

Information Package for: Elector Organization

2025 By-Election

April 5, 2025

Vancouver Election Office 305 West 8th Avenue Vancouver, BC V5Y 1N6 604.829.2010

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Section 1: Introduction

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Dear Prospective Candidate,

Re: Candidacy for Councillor in the By-Election on April 5, 2025

Enclosed is a collection of information and forms to guide candidates in the City of Vancouver 2025 By-election. Please review this material carefully to ensure that your campaign is run in compliance with the relevant statutes and that your nomination, appointment, and campaign financing disclosure forms are filed appropriately.

The City will be posting nonpartisan election outreach content on its social media channels (Facebook, X (formerly Twitter), Instagram, and LinkedIn). To preserve the non-partisan nature of the City's election posts, please <u>do not write any comments</u> on the City's social media postings.

Should you have any further questions related to your candidacy and the local election, please contact the Chief Election Officer at 604.829.2010, or email <u>electioncandidates@vancouver.ca</u> For any questions related to the Local Elections Campaign Financing Act, please contact Elections BC at 1.855.952.0280.

Nomination period begins on February 18, at 9am and ends on February 28, at 4pm. Candidates and Elector Organizations are required to make an appointment to submit their nomination documents. Appointments will be available for booking starting on February 3, 2025, by calling 604.829.2010. Nomination documents will be accepted at the Election Office located at 305 West 8th Avenue, or City Hall at 453 West 12th Avenue for candidates with limited mobility. Please advise the Election Office of any accessibility requirements when making your appointment.

Yours truly,

Katrina Leckovic Chief Election Officer

305 West 8th Avenue Vancouver, BC V5Y 1N6 604.829.2010 website: vancouver.ca/vote

2025 By-Election Calendar

Date	Event	Legislative Section
August 27, 2024	Last day to meet 6-month BC residency requirement for candidates seeking nomination	VC 38
October 4, 2024	Last day to meet 6-month BC residency requirement for voters registering on general voting day	VC 23
February 11	Candidate Q & A Session • Held virtually from 5:30 pm to 6:30 pm	
February 18	 Nomination period begins at 9:00 am List of registered electors available for public inspection Election proceedings period starts (46 days before election day and ends on election day) 	VC 41(1), 35(3)
February 28	 Nomination period closes at 4:00 pm All candidates who have submitted nominations are officially declared Period for objection to registered electors ends at 4 pm 	VC 41(1), 46(1), 36(2)
March 3	Mail ballot application opens Can apply online, in person, or by calling 3-1-1 	
March 4	Period to challenge candidate nomination ends at 4 pm	VC 45.2, 45.7(2)
March 7	 4 pm deadline for: Decision on challenge of candidate nomination Withdrawal of candidate Withdrawal of candidate endorsement by elector organization 	VC 45.2(9), 45.6, 52(1)
March 7	Random ballot name order draw • Held at City Hall Council Chambers at 5 pm	VC 79, EB 6.14
March 8	Campaign period begins	LECFA 10(2)
March 10	Chief Election Officer declares election at 4pm	VC 48
March 18	Mail ballots issued to voters (for accepted applications)	VC 72, EB 4.3
March 26 & April 1	Advance voting: 8 am to 8 pm (2 days at City Hall)	VC 69 & 70, EB 3.2 & 3.3
SATURDAY, APRIL 5	GENERAL VOTING DAY 8 AM to 8 PM • Deadline for receipt of mail ballots at 8:00 pm • Campaign period ends at 8:00 pm	VC 9(2), LECFA 10(2)
April 9	Deadline for declaration of official election results before 4 pm	VC 108(1)
April 14	Deadline for applications for judicial recount	VC 111(1)
Late April/Early May	Elected candidates to take oath of office	VC 139 (2) VC 140(1), (3)
July 4	Deadline to file campaign financing disclosure statements with Elections BC	LECFA 47(1)
August 5	Disclosure statements late filing deadline (\$500 late penalty due to Elections BC)	LECFA 47(2)

