




ELECTION CANDIDATES INFORMATION WORKSHOP

DISTRICT OF SOOKE

PRESENTED BY:

Carolyn Mushata, Chief Election Officer & Corporate Officer



- 
- Welcome
 - What to Expect
 - Election Process
 - Voting Day
 - Resources



WHAT TO EXPECT

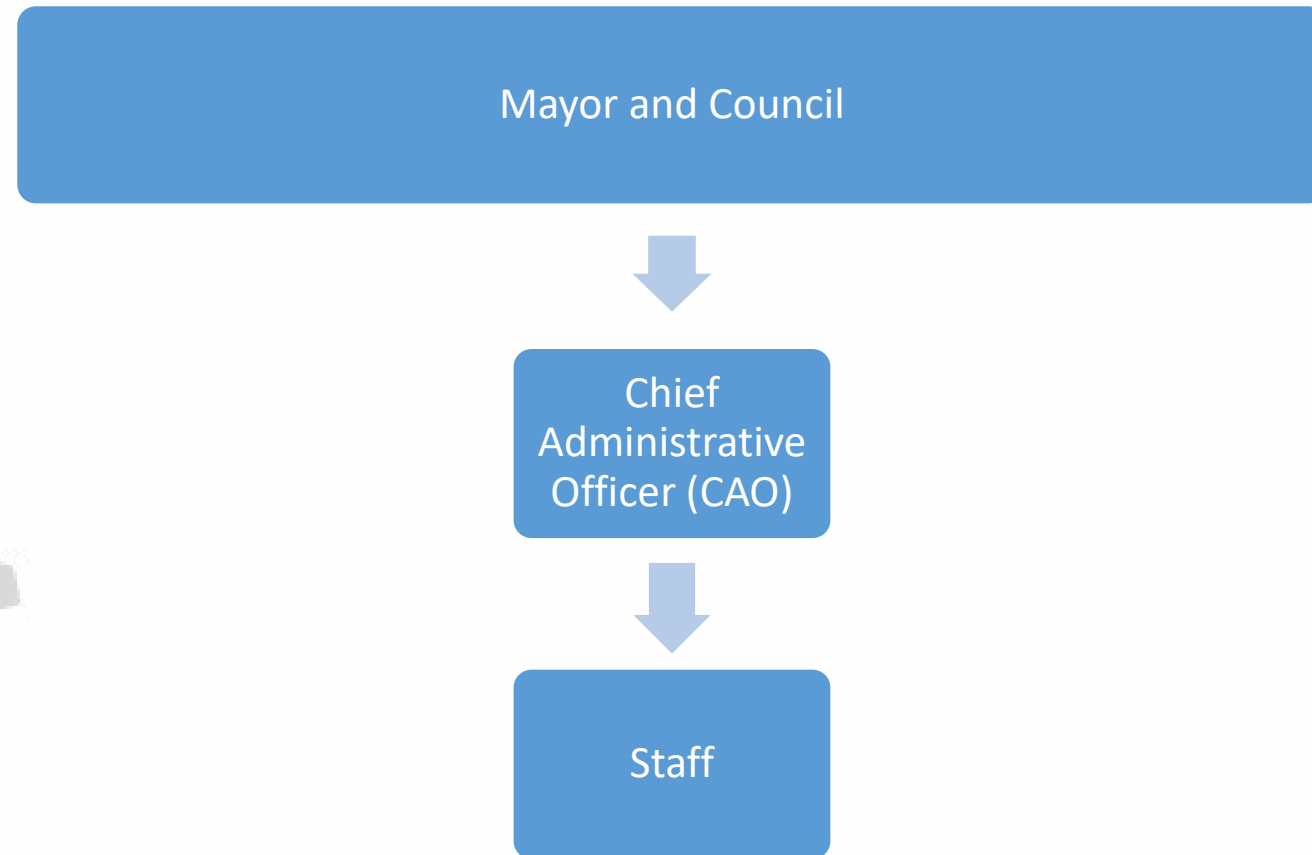
Role of an Elected Official...

- To set strategic direction, adopt bylaws and make policies
- To provide leadership
- To serve and act on behalf of all members of the community
- To contribute to the betterment of their local government
 - Integrity
 - Accountability
 - Respect
 - Leadership and Collaboration
- To decide on service levels and broadly allocate District resources

Responsibilities of an Elected Official...

- Consider the well-being and interests of the community;
- Contribute to the development and evaluation of policies and programs in respect to local government services;
- Participate in council and committee meetings and contribute to decision-making;
- Carry out duties as assigned (such as chairing committees)
- Follow the rules set out by legislation, bylaws and policies that govern how council members exercise their authority.

