



CANDIDATE INFORMATION PACKAGE

2018 General Local Election
General Voting Day – October 20, 2018

election@westvancouver.ca

Phone: 604-925-7048

Please see election.westvancouver.ca for additional information and updates.

The Candidate Nomination and Information Package contains information regarding provincial legislation applicable to general local elections, provided for convenience only. When referring to legislation, official Queen's Printer BC copies of Acts and Regulations should be obtained (or see the provincial government website at www.bclaws.ca). If specific advice on legal matters or interpretation of legislation is required, candidates must seek their own legal advice.

TABLE OF CONTENTS

Part 1	Nomination of candidates (<i>includes Candidate Nomination Package</i>).....	3
Part 2	Elections	6
Part 3	Key dates	6
Part 4	Qualifications for office	8
Part 5	Candidate representatives	9
Part 6	Candidate endorsement by elector organization	11
Part 7	Campaign period and elections proceedings period	12
Part 8	Campaign financing	13
Part 9	Electors.....	15
Part 10	Voting (including mail ballot voting)	17
Part 11	Election signs and election advertising.....	18
Part 12	Election offences.....	20
Part 13	District information	21
APPENDIX	22
	- Legislation	22
	- Guides	23

PART 1 NOMINATION OF CANDIDATES

1.1 Candidate Nomination Package

The Candidate Nomination Package for the offices of Mayor and Councillors contains the following documents:

- Candidate Nomination Package introduction
- Form C1 – Candidate cover sheet and checklist form (one page)
- Form C2 – Nomination documents (three pages)
- Form C3 – Other information provided by candidate (one page)
- Form C4 – Appointment of Candidate Financial Agent (one page)
- Form C5 – Appointment of Candidate Official Agent (one page)
- Form C6 – Appointment of Candidate Scrutineer (one page)
- Statement of Disclosure – *Financial Disclosure Act* (three pages)

A Candidate Information Release Authorization (1 page) is also included.

The Candidate Nomination Package for the Office of School Trustee contains the following documents:

- Candidate Nomination Package introduction
- Form CS1 – Candidate cover sheet and checklist form (one page)
- Form CS2 – Nomination documents (three pages)
- Form CS3 – Other information provided by candidate (one page)
- Form CS4 – Appointment of Candidate Financial Agent (one page)
- Form CS5 – Appointment of Candidate Official Agent (one page)
- Form CS6 – Appointment of Candidate Scrutineer (one page)
- Statement of Disclosure – *Financial Disclosure Act* (three pages)

A Candidate Information Release Authorization (one page) is also included.

Elector Organization Endorsement Packages are available on request.

1.2 Nomination Process

Please refer to the *Local Government Act*, Division 6 – Nomination of Candidates (sections 84 to 91) which contains nomination requirements, and section 101 which contains requirements if a candidate wishes to withdraw after they have filed their nomination documents. A link to the *Local Government Act* can be found in the Appendix.

Section 84 – nomination period

Section 85 – notice of nomination

Section 86 – nomination of candidates

Section 87 – nomination documents

Section 88 – nomination deposits

Section 89 – nomination by delivery of nomination documents

Section 90 – other information to be provided by candidate

Section 91 – challenge of nomination

Section 101 – withdrawal, death or incapacity of candidate

Summary of requirements:

The nomination period begins at 9 a.m. on September 4, 2018. The deadline for filing nomination documents, and the end of the nomination period, is 4 p.m. on September 14, 2018.

The notice of nomination period will be published in the local newspaper in early August and posted on the District's website.

Candidates must be nominated by at least two qualified nominators (eligible electors) of the municipality.

In 2014 the provincial government implemented new nomination requirements and standard nomination documents (listed at the beginning of this section). Candidates are now required to make a solemn declaration stating that they are aware of, understand, and will comply with the *Local Elections Campaign Financing Act*. A link to the *Local Elections Campaign Financing Act* can be found in the Appendix.

A nomination deposit is not required.

Nomination documents must be received by the Chief Election Officer or the Deputy Chief Election Officer before the end of the nomination period. The nomination period ends at 4 p.m. on September 14, 2018. It is the candidate's responsibility to submit the nomination documents correctly and on time. Nomination documents may be filed only

within the nomination period, which begins at 9 a.m. on September 4, 2018, and ends at 4 p.m. on September 14, 2018.

