

2025 By-Election

Village of Lions Bay Nominations for Office of Councillor (1)

Completed nomination packages will be received in the Lions Bay Village Office between **Tuesday, May 6, 9:00 am**, and **Friday, May 16, 4:00 pm (the close of nominations)**.

Nomination packages must include a minimum of two qualified nominators.

Prospective candidates must contact the Deputy Chief Election Officers for an appointment prior to **Friday, May 16, 2025, 4:00 pm**, to review completion of nomination packages for submission.

It is the candidate's responsibility to ensure that:

- the 2 nominators are qualified to make the nomination;
- the nomination package is completed correctly;
- the solemn declaration has been witnessed by the Chief Election Officer, the Deputy Chief Election Officer or a Commissioner for Taking Affidavits for British Columbia;
- the nomination package is submitted before the close of nomination; and
- the originals for the nomination package are submitted to the Chief Election Officer or Deputy Chief Election Officer by **Friday, May 23, 2025 4:00 pm**, if the nomination package was submitted by fax or by email.

Additional information is provided in the pages which follow.

CEO: Lisa Zwarn, lzwarn@lionsbay.ca

DCEO: Kristal Kenna, kkenna@lionsbay.ca

DCEO: Ross Blackwell, cao@lionsbay.ca

Term of Office

This position will complete the remainder of current term of office which ends in October, 2026.

General Local Election

The Municipal By-Election will be held Saturday, June 21, 2025. This Candidate Nomination Information Package provides information for those considering running for the office of Councillor in the 2025 By-Election. Please read through the documents carefully before completing them.

We recommend that Candidates book a brief ten-minute appointment with either the Chief Election Officer or the Deputy Chief Election Officer(s) (see contact information at the end of this document) to review their nomination documents when they are ready to file.

The following is a brief summary of important Candidate nomination information.

Candidate Nomination Documents

Nomination documents are now standardized throughout the Province. This information package includes PDF documents. Candidates will need to print these documents and have Nominators sign accordingly before filing the original documents.

The following Candidate nomination documents must be filed:

- Form C2 – Nomination Document, pages 1 and 3 (C-2 page 2 is not necessary, as only two Nominators are required);
- Form C3 – Other information provided by Candidate; (this will be shared with Elections BC which the agency responsible for dealing with election financing.)
- Statement of Disclosure: Financial Disclosure Act (required under the [Financial Disclosure Act](#)); and
- Candidate Information Release Authorization. (You do not need to complete the details about Previous Elected Experience.)

The following Candidate nomination documents may be filed, if applicable:

- Form C4 – Appointment of Candidate Financial Agent (if Candidate is not acting as their own Financial Agent);
- Form C5 – Appointment of Candidate Official Agent (if applicable); and
- Form C6 – Appointment of Candidate Scrutineer (if applicable)
- Form 7-7 – Acknowledgement of Receipt of the List of Electors (if the candidate wish to

have a copy of the List of Electors. Located at the end of this document.)

- Form 8-5 – Election Sign Acknowledgement (if the candidate intends to use signage. Located at the end of this document.)

Nomination Period

The nomination period begins at 9:00 a.m. on Tuesday, May 6, 2025, and ends at 4:00 p.m. on Friday, May 16, 2025.

Nomination packages may be submitted to the Chief Election Officer, or Deputy Chief Election Officer(s), between 9:00 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays and weekends, at the Village Hall, 400 Centre Road, Lions Bay, BC.

Nomination packages may be submitted in person, by fax (604-921-6643) or by email (election@lionsbay.ca).

If the nomination package is submitted by fax or by email, please note the following:

- Page 3 of Form C-2, which is a solemn must be witnessed by a commissioner for taking affidavits for British Columbia (if submitting in person, the Chief Election Officer or the Deputy Chief Election Officer will serve as the witness for the solemn declaration); and
- The originals must be filed with the Chief Election Officer or the Deputy Chief Election Officer by 4:00 p.m. on Friday, May 23, 2025.

Nominations cannot be accepted outside the nomination period.

