



ELECTIONS BC

A non-partisan Office of the Legislature

GUIDE TO CAMPAIGN FINANCING FOR ELECTOR ORGANIZATIONS AND FINANCIAL AGENTS IN B.C.

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INTRODUCTION

This guide has been developed to assist elector organizations and their financial agents to understand their responsibilities and legal obligations under the [Local Elections Campaign Financing Act](#) (LECFA). This guide provides valuable information and tips for meeting the recording and disclosure requirements for activities conducted by elector organizations.

It is the responsibility of all elector organizations and their financial agents to ensure they understand and follow the rules. This guide is not considered legal advice by Elections BC. It is based on our current understanding of the legislation.

Where there is inconsistency between this guide and LECFA, LECFA will prevail. If an interpretation of specific circumstances is required, you may wish to consider seeking legal advice.

We encourage all elector organizations and their financial agents to read the most recent version of this guide and other compliance materials for local elections on our website ([elections.bc.ca](#)).

We discourage the use of artificial intelligence (AI) to summarize guidance materials or prepare information required under LECFA. Use of AI will not be considered as a mitigating factor in instances of non-compliance.

A link to the [Local Elections Campaign Financing Act](#) is available on the Elections BC website ([elections.bc.ca](#)) or a printed copy can be purchased from Crown Publications ([crownpub.bc.ca](#)).

PRIVACY

Elections BC has the authority to collect, use, disclose and dispose of personal information under LECFA and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of LECFA .

For information about Elections BC's privacy policies, please visit [elections.bc.ca/privacy](#) or contact the **Privacy Officer, Elections BC** at 1-800-661-8683 or privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

DEFINITIONS

The following key terms have been used throughout this guide. Most of the terms are defined in the [Local Elections Campaign Financing Act](#) (LECFA).

Address for service	A mailing address, or email address provided by an individual or organization at which notices and other communications will be accepted as served on or otherwise delivered to the individual or organization. In addition to the required mailing address or email address, an individual or organization may provide an additional address for service. This may include: ▪ an email in addition to the mailing address, ▪ a mailing address in addition to the email address, or ▪ a fax number.
Anonymous contribution	A campaign contribution made by an eligible individual whose identity is unknown. An eligible individual cannot contribute more than \$50 anonymously to a single election campaign.
Assent voting	Voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors. Assent voting may also be referred to as a “referendum.”
B.C. Chief Electoral Officer	An independent Officer of the Legislature appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The B.C. Chief Electoral Officer is responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.
Campaign account	An account in a savings institution opened by a financial agent exclusively for the purposes of an election campaign.
Campaign contribution	Generally, a contribution of money, or the value of goods and services provided without compensation to a candidate or elector organization.
Campaign contribution limit	The maximum value of campaign contributions that an eligible individual may provide.
Campaign financing arrangement	A written arrangement between an endorsed candidate and their elector organization that determines the amounts of the candidate’s campaign period expense limit that is available for use by the candidate and by the elector organization.

Campaign financing records	The records maintained by a financial agent to complete disclosure statements and financial reports for their candidate or elector organization. These records must be kept in B.C. for five years after General Voting Day for the relevant election or for five years after the reporting deadline for a financial report.
Campaign period	The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
Campaign period election advertising	During the campaign period of a local election, the definition of election advertising expands to include communications that take a position on an issue associated with a candidate or elector organization.
Campaign period expense	An election expense that is used in the campaign period. Most campaign period expenses are subject to an expense limit.
Candidate	In relation to candidate obligations applicable under LECFA, an individual who: (a) intends to become a candidate in an election, (b) is seeking or intends to seek endorsement by an elector organization for an election, or (c) was a candidate.
Disclosure statement	A document that discloses activities related to campaign financing. All disclosure statements must be filed with Elections BC.
Election advertising	Election advertising is any transmission of a communication to the public during the pre-campaign period or campaign period that directly or indirectly promotes or opposes a candidate or an elector organization.
Election area	The defined geographical area where the election is held.
Election expense	Generally, the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate, or an elector organization.
Election period	The period that begins on January 1 and ends on the 29th day before General Voting Day for general local elections. For by-elections, the election period starts on the day the office becomes vacant and ends on the 29th day before General Voting Day.
Election period expense	An election expense that is used in the election period.
Elections BC	A non-partisan Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising provisions for local elections and non-election assent voting events.

Elector organization	An organization that endorses or intends to endorse a candidate in an election. An elector organization must be registered with Elections BC prior to endorsing candidates or conducting any financial activity, including accepting contributions or incurring election expenses.
Eligible individual	An individual who is a resident of British Columbia and a Canadian citizen or a permanent resident.
Expense limit	The maximum value of campaign period expenses that a candidate may use in a campaign period. Endorsed candidates may make all, some or none of their expense limit available to their elector organization.
Filing deadline	The last day (90 days after General Voting Day) a disclosure statement may be filed with Elections BC without a monetary penalty.
Financial agent	A representative that a candidate and elector organization is required to appoint. A candidate may either act as their own or appoint another individual to this position. A candidate or elector organization may not have more than one financial agent at the same time.
Fundraising function	Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.
General Voting Day	The final voting day in a general local election, by-election or assent voting event.
Incurring an election expense	Using property or services in such a way that their value is an election expense.
Jurisdiction	A separate local authority in which a general local election, by-election or assent voting event is held (e.g., a municipality, school district or regional district). They are considered separate authorities even if they cover the same geographic area.
Late filing deadline	The last day (120 days after General Voting Day) on which a disclosure statement may be filed by a candidate, elector organization or advertising sponsor unless relief is granted by the Supreme Court.
Local authority	The local authority of a jurisdiction for which an election or non-election assent voting can be held.
Local election officer	An individual appointed by a local authority to conduct a general local election, by-election or non-election assent voting. Local election officers are also called chief election officers.
Market value	The lowest price charged for equivalent property or services in the market area at the relevant time.

Member	An individual or organization who is a member of an organization. This does not include persons who are exclusively financial contributors, customers, subscribers, followers or supporters.
Money	Includes cash, a negotiable instrument (cheque, money order or traveller's cheque), a payment by credit card and any form of electronic payment or funds transfer.
Permissible loan	A loan made by an eligible individual or savings institution to a candidate or elector organization.
Personal expenses	Campaign expenses of a candidate that include the following if they are reasonable and paid or reimbursed from a campaign account: (a) travel to, within or from the election area in which the candidate is running for office (b) lodging, meals and other incidentals related to travelling (c) child or family care if the candidate is usually responsible for the care (d) expenses related to a disability of the candidate
Placement cost	The cost of purchasing election advertising space on the internet, including a social media site or website.
Pre-Campaign Period	The period which begins on the 89th day before General Voting Day for a general local election, and which ends on the 29th day before General Voting Day for the election. There is no pre-campaign period for a by-election.
Prohibited contribution or loan	A campaign contribution or loan that is made or accepted in contravention of LECFA. There are administrative monetary penalties for making or accepting prohibited contributions or loans.
Required contributor information	Information that must be recorded for all campaign contributions: (a) value of contribution (b) date the contribution was made (c) full name, mailing address and, if it is different, residential address of the contributor
Shared election expense	An election expense agreed to be shared by two or more candidates.
Significant contributor	An eligible individual who makes: (a) a campaign contribution having a value of \$100 or more, or (b) multiple campaign contributions to the same candidate or elector organization such that the total value is \$100 or more.

Sponsorship information	An authorization statement that is required to be on most election advertising. It includes the name of the advertising sponsor and appropriate contact information.
Supplementary report	A report that updates Elections BC of changed, added or corrected information to a disclosure statement or financial report. It includes a description of the circumstances leading to its submission.
Surplus campaign funds	The balance of money left in the campaign account after all financial transactions are completed.
Third party sponsor	An individual or organization who sponsors or intends to sponsor election advertising independently from the election campaign of any candidate or elector organization.
Transfer	Movements of money, property or services between a candidate and their elector organization.
Value of election advertising	The value of election advertising is: ▪ the price paid for preparing and transmitting the advertising (including applicable taxes), or ▪ the market value of preparing and transmitting the advertising (including applicable taxes), if no price is paid, or if the price paid is lower than the market value.
Volunteer	An individual who provides services for no remuneration or material benefit, but does not include: (a) an individual whose employer pays them for the time spent performing the services (b) an individual who is self-employed, if they usually sell or otherwise charge for the services provided

LOCAL ELECTIONS: SHARED ROLES AND RESPONSIBILITIES

General local elections are held every four years in British Columbia. General local elections include elections for:

- mayors and municipal councillors,
- regional district directors,
- school boards trustees,
- specified parks boards,
- local community commissions, and
- the Islands Trust.

