July 29, 2022

Dear Prospective Candidate:

**Re: Nominations for School Trustee - Cowichan Valley School District**

Thank you for your interest in running as a candidate for School Trustee of the Cowichan Valley School District in the 2022 General Local Election. Included in this nomination package are the necessary forms and related resource links that explain the nomination and election process. Please read through these documents and online guides prior to completing your nomination forms to familiarize yourself with aspects of the upcoming election and your responsibilities as a candidate. Don’t hesitate to call me if you get stuck along the way.

**Nomination Period**

Nomination forms must be submitted to the Chief or Deputy Chief Election Officer, or designate, during regular office hours, 8:00 am to 4:30 pm, Monday to Friday, excluding statutory holidays, beginning at 9:00 am, Tuesday, August 30, 2022 until 4:00 pm, Friday, September 9, 2022.

These timelines will be strictly followed. If a person files nomination documents that are incomplete, they must deliver the completed documents to the Chief or Deputy Chief Election Officer before the deadline in order for their nomination to be accepted.

In the unlikely event that fewer than seven individuals are nominated for School Trustee, the nomination period will be extended until 4:00 pm, Monday, September 12, 2022.

**Filing Nomination Papers**

You have the following options to file your nomination documents:

1. File them in person with the Chief or Deputy Chief Election Officer, or designate, at the School District office located at 2557 Beverly Street, Duncan, BC. We recommend that you schedule an appointment with either the Chief or Deputy Chief Election. Although not mandatory, that time will give us a chance to review your documents with you to ensure they are complete. The Chief or Deputy Chief Election Officer can witness your signature in the places where your signature needs to be witnessed by a Commissioner for Taking Affidavits for British Columbia.
2. Deliver your completed nomination documents by hand, mail or other delivery service to the Chief Election Officer at 2557 Beverley Street, Duncan, BC, V9L 2X3.
3. Fax your completed nomination documents to 250.748-6591.
4. Email your completed nomination documents to elections@sd79.bc.ca

For Options 2, 3 and 4 above, your signature on your nomination documents must be witnessed by a Commissioner for Taking Affidavits for British Columbia. Failure to do so will result in your nomination documents being rejected.

For Options 3 and 4 above, you must deliver the original of your nomination documents to the Chief Election Officer at the School District office located at 2557 Beverley Street, Duncan, BC, V9L 2X3 by 4:00 pm on Friday September 16, 2022. Failure to do so will result in you being deemed to have withdrawn your nomination.

Regardless how you file your nomination documents they will be open for public inspection once you have filed them with the Chief or Deputy Chief Election Officer or designate.

**Nomination Forms**

Nomination forms are available at main reception of the School District office located at 2557 Beverley Street, Duncan, BC, V9L 2X3., or go to [www.sd79.bc.ca](http://www.sd79.bc.ca) to find the forms.

The following forms are included in your nomination package:

**Form C1 – Candidate Cover Sheet and Checklist Form:** This is a list of the documents that make up the nomination package. Please return this completed form with your nomination documents.

**Form C2 – Nomination Documents**: All three pages of this form must be returned. Please note that in the School District, only two nominators are required per candidate. The same nominators may nominate multiple candidates. The individuals nominating you be electors in School District No. 79 (Cowichan Valley). No nomination deposit is required. This form must be submitted at the time of filing.

**Form C3 – Other Information Provided by Candidate:** Following submission to the School District, this form will be provided to Elections BC. This form must be submitted at the time of filing.

**Form C4 – Appointment of Candidate Financial Agent:** Following submission to the School District, this form will be provided to Elections BC. This form must be submitted at the time of filing.

**Form C5 – Appointment of Candidate Official Agent:** This form is optional and is only required if you are going to appoint an Official Agent. If you choose to appoint an Official Agent later during the election process, you need to submit this form to the Chief Election Officer as soon as practicable after the appointment has been made.

**Form C6 – Appointment of Candidate Scrutineer:** This form is optional and is only required if you are going to appoint a scrutineer. Under the *Local Government Act*, each candidate is permitted to appoint one scrutineer for each ballot box used at a voting place. While you can only have one scrutineer per ballot box per voting place at any one time, you may appoint multiple scrutineers to rotate through the voting place throughout voting day. If you choose to appoint a scrutineer later during the election process, you must submit this form to the Chief Election Officer for each scrutineer as soon as practicable after the appointment has been made.

