizations must attribute all campaign period expenses that are subject to limits. This must be done on a reasonable basis in proportion to the amount of time and space the expense provides to each candidate.

#### **Example 1 – Promotion of elector organization only**

An elector organization places a newspaper ad for \$500 to promote the elector organization. The ad does not mention the names of any of its five endorsed candidates.

##### ***How must this expense be attributed?***

Since the ad does not name any candidates, the expense must be evenly attributed to each of the candidates. Therefore, \$100 ( $\$500 \div 5 \text{ candidates} = \$100$ ) would be attributed to each candidate in the elector organization's disclosure statement.

#### **Example 2 - Equal promotion of endorsed candidates**

An elector organization endorsing five councillor candidates and one mayoral candidate purchases signs with pictures and names of each candidate for \$4,200. Candidates have the same amount of space on each sign.

##### ***How must this expense be attributed?***

Since the signs equally promote all candidates, the expense must be evenly attributed to each candidate. Therefore, \$700 ( $\$4,200 \div 6 \text{ candidates} = \$700$ ) would be attributed to each candidate in the elector organization's disclosure statement.

### **Example 3 - Unequal promotion**

An elector organization endorsing five councillor candidates and one mayoral candidate purchases signs with pictures and names of each candidate for \$4,200. The picture and name of the mayor takes up twice as much space as each councillor candidate.

#### ***How must this expense be attributed?***

The expense must be divided so that the amount attributed to the mayoral candidate is twice the amount attributed to each councillor candidate. In this case, \$600 ( $\$4,200$  divided by seven portions = \$600 per portion) will be attributed to each councillor candidate and \$1,200 (two portions = \$600 multiplied by two = \$1,200) will be attributed to the mayoral candidate.

### **Example 4 - Meet-and-greet candidates**

An elector organization is hosting a “meet-and-greet our candidates” event for its six candidates: five for councillor and one for mayor. The elector organization pays \$600 to rent an auditorium and purchases \$300 worth of flyers for distribution which promote all the candidates equally.

#### ***How must this expense be attributed?***

Since the auditorium rental promotes the candidates equally, the \$600 must be evenly attributed to the candidates, which would be \$100 each ( $\$600$  divided by six candidates = \$100).

Similarly, as the flyers promote the candidates equally, the \$300 should be evenly attributed to the candidates, which would be \$50 each ( $\$300$  divided by six candidates = \$50).

For further assistance on how to attribute expenses to endorsed candidates, contact Elections BC.

## **Incurring and paying for expenses**

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by the financial agent or an individual authorized in writing by the financial agent, and
- be paid or reimbursed from the campaign account. Receipts must be submitted to the financial agent for reimbursement.

### Post-election expenses

Elector organizations are permitted to incur expenses after the close of voting that are incidental to their campaign, such as celebration parties and thank-you cards. These incidental expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

### Recording requirements for expenses

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete enough to meet the disclosure requirements in LECFA including:

- total value and description of each election expense,
- when each election expense was used (such as election period, campaign period or both),
- which candidate(s) each campaign period expense is attributed to for the purpose of expense limits,
- total value and description of each payment for other expenses, and
- total value and description of each other type of payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

Election expenses are broken down into the following categories:

Advertising:

- Commercial canvassing in person, by telephone, or over the internet
- Newspapers and periodicals
- Promotional materials, including newsletters, brochures, buttons and novelty items
- Radio
- Search engine marketing and optimizations
- Signs (including lumber, sign wires, etc.)
- Reused signs
- Social media
- Television
- Website displays
- Other advertising (including business cards, promotional items, etc.)

Campaign Administration:

- Accounting services
- Bank charges
- Conventions, workshops and meetings
- Donations and gifts
- Fundraising functions
- Furniture and equipment
- Interest expense
- Office rent, utilities, insurance and maintenance
- Office supplies and stationary
- Postage and courier
- Professional services
- Research and data, including election surveys and polls
- Salaries and benefits
- Social functions
- Subscriptions and dues
- Telecommunications and information technology
- Travel
- Other expenses

## Election advertising

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign period. Advertising activities during the election period and prior to pre-campaign period are still advertising election expenses and must be recorded and disclosed, but they are not election advertising.

Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.

In the campaign period, election advertising includes communications that take a position on an issue associated with a candidate or elector organization.

**With the exception of sponsorship information, Elections BC does not regulate the content of election advertising.**

Election advertising does not include the following:

- messages on the internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites. Although these messages are not election advertising, any costs related to their design or production are election expenses and must be disclosed accordingly.
- Free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.).
- free media coverage (such as news stories, editorials, radio interviews, etc.).
- producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election.
- a communication by an individual or group sent directly to their members, employees or shareholders.
- transmission by an individual, on a non-commercial basis, on the internet, or by telephone or text message of their personal views.

**Examples**

<b>Election advertising</b>	<b>Not election advertising</b>
<ul style="list-style-type: none"> <li>▪ television, radio, newspaper or magazine advertisements</li> <li>▪ signs, billboards, posters, bumper stickers or branded clothing or objects</li> <li>▪ newsletters, brochures, mailing inserts or other advertising sent to the public</li> <li>▪ ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.)</li> <li>▪ phone calls made using an automated system (e.g., robocalls)</li> <li>▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote</li> </ul>	<ul style="list-style-type: none"> <li>▪ personal or private communications</li> <li>▪ free media coverage (such as a candidate debate on a local news channel, news stories, radio interviews, etc.)</li> <li>▪ a communication by an individual or group sent directly to their members, employees or shareholders</li> <li>▪ any free communication on the internet (such as Facebook, Twitter, Instagram, Snapchat, YouTube, etc.)</li> <li>▪ free person-to-person phone calls and text messages</li> <li>▪ websites or blogs</li> <li>▪ producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election</li> </ul>

**Determining the sponsor of election advertising**

The sponsor of election advertising is the elector organization that pays for the advertising. The elector organization is still the sponsor even if:

- the advertising is provided to the elector organization as a campaign contribution, or
- another individual or organization conducts advertising on behalf of the elector organization.