Unlike provincial elections, local elections are not managed by one organization.

Each local government is responsible for running its own local elections, including voting, counting, reporting results, and accepting candidate nominations.

Elections BC is responsible for administering the campaign financing and election advertising rules in the [Local Elections Campaign Financing Act](#) (LECFA).

The [Ministry of Housing and Municipal Affairs](#) and [Ministry of Education and Child Care](#) also have responsibilities in local elections.

Who does what

Area of administration	Who is responsible
Voting and ballots	Local election officers in the local jurisdiction
Nomination process	
Financial rules for advertising	Elections BC
Campaign financing and disclosure rules	
Registration of elector organizations and third party sponsors	
Legislation for local elections	Ministry of Housing and Municipal Affairs Ministry of Education and Child Care

Contact the jurisdiction or the [Ministry of Housing and Municipal Affairs](#), if you have questions about voting, responsibilities of elected officials, election proceedings, or the rules in the *Local Government Act*, *Community Charter* or *Vancouver Charter*.

Contact the school district or the [Ministry of Education and Child Care](#) if you have inquiries about the *School Act*.

Local election officers

Local election officers are appointed by local governments to administer local elections in their jurisdiction. They are responsible for:

- receiving nomination and endorsement documents,
- declaring candidates,
- administering voting opportunities,
- counting votes, and
- declaring election results.

Elections BC

Elections BC is a non-partisan, independent Office of the Legislature.

In local elections, Elections BC is responsible for administering campaign financing and election advertising rules under the [Local Elections Campaign Financing Act](#) (LECFA).

Elections BC does **not** administer voting, counting or results reporting at the local level, including by-elections and non-election assent voting events (also referred to as referenda) held by local election authorities outside of the general local elections cycle.

Elections BC's responsibilities under LECFA include:

- accepting, reviewing and publishing disclosure statements, annual financial reports and supplementary reports
- assisting participants to understand the rules and requirements under LECFA
- registering local advertising sponsors and elector organizations
- undertaking investigations and audits

Information on how to complete disclosure statements can be found on the Elections BC website.

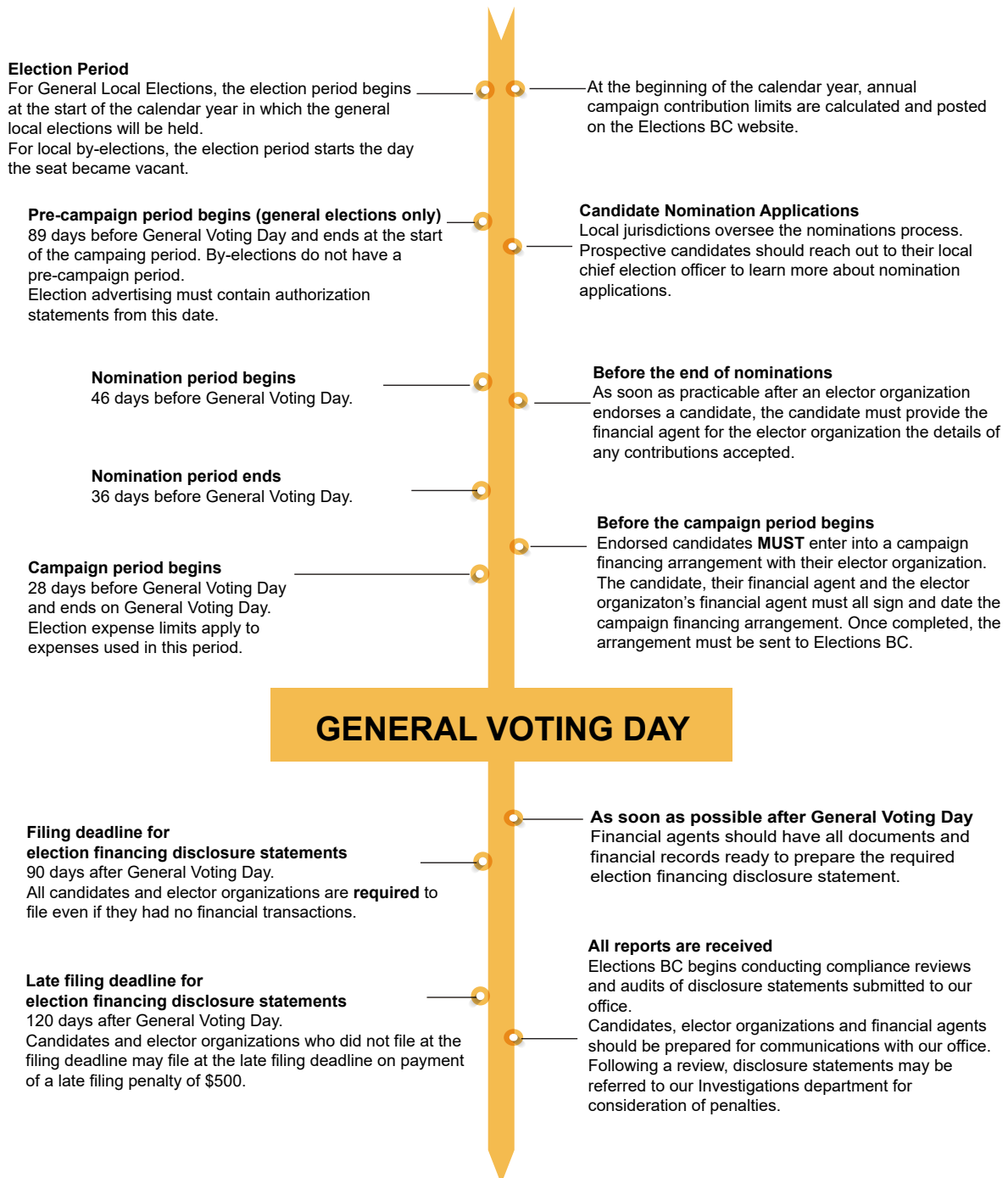
CAMPAIGN FINANCING

The [Local Elections Campaign Financing Act](#) (LECFA) has rules for candidates, elector organizations and third party sponsors. This includes disclosure and reporting requirements for campaign financing and election advertising.

Campaign financing periods

Election Period	Pre-campaign Period	Campaign Period	Filing Period	Assessment Period
→	→	→	→	→
Start of Election Period	Start of Pre-campaign Period	Start of the Campaign Period	Filing Deadline	Assessment Period
January 1 for general local elections, or the date the seat becomes vacant for by-elections Expenses used in this period must be reported on the campaign financing disclosure statement.	89 days before General Voting Day Election advertising transmitted to the public must include an authorization statement. Expenses used in this period must be reported on the campaign financing disclosure statement.	28 days before General Voting Day Definition of election advertising is expanded to include issue based advertising, and limits apply to the value of election expenses used.	90 days after General Voting Day Campaign financing disclosure statements must be filed with Elections BC.	Elections BC conducts compliance reviews and audits of financial reports, and if non-compliance is identified, the file is forwarded for investigations and possible enforcement.

[s. 10]



Once the disclosure requirements are fulfilled, the authorized principal official must keep all financial records in B.C. for 5 years.

ELECTOR ORGANIZATION REGISTRATION

Elector organizations must be registered with Elections BC before they can endorse candidates, receive campaign contributions, enter into a campaign financing arrangement, or incur election expenses. Elector organizations that do any of these things prior to registration with Elections BC may be subject to significant penalties.

As part of the registration process, the elector organization must appoint in writing a financial agent, an authorized principal official, and at least one other responsible principal official.

More information about the requirement and process for registering an elector organization is available on the Elections BC website.

Appointment of financial agents and principal officials

An elector organization must appoint a financial agent before it accepts any contributions, incurs any election expenses, or becomes responsible for paying any election-related costs.

An elector organization can only have one financial agent at a time. However, a financial agent can be the financial agent for more than one candidate or elector organization.

Principal officials are individuals in the elector organization who have agreed to take on official responsibilities under LECFA.

