



# Candidate Information Package

## **School Trustee**

2026 General Local Election  
October 17, 2026

604-927-3025  
elections@coquitlam.ca  
[www.coquitlam.ca/elections](http://www.coquitlam.ca/elections)

*The Nomination Period **begins at 9:00 a.m. on Tuesday, September 1, 2026,**  
and **ends at 4:00 p.m. on Friday, September 11, 2026.***

*Completed nomination papers cannot be submitted outside this period.*

**Dear Prospective Candidate:**

Enclosed is a collection of information and forms to guide candidates in the City of Coquitlam and School Board No. 43 (Coquitlam) General Local Election. Please review this material carefully to ensure that your campaign is run in compliance with the relevant statutes and that your nomination, appointment, and campaign financing disclosure forms are filed appropriately.

### **SUBMITTING NOMINATION PACKAGE**

The Nomination Period **begins at 9:00 a.m. on Tuesday, September 1, 2026, and ends at 4:00 p.m. on Friday, September 11, 2026.**

Notwithstanding the above, nomination packages may be submitted to the Chief Election Officer, or Deputy Chief Election Officer(s), between 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays and weekends, at Coquitlam City Hall, 2<sup>nd</sup> Floor (City Clerk's Office), 3000 Guildford Way, Coquitlam, BC.

**Nominations cannot be submitted outside this time period.**

**Candidates are requested to book a brief ten-minute appointment with either the Chief Election Officer or the Deputy Chief Election Officer(s) to review and file their nomination documents when they are ready.**

Appointments may be made by email to [elections@coquitlam.ca](mailto:elections@coquitlam.ca), or by calling 604-927-3025.

The deadline for receiving originals of emailed or faxed nomination documents is **4:00 p.m. on Friday, September 11, 2026.**

## COMPLETING THE NOMINATION DOCUMENTS

Nomination documents are now standardized throughout the Province. A hard (print) version of nomination documents must be submitted. Please ensure all documents, other than Form C2, are signed/dated as required. You will be asked to make the declaration and sign the declaration on Form C2 at the time of submission to the Chief Election Officer or Deputy Chief Election Officer(s).

The following Candidate nomination documents must be filed:

- ☐ Form CS2 – Nomination Document
- ☐ Form CS3 – Other information provided by Candidate
- ☐ Statement of Financial Disclosure (required under the [Financial Disclosure Act](#))
- ☐ CivicInfo BC Candidate Information Release Authorization Form
- ☐ Candidate Brochure Mail-Out Commitment Form

The following Candidate nomination documents are only required if applicable:

- ☐ Form CS4 – Appointment of Candidate Financial Agent (if Candidate is not acting as their own Financial Agent)
- ☐ Form CS5 – Appointment of Candidate Official Agent
- ☐ Form CS6 – Appointment of Candidate Scrutineer

## NOMINATORS

Candidates must be nominated by people who are qualified to vote in the City of Coquitlam. Candidates require **two (2) nominators for the office of School Trustee**. If you would like to verify whether your nominators are qualified, please contact the Elections Office at 604-927-3025.

## STATEMENT OF FINANCIAL DISCLOSURE

Under the [Financial Disclosure Act](#), candidates for the position of School Trustee must complete and file a Statement of Financial Disclosure form with their nomination documents. Note the Statement of Financial Disclosure is different from the Campaign Financing Disclosure Statement which must be filed after the election.

If you have questions about the Statement of Financial Disclosure form, it is suggested that you seek financial or legal counsel.

## CANDIDATE BROCHURE MAIL-OUT COMMITMENT FORM

Please see the Candidate Brochure Mail-Out Initiative Information section of the Nomination Package for details on participating in this shared mail-out opportunity. Candidates must complete either Part A or Part B of the Commitment Form to confirm whether they choose to participate in this initiative.

**NOTE:** If a Candidate's brochure fails to meet the specifications or deadline, IDRS will be not be able to include it in the mail-out in order to avoid any impact to other participants. The Candidate will still be required to pay for their commitment to the mail-out if they have opted in.

### **APPOINTMENT OF CANDIDATE REPRESENTATIVE(S)**

In accordance with Section 102 of the [Local Government Act](#), Candidates are entitled to appoint a Financial Agent and an Official Agent to represent the Candidate from the time of appointment until the final determination of the election. Candidates may also appoint Scrutineers to represent them by observing the conduct of voting and counting proceedings for the election. Appointments can be made at any time between when the Candidate submits their nomination documents until the close of voting on General Voting Day (Saturday, October 17, 2026).

**Financial Agent:** A Candidate may appoint a Financial Agent to ensure that the financial aspects of their campaign comply with the requirements of the [Local Government Act](#) and the [Local Elections Campaign Financing Act](#) (use Form CS4, under the "Nominations Document" section of this package).

**Official Agent:** A Candidate may appoint an Official Agent to represent them for the election (use Form CS5, under the "Nominations Document" section of this package). Please note that a Candidate has the option of authorizing their Official Agent to appoint Scrutineers on their behalf.

**Scrutineers:** A Candidate or their Official Agent may appoint Scrutineers who will observe the conduct of voting for the election (use Form CS6, under the "Nominations Document" section of this package – print as many copies as required). A maximum of one (1) Scrutineer, per Candidate, per voting place is permitted at any time.