### **Example**

A local parents' group meets with an elector organization and they decide, with the consent of the elector organization's financial agent, that the group will create brochures on behalf of the elector organization and distribute them door-to-door during the campaign period. The elector organization pays the local parents' group the market value for creating and distributing the brochures.

### ***Who is the sponsor of the advertising?***

The elector organization is the sponsor. The local parents' group is working on behalf of the elector organization to create and distribute the brochures. The cost of preparing and printing the brochures is a campaign period expense of the elector organization.

Elector organizations and candidates must not sponsor election advertising with a third party sponsor and a third party sponsor must not sponsor election advertising on behalf of an elector organization or candidate.

## **Sponsorship information on election advertising**

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods and must include:

- the name of the financial agent,
- the words "authorized by" in front of the financial agent's name, and
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

**Although there are no size requirements for the sponsorship information, it must be clear and readable.**

Sponsorship information must be on the election advertising itself and must be in English or understandable to readers of English. If the advertising is in another language, the sponsorship information must also be in that language or understandable to readers of that language.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

**There are monetary penalties for failing to include sponsorship information. See [page 55](#) for more information.**

### **Example 1**

#### ***Election signs***

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot be only on the back of the sign.

Two-sided election signs must have sponsorship information on at least one side. It is not required to be on both sides.

### **Example 2**

#### ***Elector organization sponsor***

Authorized by Susan Wong, abc@electororg.ca

### **Example 3**

#### ***Another language***

Authorized by John Smith, financial agent 604-123-4567  
जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567



### Election advertising exempt from sponsorship information

Certain types of election advertising do not require sponsorship information:

- clothing,
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands), and
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards).

### Sponsorship information for advertising on the internet

For internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer to the website, landing page or profile page that contains it.

### Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. However, local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising. Contact your local government for more information about election sign bylaws in your area.

The Ministry of Transportation and Infrastructure regulates sign placement on provincial highways. Please refer to the Ministry's policy at [www.gov.bc.ca/electionsigns](http://www.gov.bc.ca/electionsigns).

**Important safety note:** Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see the website at: <https://www.bc1c.ca/> to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

### Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected,
- discontinued,
- covered,
- obscured,
- removed, or
- destroyed.

## Campaigning restrictions on General Voting Day

An individual or organization must not transmit election advertising to the public on General Voting Day (GVD) except:

- election advertising on the internet as long as the advertising was transmitted to the public before GVD and was not changed before the close of voting. For example, if advertising must be purchased on a monthly basis and GVD is included in that purchase and cannot be removed, then the advertising will be permitted. It is not permitted to schedule advertising for GVD, such as paid Facebook posts.
- advertising by means of signs, posters or banners
- distributing pamphlets, or
- advertising on the internet that is for the sole purpose of encouraging voters to vote

Permitted on General Voting Day	Not permitted on General Voting Day
<ul style="list-style-type: none"> <li>▪ using free social media</li> <li>▪ free person-to-person interactions, such as phone calls, emails, text messages, etc.</li> <li>▪ placing signs or distributing brochures outside of 100 metres from a voting place</li> <li>▪ election advertising on the internet as long as the advertising was not changed on GVD or is solely to encourage voters to vote</li> <li>▪ campaign meetings or rallies outside of 100 metres from a voting place</li> </ul>	<ul style="list-style-type: none"> <li>▪ scheduling paid ads on the internet including paid social media posts on Facebook, Twitter, Instagram, etc.</li> <li>▪ automated voice calls (robocalls) and automated text messages</li> <li>▪ placing signs or distributing brochures within 100 metres of a voting place</li> <li>▪ television, radio or newspaper ads</li> <li>▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote</li> </ul>

Election advertising is never permitted within 100 metres of a voting place while voting is being conducted.

**For more information about the 100 metre rule, please contact your local authority.**

## Determining the value of election advertising

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and is subject to the expense limit. The value of election advertising is the price paid for preparing and transmitting the advertising.

Since only eligible individuals may make campaign contributions, advertising suppliers such as newspapers, sign printers, etc. must not give discounts to elector organizations or candidates unless they are a sole proprietor.

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

### Example 1

An elector organization pays an agency \$500 to produce an advertisement and then pays a radio station \$150 per play. The ad is played 20 times during the campaign period.

#### ***What is the value of this election advertising?***

The production cost plus the cost per play multiplied by the number of times played:  $\$500 + \$3,000 (\$150 \times 20 \text{ plays}) = \$3,500$ .

### Example 2

Sabrina, a volunteer for an elector organization, prepares a brochure at home and prints 500 copies at a local shop for \$0.25 per copy. The brochures are mailed to 500 different homes at a postage rate of \$1 per brochure.

#### ***What is the value of this election advertising?***

$500 \text{ brochures} \times \$1.25 (\$0.25 \text{ printing} + \$1 \text{ postage per brochure}) = \$625$ .

The value of designing the brochure is not included in the value of the election advertising because it was made with Sabrina's own property and she is a volunteer.

## Third party advertising sponsor

**It is an offence to conduct third party advertising before registering with Elections BC.**

An elector organization may also act as a third party advertising sponsor but not for the election in which they are endorsing candidates. This means that generally, an elector organization can only be a third party sponsor outside their own jurisdiction. Elector organizations considering becoming third party sponsors should contact Elections BC and must register with Elections BC before conducting third party advertising.

### **Example**

An elector organization in Vancouver could register as a third party sponsor and do third party advertising in Whistler as long as the advertising is not related to their own campaign.

Remember, elector organizations and candidates cannot sponsor election advertising with a third party sponsor and a third party sponsor must not sponsor election advertising on behalf of an elector organization or candidate.

For more information about third party advertising and requirements for third party sponsors, refer to the Guide for Local Elections Third Party Sponsors in B.C. available at [elections.bc.ca](https://elections.bc.ca).

### Collecting information from an advertiser

For the purpose of administering compliance with LECFA, the B.C. Chief Electoral Officer may collect from an advertiser the following information in relation to election advertising that has been transmitted to the public:

- the name of the individual or organization that sponsored the advertising
- the name of the individual or organization that transmitted or arranged to have transmitted the advertising
- the date the advertising was ordered or requested
- the amounts and dates of payments, if any
- the dates on which the advertising was transmitted
- the actual or intended geographic distribution or availability of the advertising
- any other information prescribed by regulation

An advertiser is an individual or organization that has transmitted or arranged to have transmitted third party advertising to the public by any means during the past five years, or as defined by regulation.

