



# Corporation of the Village of Cumberland

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File No. 4200-2022  
August 2022

## Information for Candidates For the 2022 General Local Election

This information is provided to Cumberland local government candidates for convenience.

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### Candidate Information Session – August 18, 2022

A pre-candidate information session will be held for anyone that is considering running for elected office in the 2022 General Local Election. The session is being held **August 18, 2022 at 6:00 p.m.** via Zoom video conference.

The information session is hosted jointly by the Village of Cumberland, the City of Courtenay, and the CVRD, and will offer interested candidates an opportunity to learn about the role of an elected official and ask questions.

Register for the information session through this link:

[https://us06web.zoom.us/webinar/register/WN\\_XiPZ8xHcSG-hNnGEtT2MPg](https://us06web.zoom.us/webinar/register/WN_XiPZ8xHcSG-hNnGEtT2MPg)

After registering, you will receive a confirmation email containing information about joining the virtual meeting.

A separate information session will be provided by School District No. 71 for candidates for school trustee.

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## Introduction

The purpose of this package is to provide potential candidates with some important information related to campaigning, the election, and expectations if you are elected to Council.

For information specific to Village of Cumberland, the Village website has many resources, including:

- Council Strategic Priorities and Annual Reports: <https://cumberland.ca/annual-report/>
- Code of Responsible Conduct: <https://cumberland.ca/wp-content/uploads/2019/02/00-2019-Code-of-conduct-FINAL-ADOPTED.pdf>
- Council Meeting Agendas, Minutes, and Videos: <https://cumberland.ca/meetings/>
- Plans, Reports, and Studies Library: <https://cumberland.ca/plans/>
- Budgets and Financial Planning: <https://cumberland.ca/financial-plan/>
- Financial Reports: <https://cumberland.ca/financial-statements/>
- Bylaw Directory: <https://cumberland.ca/bylaw-directory/>

There is other important information, guides and videos on elections and campaigns:

### Candidates Guide to Local Elections in BC

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

### Campaign Financing Information

<https://elections.bc.ca/> Local Elections menu

- Guide to Local Elections Campaign Financing in B.C. for Candidates, Elector Organizations and their Financial Agents
- Disclosure Statement Completion Guide for Local Elections Candidates
- Elections BC Information Session video: <https://elections.bc.ca/local-elections/local-candidates/candidate-information/>

### More Questions?

You may reach out to the Village's Interim Chief Administrative Officer, Michelle Mason, at 250-336-3004 or [mmason@cumberland.ca](mailto:mmason@cumberland.ca).

## 1. Municipal Purposes and Council Information

Municipalities are created by the Province of British Columbia. The *BC Community Charter* sets out purposes of a municipality as

- (a) providing for good government of its community,
- (b) providing for services, laws and other matters for community benefit,
- (c) providing for stewardship of the public assets of its community, and
- (d) fostering the economic, social and environmental well-being of its community.

### Municipal Councils

In Cumberland, the members of council are a mayor and four councillors. Every council member, including the mayor, has the following responsibilities:

- (a) to consider the well-being and interests of the municipality and its community;
- (b) to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- (c) to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- (d) to carry out other duties assigned by the council;
- (e) to carry out other duties assigned by or under the *BC Community Charter* or any other Act.

### Mayor's Responsibilities

The mayor is the head and chief executive officer of the municipality. In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:

- (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- (b) to communicate information to the council;
- (c) to preside at council meetings when in attendance;
- (d) to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- (e) to establish standing committees;
- (f) to suspend municipal officers and employees;
- (g) to reflect the will of council and to carry out other duties on behalf of the council
- (h) to carry out other duties assigned by or under the *BC Community Charter* or any other Act.

## Cumberland Council

Cumberland Council consists of a mayor and four councillors. The term of office is four years.

## Remuneration

The council remuneration bylaw for the municipality sets remuneration rates at:

- Mayor: \$25,031 annually in 2023
- Councillor: \$15,019 annually in 2023

Remuneration is paid in monthly installments. Annual increases reflect the consumer price index increase for BC.

Members of Council are provided travel accidental death and dismemberment insurance. Members have the option to participate group extended health and dental benefit program.

