



Declared Candidate Information Package **MAYOR, COUNCILLOR, or SCHOOL TRUSTEE**

2022 General Local Election
October 15, 2022

604-368-7189
elections@coquitlam.ca
www.coquitlam.ca/elections

Dear Candidate:

On behalf of the electors of Coquitlam, we would like to congratulate and thank you for allowing your name to stand for elected office in the City of Coquitlam. Elected or not, we hope that you will maintain your interest and involvement in civic affairs.

Enclosed is a collection of information to guide candidates in the City of Coquitlam and School Board No. 43 (Coquitlam) General Local Election. Please review this material carefully to ensure that your campaign is run in compliance with the relevant statutes, bylaws and policies.

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ELECTION SIGNS

The City of Coquitlam's [Election Administration and Procedures Bylaw No. 5069, 2021](#) sets out regulations pertaining to Election Signs.

IMPORTANT: Election signs are not permitted to be erected more than 21 days before General Voting Day (September 24, 2022), pursuant to the *Election Administration and Procedures Bylaw No. 5069, 2021*.

More information on Election Signs is provided in Attachment 1 including the time at which election signs may be erected and must be removed, and the public locations at which election signs may be placed.

ALL CANDIDATES MEETINGS

Various community and business groups related to Coquitlam have organized All Candidates Meetings. The City of Coquitlam plays no role in these events other than providing candidates' contact information supplied by them in the filed nomination Form C7 or CS7 – Candidate Information Release Authorization.

For more information regarding All Candidates Meetings, please contact the organizers directly.

IMPORTANT DATES AND DEADLINES

Date	Event
January 1, 2022	Election Period begins
April 14, 2022	Last day to meet 6-month BC residency requirement for voters registering on General Voting Day (October 15 th 2022)
August 2, 2022	First day for requests to omit or obscure personal information on the list of registered electors
August 30, 2022	<ul style="list-style-type: none"> • Nomination period begins at 9:00 a.m. • List of electors will be available for public inspection • Nomination papers available for public inspection (from time of delivery)
September 9, 2022	Nomination Period ends at 4:00 p.m.
September 13, 2022	Deadline for challenge of nominations at 4:00 p.m.
September 14, 2022	Last day to meet the 30-day non-resident property elector requirement to be a registered owner of real property in Coquitlam for registering on General Voting Day. (The 30-day requirement for a resident elector has been removed from the <i>Local Government Act</i>)

September 16, 2022	<ul style="list-style-type: none"> • Deadline for withdrawal of candidates at 4:00 p.m. (unless ministerial approval of later date) • Deadline for receiving originals of faxed or emailed nomination documents (at close of office hours - 4:00 p.m.) • Deadline for withdrawal of elector organization endorsement at 4:00 p.m. • Election Period ends
September 17, 2022	Campaign Period Begins
September 19, 2022	Chief Election Officer declares the election
September 24, 2022	First day to erect election signs, in accordance with the Election Administration and Procedures Bylaw No. 5069, 2021
October 3, 2022	Advance Voting 8:00 a.m. - 8:00 p.m. Innovation Centre
October 5, 2022	Advance Voting 8:00 a.m. - 8:00 p.m. Innovation Centre
October 6, 2022	Advance Voting 8:00 a.m. - 8:00 p.m. Centennial Pavilion
October 8, 2022	Advance Voting 8:00 a.m. - 8:00 p.m. Centennial Pavilion Advance Voting 8:00 a.m. - 8:00 p.m. Innovation Centre Advance Voting 8:00 a.m. - 8:00 p.m. Victoria Community Hall
October 11, 2022	Advance Voting 8:00 a.m. - 8:00 p.m. Centennial Pavilion
October 12, 2022	Advance Voting 8:00 a.m. - 8:00 p.m. Innovation Centre
October 15, 2022	<ul style="list-style-type: none"> • General Voting Day – Polls open 8:00a.m. – 8:00 p.m. (various locations) • Period for inspection of list of electors ends • Preliminary election results • Campaign Period ends
October 19, 2022	<ul style="list-style-type: none"> • Last day to declare official election results • Election Signs must be removed, in accordance with the Election Administration and Procedures Bylaw No. 5069, 2021
October 24, 2022	Last day for applications for judicial recount
October 28, 2022	Deadline for completing judicial recounts
November 7, 2022	Inaugural Council Meeting - Oath of Office administered to elected candidates (Mayor and Council)
November 9, 2022	Inaugural School Board Meeting - Oath of Office to be administered to elected candidates (School Trustees)
January 13, 2023	Campaign financing disclosure statements must be received by Elections BC by 4:30 p.m.

ADVANCE VOTING DATES

Advance Voting will be held on the following dates and times at the locations indicated:

Date	Location	Time
October 3, 2022	Innovation Centre , 1207 Pinetree Way	8:00 a.m. to 8:00 p.m.
October 5, 2022	Innovation Centre , 1207 Pinetree Way	8:00 a.m. to 8:00 p.m.
October 6, 2022	Centennial Pavilion , 620 Poirier Street	8:00 a.m. to 8:00 p.m.
October 8, 2022	Centennial Pavilion , 620 Poirier Street; Innovation Centre , 1207 Pinetree Way; and Victoria Community Hall , 3435 Victoria Drive	8:00 a.m. to 8:00 p.m.
October 11, 2022	Centennial Pavilion , 620 Poirier Street	8:00 a.m. to 8:00 p.m.
October 12, 2022	Innovation Centre , 1207 Pinetree Way	8:00 a.m. to 8:00 p.m.

A map of the Advance Voting locations is provided in Attachment 2.

GENERAL VOTING DAY OPPORTUNITIES

Coquitlam voting places will be open on General Voting Day – Saturday, October 15, 2022 – from 8:00 a.m. to 8:00 p.m. A map of the General Voting Day locations is provided in Attachment 3. As the City of Coquitlam has only one Voting Division, electors may vote at any one of the following voting places:

Alderson Elementary School 825 Gauthier Avenue	Innovation Centre 1207 Pinetree Way	Panorama Heights Elementary School 1455 Johnson Street
Bramblewood Elementary School 2875 Panorama Drive	Lord Baden-Powell Elementary School 450 Joyce Street	Porter Street Elementary School 728 Porter Street
Cape Horn Elementary School 155 Finnigan Street	Meadowbrook Elementary School 900 Sharpe Street	Ranch Park Elementary School 2701 Spuraway Avenue
Como Lake Middle School 1121 King Albert Avenue	Miller Park Elementary School 800 Egmont Avenue	Riverview Park Elementary School 700 Clearwater Way
Eagle Ridge Elementary School 1215 Falcon Drive	Montgomery Middle School 1900 Edgewood Avenue	Smiling Creek Elementary School 3456 Princeton Avenue
Glen Elementary School 3064 Glen Drive	Mountain View Elementary School 740 Smith Avenue	Victoria Community Hall 3435 Victoria Drive
Harbour View Elementary School 960 Lillian Street	Mundy Road Elementary School 2200 Austin Avenue	Walton Elementary School 2960 Walton Avenue
Hillcrest Middle School 2161 Regan Avenue	Nestor Elementary School 1266 Nestor Street	

SPECIAL VOTING OPPORTUNITIES

The following Special Voting Opportunities (Mobile Polls) have been established for the residents of the following facilities:

Location	Date	Time
Belvedere Care Centre	Wednesday, October 5, 2022	9:00 a.m. to 10:30 a.m.
Foyer Maillard	Wednesday, October 5, 2022	11:00 a.m. to 12:30 p.m.
Dufferin Care Centre	Wednesday, October 5, 2022	1:00 p.m. to 3:00 p.m.
L.J. Christmas Manor	Tuesday, October 11, 2022	8:30 a.m. to 10:00 a.m.
Cartier House	Tuesday, October 11, 2022	10:30 a.m. to 12:00 p.m.
Residences at Belvedere	Tuesday, October 11, 2022	1:00 p.m. to 3:00 p.m.
Parkwood Manor	Tuesday, October 11, 2022	3:30 p.m. to 5:30 p.m.

*Please note only residents (not staff or relatives of residents) of these facilities are eligible to vote during Special Voting opportunities.

VOTERS LIST

The *Voters List* will be made available to declared candidates via an encrypted USB data stick. Subsequent printed copies that are requested will be subject to a \$30 fee. Please note that this list has been compiled using the most recent Provincial Voters List. If a resident is not on the *Voters List*, they can register on Voting Day at a voting place. Advance voter registration closed on August 23, 2022.

The Chief Election Officer will contact candidates by email to advise when the *Voters List* becomes available. Prior to obtaining the *Voters List*, all Candidates must sign the *Use of the Voters List Acknowledgement* and return the form to the Chief Election Officer or Deputy Chief Election Officer(s). This form is available as Attachment 4. Once the form is complete, you will receive a USB data stick and instructions on how to access the data.

IMPORTANT: Candidates are obligated to return all copies of the Voters List, whether digital or paper copy, for destruction by October 21, 2022. Please bring all USB data sticks and printed copies to the City Clerk's Office within Coquitlam City Hall.

Pursuant to s. 77(4) of the *Local Government Act*, R.S.B.C. 2015, c. 323 (the "Act"), use of the *Voters List* is solely for civic election purposes and must be destroyed when no longer required. The *Voters List* contains personal information as defined in the *Freedom of Information and Protection of Privacy Act*, this information is confidential. The *Election Act* and the *Local Government Act* provide serious penalties for the misuse of the *List*.

Candidates (and their Official Agents) are responsible for protecting the confidentiality of the *Voters List*, and for ensuring that all persons in their organization who have access to this information, do likewise. The *Voters List* must be stored in a secure manner, so that only authorized individuals have access to the information. All persons who have access to information contained in the *Voters List* are individually responsible for protecting the confidentiality of that information.

When no longer required, the *Voters List* must be destroyed. The City will undertake this on behalf of the Candidates, by shredding print copies and securely erasing all electronic data of the *Voters List*. You are obligated to return the USB data stick and any other hard copies of the data to the City Clerk's Office within Coquitlam City Hall (3000 Guildford Way) by October 21, 2022.

OBTAINING A 'VOTED' LIST

As was the case in the 2018 Local General Election, we are not permitted by the *Local Government Act* of British Columbia to release "Voted" lists at any time before or during General Voting Day.

CAMPAIGNING AT CITY FACILITIES

The City of Coquitlam prohibits active campaigning at City facilities. City facilities include the following locations: leisure facilities, parks, city hall, seniors' centers, works yards and the animal shelter. A copy of the policy "Use of City Facilities and Resources for Political Activity" is provided in Attachment 5.

IMPORTANT: Active campaigning includes activities such as handing out campaign materials (i.e. flyer, buttons) and holding up placards or posting signs.

CANDIDATE BROCHURE RACKS

Brochure racks have been made available at the Poirier Library and the City Centre Library for candidates to display their election materials i.e. brochures or pamphlets. Please note that candidates are responsible for their displayed materials and the stocking/restocking of their own items. Please contact Vanessa Colantonio at vcolantonio@coqlibrary.ca for further information.

CAMPAIGN FINANCING, DISCLOSURE, AND ELECTION ADVERTISING

The [Local Elections Campaign Financing Act](#) regulates Candidate and Elector Organization campaign financing and election advertising. Legislation requires extensive disclosure of Candidate and Elector Organization campaign contributions and expenses. The oversight of all matters related to campaign financing and election advertising is the responsibility of Elections BC.

NOTE: There is a statutory requirement to file the election campaign financial disclosure statement following the election by **Friday, January 13, 2023**. If a Candidate is in doubt about these requirements, they should contact Elections BC.