## Disclosure statements and financial reports

### Disclosure statements

Financial agents are responsible for filing disclosure statements with Elections BC. A disclosure statement includes information on all campaign contributions, election expenses, transfers and other transactions related to the campaign. A disclosure statement must be filed for every elector organization. Elector organizations that endorse a candidate in more than one jurisdiction must file one disclosure statement for each election campaign. All disclosure statements must be completed on Elections BC forms.

### Who must file

Financial agents are responsible for filing disclosure statements even if there were few or no financial transactions. Responsible principal officials also have a responsibility to ensure that their financial agents file their disclosure statements.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Email (preferred):** forms may be filled out online and an electronic signature is acceptable. Fillable forms can be found [here](#) and should be sent to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).
- **Fax:** our toll-free fax number is 1-866-466-0665
- **Mail:** a postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier:** ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8
- **Personally deliver the report:** to a Service BC office or Elections BC: Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays.)

**Note:** not all Service BC offices will accept this report. Please check their website before personally attending the office to ensure this service is available: [servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations).

## Filing deadline

The filing deadline for disclosure statements is 4:30 p.m. (Pacific time), 90 days after General Voting Day.

**The disclosure statement must be received and accepted by Elections BC by the filing deadline. A postmark is not acceptable as proof of delivery.**

Disclosure statements filed by the filing deadline are accepted as long as the disclosure requirements are met. If a disclosure statement requires additional information before it can be accepted, Elections BC will contact the financial agent to give them an opportunity to make the required corrections. If a financial agent does not meet the 90 day deadline, they may file the disclosure statement under the late filing provisions discussed below.

The B.C. Chief Electoral Officer may grant extensions to the filing deadline in extraordinary circumstances. Requests for extensions must be made in writing to the B.C. Chief Electoral Officer before the 90 day filing deadline.

## Late filing deadline

The late filing deadline is 4:30 p.m. (Pacific time), 120 days after General Voting Day (GVD). Disclosure statements submitted between 91 and 120 days after GVD must include a \$500 late filing fee.

It is an offence not to file a disclosure statement by the late filing deadline. There are significant penalties for committing offences.

## Supplementary reports

If Elections BC advises a financial agent that a supplementary report is required in relation to a disclosure statement or financial report, it must be submitted within 30 days of the notification. Elections BC will also inform the local jurisdiction of any supplementary reports required.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary report is a complete filing of all of the reporting forms. A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement,
- include a description of the circumstances that led to filing the supplementary report, and
- be in a form approved by Elections BC.

## Requirement for retaining records

Campaign financing records must be retained in British Columbia for five years after the election or report they relate to. These records must include:

- copies of reporting forms,
- records of contributions and required contributor information,
- deposit slips,
- expense receipts,
- cheque registers,
- transaction slips, and
- all other financial records of the campaign.

Financial agents must keep all campaign financing records and other material related to the disclosure statement or financial report in British Columbia until all requirements have been fulfilled. After the requirements are met, the authorized principal official for the elector organization becomes responsible for retaining records and materials.

## Public information

Disclosure statements and financial reports are made available on the Elections BC website after the filing deadline. They may also be viewed at the Elections BC office in Victoria. All residential addresses of significant contributors will be obscured prior to publication.

Local authorities must also provide public access to the disclosure statements.

Copies of disclosure statements may be obtained from either Elections BC or the local authorities for a fee.



## Campaign financing penalties, offences and court orders for relief

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

### Campaign financing penalties and offences

Failing to comply with the campaign financing and election advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA) may lead to significant penalties, including committing an offence for more serious matters of non-compliance.

There are also administrative penalties imposed by the B.C. Chief Electoral Officer for failing to comply with the campaign financing and election advertising rules. Administrative penalties include monetary penalties, loss of seat, automatic deregistration and disqualification.

A list of disqualified candidates and advertising sponsors is available on the Elections BC website and at the Elections BC office in Victoria.

### Failing to file a disclosure statement or financial report

Elector organizations who fail to file a disclosure statement, annual financial report or supplementary report will be deregistered by the B.C. Chief Electoral Officer. The elector organization will not be able to apply for reregistration until after the next general local elections.

Candidates endorsed by elector organizations are also subject to disqualification penalties if the elector organization fails to file a disclosure statement or supplementary report.

An elector organization and its financial agent commit an offence if a disclosure statement, annual financial report or supplementary report is not filed. The elector organization is liable to a fine of up to \$20,000 and the financial agent is liable to a fine of up to \$10,000 and/or imprisonment for up to two years.

## **Exceeding the expense limit**

Elector organizations that exceed the expense limit must pay a monetary penalty of up to five times the amount by which they exceeded the limit. If the penalty is not paid within 30 days, the elector organization will be deregistered by the B.C. Chief Electoral Officer. The elector organization will not be able to apply for reregistration until after the next general local elections.

It is also an offence to exceed the expense limit and an elector organization that exceeds the limit is liable to a fine of up to \$10,000.

## **Failing to register as an elector organization**

If the B.C. Chief Electoral Officer makes the determination that an elector organization or an individual endorsed a candidate, accepted a campaign contribution, entered into a campaign financing arrangement or incurred an election expense without being registered with Elections BC, the B.C. Chief Electoral Officer must notify the elector organization or individual of non-compliance within seven days of making the determination, and the related penalty.

An elector organization or an individual that contravenes the elector organization registration requirement is liable to pay a monetary penalty of up to double the amount of the campaign contribution accepted or election expense incurred, or up to \$5,000 for entering into a campaign financing arrangement, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

### **Making or accepting prohibited campaign contributions**

If the B.C. Chief Electoral Officer makes the determination that a candidate or registered elector organization accepted a campaign contribution that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty. This includes:

- Contributions from ineligible sources (e.g., from organizations or individuals who are not eligible individuals)
- Contributions that exceed the contribution limit
- Contributions that have not been made through an appointed financial agent, or someone authorized in writing by the financial agent, or been properly recorded in order to allow compliance with LECFA
- Indirect contributions
- Anonymous contributions of more than \$50

An individual or organization that makes or accepts a prohibited campaign contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

### **Failing to return prohibited campaign contributions**

If the B.C. Chief Electoral Officer makes the determination that a financial agent has failed to properly handle a prohibited contribution that was made or accepted in contravention of LECFA, the B.C. Chief Electoral Officer must notify the financial agent of non-compliance within seven days of making the determination, and the related penalty.

