



TOWN OF VIEW ROYAL

NOMINATION PACKAGE
FOR THE
2022 GENERAL LOCAL ELECTION



A Message to Candidates from the Chief Election Officer

Dear Potential Candidate,

The upcoming general election will be held to determine one (1) Mayor position and six (6) Councillor positions. In addition, residents of View Royal will be asked to vote for Trustee positions for either School District #61 or School District #62 – depending on where they live. Candidates for both the Town and School District #61 will be on the same ballot, under separate headings. The order of candidate names on the ballot for the Town's election will be determined by lot at View Royal Town Hall on Friday, September 16, 2022 at 4:00 p.m. You are welcome to be present at that time if you so choose to observe the draw.

Candidate Information Session

All candidates are invited to a Candidate Information Session that will take place at View Royal Town Hall Council Chambers, 45 View Royal Avenue on Tuesday, September 6, 2022 at 5:00 p.m. This session will cover a variety of topics such as roles and responsibilities of Council members and the election process – both during and after the election. There will be an opportunity for questions as well.

After the Candidate Information Session, a regular meeting of Council begins at 7:00 p.m. You are welcome to stay and observe and/or participate in that meeting if you so choose.

General Voting

General voting day is Saturday, October 15, 2022 from 8:00 a.m. to 8:00 p.m. The polling stations for general voting day are View Royal Elementary School (218 Helmcken Road) and Eagle View Elementary School (97 Talcott Road).

Advance Voting

Advance voting opportunities will be on Wednesday, October 5, 2022 and again on Tuesday, October 11, 2022 from 8:00 a.m. to 8:00 p.m. on both days. The polling station for both advance voting opportunities is at View Royal Town Hall (45 View Royal Avenue).

Candidates at Voting Places

Candidates are requested to limit their polling station attendance on any of the voting days, except to cast your ballot. It is recommended that candidates vote at one of the advance voting opportunities so that you do not appear to be campaigning at or near a voting place on general voting day.

Signage

As outlined in the Town's Election Procedures Bylaw No. 989 (included in the Nomination Package), permits are not required for the posting of election signs; however, there are still other requirements for election signs in the Town of View Royal. Election signs (large and small) are permitted only in the zones as outlined in Schedule "A" of Election Procedures Bylaw No. 989. Please read this bylaw carefully to ensure signs are placed in accordance with the Bylaw.

Use of the Town of View Royal Logo

The Town's logo is a registered trademark, the logo is not permitted (or any likeness or elements thereof) on signs or campaign materials. It is fine to use both the name of the Town – as that conveys where you are running – as well as images from around the Town – though images, including those used on social media, must not include the Town's logo (or likeness or elements).

Nomination of Candidates

Candidates are required to be nominated by at least 10 (ten) qualified nominators of the municipality. To be a qualified nominator, a person must be an elector of the municipality as set out in sections 65 and 66 of the *Local Government Act*.

Financial Agents

Every candidate must have a financial agent and this position can be filled by either the candidate themselves or someone the candidate appoints. Financial agents keep campaign contribution and election expense records and also file the candidate disclosure statement required under the *Local Elections Campaign Financing Act*.

Candidates must appoint the financial agent in writing and have that person's written consent (if someone other than the candidate). The appointment must be submitted with your nomination documents. It is a campaign financing offence to not have a financial agent.

Official Agents

While not mandatory, candidates may appoint an official agent to act on their behalf as a contact for the Chief Election Officer when the candidate is unavailable; as the candidate's campaign manager; or as the candidate's spokesperson. An official agent may also act as the candidate's financial agent.

If you choose to have an official agent, the "Appointment of an Official Agent" form must be completed. The appointment must be submitted with your nomination documents.

Scrutineers

Scrutineers may represent a candidate on voting day by observing voting procedures and by scrutinizing the vote counting process. Candidates or their official agent may appoint as many scrutineers as they wish though only one may be in the voting place at any given time.

For convenience, the scrutineer appointment form is attached. Please submit the form to the Chief Election Officer prior to the scrutineer beginning their work. Upon attendance at a voting place, other than being there to vote, scrutineers will be asked to swear a solemn declaration in front of the Chief Election Officer concerning the secrecy of the ballot and non-interference with electors marking a ballot.

Neither the scrutineer, nor anyone else in the voting place, may wear anything that advertises the person as a supporter of a particular candidate. Communication between scrutineers and election officials should only occur during a time when no voters are present at the voting place, unless there is a challenge of an elector before a ballot is issued. If a scrutineer makes a challenge, either because the elector is not entitled to vote or has accepted an inducement for voting, the election official should be asked to note the challenge. Other than the official objection, scrutineers are not permitted to interfere with the routines of the voting place and the duties of voting officials. Under no circumstances should a scrutineer handle election documents or voting-related questions by the public at the voting place.

Announcement of the Results

The Town uses an automated vote counting system. Election results will be tabulated very shortly after the polls close on general voting day and the preliminary results will be announced at View Royal Elementary School. Immediately thereafter, results will be posted on the Town's website and notice board as well as on the CivicInfo BC website (<https://www.civicinfo.bc.ca>).

Determination of Official Election Results

The Chief Election Officer will determine the official election results at 9:00 a.m. on Monday, October 17, 2022 at View Royal Town Hall, 45 View Royal Avenue. You are welcome to be present at that time to hear the official determination if you so choose.

Declaration of Official Election Results

The Chief Election Officer will declare the official election results at 3:30 p.m. on Wednesday, October 19, 2022 at View Royal Town Hall, 45 View Royal Avenue. You are welcome to be present at that time to hear the official declaration if you so choose.