Acronyms:

- VC Vancouver Charter
 EB Election Bylaw
 LECFA Local Elections Campaign Financing Act

Section 2 – Declaration and Candidate Endorsement

- Quick Reference Guide to Electoral Organization Election Documents
- Elector Organization Endorsement Package

Quick Reference Guide to Electoral Organization Election Documents

Name of Form	Mandatory/Optional	Deadlines for Filing or Submission *	Available for Public Inspection
E1 - Elector Organization Cover Sheet and Checklist Form	Mandatory	Must be submitted during nomination period (February 18, starting 9am – February 28, 2025, by 4pm)	No
E2 – Elector Organization Endorsement Documents	Mandatory for all elector organizations wishing to show endorsement of candidates on the ballot	Must be submitted during nomination period (February 18, starting 9am – February 28, 2025, by 4pm)	Yes
E3 – Other Information Provided by Elector Organization	Mandatory	Must be submitted during nomination period (February 18, starting 9am – February 28, 2025, by 4pm)	Yes

* All forms, with the exception of the Appointment of Scrutineer, must be submitted to the Chief Election Officer during the nomination period.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

Use the Elector Organization Cover Sheet and Checklist Form E1 to ensure that the Elector Organization Endorsement 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 Elector Organization Endorsement Package Cover Sheet and Checklist Form E1 serve as a guide to the forms that must be submitted by the Elector Organization Authorized Principal Official to the Chief Election Officer and Elections BC as part of the Candidate endorsement process.

Ensure that, for each item checked off on the Checklist Form E1 (Section B), the relevant form is completed and attached.

The Elector Organization Cover Sheet and Checklist Form E1 are for the Chief Election Officer's reference only and do not constitute part of the Elector Organization Endorsement Package.

Completing only the Elector Organization Cover Sheet and Checklist Form E1 **does not** constitute completion of the Elector Organization Endorsement 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 Endorsing Elector Organization's name.
- 2. Record the Elector Organization Authorized Principal Official's full name.
- 3. Use section B of the Cover Sheet and Checklist Form E1 to identify which forms have been completed and are included in the Elector Organization Endorsement Package.
- 4. Return the completed package to the Chief Election Officer and Elections BC.

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: <u>electoral.finance@elections.bc.ca</u>

E1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORSING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY (YYYY/MM/DD)
	2025/04/05

SECTION B

This Elector Organization Endorsement Package includes the following completed forms, appointments, consents and declarations:



E2 – Elector Organization Endorsement Documents

E3 – Other Information Provided by Elector Organization

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Elector Organization Endorsement 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.

E2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FRO	DM LEGAL NAME OR NO LEGAL NAME
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
AUTHORIZED PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES) USUAL NAME OF CANDIDATE IF DIFFERENT FROM FULL NAME ABOVE AND PREFERRED BY THE CANDIDATE TO APPEAR ON THE BALLOT INSTEAD OF THE FULL NAME CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)		
CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)		
USUAL NAME OF CANDIDATE IF DIFFERENT FROM FULL NAME ABOVE AND PREFERRED BY THE CANDIDATE TO APPEAR ON THE BALLOT INSTEAD OF THE FULL NAME		
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)		
CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)		
USUAL NAME OF CANDIDATE IF DIFFERENT FROM FULL NAME ABOVE AN FULL NAME	D PREFERRED BY THE CANDIDATE TO	APPEAR ON THE BALLOT INSTEAD OF THE
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)		
Please see over for additional snace w		!! !

case see over for additional space when endorsing more than two candidates. Please attach an additional endorsement sheet(s) as necessary.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)

USUAL NAME OF CANDIDATE IF DIFFERENT FROM FULL NAME ABOVE AND PREFERRED BY THE CANDIDATE TO APPEAR ON THE BALLOT INSTEAD OF THE FULL NAME

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CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

E3 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) CITY OF VANCOUVER			
ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERE	NT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION C	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE	

Endorsed Candidate(s):

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)

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Please see over for additional space and attach an additional endorsement sheet(s) as necessary.