For more information on local election campaign financing, please go to the following websites:

<https://elections.bc.ca/local-elections/local-candidates/candidate-information/>

<https://elections.bc.ca/local-elections/2022-general-local-elections/>

Please direct all inquiries related to campaign financing and election advertising to Elections BC:

Elections BC

Phone: 1-800-661-8683

Email: electoral.finance@elections.bc.ca

Web: www.elections.bc.ca

ELECTION OFFENCES

Sections 161 to 166 of the [Local Government Act](#) establish a number of election offences that Candidates and their representatives should consider throughout their election campaigns including vote buying, intimidation, and providing false or misleading information regarding elections and electors.

For more information on local election offences, please go to the following website:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_03#division_d0e16195

SCRUTINEERS

A Candidate or their Official Agent may appoint Scrutineers who will observe the conduct of voting for the election (use Form C6 – Mayor and Councillors / Form CS6 – School Trustee, Attachment 6 and Attachment 7 – print as many copies as required). The Appointment of Candidate Scrutineer (Form C6 / Form CS6) must be signed by the Candidate and provided to the Chief Election Officer or Deputy Chief Election Officer. A copy must also be provided to the Scrutineer to present to the Presiding Election Officer at the designated Voting Place. A maximum of one (1) Scrutineer, per Candidate, per voting place is permitted at any time.

Scrutineers must be aware of the obligations and restrictions place on them by sections 103 and 163 of the [Local Government Act](#).

Guidelines for Scrutineers are provided in Attachment 8.

VOTING DIVISIONS AND VOTER NOTIFICATION CARDS

The City of Coquitlam has one voting division that includes all property within the City of Coquitlam and eligible voters can cast a ballot at any of the advance or general election day voting places.

While the City of Coquitlam does not provide voter notification cards, it does provide a mail out to all Coquitlam properties. The mail out contains information regarding the opportunities to vote, voting locations, voting times and voting dates.

RESTRICTIONS ON GENERAL VOTING DAY ADVERTISING

In accordance with section 45 of the *Local Elections Campaign Financing Act (LECFA)*, an individual or organization must not sponsor or agree to sponsor election advertising that is to be transmitted to the public on the day of the election. This does **not** apply with respect to the following:

- communication on the internet, if the communication was transmitted to the public on the internet **before** general voting day and was not changed **before** the close of general voting;
- communication by means of signs, posters or banners;
- communication by the distribution of pamphlets;
- communication that is transmitted to the public on the internet for the sole purpose of encouraging voters to vote in the election;
- any other election advertising or non-election assent voting advertising prescribed by regulation.

Section [163\(4\) of the Local Government Act](#) states that “a person must not do any of the following at or within 100 metres of a building, structure or other place where voting proceedings are being conducted at the time:

- canvass or solicit votes or otherwise attempt to influence how an elector votes;
- display, distribute, post or openly leave a representation of a ballot marked for a particular result in the voting;
- post, display or distribute:
 - election advertising, or
 - any material that identifies a candidate or elector organization, unless this is done with the authorization of the chief election officer;
- carry, wear or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate, elector organization or result in the voting.”

Maps denoting 100 metres from each voting location can be found in Attachment 9.

Section [120\(2\) of the Local Government Act](#) states that the following persons may be present at a voting place:

- those present for the purpose of voting (and persons in their care);
- those assisting an elector;
- election officials;
- official agent of a candidate and/or one Scrutineer per candidate;
- other persons permitted by the Presiding Election Official.

ELECTION RESULTS

On Election Day, the Council Chambers will be open at 7:00 p.m. and you are welcome to watch the results come in live in the Chambers at City Hall shortly after 8:00 p.m. Results will also be updated live on the City's website (www.coquitlam.ca).

The Chief Election Official will declare the official results of the election on Monday, October 17, 2022, at 3:00 p.m., in the Chambers at City Hall.

NEW BENEFITS TO REMOVE BARRIERS FOR COUNCIL CANDIDATES

Coquitlam is one of the first communities in B.C. to [adopt new leave procedures](#) for Council members that aim to remove systemic and financial barriers for equity-deserving groups wishing to participate in public office. These new measures reflect Coquitlam's focus on promoting [equity, diversity and inclusion](#) in the City's work and community. As of 2023, the City will also offer a pension benefit to Council members to further reduce potential financial barriers for those running for office.

MAYOR AND COUNICLLORS-ELECT: IMPORTANT DATES AFTER THE ELECTION

A series of orientation sessions have been scheduled for the newly elected Council members on the following dates:

Date	Time
Tuesday, October 18, 2022	1:00 p.m. – 5:00 p.m.
Wednesday, October 19, 2022	1:00 p.m. – 5:00 p.m.
Thursday, October 20, 2022	2:00 p.m. – 5:00 p.m.
Wednesday, October 26, 2022	2:00 p.m. – 5:00 p.m.

Council Members should report to the City Clerk's Office on these days for specific instructions on room assignments. These orientation sessions will provide important information on the Council process as well as facilitate other onboarding activities (i.e. HR, technology, etc...).

If you are elected to office, you may also want to make sure you note the following meeting dates in your calendar:

Date	Time	Meeting / Event
Monday, November 7, 2022	7 p.m.	Inaugural Council Meeting
Wednesday, November 9, 2022	10 a.m.	Finance Standing Committee Meeting/ Strategic Priorities Standing Committee Meeting
Monday, November 21, 2022	2 p.m.	Council-in-Committee/ Public Hearing/ Council Meeting
Wednesday, November 23, 2022	10 a.m.	Finance Standing Committee Meeting
Monday, November 28, 2022	2 p.m.	Council-in-Committee/ Council Meeting
Monday, December 5, 2022	2 p.m.	Council-in-Committee/ Public Hearing/ Council Meeting
Monday, December 12, 2022	2 p.m.	Council-in-Committee/ Public Hearing/ Council Meeting
Monday, December 14, 2022	10 a.m.	Strategic Priorities Standing Committee Meeting
Wednesday, February 8 to Friday, February 10, 2023	TBA	Local Government Leadership Academy (LGLA) Elected Officials Seminar (EOS)

The 2023 Council Meeting Schedule will come forward to Council for consideration in November.

The Local Government Leadership Academy (LGLA) offers training for elected officials. Tentative dates have been set for this training. Training offered in Metro Vancouver is scheduled at: The Radisson Hotel, Richmond, BC, on February 8,9, and 10, 2023.

For more information on the LGLA's Elected Officials Seminar, please go to the following website:

<https://lgla.ca/>

SCHOOL TRUSTEES-ELECT: IMPORTANT DATES AFTER THE ELECTION

If you are elected to office, you may want to make sure you note the following meetings in your calendar:

Date	Time	Meeting
Wednesday, November 9, 2022	7:00 p.m.	Inaugural School Board Meeting
Tuesday, November 29, 2022	7:00 p.m.	Regular Public Board Meeting

For information on School Board orientation sessions please contact:
Nicole Schenato at 604-939-9201

For more information, please visit the following websites:

- School District No. 43 (Coquitlam) - <http://www.sd43.bc.ca>
- BC School Trustees Association - <http://www.bcsta.org>

COQUITLAM ELECTION OFFICE

For further information regarding the 2022 General Local Election, or to book an appointment with the Chief or Deputy Chief Election Officer(s), please contact the following:

Chief Election Officer

Katie Karn

Deputy Chief Election Officers

Kimberly Ho and Sean O'Melinn

Elections Assistant

Adam Shroff

Phone: 604-368-7189
 Email: elections@coquitlam.ca
 Website: www.coquitlam.ca/elections
 Mail: Election Office
 c/o City Clerk's Office
 3000 Guildford Way
 Coquitlam, BC, V3B 7N2

Table of Attachments

Attachment	Description
1	Election Sign and Advertising Guideline (#4558637) and (#4569458)
2	Advance Voting Day Locations Map (#4577914)
3	General Voting Day Locations Map (#4581320)
4	Use of Voters List Acknowledgement (#4558577)
5	Use of City Resources and Facilities for Political Activity (#4562106)
6	Form C6 – Mayor and Councillors (#4562067)
7	Form CS6 – School Trustees (#4562055)
8	Scrutineer Guidelines (#4561881)
9	Election Sign Exclusion Zone Maps (#4574646)



Election Signs and Advertising Guideline

Can I, or my elector organization or my campaign have Election Signs at the voting place on voting day?

No, there can be no campaign material (signs, buttons, brochures etc.) within 100 metres of a voting place. This includes advance voting opportunities.

What is an Election Sign?

An 'Election Sign' is a sign promoting a political candidate, party or cause in relation to a federal, provincial, or municipal or school trustee election or question put to the electorate.

Is a permit required for an Election Sign?

A permit is not required for an Election Sign.

Where can Election Signs be located in the City of Coquitlam?

The City of Coquitlam [Election Administration and Procedures Bylaw No. 5069, 2021](#), restricts the location of Election signs on public property to the following locations:

1. West side of Coast Meridian Road between Devonshire Avenue & Highland Drive (low signs only - maximum 3ft high)
2. Southeast corner of David Avenue & Shaugnessy Street
3. North side of David Avenue between Pinetree Way & Johnson Street (access from path via Waterford Place)
4. Southwest corner of Glen Drive & Johnson Street
5. South side of Barnet Highway - East of Bond Street (*after* entrance to 2714 Barnet Highway; low signs only – maximum 3ft high)
6. Northwest corner of Mariner Way & Dewdney Trunk Road
7. Southwest corner of Lougheed Highway & Dewdney Trunk Road (at Sharpe Street)
8. Northwest corner of Como Lake Avenue and Mariner Way
9. Northwest corner Lougheed Highway and King Edward Street
10. Lougheed Highway across from Colony Farm

Maps of the above locations are attached to this guideline.

Election Signs may be located on private property with the permission of the property owner. Please note that regulations regarding the size, placement and permitted dates for posting Election Signs apply to those posted on private property in the same manner as those located on public property. Candidates must keep in mind that Election Signs must not be placed within 100 meters of a voting place during an Advanced Voting Day, Special Voting Opportunity, or on General Election Day.



What dimensions (size) can Election Signs be?

The City of Coquitlam *Election Administration and Procedure Bylaw No. 5069, 2021* restricts the dimensions of Election Signs to 0.61 metres by 0.61 meters (2 ft. by 2 ft.). For areas where a “Low Sign” restriction is in place, the maximum height of the sign is 0.91 meters (3 ft.).

How many Election Signs can be located at each of these locations?

Each candidate may locate only one sign per location.

When can Election Signs be erected / when do Election Signs have to be removed?

Signs must not be erected more than twenty-one (21) days prior to a municipal election. Signs must be removed within four (4) days after the election.

This would mean that signs for the 2022 General Local Election can be erected on Saturday, September 24th 2022 and must be removed by 11:59 p.m. on Wednesday, October 19th 2022.

Are there any other considerations that should be taken into account when posting an Election Sign at these permitted locations?

Any sign that is deemed to be a sightline hazard or obstruction will be removed immediately by City staff. A sightline hazard or obstruction is when a sign impedes the ability of pedestrians or motorists to safely and adequately view oncoming traffic or pedestrians. Signs must not be placed within 1 metre (3.28 ft) of a fire hydrant.

Candidates are also asked to leave a 30 cm (1ft) buffer from the roadway or face of the curb where no election signs should be posted. Candidates are reminded that during the course of the campaign period signs often get blown over or are damaged and consequently the City requests that candidates check their signs frequently to ensure that they do not create an untidy appearance.

***** Candidates, elector organizations, and campaign teams are encouraged to familiarize themselves with Section 13.2.1 of the Election Administration and Procedure Bylaw No. 5069, 2021.***

Can I post Election Signs at my Campaign Headquarters?

Each candidate will be permitted to have one Campaign Headquarters where the City's sign regulations (relating to Election signs) will be relaxed as long as the signs **are affixed to the building** and the number, size and character of the signs are reasonable, and the signs do not pose a safety hazard.

