



HAVE A SAY IN YOUR COMMUNITY
MUNICIPAL ELECTIONS

RAPEQ Guide

Instructions for updating information in the Register

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The interpretations expressed in this guide do not override or take precedence over the provisions of the Act and are not intended to replace the official text of the Act. When it comes to interpreting or applying the *Act respecting Elections and Referendums in Municipalities* (AERM), please refer to the text published by the Québec Official Publisher (*Éditeur officiel du Québec*), which can be looked up at www.publicationsduquebec.gouv.qc.ca.

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Introduction

You are involved in a political party as a leader, official representative, official agent, or party officer and, due to this, you have duties and obligations arising from chapter XIII of the Act respecting elections and referendums in municipalities, notably those relating to the Register of authorized political entities of Québec kept by the Chief Electoral Office of Québec.

Therefore one of your responsibilities is to make sure that DGEQ is kept informed of appointments and other relevant information about your party.

This guide was designed to help you in carrying out these obligations. It gives you a summary of the requirements of the law with regards to the Register of authorized political entities of Québec and provides you with various templates of forms and documents to use when communicating with DGEQ concerning changes to be made to the Register.

We invite you, as a first step, to become familiar with this guide and, subsequently, to consult it when necessary, such as when appointing representatives or communicating new information to the Chief Electoral Officer of Québec.

Legend

AERM: Act respecting elections and referendums in municipalities

DGEQ: Directeur général des élections du Québec

RAPEQ: Register of authorized political entities of Québec

You will also find in the left-hand margin of each page, the legal references corresponding to the covered subject. You are, however, encouraged to consult the original text of the Act respecting elections and referendums in municipalities (AERM).

The Directeur général des élections du Québec

The *Directeur général des élections du Québec* (DGEQ) is an independent, neutral, and non-partisan institution that reports directly to the National Assembly.

Its mission is to oversee the holding of elections and referendums, to guarantee the full exercise of election rights, to promote the democratic values of Québec society, and to ensure compliance with political financing rules and control election expenses. To carry out this final task, DGEQ applies chapter XIII of the AERM, which covers municipalities with 5,000 inhabitants or more. The *Direction du financement des partis politiques* responsibility is entrusted with this responsibility.

The *Direction du financement des partis politiques* is mandated, among other things, to:

- 395 • Ensure that all independent candidates and political parties have received the necessary authorization to solicit contributions, incur expenses, or take out loans;
- 429 • Ensure that all contributions are made by electors;
- 367 • Ensure that election expense limits are respected by political entities;
- 90.6 • Keep the public informed about the sources of financing and expenses of authorized political entities via reports;
- 90.6, 387.1 • Supply the information for the training of official representatives and official agents;
- 424 • Keep a Register of authorized political entities (RAPEQ).

The political entities authorized by DGEQ have to, among other obligations, supply the information laid out in chapter XIII of the AERM. This information is kept in the RAPEQ.

RAPEQ

424, 659 RAPEQ refers to the Register in which the information relating to political entities, which DGEQ authorizes, is kept. This information, which is of a public nature within the meaning of the Act respecting Access to documents held by public bodies and the Protection of personal information, is, for the most part, available on the DGEQ website.

Regarding authorized political parties, the RAPEQ contains the following information:


- The name of the party, and the domiciliary address, telephone number, and email of the party leader*;
- The name, address, telephone number, and email* of at least two officers of the party other than the leader;
- The address to which communications intended for the party must be sent;
- The address where the books and accounts pertaining to the party's funds or those obtained by the candidate in such capacity, the expenses incurred, and the loans contracted are to be kept;
- The name, address, telephone number and email* of the official representative, and his delegate, if any, and of the official agent and his deputy, if any;
- The name, the professional accounting association*, the firm* (if applicable), the address*, telephone number*, and email* of the party auditor;
- The address of the permanent office of the party, if any.

As of January 1, 2017, official representatives and official agents must obtain training regarding their role. There will be a note in the RAPEQ indicating which stakeholders have undergone the mandatory training.

* It is not a legal obligation for this information to appear in the RAPEQ, but it is nonetheless information that is necessary for DGEQ.