Nominators

Candidates must be nominated by two people, who are qualified to vote in the Village of Lions Bay. Please confirm with the Election Office (see contact information at the end of this document) to ensure Nominators are listed on the List of Registered Electors. It is the candidate's responsibility to ensure that the Nominators are qualified to vote.

Availability of Nomination Documents

Pursuant to Section 4 of *Election and Assent Voting Bylaw No. 620, 2022* from the time of delivery of any nomination documents to the Chief Election Officer, until 30 days after the declaration of the election results, nomination documents will be posted on the City's website www.lionsbay.ca/election. Places of residence, email addresses, and other personal information on the nomination documents will be redacted, unless consented to be released by the Candidate when completing the Candidate Information Release Authorization.

Declaration of Candidates

Immediately after the nomination period ends, at **4:00 p.m., Friday, May 16, 2025**, the Chief Election Officer will declare, as Candidates for an elected office, all persons who are nominated. Candidates and the public may attend the declaration, which will be held in the Village Hall.

The deadline for withdrawal as a Candidate is Friday, May 23, 2025 at 4:00 p.m.

Challenge of Nominations

A nomination may only be challenged by:

- person who is an elector of the Village of Lions Bay, another nominee, or the Chief Election Officer; and
- an application to the Provincial Court in accordance with Section 91 of the [Local Government Act](#).

Challenges to nominations may be made between the time of the delivery of nomination documents and 4:00 p.m. on Tuesday, May 20, 2025.

Additional Candidate Information

Election information is available at the [Ministry of Housing and Municipal Affairs website \(https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections\)](https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections) .

However, for ease of reference, documents from the website listed at the end of this information package (see the “Candidate’s Guides – Province of BC” section at the end of this document).

Appointment of Candidate Representative(s)

In accordance with Section 102 of the *Local Government Act*, Candidates are entitled to appoint a Financial Agent or an Official Agent to represent the Candidate from the time of appointment until the final determination of the election. Candidates may also appoint Scrutineers (also known as Candidate Representatives) to represent them by observing the conduct of voting and counting proceedings for the election. Appointments can be made from the time the Candidate submits their nomination documents until the close of voting on General Voting Day.

- **Financial Agent:** A Candidate may appoint a Financial Agent to ensure that the financial aspects of their campaign comply with the requirements of the *Local Government Act* and the [Local Elections Campaign Financing Act](#) (use Form C4, under the “Nominations Document” section of this package).
- **Official Agent:** A Candidate may appoint an Official Agent to represent them for the election (use Form C5, under the “Nominations Document” section of this package). Please note that a Candidate has the option of authorizing their Official Agent to appoint Scrutineers on their behalf.
- **Scrutineers:** A Candidate or their Official Agent may appoint Scrutineers who will observe the conduct of voting for the election (use Form C6, under the “Nominations Document” section of this package – print as many copies as required). They are also known as Candidate Representatives. A maximum of one Scrutineer, per Candidate, per voting place is permitted at any one (1) time.
- **Note:** An Official Agent and a Financial Agent can be the same person. A Candidate is deemed to be their own Financial Agent if they do not appoint a Financial Agent; there is no need for a Candidate to formally appoint themselves as their own Financial Agent.

Disclosure of Campaign Financing and Election Advertising

The *Local Elections Campaign Financing Act* regulates Candidate and Elector Organization campaign financing and election advertising. The oversight of all matters related to campaign financing and election advertising is the responsibility of Elections BC. They will be in contact with the Candidate’s Financial Agent regarding these requirements.

Legislation requires extensive disclosure of Candidate and Elector Organization campaign contributions and expenses. Elections BC, who will be administering this requirement, will contact Candidates regarding the requirements of reporting the Candidate’s campaign financing and may provide a full copy of the Act; otherwise, it is available online.

Note: there is a statutory requirement to file the election campaign financial disclosure statement following the election by **Friday, September 19, 2025**. If a Candidate is in doubt about these requirements, they should contact Elections BC.

Please direct all inquiries related to campaign financing and election advertising to Elections BC. Their contact information can be found here: elections.bc.ca/contact

Unlawful Election Activities

Division 18 of the *Local Government Act* (see the “*Local Government Act*” section at the end of this document) deals with “Election Offences”.