## Corporate Structure and Council Priorities

The chief administrative officer (CAO) is the Council's employee. The chief administrative officer reports to the Council and oversees the administrative areas of corporate services (finance, IT, insurance, human resources, legislative services), land use planning and regulation, building inspection, bylaw enforcement, and animal control; and the service functions of parks, recreation, fire protection, emergency preparedness, and public works operations including roads, water and sewer systems.

Following the development of its strategic priorities, the Council holds budget workshops to establish its annual five year financial plan. A tax rate bylaw is considered each spring to establish tax rates to collect revenues to support its strategic goals and municipal services and operations.

## Council Meetings

Collectively, the Council is the governing body of the municipality and makes decisions on matters such as:

- Services provided by the municipality, whether directly, through contractors, or by other governments
- Five year financial plans and property tax rates, and, through the budget, capital projects, staffing, and service levels
- Adoption of regulatory and administrative bylaws, which includes long term land use planning through the Official Community Plan bylaw
- Land use decisions, including rezonings, development permits and variances
- Policy decisions to provide operational direction to staff

- Decisions on relationships with other local governments including regional government

Regular Council meetings are typically held the second and fourth Monday of every month at 5:30 p.m. The annual schedule of regular meetings is set by the Council at the inaugural meeting in November for the following year.

Other special and committee meetings occur throughout the year as required or set by the mayor, council or the corporate officer. A tentative schedule for Nov/Dec 2022 and 2023 is provided in this document. Council members are provided an agenda and reading material on the Thursday afternoon prior to council meetings in order to make informed decisions during the meeting.

Council members may also be appointed to represent council on other local and regional boards.

## Comox Valley Regional District

Cumberland is a member municipality of the Comox Valley Regional District (CVRD) and appoints one representative and an alternate to serve on the CVRD Board, Comox Valley Recreation Commission, Comox Strathcona Waste Management Board, and Comox Strathcona Regional Hospital District Board.

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## 2. Candidate Nominations

### Candidate Nomination Period

Nomination documents **must** be delivered to the chief election officer at the Village Office at 2673 Dunsmuir Avenue between **August 30, 2022 at 9 a.m. and September 9, 2022 at 4 p.m.** during regular business hours 9 a.m. to 4 p.m.

**Make an Appointment:** It is recommended that you make an appointment to deliver your nomination documents. Please contact Rachel Parker at 250-336-3005 or [rparker@cumberland.ca](mailto:rparker@cumberland.ca).

Nomination documents may also be sent by email or fax during the nomination period. The original documents **must** be received by the Chief Election Officer by 4 p.m. on September 16, 2022. You should expect confirmation that your documents have been received. You may call 250-336-3005 or 250-336-2291 to confirm receipt.

**Number of Nominators:** Cumberland candidates require two nominators.

**Declaration of Candidates:** Candidates will be declared shortly after the close of the nomination period at 4 p.m. on September 9, 2022

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### 3. Candidate Campaigning

Elections BC is responsible for administering campaign financing and election advertising rules under the *Local Elections Campaign Financing Act*. For guides and information on campaigning rules please go to <https://elections.bc.ca/local-elections>

#### Campaign Signs on Public Property – *Cumberland Streets and Traffic Bylaw*

In Cumberland, political campaign signs may be placed off the travelled portion of any roadway provided that the signage is not

- erected on medians,
- affixed to traffic control devices or utility poles or trees, or
- affixed in any manner which obstructs the free passage or visibility of pedestrians or traffic.

Please do not place campaign signs **in any municipal park** or on the **adjacent highway of:**

- Peace Park,
- Village Park,
- Village Square, and
- No. 6 Mine Heritage Park.

Posting of signs is prohibited on utility poles and public light standards for reasons of BC Hydro and Village worker safety. Political campaign signs on municipal public property must be removed by the candidate or their representative no later than Wednesday, October 19, 2022. Violations in regard to campaign signage are subject to a daily ticket fine of \$100 under the *Cumberland Streets and Traffic Bylaw*.

Inland Island Highway and Comox Valley Parkway: The Ministry of Transportation and Infrastructure (MOTI) prohibits the placement of election signs on the Inland Island Highway between Parksville and Campbell River. MOTI does permit signs on the Comox Valley Parkway provided that the sign is placed further from the road than standard traffic signs and does not

- Obstruct, simulate or be attached to any traffic control device
- In any way pose a traffic hazard
- Be placed on bridge, overpasses, tunnels or other highway structures

Signs must be removed the day after general voting day. For complete regulations:

<https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/technical-circulars/election-referendum-sign-policy>  
<https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/technical-circulars/2018/t03-18.pdf>

## Elector (Voter) Registration and Voters Lists

In Cumberland, voter registration takes place on voting day only, therefore a voters list is not available for candidates for campaign purposes.

