

CAMPAIGN FINANCING STANDARD FORMS BOOKLET



FOR LOCAL ELECTIONS IN B.C.



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This guide may be photocopied.

NOTE: Although this guide was prepared to help candidates, campaign organizers and electoral organizations and their financial agents complete the campaign financing disclosure statement required under the *Local Government Act* or *Vancouver Charter*, each person must refer to the *Local Government Act*, *Vancouver Charter* and/ or *School Act* and its regulations for specific interpretation and advice.

Key Contacts

Ministry of Community, Sport and Cultural Development

Contact the Ministry of Community, Sport and Cultural Development (Ministry) for answers to questions about the material contained in this guide. Ministry staff can also provide additional information about local government elections in British Columbia (B.C.).

Ministry of Community, Sport and Cultural Development
Local Government Department
Advisory Services Branch
PO Box 9839 Stn. Prov. Govt.
Victoria, BC V8W 9T1
Phone: 250-387-4020
Website: www.cscd.gov.bc.ca/lgd/contacts/department.htm

Enquiry BC

Enquiry BC is a provincial referral service connecting British Columbians to public servants in Ministries throughout the BC Public Service:

In Victoria call: 250-387-6121
In Vancouver call: 604-660-2421
Elsewhere in B.C. call: 1-800-663-7867
Outside B.C.: 604-660-2421
E-mail address: EnquiryBC@gov.bc.ca
Hours of Operation: 7:30 a.m. to 5:00 p.m., Monday to Friday

Municipal and Regional District Information

Local government mailing address, telephone numbers, e-mail addresses and websites are available online through CivicInfoBC at: www.civicinfo.bc.ca/11.asp

Other Resources

Election Legislation

Printed versions of local government election legislation including the *Local Government Act*, the *Vancouver Charter*, the *Community Charter* and the *School Act* are available at public libraries in communities throughout B.C. Printed versions of the Acts are also available from Crown Publications, Queens Printer for British Columbia at:

Crown Publications Inc.
106 Ontario Street
Victoria, BC V8V 1M9
Phone: 250-386-4636
Fax: 250-386-0221
Toll Free: 1-877-747-4636
Website: www.crownpub.bc.ca/default.aspx

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. Statutes and Regulations is updated continually as new and amended laws come into force. Electronic versions of the *Local Government Act*, the *Vancouver Charter*, the *Community Charter* and the *School Act* are available online at: www.bclaws.ca/

NOTE: The Province of British Columbia does not warrant the accuracy or the completeness of the electronic version of the Statutes and Regulations available online at BC Laws.

Educational Materials

The Ministry of Community, Sport and Cultural Development, the Union of B.C. Municipalities and the Local Government Management Association collaborated to produce educational guides for the 2011 general local election. The following materials are available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

- Candidate's Guide to Local Elections in B.C.
- Campaign Organizer and Elector Organization Guide to Local Elections in B.C.
- Election Choices Guide for Local Governments in B.C.
- Guide to Supporting a Candidate for Local Elections in B.C.
- Other Voting (Referendum) Guide
- Voter's Guide to Local Elections in B.C. (available in English, French, Chinese, Punjabi)

Disclaimer

The information contained in this guide is provided as general reference and while all attempts have been made to ensure the accuracy of the material – the guide is not a substitute for provincial legislation.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for specific election-related provisions and requirements within the *Local Government Act*, the *Vancouver Charter*, the *Community Charter*, and the *School Act*.

Terms in **boldface font** are further explained in the Glossary.

Introduction

General local elections are the foundation of democratic local governments in British Columbia.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, and the business community – municipal councils regional district boards, school boards, Islands Trust, local community commissions and other local bodies influence jobs, create safe communities for British Columbians and shape the long-term vision for the community as a whole.

The general local election process enables residents and property owners to determine the body of individuals who then make decisions and govern on their behalf for three years following general voting day. Local governments have two primary roles:

- acting as a political forum through which citizens, families and business owners within the local community express their collective vision; and
- as a means of providing desired services and programs to the community.

Since 1990, general local elections for mayors, councillors, electoral area directors, school board trustees, local community commissioners and Islands Trust local trustees in British Columbia have been held every three years on the third Saturday in November. **The next general local election is November 19, 2011.**

Local governments and school boards hold by-elections to fill municipal council and regional district board vacancies that occur between general local elections. Local governments also conduct referenda to obtain elector assent in order to carry out certain council and board decisions (e.g. borrowing to construct a new library or recreation centre).

Each local government is responsible for running its own elections. Each council and board appoints a Chief Election Officer to ensure the process is run in accordance with the local government election bylaw, *Local Government Act* or in the case of the City of Vancouver – the *Vancouver Charter*. The election legislation contains provisions that must be consistently applied to all elections and by-elections.

Campaign financing disclosure rules were established to create transparency around **campaign contributions** and **election expenses**. The disclosure rules require **candidates, campaign organizers** and **elector organizations** to provide detailed information about the costs associated with running a local election **campaign**. The rules also ensure ready-access to detailed information about the individuals and organizations that contributed to local election campaigns.

Every candidate and elector organization is required to file a **campaign financing disclosure statement** with the local government – the statement must include a detailed account of the campaign contributions they received and election expenses they incurred in the course of the election campaign. Every campaign organizer is required to file a campaign financing disclosure statement once they have received over \$500 in campaign contributions or spent over \$500 in election expenses. There are no exceptions to this requirement. The campaign financing disclosure statement must be filed with the designated local government officer within 120 days after general voting day – by March 19, 2012 (or April 19, 2012 – a \$500 late filing fee applies to forms submitted after March 19, 2012).

Separate campaign financing disclosure statements must be filed for candidates, campaign organizers and elector organizations – even if they worked closely together.

The campaign financing disclosure statement must be filed by March 19, 2011, or by April 19, 2012, with a \$500 late filing fee.

The *Campaign Financing Standard Forms Booklet for Local Elections in B.C.* was created to provide a complete set of record-keeping and campaign financing disclosure forms for candidates, campaign organizers, elector organizations and financial agents. Detailed instructions have also been included to assist candidates, campaign organizers, elector organizations and/or their **financial agents** correctly complete the forms to ensure all campaign financing requirements under the *Local Government Act* or *Vancouver Charter* are met.

The booklet also contains a completed set of sample record-keeping and campaign financing disclosure forms that build on the examples provided in the *Candidate's Guide to Local Election in B.C.* and the *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.* to record, disclose and file the campaign financing statements required under the *Local Government Act* or *Vancouver Charter*.

Electronic versions of the forms contained in this booklet are available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm

Campaign financing disclosure forms must be submitted to the designated local government or school board officer before March 19, 2012 or by April 18, 2012 – a \$500 late filing fee will be assessed for any disclosure statements submitted between March 20, 2012 and April 18, 2012.

Record-Keeping Forms: Candidates, Campaign Organizers and Elector Organizations

Fulfilling the **campaign financing disclosure statement** requirements in the *Local Government Act* or *Vancouver Charter* is a two-stage process. **Candidates, campaign organizers** and **elector organizations** are first required to *record campaign contributions* and *election expenses* – and second, to *disclose* campaign contributions and election expenses.

Four record keeping forms have been designed to assist candidates, campaign organizers, elector organizations and **financial agents** to fully capture and record election campaign contributions and expenses.

Form R.1 – Record of Monetary Contributions

Form R.2 – Record of In-Kind (Discounted and Donated) Contributions

Form R.3 – Record of Election Expenses

Form R.4 – Record of Anonymous Contributions Remitted to Local Government

Records may be kept in any form the candidate, campaign organizer, elector organization, or financial agent believes is most effective for **election campaign** purposes. It is not mandatory to use Forms R.1 – R.4; however, these forms comply with the campaign financing disclosure statement requirements in the *Local Government Act* and *Vancouver Charter*.

Note: More information is required during the record-keeping process than during the campaign financing disclosure process – *do not disclose additional information on disclosure forms* (e.g. personal information not required by legislation) – even if it has been captured through the record-keeping process.

Do not submit record-keeping forms in place of campaign financing disclosure forms.

Campaign financing records must be kept by the candidate, elector organization, campaign organizer or financial agent for seven years after the election to which they relate.

Campaign contributors are categorized into six classes:

1. Individuals, defined as individual donors representing only themselves or their families;
2. Corporations, including numbered corporations, defined as incorporated organizations engaged in business or commercial activities whose contributions may represent chief officials, owners or directors;
3. Unincorporated organizations engaged in business or commercial activity, defined as unincorporated businesses whose contributions may represent chief officials, owners or directors;
4. Trade unions, defined as organized labour groups whose contributions represent directors;
5. Non-profit organizations, defined as incorporated or unincorporated groups or societies whose purpose is to advocate an issue or opinion rather than to collect a profit, whose contributions may represent the organization's beliefs or those of directors; and,
6. Other contributors, defined as individuals and organizations that do not fall into another category.

Do not submit record-keeping forms in place of campaign financing forms.

Every anonymous contribution of more than \$50 must be remitted to the local government.