**NOTE:** An Official Agent and a Financial Agent can be the same person. A Candidate is deemed to be their own Financial Agent if they do not appoint a Financial Agent. A Candidate does not need to formally appoint themselves if acting as their own Financial Agent.

### **AVAILABILITY OF NOMINATION DOCUMENTS**

Pursuant to Section 9 of the City's [Election Administration and Procedures Bylaw No. 5069, 2021](#), from the time of delivery of any nomination documents to the Chief Election Officer, until 30 days after the declaration of the election results, nomination documents will be made available on the City's website [www.coquitlam.ca/elections](http://www.coquitlam.ca/elections). Places of residence, email addresses and other personal information on the nomination documents will be redacted, unless consented to be released by the Candidate when completing the CivicInfo BC Candidate Information Release Authorization.

**DECLARATION OF CANDIDATES**

Immediately after the nomination period ends, at **4:00 p.m. Friday, September 11, 2026** the Chief Election Officer will declare all persons who are nominated as Candidates for an elected office. Candidates and the public may attend the Declaration, which will be held in the Council Chambers at Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC.

The deadline for withdrawal as a Candidate is Friday, September 18, 2026 at 4:00 p.m.

The deadline for withdrawal of elector organization endorsement, or candidate withdrawal of the endorsement, is Friday, September 18, 2026 at 4:00 p.m.

**DISCLOSURE OF CAMPAIGN FINANCING AND ELECTION ADVERTISING**

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

If a Candidate is endorsed by an Elector Organization, and that Elector Organization is receiving funds on their behalf, the Elector Organization must also submit an Elector Organization Endorsement.

**NOTE:** There is a statutory requirement to file the election campaign financial disclosure statement following the election by **Friday, January 15, 2027**. If a Candidate is in doubt about these requirements, they should contact Elections BC.

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

**Elections BC**

Phone: 1-800-661-8683

Email: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

Web: [www.elections.bc.ca](http://www.elections.bc.ca)

**ELECTION SIGNS**

Please note the City of Coquitlam's [Election Administration and Procedures Bylaw No. 5069, 2021](#), sets out regulations pertaining to Election Signs. A copy of the Bylaw is included in the Candidate Nomination Package for your reference.

**IMPORTANT:**

**Election signs are not permitted to be erected more than 21 days before General Voting Day (September 26, 2026), pursuant to the *Election Administration and Procedures Bylaw No. 5069, 2021*.**

**COQUITLAM ELECTION OFFICE**

For further information regarding the 2026 General Local Election, or to book an appointment with the Chief or Deputy Chief Election Officer(s), please contact the following:

**Chief Election Officer**

Stephanie Nichols

**Deputy Chief Election Officers**

Nancy Smeal

Phone: 604-927-3025

Email: [elections@coquitlam.ca](mailto:elections@coquitlam.ca)Website: [www.coquitlam.ca/elections](http://www.coquitlam.ca/elections)

*We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmiṇəm (HUN-kuh-MEE-num) word kʷikʷə́ləm (kwee-KWET-lum) meaning "Red Fish Up the River". The City is honoured to be located on the kʷikʷə́ləm traditional and ancestral lands, including those parts that were historically shared with the ḱíčəy̓ (kat-zee), and other Coast Salish Peoples.*

## CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

**IMPORTANT:** The following forms are for candidates in school trustee elections. A separate set of forms are available for regional trustee candidates in School District No. 93 (Conseil scolaire francophone).

Use the Candidate Cover Sheet and Checklist Form CS1 to ensure that the Candidate Nomination Package – School Trustee is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form CS1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form CS1 (Section B), the relevant form is completed and attached.

**NOTE:** Candidate Nomination documents can be submitted to the Chief Election Officer in-person, by mail, by fax or by email. School district contact information is available online at: <https://bcschoolcontacts.gov.bc.ca> and local government contact information is available online at: <https://www/civinfo.bc.ca/directories>

*The Candidate Cover Sheet and Checklist Form CS1 are for the Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package – School Trustee.*

Completing only the Candidate Cover Sheet and Checklist Form CS1 **does not** constitute completion of the Candidate Nomination Package – School Trustee, nor does it satisfy the legislative requirements set out in the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

### COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Use section B of the Candidate Cover Sheet and Checklist Form CS1 to identify which forms have been completed and are included in the Candidate Nomination Package – School Trustee.
3. Return the completed package to the Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the Chief Election Officer:  
CS2 – Nomination Documents (only page 3);  
CS3 – Other Information Provided by Candidate; and,  
CS4 – Appointment of Candidate Financial Agent.

**After election results have been declared, please send any changes to documents previously provided to Elections BC to:**

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

**CS1 – Candidate Cover Sheet and Checklist Form**

PLEASE PRINT IN BLOCK LETTERS

**SECTION A**

|                                                                                             |            |                |
|---------------------------------------------------------------------------------------------|------------|----------------|
| CANDIDATE'S LAST NAME                                                                       | FIRST NAME | MIDDLE NAME(S) |
| NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION<br><b>BOARD OF EDUCATION TRUSTEE</b> |            |                |

**SECTION B**

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

- ☐ **CS2 – Nomination Documents**
- ☐ **CS3 – Other Information Provided by Candidate**
- ☐ **CS4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- ☐ **CS5 – Appointment of Candidate Official Agent** (if applicable)
- ☐ **CS6 – Appointment of Candidate Scrutineer** (if applicable)
- ☐ **Statement of Disclosure: *Financial Disclosure Act*** (required under the *Financial Disclosure Act*)

**Disclaimer:** All attempts have been made to ensure the accuracy of the forms contained in the Candidate Nomination Package – School Trustee; 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](http://www.bclaws.ca)) for applicable election-related provisions and requirements.



## CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

|                                                                                                                      |                                                       |                                                                |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------|
| JURISDICTION (NAME OF SCHOOL DISTRICT)<br><b>SD43 COQUITLAM</b>                                                      |                                                       | TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)<br><b>1</b>    |
| We, the following electors of the above-named jurisdiction, hereby nominate:                                         |                                                       |                                                                |
| NOMINEE'S LAST NAME                                                                                                  | FIRST NAME                                            | MIDDLE NAME(S)                                                 |
| USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT |                                                       |                                                                |
| RESIDENTIAL ADDRESS (STREET ADDRESS)                                                                                 | CITY/TOWN                                             | POSTAL CODE                                                    |
| MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS<br>(STREET ADDRESS/PO BOX NUMBER)                              | CITY/TOWN                                             | POSTAL CODE                                                    |
| As a Candidate for the office of:                                                                                    |                                                       |                                                                |
| POSITION<br><b>BOARD OF EDUCATION TRUSTEE</b>                                                                        | JURISDICTION (NAME OF SCHOOL DISTRICT)<br><b>SD43</b> | TRUSTEE ELECTORAL AREA<br>(TEA NUMBER OR AT LARGE)<br><b>1</b> |

Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

**A nominator MUST be a qualified elector of the trustee electoral area where the candidate is running.  
Elector qualifications are listed in section 40 and 41 of the *School Act*.**

|                                                                                                                                                    |                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    | NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    |
| RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         | RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         |
| PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               | PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               |
| <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE | <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE |
| NOMINATOR'S SIGNATURE                                                                                                                              | NOMINATOR'S SIGNATURE                                                                                                                              |

***Please see over for additional space when more than two nominators are required. Copies can be made as needed.***

|                                               |                    |
|-----------------------------------------------|--------------------|
| I consent to the above nomination for office: |                    |
| NOMINEE'S SIGNATURE                           | DATE: (YYYY/MM/DD) |

# CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

Each of us **affirms** that to the best of our knowledge, the above-named person nominated for office:

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or be otherwise disqualified by law.

**A nominator MUST be a qualified elector of the trustee electoral area where the candidate is running.  
Elector qualifications are listed in section 40 and 41 of the *School Act*.**

|                                                                                                                                                    |                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    | NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    |
| RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         | RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         |
| PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               | PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               |
| <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE | <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE |
| NOMINATOR'S SIGNATURE                                                                                                                              | NOMINATOR'S SIGNATURE                                                                                                                              |

|                                                                                                                                                    |                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    | NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    |
| RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         | RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         |
| PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               | PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               |
| <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE | <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE |
| NOMINATOR'S SIGNATURE                                                                                                                              | NOMINATOR'S SIGNATURE                                                                                                                              |

|                                                                                                                                                    |                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    | NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)                                                                                                    |
| RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         | RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A RESIDENT ELECTOR</b>                                         |
| PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               | PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE)<br><b>IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR</b>                               |
| <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE | <input type="checkbox"/> BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE |
| NOMINATOR'S SIGNATURE                                                                                                                              | NOMINATOR'S SIGNATURE                                                                                                                              |

## CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 32 of the *School Act* to be nominated, elected and to hold the office of:

POSITION

**BOARD OF EDUCATION TRUSTEE**

2. I am or will be on general voting day for the election, 18 years of age or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination 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 intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY/MM/DD)



I am acting as my own Financial Agent



I have appointed as my Financial Agent

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

### ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):

PRINCIPLE OFFICIAL'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME

FIRST NAME

MIDDLE NAME(S)

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

I consent to the endorsement by the above-named Elector Organization

CANDIDATE'S SIGNATURE

DATE: (YYYY/MM/DD)

**CS3 – Other Information Provided by Candidate**

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

|                                                                                                                      |                                                                         |                                                                |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------|
| POSITION<br><b>BOARD OF EDUCATION TRUSTEE</b>                                                                        | JURISDICTION<br>(NAME OF SCHOOL DISTRICT)<br><b>SD43</b>                | TRUSTEE ELECTORAL AREA<br>(TEA NUMBER OR AT LARGE)<br><b>1</b> |
| NOMINEE'S LAST NAME                                                                                                  | FIRST NAME                                                              | MIDDLE NAME(S)                                                 |
| USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT |                                                                         |                                                                |
| MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)<br>AS PROVIDED IN THE NOMINATION DOCUMENTS                            | CITY/TOWN                                                               | POSTAL CODE                                                    |
| ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)                                                                | CITY/TOWN                                                               | POSTAL CODE                                                    |
| TELEPHONE NUMBER                                                                                                     | EMAIL ADDRESS (IF AVAILABLE)                                            |                                                                |
| <b>Additional Addresses for Service Information</b>                                                                  |                                                                         | <b>OPTIONAL</b>                                                |
| MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)<br>IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE                       | CITY/TOWN                                                               | POSTAL CODE                                                    |
| FAX NUMBER                                                                                                           | EMAIL ADDRESS<br>IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE |                                                                |

**Please ensure that name and mailing address information is the same as that  
entered on FORM CS2 – NOMINATION DOCUMENTS**