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Section 3 – Reference Sheets

- Information Regarding Election/Political Signage in City of Vancouver
- Excerpts from the Street and Traffic By-law
- 2025 Voting Places
- Election Office Nonpartisan Colour Palette
- Other Relevant Legislation and Documents



ENGINEERING SERVICES Lon LaClaire, M.Eng., P.Eng. City Engineer/General Manager

IMPORTANT INFORMATION Please have this translated

معلومات مهمة: البحث على الترجمة

重要资讯: 请找人为你翻译

重要資訊:請找人為你翻譯

اطلاعات مهم: لطفا درخواست کنید که این اطلاعات را برای شما ترجمه کنند **RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

重要な情報: これを翻訳してください

중요정보: 번역해주세요

INFORMAÇÃO IMPORTANTE Favor solicitar tradução **ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਇਸਦਾ ਅਨੁਵਾਦ ਕਰਵਾਓ

INFORMACIÓN IMPORTANTE Busque a alguien que le traduzca

MAHALAGANG IMPORMASYON Mangyaring isalin ito

TIN TỨC QUAN TRỌNG Xin hãy dịch sang tiếng Việt

January 20, 2025

RE: Information Regarding Election/Political Signage in the City of Vancouver

Placement of election/ political signage is regulated in the City of Vancouver through the Sign By-law and Street and Traffic By-law. Enclosed is information on the City's approach to regulating election/ political signage to help you in adhering to the law during the upcoming election period. These election signs are permitted starting 45 days prior to general voting day.

Signs on street right-of-way are regulated by the Street and Traffic By-law:

- Election/ political signage is not allowed on City property including, but not limited to:
 - the area between the sidewalk and the street
 - o boulevards or street centre medians (including on Boundary Road)
 - o poles
 - o structures such as utility or post boxes
 - o sidewalks and roadways
- **Exception:** Election/ political signage is acceptable on City property during an election only between the back of sidewalk and an adjoining private property with permission of the property owner.
- Exception: Election/ political material may be posted using the City's poster cylinders located on designated lamp standards throughout the city. Find the map online at: http://vancouver.ca/doing-business/posters-and-signs-on-city-property.aspx
- **Impounding of signs**: All improperly placed signs and posters on City property will be impounded and stored at Engineering Services, 5th Floor, 507 West Broadway at the expense of the party/ candidate involved. If a sign is removed, it can be recovered from this location from 9am-5pm on weekdays. Please email or call to make an appointment



to recover any impounded signage. Under the Impounding By-law, the City is authorized to charge for the removal of unlawfully placed signs on City streets. The minimum impoundment charge is \$100.00 per sign and may increase depending on the amount of staff and equipment required for removal.

Signs on private property are regulated by the Sign By-law:

- Election/ political signs are allowed on private property. A sign that is less than 3.0m² and free standing does not require a permit. One window sign per address and covering a maximum of 30% of the glass surface of the window does not require a permit.
- Election signs may be put up on:
 - o the day a federal or provincial election is announced; or
 - o 45 days before a municipal election vote or referendum.
- Election signs must be removed 48 hours after the close of voting.

We appreciate your civic involvement and contributions to our democracy and appreciate your compliance in following these by-laws. Please call 3-1-1 (outside of Vancouver: 604-873-7000) or email <u>street.activities@vancouver.ca</u> if you have any further questions.

Sincerely,

Lon LaClaire, M.Eng., P.Eng. General Manager, Engineering Services

EXCERPTS FROM THE STREET AND TRAFFIC BY-LAW No. 2849

(Updated December 10, 2024)

8. Unauthorized Signs and Signals Prohibited.

No person shall place, maintain or display upon or in view of any street any unauthorized sign, signal, marking or device which purports to be, or is in imitation of or resembles any traffic- control signal or traffic sign, or which attempts to direct the movement of traffic or in the parking of vehicles, or which hides from view or interferes with the effectiveness of any authorized traffic-control device.