*****Candidates must provide the Election Office with the address of their campaign office.***

Please note that while candidates are permitted to affix more than one election sign to their campaign headquarters (i.e. on the face of the building or in the window), in accordance with the City's election sign regulations, only one sign may be posted on the grounds of the property (i.e. signs on stakes driven into the ground).



City of Coquitlam
2022 General Local Election
Election Signs and Advertising Guideline

Candidates may affix a sign at their campaign headquarters in advance of the permitted election sign posting period only if the sign does not include wording such as "Vote for" or "... for Mayor/Councillor/School Trustee". An example of an acceptable sign would be "*name of candidate* - Campaign Headquarters" - as this would be considered an informational sign.

***** As each location is unique we encourage you to contact the Chief Election Officer or Deputy Chief Election Officer to obtain interpretive advice should you be unsure about how the Bylaw applies to your location.***

What will happen if I violate the City's regulations on election signs?

Complaints regarding election signs are investigated by City Bylaw Enforcement Officers. If your sign is found to be in violation of the regulations, a photograph will be taken of the sign and then it will be removed and taken to the Animal Shelter yard, where you can pick it up later. A Bylaw Enforcement Officer will then contact you to let you know about the violation. The first time this happens you will be given a warning. The next time it happens you will be fined and each of your signs will be subject to an impound fee of \$25.00.

Where can I find further Information on Election Signs?

Please refer to [Election Administration and Procedures Bylaw No. 5069, 2021](#), for more information regarding Election Signs.

Can I, or my elector organization, advertise on the day of the election?

You *cannot* advertise in newspapers or on radio or television on the day of the election, and there must be no campaign material (signs, buttons, brochures etc.) within 100 metres of a voting place. If you advertise in a weekly newspaper that is distributed on a Saturday, please ensure that your ad does not appear in the newspaper and/or its website on General Voting Day. Please see the next section for regulations regarding advertising by way of social media on General Voting Day.

Can I have a Web site or use social media (i.e. Facebook, Twitter, Instagram) for my campaign?

Yes.

The restrictions on General Voting Day advertising also apply to communication on the internet – in accordance with section 45 of the *Local Elections Campaign Financing Act*, an individual (i.e. a candidate, financial agent or third party sponsor) must not sponsor or agree to sponsor election advertising that is to be transmitted to the public on General Voting Day. This does not apply to election advertising that was transmitted to the public on the internet *before* General Voting Day and was not changed before the close of general voting.

All inquiries regarding election advertising should be directed to Elections BC:

Elections BC

Phone: 1-800-661-8683

Email: electoral.finance@elections.bc.ca

Web: elections.bc.ca



West side of Coast Meridian Road, between Highland and Devonshire
(low signs only)


DEVONSHIRE AVENUE

1

COAST MERIDIAN ROAD

HIGHLAND DRIVE

Legend

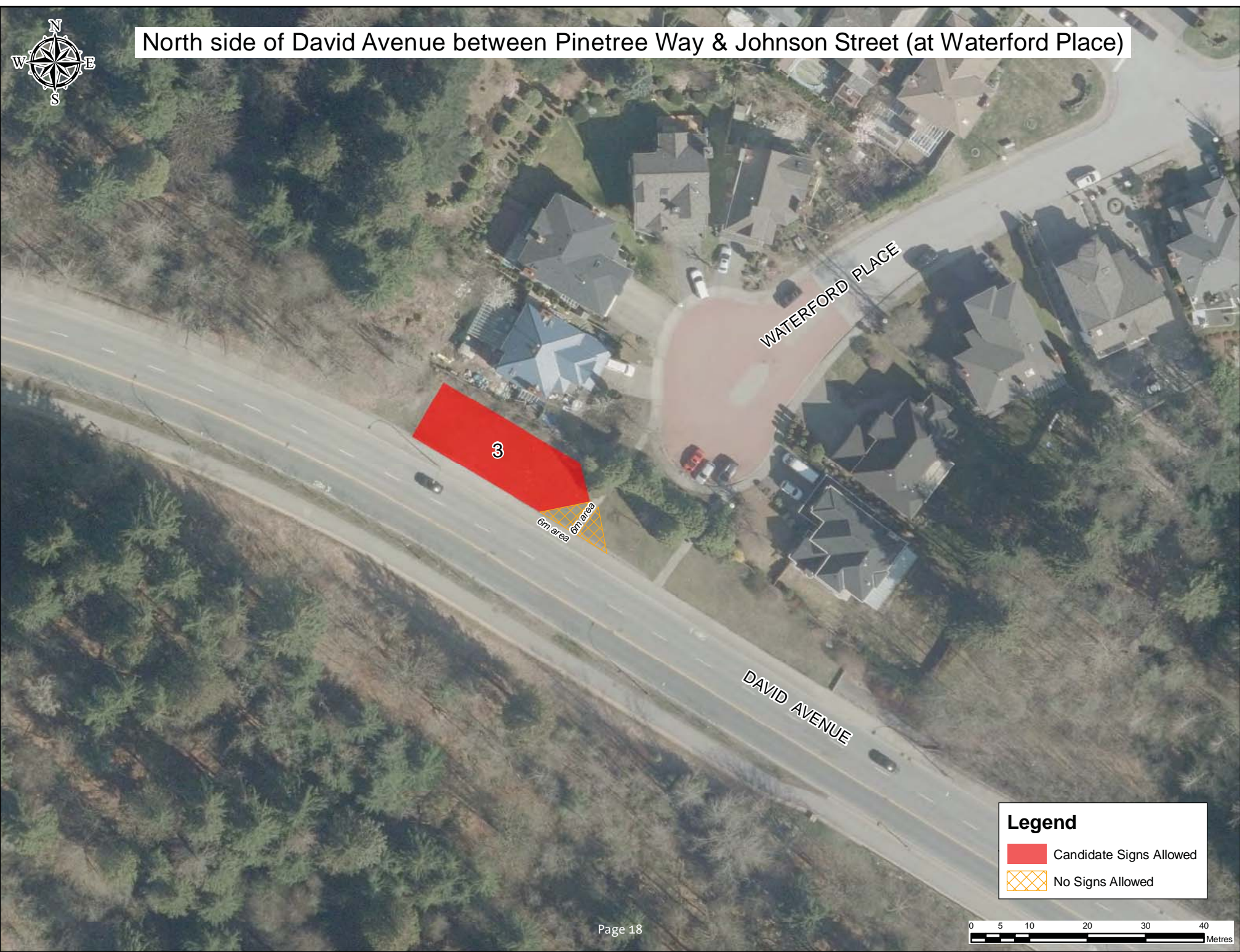
 Candidate Sign Locations

0 5 10 20 30 40
Metres





North side of David Avenue between Pinetree Way & Johnson Street (at Waterford Place)