The [Candidate's Guide to Local Elections in BC 2018](#) and the [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#) summarize election offences under the *Local Government Act* and *Local Elections Campaign Financing Act*. Please review this information.

Village Election Office

For further information regarding the 2025 By-Election, or to book an appointment with the Chief or Deputy Chief Election Officer(s), please contact the following:

Lisa Zwarn
Chief Election Officer

Phone: 604-921-9333
Email: election@lionsbay.ca

Kristal Kenna or Ross Blackwell
Deputy Chief Election Officers

Fax: 604-921-6643
Web: www.lionsbay.ca/election

Additional Information

CANDIDATE'S GUIDES – PROVINCE OF BC

- [Candidate's Guide to Local Elections in B.C.](#)
- [General Local Elections 101](#)
- [Thinking of Running for Local Office?](#)
- [What Every Candidate Needs to Know](#)
- [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#)
- [Guide for Local Elections Third Party Sponsors in B.C.](#)

PROVINCIAL LEGISLATION

- [Local Government Act](#)
 - Division 5 – Qualifications for Office
 - Division 6 – Nomination of Candidates
 - Division 7 – Candidate for Endorsement by Elector Organizations
 - Division 8 – Declaration of Candidates
 - Division 9 – Candidates and Representatives
 - Division 18 – Election Offences

CANDIDATE ACKNOWLEDGEMENT OF RECEIPT OF LIST OF ELECTORS

The list of electors contains personal information as defined in the *Freedom of Information and Protection of Privacy Act* and this information is confidential. The *Local Government Act* provides for significant penalties for the misuse of the list of elector information. Candidates (or a person accepting the list of electors on behalf of a candidate) are responsible for protecting the confidentiality of the list of electors and for ensuring that all people in their organization, on a paid or unpaid basis, (the “Campaign Workers”) who have access to the list of electors, do likewise.

The list of electors must be stored in a secure manner, so that only authorized Campaign Workers have access to the information. All persons who have access to the list of electors’ information are individually responsible for protecting the confidentiality of that information.

I, the undersigned, acknowledge that:

- I have received a copy of the list of electors;
- The information contained in the list of electors is confidential, is subject to the restrictions of the *Local Government Act*, and is supplied exclusively and solely for election purposes;
- I have an overall responsibility to maintain the security and the confidential nature of the contents of this list;
- I understand and accept that the information may **not be used, copied, or distributed**, in whole or in part, by or for any person, in any form whatsoever, except for election purposes;
- I ensure that Campaign Workers will be made aware of the permitted uses for the list of electors and of the confidential nature of this list;
- I will notify the Chief Election Officer as soon as possible after becoming aware if any Campaign Worker has used the list of electors other than for the permitted uses;
- If I provide any Campaign Worker with access to, or a copy of personal information, I will track and retain the following information in a personal information register:

- Date of provision, access or distribution;
- The number of duplicates of the list of electors;

- To whom the personal information was provided;
- How the personal information was provided (e.g., access to database, provision of electronic copy of records, provision of a paper copy of record, etc.)
- Confirmation that the individual or entity agrees to be bound by the same; and
- Confirmation of date that the personal information was returned to me;
- In the case of loss or theft or, or unauthorized access, to personal information, I will carry out the following procedures:
 - Contain the breach and identify the source of the breach;
 - Report the loss, theft, or unauthorized access to the Chief Election Officer;
 - Carry out any additional instructions provided by the Chief Election Officer;
 - Retrieve, if possible, all the personal information that was lost,
 - Document the circumstances that led to the incident; and
 - Review processes and procedures to prevent future incidents
- I will ensure that any Campaign Worker with access to, or a copy of personal information has returned the personal information to me after general voting day.
- I will return **all** copies, paper or electronic, of the list of electors to the Chief Election Officer no later than **Friday, June 27, 2025**.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Lions Bay, BC

this _____ day of _____, 2025.

Chief Election Officer or
Deputy Chief Election Officer

Form of List provided Paper Electronic

Date provided: _____ CEO/DCEO Initials _____

Items Returned Paper Electronic

Date returned: _____ CEO/DCEO Initials _____

**2025 BY-ELECTION
ELECTION SIGN RESTRICTIONS**

Candidates, their representatives, or their elector organization may place election signage in the Village of Lions Bay in accordance with Election and Assent Voting Bylaw No. 620, 2022.