## CS4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

|                                                        |                                                          |                                                                |
|--------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|
| CANDIDATE'S LAST NAME                                  | FIRST NAME                                               | MIDDLE NAME(S)                                                 |
| POSITION<br><b>BOARD OF EDUCATION TRUSTEE</b>          | JURISDICTION<br>(NAME OF SCHOOL DISTRICT)<br><b>SD43</b> | TRUSTEE ELECTORAL AREA<br>(TEA NUMBER OR AT LARGE)<br><b>1</b> |
| I hereby appoint as my <b>Financial Agent</b> for the: |                                                          |                                                                |
| GENERAL VOTING DATE: (YYYY/MM/DD)<br><b>2026/10/17</b> | <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)            |                                                          |                                                                |
| CANDIDATE'S SIGNATURE                                  | DATE: (YYYY/MM/DD)                                       |                                                                |

|                                                                                                |                                                                         |                                      |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------|
| I hereby consent to act as the <b>Financial Agent</b> for the above-named Candidate for the:   |                                                                         |                                      |
| GENERAL VOTING DATE: (YYYY/MM/DD)<br><b>2026/10/17</b>                                         | <input type="checkbox"/> General Local Election                         | <input type="checkbox"/> By-election |
| FINANCIAL AGENT ADDRESS FOR SERVICE<br>(STREET ADDRESS OR EMAIL ADDRESS)                       | CITY/TOWN                                                               | POSTAL CODE                          |
| <b>Additional Addresses for Service Information</b>                                            |                                                                         | <b>OPTIONAL</b>                      |
| MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)<br>IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE | CITY/TOWN                                                               | POSTAL CODE                          |
| FAX NUMBER                                                                                     | EMAIL ADDRESS<br>IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE |                                      |
| FINANCIAL AGENT'S SIGNATURE                                                                    | DATE: (YYYY/MM/DD)                                                      |                                      |

## CS5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

|                                                                                                                    |                                                          |                                                                |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|
| CANDIDATE'S LAST NAME                                                                                              | FIRST NAME                                               | MIDDLE NAME(S)                                                 |
| POSITION<br><b>BOARD OF EDUCATION TRUSTEE</b>                                                                      | JURISDICTION<br>(NAME OF SCHOOL DISTRICT)<br><b>SD43</b> | TRUSTEE ELECTORAL AREA<br>(TEA NUMBER OR AT LARGE)<br><b>1</b> |
| I hereby appoint as my <b>Official Agent</b> for the:                                                              |                                                          |                                                                |
| GENERAL VOTING DATE: (YYYY/MM/DD)<br><b>2026/10/17</b>                                                             | <input type="checkbox"/> General Local Election          | <input type="checkbox"/> By-election                           |
| OFFICIAL AGENT'S LAST NAME                                                                                         | FIRST NAME                                               | MIDDLE NAME(S)                                                 |
| MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)                                                                     | CITY/TOWN                                                | POSTAL CODE                                                    |
| <input type="checkbox"/> I hereby delegate to the above-named official agent the authority to appoint scrutineers. |                                                          |                                                                |
| CANDIDATE'S SIGNATURE                                                                                              | DATE: (YYYY/MM/DD)                                       |                                                                |

## CS6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

|                                                        |                                                          |                                                                |
|--------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|
| CANDIDATE'S LAST NAME                                  | FIRST NAME                                               | MIDDLE NAME(S)                                                 |
| POSITION<br><b>BOARD OF EDUCATION TRUSTEE</b>          | JURISDICTION<br>(NAME OF SCHOOL DISTRICT)<br><b>SD43</b> | TRUSTEE ELECTORAL AREA<br>(TEA NUMBER OR AT LARGE)<br><b>1</b> |
| I hereby appoint as my <b>Scrutineer</b> for the:      |                                                          |                                                                |
| GENERAL VOTING DATE: (YYYY/MM/DD)<br><b>2026/10/17</b> | <input type="checkbox"/> General Local Election          | <input type="checkbox"/> By-election                           |
| SCRUTINEER'S LAST NAME                                 | FIRST NAME                                               | MIDDLE NAME(S)                                                 |
| MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)         | CITY/TOWN                                                | POSTAL CODE                                                    |
| CANDIDATE'S SIGNATURE                                  | DATE: (YYYY/MM/DD)                                       |                                                                |

# Statement of Disclosure

## *Financial Disclosure Act*

### 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)

### 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

|                                                 |                                                                                                                                                          |                                                           |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Person making disclosure:</b>                | <input type="text"/><br><i>last name</i>                                                                                                                 | <input type="text"/><br><i>first &amp; middle name(s)</i> |
| <b>Street, rural route, post office box:</b>    | <input type="text"/>                                                                                                                                     |                                                           |
| <b>City:</b>                                    | <input type="text"/>                                                                                                                                     | <b>Province:</b> <input type="text"/>                     |
|                                                 |                                                                                                                                                          | <b>Postal Code:</b> <input type="text"/>                  |
| <b>Level of government that applies to you:</b> | <input type="radio"/> provincial <input type="radio"/> local government<br><input checked="" type="radio"/> school board/francophone education authority |                                                           |

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

### Assets – 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:

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |



## 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)**

|  |
|--|
|  |
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|  |

## 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)**

|  |
|--|
|  |
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|  |
|  |
|  |
|  |

## 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

**CIVICINFO BC  
CANDIDATE INFORMATION RELEASE AUTHORIZATION FORM**

Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form allows your municipality to provide additional information, as appearing below, to the public and / or media. **All fields are optional.**

The information you choose to share will be posted on websites operated by CivicInfo BC. This is the primary source through which the media (television, newspapers, radio, and online sources), the public, provincial ministries, researchers, and others are able to obtain province-wide local election information.