Southwest corner of Glen Drive and Johnson Street

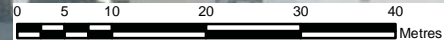
GLEN DRIVE

JOHNSON STREET

4

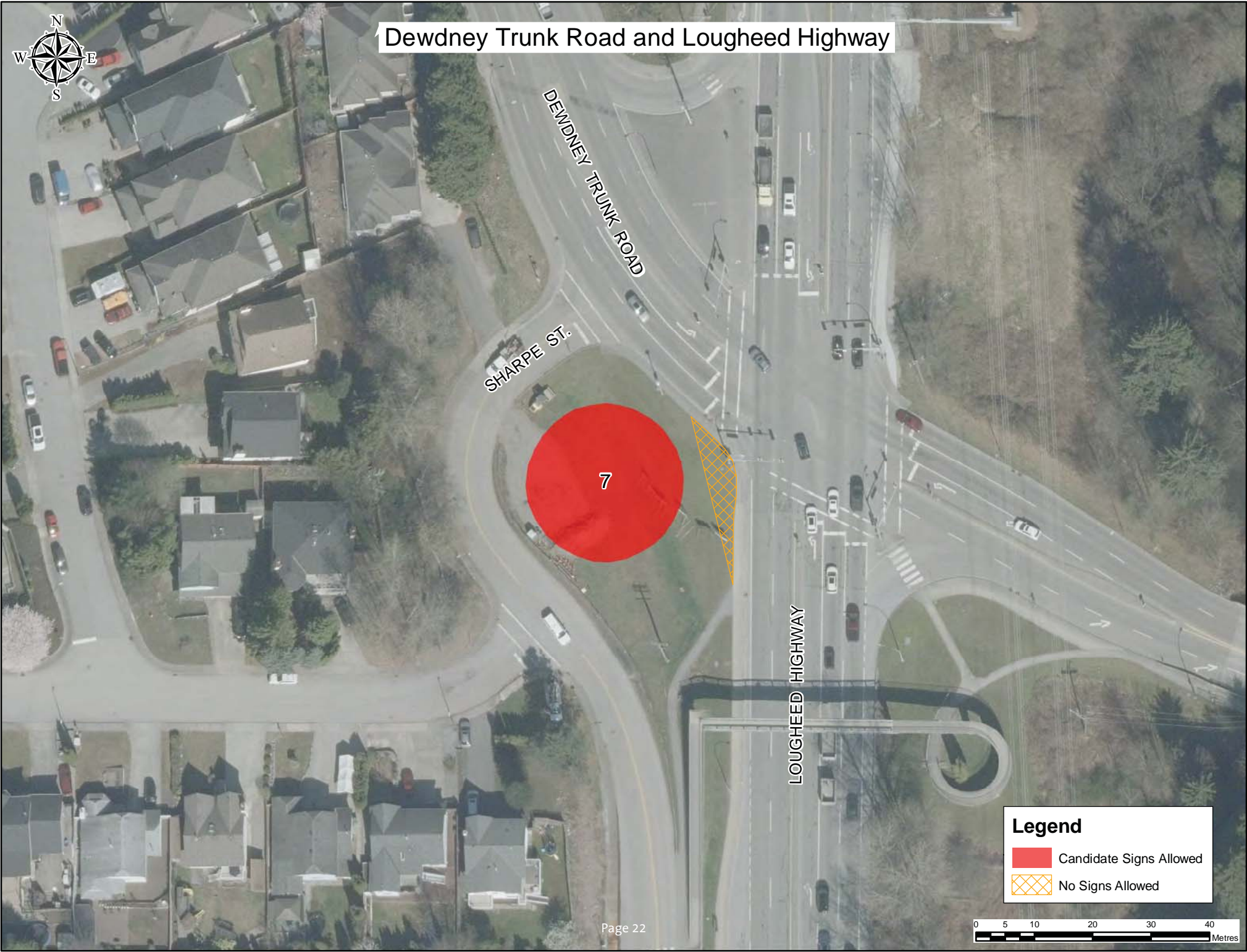
Legend

 Candidate Signs Allowed





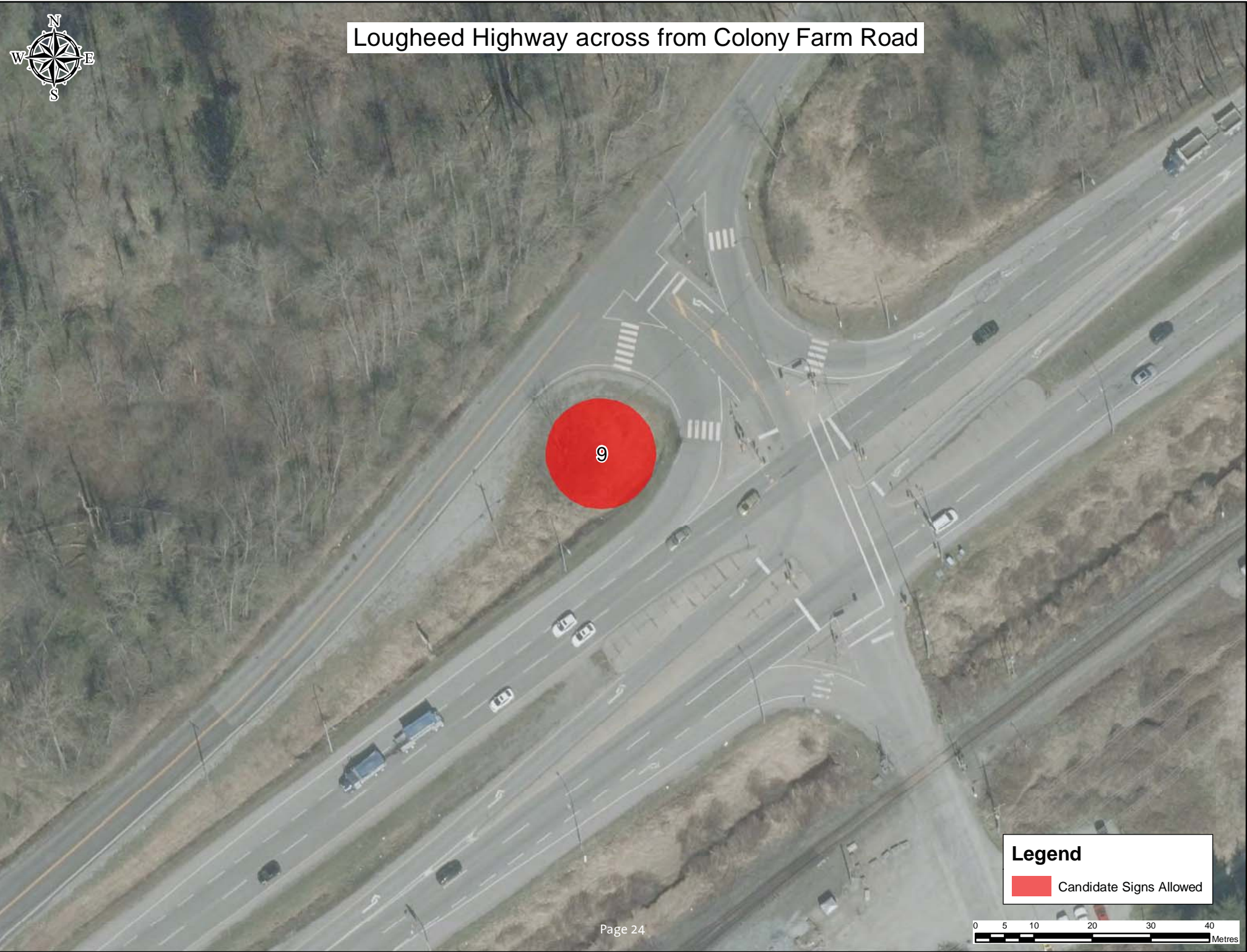







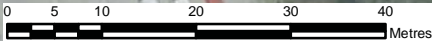


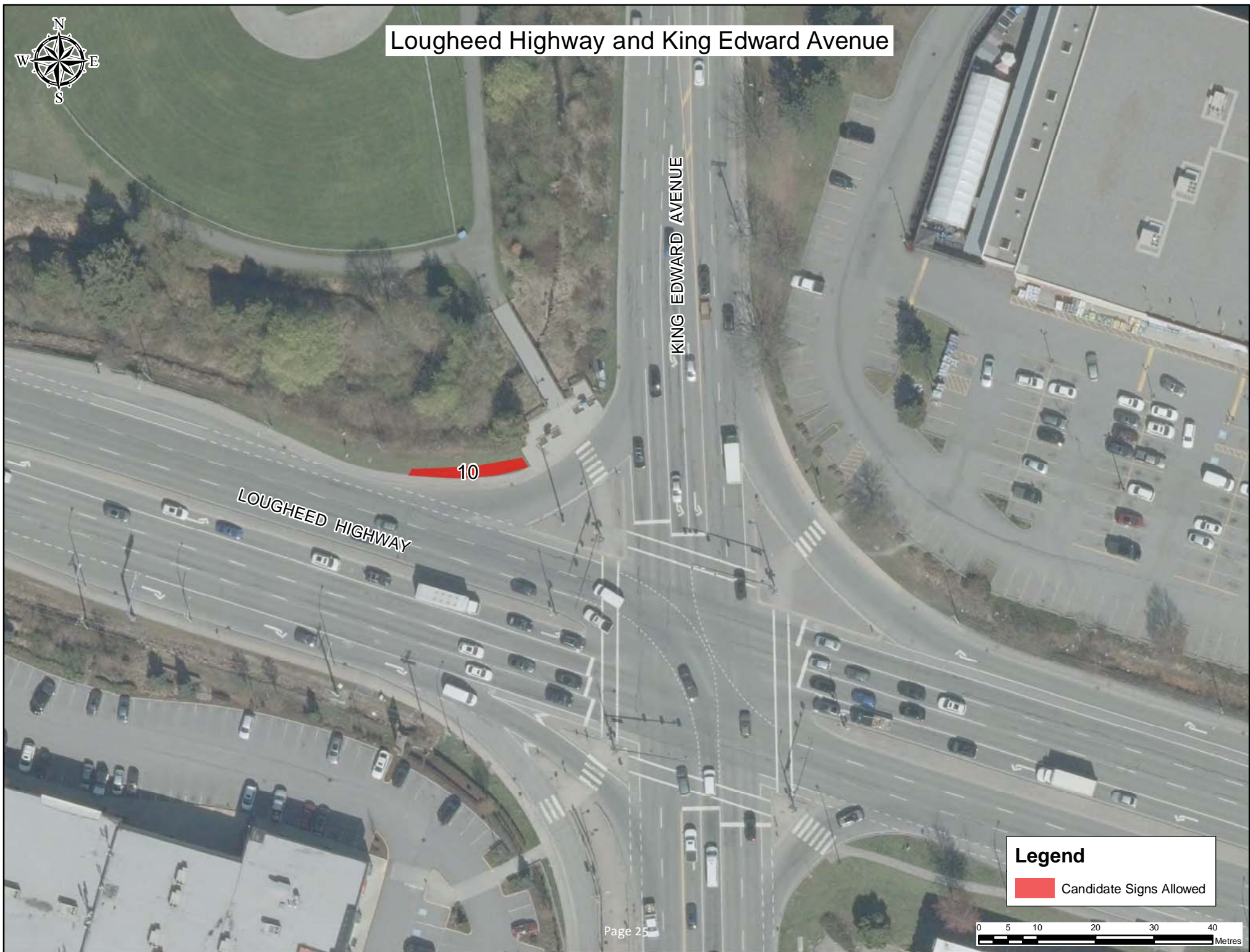
Lougheed Highway across from Colony Farm Road