Election expenses are categorized into seven classes:

1. Election campaign advertising or communications expenses, including: radio, television, newspaper, magazine or electronic advertising for the public; signs, pamphlets, flyers and brochures; other advertising and promotion; and newsletters for members of an elector organization, where applicable;
2. Election campaign office expenses, including: compensation for campaign employees, such as the financial agent; rent, insurance and utilities; courier services and postage; furniture telecommunication equipment and other equipment; and office supplies and other office expenses;
3. Convention and similar meeting expenses;
4. Expenses for other campaign-related functions;
5. Research and polling expenses;
6. Campaign-related transportation; and
7. Other expenses.

Form R.1: Record of Monetary Contributions

Use Form R.1 to record all monetary contributions received before, during and after an election **campaign**. Monetary contributions are contributions generally made by cash or cheque.

Anonymous contributions received before, during and after a local election must also be recorded – use Form R.1 to record each anonymous contribution. Record the date the contribution was received and the amount of the contribution.

Every anonymous contribution of more than \$50 must be remitted to the local government. Use Form R.4 to record the date and amount of each anonymous contributions more than \$50 to be remitted to the local government.

Form R.1 Completion Instructions:

1. Record the date the contribution was received. If the total amount of the contributions from a single contributor is made up of multiple donations received on different date, list the date of each individual contribution;
2. Record the full name of the contributor. If the contributor is a numbered corporation or an unincorporated organization, the full names and addresses of at least two individuals who are directors, principal officers or principal members of the organizations must also be recorded;
3. Record the address of the contributor;
4. Record the class of the contributor using Table R.1 – Classes of Contributors;
5. Record the amount of the contribution;
6. Record the “page total”, the total value of contributions on an single record-keeping page;
7. Record the combined total for all record-keeping pages.

Form R.1: Record of Monetary Contributions SAMPLE

¹ DATE (DD – MM – YY)	² NAME	³ ADDRESS	⁴ CONTRIBUTOR CLASS	⁵ AMOUNT
13 – Sept – 10	Adam Clement	154 Treeline Ave.	1	\$ 300.00
29 – Oct – 11	Aaron Marson	12 Rosemount	1	\$ 200.00
02 – Apr – 11	Candidate	123 Olive Rd.	1	\$ 500.00
20 – Aug – 11	Smythe's Building Supplies	800 High St.	2	\$ 1,000.00
	Alan MacKay	4 – 1025 Wilson St.		
	Diane Smythe	4 – 1025 Wilson St.		
08 – Sept – 11	Anonymous	Found in mailbox	6	\$ 150.00
17 – Oct – 11	Jim Snell	6387 Omenica Rd.	1	\$ 60.00
20 – Oct – 11	Anonymous	Found in mailbox	6	\$ 50.01
06 – Nov – 11	Anonymous	Found in mailbox	6	\$ 50.17
			Page 1 of 1	⁶ Page Total
			⁷Total Monetary Contributions	\$ 2,310.18

Table R.1: Class of Contributors

CONTRIBUTOR CLASSES:		
1. Individual	2. Corporation/Business	3. Unincorporated Organization
4. Trade Union	5. Non-Profit Organization	6. Other Contributor

Form R.2: Record of In-Kind (Discounted and Donated) Contributions

Use Form R.2 to record all in-kind contributions before, during and after an election **campaign**. In-kind contributions are property, or services provided to the **candidate, campaign organizer** or **elector organization** instead of a monetary or cash contribution.

In-kind contributions must be valued before they can be recorded and disclosed – this includes property or services provided at a discounted rate. The value of an in-kind contribution is the fair market value of a property or service, minus any amount paid for the property or service.

For example, if the fair market value of a newspaper advertisement is \$100 – and it was purchased at a 25% discounted rate for \$75 – then \$25 of the fair market value (\$100) must be recorded on Form R.2 as an in-kind contribution.

$$\text{CONTRIBUTION VALUE} = \text{FAIR MARKET VALUE} - \text{PRICE PAID}$$

Form R.2 Completion Instructions:

1. Record the date the contribution was received. If the total amount of the contributions from a single contributor is made up of multiple donations received on different dates, list the date of each individual contribution (dd-mm-yy);
2. Record the full name of the contributor. If the contributor is a numbered corporation or an unincorporated organization, the full names and addresses of at least two individuals who are directors, principal officers or principle members of the organizations must also be recorded;
3. Record the address of the contributor;
4. Record the class of the contributor using Table R.1 – Classes of Contributors;
5. Record the “property or service” contributed (e.g. “office supplies”, “gas for transportation”, “billboard advertisement”, “IT services”);
6. Record the “fair market value” of the property or service;
7. Record the amount paid for the property or service. If no amount was paid toward the property or service, write “0” or “nil”;
8. Record the “Contribution Value”. To calculate the contribution value, subtract the price paid from the market value;
9. Record the total of all in-kind contributions for each record-keeping page;
10. Record the combined total for all record-keeping pages.

Form R.2: Record of In-Kind (Discounted and Donated) Contributions SAMPLE

¹ DATE (DD – MM – YY)	² NAME	³ ADDRESS	⁴ CONTRIBUTOR CLASS	⁵ PROPERTY OR SERVICE	⁶ MARKET VALUE	⁷ PRICE PAID	⁸ CONTRIBUTION VALUE
01 – Oct – 11	Wayne McKellar Office Supply Ltd.	405 Alberta Way	2	Office supplies	\$ 50.00	\$ 25.00	\$ 25.00
	Wayne McKellar	14 Rosemount Ave.					
	Tina Terink	14 Rosemount Ave.					
01 – Oct – 11	Linda Halbert	123 Scott St.	1	Discount on rent	\$ 1,500.00	\$ 1,000.00	\$ 500.00
05 – Oct – 11	Harry Trent Communications	62 Haliburton Way	2	Communication consulting	\$ 100.00	\$ 0	\$ 100.00
	Harry Trent	62 Haliburton Way					
	Lisa Trent	62 Haliburton Way					
10 – Oct – 11	Ruth Toothill	1827 Norman Way	1	Decorations	\$ 35.00	\$ 0	\$ 35.00
25 – Oct – 11	Aidan Marson	275 Manifold St.	1	Transportation (gas)	\$ 20.00	\$ 0	\$ 20.00
30 – Oct – 11	Harry Trent	207 Thorn St.	1	Postage for flyers	\$ 100.00	\$ 0	\$ 100.00
06 – Nov – 11	Anonymous		6	Paper	\$ 70.00	\$ 0	\$ 70.00
Page 1 of 1						⁹ Page Total	\$ 850.00
¹⁰Total In-Kind Contributions							\$ 850.00

Table R.1: Class of Contributors

CONTRIBUTOR CLASSES:					
1. Individual	2. Corporation/Business	3. Unincorporated Organization			
4. Trade Union	5. Non-Profit Organization	6. Other Contributor			

Form R.3: Record of Election Expenses

Use Form R.3 to record **election expenses** (both monetary and in-kind). An election expense is the value of property, or services used in an election **campaign** during the calendar year of the election (or after the date of the vacancy for which a by-election is being held).

In-kind contributions are donated property or services. They must be assigned a fair market value before they can be recorded. In-kind contributions are recorded as both **campaign contributions** (because they have been donated) and as *election expense* (because they are property or services used during the campaign). The “in-kind contribution” expense must be recorded as the fair market value or an estimate of the market value of a property, or service.

The date the in-kind contribution was received is the date the expense was both incurred and paid. See the *Candidate’s Guide to Local Elections in B.C.* or the *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.*, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm for additional information about in-kind contributions.

Form R.3 Completion Instructions:

1. Record the date the expense was incurred;
2. Record the date the expense was paid;
3. Record a description of the property, or services received;
4. Record the class of the expense using Table R.2;
5. Record the market value of the expense;
6. Record the total of all election expenses for each record-keeping page;
7. Record the combined total for all record-keeping pages.

Form R.3: Record of Election Expenses SAMPLE

¹ DATE INCURRED (DD – MM – YY)	² DATE PAID (DD – MM – YY)	³ PROPERTY OR SERVICES RECEIVED	⁴ EXPENSE CLASS	⁵ FAIR MARKET VALUE
01 – Oct – 11	01 – Oct – 11	Office rental	B2	\$ 1,500.00
01 – Oct – 11	01 – Oct – 11	Office supplies	B5	\$ 50.00
01 – Oct – 11	20 – Dec – 11	Telephone rental	B4	\$ 52.81
05 – Oct – 11	Donated	Communications consulting	B1	\$ 100.00
10 – Oct – 11	Donated	Decorations (fundraiser)	G	\$ 35.00
21 – Oct – 11	25 – Oct – 11	Printing (lawn signs)	A2	\$ 200.00
25 – Oct – 11	25 – Oct – 11	Lumber (lawn signs)	A2	\$ 50.00
25 – Oct – 11	Donated	Transportation (gas)	F	\$ 20.00
30 – Oct – 11	Donated	Venue (fundraiser)	G	\$ 125.00
30 – Oct – 11	Donated	Postage	B3	\$ 100.00
06 – Nov – 11	Donated	Paper	B5	\$ 70.00
08 – Nov – 11	30 – Nov – 11	Newspaper ads (ran Nov 8, 10, 14)	A1	\$ 100.01
			Page 1 of 1	⁶ Page Total
			⁷ Total Election Expenses	\$ 2,402.82

Table R.2: Election Expense Classes

ELECTION EXPENSE CLASSES		
A Election Campaign Advertising: A1 Radio, television, newspaper, periodical or electronic advertising to the public A2 Signs, pamphlets, flyers and brochures A3 Other advertising and promotion	B Election Campaign Office Expenses: B1 Professional services B2 Rent, insurance, utilities B3 Courier services and postage B4 Furniture and equipment B5 Office supplies and other office expenses	C Conventions and Other Similar Meeting Expenses D Other Campaign-Related Functions E Research and Polling Expenses F Campaign-Related Transportation G Other

Form R.4: Record of Anonymous Contributions Remitted to Local Government

Every anonymous contribution more than \$50 received by a **candidate, campaign organizer** or **elector organization** must be remitted to the local government. Use Form R.4 to record each anonymous contribution more than \$50 to be remitted to the local government.