I, the undersigned, acknowledge the following:

1) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

“Election signage” includes any and all promotional materials advertising a candidate or a political party in a federal, provincial, or local government election or position on an issue in an assent vote.

2) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

- You are not permitted to place election signage prior to May 22, 2025 (not earlier than 30 days before General Voting Day)
- You must remove election signage by June 24, 2025.
- The signage must adhere to the following:
 - Is not unsightly, dilapidated, or structurally unsafe;
 - Is not illuminated and does not flash;
 - as part of a structure, does not stand higher than 2.5 metres above the ground supporting the structure;
 - is not, on any single side, more than 3.0 square metres in area.
- The signage must adhere to the following restrictions regarding location and placement;
 - Does not obstruct or otherwise interfere with sight lines or movement of vehicles, pedestrians, cyclists or any other highway traffic, or obstruct the visibility of regulatory signs or other traffic control devices;



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- Is not attached to a utility pole or apparatus or a streetlight pole;
 - is not posted on or attached to the Village Hall or other Village structure or located on the lot thereof;
 - is not located or displayed within 100 metres of a building, structure or other place where voting proceedings are being conducted, on the day of such proceedings;
 - is not permitted to be attached or affixed to parked vehicles or trailers
- Election signage may be removed for cause if considered by the CEO as not meeting the requirements of this acknowledgment or Election and Assent Voting Bylaw, No. 620, 2022.

By signing, I confirm that I am the Candidate or Official Agent as noted, and that I agree to and will abide by the requirements listed above and that I will ensure that the campaign for the Candidate will abide by the same.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Lions Bay, BC
this _____ day of _____, 2025.

Chief Election Officer or
Deputy Chief Election Officer





Nomination Package

Councillor

CANDIDATE NOMINATION PACKAGE

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

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

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

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

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

COMPLETION INSTRUCTIONS:

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

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

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

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

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

C1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

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

SECTION B

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

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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)		ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)	
We, the following electors of the above-named jurisdiction, hereby nominate:			
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
As a Candidate for the office of:			
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)		JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	

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

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

A Nominator MUST be Qualified Under the *Local Government Act* 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 nominators (e.g., 10) are required. For local governments that require 25 nominators attach an additional sheet(s) as necessary.

I consent to the above nomination for office:

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

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) 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

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

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

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

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

POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)

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

NOMINEE'S SIGNATURE

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

I have appointed as my Financial Agent

_____ NOMINEE'S SIGNATURE	_____ FINANCIAL AGENT'S NAME (IF APPLICABLE)
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C3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

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

Additional Addresses for Service Information

OPTIONAL

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

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

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

C4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Financial Agent for the:		
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)	

I hereby consent to act as the Financial Agent for the above-named Candidate for the:		
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
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	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY/MM/DD)	

C5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION (E.G., MAYOR, COUNCILLOR, ELECTORAL AREA DIRECTOR)	JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT)	ELECTION AREA (NAME OF MUNICIPALITY, REGIONAL DISTRICT ELECTORAL AREA)
I hereby appoint as my Official Agent 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)	

C6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

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

I hereby appoint as my Scrutineer for the:

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

Liabilities – s. 3 (e)

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

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

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

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

your capacity

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

Real Property – s. 3 (f)

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

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

legal description(s)

address(es)

Corporate Assets – s. 5

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

no yes

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

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

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

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

- with your nomination papers, and

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

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

School board trustees/Francophone Education Authority directors:

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

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

Nominees for provincial office:

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

Designated Employees:

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

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

VILLAGE OF LIONS BAY

CANDIDATE INFORMATION RELEASE AUTHORIZATION

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

The information you choose to share 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.