Legend

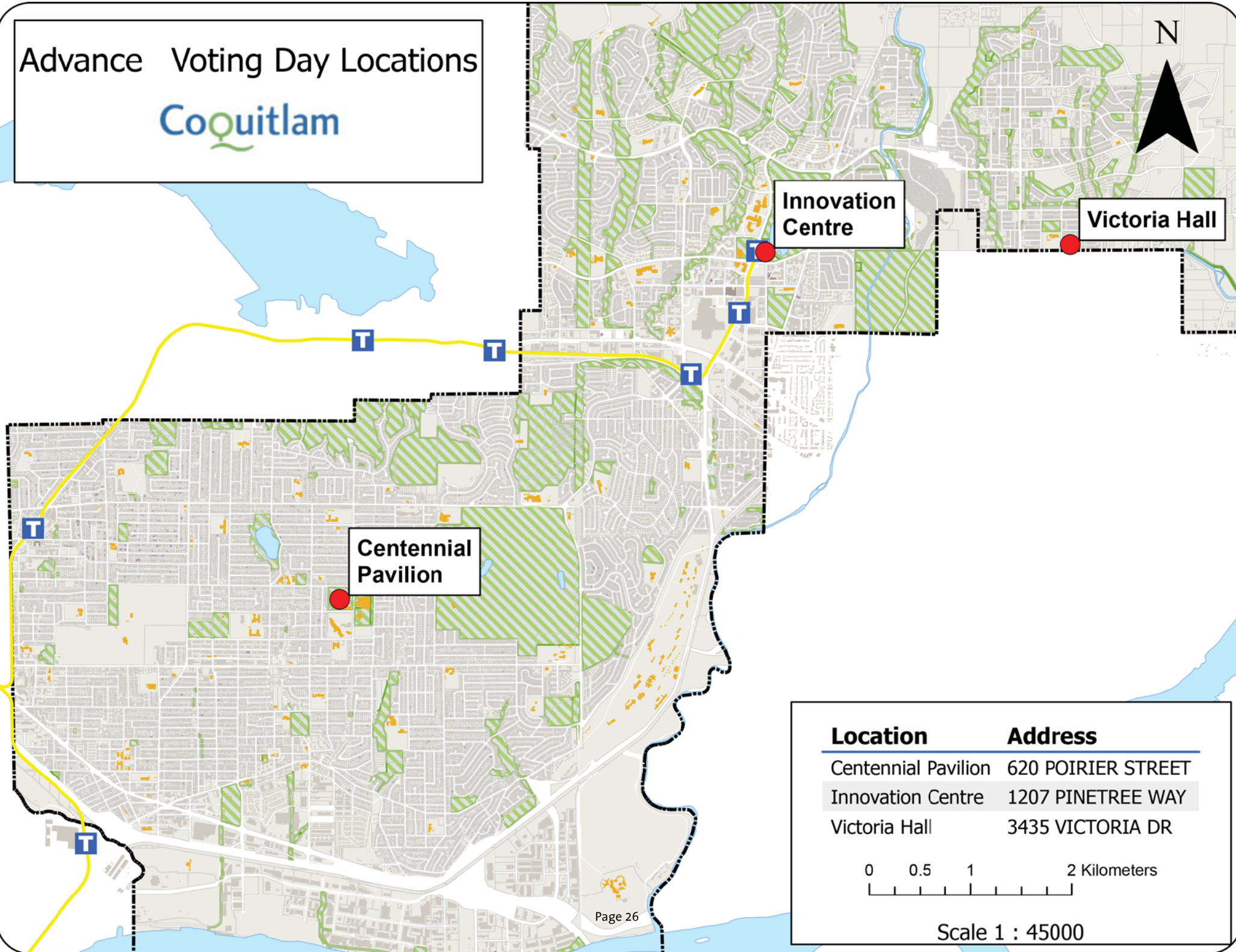
 Candidate Signs Allowed





Advance Voting Day Locations

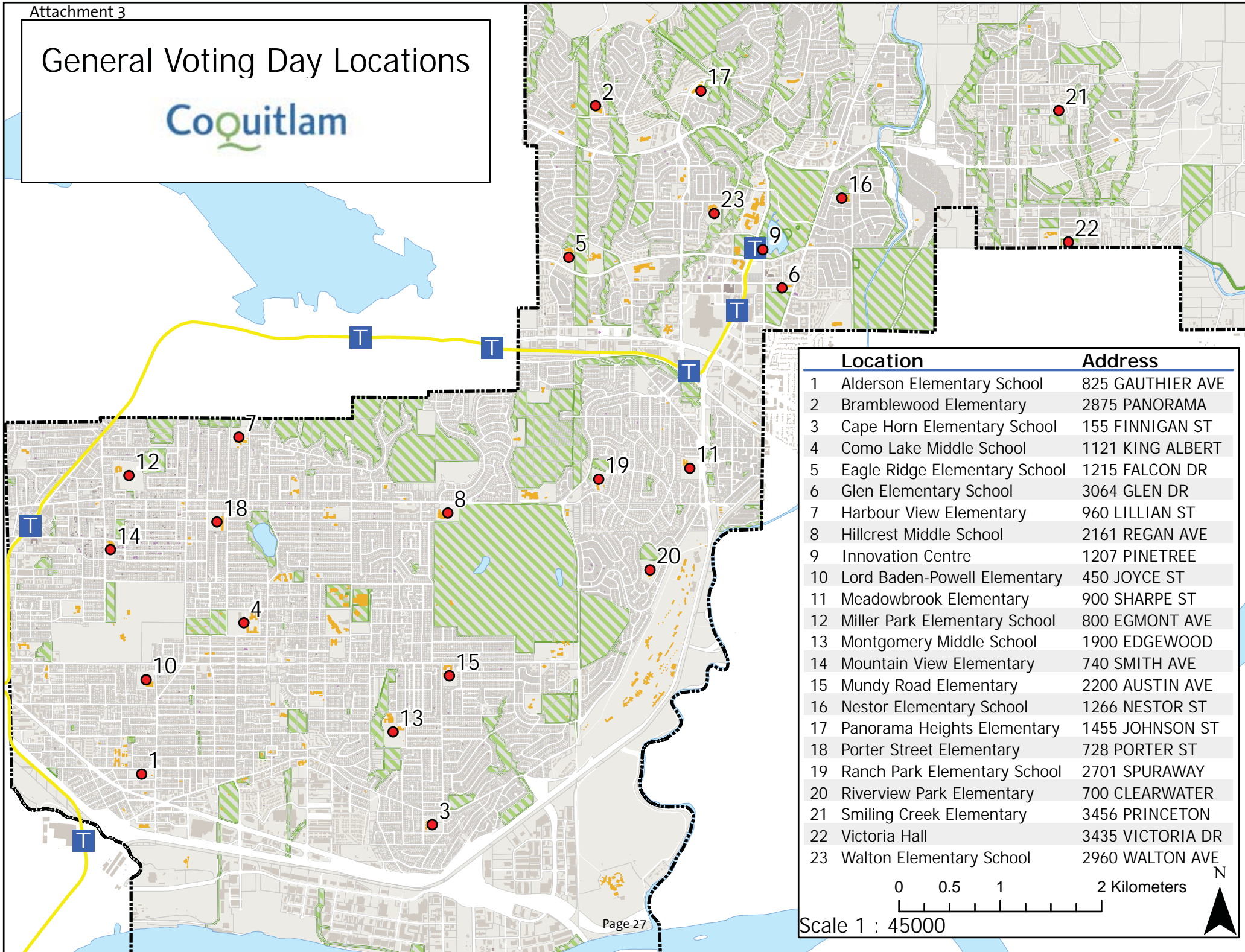
Coquitlam



Scale 1 : 45000

General Voting Day Locations

Coquitlam





Use of the Voters List Acknowledgement

The Voters List (List of Registered Electors) contains personal information as defined in the *Freedom of Information and Privacy Act* and this information is confidential. Voters Lists must be stored in a secure manner, so that only authorized individuals have access to the information. All persons who have access to the Voters List information are individually responsible for protecting the confidentiality of that information.

I, the undersigned, acknowledge that I have received a copy of the Voters List for Coquitlam, BC. I declare and acknowledge that:

I am accepting this Voters List on behalf of myself, a candidate, and am duly authorized to do so. I undertake to ensure that the Voters List will be protected as required by the *Election Act* and the *Freedom of Information and Protection of Privacy Act*.

I understand that the information contained in the Voters List is confidential and that access to it is restricted under the *Election Act* and *Local Government Act*. I undertake to ensure that the Voters List will not be used, copied or distributed by or for any person, in any form whatsoever, except for election purposes and for communicating with voters. Specifically, I understand that the Voters List must not be used for commercial purposes.

I undertake to ensure that the confidentiality of the Voters List is protected, and that when no longer required, such information will be returned to the Chief Election Officer (CEO) or Deputy Chief Election Officer (DCEO) for the City of Coquitlam.

I undertake that, in the case of loss or theft, or unauthorized access, to personal information, I will contain the breach, identify the source of the breach, and report the loss, theft, or unauthorized access to the CEO or DCEO immediately.

I understand that the *Election Act* provides significant penalties for making a false or misleading statement or for the misuse of the information contained in the Voters List.

I understand I am obligated to return the material provided to me no later than **Friday, October 21, 2022**, for destruction by the City of Coquitlam.

 Candidate's Name

 Official Agent Name (if applicable)

 Candidate/Official Agent Signature

Candidate / Official Agent provided with:

☐ USB (No. _____) Date: _____

Candidate Phone: _____

CEO/DCEO Initial: _____

Items returned:

☐ USB (No. _____) Date: _____

CEO/DCEO Initial: _____

CITY OF COQUITLAM

Policy and Procedure Manual

USE OF CITY RESOURCES AND FACILITIES FOR POLITICAL ACTIVITY

Chapter:

Section:

Issue Date: July 7, 2014

Revision Date:

POLICY:

City facilities (save for City Hall) may be rented for political events, including campaign events, under the same terms and conditions as the general public, in accordance with:

- The Parks, Recreation and Culture Service's Department's Facility Allocation Policy;
- Any usual license, invoice, rental agreement or facility use license;
- Any associated fees set out by third parties or the City;

Political activities may be conducted at such rented or permitted facilities during the rental period and must be contained to the specific area (room) that has been rented. Candidates or their supporters are not permitted to actively campaign through such actions as distributing or displaying campaign materials or other forms of direct engagement in the common areas of the City facility (save for the placement of brochures in the candidate brochure racks provided for candidates' use at the Coquitlam Public Libraries – as noted in the "Procedures" section of this Policy).

City personnel, equipment, postage, letterhead or official stationery, and funding, are not to be used for promotion or opposition of any candidate, political party, or slate of candidates for an office or a particular issue on a ballot. This does not preclude the use of City staff and City equipment in connection with the rental of the City facilities in the same manner as would be available to the general public in connection with the rental of City facilities.

Political activities will not be permitted in a City facility being used for an advance voting, assent voting or other voting opportunity on the same day(s) as the facility is being used for that purpose.

REASON FOR THE POLICY:

To limit the use of City property to its intended purpose of conducting official City business and to provide a consistent approach and direction to City employees on how City resources and facilities can and cannot be used during local government, school trustee, provincial and federal election campaigns or campaigns concerning a question on the ballot.

The City must balance the need for freedom of assembly of candidates and its legal responsibility to not provide an unfair advantage to any candidate, political party, third party sponsor or registrant or supporter of a question on a ballot during an election

CITY OF COQUITLAM

Policy and Procedure Manual

REFERENCE:

Election Administration and Procedure Bylaw No. 4504, 2014 (Part 13: Advertising by Federal, Provincial, Municipal, or School Trustee Candidates).

Parks, Recreation and Culture Services Department's "Facility Allocation Policy".

DEFINITIONS:

The following definitions shall apply to the policy related to the use of City facilities for political activity:

CAMPAIGN MATERIALS shall mean any materials used to solicit votes for a candidate(s) or question on the ballot including but not limited to literature (i.e. brochures), banners, posters, pictures, buttons, clothing or other paraphernalia.

CITY FACILITIES shall mean any building, grounds or vehicles owned, operated, controlled or maintained by the City and includes the following locations: libraries, leisure facilities, parks, City Hall, Seniors Centres, the Works Yard and the Animal Shelter.

POLITICAL ACTIVITY shall include any and all activities, whether such efforts are undertaken individually or in concert with others, done for the purpose of supporting or opposing any candidate, party or issue in an election or done to influence the results of that election. This includes activities such as handing out campaign materials (i.e. flyers, buttons) and holding up placards or posting signs.

Political activity does not include the appearance of elected officials, candidates or their supporters at an event in their professional or personal capacity without the display of any signage or graphic which identifies the individual as a candidate and without the solicitation of votes.

POLITICAL EVENTS shall include any and all meetings, fundraisers, gatherings, or other such events organized or conducted for the purpose of supporting or opposing any candidate for public office, any issue which is or may be scheduled to appear on a ballot, or any political party or organization.

CITY OF COQUITLAM

Policy and Procedure Manual

PROCEDURES:

The following forms of political activity shall be prohibited at all times on City property unless otherwise permitted by policy:

- (a) Distribution of campaign material, including cards, brochures and other materials defined by law as political advertising to patrons or employees (save for the candidate brochure racks provided for use by candidates at the City's public libraries during general local elections);
- (b) Placement of political signs in City buildings or elsewhere on City property (See *Election Administration and Procedure Bylaw No. 4504, 2014*);
- (c) Personal appearances of candidates or advocates/opponents of an issue before the electorate unless in a private rented space in accordance with this policy.

Candidates or their agents or supporters wishing to rent space at a City facility shall follow the same procedures as would the general public.

This policy shall not be interpreted to prohibit the distribution or use of newspapers, magazines or programs for City sponsored activities that contain paid political advertising, where the distribution or use of such items is primarily for purposes that are generally of a nonpolitical nature.

CANDIDATE NOMINATION PACKAGE

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) CITY OF COQUITLAM	ELECTION AREA (NAME OF MUNICIPALITY OR REGIONAL DISTRICT ELECTORAL AREA) CITY OF COQUITLAM
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2022/10/15	<input checked="" 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)	

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

CS6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD) 2022/10/15	<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)	



Scrutineer Guidelines

Legal authority

Section 102(1) of the *Local Government Act* states candidates may appoint scrutineers “to represent the candidate by observing the conduct of voting and counting proceedings for the election”. The section states a scrutineer must be appointed in writing, signed by the candidate or by the candidate’s official agent. Such appointment forms are contained in the Candidate Nomination Information Package.

Section 103 (2) of the *Local Government Act* states:

“The presiding election official may designate one or more locations at a place where election proceedings are being conducted as locations from which (the scrutineer) may observe the proceedings and, if this is done, (the scrutineer) must remain in those locations”.

Section 134(2) and (3) of the *Local Government Act* permits each candidate to appoint a representative to attend the counting proceedings to follow the results as they are received.

Who’s in charge?

At each voting place, there is a Presiding Election Official (PEO) with a minimum of one assistant, the Alternate Presiding Election Official (APEO). There are also Election Officials who report to the PEO or APEO. The PEO is in charge of the voting place, and in their absence, the APEO.

When a scrutineer first enters a voting place, they must identify themselves and provide their appointment form to the PEO. The PEO is recognized by their ID badge. They will also be required to make a solemn declaration to protect the secrecy of the ballot.

Number of representatives

Scrutineers may be appointed for each ballot box in use while voting is being conducted, to represent the Candidate by observing the conduct of voting.

Coming and going

Scrutineers may come and go freely as long as they carry their appointment form. Food may be delivered to them, **but not by the Candidate.**

Cell phone use

The use of cell phones (other than by the PEO or APEO) in the voting place is prohibited. Scrutineers may use cell phones outside the voting place.

**No touching, handling, or interfering**

The PEO will show the scrutineer where they may sit or stand and reiterate what the scrutineer is allowed to do. Under section 103(2), the scrutineer may observe from this designated spot. **The scrutineer may not touch, handle, or interfere with election material.**

Voters believe strongly in the secrecy of the ballot and feel vulnerable if they see their name being written by a scrutineer or hear their name being repeated by the scrutineer. To some voters, it may be a matter of personal privacy.

Appearance and conduct

Respectful appearance and conduct is expected at the voting place. The scrutineer's clothing must be clean, conservative, and appropriate for an office setting. No badges, logos, colours, or recognizable insignias of a political nature are permitted. The scrutineer's conduct must be quiet and unobtrusive. Argumentative or loud, talkative behaviour may ultimately result in the PEO asking the scrutineer to leave.

Political affiliation

While in the voting place, conversations that touch on anything of a political nature are prohibited. Candidates' names, elector organizations, or campaign organizations must not be mentioned. Scrutineers must not speak to Election Officials as they are employed to manage the election process and should not be distracted. Scrutineers may raise concerns with the PEO or APEO at an appropriate time, or alternatively forward their concerns to the Candidate who may in turn take these up with the Chief Election Officer / Deputy Chief Election Officer(s).