I, \_\_\_\_\_  
(please print name of person nominated)

having submitted nomination documents for election to the office of \_\_\_\_\_,  
hereby give my consent to share the following information. This information may be shared by email, posting on a website, phone, or by any other means of electronic communication.

|                                |                         |
|--------------------------------|-------------------------|
| <b>Address:</b>                |                         |
|                                |                         |
| <b>Primary Phone:</b>          | <b>Alternate Phone:</b> |
|                                |                         |
| <b>Email:</b>                  |                         |
|                                |                         |
| <b>Website:</b>                |                         |
|                                |                         |
| <b>Instagram:</b>              |                         |
|                                |                         |
| <b>Twitter (X) or BlueSky:</b> |                         |
|                                |                         |
| <b>Facebook:</b>               |                         |
|                                |                         |

**Gender (Self-identified):**

☐ Female
 ☐ Male
 ☒ Non-binary
 ☐ Other / Undisclosed

**Previous Elected Experience (Check one):**

- ☐ Incumbent. Served on Council **in the same role** between 2022 and 2026.  
☐ Served on Council in a **different role** between 2022 and 2026.  
☐ Served on Council before 2022, but not during the past term.  
☐ No Council experience, but has been elected to office elsewhere (school, local, provincial, or federal).  
☐ None.

\_\_\_\_\_  
(Signature of Candidate)

If you have questions about the information collected being on this from, please contact  
CivicInfo BC at elections@civicinfo.bc.ca, 250-383-4898.

## **Candidate Profile Information**

The City of Coquitlam regularly receives inquiries from the public and the media requesting information on candidates running for local office. In order to facilitate access to information on candidates, the City will be providing an opportunity for candidates to submit a short profile on themselves to be posted on the City's website. The profile will include such information as name, elector organization, contact information, candidate website and social media links, and a short statement (2,000 character limit which is roughly 300 words).

You may submit your profile any time up until the close of the nomination period (**Friday, September 11, 2026 at 4:00 p.m.**).

Please also note the following **terms and conditions**:

- Late submissions will not be accepted;
- Candidate profiles will not be posted to the City website until the City receives your nomination papers during the nomination period;
- Profiles will be removed from the website on October 31, 2026;
- Profiles must not exceed 300 words; the Election Office will not edit your profile, except to reduce the length of the statement if it exceeds 300 words. Incorrect spelling, grammar, or other errors will not be corrected and will be published "as-is";
- The Election Office will not accept harmful submissions that incite hate and violence, including racism, sexism, defamatory, inappropriate, inflammatory, or offensive language;
- Photo should be a recent colour headshot (head and shoulders);
- Profiles will be posted alphabetically by last name and office sought; and,
- By submitting a photograph, the photograph will become the sole property of the City of Coquitlam. You must either be the sole owner of all copyrights in the photograph or have the full authority of the copyright owner(s) to grant the City of Coquitlam the rights required for the uses set out in this release.

By choosing to submit a candidate profile, the candidate accepts that the Chief Election officer will make every effort to ensure that the information submitted is reproduced accurately, will not be responsible for errors or omissions in the distributed material, and will determine if it does not reasonably comply with the terms and conditions, or is frivolous or otherwise unsuitable for publication.

To submit your profile, please go to: [www.coquitlam.ca/candidateprofile](http://www.coquitlam.ca/candidateprofile).

**The Candidate Profile Submission form will be available online Tuesday, September 1, 2026.**

## **Candidate Brochure Mail-Out Initiative**

### **What is the Candidate Brochure Mail-Out Initiative?**

In 2002 Coquitlam City Council passed a resolution directing City staff to coordinate an “Election Information” mail-out to Coquitlam residents in the week prior to the election. As a result of this direction, City staff has arranged the delivery of candidate brochures and general election information to residents for each General Local Election since 2005.

### **Why would I want to be a part of the mail-out?**

Candidates that sign-on to be a part of the initiative are able to take advantage of the administrative support provided by the City to arrange the mail out and also the City’s preferential rate with Canada Post. By grouping brochures together into one mail-out the costs for the initiative are also lower than those that would be paid by a candidate individually for this service.

### **Who pays for the brochures and the mail-out?**

Candidates are responsible for paying for the cost of their own brochures to be designed, printed and delivered (if applicable) to the service provider (IDRS). Candidates are also responsible for a portion of the mail-out costs which includes postage and fees associated with assembling/ collating the packages, materials (packaging), and delivery to the Canada Post Depot. The City will calculate the overall cost of the mail-out once it is completed and then divide the cost by the number of candidates participating in the mail-out. Each candidate will be invoiced for their portion of the cost.

### **How much will the mail-out cost me?**

As the City does not know how many candidates will sign on to the initiative, we can only provide estimates of the cost to candidates. The current estimates are as follows:

|                  |                        |
|------------------|------------------------|
| 20 participants: | \$3,898.00/participant |
| 24 participants: | \$3,607.00/participant |
| 30 participants: | \$3,783.00/participant |

**Note: If there is any further information regarding costs, this will be included on our website.**

### **When do I have to pay for the mail-out?**

Candidates will be required to pay for their portion of the mail-out within 30 days of being invoiced by the City.

