

# CANDIDATE NOMINATION AND INFORMATION PACKAGE

## INTRODUCTION

Thank you for your interest in running for Oak Bay Council in the 2022 local government election, and for your commitment to our community.

The District of Oak Bay will be administering the municipal election for one mayor and six councillors, as well as voting in Oak Bay for nine trustees for the Greater Victoria School District (District 61.).

This package contains the mandatory forms to be completed and returned by all candidates for Mayor and District Councillor, in addition to other information that will be important to you. There is a lot of information to take in, but many helpful resources to assist you on this journey. We encourage you to visit the District of Oak Bay website frequently for the most up to date information. There you will also find links to the BC Ministry of Municipal Affairs website and the Elections BC website.

**For school trustee nomination information, please visit [www.sd61.bc.ca/board-of-education/trustee-elections/](http://www.sd61.bc.ca/board-of-education/trustee-elections/)**

## VOTING DAYS

General Voting Day for the election is Saturday, October 15, from 8:00 a.m. to 8:00 p.m. We will be holding advance polls in Oak Bay on Wednesday, October 5 and Wednesday, October 12 from 8:00 a.m. to 8:00 p.m.

## CANDIDATE ELIGIBILITY

To run for local office, you must:

- be 18 years of age or older on General Voting Day (October 15, 2022);
- be a Canadian citizen;
- be a resident of British Columbia for at least 6 months immediately prior to being nominated; and
- not be disqualified under the *Local Government Act* or any other enactment from voting or being elected to office.

Please also note that:

- If you currently work for the District of Oak Bay or School District #61, you must take a leave of absence before being nominated.
- Federal Government employees must apply to the Public Service Commission for permission to run in the election.

## NOMINATION PERIOD

The nomination period runs from 9:00 a.m. on Tuesday, August 30th, until 4:00 p.m. on Friday, September 9, 2022. We encourage you to submit your nomination papers early and not wait until the end of the nomination period. This will allow sufficient time to correct any potential problems with your nomination documents prior to the close of the nomination period.

Shortly after 4:00 p.m. on Friday, September 9, 2022, the Chief Election Officer (“CEO”) will declare all individuals who have been successfully nominated by posting the list to the District’s website at [www.oakbay.ca/municipal-hall/municipal-elections](http://www.oakbay.ca/municipal-hall/municipal-elections) . We will also email each candidate with the official declaration.

## DELIVERY OF NOMINATION DOCUMENTS

Nomination documents may be delivered by hand, mail, other delivery service, or by fax or e-mail with originals to follow. Whichever method you choose, you are responsible for ensuring that your forms are complete and that we receive them by 4:00 p.m. on Friday, September 9.

Once your nomination package is completed and submitted, the CEO will provide you with a paper and electronic copy of all forms for your records.

### 1. Personal Delivery (\*\*strongly recommended)

We strongly encourage all candidates to make an appointment with the Chief Election Officer (or a Deputy Chief Election Officer) to deliver your nomination documents in person at the Municipal Hall.

When you drop off your papers in person, it gives you the opportunity to ask any questions you might have, and it gives the Election Officers an opportunity to immediately review your papers, check for completeness, and identify any incomplete information. This is the best way to ensure your nomination package is accepted without incident. The appointment will take 20-30 minutes.

Please call 778-584-4356 or email [elections@oakbay.ca](mailto:elections@oakbay.ca) to arrange a time between August 30 and September 9 that works for you.

### 2. By mail or courier service

Mailed/couriered original signed nomination documents can be sent to: Chief Election Officer, District of Oak Bay, 2167 Oak Bay Avenue, Victoria, BC V8R 1G2. Once received, the CEO will review your documents for completeness and call you if there are any questions or concerns.

### 3. By email or fax

Nomination documents can be faxed to 250-598-9108 or e-mailed to [elections@oakbay.ca](mailto:elections@oakbay.ca), with the subject line or cover sheet titled "Nomination Documents".