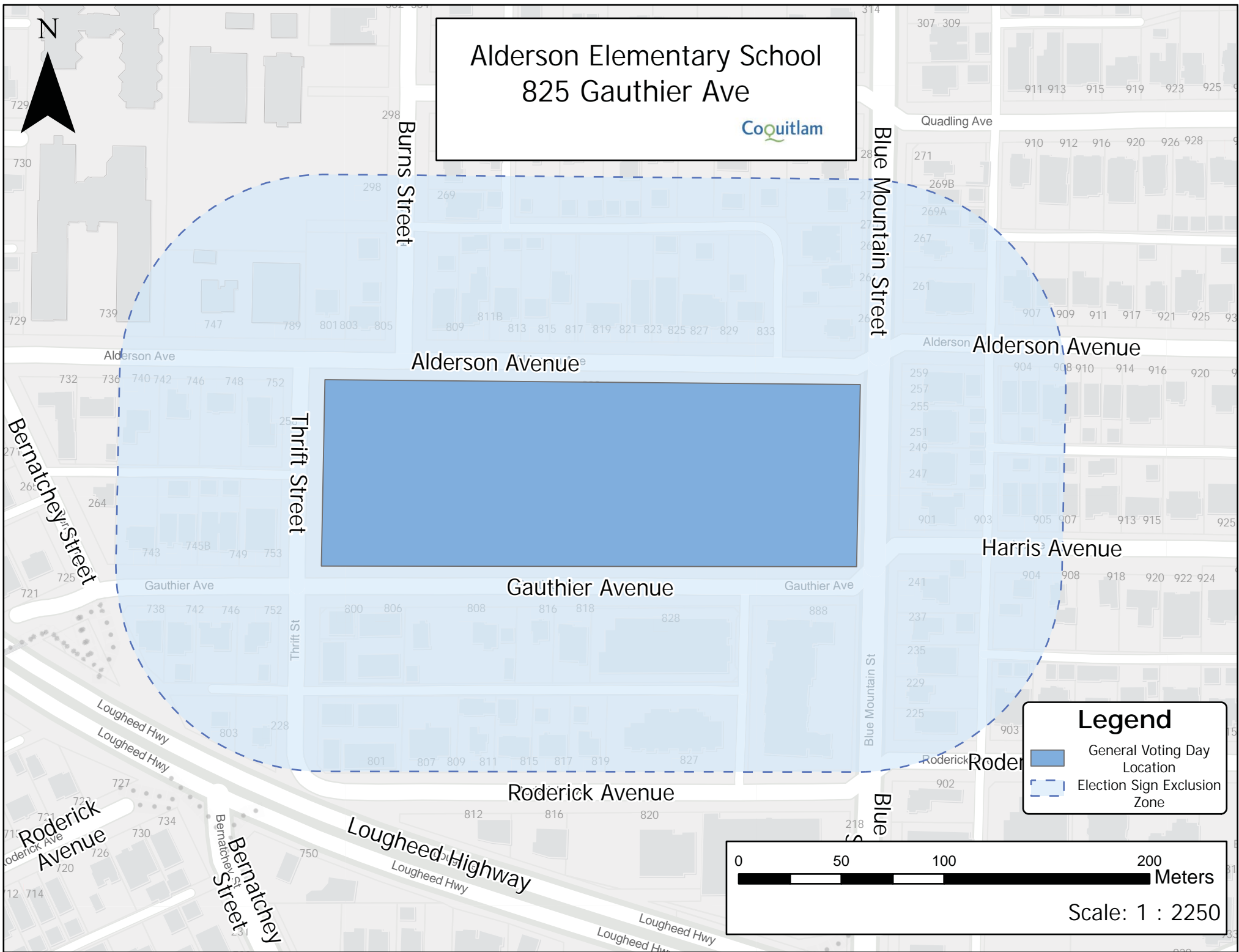
Counting procedures

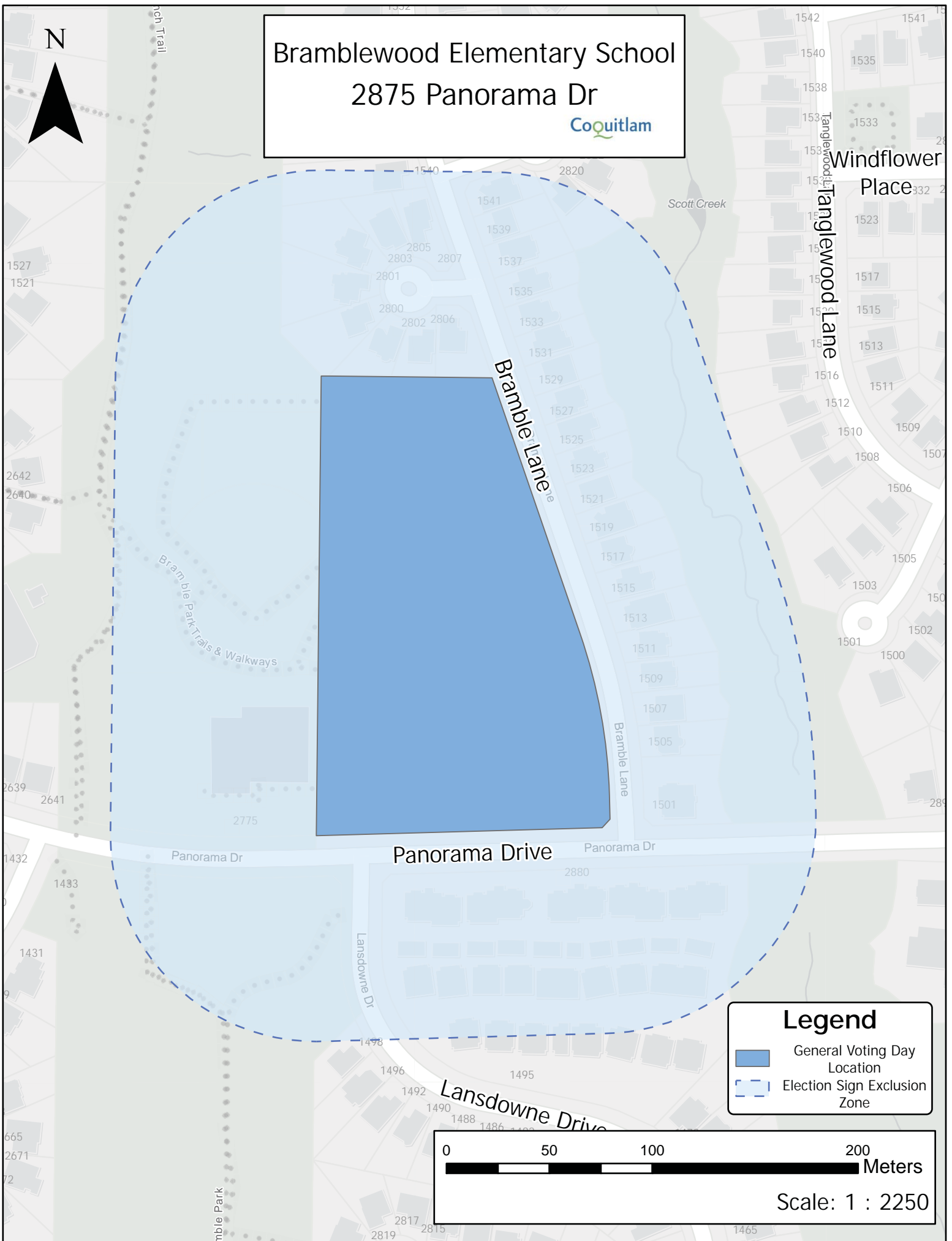
Representatives should arrive at the appropriate voting places before 8:00pm. Doors will be locked at 8:00 pm; once the doors are locked, no one will be permitted to enter or exit the voting place until the count is complete.