RAPEQ

For each party, an excerpt from the RAPEQ containing the aforementioned information is illustrated below. This document is updated every time your party sends a modification to DGEQ, and a copy is sent to you, for your files, as well as to the clerk and treasurer of your municipality.

		Registre municipal des partis politiques autorisés (Article 424 de la L.E.R.M.)	2016-09-14 15:37:45 Page : 1
Municipalité :			
Date d'autorisation :		Numéro d'autorisation :	
Nom du parti :			
Adresse des communications			
Langue de correspondance		Site web * :	
Adresse des livres et comptes			
		Courriel * :	
Nom, adresse et numéro de téléphone du représentant officiel			B : R : C :
		Courriel * :	
Délégués du représentant officiel			
Nom, adresse et numéro de téléphone de l'agent officiel			B : R : C :
		Courriel * :	
Adjoints à l'agent officiel			
Nom, adresse et numéro de téléphone des dirigeants			B : R : C :
		Courriel * :	
			B : R : C :
		Courriel * :	
Nom, adresse et numéro de téléphone du chef			B : R : C :
		Courriel * :	
Adresse et numéro de téléphone * du bureau permanent			B :
		Courriel * :	
Nom du vérificateur, ordre comptable			
Firme *			
Adresse * et numéro de téléphone *			B :
		Courriel * :	

* Cette information n'est pas obligatoire en vertu de la Loi, mais constitue néanmoins une information nécessaire pour le Directeur général des élections.

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RAPEQ

- 392 In order to ensure that the information in the RAPEQ is in compliance with the Act, the AERM requires that all authorized parties inform DGEQ in writing, without delay, when information in the RAPEQ needs to be modified.
- 404 A party which fails to fulfill this requirement of the Act may have its authorization withdrawn.

These changes to the RAPEQ must always be served to DGEQ in a written notice and be sent by regular mail or fax, or by email if copied to a computer, to:

Service du Registre, de la coordination et de la gestion des contributions politiques

Direction du financement politique et des affaires juridiques

Élections Québec

1045, avenue Wilfrid-Pelletier, bureau 200

Québec (Québec) G1X 3Y5

Or by email to repaq@electionsquebec.qc.ca

Or by fax at 1-418-528-0638

Or toll-free 1-866-975-0638

For any additional information or support regarding the requirements relating to the RAPEQ, we invite you to get in touch with the *Service du Registre et de la coordination des entités politiques autorisées* at 418-644-3570 or, if outside the Quebec City area, toll-free at 1-866-232-6494.



1 Your role within the party

- 404 To keep its authorization, your party must fulfill certain obligations such as, but not limited to, having a leader, an official representative, an official agent, two party officers other than the leader, and an auditor.
- 392 The appointments for these positions shall be made in accordance with the requirements of the Act and related information, such as any modification or resignation, must be sent to DGEQ by the leader, the official representative, the official agent, or other party officer so that it can be recorded in the RAPEQ.
- 386, 390 More precisely, DGEQ must be notified in writing if someone resigns his position as official representative, official agent, delegate of the official representative, deputy to the official agent, or auditor.

To learn the requirements for each appointment, you can refer to the relevant section of this guide.

The following pages outline, for each party intervenor, a description of his respective roles as well as instructions on how to make each of these appointments with DGEQ. You will also find, if needed, templates of documents that are provided to help you in transmitting the required information to the RAPEQ.

Role and appointment of the LEADER

To hold the position of leader, you must:

- 378 • Be an elector of the municipality in whose territory the party intends to carry on its activities, that is by having a domiciliary address or by being an owner of a building or the occupant of a business establishment;
- 47, 53, 378 • Not be convicted of an offence that is a corrupt electoral practice in at least the last 5 years;
- 383 • Not be the official representative of your party or any other authorized party in your municipality;
- 389 • Not be the auditor of your party;
- 397 • Not be one of the officers of your party listed in the Register.