### **How do I get my brochures printed?**

Candidates are responsible for printing their own brochures. They may contact a printing company themselves to order brochures, or may wish to have their brochures printed by IDRS, the same company that is arranging the mail out, to eliminate delivery costs.

**Are there any specifications that I need to know for my brochures?**

All brochures must meet the specifications noted at the end of this information sheet.

**IMPORTANT:** If provided specifications are not met, IDRS will not accept the brochure for the mailing and the candidate

**When are printed brochures due to IDRS?**

In order to participate in the Candidate Mail-Out Brochure initiative, IDRS is requiring that brochures be delivered to them **by 2 p.m. on September 11, 2026** to allow for the necessary time to compile the brochure packages. Please note IDRS will not accept late brochures.

**How many brochures should I have printed?**

Candidates participating in this initiative must have **65,000** brochures printed. Please note, IDRS will not count the brochures they receive so it is the candidate's responsibility to ensure they have the correct amount delivered.

**How are the brochures delivered to residents?**

The brochures will be packaged together by IDRS along with general information on the election from the City, and delivered by Canada Post (regular delivery). The outside of the envelope will include election information and indicate that candidate information is enclosed.

**How many residents will receive the packages?**

Canada Post will deliver to approximately 63,285 addresses. The City asks for **65,000** brochures from candidates because additional brochures are required for machine set-up and spoilage.

**When will residents receive the packages?**

The brochures will be mailed out on September 25<sup>th</sup>. It is estimated that Canada Post will be delivering the packages between September 28<sup>th</sup> and October 2<sup>nd</sup>.

**What happens with left-over or extra brochures?**

Any boxes of brochures that are left over once the packages have been compiled will be returned to Coquitlam City Hall (3000 Guildford Way). Election Office staff will advise the candidates if they have overage and when they can come to the Hall to retrieve them.

**How can I save money and still participate in the mail-out?**

There are two main ways candidates can save money on the mail-out. First, they can consider sharing the cost of the brochure with another candidate by producing a joint brochure. Second, candidates should consider trying to reduce the cost of printing their brochures by printing single-sided or black and white. Candidates are encouraged to talk about their options with their printer.

## Candidate Brochure Mail-Out – Specifications

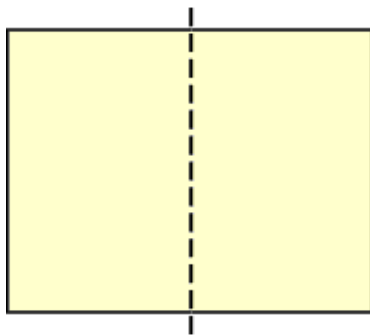
Due to the number of candidates interested in participating in the brochure mail-out initiative the following specifications for brochures have been developed to ensure consistency and ease of delivery to all Coquitlam residents:

- Brochures must be 8.5 by 11 inches in total area
- Each brochure must be only one-page (double or single sided)
- **Candidate Brochures MUST be printed on 60lb offset / 24lb Bond Paper (UNCOATED PAPER – NO Glossy or NO Matte paper).** IDRS cannot accept brochures not meeting these specifications.
- Brochures must be delivered to IDRS **flat (unfolded)** with a **packing slip** indicating the number of brochures in each box, total number of brochures and marked “For Coquitlam Candidate Mailing”.
- Suggested format is a “one-fold style” (see diagram below). (The machine that inserts the plastic envelopes folds and collates the paper before it goes into the envelope). There are 2 acceptable formats. See Sample #1 and Sample #2 below.

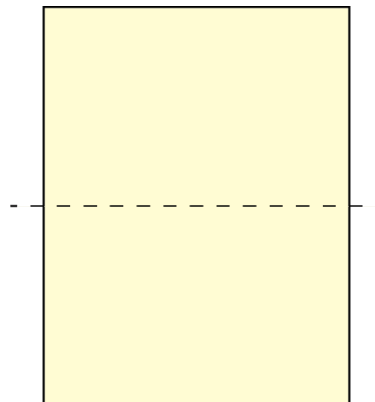
**Please note that if a candidate’s brochure fails to meet these specifications or deadline, IDRS will be not be able to include it in the mail-out in order to avoid any impact to other participants. The candidate will still be required to pay for their commitment to the mail-out.**

***Deadline for delivery of Pre-Printed Brochures to IDRS:  
2:00 p.m. Sept. 11, 2026.***

Sample 1



Sample 2



### Ship to:

IDRS  
**Attn: Chiharu Masotti**  
 IDRS – Data Print Mail  
 10159 Nordel Court  
 Delta, BC V4G 1J8

## Candidate Brochure Mail-Out Commitment Form

Note: Revisions to the form by Candidates will not be accepted past 4:00 p.m. on Friday, September 9, 2022.