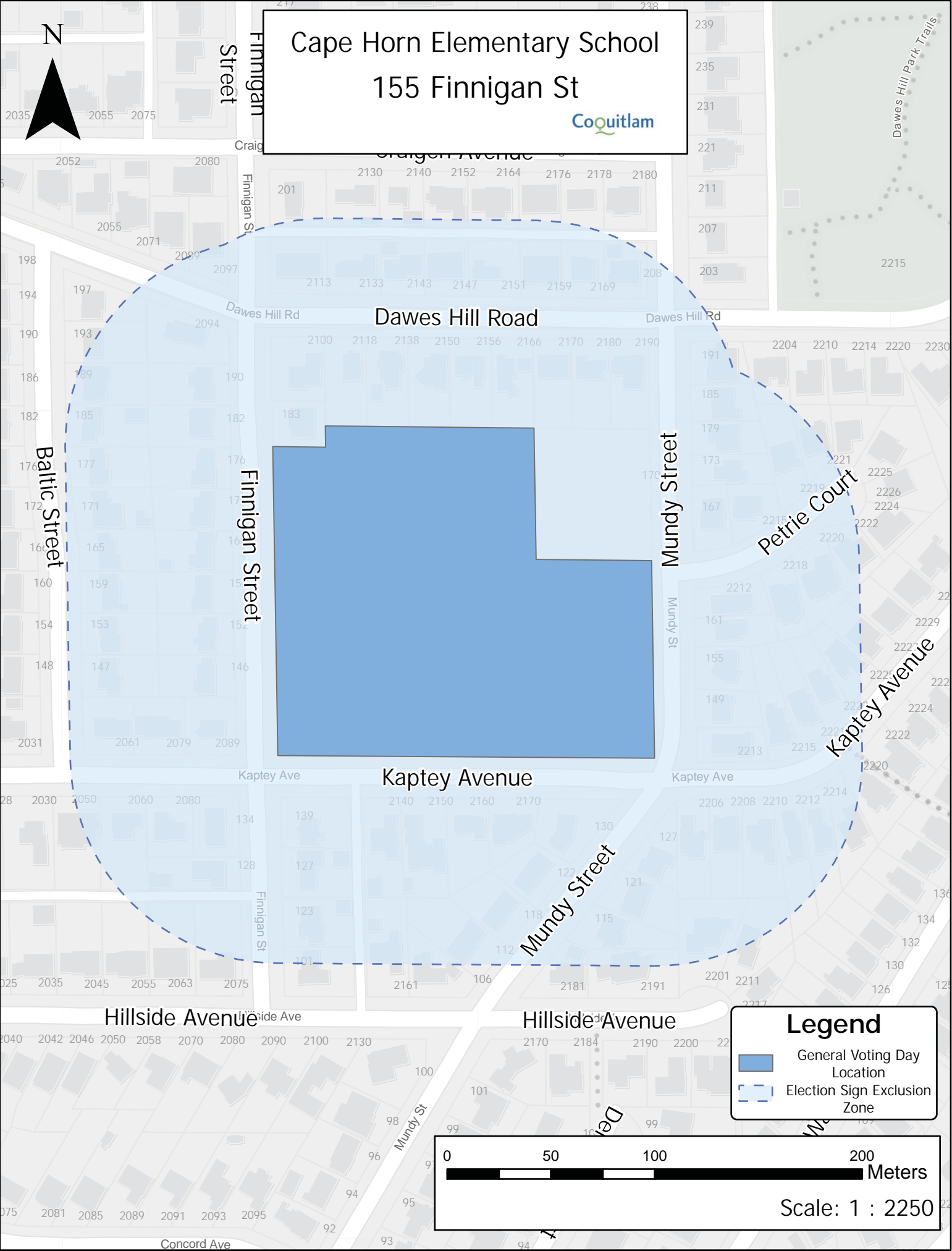
Additional information for scrutineers

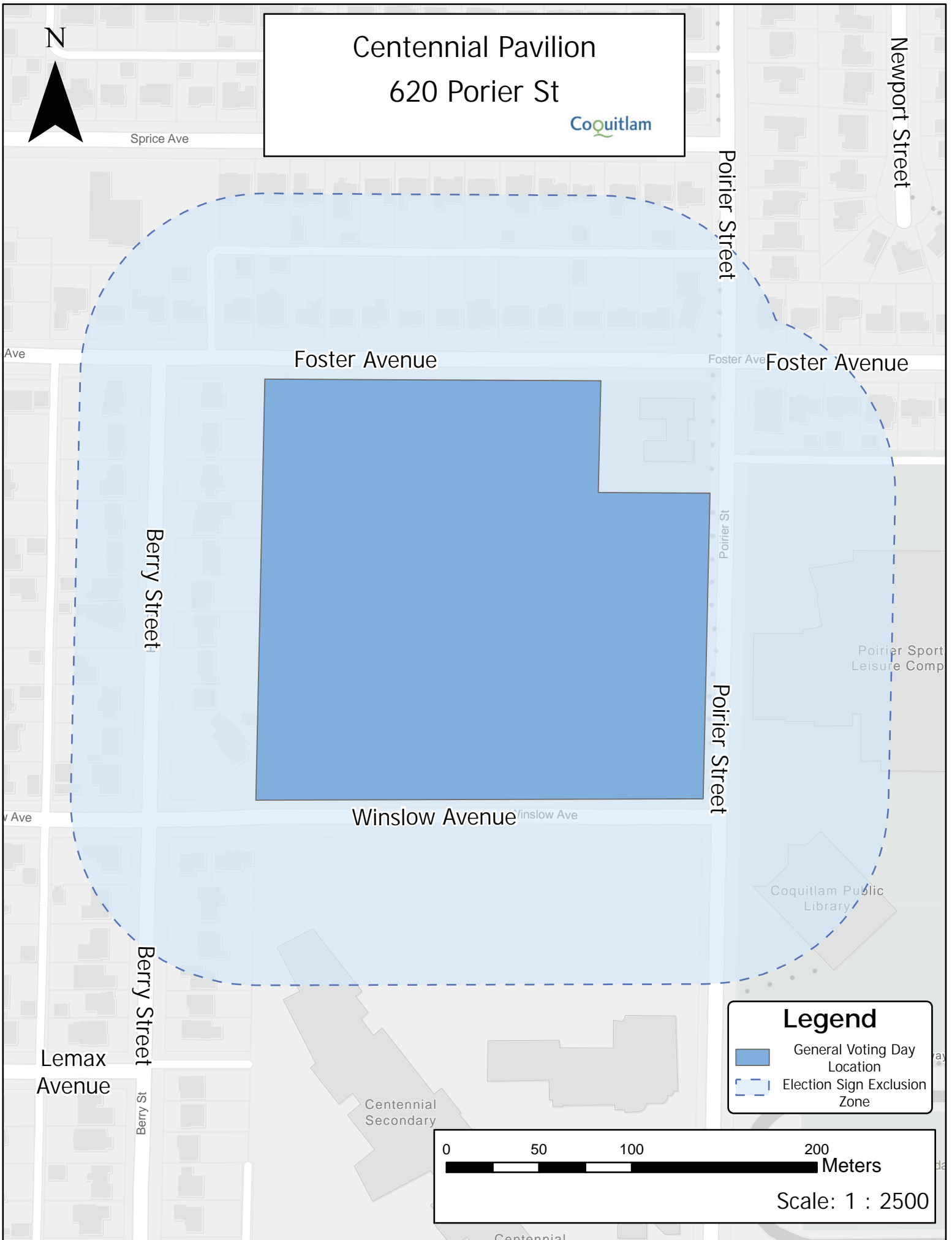
For more information regarding scrutineers and their role in a general local election please go to:

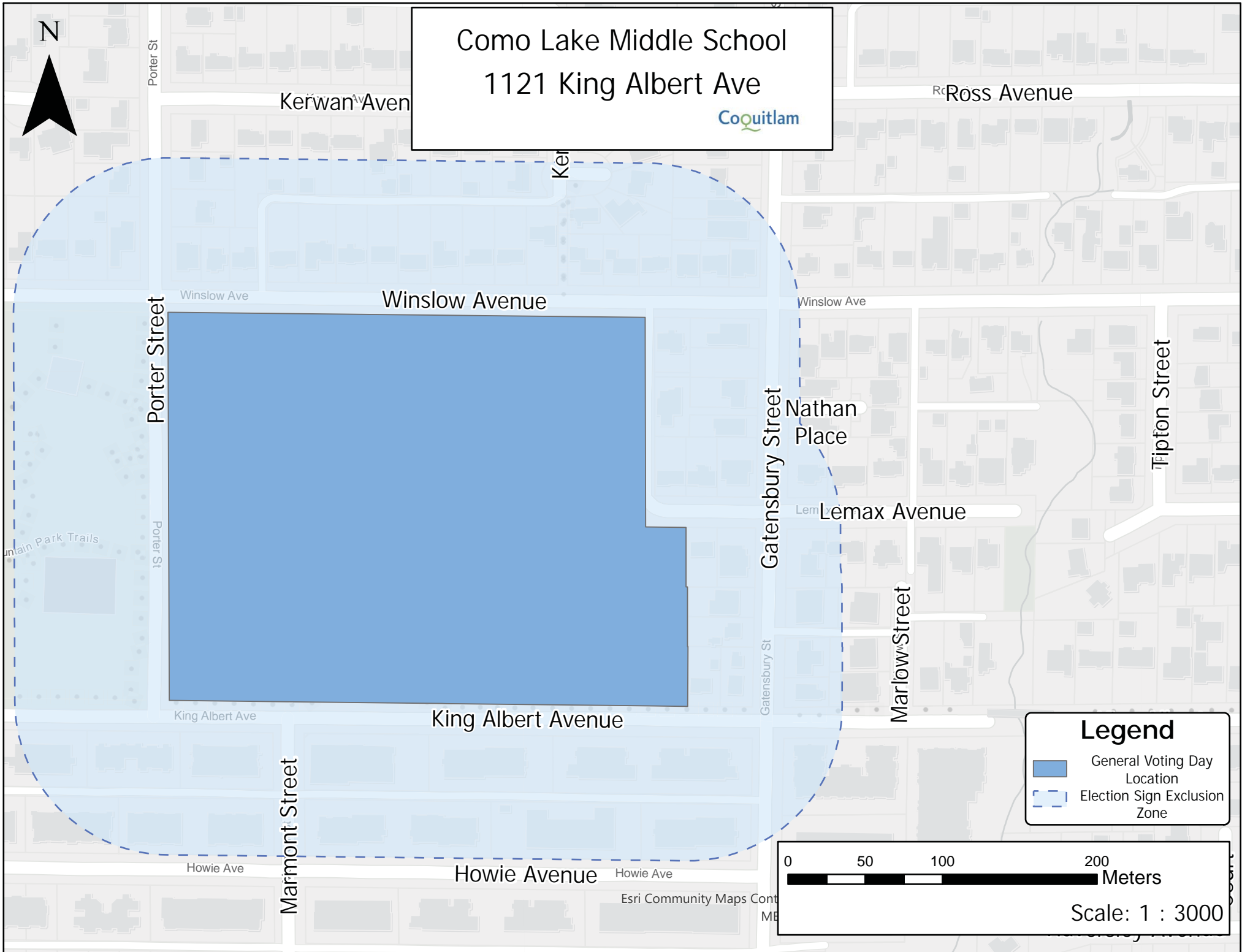
https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/scrutineers_guide_to_general_local_elections.pdf