**Statement of Disclosure – Financial Disclosure Act:**

The intent of the *Financial Disclosure Act* is to identify what areas of influence and possible financial benefit you as an elected official might have by virtue of your office if you are elected, and to ensure the public has reasonable access to the information. The Statement of Disclosure is the means by which the public has access to this information; as a candidate you must file a completed Statement of Disclosure with the Chief Election Officer along with your nomination documents.

While this form may look daunting, some of your financial information need not be disclosed. For example, when you disclose your liabilities, you are not required to disclose debt of a personal nature, such as a mortgage on your home, a loan on your personal vehicle or credit card debt where such debt was incurred for personal reasons. Review the Financial Disclosure Act for more guidance on what information needs to be included in or may be excluded from your statement. The Statement of Disclosure form must be submitted at the time of filing.

**Candidate Information Release Authorization:** This form is optional. If you sign this authorization, we may release the information on this form to the public and media. Note that the *Local Government Act* requires us to make your complete nomination packages available for public inspection.

**Campaign Financing**

In accordance with the *Local Elections Campaign Financing Act*, responsibility for campaign financing oversight is under the jurisdiction of Elections BC. Accordingly, Elections BC has requested that all campaign financing inquiries be handled directly by Elections BC staff in order to ensure consistency of information. If you have any questions or concerns regarding campaign financing, please consult the Elections BC website at [www.elections.bc.ca](http://www.elections.bc.ca), email [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca) or call toll free 1.800.661.8683.

**Online Resources**

Financial Disclosure Act [information](https://www2.gov.bc.ca/gov/content/governments/organizational-structure/financial-disclosure):

BC School Trustee Association

[Putting Students First - A guide for school trustee candidates](https://22.files.edl.io/a00f/04/08/22/201557-ae3f3182-ef54-457c-be90-4ac3543e2975.pdf)

[Putting Students First on YouTube](https://youtu.be/pP5_XUFnR1c)

BC Ministry of Education

[School Trustee Nomination Documents (pdf)](https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schooltrustee/school_trustee_forms_package.pdf)

[Elector Organization Endorsement Package (pdf)](https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schooltrustee/school_trustee_elector_organization_forms_package.pdf)

[School Trustee Election Procedures](https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures)

BC Ministry of Municipal Affairs

[The Basics of General Local Elections](https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/general-local-elections-basics)

[Candidate’s Guide to Local Elections in BC](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/candidates_guide_to_local_elections.pdf)

Voter’s Guide to Local Elections in BC in [English](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_english.pdf); [Chinese – Simplified](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_simplified_chinese.pdf); [Chinese – Traditional](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_traditional_chinese.pdf); [Farsi](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_farsi.pdf); [French](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_french.pdf); [Korean](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_korean.pdf); and [Punjabi](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_punjabi.pdf).

Elections BC

[Guide to Local Elections Campaign Financing in BC for Candidates & their Financial Agents](https://elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-bc-for-candidates-and-their-financial-agents.pdf)

[Other Elections BC Guides and Information](https://elections.bc.ca/local-elections/forms-and-guides/local-guides/)

School District No. 79 (Cowichan Valley) Resources

[Nomination Documents](https://sd79.bc.ca/documents/2022/07/trustee-elections-forms-package.doc)

[Election Notices](https://sd79.bc.ca/documents/2022/07/trustee-elections-notice-of-nomination.docx)

If you have any questions regarding the nomination process, please contact me by email at [elections@sd79.bc.ca](mailto:elections@sd79.bc.ca) or by phone at 250-802-1953. Alternately, contact Claire Spencer, Deputy Chief Election Officer by email at [execasst\_st@sd79.bc.ca](mailto:execasst_st@sd79.bc.ca) or by phone at 250.748-0324 ext. 201.

On behalf of the Cowichan Valley School District, I would like to thank you for your interest in running as a candidate for the position of School Trustee in the 2022 General Local Election.

Sincerely,

Robert A. Harper

Chief Election Officer