Each anonymous contribution must also be recorded on Form R.1 and Form R.2, and those remitted to the local government must also be recorded on Form R.4.

Form R.4 Completion Instructions:

1. Record the date the anonymous contribution was received;
2. Record the type of contribution;
3. Record the value of the contribution;
4. Record the date on which the contribution was remitted to the local government;
5. Record the total of all anonymous contributions of the page;
6. Record the combined total of all anonymous contributions remitted to the local government.

Form R.4: Record of Anonymous Contributions Remitted to Local Government SAMPLE

¹ DATE RECEIVED (DD-MM-YY)	² CONTRIBUTION	³ VALUE	⁴ DATE REMITTED
08 – Sept – 11	Money	\$ 150.00	30 – Sept – 11
20 – Oct – 11	Money	\$ 50.01	25 – Oct – 11
06 – Nov – 11	Paper	\$ 70.00	25 – Nov – 11
06 – Nov – 11	Money	\$ 50.17	25 – Nov – 11
	Page 1 of 1	⁵ Page Total	\$ 320.18
⁶Total Anonymous Contributions Remitted to Local Government		\$ 320.18	

Campaign Financing Disclosure Forms: Candidates

Do not disclose additional information on disclosure forms, even if it was captured through the record-keeping process.

Every **candidate** must file a complete **campaign financing disclosure statement** within 120 days following general voting day – even if they were unsuccessful, were elected by acclamation, received no **contributions**, incurred no **expenses**, were acclaimed, or withdrew from the local election.

Three forms have been designed to assist **candidates** and their **financial agents** to capture and disclose the campaign financing disclosure-related information required under the *Local Government Act* and *Vancouver Charter*.

Form C.1 – Cover Sheet and Check List

Form C.2 – Declaration for Candidate and Financial Agent

Form C.3 – Campaign Financing Disclosure Summary

Campaign financing disclosure statements may be made in the form the candidate or their financial agent believes is most effective for election **campaign** purposes. It is not mandatory to use Forms C.1 – C.3; however, these forms comply with the campaign financing disclosure statement requirements in the *Local Government Act* and *Vancouver Charter*.

Note: *Do not disclose additional information on disclosure forms* (e.g. personal information not required by legislation), even if it was captured through the record-keeping process.

There is a 30-day grace period for candidates who did not file a disclosure statement within the required time period. *Disclosure statements filed during the 30-day grace period must be accompanied by a \$500 late filing fee.* Candidates who have not filed after the 30-day grace period has ended, and who have not received Court relief from the filing requirement, are disqualified from being nominated, elected to, or holding, a local government office until after the next general local election. Candidates may also be assigned additional penalties as determined by the Supreme Court including: fines; imprisonment; and, prohibition from voting in a local election if they are convicted of an offence. Their name will also be added to the Inspector's List of Disqualified Candidates.

Campaign financing disclosure statements and records must be kept by the candidate or financial agent for seven years after the election to which they relate.

Form C.1: Cover Sheet and Checklist (Candidates)

Use the C.1 Cover Sheet and Checklist Form to ensure that the campaign financing disclosure package is complete and meets the legislative requirements of the *Local Government Act* or *Vancouver Charter*.

The C.1 Cover Sheet and Checklist are a guide as to which additional forms must be submitted by a **candidate** or their **financial agent** as part of the campaign financing disclosure process. Ensure that, for each item checked off on the Checklist, the relevant form is attached.

*Cover sheet and checklist forms are for the Chief Election Officer's reference only and do not constitute part of the **campaign financing disclosure statement**.* Completing only the Cover Sheet and Checklist does not constitute completion of the campaign financing disclosure statement, nor does it satisfy the legislative campaign financing disclosure requirements. A completed set of disclosure forms must be attached to the Cover Sheet and Checklist.

Form C.1 Completion Instructions:

1. Record the candidate's full name (first, middle and last names);
2. Record the office for which the candidate sought election (e.g. mayor, councillor, electoral area director, local trust committee member, school board trustee);
3. Record the name the endorsing elector organization (if applicable);
4. Record the date of the general voting day;
5. Record the financial agent's full name, if different from the candidate's name;
6. Record the financial agent's full address, phone number, fax number and email address (if available);
7. Use this section of the C.1 form to identify which forms have been completed and are included in the campaign financing disclosure package. Use Schedules A.1, A.2, B and C to complete the campaign financing disclosure statement.

Disclosure statements filed during the 30-day grace period must be accompanied by a \$500 late filing fee.

C.1: Cover Sheet and Check List SAMPLE

Election Campaign Financing Report			
CANDIDATE			
PLEASE PRINT IN BLOCK LETTERS			
¹ CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)	
SMITH	JOSEPH	ANDREW	
² NAME OF OFFICE FOR WHICH CANDIDATE SOUGHT ELECTION			
COUNCILLOR, CITY OF MERRITT			
³ NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
N/A			
⁴ GENERAL VOTING DAY			
NOVEMBER 19, 2011			
⁵ FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)	
SMITH	ANGELA	MARIE	
⁶ FINANCIAL AGENT'S MAILING ADDRESS			CITY/TOWN
1234 UPSTREAM PLACE			MERRITT
POSTAL CODE	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
V1V 2R3	250-123-4567	N/A	ASMITH@EMAIL.COM

⁷This campaign financing report includes the following completed forms and schedules:

- C.1: Cover Sheet and Check List
- C.2: Declaration for Candidate and Financial Agent
- C.3: Campaign Financing Disclosure Summary

Schedules

- A.1: Summary of Campaign Contributions
- A.2: Campaign Contributors
- B: Election Expenses
- C: Surplus Funds Disbursement
- \$500 late filing fee (if filed between March 20, 2012, and April 18, 2012)

NOTE: Do not include record-keeping forms in the financial disclosure pages submitted to the designated local government officer. Record-keeping forms are for candidate, campaign organizer, elector organization and financial agent use only. **Do not disclose additional information on disclosure forms** (e.g. personal information not required by legislation) – even if it has been captured through the record-keeping process.

Form C.2: Declaration for Candidate and Financial Agent

Each **candidate** and their **financial agent** is required to make a **solemn declaration** that the **disclosure statement** submitted to the designated local government officer is complete and accurately discloses the required information.

The candidate and financial agent must also attest that the requirements of Part 3, Division 8 of the *Local Government Act* or Section 62 of the *Vancouver Charter* have been met in relation to the election **campaign**. Solemn declarations must be taken by either the designated local government officer or a Commissioner for taking affidavits for B.C. (e.g. notaries public, lawyers, and government agents).

Form C.2 is the declaration for candidates and their financial agents. The declaration must be signed by the candidate, the financial agent, and either the designated local government officer or a Commissioner for taking affidavits for B.C. If the candidate acts as their own financial agent, the candidate also signs the financial agent declaration.

Form C.2 Completion Instructions:

1. *To be completed by the candidate.* Fill in the appropriate information and sign in the space indicated. The designated local government officer or a Commissioner for taking affidavits for B.C. must also sign the declaration;
2. *To be completed by the financial agent.* Fill in the appropriate information and sign in the space indicated. The designated local government officer or a Commissioner for taking affidavits for B.C. must also sign the declaration.

Form C.2: Declaration for Candidate and Financial Agent SAMPLE

¹DECLARATION OF CANDIDATE

I, JOSEPH SMITH [name of candidate], a candidate in the CITY OF MERRITT [name of local government] election, solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to my election campaign for the office of COUNCILLOR [name of office] in the 2011 [year] general local election for the CITY OF MERRITT [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to my election campaign for the office of COUNCILLOR [name of office] in the 2011 [year] general local election for the CITY OF MERRITT [name of local government];

Solemnly affirmed before me at 123 1st AVE (CITY HALL), British Columbia this 12 day of MARCH, 2012.

CORPORATE OFFICER

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

JOSEPH SMITH

Signature of Candidate

²DECLARATION OF FINANCIAL AGENT

I, ANGELA SMITH [name of financial agent], have prepared this disclosure statement and supporting schedules for JOSEPH SMITH [name of candidate] and solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign of JOSEPH SMITH [name of candidate] for COUNCILLOR [name of office] in the 2011 [year] general local election for the CITY OF MERRITT [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign of JOSEPH SMITH [name of candidate] for COUNCILLOR [name of office] in the 2011 [year] general local election for the CITY OF MERRITT [name of local government].