A financial agent that does not properly return or remit a prohibited contribution is liable to pay a monetary penalty of up to double the amount of the prohibited contribution, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

## **Failing to include sponsorship information on election advertising**

If the B.C. Chief Electoral Officer makes the determination that a candidate, registered elector organization or third party sponsor failed to include sponsorship information, also known as an authorization statement, on election advertising when required to under LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$5,000, as determined by the B.C. Chief Electoral Officer.

An organization that does not include sponsorship information on election advertising when required is liable to pay a monetary penalty of up to \$10,000, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

## **Making or accepting prohibited loans**

If the B.C. Chief Electoral Officer makes the determination that a candidate or registered elector organization accepted a loan that is not in compliance with LECFA, the B.C. Chief Electoral Officer must notify the individual or organization of non-compliance within seven days of making the determination, and the related penalty.

An individual or organization that makes or accepts a prohibited loan is liable to a monetary penalty of up to 100% of the amount of the loan, as determined by the B.C. Chief Electoral Officer.

An application to the Supreme Court for relief from the financial penalty must be made within 30 days after receiving notification from Elections BC of the non-compliance and related penalty.

## **Providing false or misleading information**

Providing false or misleading information or making false or misleading statements under LECFA is an offence. Individuals who commit such an offence are liable to a fine of up to \$10,000 and/or imprisonment for up to two years. Organizations that commit such an offence are liable to a fine of up to \$20,000.

Elector organizations that are convicted of an offence for providing false or misleading information will be deregistered by the B.C. Chief Electoral Officer. The elector organization will not be able to apply for reregistration until after the next general local elections.

### **Court orders for relief**

Elector organizations, financial agents or responsible principal officials can apply to the Supreme Court for relief from disclosure requirements and expense limit penalties. These applications must be made before the late filing deadline.

Elector organizations applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for court relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#).



# Disclosure statement completion instructions

## General instructions for all forms

The disclosure statement forms are available online at [elections.bc.ca](https://elections.bc.ca)

The following are some general instructions when completing all forms:

- Separate disclosure statements must be filed for each jurisdiction where the elector organization endorsed candidates.
- Submit all relevant forms. Forms not relevant to the elector organization's campaign do not need to be filed. If there is doubt whether a form should be filed, contact Elections BC.
- Complete the forms online or by hand (print neatly and in ink).
- The statements will be available for viewing in our office and on our [Financial Reports and Political Contributions filing system \(FRPC\)](#).
- Complete the detailed forms first then carry forward the totals to the summary forms.
- Ensure the elector organization's name is on each page.
- Enter dates as YYYY/MM/DD – e.g., for October 15, 2022, enter 2022/10/15.
- Number the pages of forms that have more than one page using the boxes in the top right corner of the forms – e.g., page 1 of 2, page 2 of 2, etc.
- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC. Financial records must be kept in B.C. for 5 years after the compliance deadline for filing the disclosure statement or supplementary report to which the records and material relate.

**Note:** It is acceptable to round cents to the nearest dollar. For example, \$23.65 could be entered as \$24, \$15.34 as \$15.

## Submitting the Disclosure Statement

The campaign financing disclosure statement must be received by Elections BC before 4:30 p.m., Pacific time, on the filing deadline, 90 days from General Voting Day. The cover page (form 4400) must be signed by the appointed financial agent and authorized principal official of the elector organization in order for the report to be accepted as filed.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Email** (preferred): forms may be filled out online and an electronic signature is acceptable. Fillable forms can be found [here](#) and should be sent to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).
- **Fax**: our toll-free fax number is 1-866-466-0665
- **Mail**: a postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier**: ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria , BC V8V 3K8
- **Personally deliver the report**: to a Service BC office or Elections BC: Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays.)

**Note:** not all Service BC offices will accept this report. Please check their website before personally attending the office to ensure this service is available: [servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations).



## 4400 – Disclosure Statement Cover Page

The [4440 - Cover Page](#) must be completed for all disclosure statements filed, including amendments (supplementary reports). Please ensure that each relevant field is completed and correct.

- 1. Only add the amendment number if you are modifying an existing report. If it is your first time submitting this report, leave this blank.**
2. Enter the date of General Voting Day (YYYY/MM/DD).
3. Enter the jurisdiction where the elector organization endorsed candidates.
4. Enter the date the financial agent was appointed. If others were previously appointed as financial agent for this election, provide their information on [Form 4412 - Former Financial Agents](#).
5. Enter the financial agent's mailing address, phone number and (if available) email address. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
6. Enter the authorized principal official's mailing address, phone number and (if available) email address. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
7. Enter the responsible principal official's mailing address, phone number and (if available) email address. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.
8. Tick this box if the elector organization is registered with Elections BC as a third party advertising sponsor. A separate disclosure statement must be filed for third party sponsors.
9. The declaration must be signed and dated by the financial agent and the authorized principal official. If the authorized principal official is also the financial agent, only one signature is required. Signing a false statement is a serious offence and is subject to significant penalties under section 65 of the [Local Elections Campaign Financing Act](#).

Amendment # **1**

GENERAL VOTING DAY (YYYY/MM/DD)

**2**

NAME OF ELECTOR ORGANIZATION

LEGAL NAME OF ELECTOR ORGANIZATION (IF DIFFERENT)

BALLOT NAME OF ELECTOR ORGANIZATION (IF DIFFERENT)

JURISDICTION

**3**

**Financial agent:**

FINANCIAL AGENT'S FULL NAME

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

**4**

FINANCIAL AGENT'S MAILING ADDRESS

PHONE NUMBER

**5**

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

**Authorized principal official:**

AUTHORIZED PRINCIPAL OFFICIAL'S FULL NAME

AUTHORIZED PRINCIPAL OFFICIAL'S MAILING ADDRESS

PHONE NUMBER

**6**

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

**Responsible principal official:**

RESPONSIBLE PRINCIPAL OFFICIAL'S FULL NAME

RESPONSIBLE PRINCIPAL OFFICIAL'S MAILING ADDRESS

**7**

CITY/TOWN

PROV.