Address:	
Primary Phone:	Alternate Phone:
Email:	
Website:	Instagram:
Twitter:	Facebook:

Gender (Self-identified):

- Female Male Non-binary Other / Undisclosed

Previous Elected Experience (Check one):

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

(Signature of Candidate)

VILLAGE OF LIONS BAY

CANDIDATE ACKNOWLEDGEMENT OF RECEIPT OF LIST OF ELECTORS

The list of electors contains personal information as defined in the *Freedom of Information and Protection of Privacy Act* and this information is confidential. The *Local Government Act* provides for significant penalties for the misuse of the list of elector information. Candidates (or a person accepting the list of electors on behalf of a candidate) are responsible for protecting the confidentiality of the list of electors and for ensuring that all people in their organization, on a paid or unpaid basis, (the "Campaign Workers") who have access to the list of electors, do likewise.

The list of electors must be stored in a secure manner, so that only authorized Campaign Workers have access to the information. All persons who have access to the list of electors' information are individually responsible for protecting the confidentiality of that information.

I, the undersigned, acknowledge that:

- I have received a copy of the list of electors;
- The information contained in the list of electors is confidential, is subject to the restrictions of the *Local Government Act*, and is supplied exclusively and solely for election purposes;
- I have an overall responsibility to maintain the security and the confidential nature of the contents of this list;
- I understand and accept that the information may **not be used, copied, or distributed**, in whole or in part, by or for any person, in any form whatsoever, except for election purposes;
- I ensure that Campaign Workers will be made aware of the permitted uses for the list of electors and of the confidential nature of this list;
- I will notify the Chief Election Officer as soon as possible after becoming aware if any Campaign Worker has used the list of electors other than for the permitted uses;
- If I provide any Campaign Worker with access to, or a copy of personal information, I will track and retain the following information in a personal information register:

- Date of provision, access or distribution;
 - The number of duplicates of the list of electors;
 - To whom the personal information was provided;
 - How the personal information was provided (e.g., access to database, provision of electronic copy of records, provision of a paper copy of record, etc.)
 - Confirmation that the individual or entity agrees to be bound by the same; and
 - Confirmation of date that the personal information was returned to me;
- In the case of loss or theft or, or unauthorized access, to personal information, I will carry out the following procedures:
 - Contain the breach and identify the source of the breach;
 - Report the loss, theft, or unauthorized access to the Chief Election Officer;
 - Carry out any additional instructions provided by the Chief Election Officer;
 - Retrieve, if possible, all the personal information that was lost,
 - Document the circumstances that led to the incident; and
 - Review processes and procedures to prevent future incidents
- I will ensure that any Campaign Worker with access to, or a copy of personal information has returned the personal information to me after general voting day.
- I will return **all** copies, paper or electronic, of the list of electors to the Chief Election Officer no later than **Friday, June 27, 2025**.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Lions Bay, BC

this _____ day of _____, 2025.

Chief Election Officer or
Deputy Chief Election Officer

Form of List provided Paper Electronic

Date provided: _____ CEO/DCEO Initials _____

Items Returned Paper Electronic

Date returned: _____ CEO/DCEO Initials _____

**VILLAGE OF LIONS BAY
2025 BY-ELECTION
ELECTION SIGN RESTRICTIONS**

Candidates, their representatives, or their elector organization may place election signage in the Village of Lions Bay in accordance with Election and Assent Voting Bylaw No. 620, 2022.

I, the undersigned, acknowledge the following:

1) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

“Election signage” includes any and all promotional materials advertising a candidate or a political party in a federal, provincial, or local government election or position on an issue in an assent vote.

2) TERMS AND CONDITIONS FOR PLACEMENT OF ELECTION SIGNAGE:

- You are not permitted to place election signage prior to May 22, 2025 (not earlier than 30 days before General Voting Day)
- You must remove election signage by June 24, 2025.
- The signage must adhere to the following:
 - Is not unsightly, dilapidated, or structurally unsafe;
 - Is not illuminated and does not flash;
 - as part of a structure, does not stand higher than 2.5 metres above the ground supporting the structure;
 - is not, on any single side, more than 3.0 square metres in area.
- The signage must adhere to the following restrictions regarding location and placement;
 - Does not obstruct or otherwise interfere with sight lines or movement of vehicles, pedestrians, cyclists or any other highway traffic, or obstruct the visibility of regulatory signs or other traffic control devices;
 - Is not attached to a utility pole or apparatus or a streetlight pole;

- is not posted on or attached to the Village Hall or other Village structure or located on the lot thereof;
- is not located or displayed within 100 metres of a building, structure or other place where voting proceedings are being conducted, on the day of such proceedings;
- is not permitted to be attached or affixed to parked vehicles or trailers
- Election signage may be removed for cause if considered by the CEO as not meeting the requirements of this acknowledgment or Election and Assent Voting Bylaw, No. 620, 2022.