Solemnly affirmed before me at 123 1st AVE (CITY HALL), British Columbia this 12 day of MARCH, 2012.

CORPORATE OFFICER

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

ANGELA SMITH

Signature of Financial Agent

Form C.3: Campaign Financing Disclosure Summary

Use Form C.3 to summarize election **campaign** finance-related details – including overall totals of **campaign contributions**, **election expenses**, anonymous contributions and surplus funds. Include information about the **campaign account**, as required by the *Local Government Act* or *Vancouver Charter*.

Form C.3 Completion Instructions:

1. Record the name of the local government in which the candidate sought election;
2. Record the full name of the candidate;
3. Record the name of the office for which the candidate sought election
4. Record the name of the campaign organizer or elector organization (if applicable);
5. Record the total amount of campaign contributions (from Schedule A.1);
6. Attach Schedule A.2 – Campaign Contributors, the list of contributors who made contributions totalling \$100 or more;
7. Record the total of the anonymous contributions remitted to the local government (from Schedule A.2);
8. Record the total amount of expenses total (from Schedule B);
9. Attach Schedule B, the list of elections expenses by expense class;
10. Record any surplus funds transferred from the local government from previous elections (if applicable);
11. Record the balance (remaining or deficit) in the candidate campaign account;
12. Record the name and address of the financial institution at which the campaign account was established.

Form C.3: Campaign Financing Disclosure Summary SAMPLE

CAMPAIGN FINANCING DISCLOSURE STATEMENT FOR THE 2011 GENERAL LOCAL ELECTION

Local Government Act [section 90] or Vancouver Charter [section 62]

¹This campaign financing disclosure statement is to be filed with the designated officer of the CITY OF MERRITT [local government] within **120 days** after general voting day on November 19, 2011. This deadline is **March 19, 2012**.

JOSEPH SMITH

²NAME OF CANDIDATE

COUNCILLOR

³NAME OF OFFICE for which the candidate sought election

N/A

⁴NAME OF ENDORSING ELECTOR ORGANIZATION (if applicable)

SUMMARY OF CAMPAIGN CONTRIBUTIONS

⁵Total amount of campaign contributions
(Total from Schedule A.1) \$ 2,840.00

⁶List of contributors who made contributions totalling \$100 or more
(See Schedule A.2)

⁷Total amount of anonymous campaign contributions remitted to
the local government
(Total Schedule A.2) \$ 320.18

SUMMARY OF ELECTION EXPENSES

⁸Total amount of election expenses
(Total from Schedule B) \$ 2,402.81

⁹List of election expenses by expense class
(See Schedule B)

SURPLUS FUNDS

¹⁰Transfer from local government (surplus funds from previous election) \$ 00.00

¹¹Balance remaining in candidate's campaign account
(See Schedule C for disbursement of surplus funds) \$ 437.19

NOTE: This is not a balance sheet; contributions are not required to equal expenses.

CAMPAIGN ACCOUNT INFORMATION

¹²All monetary contributions were deposited in, and all election expenses paid from an account opened for this purpose at CIBC located at 1950 HEAD ST, MERRITT BC.
[name of financial institution] [branch address]

Campaign Financing Disclosure Forms: Campaign Organizers and Elector Organizations

Every **campaign organizer** is required to file a **campaign financing disclosure statement** once they received over \$500 in **campaign contributions** or incurred over \$500 in **election expenses**. Every **elector organization** must file a separate campaign financing disclosure statement for each jurisdiction in which it campaigned – there are no exceptions to this requirement for either campaign organizers or elector organizations.

Three forms have been designed to assist campaign organizers, elector organizations and their financial agents to capture and disclose the campaign financing disclosure-related information required under the *Local Government Act* or *Vancouver Charter*.

Form O.1 – Cover Sheet and Check List:

Form O.2 – Declaration for Campaign Organizers/Elector Organizations and Financial Agent

Form O.3 – Campaign Financing Disclosure Summary

Campaign financing disclosure statements may be made in the form the campaign organizer and elector organization or their financial agent believes is most effective for election **campaign** purposes. It is not mandatory to use Forms O.1 – O.3; however, these forms comply with the campaign financing disclosure statement requirements in the *Local Government Act* and *Vancouver Charter*.

Note: *Do not disclose additional information on disclosure forms* (e.g. personal information not required by legislation), even if it was captured through the record-keeping process.

Campaign financing disclosure statements and records must be kept by the campaign organizer, elector organization or financial agent for seven years after the election to which they relate.

Do not disclose additional information on disclosure forms, even if it was captured through the record-keeping process.

Disclosure statements filed during the 30-day grace period must be accompanied by a \$500 late filing fee.

Form O.1: Cover Sheet and Checklist (Campaign Organizer/Elector Organization)

Use the O.1 Cover Sheet and Checklist Form to ensure that the campaign financing disclosure package is complete and meets the legislative requirements of the *Local Government Act* or *Vancouver Charter*.

The O.1 Cover Sheet and Checklist are a guide as to which additional forms must be submitted by a **campaign organizer, elector organization** or their **financial agent**. Ensure that, for each item checked off on the Checklist, the relevant form is attached.

*Cover sheet and checklist forms are for the Chief Election Officer's reference only and do not constitute part of the **campaign financing disclosure statement**.*

Completing only the Cover Sheet and Checklist does not constitute completion of the campaign financing disclosure statement, nor does it satisfy the legislative campaign financing disclosure requirements. A completed set of disclosure forms must be attached to the Cover Sheet and Checklist.

Form O.1 Completion Instructions:

1. Record the name of the campaign organizer or elector organization;
2. Record the name of any candidates endorsed;
3. Record the date of the general voting day;
4. Record the financial agent's full name;
5. Record the financial agent's full address, phone number, fax number and email address (if available);
6. Use this section of the O.1 form to identify which forms have been completed and are included in the campaign financing disclosure package. Use Schedules A.1, A.2, B and C to complete the campaign financing disclosure statement.

Every campaign organizer that received more than \$500 in campaign contributions or incurred more than \$500 in election-related expenses, and every elector organization, must file a complete campaign financing disclosure statement within 120 days after general voting day.

There is a 30-day grace period for campaign organizers and elector organizations that have not filed a disclosure statement within the required time period. *Disclosure statements filed during the 30-day grace period must be accompanied by a \$500 late filing fee.* Campaign organizers and elector organizations that have not filed after the 30-day grace period has ended, and have not received Court relief from the filing requirement, are disqualified from accepting campaign contributions and endorsing candidates for local office anywhere in British Columbia until after the next general local election. Campaign organizers, elector organizations and their financial agents may also be subject to additional penalties (fines and imprisonment) as determined by the Supreme Court if they are convicted of an offence.

Form O.1: Cover Sheet and Check List SAMPLE

Election Campaign Financing Report			
CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION			
PLEASE PRINT IN BLOCK LETTERS			
¹ NAME OF CAMPAIGN ORGANIZER / ELECTOR ORGANIZATION			
FARMERS FOR FERNIE			
² NAME OF CANDIDATE(S) ENDORSED			
KENNETH JACOBS, SOPHIE CLARKE			
³ GENERAL VOTING DAY			
NOVEMBER 19, 2011			
⁴ FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)	
ROBINSON	CHARLES	MICHAEL	
⁵ FINANCIAL AGENT'S MAILING ADDRESS			CITY/TOWN
987 HARLEQUIN WAY			FERNIE
POSTAL CODE	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Y9Y 8U7	250-765-4321	N/A	MIKE.R@EMAIL.COM

⁶This campaign financing report includes the following completed forms and schedules:

- O.1: Cover Sheet and Check List
- O.2: Declaration for Campaign Organizer/Elector Organization and Financial Agent
- O.3: Campaign Financing Disclosure Summary

Schedules

- A.1: Summary of Campaign Contributions
- A.2: Campaign Contributors
- B: Election Expenses
- C: Surplus Funds Disbursement
- \$500 late filing fee (if filed between March 20, 2012, and April 18, 2012)

NOTE: **Do not include record-keeping forms in the financial disclosure pages submitted to the designated local government officer.** Record-keeping forms are for candidate, campaign organizer, elector organization and financial agent use only. **Do not disclose additional information on disclosure forms** (e.g. personal information not required by legislation) – even if it has been captured through the record-keeping process.

Form O.2: Declaration for Campaign Organizer/ Elector Organization and Financial Agent

Each **campaign organizer** and **elector organization** and their **financial agent** is required to make a **solemn declaration** that the **disclosure statement** submitted to the designated local government officer is complete and accurately discloses the required information.

The campaign organizer and elector organization and financial agent must also attest that the requirements of Part 3, Division 8 of the *Local Government Act* or Part 1, Division 8 of *Vancouver Charter* have been met in relation to the election **campaign**. Solemn declarations must be taken by either the designated local government officer or a Commissioner for taking affidavits for B.C. (e.g. notaries public, lawyer, government agent).