## Campaign Period Expense Limits

In accordance with the *Local Elections Campaign Financing Act* for the 2022 general local election the following expense limits for candidates during the campaign period apply:

Mayor	\$10,797.83
Councillor	\$ 5,398.92
School Trustee	\$ 5,398.92

## Third Party Advertising Limits

In accordance with the *Local Elections Campaign Financing Act*, for the 2022 general local elections, the following third party advertising limits apply:

Directed advertising expense limits: \$ 809.84  
Cumulative third party advertising limit: \$ 161,967.47

## Campaign Advertising on Voting Days – The 100 Metre Rule

Know the rules around advertising and social media, especially on voting days. See the *Guide to Local Elections Campaign Financing in B.C. for Candidates* at [elections.bc.ca](http://elections.bc.ca).

Please ensure that before any voting proceedings commence that you

- Remove all election signage within 100 m of a building used as a voting place
- Ensure that your agents and scrutineers do not advertise candidates on their vehicle or on their person when within 100 m or in a voting place
- Do not distribute election advertising within 100 m of a voting place

Please refer to Part 3 of the *Local Government Act* and the *Local Elections Campaign Financing Act* at [www.bclaws.ca](http://www.bclaws.ca) for complete information on advertising restrictions and offences.

## Candidates at the Voting Place

Candidates may only be present at a voting place for the purpose of voting, other than attending for the declaration of results at 8 p.m. on October 15, 2022.

## Official Agents and Scrutineers

The official agent of a candidate may attend the voting place. Two scrutineers for each candidate are permitted to be present **at one time** at a voting place, although candidates



may appoint any number of scrutineers. Candidate representatives must carry a copy of their appointment and show the copy to the Presiding Election Official upon attendance at the voting place.

## Campaign Financial Disclosure

All candidates must file campaign financial disclosure statements to **Elections BC** by 4:30 p.m. 90 days after general voting day. Forms can be found at *elections.bc.ca* under the “local” tab.

Statements filed after this date must include a \$500 late filing fee. The late filing deadline is 4:30 p.m. 120 days after general voting day. Failure to file will result in disqualification from running in 2026 general local elections in British Columbia.

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## 4. Voting Days and Election Results

### Voting Dates, Times and Places

**Advance Voting** - Wednesday, October 5, 2022 from 8 a.m. to 8 p.m.

**Advance Voting** - Wednesday, October 12, 2022 from 8 a.m. to 8 p.m.

**General Voting Day** - Saturday, October 15, 2022 from 8 a.m. to 8 p.m.

**Voting Place for All Voting:** Buchanan Hall, Cumberland Cultural Centre at 2674 Dunsmuir Avenue (vehicle entrance from First Street)

### Preliminary Election Results – October 15, 2022

Preliminary election results are expected to be declared soon after the close of voting at 8 p.m. on general voting day, October 15, 2022 at the Buchanan Hall, lower floor of the Cumberland Cultural Centre at 2674 Dunsmuir Avenue. Candidates and/or one candidate representative may be present at the voting place for this declaration.

Candidates and representatives must be present in the foyer of the Cultural Centre (entrance from the rear parking lot) **shortly before 8 p.m.** in order to gain admittance to the voting place. **The doors will be locked exactly at 8 p.m. and no one will be admitted to the voting place after 8 p.m.** Candidates and candidate representatives will be escorted by an election official into the voting place to be present for the ballot account once the last elector has exited the voting place. No person will be permitted to exit the voting place until the preliminary election results are declared.

Candidates and representatives may inspect the results tape and ballot account.

### Determination and Declaration of Official Election Results

Official election results will be determined and declared before 4 p.m. on October 19, 2022. Candidates will be notified of the date, time and place of this determination. Candidates may be present during the proceedings.

### Judicial Recount

Applications for a judicial recount must be made between the declaration of official election results and October 24, 2022.

## 5. Following the Election - for candidates elected to the office of Mayor and Councillor

### Oath of Office

Council members-elect are scheduled to give their oath of office at the November 7, 2022 Inaugural Council meeting. The oath must be taken within 45 days of the results of the election otherwise the person is disqualified from office.