Immediately following the end of the nomination period the Chief Election Officer will declare the candidates (*Local Government Act* section 97). Nomination documents must be available for public inspection in the local government office from the time of their delivery until 30 days after the declaration of the election results. Nomination documents will be posted on the District's website.

Before the end of the nomination period candidates are required to provide to the Chief Election Officer:

- their contact phone number and email address (unless the candidate does not have an email address);
- an address for service at which notices and other communications under the *Local Government Act* or other legislation will be accepted as served on or otherwise delivered to the person;
- financial agent information; and
- any other information required by regulation [*election regulations*].

A candidate's nomination may be challenged only by an application to the Provincial Court, and may be made only by:

- an elector of the municipality;
- another nominee in the election; or
- the Chief Election Officer.

A challenge may be made only on one or more of the following grounds that:

- the person is not qualified to be nominated or elected;
- the nomination was not made in accordance with the legislation; or
- the usual name given in the nomination documents is not the usual name of the person.

The *Local Government Act* specifies the time period in which a challenge may be made and when the court must hear and determine the matter and issue an order.

Up to 4:30 p.m. on September 21, 2018, a candidate may withdraw by delivering a signed withdrawal to the Chief Election Officer. Once this deadline has passed, a candidate may withdraw only by delivering to the Chief Election Officer a signed request to withdraw and receiving the approval of the Minister of Municipal Affairs and Housing. The *Local Government Act* specifies the requirements if a candidate dies or is incapacitated to the extent that will prevent the candidate from holding office.

The Candidate's Guide to Local Government Elections in B.C. 2018 (published by the Ministry of Municipal Affairs and Housing for the 2018 general local elections) also contains information regarding nominations. *The Candidate's Guide to Local*

Government Elections in B.C. was prepared to help candidates understand the electoral process and legislation regarding local government elections in British Columbia. Each candidate should refer to the *Local Government Act* and its regulations, the *Local Elections Campaign Financing Act* and its regulations, the *Community Charter*, and the *Offence Act* for specific provisions related to local government elections. See Appendix for a link to this guide.

PART 2 ELECTIONS

Please refer to the *Local Government Act*, Division 2 – Arrangements for Elections (section 52) which contains requirements.

General local elections are held every four years in British Columbia. The next general local election in British Columbia is October 20, 2018.

PART 3 KEY DATES

The election is for the offices of Mayor (one), Councillors (six) and School Trustees (five). The persons elected will hold the Office of Mayor, Councillor or School Trustee for a four year term.

January 1, 2018:

Election period began

March 13, 2018:

Last date to meet the six-month B.C. residency requirement for candidates filing nomination documents on September 4, 2018

April 19, 2018:

Last date to meet the six-month B.C. residency requirement for persons registering to vote on general voting day (A person must have been a resident of British Columbia for at least six months immediately before he or she registers as an elector. Individuals who move to British Columbia after this date will not be qualified as electors on general voting day, which is the last opportunity to register as an elector)

September 4, 2018 (9 a.m.):

Nomination period begins

September 14, 2018 (4 p.m.):

Nomination period ends

September 14, 2018 (immediately after nomination period ends):

Declaration of candidates

September 21, 2018:

Last day to submit originals of nomination documents that were submitted by fax or email during the nomination period, and last day for a candidate to withdraw

September 22, 2018:

Campaign period begins

September 24, 2018 (4 p.m.):

Declaration of election by voting or acclamation

October 1, 2018:

Mail ballot packages available.

October 6, 9, 10, 11, 12, 14 and 15, 2018

(8 a.m. to 8 p.m.; except October 14, 8 a.m. to 6 p.m.):

Advance voting at Municipal Hall

October 20, 2018 (8 a.m. to 8 p.m.):

General voting day; and mail ballots must be received by 8 p.m. in order to be counted. Mail ballots received after 8 p.m. are not considered, regardless of postmark or other proof of effort to deliver by this date. Informal results posted to the District website.