Form O.2 is the declaration for campaign organizer and elector organization and their financial agents. The declaration must be signed by the campaign organizer chief official or elector organization chief official, the financial agent, and either the designated local government officer or a Commissioner for taking affidavits for B.C. If the campaign organizer acts as their own financial agent, the campaign organizer also signs the financial agent's declaration.

Form O.2 Completion Instructions:

1. *To be completed by the campaign organizer chief official and elector organization chief official.* Fill in the appropriate information and sign in the space indicated. The designated local government officer or a Commissioner for taking affidavits for B.C. must also sign the declaration;
2. *To be completed by the financial agent.* Fill in the appropriate information and sign in the space indicated. The designated local government officer or a Commissioner for taking affidavits for B.C. must also sign the declaration.

Form O.2: Declaration for Campaign Organizer/Elector Organization and Financial Agent SAMPLE

¹DECLARATION OF CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION

I, HARVEY CLARKE [name of official], an authorized representative of FARMERS FOR FERNIE [name of campaign organizer/elector organization] in the CITY OF FERNIE [name of local government] election, solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign in the 2011 [year] general local election for the CITY OF FERNIE [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign in the 2011 [year] general local election for the CITY OF FERNIE [name of local government];

Solemnly affirmed before me at 220 FORT ST (CITY HALL), British Columbia this 5 day of MARCH, 2012.

CORPORATE OFFICER

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

HARVEY CLARKE

Signature of Chief Official

²DECLARATION OF FINANCIAL AGENT

I, CHARLES ROBINSON [name of financial agent], have prepared this disclosure statement and supporting schedules for FARMERS FOR FERNIE [name of campaign organizer/elector organization] and solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign of FARMERS FOR FERNIE [name of campaign organizer/elector organization] in the 2011 [year] general local election for the CITY OF FERNIE [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign of FARMERS FOR FERNIE [name of campaign organizer/elector organization] in the 2011 [year] general local election for the CITY OF FERNIE [name of local government].

Solemnly affirmed before me at 220 FORT ST (CITY HALL), British Columbia this 5 day of MARCH, 2012.

CORPORATE OFFICER

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

CHARLES ROBINSON

Signature of Financial Agent

Form O.3: Campaign Financing Disclosure Summary

Use Form O.3 to summarize election **campaign** finance-related details – including overall totals of **campaign contributions**, **election expenses**, anonymous contributions and surplus funds. Include information about the **campaign account**, as required by the *Local Government Act* or *Vancouver Charter*.

Form O.3 Completion Instructions:

1. Record the name of the local government in which the candidate sought election;
2. Record the name of the campaign organizer or elector organization;
3. Record the full name of candidate endorsed or supported;
4. Record the total amount of campaign contributions (from Schedule A.1 – Summary of Campaign Contributions);
5. Attach Schedule A.2, the list of contributors who made contributions totalling \$100 or more;
6. Record the total of the anonymous contributions remitted to the local government (from Schedule A.2);
7. Record the total amount of expenses total (from Schedule B);
8. Attach Schedule B, the list of elections expenses by expense class;
9. Record the balance (remaining or deficit) in the elector organizer's or campaign organizer's campaign account;
10. Record the name and address of the financial institution at which the campaign account was established.

Form O.3: Campaign Financing Disclosure Summary SAMPLE

CAMPAIGN FINANCING DISCLOSURE STATEMENT FOR THE 2011 GENERAL LOCAL ELECTION

Local Government Act [section 90] or Vancouver Charter [section 62]

¹This campaign financing disclosure statement is to be filed with the designated officer of the CITY OF FERNIE [local government] within **120 days** after general voting day on November 19, 2011. This deadline is **March 19, 2012**.

FARMERS FOR FERNIE

²NAME OF CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION

KENNETH JACOBS, SOPHIE CLARKE

³NAME OF CANDIDATE(S) ENDORSED (Elector Organization only)

SUMMARY OF CAMPAIGN CONTRIBUTIONS

⁴Total amount of campaign contributions
(Total from Schedule A.1) \$ 2,840.00

⁵List of contributors who made contributions totalling \$100 or more
(See Schedule A.2)

⁶Total amount of anonymous campaign contributions remitted to
the local government
(Total Schedule A.2) \$ 320.18

SUMMARY OF ELECTION EXPENSES

⁷Total amount of election expenses
(Total from Schedule B) \$ 2,402.81

⁸List of election expenses by expense class
(See Schedule B)

SURPLUS FUNDS

⁹Balance remaining in elector organization/campaign organizer
campaign account \$ 437.19

See Schedule C for disbursement of surplus funds

NOTE: This is not a balance sheet; contributions are not required to equal expenses.

CAMPAIGN ACCOUNT INFORMATION

¹⁰All monetary contributions were deposited in, and all election expenses paid from an account opened for this purpose at HSBC located at 1600 MARKHAM PLACE,
FERNIE BC . [name of financial institution] [branch address]

Schedule A – Campaign Contributions

Use Schedules A.1 and A.2 to provide detailed information about **campaign contributions**, including the names of contributors, dates of contributions, values of contributions and class of contributors for **candidate, campaign organizer** and **elector organization** campaigns.

Schedules A.1 and A.2 can be used for both monetary and in-kind contributions.

Campaign contributors are categorized into six classes:

1. Individuals;
2. Corporations, including numbered corporations;
3. Unincorporated organizations engaged in business or commercial activity;
4. Trade unions;
5. Non-profit organizations; and
6. Other contributors.

Basic information only is required for class 1 (Individual contributors) who gave \$100 or more. The names, dates, and amounts must be disclosed for individuals who gave \$100 or more.

The names, addresses, dates and amounts must be disclosed – as well as the names of two directors, officers or principal members – for all other classes of contributor (classes 2–6) who gave \$100 or more. For all contributions of less than \$100, only the combined total amount and total number of contributors must be disclosed.

See the *Candidate's Guide to Local Elections in B.C.* and the *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.*, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm for further information.

Schedule A.1 – Summary of Campaign Contributions

Use Schedule A.1 to disclose **campaign contribution**-related information from both known and anonymous sources.

Schedule A.1 Completion Instructions:

1. Record the total value of contributions of \$100 or more from a known single source. Remember that in determining this number, multiple contributions from a single source should be combined.

Do not include contributions of less than \$100. The names (and, for organizations, the addresses) of contributors contributing \$100 or more must be disclosed in the tables found in Schedule A.2; tables 1 and 2 in Schedule A.2 can be used in determining the total for this section. Do not include anonymous contributions. This amount will become value "A";

2. Record the total value of contributions of \$99.99 or less from a known single source. Multiple contributions from a single source must be combined. Do not include anonymous contributions. This amount will become value "B";
3. Record the total number of contributions of \$99.99 or less from a known single source. Do not include anonymous contributions. This is not a monetary value;
4. Record the total value of anonymous contributions, including those remitted to the local government;
5. Record the total value of anonymous contributions remitted to the local government;
6. Record the total value of anonymous contributions minus the amount of anonymous contributions remitted to the local government. This amount will become value "C";
7. Record the total amount of contributions, calculated by adding values A + B + C.

Schedule A.1 – Summary of Campaign Contributions SAMPLE

Contributions from known sources:

¹ Total value of contributions of \$100 or more from a single source (unless nil, also complete schedule A.2)	A	\$ <u>2,700.00</u>
² Total value of contributions of \$99.99 or less from a single source	B	\$ <u>140.00</u>
³ Total number of contributions of \$99.99 or less from a single source		<u>4</u>

Contributions from unknown (anonymous) sources:

⁴ Total contributions from anonymous sources		\$ <u>320.18</u>
⁵ Less anonymous contributions remitted to local government	-	\$ <u>320.18</u>
⁶ Total amount of anonymous contributions of \$50 or less	C	\$ <u>0.00</u>
⁷ Total amount of contributions:	A + B + C	\$ <u>2,840.00</u>

Schedule A.2 – Campaign Contributors

Use Schedule A.2 to disclose details of each contributor (and the contributor class) who contributed over \$100.

Schedule A.2 is different from record-keeping forms R.1 and R.2 in that the record-keeping forms provide separate spaces to record contributions from individuals and organizations. This is to ensure that only the required information is disclosed and to protect the privacy of individual contributors.

Schedule A.2 Completion Instructions:

1. Individuals (class 1) contributing \$100 or more:

1. Record the full name of the contributor;
2. Record the date (dd-mm-yy) of contributions – separate date entries are required for each contribution provided by the same individual on different dates;
3. Record the amount of the contribution;
4. Record the total amount of all contributions from individuals.

2. Organizations (classes 2, 3, 4, 5, 6) contributing \$100 or more:

1. Record full name of the organization contributing;
2. Record the address of the organization contributing;
3. Record the date (dd-mm-yy) of contributions – separate date entries are required for each contribution provided by the same individual on different dates;
4. Record the class of the contributor (1. individual, 2. corporation/business, 3. unincorporated organization, 4. trade union, 5. non-profit organization, 6. other contributor);
5. Record the amount of the contribution;
6. Record the total amount of contributions from classes 2, 3, 4, 5, 6.

3. Anonymous contributions remitted to local government:

1. Record the date (dd-mm-yy) the anonymous contribution was received;
2. Record a description of the anonymous contribution (cash or goods);
3. Record the amount of the anonymous contribution;
4. Record the date the anonymous contribution was remitted to the local government;
5. Record the total amount of all anonymous contributions to the local government.