### Tentative Meeting Schedule

Candidates elected to council will have many meeting commitments following the election. Please note that the following schedule is subject to change.

Meeting Date & Time	Purpose	Location
Nov 4, 2022, 1 to 3 pm	Facilities Tour- Wastewater Lagoon and Water Treatment Plant	Meet at Council Chamber
Nov 7 2022, 9 am to noon	Council Orientation	Council Chamber
Nov 7 2022, 3pm	Council member photo portrait session	Council Chamber
Nov 7 2022, 5:30 pm	Inaugural Council meeting: Council members-elect make oaths of office; adopt 2023 meeting schedule, make appointments to boards and committees, etc.	Council Chamber
Nov 8 2022, 9 am to 4 pm	Council Orientation	Council Chamber
Nov 9 2022, 9 am to 4 pm	Council Orientation	Council Chamber
Nov 10 2022, 9 am to noon	Council Orientation	Council Chamber
Nov 14 2022, 5:30 pm	Regular Council meeting (agendas will be available on Nov 10)	Council Chamber
Nov 21 2022, 5:30 pm	Regular council meeting	Council Chamber
Nov 22 2022	CVRD Board Orientation Session – appointed members	CVRD Board Room
Nov 24 2022	CSWM Board orientation –appointed members	CVRD Board room

Dec 1 2022	CSRHD Board orientation - appointed members	CVRD Board Room
Dec 6 2022	CVRD Recreation Commission orientation – appointed members	CVRD Board Room
Dec 6 2022	CVRD Board orientation – appointed members	CVRD Board Room
Dec 12 2022, 5:30 pm	Regular council meeting	Council Chamber
Dec 13 2022, 10 am to 3 pm	CVRD Elected Officials facility tour	Meet at CVRD office
Dec 20 2022	CVRD Board Orientation	CVRD Board Room
Jan 9 2023, 5:30 pm	Regular council meeting	Council Chamber
Jan 11 2023, 9am to 4pm	COTW: Budget workshop #1	Council Chamber
Jan 17 2023, 3 pm-5pm	Regional elected officials orientation legal seminar – all members	CVRD Board room
Jan 18 2023, 9am to 4pm	COTW: Budget workshop #2	Council Chamber
Jan 23 2023, 5:30 pm	Regular council meeting	Council Chamber
Jan 25 2023, 9am to 4pm	COTW: Budget workshop #3	Council Chamber
Feb 15, 16 and 17, 2023	Elected Official Seminar, Local Government Leadership Academy (LGLA) – all members	Nanaimo
April 2023	Council Strategic Planning Sessions	Council Chamber

## Cumberland Council Meetings and Agendas

Council meetings are scheduled twice in each month and typically run from 5:30 pm as late as 9 p.m. Committee of the Whole (information/discussion meetings of all Council members) have been taking place once a month on a Monday afternoon.

Other annual meetings throughout the year include strategic planning, budget, Village Hall, and Committee of the Whole meetings. Public hearings for land use rezonings typically take place at 7 p.m. on a weeknight.

**Daytime meetings:** There will be occasions where daytime meetings will be held throughout the year. If you are elected, please advise the Corporate Officer at your earliest convenience if you may be unable to attend daytime meetings.

## Council Member Emails, Laptops, and Agenda Distribution

Agendas are produced as a digital PDF document and distributed to Council members currently through Microsoft Outlook. Each elected Council member will be issued a laptop with Microsoft licenced software and assigned a Village email.

The size of meeting agenda packages can range from 100 to 300 pages. Agendas are distributed to Council on Thursday afternoons for the meeting on the following Monday. At regular Council meetings, portions of the meeting may be closed to the public, or “in camera” to discuss matters often relating to legal or personnel issues.

Each member of council will be provided notices and meeting agendas to each member’s Village email address, unless a council member provides the Corporate Officer, in writing, an alternative method to be notified and provided agendas.

## Code of Responsible Conduct

Cumberland has a code of conduct established in 2019. This Code of Conduct applies to the members of Council. It is each member’s individual responsibility to uphold both the letter and the spirit of the Code of Conduct in their dealings with other members, staff, and the public.

The Province is requiring municipalities to establish or review its code of conduct within 6 months of the election.