[s. 19]

Responsibilities of financial agents

The financial agent is legally responsible for administering elector organization's campaign finances in accordance with the LECFA. It is critical that financial agents understand and follow campaign financing rules to avoid penalties such as disqualifications, administrative monetary penalties or offences.

Failure to comply with LECFA can result in a penalty or offence. In some cases, the financial agent may be responsible for paying the administrative monetary penalty, and in those cases, the financial agent's name will be published in information related to the contravention. To support financial agents, Elections BC provides education and advice about campaign financing and disclosure statements. We encourage all financial agents to engage with our educational materials.

The financial agent must keep records and supporting documentation for all election financing activities, income and expenses, as the financial agent is responsible for ensuring disclosure statements are submitted in accordance with LECFA. Elections BC may request this documentation during the review process.

Financial agents are also responsible for:

- Keeping complete and accurate campaign financing records of all transfers, campaign contributions, election expenses, and other financial transactions.
- Opening a separate campaign account for each campaign to which they are appointed.
 - Failure to open a designated campaign account is an offence under LECFA and can result in monetary penalties.
- Ensuring campaign contributions are only received from eligible individuals.
- Ensuring campaign contributions from eligible individuals do not exceed the contribution limit.
 - Contribution limits can be found on our website: elections.bc.ca/local-contributions
- Ensuring all transactions of money are made through the appropriate campaign account(s).
- Ensuring election advertising contains the required sponsorship information.
- Determining the market value of in-kind contributions and expenses, including election advertising.
- Accepting and depositing permitted campaign contributions into the correct campaign account.
- Incurring, paying, recording and disclosing election expenses.
- Pre-approving all election expenses incurred by others.
- Making and receiving transfers of money between the elector organization and its endorsed candidates.
- Making and receiving in-kind transfers between the elector organization and its endorsed candidates.
- Filing a campaign financing disclosure statement for each campaign the financial agent is appointed for.
- Filing annual financial reports for each organization the financial agent is appointed for.
- Responding to questions from Elections BC after filing a disclosure statement or report and filing supplementary reports when required.
- Ensuring all required financial records are given to the authorized principal official after the disclosure requirements are met. Records must be kept in B.C. for 5 years.

Financial agents may authorize another individual in writing to accept campaign contributions or to pay election expenses if they choose. The authorization **must be in writing** and the authorization kept as a part of the records.

Unless a financial agent provides a personal guarantee, they are not liable for debts or other liabilities of an elector organization or their campaign.

Financial agents may also have other roles, such as campaign manager for a candidate or a responsible principal official for an elector organization.

Elections BC must be notified as soon as possible of changes to the financial agent or their contact information.

[s. 19, 20, 22]

Responsibilities of principal officials

All elector organizations are required to have at least two principal officials when they register: the authorized principal official and the responsible principal official.

The authorized principal official:

- makes declarations required under LECFA or other local elections legislation in relation to the elector organization, including the declarations for registration, and
- is required to retain all records as required for at least five years after General Voting Day.

The financial agent will provide the financial records to the authorized principal official once they have completed their reporting responsibilities with Elections BC.

Elections BC must be notified as soon as possible of any changes to the officials or their contact information.

[s. 21]

Financial agent appointment requirements

Financial agent **appointments must be made in writing** during the elector organization registration. If the appointment changes the registration must be updated with Elections BC.

Appointment information includes:

- the full name of the financial agent
- the effective date of appointment
- contact information
- address for service
- signatures of the authorized principal official and financial agent

To appoint or change a financial agent or their information, complete form 4044464 found on the Elections BC website.

[s. 19]

CAMPAIGN ACCOUNTS

A campaign account is an account in a savings institution such as a bank, credit union or trust company, and **must** be used exclusively for an election campaign. An elector organization must have at least one campaign account for each election campaign. An unregistered elector organization cannot accept any campaign contributions or incur any expenses.

All monetary transactions (e.g. contributions, transfers and expenses) must go through the dedicated campaign account.

Financial agents are encouraged to open campaign accounts as early as possible. If a financial agent has difficulty opening a campaign account, there is a letter on the Elections BC website at elections.bc.ca that can be printed and given to the savings institution.

Campaign accounts are only to be used for each election event. For example, an account for a general election must not be used for a by-election.

Similarly, if an elector organization is running in multiple jurisdictions and operating multiple campaigns, they must have a separate campaign account for each campaign. For example, if an elector organization is running campaigns for both a municipality and a school district, they must open two separate accounts. Failure to open a dedicated campaign account for each campaign is an offence.

Financial agents **cannot** share an account and an endorsed candidate must have a separate account from their elector organization.

Campaign expenses for a given campaign must only be paid for from its dedicated campaign account and contributions to a given campaign must only be deposited into its campaign account. Expenses and contributions cannot be paid from one account and then transferred between campaign accounts.

For example, if a contribution is for a municipal campaign, then it must be deposited into the municipal account. An individual cannot contribute a single cheque for both a municipal campaign and a school district campaign as the contributions must be deposited directly into the designated account. Similarly, if an expense is to be shared between a municipal and a school district campaign, the payments for each share must come directly from each of the two campaign accounts.

A campaign account may not be used for any other purposes other than the election campaign it is associated with.

Each campaign account must be in the name of the election campaign. Examples of campaign account names include:

“Elector Organization Name Municipal Account 2026 Vancouver General Local Election”

“Elector Organization Name Municipal Account 2026 Victoria General Local Election”

“Elector Organization Name School District 61 2026 General Local Election”

Campaign accounts must remain open until all financial transactions have been completed, including the disbursement of surplus funds.

Credit Card Purchases

The financial agent or those appointed in writing by the financial agent, may approve the use of a credit card for a purchase. However, receipts from the credit card purchase must be submitted to the financial agent to be reimbursed from the campaign account, and retained as part of the elector organization’s records.

Credit card purchases which are not reimbursed become a contribution from the individual and count towards the contribution limit.

[s. 20, 30]

VOLUNTEERS

A volunteer is an individual who willingly performs free services for an election campaign.

A campaign may have paid campaign workers and/or volunteers.

Volunteers:

- receive no compensation (directly or indirectly) for their services
- cannot be paid by their employer for working as a volunteer
- can use their vacation time to volunteer
- must be authorized in writing by the financial agent to accept campaign contributions or pay for election expenses
- must not be self-employed and providing services they normally charge for

When volunteering does and does not count as a contribution

A volunteer's services, or the use of their own property for the campaign do not count as a campaign contribution or election expense. These services do not need to be valued.

For example, Miranda is a volunteer for Kelly's campaign. Miranda uses her own car to deliver lawn signs and brochures. Miranda does not get any money for gas or other expenses. Since Miranda is using her own property in relation to her volunteer services, the value of using the car and gas is neither a campaign contribution nor an election expense.

If someone is self-employed and provides services for free that they would normally charge for, it is **not** volunteering. That individual is making a campaign contribution, and the value of their services is an election expense. Financial agents must therefore value, record and disclose that contribution and expense. If the value of the services is more than the contribution limit, the balance must be paid for from the campaign account.

For example, Martin is a self-employed communications professional. An elector organization wants to prepare its officials for an interview and asks Martin to help as a favour. For a paying client, Martin would normally charge \$150 for three hours of work, but Martin provides the service for free. Martin has made a campaign contribution of \$150, and the elector organization has incurred an election expense of \$150. Both the contribution and the expense must be recorded and disclosed by the financial agent.

[s. 13, 14, Schedule s. 1]

CAMPAIGN CONTRIBUTIONS

A campaign contribution is the value of any money, property or services provided without compensation to a candidate or elector organization for campaign use. A campaign contribution can be made at any time.

A campaign contribution can be a donation of money or goods, services, deposit or discount. Campaign contributions of money can be made by cash, cheque, credit card or electronic funds transfer.

Membership fees paid to an elector organization are also campaign contributions.

[s.13-13.02]

Who can make campaign contributions

Campaign contributions can only be made by eligible individuals. It is an offence to make or accept contributions from ineligible contributors.

An eligible individual is:

- a resident of British Columbia, and
- a Canadian citizen or a permanent resident.

Campaign contributions cannot be made by organizations.

Elector organizations cannot contribute to candidates. They may only transfer funds to their endorsed candidates.

Financial agents are responsible for confirming the eligibility of contributors and maintaining supporting documents with the financial records.