Schedule A.2 – Campaign Contributors SAMPLE

1. Individuals (class 1) contributing \$100 or more:

¹ NAME	² DATE(S) (DD – MM – YY)	³ AMOUNT
Adam Clement	13 – Sept – 10	\$ 300.00
Aaron Marson	29 – Oct – 11	\$ 200.00
Candidate	02 – Apr – 11	\$ 500.00
Linda Halbert	01 – Oct – 11	\$ 500.00
Harry Trent	30 – Oct – 11	\$ 100.00
⁴Total		\$ 1,600.00

2. Organizations (classes 2, 3, 4, 5, 6) contributing \$100 or more:

¹ NAME	² ADDRESS	³ DATE(S) (DD – MM – YY)	⁴ CLASS	⁵ AMOUNT
Smythe's Building Supplies (Alan MacKay/Diane Smythe)	800 High St.	20 – Aug – 11	2	\$ 1,000.00
Harry Trent Communications (Harry Trent/Lisa Trent)	62 Haliburton Way	05 – Oct – 11	2	\$ 100.00
⁶Total				\$ 1,100.00

Table R.1: Class of Contributors

CONTRIBUTOR CLASSES:		
1. Individual	2. Corporation/Business	3. Unincorporated Organization
4. Trade Union	5. Non-Profit Organization	6. Other Contributor

3. Anonymous contributions remitted to local government:

¹ DATE RECEIVED (DD-MM-YY)	² CONTRIBUTION	³ VALUE	⁴ DATE REMITTED (DD-MM-YY)
08 – Sep – 11	Money	\$ 150.00	30 – Sept – 11
20 – Oct – 11	Money	\$ 50.01	25 – Oct – 11
06 – Nov – 11	Money	\$ 50.17	25 – Nov – 11
06 – Nov – 11	Money	\$ 70.00	25 – Nov – 11
⁵Total		\$ 320.18	

Schedule B – Election Expenses

Schedule B records details of **election expenses**. Election expenses are categorized into seven classes:

1. Election campaign advertising or communications expenses, including: radio, television, newspaper, magazine or electronic advertising for the public; signs, pamphlets, flyers and brochures; other advertising and promotion; and newsletters for members of an elector organization, where applicable;
2. Election campaign office expenses, including: compensation for campaign employees, such as the financial agent; rent, insurance and utilities; courier services and postage; furniture telecommunication equipment and other equipment; and office supplies and other office expenses;
3. Convention and similar meeting expenses;
4. Expenses for other campaign-related functions;
5. Research and polling expenses;
6. Campaign-related transportation; and
7. Other expenses.

See the *Candidate's Guide to Local Elections in B.C.* and the *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.*, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm for further information.

Schedule B Completion Instructions:

1. Record the total election campaign advertising for radio, television, newspaper, periodical or electronic advertising to the public;
2. Record the total election campaign advertising for signs, pamphlets, flyers and brochures;
3. Record any other advertising for the public not included in the above totals;
4. Record election campaign office expenses for compensation paid to persons for campaign work;
5. Record election campaign office expenses for rent, insurance, utilities;
6. Record election campaign office expenses for courier services and postage;
7. Record election campaign office expenses for furniture and equipment;
8. Record any other remaining election campaign office supplies and other office expenses;
9. Record convention and other similar meeting expenses;
10. Record expenses for any other campaign-related functions/meetings;
11. Record research and polling expenses;
12. Record campaign-related transportation expenses;
13. Record a description and the amount of other election expenses (e.g. audio equipment rental, fundraiser ticket printing, food and catering services);
14. Record the total amount of other expenses;
15. Record the total amount of all election expenses.

Schedule B – Election Expenses SAMPLE

A. Election campaign advertising for:

1) ¹ radio, television, newspaper, periodical or electronic advertising to the public	\$ 100.00
2) ² signs, pamphlets, flyers and brochures	\$ 250.00
3) ³ advertising and promotion for the public not included in A-1 or A-2 above	\$ 00.00

B. Election campaign office expenses for:

1) ⁴ compensation paid to persons for campaign work, other than for services described in section 89(2) of the <i>Local Government Act</i> or Section 62 of the <i>Vancouver Charter</i>	\$ 100.00
2) ⁵ rent, insurance, utilities	\$ 1,500.00
3) ⁶ courier services and postage	\$ 100.00
4) ⁷ furniture and equipment	\$ 52.81
5) ⁸ office supplies and other office expenses not covered by B-1 to B-4 above	\$ 120.00

⁹C. Convention and other similar meeting expenses: \$ 00.00

¹⁰D. Expenses for campaign-related functions not described in C: \$ 00.00

¹¹E. Research and polling expenses: \$ 00.00

¹²F. Campaign-related transportation: \$ 20.00

¹³G. Other (provide description):

Fundraiser ticket printing	\$ 40.00
Fundraiser decorations	\$ 35.00
Fundraiser audio equipment rental	\$ 78.00
Fundraiser food and catering services	\$ 600.00
Fundraiser tableware	\$ 75.00
Fundraiser venue	\$ 125.00
¹⁴ Total amount of other expenses	\$ 160.00

¹⁵Total Amount of Election Expenses: \$ 2,402.81

Schedule C – Surplus Funds Disbursement

A **campaign** may have surplus funds if more contributions were received than were paid out for expenses. The **financial agent** must first pay all outstanding election expenses (e.g. purchases made on credit) and other reasonable expenses incidental to the campaign before determining the final amount of the surplus. Incidental expenses may include thank-you advertisements or events for volunteers and supporters, or reimbursement of the **candidate** for any contributions made from their personal funds.

Candidates are subject to specific rules regarding the disbursement of surplus funds. The candidate may direct their financial agent to disburse any remaining balance of less than \$500 in the **campaign account** according to the candidate's wishes. For example, a contribution could be made to a charity of the candidate's choice.

Any remaining balance of \$500 or more *must* be remitted to the local government in which the **election campaign** was conducted. These funds are held in trust for the candidate if they choose to run in a by-election or the next general local election. The money, with interest, is paid to the candidate's financial agent when they are declared a candidate at the end of the nomination period in the next election. If the candidate chooses not to run again, the funds become general revenue of the local government.

Campaign organizers and **elector organizations** may use their discretion in disbursing surplus funds – surplus funds may be used to pay for a thank-you party for supporters, or be donated to a charity.

Campaign organizers and elector organizations that operate after the election may use surplus funds as a contribution to the organization's general funds. The **financial agent** must record and disclose details of how surplus funds were dealt with in the campaign organizer or elector organization financial disclosure statement.

Schedule C (Candidate) Completion Instructions:

1. Record the balance remaining in the candidate's campaign account;
2. Record the amount reimbursed to the candidate (if applicable);
3. Record the remaining surplus funds after reimbursement;
4. Record the details of how remaining surplus funds were disbursed, including any amount transferred to the local government.

Schedule C (Campaign Organizer and Elector Organization) Completion Instructions:

1. Record the balance remaining the campaign organizer or elector organization's campaign account;
2. Record the details of how remaining surplus funds were disbursed, including any amount contributed to the organization's general revenue.

Any remaining balance of \$500 or more must be remitted to the local government in which the election campaign was conducted.

Schedule C – Surplus Funds Disbursement (Candidate) SAMPLE

A.	¹ Balance remaining in account	\$ 437.19
B.	² Amount reimbursed to candidate from campaign account for the candidate's contribution to their campaign	\$ 300.00
C.	³ Amount of remaining surplus funds (after any reimbursement under B)	\$ 137.19
D.	⁴ Details of the disbursement of remaining surplus funds under C: \$137.19 donated to the G. Vanderveen Benevolent Society (Feb 14/2012)	

Schedule C – Surplus Funds Disbursement (Campaign Organizer/Elector Organization) SAMPLE

A.	¹ Balance remaining in account	\$ 437.19
B.	² Details of the disbursement of remaining surplus funds \$200.00 contributed to general revenue (April 30/2012) \$237.19 donated to ABC Charity (April 30/2012)	

Glossary

campaign

An election campaign organized and conducted to benefit a candidate, may be initiated for one or several of the following purposes to:

- promote or oppose the election of a candidate;
- approve or disapprove of a course of action advocated by a candidate;
- promote or oppose an elector organization or its program; or
- approve or disapprove of a course of action advocated by an elector organization.

A campaign may consist of any or all of the following activities to persuade voters: advertising; distribution or mailing of printed leaflets or letters; speeches; interviews with news media; and, door-to-door visits with potential voters.

campaign account

An account opened exclusively for the purposes of the election campaign – the account must be in the name of the candidate, campaign organizer or elector organization. The campaign account must be distinct from any personal or business accounts.

campaign contribution

The value of any money, property or services provided to a candidate, campaign organizer or elector organization for use in their election campaign. A campaign contribution may be provided by donation, advance, deposit or discount. Any money provided by a candidate in relation to their own campaign is considered a campaign contribution. This is also true for a campaign organizer who is an individual; the amount of any money provided by the individual for the election campaign is considered a campaign contribution.