POSTAL CODE

**8**

Tick if elector organization was also a third party sponsor

**9**

**DECLARATION:**

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act*.

SIGNATURE OF AUTHORIZED PRINCIPAL OFFICIAL

SIGNATURE OF FINANCIAL AGENT

DATE (YYYY/MM/DD)

DATE (YYYY/MM/DD)

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

Please submit your report to Elections BC: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

## 4401 – Endorsed Candidates and Campaign Accounts

All elector organizations must complete and file the [4401 – Endorsed Candidates and Campaign Accounts](#) form. This form lists all candidates the elector organization endorsed in the jurisdiction to which this disclosure statement relates.

1. Enter the full name of each candidate endorsed and (if different) the name the candidate used on the ballot. Include all candidates endorsed when the elector organization filed endorsement documents, even if the endorsement was later withdrawn.
2. Enter the office sought by the candidate.
3. Enter the election area where the candidate ran for office.
4. Enter the name and address of any savings institution(s) where a campaign account was opened.
5. Enter the balance remaining in the campaign account(s) after all expenses have been paid.



## 4402 – Campaign Financing Summary

The [4402 – Campaign Financing Summary](#) form is a summary of the income and expenses of the elector organization's campaign. The information is carried forward from other disclosure statement forms. Complete this form after the totals from the related forms are calculated. Depending on the elector organization's campaign, income may not equal expenses.

1. Enter the total value of campaign contributions received as reported in box A of [Form 4403 – Summary of Campaign Contributions](#).
2. Enter the total value of all permissible loans as reported in box B on [Form 4405 – Permissible Loans](#).
3. Enter the total value of other income and transfers into the campaign account, as reported in box A on [Form 4406 – Other Income and Transfers Received](#).
4. Add the above three values and enter the total income of the campaign in this box.
5. Enter the value of election period expenses, as reported in box A on [Form 4408 – Election Expenses and Exclusions](#).
6. Enter the value of campaign period expenses attributed to the candidates, as reported in box B on [Form 4408](#).
7. Enter the total value of expenses not subject to the limit from election period expenses, as reported in box C on [Form 4408](#).
8. Enter the total value of expenses not subject to the limit from campaign period expenses, as reported in box D on [Form 4408](#).
9. Enter the total value of other expenses and transfers given, as reported in box A on [Form 4410 – Other Expenses and Transfers Given](#).
10. Add the above five values and enter the total expenses of the campaign in this box.

# CAMPAIGN FINANCING SUMMARY

## LOCAL ELECTIONS ELECTOR ORGANIZATION

NAME OF ELECTOR ORGANIZATION

### INCOME

Value of campaign contributions from all sources (box A, Form 4403)

1

Amount of all permissible loans received (box B, Form 4405)

2

Other income and transfers received (box A, Form 4406)

3

**TOTAL INCOME** (sum of above boxes)

4

### EXPENSES

Election period expenses (box A, Form 4408)

5

Campaign period expenses (box B, Form 4408)

6

Election period expenses not subject to limits (box C, Form 4408)

7

Campaign period expenses not subject to limits (box D, Form 4408)

8

Other expenses and transfers given (box A, Form 4410)

9

**TOTAL EXPENSES** (sum of above boxes)

10

## 4403 – Summary of Campaign Contributions

The [4403 – Summary of Campaign Contributions](#) form summarizes all campaign contributions the elector organization received in relation to their campaign including in-kind contributions and contributions from fundraisers. The rules and requirements for reporting fundraising function income are listed earlier in the guide. Contributions of goods and services must be recorded at their current market value.

1. Enter the total number of eligible individuals who gave less than \$100. Do not include the number of anonymous contributions received.
2. Enter the total value of all contributions of less than \$100 received from eligible individuals. If a contributor made several contributions that total \$100 or more, they are significant contributions and should be recorded on [Form 4404 – Campaign Contributions with a Total Value of \\$100 or More](#).
3. Enter the total number of eligible individuals who made anonymous contributions.
4. Enter the total value of permissible anonymous contributions received in this box. An anonymous contribution greater than \$50 is prohibited and must be disclosed on [Form 4407 – Prohibited Campaign Contributions and Loans](#).
5. Enter the total value of all significant contributions received from eligible individuals as reported on [Form \(s\) 4404 – Campaign Contributions with a Total Value of \\$100 or More](#).
6. Sum the total values and enter the sum in box A. This value will carry forward to the [4402 – Campaign Financing Summary](#) form.

# SUMMARY OF CAMPAIGN CONTRIBUTIONS

## LOCAL ELECTIONS ELECTOR ORGANIZATION

NAME OF ELECTOR ORGANIZATION

**Campaign contributions include monetary and in-kind contributions.  
Do not include anonymous contributions with contributions less than \$100.**

Number of contributors who gave less than \$100

# **1**

Total contributions of less than \$100

\$ **2**

Number of anonymous contributors

# **3**

Anonymous contributions

\$ **4**

Total value of campaign contributions of \$100 or more (box **A**, Form 4404)

\$ **5**

**TOTAL CONTRIBUTIONS**

\$ **6** **A**



## 4404 – Campaign Contributions with a Total Value of \$100 or More

The [4404 – Campaign Contributions with a Total Value of \\$100 or More](#) form is used to disclose all contributors who made one or more campaign contributions to the elector organization that total \$100 or more. If applicable, review the section on fundraising functions as income from these events may need to be disclosed on this form. Use additional pages as necessary.

1. List only one individual per contribution. If a contribution was received from two individuals, the financial agent must determine which individual made the contribution or split the amount between the individuals and report them as two separate contributions.
2. Enter the residential address of the contributor. All residential addresses will be obscured by Elections BC before the statement is published.
3. Enter the date of contribution. If a single contributor made contributions on different dates, the date of each contribution must be listed separately.
4. Enter the value of the contribution. If a single contributor made contributions on different dates, the value of each contribution must be listed separately.
5. Enter the total value of all contributions from the contributor.
6. Sum the total for this page and enter the subtotal in this box.
7. Enter the total value of all contributions from all forms 4404.

