

CANDIDATE INFORMATION PACKAGE – REGIONAL TRUSTEES

IMPORTANT: The following forms are for candidates in regional trustee elections in School District 93 (Conseil scolaire francophone). A separate set of forms are available for trustee elections in other school districts.

Use the Member Declaration and Checklist Form F1 to ensure the Candidate Information Package - Regional Trustee is complete and meets the requirements of the *School Act*, *Local Elections Campaign Financing Act* and *Financial Disclosure Act*.

Ensure that, for each item checked off on the Checklist Form F1 (section B), the relevant form is completed and attached.

COMPLETION INSTRUCTIONS:

1. Complete and sign the Member Declaration and Checklist Form F1 with your contact information and declaration.
2. Complete the Solemn Declaration Form F2.
3. Complete the Other Information Provided by Member Form F3 with contact information that will be shared with Elections BC.
4. Complete the Appointment of Financial Agent Form F4 if you are appointing a financial agent.
5. Complete the Statement of Disclosure required under the *Financial Disclosure Act*.
6. Return the completed package to the secrétaire-trésorier.

As per the legislative requirements, F3 - Other Information Provided by Member Form and F4 - Appointment of Financial Agent Form will be forwarded to Elections BC by the secrétaire-trésorier.

After election results have been declared, please send any changes to these documents to:

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6
Toll-free fax: 1-866-466-0665
Email: electoral.finance@elections.bc.ca

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Candidate Information Package – however the forms are not a substitute for provincial legislation and/or regulations.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for applicable election-related provisions and requirements.

F1 - Member Declaration and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

MEMBER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH MEMBER IS SEEKING ELECTION Regional Trustee		
RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE

SECTION B

This information package includes the following completed forms, appointments, consents and declarations:

- F2 - Solemn Declaration Form**
- F3 - Other Information Provided by Member Form**
- F4 - Appointment of Financial Agent Form (if applicable)**
- Statement of Disclosure: *Financial Disclosure Act* (required under the *Financial Disclosure Act*)**

I, the above named member, intend to stand for election as a regional trustee

MEMBER'S SIGNATURE	DATE: (YYYY / MM / DD)
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F2 - Solemn Declaration Form

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 2 of the Francophone Education Authorities Regulation to be elected to or hold the office of

POSITION

Regional Trustee

2. I am or will be on general voting day for the election, age 18 or older.
3. I am a Canadian citizen.
4. I will have been a member of the Conseil scolaire francophone for at least 120 days preceding election day.
5. I am in no way disqualified by the *School Act*, or any other enactment from being elected to or holding office, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I fully intend to comply with those requirements and restrictions.

MEMBER'S SIGNATURE

DECLARED BEFORE ME: COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY / MM / DD)

F3 - Other Information Provided by Member Form

PLEASE PRINT IN BLOCK LETTERS

Office for which the member is prepared to stand for election:

POSITION Regional Trustee	of the	JURISDICTION NAME School District 93 (Conseil scolaire francophone)	WARD/ELECTORAL AREA
MEMBER'S LAST NAME		FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON IF DIFFERENT FROM ABOVE AND PREFERRED BY MEMBER TO APPEAR ON BALLOT			
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)		CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)		CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER		EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

I am acting as my own Financial Agent

I am not acting as my own Financial Agent

COMPLETE FORM F4 IF YOU ARE APPOINTING A FINANCIAL AGENT

F4 - Appointment of Financial Agent Form

PLEASE PRINT IN BLOCK LETTERS

MEMBER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION Regional Trustee	JURISDICTION NAME School District 93 (Conseil scolaire francophone)	WARD/ELECTORAL AREA
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
MEMBER'S SIGNATURE	DATE: (YYYY / MM / DD)	

I hereby consent to act as the Financial Agent for the above named member for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY / MM / DD)	

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*("local government" includes municipalities, regional districts and the Islands Trust)

Form and Fact Sheets:

This form, Statement of Disclosure, can be found on the B.C. Government Web site: www.gov.bc.ca [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input type="text" value="last name"/>	<input type="text" value="first & middle name(s)"/>
Street, rural route, post office box:	<input style="width: 100%;" type="text"/>	
City:	Province:	Postal Code:
<input style="width: 30%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 30%;" type="text"/>
Level of government that applies to you:	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets s. – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

your capacity

name(s) of business(es)/organization(s)

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

legal description(s)

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.) no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

- ❖ **Local government officials:**
 - ... to your local chief election officer
 - with your nomination papers, and
 - ... to the officer responsible for corporate administration
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office
- ❖ **School board trustees/ Francophone Education Authority directors:**
 - ... to the secretary treasurer or chief executive officer of the authority
 - with your nomination papers, and
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office
- ❖ **Nominees for provincial office:**
 - with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.
- ❖ **Designated Employees:**
 - ... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)
 - by the 15th of the month you become a designated employee, and
 - between the 1st and 15th of January of each year you are employed, and
 - by the 15th of the month after you leave your position