#### **Very Important**

*Please be aware that, if you submit electronic copies of your nomination documents by email or fax, **the hard copy originals must be provided no later than 4:30 p.m. on Friday, September 16th.** If the originals are not submitted on time, your name is automatically withdrawn from being a candidate in the election.*

## NOMINATION FORMS

Enclosed in this package you will find the following documents:

### **A: Candidate Nomination Documents (MANDATORY)**

These forms must be fully completed and returned to the CEO before the end of the nomination period:

#### **Form C1 – Candidate Cover Sheet and Checklist**

#### **Form C2 – Nomination Documents**

The District requires a total of two (2) 'qualified' nominators for a Mayor or Councillor nomination. A qualified nominator is a person who is a qualified elector (eligible to vote) in the District of Oak Bay. They must:

- Be 18 years of age on the day they sign the nomination
- Have lived in British Columbia for at least six months before signing the nomination
- Be a Canadian Citizen
- Be qualified to vote in Oak Bay (and preferably on the Voters' List – they can call 778-584-4356 to verify that they are on the list).

#### **Form C3 – Other Information Provided by Candidate**

#### **Form C4 – Appointment of Candidate Financial Agent**

This form is mandatory only if you are not acting as your own financial agent

#### **Statement of Disclosure: Financial Disclosure Act**

This form will be provided by the CEO to Elections BC, which administers all campaign financing matters

**B: Candidate Representatives Appointments (optional)**

Submitting these forms early is appreciated by election staff, but you can provide them up to and including on election day

**Form C5 - Appointment of Candidate Official Agent**

This form can be completed and returned any time before the declaration of official results of election

**Form C6 – Appointment of Candidate Scrutineer**

**C: Additional Forms Requested by CEO before Nomination Deadline**

**Form 7.7 – Security of List of Electors**

**Form 8.6 – Candidate Authorization to Release Personal Information**

**Canvasser Authorization Form**

For use if your campaign supporters will be knocking on doors in multi-unit buildings

**D: ADDITIONAL INFORMATION AND RESOURCES IN THIS PACKAGE (PROVIDED FOR YOUR CONVENIENCE)**

Elected office provides the opportunity to help shape the community, and it also requires a significant time commitment to fulfil the responsibilities required of elected local government officials. We encourage you to review the information in this package, and the great variety of information on the District of Oak Bay website at [www.oakbay.ca](http://www.oakbay.ca).

**Election Key Dates**

**Council Remuneration**

**Election Sign Information and Bylaw Excerpt**

Note that you are not permitted to post any signs on District of Oak Bay property, nor within 100 metres of a voting place. This includes Municipal Hall, which will be used as a voting place for advance voting. Check our website for the 100 metre maps, coming shortly.

**Helpful Links**

**Orientation Sessions for Newly Elected Officials**

There are several sessions planned for orientation of newly elected officials in the weeks following the election. This section of the package contains information about the sessions.

## CAMPAIGN FINANCING, ADVERTISING, ELECTORAL ORGANIZATIONS, THIRD PARTY ADVERTISING

It is vital to understand as a candidate that Elections BC is the lead legislative organization for all matters related to campaign financing, disclosure, elector organizations and election advertising rules under the [Local Elections Campaign Financing Act](#). New campaign financing and advertising rules are in effect for the 2022 local general election. Candidates, electoral organizations, and third party advertisers are responsible for knowing the rules. For more information visit the [Elections BC website](#).

Candidates and third party sponsors have expense limits that apply during the campaign period. Expense limits for the 2022 election were announced on May 31, 2022. Candidate Expense Limits for the District of Oak Bay are available on the [Elections BC website](#). Third Party Expense Limits for the District of Oak Bay are also available on the [Elections BC website](#).

All candidates are required to submit their financial disclosure documents to Elections BC for verification and publication, in compliance with the [Local Elections Campaign Financing Act](#). Financial disclosure statements can be viewed on the [Elections BC website](#), when available.

Elector organizations are required to register with Elections BC in order to endorse a candidate in an election, receive a campaign contribution, and incur an election expense. Please visit the [Elections BC website](#) for additional information.