9. Interference with Traffic-Control Devices.

No person shall move, remove, deface, damage or alter, nor obstruct the view of, nor otherwise interfere with any authorized traffic-control signal or traffic sign, nor drive, nor walk on or over any newly painted line, the presence of which is indicated on any roadway by red flags, traffic cones, or other suitable warning devices.

REGULATING ADVERTISING DEVICES AND PROHIBITION AGAINST LITTERING

81. (1) No person shall drive or propel along any street in the City any vehicle bearing or carrying any advertising device of a temporary character unless permission in writing therefor has first been obtained from the Chief Constable of the City.

(2) No person shall operate or stand or park on any street any vehicle for the sole or primary purpose of displaying advertising, without first having obtained permission therefor from the Council.

(3) No person shall operate, stand or park any vehicle upon any street for the purpose of displaying it for sale.

(4) No person shall drive, operate, stand or park a sound truck on any street without first having obtained permission therefor from the Council.

83. (1) Defacing Sidewalk.

No person shall mark or imprint or in any other manner whatsoever deface any sidewalk in the City.

(2) No person shall place or allow to remain on any street any advertising device without first having obtained permission from the City Engineer and the City Engineer is hereby authorized to remove any advertising device found on any street in contravention of this section. The owner may recover such advertising device upon payment to the City of all costs incurred in removing the same. Where such advertising device is not claimed within 30 days of its removal, it may be destroyed.

84. Depositing Rubbish or Refuse

(1) No person shall deposit upon any street or other public place, any rubbish, sweepings, leaves, construction or demolition debris, paper, handbills, refuse or other discarded materials or things.

(2) An owner, registered owner, lessee or operator of a vehicle must not cause, permit, suffer or allow that vehicle to be used in the depositing of any rubbish, sweepings, leaves, construction or demolition debris, paper, handbills, refuse or other discarded materials or things upon a street.

84A. Distributing Handbills, Etc.

No person shall distribute advertising matter to persons on any street if it is likely to be thrown or left upon a street.

85. Placing Handbills, Etc. in Vehicle.

No person shall place or cause to be placed any handbill, dodger, circular, card or other advertising matter upon or in any vehicle upon a street without permission of the owner or person in charge of such vehicle.

85A. Defacing Poles.

No person shall paint, paste, stick or affix or put any sign, bill, notice, substance or thing on any street furniture, light standard, electric light, telephone or other pole located on any street, and no person shall deface or disfigure such street furniture, light standard, electric light, telephone or other pole located on any street, or permit, suffer or allow any person to commit the acts on his or her behalf, except that this section does not apply to a person:

(a) installing signs authorized by the City Engineer on or over City streets and intended to control traffic or parking, or to provide directions or street identification;

(b) putting up or installing street decorations authorized by the City Engineer;

(c)putting up or installing any public notice or other temporary sign, which is authorized by By-law or by Provincial or Federal legislation;

(d) installing advertising devices, which are integral with public conveniences as covered by special agreements with the City, such as bus shelter advertising, map stand advertising or automated public toilet advertising;

(e) placing a sign or notice on a free standing kiosk or other structure on a street, which is provided or authorized by the City Engineer, specifically for free public use for the posting of notices or for the purpose of political expression;

(f) installing such other devices or fixtures as are authorized by an agreement with the City; or

(g) attaching a bicycle, by way of a locking device, to a bike rack



2025 List of Voting Places

A full list of voting places for the 2025 by-election will be available at: vancouver.ca/vote

The Election Office sells large scale voting place maps for \$20 per map to candidates and elector organizations. Voting place maps will be available for pick-up starting March 4, 2025. Please visit our office at 305 West 8th Avenue to purchase a copy.

How would you like to receive a copy of the voting place map?