### 2026 Estimated Costs:

|                             |                     |
|-----------------------------|---------------------|
| 20 candidates participating | \$3,898 / candidate |
| 24 candidates participating | \$3,607 / candidate |
| 30 candidates participating | \$3,783 / candidate |

***\*If there is any further information regarding costs, this will be included on our website.***

### PARTICIPATING

☐ I, \_\_\_\_\_, a candidate in the 2026 General Local Election, confirm that:

- I will participate in the 2026 Candidate Brochure Mail-Out Initiative;
- I will follow the specifications provided in the attached Candidate Brochure Mail-Out Initiative;
- I understand if specifications provided are not followed additional costs may be incurred;
- I understand that the costs provided above are estimates and may be more or less dependent on the number of candidates participating in the mail-out; and
- I will pay for my portion of the costs associated with the mail-out within 30-days of receiving an invoice from the City for the costs.

### NOT PARTICIPATING

☐ I, \_\_\_\_\_, a candidate in the 2026 General Local Election, confirm that:

- I **will not** be participating in the 2026 Candidate Brochure Mail-Out Initiative.

Signed before me at the City of Coquitlam, British Columbia on

This \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Chief Election Officer /  
Deputy Chief Election Officer or  
Commissioner for taking affidavits for  
British Columbia



Dear Candidate,

Appended below for your information are the Canada Post Postal Codes for the City of Coquitlam. You may find this information useful should you plan to mail out brochures or other campaign material yourself (and not as part of the Candidate Brochure Mail-Out coordinated by the City).

Please note that some of the letter carrier walks (LCWs) within the postal code areas do cross boundaries into Port Coquitlam and Port Moody and therefore, as has always been the case in the past with unaddressed ad-mail, there will be some Port Coquitlam and Port Moody households that receive ad-mail intended for Coquitlam households.

| *Postal Code       | House | Apartment | Farm | Total |
|--------------------|-------|-----------|------|-------|
| V3B                | 3670  | 9431      | 0    | 13101 |
| V3C                | 3412  | 202       | 0    | 3614  |
| V3E                | 12261 | 1545      | 17   | 13823 |
| V3H                | 247   | 911       | 0    | 1158  |
| V3J                | 7585  | 10912     | 0    | 18497 |
| V3K                | 7506  | 5586      | 0    | 13092 |
| *Total Residential |       |           |      | 63285 |

\* *Please note that the total above represents “All Points of Call” data which reflects all Coquitlam households where Canada Post delivers mail. All Points of Call data is only applicable to certain types of mailings such as Elections Canada, provincial chief electoral officers’ mailings and municipal electoral mailings. Residents who have indicated that they do not wish to receive unaddressed mail will not receive material mailed directly by individual Candidates.*

Additional information may be available at [www.canadapost.ca/precisiontargeter](http://www.canadapost.ca/precisiontargeter).

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 43 (COQUITLAM)

## TRUSTEE ELECTIONS BYLAW 2026

A bylaw to establish procedures for the conduct of trustee elections.

The Board of Education of School District No. 43 (Coquitlam) wishes to establish procedures for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 43 (Coquitlam), in an open meeting, enacts this Trustee Elections Bylaw 2026.

### 1. Scope of Bylaw

This bylaw applies to both general elections and by-elections, except as otherwise indicated.

### 2. Trustee Electoral Areas

In School District No. 43 (Coquitlam), trustee elections are held in the following trustee electoral areas (TEA):

| TEA # | Trustee Electoral Area Description        | No. of Trustees |
|-------|-------------------------------------------|-----------------|
| 1     | City of Coquitlam                         | 4               |
| 2     | City of Port Moody                        | 2               |
| 3     | City of Port Coquitlam                    | 2               |
| 4     | Village of Anmore and Village of Belcarra | 1               |

### 3. Definitions

a. The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

b. “Board” means the Board of Education of School District No. 43 (Coquitlam)

“By-election” means a trustee election other than one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“Chief Election Officer” means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

“Local Government” means, as applicable, the City of Coquitlam, the City of Port Coquitlam, the City of Port Moody, the Village of Anmore and/or the Village of Belcarra.

“Minister” means the Minister of Education and Child Care.

“School District” means the School District No. 43 (Coquitlam).

#### **4. Voters List**

The most current available Provincial list of voters prepared under the Election Act is the register of resident electors, effective 52 days before general voting day for any election to which this bylaw applies.

#### **5. Application of Local Government Bylaws**

- a. In Trustee Electoral Area 1, the election bylaws of the City of Coquitlam apply to trustee elections conducted by the City of Coquitlam, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- b. In Trustee Electoral Area 2, the election bylaws of the City of Port Moody apply to trustee elections conducted by the City of Port Moody, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- c. In Trustee Electoral Area 3, the election bylaws of the City of Port Coquitlam apply to trustee elections conducted by the City of Port Coquitlam, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- d. In Trustee Electoral Area 4:
  - i. if the Village of Anmore conducts all or part of a trustee election, the election bylaws of the Village of Anmore apply to that trustee election or part of that trustee election, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
  - ii. if the Village of Belcarra conducts all or part of a trustee election, the election bylaws of the Village of Belcarra apply to that trustee election or part of that trustee election, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

- iii. if the Board conducts all or part of a trustee election held at the same time as the general local elections in either or both of the Villages of Anmore or Belcarra, the elections bylaws of the Village of Anmore apply to the trustee election or part of a trustee election conducted within the borders of the Village of Anmore, and the elections bylaws of the Village of Belcarra apply to the trustee election or part of a trustee election conducted within the borders of the Village of Belcarra, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

## **6. Required Advance Voting Opportunities**

- a. Unless the Board is exempted from the requirement by order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.
- b. Unless the Board is exempted from the requirement for an additional advance voting opportunity by order of the Minister, an additional advance voting opportunity will be held on the date specified in the bylaws of the local government conducting the trustee election and if no such date is specified on the third day before general voting day.