If you have any questions at all related to advertising, donations and other campaign finance matters, please contact Elections BC:

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

## CONTACT US

Do not hesitate to call or email a member of the elections staff if you have any questions at all about the 2022 election and what you need to do and know as a candidate. We are here to provide information and to help all involved manage a successful 2022 election in the District of Oak Bay.

Sincerely,

Joanna Winter, Chief Election Officer	778-584-4356
Sarah Morden, Deputy Chief Election Officer	250.598.3311
Anja Nurvo, Deputy Chief Election Officer	250.598.3311

[elections@oakbay.ca](mailto:elections@oakbay.ca)

## CANDIDATE NOMINATION PACKAGE

Use the Candidate Cover Sheet and Checklist Form C1 to ensure that the Candidate Nomination Package is complete and meets the legislative requirements of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form C1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form C1 (Section B), the relevant form is completed and attached.

*The Candidate Cover Sheet and Checklist Form C1 are for the Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package.*

Completing only the Candidate Cover Sheet and Checklist Form C1 **does not** constitute completion of the Candidate Nomination Package, nor does it satisfy the legislative requirements set out in the *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

### COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Record the office for which the Candidate is seeking election.
3. Use section B of the Candidate Cover Sheet and Checklist Form C1 to identify which forms have been completed and are included in the Candidate Nomination Package.
4. Return the completed package to the Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the Chief Election Officer:

- C2 – Nomination Documents (only page 3);
- C3 – Other Information Provided by Candidate; and,
- C4 – Appointment of Candidate Financial Agent.

**After election results have been declared, please send any changes to documents previously provided to Elections BC to:**

**Elections BC**  
PO Box 9275 Stn Prov Govt  
Victoria BC V8W 9J6  
Toll-free fax: 1-866-466-0665  
Email: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

# C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

## SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)		

## SECTION B

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

- C2 – Nomination Documents
- C3 – Other Information Provided by Candidate
- C4 – Appointment of Candidate Financial Agent (if Candidate is not acting as own Financial Agent)
- C5 – Appointment of Candidate Official Agent (if applicable)
- C6 – Appointment of Candidate Scrutineer (if applicable)
- Statement of Disclosure: *Financial Disclosure Act* (required under the *Financial Disclosure Act*)

**Disclaimer:** All attempts have been made to ensure the accuracy of the forms contained in the Candidate Nomination Package; however, the forms are not a substitute for provincial legislation and/or regulations.

Please refer directly to the latest consolidation of provincial statutes at BC Laws ([www.bclaws.ca](http://www.bclaws.ca)) for applicable election-related provisions and requirements.





## C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)		ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)	
<b>We, the following electors of the above-named jurisdiction, hereby nominate:</b>			
NOMINEE'S LAST NAME		FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT			
RESIDENTIAL ADDRESS (STREET ADDRESS)		CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)		CITY/TOWN	POSTAL CODE
<b>As a Candidate for the office of:</b>			
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)		JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	

Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
4. Is not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office or be otherwise disqualified by law.

**A Nominator MUST be Qualified Under the *Local Government Act* to Nominate a Nominee for Office by being a qualified elector in the District of Oak Bay, and preferably on the Voters' List.**

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

**Please see over for additional space for more than two nominators although only two are required in the District of Oak Bay.**

**I consent to the above nomination for office:**

NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)
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## CANDIDATE NOMINATION PACKAGE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A RESIDENT ELECTOR</b>
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) <b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

## C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 81 of the *Local Government Act* to be nominated, elected and to hold the office of  

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)
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2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 67 of the *Local Government Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE
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<b>DECLARED BEFORE ME:</b> CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA
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AT: (LOCATION)	DATE: (YYYY/MM/DD)
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I am acting as my own Financial Agent

I have appointed as my Financial Agent

\_\_\_\_\_  
 NOMINEE'S SIGNATURE

\_\_\_\_\_  
 FINANCIAL AGENT'S NAME (IF APPLICABLE)