[Schedule s. 1]

Making and accepting campaign contributions

When accepting a campaign contribution, the financial agent or authorized individual, **must** record:

- the value,
- the date the contribution was made, and
- the required contributor information.

Contributions with insufficient information recorded may become prohibited contributions.

The following are rules for making and accepting campaign contributions:

- Campaign contributions must be made to the financial agent or an individual authorized in writing by the financial agent. Individuals who are not authorized in writing by the financial agent must not accept contributions.

For example, an elector organization has a large campaign team and is running multiple campaign events on the same day. The financial agent is running the first event, and the elector organization asks a campaign volunteer to run the second event. At the second event, several people want to contribute to the campaign and the campaign volunteer accepts the contributions, collecting the necessary contact information, and passes it on to the financial agent later that day. Since the campaign volunteer was not authorized in writing by the financial agent to accept contributions, these contributions are prohibited and need to be returned to the contributors.

- Only eligible individuals may make campaign contributions and financial agents and authorized individuals may only accept contributions from eligible individuals.

For example, contributions from corporate accounts, preferential discounts from a company, or contributions from out of province are prohibited. Making or accepting ineligible contributions is an offence and monetary penalties may apply.

- Contributors must provide information so that financial agents can meet their legal disclosure requirements.
- Records should be kept of how the financial agent confirmed the individual's eligibility.
- Campaign contributions of money must be deposited directly into the campaign account the contribution was made to. If an elector organization has more than one campaign, eligible contributions must be made separately for each campaign which an eligible individual contributes to.
- Financial agents and authorized individuals must ensure that contributions received from eligible individuals do not exceed the contribution limit.

- Donated (in-kind) property or services must be assigned a market value, recorded and disclosed in the same way as contributions of money. The value of donated goods and services counts towards the individual's contribution limit.
- If property or services are provided by an eligible individual to the elector organization at less than market value, the eligible individual is making a campaign contribution. The campaign contribution is the difference between the price paid and the market value.
- If property or services are purchased by an eligible individual from the elector organization at more than market value, the eligible individual is making a campaign contribution. The value of the contribution is the difference between the purchase price and the market value.
- The value of a candidate's own property used in their own campaign is not a campaign contribution.

Crowdfunding, or crowdsourcing, through the internet for campaign contributions is permitted. The crowdfunding system must require the contributor to provide the value, the date the contribution was made and the required contributor information, including their residential address, and proof of their eligibility, so the financial agent can record it.

Anonymous contributions cannot be collected over the internet.

Contribution rules

It is important to know which contributions are acceptable, which are prohibited, and when money, property or services are not contributions. All campaign contributions are subject to the eligibility and limit restrictions.

Acceptable contributions	Prohibited	Not contributions
▪ money given to a financial agent or an individual they have authorized ▪ non-monetary property and services provided to the campaign ▪ money given by a candidate to the elector organization endorsing them ▪ anonymous contributions of \$50 or less ▪ a person purchasing goods or services from the campaign for more than market value	▪ contributions made by organizations and ineligible individuals ▪ contributions that exceed the contribution limit ▪ giving a contribution to someone other than the financial agent or someone they have authorized ▪ making or accepting a campaign contribution, other than a permitted anonymous contribution, without providing or recording the required contributor information, including how the individual meets the eligibility requirements ▪ making or accepting indirect campaign contributions ▪ making or accepting an anonymous campaign contribution of more than \$50 ▪ making or accepting a loan from an eligible individual that is over their contribution limit when combined with their contributions ▪ not repaying a loan or bill from an organization and the amount becoming a prohibited contribution	▪ services provided by a volunteer including the use of their own property in that role (such as a volunteer using their own car to drive around and put up signs) ▪ transfers of money, property, or services between an elector organization and its endorsed candidates ▪ free transmission of election advertising if offered equitably to all candidates (such as free publications from the jurisdiction) ▪ publishing or broadcasting news, editorials, interviews, columns, letters, debates, speeches or commentaries for free in a periodical, radio or television program

Campaign contribution limits

Eligible individuals are subject to a limit for campaign contributions. This limit sets the maximum amount eligible individuals may contribute to each campaign during a calendar year. The annual contribution limit applies to the total amount of contributions received by the elector organization, including all candidates endorsed by the elector organization.

The combined total of any monetary contribution, loans, or services made by an eligible individual to the elector organization and its endorsed candidates cannot exceed the contribution limit in a calendar year.

The limit applies to the elector organization and all of its endorsed candidates in a jurisdiction as a whole. An eligible individual may not contribute more than the annual limit, in total, to the elector organization and its endorsed candidates for each calendar year in each jurisdiction.

If the eligible individual contributed the full contribution limit to an endorsed candidate's campaign, they would be unable to contribute to the electoral organization. However, the eligible individual could contribute 50% of the contribution limit to the endorsed candidate and 50% of the contribution limit to the elector organization.

Campaign contribution limits are adjusted at the start of each calendar year for changes to the consumer price index (CPI). Adjusted amounts are published on the Elections BC website (elections.bc.ca/local-contributions) and in the *B.C. Gazette*.

Additional amount for election years

In the year of the election, a group of candidates endorsed by the same elector organization may collectively contribute **a combined total** equal to the annual contribution limit.

For example, Candidate 1 could contribute 20% of the annual contribution limit, Candidate 2 could contribute 50% of the annual contribution limit, and Candidate 3 could contribute 30% of the annual contribution limit. Collectively, they have reached the combined contribution limit for endorsed candidates.

This additional amount is only available during the year of an election.

Excess campaign contributions

When an elector organization endorses a candidate in an election, the financial agent for the candidate must give to the financial agent for the elector organization all campaign contribution information. This is done to ensure contributors do not exceed the limits.

If there are excess campaign contributions, the financial agent for the elector organization must return them.

For example, if a financial agent for an elector organization discovers that an eligible contributor has contributed the annual limit of campaign contributions to an elector organization and also contributed \$500 in campaign contributions to one of its endorsed candidates, this contributor has made a prohibited contribution of \$500. This is because the contribution limit is shared between the elector organization and its endorsed candidates. The financial agent for the elector organization must return the excess amount of \$500 to the contributor. If this is not possible, the excess \$500 needs to be paid to the B.C. Chief Electoral Officer as soon as is practicable.

If a contributor has exceeded the contribution limit, the excess amount is a prohibited contribution. There are significant penalties for exceeding a contribution limit.

[s. 30.04, 30.05, Regulation s. 70]

How to determine the value of the contribution

The value of the contribution is the amount provided by the contributor and it includes any fees collected by a payment system. If an individual makes a credit card contribution in 2026 for \$1,429.70 and the credit card company withholds 2% as a payment processing fee, the value of the contribution is still \$1,429.70, even if the elector organization only receives \$1,401.11.

Financial agents must also determine and report the value of in-kind contributions, such as goods and services. In-kind contributions must be reported at market value. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

As an example of valuing donated items at market value, if signs are donated to the campaign, the financial agent will:

- use the receipt if the signs are new, or
- get a quote from a vendor for the same quantity and quality of the signs given if the signs are old.

This quote, or the receipted value, will be saved for the financial records and the value used to determine the value of the contribution and also the value reported as an expense.

Note: If the campaign is reusing signs they purchased during a previous election in this election, the market value will need to be determined via quote as in the example above, but the value will be used to report the expense only. There is no contribution in this case as the property already belonged to the elector organization.

Foreign currency and cryptocurrency contributions must be valued at the market rate on the date of the contribution and are subject to the same rules and requirements as other contributions.

[s. 16, 20, 26, 27, 28, 29]

Anonymous contributions

Anonymous contributions of **\$50 or less** are allowed. However, an eligible individual can only give a total of \$50 in anonymous contributions to a single elector organization. The financial agent must record the value and date of the contribution and how it was received.

An example of an acceptable time to receive anonymous contributions is at a pass the hat activity at a fundraiser.

For example, at a fundraising function the financial agent asks Michael, a volunteer for the campaign, to monitor a donation jar at the entrance. As attendees arrive, Michael observes that eight people make anonymous contributions totaling \$112, and no one donates more than \$50.

Anonymous contributions must be truly anonymous. This means that the financial agent or candidate does not know who made the contribution. A contributor cannot ask for a contribution to be anonymous. Anonymous contributions cannot be collected by crowdfunding or crowdsourcing over the internet.