Orientation Sessions

All elected officials are invited to attend two Joint Council Orientation sessions (with other area municipalities) on both Wednesday, October 19, 2022 and Wednesday, October 26, 2022 from 5:00 p.m. – 9:30 p.m. at Gorge Park Pavilion (1070 Tillicum Road). Information will focus on governance, respectful workplaces and effective decision making – useful for both returning elected officials and those who are newly elected.

Important Dates

**August 30 -
September 9, 2022**

Nomination period – nomination packages must be delivered to the Chief Election Officer or Deputy Chief Election Officer by 4:00 p.m. on September 9, 2022

September 6, 2022

View Royal Candidate Information Session at 5:00 p.m.,

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| September 16, 2022 | View Royal Town Hall Names on ballots to be determined by lot at 4:00 p.m., View Royal Town Hall |
| October 5 & 11, 2022 | Advance Voting Opportunity, 8:00 a.m. – 8:00 p.m., View Royal Town Hall |
| October 15, 2022 | General Voting Day, 8:00 a.m. – 8:00 p.m. at View Royal Elementary School (218 Helmcken Road) and Eagle View Elementary School (97 Talcott Road) |
| October 17, 2022 | Determination of Official Election results at 9:00 a.m., View Royal Town Hall |
| October 19, 2022 | Declaration of Official Election results at 3:30 p.m. View Royal Town Hall |
| October 19 & 26, 2022 | Joint Council Orientation Sessions (with other area municipalities), 5:00 – 9:30 p.m. at Gorge Park Pavilion |
| October 20 & 27 2022 | View Royal Council Orientation, tentative time 6:30 p.m. – 9:00 p.m., View Royal Town Hall (third orientation later in November) |
| November 1, 2022 | Inaugural Council meeting – newly elected officials sworn in at 7:00 p.m., View Royal Town Hall |
| December 5, 2022 | View Royal Strategic Planning Session, tentative time 4:30 p.m. – 8:30 p.m., View Royal Town Hall |

Resources

The Town's website (www.viewroyal.ca) includes an elections page with current information regarding the election as well as information on the Town's bylaws and Strategic Plan that may be useful to you. Direct links to the Town's bylaws and Strategic Plan are as follows:

Bylaws:

<http://www.viewroyal.ca/EN/main/town/bylaws/administration.html>

Strategic Plan:

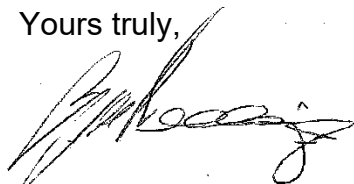
<http://www.viewroyal.ca/EN/main/town/documents.html>

The Province of British Columbia also provides useful information for those interested in running for local government elections. This information can be found at:

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

If you have any questions, please do not hesitate to contact Elena Bolster, Deputy Chief Election Officer, at 250-479-6800 or by email to info@viewroyal.ca.

Yours truly,



Ken Schaalje
Chief Election Officer



TOWN OF VIEW ROYAL NOMINATION PACKAGE - CONTENTS

To assist those seeking local government office or nominating someone to office, this nomination package provides the required forms and additional information.

Forms:

For nomination period:

1. Candidate Nomination Package (**Tab 1**)
 - Candidate Cover Sheet and Checklist (Form C1)
 - Nomination Documents (Form C2)
 - Other Information Provided by Candidate (Form C3)
 - Appointment of Candidate Financial Agent (Form C4)
 - Appointment of Candidate Official Agent (Form C5)
 - Appointment of Candidate Scrutineer (Form C6)
 - Statement of Disclosure
 - Candidate Information Release Authorization

*Should you require an Elector Organization Endorsement Package, please contact our office.

To be filed after the election:

- Disclosure Statements (standardized forms will be mailed by Elections BC to participants)

Background Information:

1. Notice of Nomination (**Tab 2**)
2. Candidate's Guide to Local Elections in British Columbia 2022 (**Tab 3**)
3. Elector Organization Guide to Local Government Elections in BC (**Tab 4**)
4. Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents (**Tab 5**)
5. Guide for Local Elections Third Party Sponsors in BC (**Tab 6**)
6. *Local Government Act, Part 3, Sections 47-168* (**Tab 7**)
7. *Local Elections Campaign Financing Act* (**Tab 8**)
8. *Financial Disclosure Act* (**Tab 8**)
9. Bylaws: (**Tab 9**)
 - Election Procedure Bylaw No. 989, 2018
 - Automated Vote Counting System Authorization and Procedures Bylaw No. 480, 2002
 - Sign Bylaw No. 950, 2018
10. Election Signs, Campaign Materials and Canvassing Information Sheet (**Tab 10**)
11. Guide for Scrutineers (**Tab 10**)

Additional Information:

- If you require assistance or would like more information on the nominations process or the election process; or Town of View Royal operations in general, please call the Deputy Chief Election Officer, Elena Bolster at 250-479-6800.
- A Candidate Information Session will be taking place at the Town of View Royal Town Hall Council Chambers, 45 View Royal Avenue on September 6, 2022 at 5:00 p.m.
- **General Voting Day is scheduled for Saturday, October 15, 2022 and Advance Voting Opportunities are scheduled for Wednesday, October 5, 2022 and Tuesday, October 11, 2022.**

****NOMINATION PERIOD IS FROM 9:00 A.M. ON TUESDAY, AUGUST 30, 2022
TO 4:00 P.M. ON FRIDAY, SEPTEMBER 9, 2022****