October 20, 2018 (8 p.m.):

Campaign period ends

October 24, 2018:

Declaration of official election results

November 5, 2018:

Inaugural council meeting

January 18, 2019:

Filing deadline for campaign financing disclosure statements (*Local Elections Campaign Financing Act*)

February 18, 2019:

Late filing deadline with late filing fee for campaign financing disclosure statements (*Local Elections Campaign Financing Act*)

PART 4 QUALIFICATIONS FOR OFFICE

Please refer to the *Local Government Act*, Division 5 – Qualifications for Office (sections 81 to 83) which contains qualification for office requirements. A brief summary follows.

To be eligible to run for the office of Mayor, Councillors or School Trustees in a general local election a person must:

- be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months immediately prior to filing nomination documents;
- not be disqualified under the *Local Government Act*, or any other enactment, from being nominated for, being elected to, or holding office, or be otherwise disqualified by law.

For more information on candidates for School Trustee, please refer to the *School Trustee Election Procedures in British Columbia*. See Appendix for a link to this document.

PART 5 CANDIDATE REPRESENTATIVES

Please refer to the *Local Government Act*, Division 9 – Candidates and Representatives (sections 102 and 103) AND the *Local Elections Campaign Financing Act* which contain requirements. A brief summary follows.

Every candidate:

- *must* appoint a financial agent; or
- may choose to act as their own financial agent.

Financial agent: every candidate *must* appoint a financial agent. A candidate may act as their own financial agent and must submit a declaration to the Chief Election Officer before the end of the nomination period. A financial agent must be appointed before any campaign related transactions occur. A financial agent is legally responsible for ensuring compliance with the *Local Elections Campaign Financing Act* requirements.

Each candidate *may* appoint:

- an official agent; and/or
- scrutineers.

Candidates may appoint an individual or individuals to assist with running their election campaign and to otherwise represent the candidate when the candidate is unable to appear in person.

Official agent: a candidate may appoint an official agent to act on their behalf during the election process. The official agent may be the election campaign manager or the spokesperson for the candidate. The official agent represents the candidate from the date appointed until the final determination of the election or the validity of the election. A candidate may also appoint the official agent as their financial agent. An official agent must carry a copy of their appointment document whenever they represent the candidate at an election proceeding.

Scrutineer: scrutineers represent candidates at voting opportunities by observing voting procedures and scrutinizing the ballot counting process. Each candidate is permitted to appoint one scrutineer for each ballot box used at a voting place. A candidate's official agent may also appoint scrutineers (an appointment of an official agent may include a delegation of the authority to appoint scrutineers). It is recommended that scrutineer appointment documents be filed at least three (3) days prior to general voting day on October 20, 2018. If this is not possible, a pre-arranged appointment with the Chief Election Officer may be made for general voting day.

Before they can be present at a voting place, each candidate representative must make a solemn declaration that they will preserve the secrecy of the ballot and will not interfere with an elector marking a ballot. The Chief Election Officer, Deputy, or presiding election official may

witness this declaration. A scrutineer must carry a copy of their appointment document whenever they represent the candidate at an election proceeding.

Official agents and scrutineers must not interfere in any way with the proceedings. In the event an official agent or scrutineer interferes with election proceedings to the point where election officials are prevented from carrying out their duties in the prescribed manner, the presiding election official will contact the Chief Election Officer, and may also adjourn election proceedings. Candidates are responsible for ensuring that their representatives are aware of this information.

Note:

Candidates may not be in attendance at voting places to observe proceedings; candidates may attend a voting place only to vote.

Candidate representatives may be in attendance during voting day but must be inside the voting place before 8 p.m. if they intend to observe the printing of the results tape from the vote tabulator.

PART 6 CANDIDATE ENDORSEMENT BY ELECTOR ORGANIZATION

Please refer to the *Local Government Act, Division 7 – Candidate Endorsement by Elector Organization (sections 92 to 96)* which contains requirements. A brief summary follows.

An elector organization may endorse a candidate in an election and have that endorsement included on the ballot. A candidate is required to consent to the endorsement and must not consent to endorsement by more than one organization.

To be qualified to endorse a candidate, an elector organization must:

- have a membership that includes at least 50 electors;
- not endorse more candidates in an election than there are positions to be filled;
- have an authorized principal official;
- appoint a financial agent;
- not be disqualified from endorsing a candidate; and
- file documents and declarations required by the *Local Government Act*.