Campaign contributions in the form of donated property or services are “contributions in-kind”, and must be assigned a fair market value, and recorded and disclosed in the same manner as monetary contributions.

Campaign contributors are categorized into six classes:

- Individuals, defined as individual donors representing only themselves or their families;
- Corporations, including numbered corporations, defined as incorporated organizations engaged in business or commercial activities whose contributions may represent chief officials, owners or directors;
- Unincorporated organizations engaged in business or commercial activity, defined as unincorporated businesses whose contributions may represent chief officials, owners or directors;
- Trade unions, defined as organized labour groups whose contributions represent directors;
- Non-profit organizations, defined as incorporated or unincorporated groups or societies whose purpose is to advocate an issue or opinion rather than to collect a profit, whose contributions may represent the organization’s beliefs or those of directors; and
- Other contributors, defined as individuals and organizations that do not fall into another category.

section 84 of the
Local Government Act

section 56 of the
Vancouver Charter

sections 85.1 of the
Local Government Act

sections 57.1 of the
Vancouver Charter

section 83 of the
Local Government Act

section 55 of the
Vancouver Charter

section 83-93 of the
Local Government Act

section 55-65 of the
Vancouver Charter

Section 88 of the
Local Government Act

Section 55 of the
Vancouver Charter

sections 83 of the
Local Government Act

sections 55 of the
Vancouver Charter

section 33 of the
Local Government Act

section 14-16 of the
Vancouver Charter

campaign financing disclosure statement

The document that outlines the total amount of all campaign contributions received, the sources of campaign contributions of \$100 or more, the amount and purpose of the election expenses and the use of surplus contributions, in relation to an election campaign.

The campaign financing disclosure statement must be filed within 120 days following general voting day. Every candidate and elector organization is required to file a campaign financing disclosure statement. Campaign organizers are required to file a campaign financing disclosure statement when election expenses exceed \$500, or they receive campaign contributions greater than \$500.

campaign financing records

The records used to complete a campaign financing disclosure statement. Campaign financing records must include specific information about each campaign contribution made to the candidate, campaign organizer or elector organization, and information about the election expenses reported in the campaign financing disclosure statement.

campaign organizer

An individual or organization (other than an elector organization) that organizes and directs a series of coordinated activities that promote or oppose a candidate, elector organization, or point of view during a local government election, and which supplements the election campaign of one or more particular candidates or elector organizations.

An individual is not a campaign organizer unless they accept or intend to accept campaign contributions from others to finance political activities.

Campaign financing rules apply to campaign organizer campaigns and all campaign organizers must appoint a financial agent who is responsible for ensuring compliance with the campaign financing rules in the *Local Government Act* or *Vancouver Charter*.

candidate

An individual who has filed nomination papers before the close of the nomination period and has been declared a candidate by the Chief Election Officer at the end of that period. For the purposes of the campaign financing rules, a candidate includes a person who accepts campaign contributions or incurs election expenses with the intention of becoming a declared candidate in an election, or seeking the endorsement of an elector organization for an election.

disclosure statement

see "campaign financing disclosure statement".

election expense

The value of property and services used in an election campaign by or on behalf of a candidate, campaign organizer or elector organization during the calendar year in which the general election is held. In a by-election, an election expense is the value of property and services used in an election campaign after the date of the vacancy for which the election is being held.

Under the *Local Government Elections Regulation* (B.C. Reg. 380/93), election expenses are classified as follows:

- (a) election campaign advertising or communication expenses for
 - (i) radio, television, newspaper, magazine or electronic advertising for the public,
 - (ii) signs, pamphlets, flyers and brochures,
 - (iii) advertising and promotion for the public not described in subparagraph (i) or (ii), and
 - (iv) newsletters for members of the elector organization,
- (b) election campaign office expenses for
 - (i) compensation paid to persons for work done relating to the election campaign other than for services described in section 89 (2) of the *Local Government Act* or section 61 (2) of the *Vancouver Charter*,
 - (ii) rent, insurance and utilities,
 - (iii) courier services and postage,
 - (iv) furniture, telecommunication equipment and other equipment, and
 - (v) office supplies and other office expenses not covered by subparagraphs (i) to (iv),
- (c) convention and similar meeting expenses,
- (d) expenses for campaign related functions not described by paragraph (c),
- (e) research and polling expenses,
- (f) campaign-related transportation, and
- (g) other.

elector organization

An organization that endorses or intends to endorse a candidate in an election. Endorsing means having the elector organization's name appear on the ballot beside the candidate's name. An elector organization may endorse more than one candidate – a candidate may only be endorsed by one elector organization.

There are eligibility and process requirements that must be followed in order for endorsement to apply. For example, the organization must have a membership of 50 or more eligible electors for 60 or more days before the endorsement of a candidate.

Campaign finance rules apply to elector organization campaigns. All elector organizations must appoint a financial agent who is responsible for ensuring compliance with the campaign financing rules in the *Local Government Act* or *Vancouver Charter*.

financial agent

A person appointed by a candidate, campaign organization or elector organization who is legally responsible for ensuring that the financial aspects of an election campaign comply with the *Local Government Act* and/or *Vancouver Charter*. If a candidate does not appoint a financial agent, the candidate is deemed to be their own financial agent.

There are many duties and requirements for financial agents, including establishing a bank account for the campaign, ensuring that all contributions of money are placed in the campaign account. See the *Campaign Organizer and Elector Organization Guide to Local Elections in B.C.*, available online at: www.cscd.gov.bc.ca/lgd/elections_home.htm for more information about the role and responsibilities of a financial agent.

section 83 of the
Local Government Act

sections 55 of the
Vancouver Charter

section 79 of the
Local Government Act

section 51 of the
Vancouver Charter

late filing period

There is a 30-day grace period for candidates, campaign organizers and elector organizations that have not filed a disclosure statement within 120 days after general voting day. Campaign financing disclosure statements filed during this period (March 20, 2012 - April 18, 2012) will only be accepted if accompanied by a \$500 late filing fee.

solemn declaration

A written oath or solemn affirmation of a signed statement witnessed by the designated local government officer, the Chief Election Officer, or Commissioner for taking affidavits for B.C. (e.g. lawyer or notary public). Solemn declarations attest to:

- a candidate's qualification to be nominated for office;
- the endorsement of a candidate by an elector organization; or
- the accuracy and completeness of a campaign financing disclosure statement and/or supplementary report.

supplementary report

A report that is required to be filed in relation to an election campaign, if any of the information required to be filed by a candidate, campaign organizer or elector organization in a campaign financing disclosure statement changed or if there is additional information after filing the original campaign financing disclosure statement.

Standard Record-Keeping and Campaign Financing Disclosure Forms

Record-Keeping Forms

R.1: Record of Monetary Contributions

Table R.1: Class of Contributors

R.2: Record of In-Kind (Discounted and Donated) Contributions

Table R.1: Class of Contributors

R.3: Record of Election Expenses

Table R.2: Election Expense Classes

R.4: Record of Anonymous Contributions Remitted to Local Government

Campaign Financing Summary Forms

Candidates:

C.1: Cover Sheet and Checklist

C.2: Declaration for Candidate and Financial Agent

C.3: Campaign Financing Disclosure Summary

Campaign Organizers/Elector Organizations:

O.1: Cover Sheet and Checklist

O.2: Declaration for Campaign Organizer/Elector Organization and Financial Agent

O.3: Campaign Financing Disclosure Summary

Schedules

A.1 – Summary of Campaign Contributions

A.2 – Campaign Contributors

B – Election Expenses

C – Surplus Funds Disbursement (Candidates)

C – Surplus Funds Disbursement (Campaign Organizer and Elector Organization)

Form C.1: Cover Sheet and Check List

Election Campaign Financing Report			
CANDIDATE			
PLEASE PRINT IN BLOCK LETTERS			
CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)	
NAME OF OFFICE FOR WHICH CANDIDATE SOUGHT ELECTION			
NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
GENERAL VOTING DAY			
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)	
FINANCIAL AGENT'S MAILING ADDRESS			CITY/TOWN
POSTAL CODE	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

This campaign financing report includes the following completed forms and schedules:

- C.1: Cover Sheet and Check List
- C.2: Declaration for Candidate and Financial Agent
- C.3: Campaign Financing Disclosure Summary

Schedules

- A.1: Summary of Campaign Contributions
- A.2: Campaign Contributors
- B: Election Expenses
- C: Surplus Funds Disbursement
- \$500 late filing fee (if filed between March 20, 2012, and April 18, 2012)

NOTE: Do not include record-keeping forms in the financial disclosure pages submitted to the designated local government officer. Record-keeping forms are for candidate, campaign organizer, elector organization and financial agent use only. **Do not disclose additional information on disclosure forms** (e.g. personal information not required by legislation) – even if it has been captured through the record-keeping process.

Form C.2: Declaration for Candidate and Financial Agent

DECLARATION OF CANDIDATE

I, _____ [name of candidate], a candidate in the _____ [name of local government] election, solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to my election campaign for the office of _____ [name of office] in the _____ [year] general local election for the _____ [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to my election campaign for the office of _____ [name of office] in the _____ [year] general local election for the _____ [name of local government];

Solemnly affirmed before me at _____, British Columbia this ___ day of _____, _____.