### C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

**Office for which individual is a nominee:**

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

**Additional Addresses for Service Information**

**OPTIONAL**

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

<input type="checkbox"/> I am acting as my own Financial Agent	<input type="checkbox"/> I am not acting as my own Financial Agent
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**Please ensure that name and mailing address information is the same as that entered on FORM C2 – NOMINATION DOCUMENTS**



## C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)
<b>I hereby appoint as my Financial Agent for the:</b>		
GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY/MM/DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	

<b>I hereby consent to act as the Financial Agent for the above-named Candidate for the:</b>		
GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
<b>Additional Addresses for Service Information</b>		<b>OPTIONAL</b>
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY/MM/DD)	





## C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)
<b>I hereby appoint as my Official Agent for the:</b>		
GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> I hereby delegate to the above-named official agent the authority to appoint scrutineers.		
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	



## C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)

I hereby appoint as my **Scrutineer** for the:

GENERAL VOTING DATE: (YYYY/MM/DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY/MM/DD)	





## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

*creditor's name(s)*

*creditor's address(es)*



## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

*your capacity*

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



## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

*legal description(s)*

*address(es)*



## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

**If yes, please list the following information below & continue on a separate sheet as necessary:**

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_  
*signature of person making disclosure*

\_\_\_\_\_  
*date*

## Where to send this completed disclosure form:

### Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

### School board trustees/Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

### Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

### Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position





**DISTRICT OF OAK BAY**

**CANDIDATE INFORMATION RELEASE AUTHORIZATION**

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form allows your municipality to provide additional information, as appearing below, to the public and / or media. **All fields are optional.**

The information you choose to share may be posted on the District of Oak Bay website and will be posted on websites operated by CivicInfo BC. The CivicInfo sites are the primary source through which the media (television, newspapers, radio, and online sources), the public, provincial ministries, researchers, and others are able to obtain province-wide local election information.

I, \_\_\_\_\_  
 (please print name of person nominated)

having submitted nomination documents for election to the office of \_\_\_\_\_, hereby give my consent to share the following information. This information may be shared by email, posting on a website, phone, or by any other means of electronic communication.

<b>Address:</b>	
<b>Primary Phone:</b>	<b>Alternate Phone:</b>
<b>Email:</b>	
<b>Website:</b>	<b>Instagram:</b>
<b>Twitter:</b>	<b>Facebook:</b>

**Gender (Self-identified):**

- Female     
  Male     
  Non-binary     
  Other / Undisclosed

**Previous Elected Experience (Check one):**

- Incumbent. Served on Council **in the same role** between 2018 and 2022.  
 Served on Council **different role** between 2018 and 2022.  
 Served on Council before 2018, but not during the past term.  
 No Council experience, but has been elected to office elsewhere (school, local, provincial, or federal).  
 None.

\_\_\_\_\_  
 (Signature of Candidate)



# Canvasser Authorization Form

PLEASE PRINT IN BLOCK LETTERS

## Notice to building owners and property managers:

Please be advised, under section 160.1 of the *Local Government Act*, authorized canvassers are entitled to access multiple residence buildings in the applicable jurisdiction (e.g., municipality, regional district electoral area, board of education, specified parks board, local community commission or Islands Trust local trust area) **between the hours of 9:00 a.m. to 9:00 p.m. local time during the campaign period** (from the 28<sup>th</sup> day before general voting day until general voting day). A canvasser may be a candidate or an individual authorized in writing by a candidate in order to canvass voters and distribute candidate information on the candidate's behalf.

At the request of a resident or individual acting on behalf of a multiple residence building, a canvasser entering a residential property must produce:

- government issued photo identification and proof of candidacy; or,
- written authorization to canvass on behalf of a candidate.