[s. 26, 29]

Capital assets

Capital assets may include buildings, computers, office furniture and equipment. When capital assets are donated by eligible individuals, the contribution is the market value of using the property.

For example, Miriam, an eligible individual, provides office furniture to an elector organization, to use in the campaign office for one month. The furniture is normally rented for \$500 per month. Miriam is making a campaign contribution as an eligible individual to the organization of \$500, the market value of renting the furniture for one month.

[s. 16]

Required contributor information and other recording requirements for campaign contributions

Financial agents must keep accurate and detailed records of all financial transactions. Detailed records are required under the legislation and will make completing the campaign financing disclosure statements easier.

Financial agents must record the following for each campaign contribution:

- the full name and residential address of the contributor (and mailing address, if it is different),
- the value of the campaign contribution,
- the date the campaign contribution was made, and
- how they confirmed the contributor's eligibility,

Note: A residential address is the eligible individual's **home address**. Mailing addresses such as a PO Box, work address or commercial address do not meet the recording requirements.

There are some circumstances where a financial agent must decline the contribution. A contribution must come from an eligible individual. If a contribution appears to come from an ineligible individual, the financial agent must decline it.

If a contribution appears to come from multiple eligible individuals, the financial agent must decline the group contribution and collect one from each individual wishing to contribute. Indirect contributions are prohibited.

Please note the value of a contribution is the amount provided by the contributor.

Contributions received through online platforms may be subject to fees that are deducted from the contribution. In these cases, the value of a contribution is the total amount provided by the contributor, **not** the amount after the fees are deducted.

For example, an elector organization may use an online payment platform that charges them \$2.00 for every transaction. If a contributor makes a \$100 contribution through the online platform, and the platform deducts the \$2.00 fee from this amount, the contribution must still be recorded as \$100, even though the elector organization only received \$98.00. The \$2.00 fee should be recorded as an expense on the expenses forms.

The amount of a campaign contribution is the amount paid by the contributor, not the amount received by the elector organization.

Unpaid debts may become contributions. This could result in prohibited contributions from organizations or over limit contributions for eligible individuals.

[s. 29]

Contributions of \$100 or more

Eligible individuals who make campaign contributions of **\$100 or more** to the same campaigns are significant contributors. The full details of contributions received from significant contributors must be reported in the disclosure report. The contributions could be either a single donation of \$100 or more, or multiple donations that total \$100 or more. This includes in-kind contributions.

For example, if a contributor gives \$50 in total contributions to a campaign, then they are not a significant contributor. If a contributor gives \$50 one month and then another \$50 a few months later, then the contributor is a significant contributor who has contributed \$100 to the campaign and must be reported on the over \$100 contributions form.

Information about contributors who give a total of \$100 or more must be disclosed in the elector organization's disclosure statement. This includes:

- full name and residential address of contributor,
- value of contribution, and
- date of contribution.

Elections BC will obscure residential addresses of contributors prior to publishing disclosure statements.

[s. 29, 50]

Prohibited contributions

It is an offence to make or knowingly accept a prohibited contribution and monetary penalties may apply.

If the prohibited contribution cannot be returned, such as an anonymous contribution over \$50, the financial agent must remit it to Elections BC as soon as practicable.

If the financial agent becomes aware that a contribution is prohibited, they must return the contribution to the contributor, or an amount equal to its value, within 30 days of becoming aware of the prohibited contribution. The return must be from the corresponding campaign account.

Remitted funds can now be paid using the Pay BC Application at (<https://pay.gov.bc.ca>), or by mailing certified cheque or money order.

Examples of prohibited contributions

- A financial agent receives an anonymous contribution of \$75 in an envelope under the door of the campaign office. Can the financial agent keep \$50 and just remit the \$25 over the \$50 anonymous contribution limit? No. The full amount is a prohibited contribution and must be remitted to Elections BC.
- Carrie, an eligible individual, has already contributed the maximum annual amount during the calendar year when she makes another contribution of \$300 to the same campaign. This \$300 over the contribution limit is prohibited and must not be accepted. If accepted in error, the \$300 must be returned to Carrie.

Monetary penalties may be administered for financial agents that accept or fail to return prohibited contributions. These penalties may also be applied to individuals and organizations that make prohibited contributions.

[s. 28, 29, 68.13]

Indirect contributions

Indirect campaign contributions are not allowed. This means that individuals may not use or give money, property or services to another person for the purpose of making a campaign contribution. This applies to members of the same family, as related individuals are not exempt from the prohibition on indirect contributions.

For example, after a fundraising function, a group of three supporters wish to make campaign contributions, but only one person brought their chequebook. That supporter writes one cheque for \$3,000 and writes that it is on behalf of all three of them in the memo line, and the other supporters agree to pay them back. Because the other supporters did not use their own funds for the contribution, it would be prohibited.

Public Safety Canada

Ensuring that contributions come from eligible individuals is an important measure to help prevent foreign interference in local elections. If you become aware of individuals who may be suspicious actors, or of any incidents that could pose concerns related to national security, you may contact Public Safety Canada for guidance on reporting potential foreign interference. More information is available at: <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/frgn-ntrfrnc/index-en.aspx>.

Fundraising functions

A fundraising function includes a social function held by, or on behalf of, an elector organization for the purpose of obtaining funds.

Tickets sold for a fundraiser may **only** be purchased by eligible individuals and they cannot be reimbursed for the purchase of tickets. The purchase of tickets by an eligible individual may or may not be a campaign contribution.

- If an eligible individual purchases more than \$50 worth of tickets, it is a campaign contribution.
- If an eligible individual purchases \$50 or less worth of tickets, it is not a campaign contribution.

For example, if one person purchases five tickets at \$20 dollars each, that individual has made a contribution because the total price of the tickets is \$100. If the same individual only purchased two tickets for a total of \$40, then it would not be a contribution.

All money received at a fundraising function must be deposited into the campaign account. Financial agents are not permitted to use cash received at the function to pay for any expenses. They must deposit all income from the function into the appropriate campaign account(s) and pay for costs of the function from the campaign account(s) separately.

For example, if a beer and burger fundraiser is held at a pub which will receive half the proceeds of the ticket sales, the pub may not collect the money and then give the elector organization their share of the profit.

If the total ticket sales is \$400 and \$200 is to go to the venue, the financial agent must collect and record the details of all of the \$400 in sales and contributions. Then the financial agent must pay the venue their \$200 as an expense of the function. The venue cannot sell the tickets and then give the financial agent the \$200 in profit as that would be a contribution from an organization, which is prohibited.

Income from the sale of property or services may be a campaign contribution. If property or services are bought at a price higher than the market value, the difference between the price paid and the market value is a campaign contribution.

For example, if an eligible individual donates a laptop for sale at auction at the fundraiser, and the market value for the laptop is \$600, the individual has made a \$600 contribution.

If the laptop sells at the auction for \$500, then the sale amount is not a contribution it is recorded as \$500 in other fundraising income.

However, if the laptop sells for \$750, the value of \$600, the market value, is other fundraising income, and the \$150 over the market value recorded as a contribution from the eligible individual who bought the laptop at the auction.

[s. 13, 13.01,16]

Loans and outstanding debts

Elector organizations may receive loans from eligible individuals and savings institutions for campaign use. A loan which remains unpaid becomes a campaign contribution which may lead to a prohibited contribution.

A loan received from an eligible individual **must be counted towards the contribution limit** for that individual in the calendar year the loan was received.

Financial agents must record the following for each loan received.

- if the loan is received from an eligible individual:
 - the full name and residential address of the lender,
 - the date the loan was made,
 - the amount of the loan, and
 - due date of the loan.
- if the loan is received from a savings institution:
 - the name of the savings institution,
 - date the loan was made,
 - amount of the loan,
 - due date of the loan,
 - interest rate of the loan, and
 - the prime rate of interest at the time the loan is made.

Loans to campaigns from savings institutions cannot have a preferential interest rate and the interest rate cannot be less than prime at the time of the loan.

If a financial agent becomes aware that a loan has been accepted in contravention of LECFA, they must return the loan or pay the lender an amount equal to the loan within 30 days. There are monetary penalties for making or accepting prohibited loans.

Any loan or debt that remains unpaid for six months after it becomes due converts to a campaign contribution unless the creditor has started legal proceedings to recover it. Creditors keep their rights to collect the loan or debt past the six month period even if no action to collect is taken.

Prohibited contribution rules apply to loans or debts that become campaign contributions.

