

Reference: Act respecting elections and referendums in municipalities

(s. 456 and s 499.11 11 which refers to s. 456)

#### **PURPOSE**

Provide the model of documents required for the authorization of an advertising agency and for the production of a detailed statement of expenses.

### **CONTEXT**

The authorization of an advertising agency is required at all times, but the use of the model proposed in this directive is optional.

However, the use of form Authorization of an advertising agency and detailed statement of the expenses of the advertising agency is mandatory.

### CONTENT

Form Authorization of an advertising agency and detailed statement of the expenses form must be dated and signed by the owner of the advertising agency or by an authorized person. This statement must be accompanied by the required advertising and supporting documents, including subcontractors' invoices.

If the model document authorizing an advertising agency proposed in this directive is not used, the format chosen must include the same information. The document must be dated and signed by the official agent (or, in the case of a leadership campaign of a political party, by the financial representative of the candidate or the official representative of the party). The document must also bear the signature of a person in a position of authority in the advertising agency. These elements confirm that the agency accepts the authorization it is granted and the date of its acceptance.

The document authorizing the advertising agency must accompany the return of election expenses, which the official agent submits to the treasurer.

The authorization document must also accompany, as the case may be, the return of campaign expenses of a political party, which must be submitted by the official representative of the party to the Chief Electoral Officer; or the campaign's return of revenues and expenses of a party leadership candidate, which must be submitted by his or her financial representative to the official representative of the leadership campaign of a political party.

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# SECTION 1: Forms for the official agent

Au	thorization of an ad	vertising ager	ncy	
Pursuant to section 456 of the Ac	t respecting elections and rea	ferendums in munic	ipalities,	
l,	Name of the officia	al agent		
official agent of	Name of the party or aut	horized independent can	didate	,
in the municipality of				
authorize				
	Name of the adv	vertising agency		
	Address of the ad	dvertising agency		
to incur or order election expens	es of up to the following amo		nt .	
		ount:\$		th / day
to incur or order election expens for the election period from	Year / month / day	ount:\$Amou	Year / mon	
	Year / month / day	ount:\$Amou	Year / mon	
for the election period from	Year / month / day	ount:\$Amou	Year / mon	
for the election period from	Year / month / day  Municipality	ount:\$Amou	Year / mon	
for the election period from	Year / month / day  Municipality	ount:\$Amou	Year / mon	
for the election period fromSigned atSignature of the office	Year / month / day  Municipality  iial agent	ount:\$	Year / mon	Date

	Itemized statem							
	by an authoriz	zea a	averti	sing agency	Date of the			
					Y	M D		
lame of the municipality			Name of th	e party or independent ca	ındidate			
lama of the authorized advertising age	200		Name of th	e official agent				
ame of the authorized advertising agency			Name of th	e oniciai agent	ı agent			
		r						
Supplier's name	Consecutive number assigned to supporting documents		Invoice amount** applicable)  Contested amount (where applicable)			contested amount		
	Balances carried forward							
			-					
TOTALS (or b	alances carried forward)							
•	- 1	i a i c -t	utinin '	aumantin - d	nto in alcelier	shaantuaatada leessal		
This statement must be accom Enter all expenses incurred, in	. ,		Ü	0	,			
order form. Upon receipt of the								
B: The original copy of this We recommend keeping		ted to t	the officia	agent no later tha	n the 60th day	after polling day.		
Declaration of the authori								
I declare that the total amount of the Act respecting elections	·				•	nents of Chapter XIII		
of the Act respecting election: does not exceed the\$						Date of poll		
		J112411U		om the official ag	on idontinou at			

# SECTION 2 : Forms for the financial representative

élection Québec	S	DGE-1412.1-VA (:	20-03		
Authorization agreement of advertising agency					
Under section 499.11 w	hich refers to section 456 of the <i>Act respe</i>	ecting elections and referendums in municipalit	es,		
l,	Name of financial repres	sentative			
financial representative	ofName c				
		f leadership candidate			
autorize	Name of advertisi	ing agency			
	Address of advertis	sing agency			
	Address of advertis	sing agency			
to incur or order campa	aign expenses up to the following amount:	\$			
for the period of	Year / month / day	toYear / month / day			
Signed in	Musicipality	, on			
	Municipality	Date			
Signa	ature of financial representative of candidate				
Acceptance of mand	ate				
l,		, accept this authorization u	o to		
the amount set above	Name of authorized person of advertising agency e.				

	statement of the a		Ì		,	Date of poll	D
DENTIFICATION							
Name of advertising agency			Name of leader	rship candidate			
Name of financial representative			Name of party				
	Consecutive			Amoun	+		
Name of supplier	number of supporting documents		Amount invoice**	conteste where appli	d,	Reason for contested an	nount
ı	Balances carried forward						
TOTAL (or b	alances to carry forward)						
This statement must be accompanie	■ d bv the required advertising and	supr	ortina docum	nents, including	subco	ntractors' invoices.	
Enter all expenses incurred, including	those for which a subcontractor h	nas no	t produced a	n invoice. In this	case,	attach the order form. Upon rec	eipt of
ne invoice, forward it to the Chief Elect  B.: The original copy of this state							a dav.
It is recommended that you ke							
ECLARATION OF THE ADVE	RTISING AGENCY						
I declare that all advertiseme		od o	r ordored	in accordan	00 14/14	th the requirements of th	- 40
respecting elections and refer						•	
exceed the amount of \$							
I declare that the information					-		