Endorsement documents must be filed by 4 p.m. on September 14, 2018

The *Elector Organization Guide to Local Government Elections in B.C. 2018* (published by the Ministry of Municipal Affairs and Housing for the 2018 general local elections) also contains information. See Appendix for a link to this guide.

PART 7 CAMPAIGN PERIOD AND ELECTIONS PROCEEDINGS PERIOD

Please refer to the *Local Elections Campaign Financing Act* for specific information. A brief summary follows.

For the election:

- the election period began on January 1, 2018, and ends at the close of voting on October 20, 2018 (general voting day);
- the campaign period begins on September 22, 2018, and runs the close of voting on October 20, 2018 (general voting day).

An election campaign is a connected series of actions (i.e. advertising, meetings and speeches) designed to elect a candidate, or a slate of candidates, to a municipal council, regional district board or a board of education. An election campaign typically involves candidates and/or elector organizations communicating with the electorate by:

- public appearances and speeches;
- advertising on TV, radio, internet, social media and in newspapers and magazines;
- brochures, signs, posters and billboards;
- mail inserts and newsletters; and
- bumper stickers, buttons, displays and/or exhibitions.

PART 8 CAMPAIGN FINANCING

Please refer to the *Local Elections Campaign Financing Act* for specific information. A brief summary follows.

Major changes to legislation regarding election campaign financing were made in 2014. On May 29, 2014, the *Local Elections Campaign Financing Act* came into force. Candidates running in general local elections and by-elections must now comply with the *Local Elections Campaign Financing Act* rules. Elections BC administers, investigates and enforces the campaign financing disclosure and election advertising rules under the new *Local Elections Campaign Financing Act*. Elections BC has also published a *Guide to Local Elections Campaign Financing in BC*. Links to the guide and to the *Local Elections Campaign Financing Act* can be found in the Appendix.

The rules in the *Local Elections Campaign Financing Act* were established to create accountability and transparency around campaign financing. The disclosure rules require candidates and elector organizations to provide detailed information about the costs associated with running an election campaign as well as the money spent, or received, during the election campaign. The rules also ensure public access to detailed information about the individuals and organizations that contributed \$100 or more to the campaigns of candidates and elector organizations.

Campaign financing requirements and restrictions include:

- **Financial agent:** every candidate must appoint a financial agent; a candidate may choose to act as their own financial agent.
- **Campaign account:** a financial agent must open a separate bank account for each candidate election campaign and record campaign-related transactions. Contributions received, and expenses incurred, prior to the candidate being officially declared a candidate must also be recorded.
- **Recording campaign contributions and election expenses:** includes recording and disclosing the amount of any money, or the value of any non-monetary property, or services provided without compensation; any money provided by a candidate to their own campaign; and election expenses.
- **Disclosure statements:** financial agents for candidates are required to file a candidate disclosure statement with Elections BC within 90 days following general voting day.

Expense limits apply to the 2018 general local elections and are established by Elections BC.

2018 expense limits for candidates are as follows:

- Mayor \$30,841.10
- Councillor \$15,564.56
- School Trustee \$18,037.52

2018 expense limits for third parties are as follows:

- Mayor \$1,542.06
- Councillor \$1,542.06
- School Trustee \$ 901.88

Campaign financing offences include:

- failure to appoint a financial agent;
- failure to open a separate campaign bank account;
- failure to file a disclosure statement.

Penalties, determined and assigned by the courts, include fines of up to \$10,000 and/or imprisonment for up to two years.

Automatic penalties may be imposed without court involvement and can include disqualification penalties.

Questions regarding campaign financing and third-party advertising should be directed to Elections BC at:

- 250-387-5305
- 1-800-661-8683; or
- electionsbc@elections.bc.ca

PART 9 ELECTORS

9.1 List of Registered Electors

Please refer to the *Local Government Act*, Division 4 – Electors and Registration of Electors which contains requirements. A brief summary follows.

The District of West Vancouver will be adopting the Provincial Voters List as the official List of Registered Electors. Electors whose names are not on the List of Registered Electors, and who are eligible to vote, may register in person at any of the advance voting opportunities or on general voting day. Beginning on September 4, 2018, persons may call or visit Legislative Services at Municipal Hall to determine whether they are on the List of Registered Electors.