[s. 13, 13.02, 22, 27.01, 27.02, 28]

Other income and transfers received

Other deposits that are not campaign contributions or permissible loans are recorded and reported as other income.

All money received by the campaign must be deposited into the campaign account. The financial agent must record the amount, date and purpose of each deposit that goes into the campaign account(s).

Such deposits include:

- interest earned on the account,
- dividends of shares of a credit union,
- money earned through product sales,
- fundraising income that is not a campaign contribution,
- surplus campaign funds from a previous election returned by the jurisdiction, and
- transfers of money or goods and services between an endorsed candidate and their elector organization. Transfers can be made at any time, including after General Voting Day

If a candidate sought endorsement from an elector organization but was not endorsed, the recording requirements still apply.

For transfers of money between an endorsed candidate and an elector organization, report:

- the date and dollar amount of the transfer
- the name of the candidate that made or received the transfer

For in-kind transfers between an endorsed candidate and an elector organization, report:

- the date of the transfer
- the market value and a description of the transferred property or services
- the name of the candidate that made or received the transfer

For example, if an elector organization provides election signs to its endorsed candidate, then the elector organization will report the transfer as a transfer given on the other expenses and transfers given form at the market value of the signs. The endorsed candidate will report the market value of the signs as a transfer received on the other expenses and transfers received form.

The information and dates on the elector organization's report and the information on the candidate's report should reconcile.

[s. 13, 22, 23, Regulation s. 6, 14, 23(5)]

EXPENSES AND EXPENSE LIMITS

Election expenses

An election expense is the value of property or services used in an election campaign by or on behalf of a candidate or elector organization to promote or oppose, directly or indirectly, the election of a candidate or elector organization. This applies whether the item or service was used in the election period, the campaign period, or both.

Elector organizations:

- cannot share election expenses with other elector organizations.
- cannot promote, share expenses with, or contribute to candidates that are not endorsed by the elector organization.
- can only transfer funds or goods and services with their endorsed candidates.

Goods produced by a candidate from their own property are not campaign expenses if the materials were already owned prior to their decision to run for office.

All election expenses must:

- be approved by the financial agent before they are incurred,
- be paid for by the financial agent or an individual authorized in writing by the financial agent, and
- be paid or reimbursed from the campaign account, including if a candidate pays for an expense from their personal funds. Receipts must be submitted to the financial agent for reimbursement.

Financial agents must maintain accurate and detailed records of all expenses related to the campaign. The records must be complete and accurate enough to meet the disclosure requirements in LECFA. These records can be requested by Elections BC at any time.

Details for record keeping include:

- total value and description of each election expense
- when each election expense was used (such as election period, campaign period or both)
- total value and description of each payment for other expenses
- total value and description of each other type of payment made from the campaign account, including fundraising expenses, intended election expenses, thank-you parties, etc.

[s. 14, 22, 30, Regulation s. 38-40]

Valuing election expenses

The value of an election expense is the market value of the property or services used in an election campaign, determined as follows:

- the price paid for the property or services, including any production costs, applicable taxes, or
- if no price is paid or if the price paid is lower than the market value, the market value of the property or services. Market value is the lowest price charged for an equivalent amount of property or services in the market area at the time.

Valuing reused materials

- It is common for elector organizations and candidates to reuse signs from previous elections. Although no money has been spent from the current campaign, the signs must be valued and reported as an election expense.
- The market value is the cost of buying new materials of the same quality and quantity. A quote should be obtained to determine the current price of the goods.
- If the reused materials are used during the campaign period, the full value must be reported on the disclosure statement as a campaign period election expense subject to limits.
- If there are additional costs to update old or re-used campaign goods, such as adding the sponsorship information, those costs are included in the value of the election expense.

For example, if a campaign reuses 100 signs owned by the candidate from a previous election, the financial agent should get a quote from a sign maker for the price to create 100 new signs of the same size and materials and use this to value the expense for the reused signs. If the quote says that \$350 is the cost to have new signs printed of the same quality and amount, then \$350 will be reported as an expense subject to the limit.

Note: There is no amount paid on reused items owned by the elector organization, this will create a known source of variance in the reporting between total income and expenses of the campaign.

Election period and campaign period expenses

Candidates have campaign period expense limits, which they can choose to share with their elector organization. Exceeding the campaign expense limit carries serious penalties.

It is important to note that election expenses must be reported for when they are used. Candidates and electoral organizations cannot defer payment of expenses to avoid campaign expense limits.

When calculating campaign period expenses subject to limits, the full value of any and all materials used in the campaign period should be captured. Incorrect calculation of campaign period expenses could cause a campaign to accidentally exceed the limits, which is an offence.

Election period expenses:

- For **general local elections**, the election period begins on January 1st and ends on the 29th day before General Voting Day.
- For a **by-election**, the election period begins on the day the office becomes vacant and ends on the 29th day before General Voting Day.
- Election expenses used in the election period are election period expenses.

Campaign period expenses:

- The campaign period begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day. For local elections in 2026, this is September 19th.
- Election expenses used in the campaign period are campaign period expenses.

Some expenses are divisible, and can be prorated based on when they are **used**.

For example, brochures can be apportioned between the election period and the campaign period based on when they were distributed. For example, if the financial agent buys 200 brochures, and 100 are mailed out in the election period, the value of those 100 brochures are reported in the election period and not subject to the expenses limit. If the remaining 100 are mailed out in the campaign period, the value of those 100 will be campaign period election expenses and subject to the expenses limit.

If only a portion of property or services is used by the campaign, only that portion is an election expense. The unused portion is an intended election expense and is recorded as an other expense.

For example, if a financial agent buys 200 brochures but distributes 100, then half the cost will be reported as an election expense, and the other half as an intended election expense as an other expense.

Campaigns are permitted to incur expenses after the close of voting such as celebration parties and thank-you cards.

These post campaign period expenses are not subject to expense limits but must be recorded and reported in the disclosure statement as other expenses.

[s.10, 14, 15]

Examples of Expenses

The list below is of examples only and does not include every type of campaign expense.

Election expenses	Election expenses that are not subject to the limit	Not election expenses
▪ campaign advertising (such as signs, brochures, newspaper ads, etc.) ▪ signs reused or repurposed from previous elections ▪ costs associated with transmitting election messages to the public (such as postage, website hosting, etc.) ▪ professional photographs, videographers, and any other costs associated with the production of advertising ▪ holding or attending campaign-related meetings, functions or events (such as costs associated with a campaign rally) ▪ paid research and opinion polling and campaigning (such as operating a phone bank) ▪ paid canvassing in person, by phone or over the internet ▪ campaign office costs ▪ bank fees	▪ sign, nomination or damage deposits if they are refunded ▪ legal or accounting services used to comply with LECFA ▪ financial agent services ▪ cost of any communication an elector organization transmits exclusively to its members ▪ property and services used exclusively for the day-to-day administration of an elector organization office that operates on a continued basis outside of a campaign period ▪ interest on a permissible loan for election period expenses or campaign period expenses.	▪ services provided or goods produced by a candidate from their own property (such as making brochures with materials already owned) ▪ services provided or goods produced by a volunteer from their own property (such as canvassing, installing signs, running social media campaign from their own computer, etc.) ▪ free media coverage (such as news stories, interviews, current affairs program, etc.)

Expense limits

Election expense limits is defined by the maximum value of campaign period expenses that a candidate may use in a campaign period.

Elections BC publishes and enforces expense limits but is not responsible for their calculation. The Ministry of Housing and Municipal Affairs, the Ministry of Education and Child Care and the Ministry of Indigenous Relations and Reconciliation calculate the campaign period expense limits for candidates.

All candidates are subject to these expense limits which are based on the office sought and the population of the election area.

Elections BC must publish the expense limits by May 31 in the year of general local elections.

Elector organizations cannot incur campaign period expenses that are subject to limits unless they have entered into a campaign financing arrangement with each of their candidates prior to the campaign period.

For by-elections, the expense limits for the most recent general local elections apply.

If an elector organization exceeds their portion of the candidate expense limit as determined in the campaign financing arrangements:

- monetary penalties will apply
- they may be deregistered
- they commit an offence

To find the expense limit for your election area, go to the Elections BC website at elections.bc.ca/local-expense-limits.