NAME OF ELECTOR ORGANIZATION	PAGE <input style="width: 30px;" type="text"/>
<b>Attach additional forms if necessary.</b>	OF <input style="width: 30px;" type="text"/>

1	2				3	4	5
FULL NAME OF CONTRIBUTOR	CONTRIBUTOR'S RESIDENTIAL ADDRESS				DATE RECEIVED (YYYY/MM/DD)	CONTRIBUTION AMOUNT	TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	ADDRESS	CITY	PROV.	POSTAL CODE			
<b>SUBTOTAL OF THIS PAGE</b>						<b>6</b>	
<b>TOTAL CONTRIBUTIONS FROM ALL FORM(S) 4404</b>						<b>7</b>	A

This form is available for public inspection.  
Addresses will be obscured.  
**PLEASE KEEP A COPY FOR YOUR RECORDS**

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

### 4405 – Permissible Loans

The [4405 – Permissible Loans](#) form is used to report all permissible loans made to the campaign. All loans received must be reported even if they were completely paid off or forgiven. Complete one entry for each loan received. Use additional pages as necessary.

1. Enter the name of the lender.
2. Enter the residential address of the lender if they are an individual. All residential addresses will be obscured by Elections BC before the statement is published.
3. Enter the date the loan was received (YYYY/MM/DD).
4. Enter the date the loan is due to be fully paid back (YYYY/MM/DD).
5. Enter the original amount of the loan received in box A.
6. Enter the amount of the loan that is outstanding as of the date the disclosure statement is submitted to Elections BC. If fully paid back, enter 0 in this field.
7. Enter the rate of interest being charged by the lender. Only eligible individuals are allowed to charge less than prime interest. If the loan is interest free enter 0 as the loan interest rate.
8. If the loan is from a savings institution, enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca](http://elections.bc.ca).
9. Enter the total of boxes A from all pages of this form to show the total amount of all loans. This value must be carried forward to [Form 4402– Campaign Financing Summary](#).

**PERMISSIBLE LOANS**  
**LOCAL ELECTIONS ELECTOR ORGANIZATION**

NAME OF ELECTOR ORGANIZATION	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

**Complete one entry for each permissible loan received. Attach additional forms if necessary.**

<b>LOAN</b>		
NAME OF LENDER <b>1</b>		
RESIDENTIAL ADDRESS OF LENDER (IF INDIVIDUAL) <b>2</b>		
<b>LOAN DETAILS</b>		
DATE RECEIVED (YYYY/MM/DD) <b>3</b>	DATE DUE (YYYY/MM/DD) <b>4</b>	\$ ORIGINAL AMOUNT OF LOAN <b>5</b> <b>A</b>
\$ AMOUNT OF LOAN OUTSTANDING <b>6</b>	LOAN INTEREST RATE % <b>7</b>	PRIME RATE* % <b>8</b>
<b>Report all loan payments on Form 4410.</b>		

<b>LOAN</b>		
NAME OF LENDER		
RESIDENTIAL ADDRESS OF LENDER (IF INDIVIDUAL)		
<b>LOAN DETAILS</b>		
DATE RECEIVED (YYYY/MM/DD)	DATE DUE (YYYY/MM/DD)	\$ ORIGINAL AMOUNT OF LOAN <b>A</b>
\$ AMOUNT OF LOAN OUTSTANDING	LOAN INTEREST RATE %	PRIME RATE* %
<b>Report all loan payments on Form 4410.</b>		

<b>TOTAL AMOUNT OF ALL LOANS RECEIVED</b> (Sum of all boxes A on Form(s) 4405)	<b>9</b> <input style="width: 80%; height: 20px;" type="text"/> <b>B</b>
---	--

**RESIDENTIAL ADDRESS:**  
REQUIRED FOR INDIVIDUAL LENDERS ONLY

**\*PRIME RATE OF INTEREST:**  
REQUIRED FOR LOANS FROM SAVINGS INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE

## 4406 – Other Income and Transfers Received

The [4406 – Other Income and Transfers Received](#) form is used to report all money deposited into the campaign account that is not a campaign contribution or a loan. These include transfers from candidates, surplus funds from a previous election, return of deposits (e.g., damage deposit), fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals, proceeds of sales from auctions or other fundraising activities), interest income from savings institutions and dividends of shares paid by credit unions. Use additional pages as necessary.

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description of the transaction.
3. Enter the amount of the deposit or the value of the transfer.
4. Add the amounts and enter the total into box A. This amount must be carried forward to [Form 4402– Campaign Financing Summary](#).



## 4407 – Prohibited Campaign Contributions and Loans

The [4407 – Prohibited Campaign Contributions and Loans](#) form is used to report any campaign contributions or loans that are prohibited under the [Local Elections Campaign Financing Act](#) (LECFA). This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information, indirect contributions and any contributions or loans that exceed the contribution limit.

LECFA requires the elector organization to return prohibited contributions and prohibited loans, or an amount equal to the value of the contribution or loan, to the contributor or lender within 30 days of becoming aware of the contravention. If this is not possible, the contribution or loan, or an amount equal to its value, must be remitted to Elections BC as soon as possible. Complete one entry for each prohibited contribution or prohibited loan received. Use additional pages as necessary.

### Prohibited contribution

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously, by ticking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was goods or services, enter the current market value.
4. Enter the date the contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution was prohibited.
6. Enter the full name of the contributor.
7. If the prohibited contribution was received from an organization, enter the address of the organization.

### Prohibited loan

8. Enter a brief description of how the prohibited loan was received. This description should explain why the loan was prohibited.
9. Enter the date the loan was returned to the lender (YYYY/MM/DD).
10. Enter the full name of the lender.
11. Enter the date the prohibited loan was received (YYYY/MM/DD).
12. Enter the date the prohibited loan is due to be fully paid back (YYYY/MM/DD).
13. Enter the original amount of the loan received.
14. Enter the rate of interest being charged by the lender. If the loan is interest free, enter 0 in this field.
15. If the loan is from a savings institution enter the prime interest rate of the principal banker of the Province of B.C. at the time the rate of interest for the loan was set. Interest rates are on the Elections BC website at [elections.bc.ca/docs/fin/407.pdf](http://elections.bc.ca/docs/fin/407.pdf).