The List of Registered Electors will be available for public inspection in Legislative Services from September 4, 2018, at 9 a.m. to October 20, 2018, at 8 p.m.

Anyone wishing to inspect the List of Registered Electors must sign a statement stating that the person will not inspect the List of Registered Electors, or use the information included in the List of Registered Electors, except for the purposes of the election.

Each candidate is entitled to one copy of the List of Registered Electors without charge. Additional copies are available for \$20 each. Before receiving a copy of the List of Registered Electors, candidates must sign a statement that they will not inspect the document or use the information in it except for the purposes of the election. A candidate using the List of Registered Electors must treat the personal information it contains carefully to protect against unauthorized use. The List of Registered Electors must be returned to the local government or destroyed following the election.

Copies of the List of Registered Electors are not available to anyone other than candidates.

9.2 Elector Eligibility

Resident Electors must be:

- 18 years of age or older on general voting day;
- a Canadian citizen;
- a resident of British Columbia for at least six months immediately before the day of registration;
- a resident of the municipality for 30 days immediately before the day of registration;
- not disqualified under the *Local Government Act* or any other act from voting in an election, or be otherwise disqualified by law.

Non-Resident Property Electors must be:

- 18 years of age or older on general voting day;
- a Canadian citizen;
- a resident of British Columbia for at least six months immediately before the day of registration;
- a registered owner of real property in the municipality for at least 30 days immediately before the day of registration;
- not entitled to register as a resident elector; and
- not disqualified under the *Local Government Act* or any other act from voting in an election, or be otherwise disqualified by law.

If there is more than one registered owner of the real property, only one of the individuals may register as a non-resident property elector for voting.

Non-resident property electors may register only in relation to one parcel of real property in the municipality.

9.3 School District Elector Eligibility

The requirements for electors voting for School Trustees are the same as those for resident and non-resident property electors above, except that the elector must be a resident, or the registered owner, of real property in School District 45 for at least 30 days immediately before the day of registration. The boundaries of School District 45 include Bowen Island, Lions Bay and part of Metro Vancouver Electoral Area A (which includes part of the Gambier Island Local Area Trust).

PART 10 VOTING (INCLUDING MAIL BALLOT VOTING)

10.1 Voting

Please refer to the *Local Government Act*, Divisions 10 to 13 which contain requirements. A brief summary follows.

All elected offices are “at large”; there is no ward system in the District.

Electors may vote:

- at any of the advance voting opportunities;
- at any of the voting places on general voting day; or
- if eligible, by mail ballot.

Hours of voting for all advance voting opportunities and for general voting day are 8 a.m. to 8 p.m., except for the advance voting opportunity on Sunday, October 14, which will be open from 8 a.m. to 6 p.m.

As in the past several general local elections, automated vote tabulators (voting machines) will be used.

10.2 Mail Ballot Voting

The *Local Government Act* (section 110) also allows for mail ballot voting for eligible electors. Electors who may vote and register by mail ballot are persons who:

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

PART 11 ELECTION SIGNS AND ELECTION ADVERTISING

11.1 Election Signs

Please refer to the *Local Government Act*, Division 18 – Election Offences (sections 161 to 166) AND the *Local Elections Campaign Financing Act* AND the District’s Sign Bylaw, which contain requirements. A brief summary follows.

Signs may be posted after nomination documents have been filed with the Chief Election Officer.

Please note the following:

1. No sign may be placed:
 - in a location that may create a safety hazard to pedestrians or vehicles;
 - on any public property, which has thereon a building or structure or has otherwise been improved by the municipal or other government agency, except as otherwise permitted below; and
 - on any road allowance or land under control of the Ministry of Transportation and Infrastructure (i.e. on or near the Upper Levels Highway, or on telephone or hydro poles).

2. The District will be providing posting places at the following facilities:
 - Gleneagles Community Centre
 - West Vancouver Community Centre
 - West Vancouver Aquatic Centre
 - Seniors’ Activity Centre

Please contact the Election Office for further information regarding posting requirements.