[s. 63.01-63.04]

Campaign financing arrangements

A campaign financing arrangement (CFA) is a written agreement between an elector organization and **each** endorsed candidate. The arrangement determines how much of the candidate's campaign period expense limit will be shared with the elector organization.

All candidates who are endorsed by an elector organization **must** have a campaign financing arrangement with their elector organization. Campaign financing arrangement forms can be found on the [Local Forms | Elections BC](#) page.

Elector organizations are not allowed to incur campaign period expenses unless they share an endorsed candidate's expense limit under a campaign financing arrangement.

An endorsed candidate can make all, some or none of their expense limit available to their elector organization to spend on their campaign.

A campaign financing arrangement must be:

- filed with Elections BC directly,
- on the regulated form,
- **completed before the start of the campaign period,**
- submitted directly to Elections BC, and
- signed by **the candidate, the candidate's financial agent** (if applicable) and **the financial agent of the elector organization.**

The amounts listed for the candidate and the elector organization must equal the total expense limit if the expense limit is to be shared.

Amendments or terminations

Campaign financing arrangements may be amended or terminated. Amendments or terminations must be on Elections BC regulated forms.

- An amendment to the amounts of expense limits available to the elector organization must be made **no later than General Voting Day.**
- A termination of a campaign financing arrangement must be done **before the start of the campaign period.**

Important note: A candidate or elector organization must notify their local election officer of a termination of endorsement prior to the start of the campaign period to remove the endorsement from the ballot.

[s. 63.07-63.11, Regulation s. 15, 75-79]

ELECTION ADVERTISING

The definition of election advertising is broad and applies to advertising conducted by candidates, elector organizations and third party sponsors during the pre-campaign and campaign periods.

Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or an elector organization during the pre-campaign period or campaign period for a local election.

In the campaign period, election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.

Election advertising is only regulated during the pre-campaign period and campaign period. Advertising conducted outside of these periods is not subject to election advertising rules. However, advertising activities outside of the pre-campaign and campaign periods are still advertising expenses of the elector organization and must be recorded and disclosed.

Examples

Election advertising	Not election advertising
- television, radio, newspaper or magazine advertisements - signs, billboards, posters, bumper stickers or branded clothing or objects - newsletters, brochures, mailing inserts or other advertising sent to the public - ads on the internet with a placement cost (such as pay-per-click ads, Facebook ads, promoted posts, banner ads, pop-up ads, etc.) - phone calls made using an automated system (e.g., robocalls) - paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote	- personal or private communications - free media coverage (such as a candidate debate on a local news channel, news stories, radio interviews, etc.) - a communication by an individual or group sent directly to their members, employees or shareholders - any free communication on the internet (such as Facebook, X, Instagram, Snapchat, YouTube, etc.) - free person-to-person phone calls and text messages - websites or blogs that do not have placement cost - producing, promoting or distributing a publication if it was planned to be sold whether or not there was an election

Who is the sponsor of election advertising

Election advertising must be reported by the advertising sponsor. The sponsor of election advertising is the individual or organization that is paying for the communication to be transmitted. If the communication is provided free of charge as a contribution to a candidate, elector organization or third party sponsor, the sponsor is the individual or organization to which the service is provided.

The advertising sponsor must report the value of election advertising which includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

For example, if it cost \$500 to produce an advertisement and \$150 to play or post the advertisement, then the total cost of the advertisement is \$650.

Election advertising **does not** include:

- messages on the internet that do not, and would not normally, have a placement cost, including free social media posts, websites and videos. Examples of free messages that are not election advertising include Facebook, Instagram and Snapchat posts, tweets, YouTube videos and websites.
- free personal or private communications (such as private letters, emails, in-person or telephone conversations, etc.)
- free media coverage (such as news stories, editorials, radio interviews, etc.)
- a communication by an individual or group sent directly to their members, employees or shareholders

Note: The Canadian Radio-television and Telecommunication Commission (CRTC) also provides rules for unsolicited telecommunications made by political entities, including candidates and their campaigns. If your campaign is planning to contact the public through unsolicited communications, please ensure you familiarize yourself with the rules available at: <https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>

It is prohibited for candidates and elector organizations to sponsor election advertising in conjunction with a third party sponsor. Furthermore a third party sponsor must not sponsor election advertising on behalf of a candidate or elector organization.

[s. 7, 9, 16, Regulation s. 10]

Determining the value of election advertising

The value of election advertising includes all property and services used in preparing and transmitting the advertising to the public (such as materials, transmission fees, design services, taxes, etc.).

The value of election advertising is an election expense. If used during the campaign period, the value is also a campaign period expense and is subject to the expense limit.

Election advertising offered for free equally to all candidates or elector organizations has a market value of zero. However, the value of preparing the advertising is still an election expense.

For example if an advertisement cost \$500 to create but was posted to a free platform, then the total cost of the advertising is \$500.

Advertising suppliers are prohibited from giving discounts to candidates or elector organizations.

Sponsorship information on election advertising

Sponsorship information, also known as an authorization statement, is required on most election advertising during the pre-campaign and campaign periods.

Sponsorship information must include:

- the name of the financial agent,
- an indication that it was authorized by the identified financial agent,
- a B.C. phone number, or B.C. mailing address or email address at which the financial agent can be contacted.

Although there are no size requirements for the sponsorship information, it must be clear and readable.

There are monetary penalties for failing to include sponsorship information. See page 50 for more information.

For example: Authorized by John Smith, financial agent 604-123-4567

जॉन स्मिथ, वित्तीय एजेंट द्वारा अधिकृत 604-123-4567

For internet advertising that has or would normally have a placement cost, the sponsorship information does not need to be on the ad if there is a link that takes the viewer directly to the website, landing page or profile page that contains it.

If a person is paid to canvass voters, either in person, by telephone or over the internet, the canvasser must provide voters with the required sponsorship information.

One-sided election signs must have sponsorship information on the side that contains the advertising. It cannot only be on the back of the sign.

ADVERTISING RESTRICTIONS

Where and when election signs may be placed

Elections BC does not regulate where and when signs may be placed. Contact the local authority for more information about election sign bylaws in your area.

The [Ministry of Transportation and Transit](#) regulates sign placement on provincial highways. Please refer to the Ministry's policy at www.Gov.bc.ca/electionsigns.

Important safety note: Placing election signs by digging or driving stakes into the ground can pose a safety hazard to sign installers and to underground infrastructure (such as gas lines and other utilities). Before placing election signs, you may wish to contact BC One Call at 1-800-474-6886 or see the website at www.bc1c.ca to determine if there are risks in your area. This service is free of charge and is not associated with Elections BC.

Campaigning restrictions on General Voting Day

Election advertising is not permitted within 100 metres of a voting place while voting is being conducted.

An individual or organization must not transmit election advertising to the public on General Voting Day except for:

- election advertising on the internet as long as the advertising was transmitted to the public before General Voting Day and was not changed before the close of voting.
 - For example, if advertising purchased on a monthly basis and General Voting Day is included in that purchase and cannot be removed, then the advertising will be permitted.
 - It is not permitted to schedule election advertising for General Voting Day, such as paid Facebook posts.
- advertising on the internet that is for the sole purpose of encouraging voters to vote,
- advertising by means of signs, posters or banners outside of the 100 metre restriction, and
- distributing pamphlets outside of the 100 metre restriction.

Permitted on General Voting Day	Not permitted on General Voting Day
▪ using free social media ▪ free person-to-person interactions, such as phone calls, emails, text messages, etc. ▪ election advertising on the internet as long as the advertising was not changed on General Voting Day or is solely to encourage voters to vote ▪ placing signs or distributing brochures outside of 100 metres of a voting place ▪ campaign meetings or rallies outside of 100 metres of a voting place	▪ scheduling paid ads on the internet including paid social media posts on Facebook, X, Instagram, etc. ▪ automated voice calls (robocalls) and automated text messages ▪ placing signs or distributing brochures within 100 metres of a voting place ▪ television, radio or newspaper ads ▪ campaign meetings or rallies within 100 metres of a voting place ▪ paid canvassing in person, by telephone or over the internet to attempt to influence how voters vote

Note: Under the Canadian Radio-television and Telecommunication Commission (CRTC) rules, unsolicited telecommunications made on behalf of political entities can only occur on General Voting Day between the hours of 10 a.m. and 6 p.m. (<https://crtc.gc.ca/eng/phone/telemarketing/politi.htm>)

[s. 45]

Authority to remove election advertising

If election advertising does not include the required sponsorship information, or is conducted by an unregistered third party sponsor, Elections BC may require that the advertising be:

- corrected
- discontinued
- covered
- obscured
- removed
- destroyed

Certain types of election advertising do not require sponsorship information:

- clothing
- novelty items (such as buttons, badges, pins, stickers, bumper stickers, wristbands)
- small items of nominal value that are intended for personal use (such as pens, mugs, magnets, key chains, notepads, business cards)

[s. 44, Regulation s. 20-21]

SURPLUS CAMPAIGN FUNDS

Surplus campaign funds are the balance of money left in a campaign account after all financial transactions are completed. Financial agents must record the amount of surplus campaign funds left in an elector organization's campaign account once all election expenses and any other reasonable expenses incidental to the elector organization's election campaign have been finalized.