SFTP (secure electronic file transfer) - free

Hardcopy - \$20 each

N/A



Election Office Nonpartisan Colour Palette

The City of Vancouver's Election Office is responsible for nonpartisan outreach about the election process, encouraging eligible voters in Vancouver to participate in voting.

For your information, in the upcoming 2025 By-election, the Election Office plans to use the colour palette shown below. The palette updates the City's 2022 election colours and will be used to produce nonpartisan election materials.

Brand Palette

Viol	et	
PMS prin	nting preferred for	best fluorescent colour quality
RGB	146-39-143	
HEX	92278F	
СМҮК	50-100-0-0	
PMS	814	

Mulberry

* PMS printing preferred for best fluorescent colour quality			
RGB	207-18-140		
HEX	CF128C		
СМҮК	15-100-0-0		
PMS	813		

Lavender

RGB	218-111-171
HEX	DAGFAB
СМҮК	10-70-0-0
PMS	2385

Seafoam

RGB	109-200-191
HEX	6DC8BF
СМҮК	55-0-30-0
PMS	3245

Other Relevant Legislation and Documents

Election By-law		http://bylaws.vancouver.ca/9070c.PDF
Van	couver Charter	http://www.bclaws.ca/Recon/document/ID/freeside/vanch_00
Ele	ction Act	http://www.bclaws.ca/Recon/document/ID/freeside/96106_00
Local Elections Campaign Financing Act		http://www.bclaws.ca/civix/document/id/complete/statreg/14018
Fina	ancial Disclosure Act	http://www.bclaws.ca/civix/document/id/complete/statreg/96139_01
	vernment of BC – Local vernment By-Elections	https://www2.gov.bc.ca/gov/content/governments/local- governments/governance-powers/general-local-elections/by- elections
	Local Elections in B.C.: What Every Candidate Needs to Know	https://www2.gov.bc.ca/assets/gov/british-columbians-our- governments/local-governments/governance- powers/what_every_candidate_needs_know.pdf
	Candidate's Guide to Local Government Elections in BC	https://www2.gov.bc.ca/assets/gov/british-columbians-our- governments/local-governments/governance- powers/candidates_guide_to_local_elections.pdf
	Elector Organization Guide to Local Government Elections in BC	https://www2.gov.bc.ca/assets/gov/british-columbians-our- governments/local-governments/governance- powers/elector_organization_guide.pdf
	Voter's Guide to Local Elections in BC	https://www2.gov.bc.ca/assets/gov/british-columbians-our- governments/local-governments/governance- powers/voter_guide_english.pdf
Elections BC		http://www.elections.bc.ca
	Guide to local Elections Campaign Financing in BC	https://elections.bc.ca/docs/lecfa/guide-to-local-elections- campaign-financing-in-bc-for-candidates-and-their-financial- agents.pdf
	Third Party Sponsor Guide to Local Elections in BC	https://elections.bc.ca/docs/lecfa/guide-for-local-elections-third- party-sponsors-in-bc.pdf

Section 4 – Campaign Financing Disclosure Statements

- Campaign Financing Disclosure Statements

Campaign Financing Disclosure Statements

Elector organizations must file a candidate disclosure statement with Elections BC by **Friday**, **July 4**, **2025**. You may file your disclosure statement up to 120 days after general voting day (by Tuesday, August 5, 2025); however, you will be subject to a \$500 late filing fee.

Your elector organization disclosure statement must include a full accounting of your campaign contributions, election expenses, and any monetary transfers between campaign accounts. Your disclosure statement will be published online by Elections BC following the filing deadline. You may be subject to severe penalties if you do not file a disclosure statement.

For all inquiries related to Campaign Financing Disclosure Statements, please contact: *Elections BC* Phone: 1-800-661-8683 Toll-free: 1-800-661-8683 / TTY 1 888 456-5448 Email: <u>electoral.finance@elections.bc.ca</u> <u>www.elections.bc.ca</u>