3. No sign may contain any logo, mark or graphic of the District, including the following:



Pursuant to the Sign Bylaw 4499, Part 28:

- 28.1 Subject to compliance with the provisions of the *Municipal Act*, the *Motor Vehicle Act*, the *Highway Act* and any other applicable Provincial or Federal Statutes, Orders, Bylaws or Regulations relating thereto, posters, advertising cards and

sign boards are permitted for election purposes which advertise a particular party or candidate, plebiscite or issue subject to the regulations of this part.

- 28.2 An election sign shall not exceed 3 m² [32.29 sq. ft.] in size and shall be unilluminated.
- 28.3 An election sign shall not exceed 2.5 m [8.2 ft] in height above the ground on which the sign is placed or erected.
- 28.4 In addition to the permit fee provided for election signs, an applicant for a permit to erect one or more election signs shall cause cash in the sum of one hundred dollars (\$100) to be deposited with the Municipality to ensure the removal of the sign or signs.
- 28.5 Signs may be placed on the boulevard in front of private property, but only with the permission of the owner of the private property.

Candidates or official agents must apply to, and receive from, the Permits and Inspection Department, a sign permit before elections signs can be installed. Sign permit fees apply pursuant to the *Fees and Charges Bylaw* 4848, 2015. See the Appendix for links to the Sign Bylaw and the permit fees.

Further information regarding permits and deposits for election signs is available from the Permits and Inspections Department at 604-925-7242.

Further information regarding the Sign Bylaw is available from the Bylaw and Licensing Services Department at 604-925-7152.

11.2 Election Advertising

Advertising is a key component in most local election campaigns. Candidates, elector organizations and third-party sponsors may use print, radio, television, the internet or social media advertising to promote or oppose candidates, elector organizations or points of view during an election campaign.

Generally, advertising must not be done on general voting day or on advance voting opportunities. Exceptions to this rule include:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting day and was not changed before being transmitted on general voting day;
- advertising by means of signs, posters or banners; and,
- distributing pamphlets.

Election advertising and campaigning of any sort is prohibited within 100 metres of a voting place. This includes displaying signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing or soliciting votes, or otherwise trying to influence electors to vote for a particular candidate.

The *Local Elections Campaign Financing Act* sets out rules for third-party advertising. Elections BC has also published the following guide which includes a description of these rules: *Guide to Local Elections Campaign Financing in B.C. for Candidates, Elector Organizations and their Financial Agents*. See Appendix for a link to this guide.

11.3 Election Offences regarding Advertising and Signs

The *Local Government Act* (section 163) sets out election offences related to advertising and signs:

- 163(4) In relation to voting proceedings, a person must not do any of the following at, or within, 100 metres of a building, structure or other place where voting proceedings are being conducted at the time:
- (a) canvass or solicit votes or otherwise attempt to influence how an elector votes;
 - (b) display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting;
 - (c) post, display or distribute:
 - (i) election advertising, or
 - (ii) any material that identifies a candidate or elector organization, unless this is done with the authorization of the Chief Election Officer;
 - (d) carry, wear or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate, elector organization or result in the voting.

“Voting proceedings” include all advance voting opportunities and general voting day.

PART 12 ELECTION OFFENCES

Please refer to the *Local Government Act*, Division 18 – Election Offences (sections 161 to 166) AND the *Local Elections Campaign Financing Act* - Part 7 AND the District’s Sign Bylaw, which contain requirements. A brief summary follows:

General election offences include, but are not limited to:

- vote buying;
- intimidation;
- certain election advertising;
- contravening financial requirements or restrictions;
- interfering with the conduct of the local government election.