## Committees, Commissions and Boards

Elected members of Council can expect to be appointed to a number of local and regional advisory and decision-making bodies, and to attend regular meetings. Examples include:

Acting mayor	Wastewater Advisory Committee (LWMP)	Comox Strathcona Waste Management Board
Accessibility and Inclusion Select Committee	Comox Valley Regional District Board	Comox Valley Community Justice Centre Board
Advisory Planning Commission	Comox Valley Sports Centre Commission	Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee
Heritage Committee	Comox Strathcona Regional Hospital District Board	Vancouver Island Regional Library Board
Homelessness and Affordable Housing Committee		

## Conferences

Council members may attend annual conferences:

- Association of Vancouver Island and Coastal Communities (AVICC) each spring,
- Union of British Columbia Municipalities (UBCM) each September, and
- Federation of Canadian Municipalities (FCM) once during the term.

Each member has access to limited funding for other local government conferences.

## CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

**IMPORTANT:** The following forms are for candidates in school trustee elections. A separate set of forms are available for regional trustee candidates in School District No. 93 (Conseil scolaire francophone).

Use the Candidate Cover Sheet and Checklist Form CS1 to ensure that the Candidate Nomination Package – School Trustee is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form CS1 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 CS1 (Section B), the relevant form is completed and attached.

*The Candidate Cover Sheet and Checklist Form CS1 are for the Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package – School Trustee.*

Completing only the Candidate Cover Sheet and Checklist Form CS1 **does not** constitute completion of the Candidate Nomination Package – School Trustee, nor does it satisfy the legislative requirements set out in the *School Act*, *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. Use section B of the Candidate Cover Sheet and Checklist Form CS1 to identify which forms have been completed and are included in the Candidate Nomination Package – School Trustee.
3. 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:

CS2 – Nomination Documents (only page 3);  
CS3 – Other Information Provided by Candidate; and,  
CS4 – 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)

**CS1 – 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 <b>BOARD OF EDUCATION TRUSTEE</b>		

**SECTION B**

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

- ☐ **CS2 – Nomination Documents**
- ☐ **CS3 – Other Information Provided by Candidate**
- ☐ **CS4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- ☐ **CS5 – Appointment of Candidate Official Agent** (if applicable)
- ☐ **CS6 – 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 – School Trustee; 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.



## CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF SCHOOL DISTRICT)		TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
<b>We, the following electors of the above-named trustee electoral area, 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 <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)

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, age 18 or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

**A Nominator MUST be Qualified Under the *Local Government Act* or *Vancouver Charter* to Nominate a Nominee for Office**

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

***Please see over for additional space when more than two (e.g., 10) nominators are required.  
For Boards that require 25 nominators attach an additional sheet(s) as necessary.***

<b>I consent to the above nomination for office:</b>	
NOMINEE'S SIGNATURE	DATE: (YYYY/MM/DD)

# CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

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

## CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 32 of the *School Act* to be nominated, elected and to hold the office of

POSITION

**BOARD OF EDUCATION TRUSTEE**

2. I am or will be on general voting day for the election, age 18 or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
5. I am not disqualified by the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or 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 intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

**DECLARED BEFORE ME:** CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY/MM/DD)

☐

I am acting as my own Financial Agent

NOMINEE'S SIGNATURE

☐

I have appointed as my Financial Agent

FINANCIAL AGENT'S NAME (IF APPLICABLE)

## CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
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
--	--

Please ensure that name and mailing address information is the same as that  
entered on FORM CS2 – NOMINATION DOCUMENTS

## CS4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
<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> <span style="float: right;"><b>OPTIONAL</b></span>		
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)	

**CS5 – Appointment of Candidate Official Agent**

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my <b>Official Agent</b> for the:		
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)	

**CS6 – Appointment of Candidate Scrutineer**

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION <b>BOARD OF EDUCATION TRUSTEE</b>	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my <b>Scrutineer</b> 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)	



- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

[illegible]



## 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:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## 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.

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## 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.

<i>legal description(s)</i>	<i>address(es)</i>

## 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

# THE CORPORATION OF THE VILLAGE OF CUMBERLAND

## 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 will be posted on websites operated by CivicInfo BC. This is 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 as a Trustee between 2018 and 2022.
- ☐ Served as a Trustee prior to 2018, but not during the past term.
- ☐ No experience as a Trustee, but has been elected to office elsewhere (local, provincial, or federal).
- ☐ None.

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