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

Signature of Candidate

DECLARATION OF FINANCIAL AGENT

I, _____ [name of financial agent], have prepared this campaign financing disclosure statement and supporting schedules for _____ [name of candidate] and solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign of _____ [name of candidate] for _____ [name of office] in the _____ [year] general local election for the _____ [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign of _____ [name of candidate] for _____ [name of office] in the _____ [year] general local election for the _____ [name of local government].

Solemnly affirmed before me at _____, British Columbia this ___ day of _____, _____.

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

Signature of Financial Agent

Form C.3: Campaign Financing Disclosure Summary

CAMPAIGN FINANCING DISCLOSURE STATEMENT FOR THE 2011 GENERAL LOCAL ELECTION

Local Government Act [section 90] or *Vancouver Charter* [section 62]

This campaign financing disclosure statement is to be filed with the designated officer of the _____ [local government] within **120 days** after general voting day on November 19, 2011. This deadline is **March 19, 2012**.

NAME OF CANDIDATE

NAME OF OFFICE for which the candidate sought election

NAME OF ENDORSING ELECTOR ORGANIZATION (if applicable)

SUMMARY OF CAMPAIGN CONTRIBUTIONS

Total amount of campaign contributions
(Total from Schedule A.1) \$ _____

List of contributors who made contributions totalling \$100 or more
(See Schedule A.2)

Total amount of anonymous campaign contributions remitted to
the local government
(Total Schedule A.2) \$ _____

SUMMARY OF ELECTION EXPENSES

Total amount of election expenses
(Total from Schedule B) \$ _____

List of election expenses by expense class
(See Schedule B)

SURPLUS FUNDS

Transfer from local government (surplus funds from previous election) \$ _____

Balance remaining in candidate's campaign account
(See Schedule C for disbursement of surplus funds) \$ _____

CAMPAIGN ACCOUNT INFORMATION

All monetary contributions were deposited in, and all election expenses paid from
an account opened for this purpose at _____ located at _____.
[name of financial institution] [branch address]

Form O.1: Cover Sheet and Check List

Election Campaign Financing Report			
CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION			
PLEASE PRINT IN BLOCK LETTERS			
NAME OF CAMPAIGN ORGANIZER / ELECTOR ORGANIZATION			
NAME OF CANDIDATE(S) ENDORSED (FOR ELECTOR ORGANIZATIONS ONLY)			
GENERAL VOTING DAY			
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)	
FINANCIAL AGENT'S MAILING ADDRESS			CITY/TOWN
POSTAL CODE	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

This campaign financing report includes the following completed forms and schedules:

- O.1: Cover Sheet and Check List
- O.2: Declaration for Campaign Organizer/Elector Organization and Financial Agent
- O.3: Campaign Financing Disclosure Summary

Schedules

- A.1: Summary of Campaign Contributions
- A.2: Campaign Contributors
- B: Election Expenses
- C: Surplus Funds Disbursement
- \$500 late filing fee (if filed between March 20, 2012, and April 18, 2012)

NOTE: Do not include record-keeping forms in the financial disclosure pages submitted to the designated local government officer. Record-keeping forms are for candidate, campaign organizer, elector organization and financial agent use only. **Do not disclose additional information on disclosure forms** (e.g. personal information not required by legislation) – even if it has been captured through the record-keeping process.

Form O.2: Declaration for Campaign Organizer/Elector Organization and Financial Agent

DECLARATION OF CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION

I, _____ [name of official], an authorized representative of _____ [name of campaign organizer/elector organization] in the _____ [name of local government] election, solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign in the _____ [year] general local election for the _____ [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign in the _____ [year] general local election for the _____ [name of local government];

Solemnly affirmed before me at _____, British Columbia this _____ of _____, _____.

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

Signature of Chief Official

DECLARATION OF FINANCIAL AGENT

I, _____ [name of financial agent], have prepared this disclosure statement and supporting schedules for _____ [name of campaign organizer/elector organization] and solemnly affirm that to the best of my knowledge, information and belief:

- (a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* (or section 62 of the *Vancouver Charter*) in relation to the election campaign of _____ [name of campaign organizer/elector organization] in the _____ [year] general local election for the _____ [name of local government]; and
- (b) the requirements of Part 3, Division 8 of the *Local Government Act* (or Part 1, Division 8 of the *Vancouver Charter*) have been met in relation to the election campaign of _____ [name of campaign organizer/elector organization] in the _____ [year] general local election for the _____ [name of local government].

Solemnly affirmed before me at _____, British Columbia this _____ of _____, _____.

Signature of designated local government officer or Commissioner for taking affidavits for B.C.

Signature of Financial Agent

Form O.3: Campaign Financing Disclosure Summary

CAMPAIGN FINANCING DISCLOSURE STATEMENT FOR THE 2011 GENERAL LOCAL ELECTION

Local Government Act [section 90] or Vancouver Charter [section 62]

This campaign financing disclosure statement is to be filed with the designated officer of the _____ [local government] within **120 days** after general voting day on November 19, 2011. This deadline is **March 19, 2012**.

NAME OF CAMPAIGN ORGANIZER/ELECTOR ORGANIZATION

NAME OF CANDIDATE(S) ENDORSED (Elector Organization only)

SUMMARY OF CAMPAIGN CONTRIBUTIONS

Total amount of campaign contributions
(Total from Schedule A.1) \$ _____

List of contributors who made contributions totalling \$100 or more
(See Schedule A.2)

Total amount of anonymous campaign contributions remitted to
the local government
(Total Schedule A.2) \$ _____

SUMMARY OF ELECTION EXPENSES

Total amount of election expenses
(Total from Schedule B) \$ _____

List of election expenses by expense class
(See Schedule B) \$ _____

SURPLUS FUNDS

Balance remaining in elector organization/campaign organizer
campaign account \$ _____

See Schedule C for disbursement of surplus funds

CAMPAIGN ACCOUNT INFORMATION

All monetary contributions were deposited in, and all election expenses paid from
an account opened for this purpose at _____ located at _____.
[name of financial institution] [branch address]

Schedule A.1 – Summary of Campaign Contributions

Contributions from known sources:

Total value of contributions of \$100 or more from a single source (unless nil, also complete schedule A.2) **A** \$ _____

Total value of contributions of \$99.99 or less from a single source **B** \$ _____

Total number of contributions of \$99.99 or less from a single source _____

Contributions from unknown (anonymous) sources:

Total contributions from anonymous sources \$ _____

Less anonymous contributions remitted to local government - \$ _____

Total amount of anonymous contributions of \$50 or less **C** \$ _____

Total amount of contributions: **A + B + C** \$ _____

Schedule A.2 – Campaign Contributors

1. Individuals (class 1) contributing \$100 or more:

NAME	DATE(S) (DD – MM – YY)	AMOUNT
Total		

2. Organizations (classes 2, 3, 4, 5, 6) contributing \$100 or more:

NAME	ADDRESS	DATE(S) (DD – MM – YY)	CLASS	AMOUNT
Total				

Table R1: Class of Contributors:

CONTRIBUTOR CLASSES:		
1. Individual	2. Corporation/Business	3. Unincorporated Organization
4. Trade Union	5. Non-Profit Organization	6. Other Contributor

3. Anonymous contributions remitted to local government:

DATE RECEIVED (DD-MM-YY)	CONTRIBUTION	VALUE	DATE REMITTED (DD-MM-YY)
Total			

Schedule B – Election Expenses

A. Election campaign advertising for:

- | | |
|---|----------|
| 1) radio, television, newspaper, periodical or electronic advertising to the public | \$ _____ |
| 2) signs, pamphlets, flyers and brochures | \$ _____ |
| 3) advertising and promotion for the public not included in A-1 or A-2 above | \$ _____ |

B. Election campaign office expenses for:

- | | |
|---|----------|
| 1) compensation paid to persons for campaign work, other than for services described in section 89(2) of the <i>Local Government Act</i> (or section 62 of the <i>Vancouver Charter</i>) | \$ _____ |
| 2) rent, insurance, utilities | \$ _____ |
| 3) courier services and postage | \$ _____ |
| 4) furniture and equipment | \$ _____ |
| 5) office supplies and other office expenses not covered by B-1 to B-4 above | \$ _____ |

C. Convention and other similar meeting expenses: \$ _____

D. Expenses for campaign-related functions not described in C: \$ _____

E. Research and polling expenses: \$ _____

F. Campaign-related transportation: \$ _____

G. Other (provide description):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total amount of other expenses \$ _____

Total Amount of Election Expenses: \$ _____

Schedule C – Surplus Funds Disbursement (Candidate)

- A. Balance remaining in account \$ _____
- B. Amount reimbursed to candidate from campaign account for the candidate’s contribution to their campaign \$ _____
- C. Amount of remaining surplus funds (after any reimbursement under B) \$ _____
- D. Details of the disbursement of remaining surplus funds under C: \$ _____

**Schedule C – Surplus Funds Disbursement (Campaign Organizer/
Elector Organization)**

- A. Balance remaining in account \$ _____
- B. Details of the disbursement of remaining surplus funds _____