As leader, you must principally deal with the following:

- 387, 391, 382, 388 • Fill, within the prescribed time frame, vacancies in the positions of official representative, delegates thereof, if any, official agent, party officers, and auditor;
- 392, 424 • Ensure that the information required for the updating of the Register of political parties is supplied to DGEQ and to the treasurer of the municipality;
- 512.1 • Notify the returning officer if you want your party to have authorization as a private intervenor if your party is not presenting candidates during an election;
- 399 • File a request to change the party's name, if necessary;
- 403 • File a request to withdraw authorization of the party, if necessary.

Resignation

If you resign your position, DGEQ must be notified so that the Register can be updated. To do this, you have to send notification in writing, stating the precise date of your resignation.

- 379 The party then has 30 days to fill the vacancy for this position.

Appointing a new leader

- 392 DGEQ has to be notified as soon as possible of the appointment of a new leader and this notification must also include a copy of the resolution that the party has adopted to this end. This resolution shall be certified as conforming by at least two party officers, noted in the Register other than the leader.

If a leadership campaign is scheduled to elect a new leader, an interim leader shall be appointed as soon as possible within a maximum of 30 days. To find out how to conduct a political party leadership campaign, please refer to the relevant section of this guide.

Templates

The following pages offer a template for notification of the appointment of a new leader, a template for the resolution concerning the appointment of a new leader, as well as a template for the notification of resignation from this position. We invite you to refer to them and adapt them to the situation of your party.

Proposed Correspondence Template for Notifying DGEQ of the Appointment of a Leader

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Appointing a leader

Sir/Madam,

I am hereby informing you of the appointment of _____
Given name and surname of new leader

to the position of leader of _____,
Name of party

as was agreed during our meeting held on _____ .
Date

Their contact details are as follows:

Home address

Qualifying address as elector (if different from home address)

Telephone Email

Also, in accordance with section 392 of the AERM, find attached a copy of the resolution taken to
this end and duly certified as conforming by two party officers listed in the Register.

Yours sincerely,

Signature of a party official

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Template of Resolution for the Appointment of a New Leader

Resolution taken concerning the appointment of a new leader for the

Name of party

It is proposed by _____
Given name and surname

and supported by _____
Given name and surname

to appoint _____
Given name and surname of new leader

as leader of the _____
Name of party

as of _____
Date of the appointment

Certified conforming by

Signature of a party official appearing on the Register

Given name and surname (please print)

Signature of a party official appearing on the Register

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Correspondence Template for Party Leaders to Notify DGEQ of Resigning Their Position

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Resigning position as leader

Sir/Madam,

I am hereby informing you of my resignation, effective _____,
Date

as leader of the _____.
Name of party

Yours sincerely,

Signature of outgoing leader

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Role and appointment of the OFFICIAL REPRESENTATIVE and DELEGATE(S)

383 **To hold the position of official representative, you must:**

- Be an elector of the municipality in whose territory the party intends to carry on its activities, that is by having a domiciliary address or by being an owner of a building or the occupant of a business establishment;
- Not be a candidate for the office of member of the council of the municipality;
- Not be the leader of your party or another party authorized by the municipality;
- Not be an election officer of the municipality or an employee of such an election office;
- Not be an officer or employee of the municipality or of a mandatory body of the municipality referred to in paragraph 1 or 2 of section 307 of the AERM;
- Not be an employee of DGEQ;
- Not be convicted of an offence that is a corrupt electoral practice within the meaning of the AERM (section 645), of the Act respecting school elections (chapter E-2.3), or of the Election Act (chapter E-3.3). Disqualification shall continue for five years from the day on which the judgment convicting the person becomes a res judicata;

389 • Not be auditor of your party.

As official representative, you must principally deal with the following:

- 387.1 • Complete the mandatory training within a period of 30 days following the date of your appointment (effective as of January 1, 2017);
- 439 • Open an account for the party in a Québec branch of a financial institution;
- Keep the accounts records (ledgers) of the party;
- 432 • Collect and cash contributions;
- 434 • Ensure that contribution receipts are issued to contributors;
- 440 • Ensure that contributions are collected in accordance with the Act;
- 439 • Cash the sums received during political activities or rallies;
- 432 • Appoint canvassers, create the list of such persons, and issue the certificates;
- Control any receipt books that are distributed;