PART 13 DISTRICT INFORMATION

Information regarding the election will be posted on the District's election website:

<https://election.westvancouver.ca/>

A variety of information is posted on the District's general website, including:

General Local Elections Regulation, Bylaw 4960, 2018

<https://westvancouver.ca/sites/default/files/bylaws/4960%20GENERAL%20LOCAL%20LECTIONS%20REGULATION%204960%2020183.pdf>

Council's Priorities 2015 to 2018

<https://westvancouver.ca/government/mayor-council/councils-priorities/councils-priorities-2014-2018>

Council meeting agendas and minutes

<https://westvancouver.ca/government/mayor-council/agendas-minutes>

2017 Annual Report

https://westvancouver.ca/sites/default/files/dwv/assets/gov/docs/financial-reports/annual-reports/DWV_2017AnnualReport%20%28002%29.pdf

Previous years' annual reports

<https://westvancouver.ca/government/financial-information/annual-reports>

Financial information

<https://westvancouver.ca/government/financial-information>

5 Year Financial Plan Bylaw

<https://westvancouver.ca/sites/default/files/bylaws/4884%205%20YEAR%20FINANCIAL%20PLAN%20BYLAW%204884%202016.pdf>

Annual Tax Rates Bylaw

<https://westvancouver.ca/sites/default/files/bylaws/4885%202016%20ANNUAL%20TAX%20RATES%20BYLAW%204885%202016.pdf>

District map and guide and other maps

<https://westvancouver.ca/content/maps>

Departments and operations

<https://westvancouver.ca/government/departments-operations>

Council Remuneration and Expenses Policy

The policy was adopted by Council in 2012 and includes remuneration, benefits, expenses, and vehicle allowance. A copy is provided in this package.

APPENDIX

Legislation

Local Government Act

http://www.bclaws.ca/civix/content/complete/statreg/76470131/15001_00d/r15001_00d/?xsl=/templates/browse.xsl

Local Government Act Regulations

http://www.bclaws.ca/civix/document/id/complete/statreg/380_93b

Local Elections Campaign Financing Act

<http://bclaws.ca/civix/document/id/complete/statreg/14018>

Local Elections Campaign Financing Expense Limit Regulation

http://www.bclaws.ca/civix/document/id/complete/statreg/309_2016

Community Charter

http://www.bclaws.ca/civix/content/complete/statreg/781755088/03026_00d/1237548975/?xsl=/templates/browse.xsl

Offence Act

http://www.bclaws.ca/civix/document/id/complete/statreg/96338_01

School Act

<http://www.bclaws.ca/civix/content/complete/statreg/1527898742/96412/87896045/?xsl=/templates/browse.xsl>

General Local Elections Regulation Bylaw No. 4960, 2018

<https://westvancouver.ca/sites/default/files/bylaws/4960%20GENERAL%20LOCAL%20ELECTIONS%20REGULATION%204960%2020183.pdf>

Sign Bylaw 4499, 2007

<https://westvancouver.ca/sites/default/files/bylaws/SignBylawNo.4499%2C2007.pdf>

Fees and Charges Bylaw 4848, 2015

<https://westvancouver.ca/sites/default/files/bylaws/CONSOLIDATED%20FEES%20AND%20CHARGES%20BYLAW%20NO%204848%202015.pdf>

Guides

The following guides and resources were published by the Ministry of Municipal Affairs and Housing Governance and Structure Branch and Elections BC.

Candidate's Guide to Local Government Elections in B.C. 2018

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

Elector Organization Guide to Local Government Elections in B.C. 2018:

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

Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents

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

Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents

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

School Trustee Election Procedures in British Columbia

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schooltrustee/school_trustee_election_procedures.pdf

Thinking about Running for Local Office?

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

Local Elections in British Columbia 2018: What Every Candidate Needs to Know

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

Voter's Guide to Local Elections in B.C. 2018

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

- [Chinese Simplified \(PDF\)](#)
- [Chinese Traditional \(PDF\)](#)
- [English \(PDF\)](#)
- [Farsi \(PDF\)](#)
- [French \(PDF\)](#)
- [Korean \(PDF\)](#)
- [Punjabi \(PDF\)](#)

General Local Elections 101

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

Election Offences

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

Local Elections FAQs

<https://elections.bc.ca/political-participants/local-elections-campaign-financing/local-elections-faqs/>

Local Government in BC: A Community Effort

Published by the Union of British Columbia Municipalities and available on their website:

http://www.ubcm.ca/EN/main/services/publications/community_effort_booklet.html

Foundational Principles of Responsible Conduct

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

Government of BC website, elections:

http://www.cscd.gov.bc.ca/lgd/gov_structure/elections/

Other Elections BC Guides and resources

<http://www.elections.bc.ca/index.php/local-elections-campaign-financing/>