## **7. Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

## **8. Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

## **9. Number of Nominators**

The minimum number of qualified nominators for a trustee candidate is two.

## **10. Public Access to Election Documents**

- a. The Board authorizes public access to nomination documents of trustee candidates:
  - i. during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after declaration of the election results; and
  - ii. on the School District website until 30 days after declaration of the election results, except that public access by the means set out in this sub-paragraph may not include the residential address of the person nominated, other than the municipality, electoral area, or treaty lands in which the person is resident.
- b. The Board will make available to the public at the Board's office and without charge, internet access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

- i. a mailing address or residential address of a significant contributor; or
- ii. a telephone number, mailing address, or residential address of a candidate until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.
- c. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public.
- d. Before providing the services under section 10 of this bylaw, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to:
  - i. Satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
  - ii. provide a signed statement that the individual, and if applicable any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record, will not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

#### **11. Public Notice Posting Places**

For the purpose of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

- a. the notice board located at the Board's main office located at 1080 Winslow Ave, Coquitlam, BC;
- b. the notice board located at the Anmore Community Hub and/or the notice board at the Belcarra Village Hall.

#### **12. Publication by means other than Newspaper**

The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the *Community Charter*:

- a. the News/Events page on the School District website ([www.sd43.bc.ca](http://www.sd43.bc.ca)); and
- b. the Board's social media accounts.

#### **13. Title**

This bylaw may be cited as "School District No. 43 (Coquitlam) Trustee Elections Bylaw 2026".

#### **14. Repeal**

School District No. 43 (Coquitlam) Trustee Elections Bylaw No. 2022 is repealed.

Read a first time the 12<sup>th</sup> day of May 2026.

Read a second time the 12<sup>th</sup> day of May 2026.

Read for a third time, passed and adopted the 12<sup>th</sup> day of May 2026.

***“Original Signed By”***

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Board Chair

***“Original Signed By”***

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 43 (Coquitlam) Trustee Elections Bylaw No. 2026, adopted by the Board the 12<sup>th</sup> day of May 2026.

***“Original Signed By”***

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Secretary-Treasurer

# CITY OF COQUITLAM

## Policy and Procedure Manual

### USE OF CITY RESOURCES AND FACILITIES FOR POLITICAL ACTIVITY

**Chapter:**

**Section:**

**Issue Date:** July 7, 2014

**Revision Date:**

#### **POLICY:**

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

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

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

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

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

#### **REASON FOR THE POLICY:**

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

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

# CITY OF COQUITLAM

## Policy and Procedure Manual

### REFERENCE:

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

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

### DEFINITIONS:

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

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

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

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

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

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



# CITY OF COQUITLAM

## Policy and Procedure Manual

### **PROCEDURES:**

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

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

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

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

**Additional Resources****PROVINCIAL**

Candidate's Guide to Local Elections in B.C.

[https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/candidates\\_guide\\_to\\_local\\_elections.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/candidates_guide_to_local_elections.pdf)

General Local Elections 101

[https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/general\\_local\\_elections\\_101.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/general_local_elections_101.pdf)

Thinking of Running for Local Office?

[https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/thinking\\_about\\_running\\_local\\_office.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/thinking_about_running_local_office.pdf)

What Every Candidate Needs to Know

[https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/what\\_every\\_candidate\\_needs\\_know.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/what_every_candidate_needs_know.pdf)

General Local Elections Participants

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/participants>

Elector Organizations

<https://elections.bc.ca/local-elections/elector-organizations/>

**SCHOOL TRUSTEE**

British Columbia School Trustee Candidate Guide

<https://bcsta.org/wp-content/uploads/BCSTA-CandidatesGuide-2026-Final-3.31.2026.pdf>

School Trustee Election Procedures in B.C.

[https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schooltrustee/school\\_trustee\\_election\\_procedures.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schooltrustee/school_trustee_election_procedures.pdf)

**ELECTIONS BC**

Elections BC – 2026 General Local Elections

<https://elections.bc.ca/local-elections/2026-general-local-elections/>

Guide to Campaign Financing for Local Candidates and Financial Agents in B.C.

<https://elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-bc-for-candidates-and-their-financial-agents.pdf>

Guide to Campaign Financing Elector Organizations and Financial Agents in B.C.

<https://elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-bc-for-electoral-organizations-and-their-financial-agents.pdf>

Campaign Account Letter

<https://elections.bc.ca/docs/lecfa/Campaign%20Account%20Letter.pdf>

### EXPENSE LIMITS

#### Candidate Expense Limits

|                |              |
|----------------|--------------|
| Mayor          | \$127,439.47 |
| Councillor     | \$64,551.59  |
| School Trustee | \$64,822.59  |

#### Third Party Expense Limits

|                         |            |
|-------------------------|------------|
| Mayor and Councillor    | \$6,371.97 |
| School Trustee (Area 1) | \$3,994.30 |

### VIDEOS

Being an Effective Elected Official – Video Series

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/thinking-of-running/being-an-effective-elected-official>

### LEGISLATION

*Local Government Act* – Part 3 – Electors and Elections

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001\\_03](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_03)

*School Act* – Part 4 – School Trustees

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412\\_04#part4](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_04#part4)

*Local Elections Campaign Financing Act*

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14018>