District Structure



Chief Administrative Officer (CAO)

Role:

- Ensure Policies/Priorities of Council are implemented
- Make recommendations to Council
- Provide Leadership to staff
- Manage day-to-day affairs of the organization
- Responsible to Council
- Council's "only" employee

Staff

Role:

- Implement Policies/Priorities of Council (ie: Bylaws)
- Make recommendations to Council (Managers and Professional Staff)
- Fulfill job responsibilities
- Responsible to CAO or Department Managers

Demands of Public Office

Expect:

- A high volume of reading and learning – policies, procedures, strategic plans and legislation
- A substantial time commitment
- Attend numerous meetings on a regular basis
- Public and media scrutiny

Time Commitment

- Average of 40 to 70 hours per week
- Council meetings every two weeks; others as required
- Meetings can run from 6:00 pm to 11:00 pm or later
- Other assigned/appointed committees or boards
- Representation to external agencies – e.g. CRD

Remuneration

Mayor:

2018 Rate: \$20,320.56

Councillors (6 positions):

2018 Rate: \$10,160.02



2018 ELECTION PROCESS



Election Roles

- District of Sooke - **nominations, voting and election results**
- Elections BC – campaign financing and advertising rules, and has chief responsibility for registering voters and managing the provincial voter list
- Ministry of Municipal Affairs and Housing – legislative changes

Who can run as a Candidate?

- 18 years of age or older as of general voting day;
- A Canadian citizen;
- A resident of BC for 6 months before nomination date;
- Not disqualified under the *Local Government Act* or any other enactment from being nominated for, being elected to or holding office, or be otherwise disqualified by law.

**NOTE: YOU DO NOT NEED TO RESIDE IN THE JURISDICTION
FOR WHICH YOU ARE RUNNING FOR OFFICE**

Nomination Process

- Completed nomination package must be returned to the Chief Election Officer (or delegate) during the nomination period:

9:00 am Tuesday, September 4 to

4:00 pm Friday, September 14, 2018

- Scheduling an appointment is not required, but recommended
- Withdrawal from the election – deadline is **September 21 at 4:00 pm**

Nomination Packages

Completed Nomination Packages must include:

- Completed form C2 with signatures from at least 2 qualified electors for endorsement and candidate's solemn declaration
- Completed form C3 – Other Information Provided by Candidate
- Statement of Disclosure

Nomination Packages - continued

Nomination Packages may include:

- Completed form C4 if you are not acting as your own Financial Agent
- Completed form C5 if you are appointing an Official Agent
- Completed form C6 if you are appointing any scrutineers
- Completed form 2-20 if you wish to receive a copy of the List of Electors
- Completed Candidate Information Release Authorization form (recommended)

Electoral Organizations

- Candidates can be endorsed by an electoral organization (political party)
- Endorsement can be included on the ballot
- The electoral organization submits a package that includes:
 - Name of the candidates
 - Written consent of candidate

Note: Candidates may not run under more than one electoral organization

Nomination Packages

- Nomination packages are available from the District office (2205 Otter Point Road) during regular business hours


Offences and Penalties

Offences

- Failure to submit originals of nomination documents
- Failure to take Oath of Office
- Failure to file statement of financial disclosure
- Vote buying, intimidation and others

Penalties

- Prohibition from holding office
- Fines between \$5,000 and \$10,000
- Imprisonment



**OCTOBER 20, 2018
VOTING DAY**

Election Day Rules

- District of Sooke Sign Bylaw (placement of election signs)
- Robocalls and automated text messaging
- Social media advertising
- Presence in a voting place

Role of Scrutineers

- Observe voting procedures and the ballot-counting process
- Each candidate is permitted to appoint one scrutineer for each ballot box at a voting place
- Must not interfere with the voting process
- Must not take pictures or distract election officials

Election Results

- Counting of ballots begins after the close of voting at 8:00 pm
- Unofficial results are announced at the polling station and posted to the City's website
- Official results are announced on October 24 before 4:00 pm

After the Election

If you are elected

- Take the Oath of Office
- File a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

If you are not elected

- File a campaign financing disclosure statement with Elections BC within 90 days of general voting day.



RESOURCES



GUIDING DOCUMENTS

- Corporate Strategic Plan
 - Identifies and documents the priorities of the Corporation for the term of the Council and lays the foundation and internal structures for the development of longer-term work plans.
- Official Community Plan
 - The principle municipal planning tool that develops a vision for the future of the Sooke community and establishes a detailed set of policies in a wide range of areas.
- Financial Plan
 - Developed by Council each year through the strategic planning process and identifies (for the public and staff) what types and quality of services are to be provided.

DISTRICT OF SOOKE

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- <https://sooke.ca/city-hall/local-government/elections/>

ELECTION CAMPAIGN FINANCING

All inquiries related to campaign financing and third party sponsors and advertising must be directed to Elections BC:

Phone toll free	1-855-952-0280 / TTY: 1-888-456-5448
Fax toll free	1-866-466-0665
Mailing	PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6
Email	electoral.finance@elections.bc.ca
Website	www.elections.bc.ca/lecfa



QUESTIONS?