## PART A

### ACCEPTANCE OF CANVASSER APPOINTMENT

FULL NAME OF CANVASSER	
SIGNATURE OF CANVASSER	DATE (YYYY/MM/DD)

## PART B

### CANDIDATE AUTHORIZATION

I hereby authorize the above-named individual to canvass on behalf of my campaign as a candidate for the following jurisdiction:

FULL NAME OF CANDIDATE	
NAME OF JURISDICTION IN WHICH THE CANDIDATE IS SEEKING ELECTION (E.G., MUNICIPALITY, ELECTORAL AREA, BOARD OF EDUCATION)	
SIGNATURE OF CANDIDATE	DATE (YYYY/MM/DD)



## KEY DATES FOR CANDIDATES

Date	What's Happening
<b>2022</b>	
July 28	Nomination packages available from Municipal Hall or at <a href="http://www.oakbay.ca">www.oakbay.ca</a>
August 23 (4 pm)	Advance voter registration closes
August 30 (9am)	Nomination period begins Voters List available for Inspection at Municipal Hall
September 9 (4pm)	Nomination period ends and candidates are declared
September 9 (after 4 pm)	Campaign period begins (LECFA s. 10) Election signs and advertisements may commence
September 13 (4pm)	Period to challenge candidate nominations and elector organization endorsements ends.
September 16 (4pm)	Deadline for: withdrawal of candidates, withdrawal of elector organization endorsement, objection of elector registration
September 16 (4:30pm)	Originals of emailed or faxed nomination documents must be received by Chief Election Officer
September 19 (4 pm)	Declaration of election by voting
September 28 (7pm)	<i>Tentative</i> All Candidates Meeting (contact North Oak Bay Community Association at <a href="mailto:pieterdegroot@shaw.ca">pieterdegroot@shaw.ca</a> )
October 5 (8am-8pm)	Advance Voting Opportunity, Municipal Hall
October 12 (8am-8pm)	Advance Voting Opportunity, Municipal Hall
October 15 (8am-8pm)	General Voting Day Campaign period ends at 8:00 pm (LECFA s. 10) Voting Results announced
October 19 (4 pm)	Deadline for declaration of official election results
October 19 & 26 (5-9:30pm)	Joint Council Orientation (Gorge Park Pavilion, hosted by Township of Esquimalt)
October 29 & October 30	District of Oak Bay Council Orientation
November 7 (7pm)	Inaugural meeting of newly elected Council and swearing in of elected officials

## KEY DATES FOR CANDIDATES

<b>2023</b>	
January 13 (4pm)	Deadline to submit Campaign Finance Disclosure Forms to Elections BC
February 13 (4pm)	Last day for late filing of Campaign Financing Disclosure Statements



## Save The Date for the 2022 – 2026 Council Orientation

The District will be holding a mandatory two-day Council Orientation on Saturday October 29 and Sunday October 30, 2022.

This orientation is designed to provide our newly elected Council with information on the role of elected officials as well as information regarding Governance, Council Processes and Procedures, an organizational overview, tour of District facilities and much more.

The Oak Bay Council Orientation agenda is currently in development; however, we ask that you **save the dates of Saturday October 29 and Sunday October 30, 2022**, for these orientation sessions.

## Schedule–2022-26 Board of Directors

Capital Regional District (CRD), Capital Region Housing Corporation (CRHC) Board and Capital Regional Hospital District (CRHD) Board

*\*\*Please hold all Wednesdays for CRD business\*\**

Date	Activity	Location
<b>OCTOBER</b>		
15	General Election day	-
19 & 26	Joint Council Orientation Session, hosted by Township of Esquimalt	Gorge Park Pavilion
<b>NOVEMBER</b>		
1-10	Inaugural Council meetings <i>Appointment of CRD Directors and Alternates</i>	-
9	Electoral Area Directors Orientation	TBC
16	Orientation Session A: Roles and Responsibilities (AM)	Fisgard
	CRD Board group photography <i>Individual portraits 7:30-9am and during lunch</i>	Fisgard
	Inaugural CRHC, CRHD and CRD Board meetings @ 1pm <i>Swearing in of new CRD Board &amp; Alternates, Election of Chairs and Vice-Chairs</i>	Fisgard
23	Orientation Session B: Operations and Administration (AM)	Fisgard
	Service Lunch & Learn 1	TBC
	Electoral Area Directors Strategic Planning Session (PM)	TBC
30	Orientation Session C: Introduction to Corporate Planning and Regional Strategies (AM)	Fisgard
	1 <sup>st</sup> Strategic Planning Session (PM) <i>Objectives explorations</i>	TBC
	Service Lunch & Learn 2	TBC
<b>DECEMBER</b>		
7	Service Lunch & Learn 3	TBC
14	Service Lunch & Learn 4	TBC
	CRHC, CRHD and CRD Board meetings @ 1pm	Fisgard