**PROHIBITED CAMPAIGN  
CONTRIBUTIONS AND LOANS**

**LOCAL ELECTIONS ELECTOR ORGANIZATION**

NAME OF ELECTOR ORGANIZATION	PAGE <input style="width: 40px;" type="text"/>
	OF <input style="width: 40px;" type="text"/>

**Complete one entry for each prohibited campaign contribution or loan received. Attach additional forms if necessary.**

<b>PROHIBITED CONTRIBUTION</b>				
<b>1</b> RECEIVED FROM <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS	<b>2</b> DATE RECEIVED (YYYY/MM/DD)	<b>3</b> \$ VALUE	<b>4</b> DATE RETURNED (YYYY/MM/DD)	<b>OR</b> DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED <b>5</b>				
FULL NAME OF INDIVIDUAL OR ORGANIZATION <b>6</b>				
ADDRESS OF ORGANIZATION, IF APPLICABLE <b>7</b>				

<b>PROHIBITED LOAN</b>		
DESCRIPTION OF HOW THE PROHIBITED LOAN WAS RECEIVED <b>8</b>	<b>9</b> DATE RETURNED TO LENDER (YYYY/MM/DD)	
NAME OF LENDER <b>10</b>		
DATE RECEIVED (YYYY/MM/DD) <b>11</b>	DATE DUE (YYYY/MM/DD) <b>12</b>	\$ ORIGINAL AMOUNT OF LOAN <b>13</b>
LOAN INTEREST RATE % <b>14</b>	PRIME RATE* % <b>15</b>	

**\*PRIME RATE OF INTEREST:**  
REQUIRED FOR LOANS FROM SAVINGS INSTITUTIONS – AVAILABLE ON ELECTIONS BC WEBSITE



## 4408 – Election Expenses and Exclusions

The [4408 - Election Expenses and Exclusions](#) form is used to report election expenses incurred by the elector organization. There are two types of election expenses based on when the expense was used: election period and campaign period expenses. Elector organizations must report all applicable campaign period expenses in relation to each endorsed candidate on [Form 4409 – Campaign Period Expenses Attributed to Candidates](#).

For general local elections, the election period begins on January 1st of the general local election year and ends at the beginning of the campaign period. For by-elections, the election period starts on the day the office becomes vacant.

For general local elections or by-elections, the campaign period begins on the 28th day before General Voting Day (GVD) and ends at the close of voting. Campaign period expenses are subject to an expense limit under the [Local Elections Campaign Financing Act](#).

If goods and services were used in both periods, their full value must be reported in both periods.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

1. Enter the values of each class of expense used during the election period.
2. Enter the total into box A. This value must be carried forward to [Form 4402– Campaign Financing Summary](#).
3. Enter the total value of all campaign period expenses attributed to candidates into box B. This value must equal the sum of all boxes A on [Form 4409](#).
4. Enter the total value of all expenses that are not subject to limits from the election period into box C. This value must be carried forward to [Form 4402](#).
5. Enter the total value of all expenses that are not subject to limits from the campaign period into box D. This value must be carried forward to [Form 4402](#).



## 4409 – Campaign Period Expenses Attributed to Candidates

The [4409 – Campaign Period Expenses Attributed to Candidates](#) form is used to report all campaign period expenses of the elector organization. Each campaign period expense must be attributed to its endorsed candidates. The rules for attributing campaign period expenses are listed earlier in this guide.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

Complete one page for each endorsed candidate. Note this guide contains an example of only one [Form 4409 – Campaign Period Expenses Attributed to Candidates](#).

1. Enter the values of each class of expense used during the campaign period.
2. Enter the total of all campaign period expenses attributed to this candidate into box A. This value must be carried forward to [Form 4408 – Election Expenses and Exclusions](#).

# CAMPAIGN PERIOD EXPENSES ATTRIBUTED TO CANDIDATES

## LOCAL ELECTIONS ELECTOR ORGANIZATION

NAME OF ELECTOR ORGANIZATION

PAGE

OF

NAME OF CANDIDATE TO WHICH CAMPAIGN PERIOD EXPENSES ARE ATTRIBUTED

**Complete one form for each candidate endorsed in the jurisdiction. Report the value of all campaign period expenses of the elector organization that are attributed to the above named candidate. The total amount of campaign period expenses attributed to all candidates must equal box B on Form 4408.**

**ADVERTISING**

**1** CAMPAIGN PERIOD EXPENSES

- Commercial canvassing in person, by telephone, or over the internet
- Newspapers and periodicals
- Promotional materials, including newsletters, brochures, buttons and novelty items
- Radio
- Search engine marketing and optimization
- Signs
- Value of reused signs
- Social media
- Television
- Website displays

Other expenses (describe)

**CAMPAIGN ADMINISTRATION**

- Accounting services
- Bank charges
- Conventions, workshops and meetings
- Donations and gifts
- Fundraising functions
- Furniture and equipment
- Interest expense
- Office rent, utilities, insurance and maintenance
- Office supplies and stationary
- Postage and courier
- Professional services
- Research and data, including election surveys and polls
- Salaries and benefits
- Social functions
- Subscriptions and dues
- Telecommunications and information technology
- Travel

Other expenses (describe)

**TOTAL CAMPAIGN PERIOD EXPENSES FOR ABOVE NAMED CANDIDATE**

**2**  **A**

## 4410 – Other Expenses and Transfers Given

The [4410 – Other Expenses and Transfers Given](#) form is used to report all transfers and payments from the campaign account that are not reported on [Form 4408 – Election Expenses and Exclusions](#) or [Form 4409 – Campaign Period Expenses Attributed to Candidates](#). These include transfers to candidates, fundraising costs, payment of deposits (e.g., damage deposits), loan payments, and intended election expenses that were not used. Use additional pages as necessary

For each entry:

1. Enter the date (YYYY/MM/DD).
2. Enter a brief description of the expense or transfer.
3. Enter the amount of the payment or the transfer.
4. Add the amounts and enter the total value into box A. This amount must be carried forward to [Form 4402– Campaign Financing Summary](#).