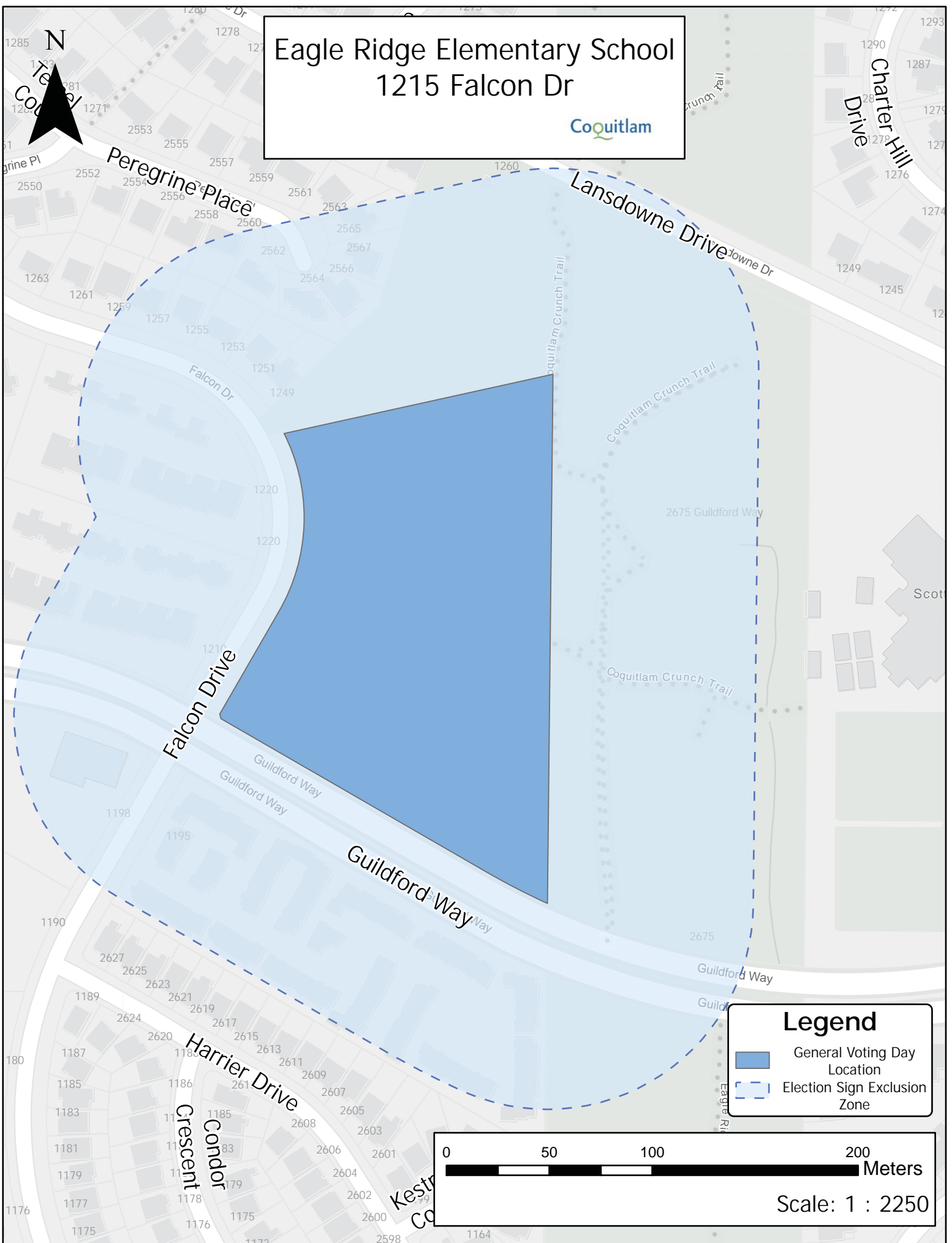












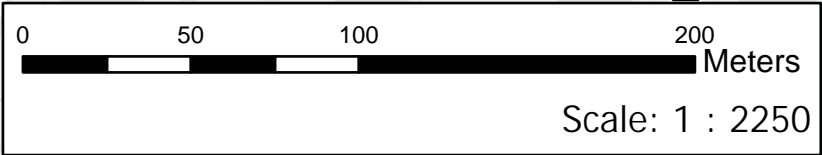


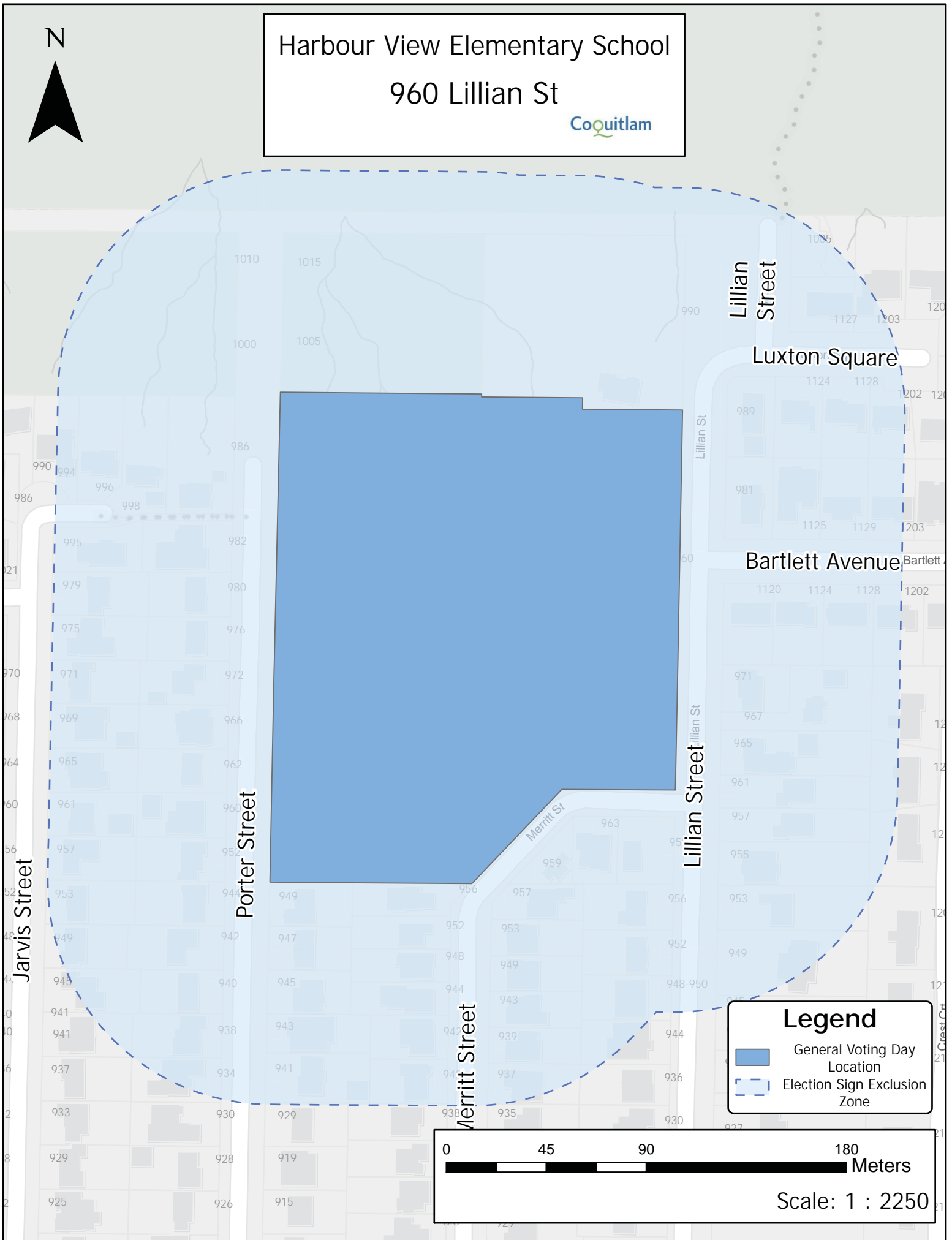
Glen Elementary School
3064 Glen Dr

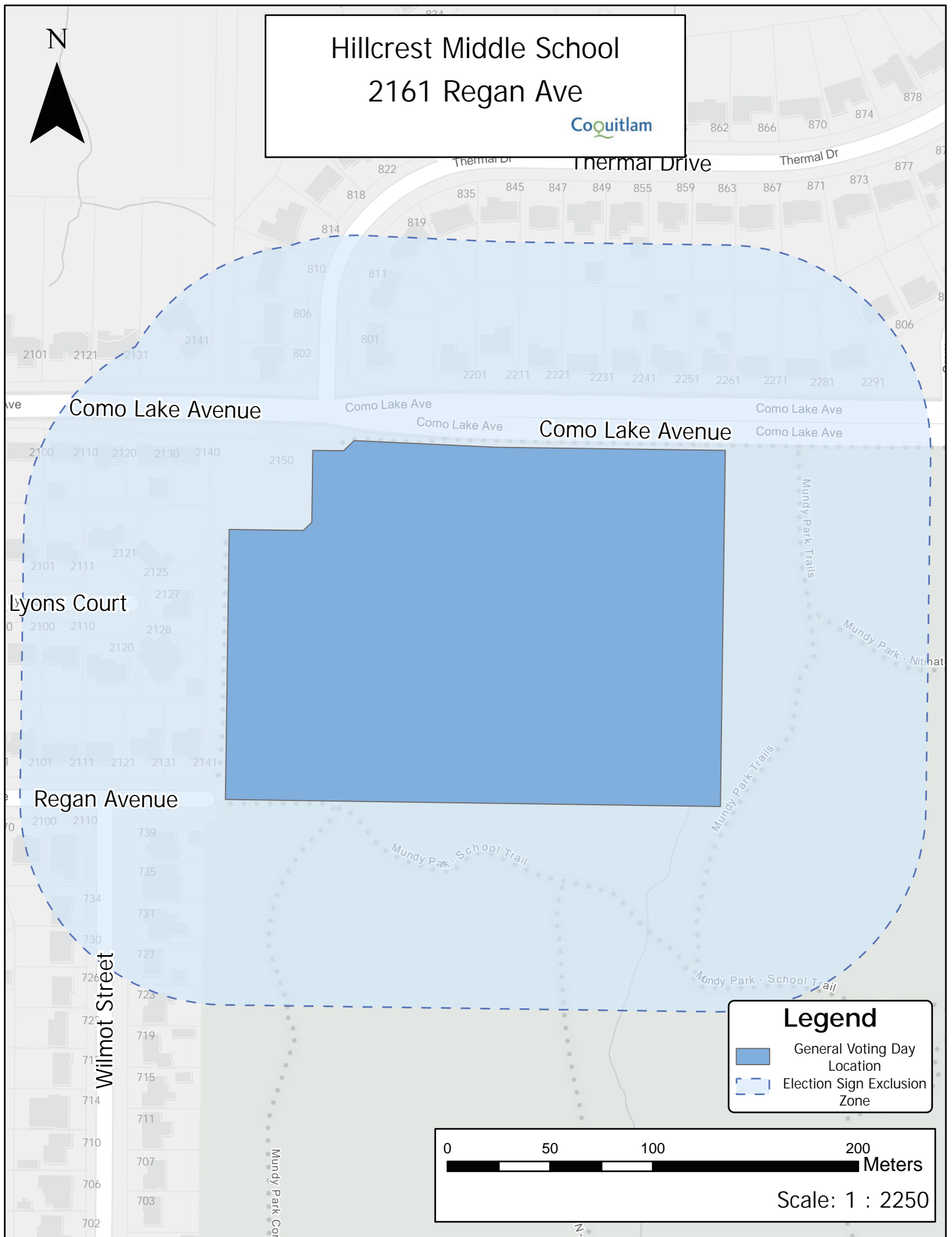


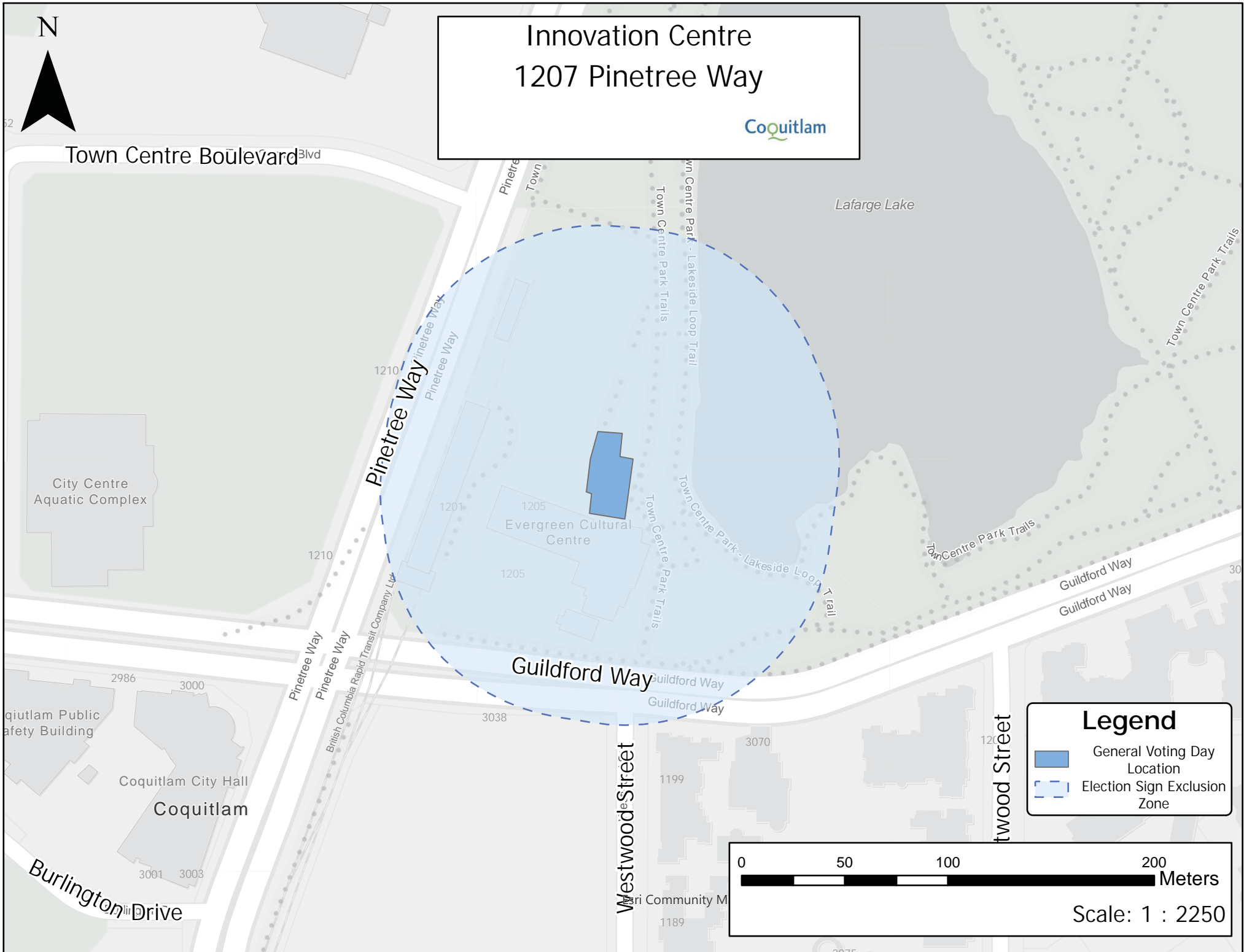
Legend

-  General Voting Day Location
-  Election Sign Exclusion Zone











Innovation Centre
1207 Pinetree Way



Legend

-  General Voting Day Location
-  Election Sign Exclusion Zone

0 50 100 200 Meters

Scale: 1 : 2250

N

Town Centre Boulevard

City Centre
Aquatic Complex

Evergreen Cultural
Centre

Lafarge Lake

Guildford Way

Coquitlam
City Hall

Burlington Drive

Westwood Street

Westwood Street

Town Centre Park Trails

Town Centre Park Trails

Town Centre Park Trails

Town Centre Park - Lakeside Loop Trail

Pinetree Way

Pinetree Way

Pinetree Way

British Columbia Rapid Transit Company Ltd

Guildford Way

Wren Community M

2986

3000

3001

3003

3038

3070

1199

1189

3075

52

30