Date	Activity	Location
<b>JANUARY</b>		
11	Service Lunch & Learn 5	TBC
	CRHC, CRHD and CRD Board meetings @ 1pm	Fisgard
25	Service Lunch & Learn 6	TBC
	2 <sup>nd</sup> Strategic Planning Session (PM) <i>Prioritization</i>	TBC
<b>FEBRUARY</b>		
11	CRHC, CRHD and CRD Board meetings @ 1pm	Fisgard
<b>MARCH</b>		
8	CRHC, CRHD and CRD Board <i>Adoption of Board Strategic Priorities</i>	Fisgard
<b>APRIL</b>		
12	CRHC, CRHD and CRD Board <i>Finalization of CRD Corporate Plan 2023-27</i>	Fisgard

Possible lunch and learn topics **could** include:

- Electoral Areas, Emergency Management, Building Inspection
- Regional Parks, Environmental Protection, Environmental Resource Management
- First Nations Relations
- Climate Action
- Health and Capital Planning, Regional Housing, Regional Planning
- Water Infrastructure Operations, Watershed Protection, Wastewater Infrastructure Operations
- Arts and Culture
- Recreation Facilities



# New Council Orientation

October 19 & 26, 2022  
Gorge Pavilion  
5:00 – 9:30 pm

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## Agenda

### Wednesday, October 19<sup>th</sup>, 2022

- 5 – 6 pm            Light meal, no host bar, networking opportunity
- 6 pm                Welcome and Introduction by Esquimalt Mayor
- 6 – 8:00 pm        Presentation  
Eli Mina: Professional Registered Parliamentarian  
*“Effective Decision-Making – Meeting Procedures Overview”*
- 8:00 – 9:30 pm    Presentation  
Marli Rusen: MFR Resolutions  
*“Respect in the Workplace”*

### Wednesday, October 26<sup>th</sup>, 2022

- 5 – 6 pm            Light meal, no host bar, networking opportunity
- 6 pm                Welcome and Introduction by Esquimalt Mayor
- 6 – 9:30 pm        Presentation  
Tracey Lorensen: Paragon Strategic Services Ltd.  
*“Council Dynamics and Decision Making”*

**From:** [PIETER DE GROOT](#)  
**To:** [Elections](#)  
**Cc:** [Mayor Kevin Murdoch](#)  
**Subject:** Planned All Candidates Meeting  
**Date:** July 11, 2022 3:46:42 PM

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Hello, the North Oak Bay Community Association(NOBCA) as during the last municipal elections is again planning to hold an all candidates meeting at the Emmanuel Baptist Church. We have book the church's sanctuary for September 28th, starting at 7:00 pm. As last time, candidates will be able to display written information in the lobby. Although it is hoped that candidates will in particular speak to the needs of the North Oak Bay/North Henderson community all Oak Bay residents are welcome.

All candidates are invited to contact NOBCA if they wish.