Any surplus funds remaining in the account following the payment of election expenses and other reasonable incidental expenses must remain in the authorized account until deregistration.

Upon deregistration, an elector organization's surplus funds may be paid to the elector organization, or in accordance with the directions of the elector organization.

Surplus funds from a previous campaign are not permitted to be used for an election campaign other than the campaign for which they were raised.

[s.20]

DISCLOSURE STATEMENTS

Financial agents are responsible for filing disclosure statements with Elections BC.

A disclosure statement includes information on all campaign contributions, election expenses, transfers, surplus campaign funds and other transactions related to the campaign. A disclosure statement must be filed for every elector organization and for every jurisdiction that the elector organization endorsed candidates in.

All disclosure statements must be completed on Elections BC forms, which can be found on our [Local Forms | Elections BC](#) page.

Financial agents for elector organizations are also responsible for filing other types of reports beyond the disclosure statements and supplementary reports required for General and By-Elections. These include Annual Financial Reports and Deregistration Reports.

Some disclosure statements may require multiple supplementary reports to be submitted before they are deemed complete and accurate records of campaign financial activity.

More information on how to complete disclosure statements and supplementary reports can be found on our website at [Local Guides | Elections BC](#).

Submitting the report

The campaign financing disclosure statement must be received by Elections BC by 90 days after General Voting Day. If the deadline falls on a weekend or holiday, the filing deadline is moved to the next business day.

The cover page must be signed by the appointed financial agent and the authorized principal official for the report to be accepted as filed. Forms can be found on our website at the [Local Forms | Elections BC](#) page.

Failure to file an initial or supplementary report has significant penalties.

If an elector organization fails to file an election report or supplementary report then their endorsed candidates will also be disqualified and those elected will lose their seats. The elector organization will also be deregistered.

It is an offence to fail to file a disclosure statement or supplementary report and a financial agent who fails to file a report is liable to a fine of up to \$10,000 and/ or imprisonment for up to two years.

Names of late filers and non-filers will be published on our website at elections.bc.ca.

To ensure your report is received by Elections BC before the deadline, you may deliver it by:

- **Secure Online Filing Application (SOFA) - (Preferred):** Scanned reports or forms that are filled electronically can be directly uploaded to SOFA which is accessible through *Elections BC Services*. Please note that an account **must** be set up to use SOFA: elections.bc.ca/services
- **Email:** Scanned reports may be sent to electoral.finance@elections.bc.ca.
- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
A postmark is not acceptable as proof of delivery by the deadline, so ensure reports are mailed well before the deadline.
- **Courier:** Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8
Ensure reports are sent early enough to be received by the deadline.
- **Personal delivery:**
 - Elections BC at Suite 100 - 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (closed weekends and statutory holidays)

Elections BC will confirm receipt and acceptance of submissions once they have been accessed. If there are any issues with your submission that prevent it from being accepted, Elections BC may contact you so you have an opportunity to resolve those issues before the filing deadline.

[s. 57, 64, 85]

Late filing

If a campaign financing disclosure statement is not accepted by the filing deadline, the name of the registered elector organization will be published by Elections BC for failure to file a report by the legislated deadline and the local jurisdiction will be notified.

A report may be filed late provided it is received:

- within 30 days of the filing deadline, and
- is accompanied by a \$500 late filing fee

The late filing fee is payable by cash, money order or certified cheque to the Minister of Finance. Alternatively, you may pay the late filing fee online using PayBC. There are significant penalties if a financial report is not filed by the late filing deadline.

[s. 47]

Supplementary reports

If Elections BC advises a financial agent that a supplementary report is required, it must be submitted within 30 days of the notification. Elections BC must also inform the local authority of any supplementary reports required and notify the candidates endorsed by the elector organization.

A supplementary report must also be filed if a financial agent becomes aware that information previously disclosed has changed or does not completely and accurately disclose the information required.

A supplementary report is a complete filing of all of the reporting forms. A supplementary report must:

- provide details about the addition, change or correction to the original disclosure statement
- include a description of the circumstances that led to filing the supplementary report
- be in a form approved by Elections BC

[s. 54]

Requirement for retaining records

Campaign financing records must be retained in British Columbia until five years after General Voting Day. Failure to keep the records for the legislated time frame is an offence. Elections BC can request these records at any time as a part of their review process

These records must include:

- copies of the disclosure statements
- records of contributions and required contributor information
- deposit slips
- expense receipts
- cheque registers
- transaction slips
- all other financial records of the campaign

Financial agents must keep all campaign financing records and other material related to the disclosure statement until all disclosure requirements have been fulfilled. After the disclosure requirements are met, the authorized principal official of the elector organization becomes responsible for retaining records and materials.

[s. 22, 86]

Public information

Campaign financing reports are made available on the Elections BC website (elections.bc.ca/frpc) after the filing deadline. They may also be viewed at the Elections BC office in Victoria.

Prior to publication, LECFA requires Elections BC to redact from the report any addresses or telephone numbers that have been disclosed for candidates and significant contributors.

This requirement does not apply to address or telephone number provided by a financial agent. Since this information is included on the published campaign financing report, financial agents should be aware that this information is publicly visible.

Local authorities must also provide public access to the disclosure statements.

Copies of campaign financing reports may be obtained from either Elections BC or the local authorities for a fee.

[s. 58, 59]

PENALTIES, OFFENCES AND COURT ORDERS FOR RELIEF

Elections BC works closely with participants to help them understand and comply with the local elections campaign financing rules and regulations.

For more information on the investigations process and to see currently posted administrative monetary penalties, see: (elections.bc.ca/events-services/investigations/).

Posted monetary penalties can be found here: elections.bc.ca/events-services/investigations/administrative-monetary-penalties/.

A list of disqualified candidates and advertising sponsors is available on the Elections BC website (elections.bc.ca/local-elections/disqualification-lists) and at the Elections BC office in Victoria.

[s. 60]

Court orders for relief

Financial agents can apply to the Supreme Court for a court order for relief from disclosure requirements, expense limit penalties and administrative monetary penalties.

An application to the Supreme Court for relief from a financial penalty must be filed before the compliance deadline.

Candidates and elector organizations applying for court relief may want to consult independent legal counsel about the court process.

For details and timelines on filing for a court order for relief, see sections 66-72 of the [Local Elections Campaign Financing Act](#) (LECFA).

RESOURCES

Election legislation

Printed versions of local election legislation — including the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) — are available at public libraries in communities throughout B.C. Printed versions are also available from Crown Publications, Kings Printer for British Columbia, at:

Mailing address:

563 Superior Street, Victoria, B.C. V8V 1T7

Phone: 250-387-6409

Toll Free: 1-800-663-6105

Fax: 250-387-1120

Email: crownpub@gov.bc.ca

Website: crownpub.bc.ca

BC Laws

BC Laws provides free public online access to the current laws of British Columbia. This unofficial current consolidation of B.C. statutes and regulations is updated continually as new and amended laws come into force. Electronic versions of the [Local Government Act](#), the [Local Elections Campaign Financing Act](#), the [Vancouver Charter](#), the [Community Charter](#), the [School Act](#) and the [Offence Act](#) are available online at bclaws.ca.

QUESTIONS?

For more information:

Phone toll-free	1-800-661-8683
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Or contact Elections BC at:

Mailing address	PO Box 9275 Stn Prov Govt, Victoria, B.C. V8W 9J6
Phone	250-387-5305
Fax	250-387-3578
Toll-free fax	1-866-466-0665
Email	electoral.finance@elections.bc.ca
Website	elections.bc.ca