By signing, I confirm that I am the Candidate or Official Agent as noted, and that I agree to and will abide by the requirements listed above and that I will ensure that the campaign for the Candidate will abide by the same.

Candidate Name: _____

Official Agent Name (if applicable): _____

Candidate/Agent Signature _____

Declared before me at Lions Bay, BC
 this _____ day of _____, 2025.

Chief Election Officer or
 Deputy Chief Election Officer

**Lions Bay
2025 BY-ELECTION
NOMINATION REVIEW CHECKLIST**

Date: _____, 2025
Time: _____ am/pm

Position: Councillor

Name: _____

Address: _____

Name to appear on Ballot: _____

(Note: Name on ballot must be either **Full Name** or **Usual Name** of candidates. Ballot cannot include occupation, title, honour, degree, etc. or indicate that the candidate is holding or has held office.)

- 2 pieces of identification for confirmation of identity and residency listed on the nomination documents with at least 1 piece of identification containing the signature.

Nominators: No. 1 _____ No. 2 _____

Elector Organization Endorsement: _____
(if applicable)

- Not disqualified under the *Local Government Act* or any other Act from being nominated for, being elector to or holding the office.

<p>Forms that must be received:</p> <ul style="list-style-type: none"> • Make sure all forms are completed • Everyone signed • CEO/DCEO witness signature 	<ul style="list-style-type: none"> <input type="checkbox"/> C2 (CS2) – Nomination Document <input type="checkbox"/> Declaration of Candidate (Must have signature witnessed) <input type="checkbox"/> Statement of Disclosure (<i>Financial Disclosure Act</i>) <input type="checkbox"/> C3 (CS3) – Other Information provided by Candidate <input type="checkbox"/> C7 – Candidate Information Release Authorization
<p>Forms that may be received:</p> <ul style="list-style-type: none"> • Make sure all forms are completed and signed where required. • CEO/DCEO sign to acknowledge receipt (bottom of each page) 	<ul style="list-style-type: none"> <input type="checkbox"/> C4 (CS4) – Appointment of Candidate Financial Agent (if no form, then candidate deemed to be own agent) <input type="checkbox"/> C5 (CS5) – Appointment of Candidate Official Agent (if no form, then candidate deemed to be own agent) <input type="checkbox"/> C6 (CS6) – Appointment of Candidate Scrutineer (Give copy to be taken to voting places) <input type="checkbox"/> Form No.7-7 - Candidate Acknowledgement of Receipt of List of Electors <input type="checkbox"/> Form No. 8-5 - Election Sign Bylaw Restrictions Acknowledgement

Reminders to Candidates

Advertising

- Signs cannot be closer than 100 metres to the voting place (LGA, s. 163(4))
- Advertising must include Sponsorship (LECFA s. 44)
- Restrictions on Advertising on General Voting Day (LECFA s. 45)
- Signs must be removed by June 24, 2025

List of Electors

- Responsibility to safeguard the list of electors
- Return of list of electors by June 27, 2025
- Form No. 7-9 Return of List of Electors Acknowledge

Election Office Use Only

Initials and Date	Tasks
	"Declared Candidate Contact Information for Release" updated and placed on the website
	Sent to Elections BC: <ul style="list-style-type: none"> <input type="checkbox"/> C2 (CS2) – Nomination Documents (only page 3) <input type="checkbox"/> C3 (CS3) – Other Information Provided by Candidates <input type="checkbox"/> C4 (CS4) – Appointment of Candidate Financial Agent (if candidate is not acting on their own behalf)
	Nomination Documents – redacted C2 (CS2) and uploaded to website
	Update "Notice of Election by Voting" notice
	Update Ballot Information Sheet