Regards,

Pieter de Groot, President,  
North Oak Bay Community Association

Sent from my iPhone

THE CORPORATION OF THE DISTRICT OF OAK BAY

**BYLAW NO. 4822**

A Bylaw to provide for the remuneration of Council Members  
of the District of Oak Bay

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The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled, enacts as follows:

1. The Mayor of The Corporation of the District of Oak Bay shall be paid out of general revenue an annual remuneration of Fifty-Five Thousand, Seven Hundred and Eighty- Five Dollars (\$55,785.00).
2. Each Councillor of The Corporation of the District of Oak Bay shall be paid out of general revenue an annual remuneration of Twenty-Three Thousand, Seven Hundred and Thirteen Dollars (\$23,713.00).
3. Mayor and Councillor compensation payable under section 1 and 2 above shall be adjusted annually, starting January 1, 2023 and each subsequent year, in accordance with changes in the Consumer Price Index (CPI) (all items) for Victoria published by Statistics Canada.
4. Bylaw No. 4705, being the *Mayor and Councillor's Annual Indemnity Bylaw No. 4705, 2018* is hereby repealed in its entirety.
5. This Bylaw shall take effect upon the day of the Inaugural Council Meeting following the 2022 General Local Election of Council as established by *Council Procedure Bylaw No. 4740, 2020*.
6. This Bylaw may be cited as the *Council Remuneration Bylaw No. 4822, 2022*.

READ a first, second and third time by the Municipal Council on July 11, 2022.

ADOPTED and FINALLY PASSED by the Municipal Council on July 18, 2022.

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Kevin Murdoch, Mayor

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Chris Coates, Director of Corporate Services

Sealed with the Seal of  
The Corporation of the District of Oak Bay

THE CORPORATION OF THE DISTRICT OF OAK BAY

BYLAW NO. 4671

A Bylaw to amend Bylaw No. 3946, Sign Bylaw, 1997

The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled, enacts that Bylaw No. 3946, *Sign Bylaw, 1997*, as amended, be further amended as follows:

1. Section 1 of Bylaw 3946 is amended by inserting the following definition in the appropriate alphabetical sequence:

"ELECTION SIGN" means a sign bearing lettering, symbols or pictures to promote or oppose the election of a Candidate; approve or disapprove of a course of action advocated by a Candidate; promote or oppose a political organization or its program; or promote or oppose an issue that is the subject of a referendum, or other voting.

2. Section 12 of Bylaw 3946 is amended by deleting it in its entirety and substituting the following:

**Election Signs**

12. (1) Election Signs shall not be erected on public property where they could interfere with traffic safety or where they could interfere with municipal infrastructure.
- (2) Election Signs shall not be attached to any municipal property such as fences, trees, buildings, streetlight poles or traffic signal poles.
- (3) Election Signs shall not be erected on a public boulevard immediately in front of and connected to a parcel used solely for residential purposes without the consent of the property owner, occupant, or the strata corporation connected to the section of boulevard where the sign is placed.
- (4) Election Signs shall not be erected in a public park or on public property or boulevards immediately adjacent to park property.
- (5) Election Signs shall not be erected on parcels where municipal facilities and buildings are located including, but not limited to Municipal Hall, Oak Bay Recreation, Henderson Centre, Monterey Centre, Public Works Yard, Fire Hall and Police Station.
- (6) Where an Election Sign may be erected on public property or public boulevard it may not exceed 0.61 metres by 0.61 metres (2 ft. x 2 ft.).
- (7) Where an Election Sign is erected on private property it may have only two sides, or faces, and each side or face of the sign area may not exceed 1.22 metres by 1.22 metres (4 ft. x 4 ft.).

- (8) A person must not place, or permit to be placed an Election Sign on private property, except:
  - (a) in relation to federal elections and by-elections, from the time the writ of election is issued until four (4) days after General Voting Day;
  - (b) in relation to provincial elections and by-elections, from the time the writ of election is issued until four (4) days after General Voting Day.
  - (c) in relation to local government and school board elections and by-elections, from the final day of the nomination period until four (4) days after General Voting Day;

3. This Bylaw may be cited as the "***Sign Bylaw Amendment Bylaw No. 4671, 2017***".

READ a first, second and third time by the Municipal Council on February 27, 2017.

ADOPTED and FINALLY PASSED by the Municipal Council on March 13, 2017.

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Mayor

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Director of Corporate Services

Sealed with the Seal of The Corporation of the District of Oak Bay.