## 4411 – Fundraising Function

The [4411 – Fundraising Function](#) form is used to report all fundraising functions. Complete a separate form for each function.

1. Enter the date of the fundraising function.
2. Enter a brief description of the fundraising function.

Tickets and entry fees for fundraising functions may or may not be campaign contributions depending on different circumstances.

### Section A – Fundraising income disclosed as campaign contributions

Tickets and entry fees are campaign contributions if an eligible individual purchased more than \$50 worth of tickets.

Amounts in this section are reported on [Form 4403 – Summary of Campaign Contributions](#). If applicable, they are also reported on [Form 4404 – Campaign Contributions with a Total Value of \\$100 or More](#).

3. Enter the number of tickets sold to eligible individuals of more than \$50 worth of tickets.
4. Enter the amount of money charged per ticket.
5. Enter the total amount of money collected from ticket sales reported as campaign contributions.
6. Tick this box if the tickets were sold at different prices.
7. Enter the number of eligible individuals that purchased more than \$50 worth of tickets.

**Note:** Other income from fundraising functions may also be campaign contributions. Goods and services donated at functions such as auctions, garage sales and bake sales are campaign contributions. If the goods and services are bought at the function for a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

8. Enter a description of the income received that was a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
9. Enter the total value of other campaign contributions received.

## Section B – Fundraising income not disclosed as campaign contributions

Tickets and entry fees are not campaign contributions if an eligible individual purchased \$50 or less worth of tickets.

10. Enter the number of tickets that were sold to eligible individuals for \$50 or less.
11. Enter the amount of money charged per ticket.
12. Enter the total amount of ticket money not reported as campaign contributions collected. This amount is disclosed on [Form 4406 – Other Income and Transfers Received](#).
13. Tick this box if the tickets were sold at different prices.
14. Enter the number of eligible individuals that purchased \$50 or less worth of tickets.

**Note:** Some other income from fundraising functions are not campaign contributions, such as goods and services bought at the function at or below their market value.

15. Enter a description of the income received that was not a campaign contribution. For multiple sources of income, provide a brief description of the goods or services.
16. Enter the total value of other income received.



## Section C – Cost of function

The total cost of fundraising functions is not an election expense but is reported on [Form 4410 – Other Expenses and Transfers Given](#). Costs of functions include goods and services purchased such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

17. Enter the total cost of the fundraising function.

NAME OF ELECTOR ORGANIZATION	PAGE <input style="width: 30px;" type="text"/>
	OF <input style="width: 30px;" type="text"/>

**Complete a separate form for each function.**

DATE OF FUNCTION (YYYY/MM/DD) <b>1</b>	DESCRIPTION OF FUNDRAISING FUNCTION <b>2</b>
--	--

**A – FUNDRAISING INCOME REPORTED AS CAMPAIGN CONTRIBUTIONS**  
All income reported as campaign contributions must also be included on Form 4403 and, if applicable, Form 4404.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of more than \$50 worth of tickets	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Number of eligible individuals that purchased tickets	<b>7</b>			

**OTHER CAMPAIGN CONTRIBUTIONS**  
(i.e., goods and services that are donated for the function or sold at the function for more than their market value)

DESCRIPTION <b>8</b>	\$ VALUE <b>9</b>
----------------------	-------------------

**B – FUNDRAISING INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS**  
All income not reported as campaign contributions must also be included on Form 4406.

TICKET SALES (includes function entry fees)	NUMBER OF TICKETS SOLD	CHARGE PER TICKET	TOTAL CHARGES COLLECTED	TICK IF CHARGE PER TICKET VARIES
	#	\$	\$	✓
Purchases by eligible individuals of \$50 or less worth of tickets	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Number of eligible individuals that purchased tickets	<b>14</b>			

**OTHER INCOME NOT REPORTED AS CAMPAIGN CONTRIBUTIONS**  
(i.e., goods and services sold at the function for their market value or less)

DESCRIPTION <b>15</b>	\$ VALUE <b>16</b>
-----------------------	--------------------

**C – COST OF FUNCTION**  
The total cost of all fundraising functions must also be included on Form 4410.

The cost of a fundraising function includes goods and services such as food, drinks, prizes, decorations, venue rental, advertising, staffing, entertainment, etc.

	<b>\$ TOTAL COST OF FUNCTION</b> <b>17</b>
--	---

## 4412 – Former Financial Agents

The [4412 - Former Financial Agents](#) form is used to report information about other individuals previously appointed as financial agent for this election.

1. Enter the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent. Please note that the statement will be publically available so a mailing address, such as a PO Box or office address, instead of a home address may be preferred.

**FORMER FINANCIAL AGENTS  
LOCAL ELECTIONS ELECTOR ORGANIZATION**

NAME OF ELECTOR ORGANIZATION

**Enter the information below for any former financial agents for this election. Do not enter financial agent information from previous elections.**

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

**1**

FINANCIAL AGENT'S FULL NAME

**2**

FINANCIAL AGENT'S MAILING ADDRESS

PHONE NUMBER

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S FULL NAME

FINANCIAL AGENT'S MAILING ADDRESS

PHONE NUMBER

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S FULL NAME

FINANCIAL AGENT'S MAILING ADDRESS

PHONE NUMBER

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S FULL NAME

FINANCIAL AGENT'S MAILING ADDRESS

PHONE NUMBER

CITY/TOWN

PROV.

POSTAL CODE

EMAIL (IF AVAILABLE)

## Resources

### Election legislation

Printed versions of local election legislation — including the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) — are available at public libraries in communities throughout B C. Printed versions are also available from Crown Publications, Queen's Printer for British Columbia, at:

**Mailing address:**

563 Superior Street, Victoria, B.C. V8V 1T7

**Phone:** 250-387-6409

**Toll Free:** 1-800-663-6105

**Fax:** 250-387-1120

**Email:** [crownpub@gov.bc.ca](mailto:crownpub@gov.bc.ca)

**Website:** [crownpub.bc.ca](http://crownpub.bc.ca)

### BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act* and the *Offence Act* are available online at [bclaws.ca](http://bclaws.ca).