- 434 • Ensure that the receipts used are those prescribed by DGEQ or those produced by the party and accepted by DGEQ;
- 440 • Return illegal contributions to the treasurer;
- 446 • Contract loans;
- 448 • Pay the interest due on loans at least once a year;
- 478 • Receive the reimbursement of election expenses from the treasurer of the municipality, if any;
- Provide each candidate of your party with a list of publicity expenses made before the filing of nomination papers;
- 488, 490 • Ask the treasurer of the municipality to reimburse the expense incurred by the party for the annual audit of its financial report when the receipts collected exceed \$5,000;
- 439 • Deposit any other income;
- 458 • Replenish the election fund of your official agent;
- 443 • Incur expenses other than election expenses;
- 479 • Produce the annual financial report;
- 382 • Act, if necessary, as official agent of the party;
- 392 • Transmit to DGEQ, if necessary, the information required by the RAPEQ.

The responsibilities of an official representative are major. DGEQ has made many tools available to help you carry out your various tasks, including a guide, online training, as well as a team of coordinators specialized in political financing.

Political party official representative guide

This guide was specifically designed for you and you are invited to refer to it as you carry out your tasks.

Mandatory training

(effective January 1, 2017)

As an official representative, you have 30 days from the date of your appointment to undergo training regarding the political financing and election expense rules.

This training is mandatory under the AERM and is provided online. A statement indicating whether or not you have completed this training will be recorded in the Register and posted on the DGEQ website.

Political financing coordinators

In addition, the *Direction du financement des partis politiques* has a team of coordinators specialized in political financing available to assist and guide you in your role. You can communicate with this team by dialing 418-644-3570 or, if you are outside the Quebec City area, toll-free at 1-866-232-6494 or by email at financement-municipal@electionsquebec.qc.ca.

Resignation

If you resign your position, DGEQ must be notified in order to update the Register. To do so, you must send a notification of this intent in writing. You will then be obliged to preserve the various financial documents and references which you had used to carry out your tasks in order to transmit them to your successor.

Furthermore, you must, in the 60 days following your resignation, send to the party leader a financial report covering the period during which you held your position and which is not covered by a previous report*, with the receipts delivered during this period accompanying the report.

* It is understood by "previous report", not only a financial report already sent but also a financial report that is due to be sent. The official representative is still obliged to send this final report, if applicable.

→ REMINDER

Soliciting contributions, handling the non-election expenses of the party, as well as producing party financial reports are the responsibility of the official representative, hence the importance of notifying DGEQ without delay should you resign.

Appointment of a new official representative

The appointment of a new official representative must be made in writing and signed by the leader and must note the designated person's consent and be countersigned by the latter. This notice of appointment must be sent to DGEQ without delay.

Delegate to the official representative

If you wish, you can be assisted by one or more delegates who can be assigned specific tasks. The delegate, in the electoral district to which he is appointed, has the responsibilities that are conferred by the Act. To assume these responsibilities, the selected person must be appointed in writing by the leader of your party and, must consent, in writing, to take the position.

This person must, like the official representative, fulfill the conditions laid out in sections 383 and 389(4°) of the AERM.

Resignation

If the delegate resigns, DGEQ must be notified without delay, in writing, so that the resignation may be recorded in the Register.

There is no legal obligation to fill the position of delegate. If, however, another delegate is appointed, he shall in turn be designated in writing by the leader of the party and shall indicate in writing his consent to hold this position.

Templates

The following pages offer a template for the appointment and consent of an official representative, a template for appointment and consent of a delegate of the official representative, as well as a template for the notification of resignation from one of these positions.

Appointing an Official Representative

(s. 384 AERM)



DGE-1085-VA (16-11) **S**

Appointment of the Official Representative (s. 384 AERM)

Municipality

Party Name

Leader's Name

I hereby inform the Chief Electoral Officer of Québec that I have appointed _____
_____ to the position of Official Representative for the above-mentioned party.

Signature of the Leader

Date

Contact information for the Official Representative

Street address

Apartment

Municipality

Postal Code

Phone (home)

Phone (other)

Email

☐ The above-noted address of the Official Representative shall also act as the books and accounts address for the party.

Appointing an Official Representative (cont.)

(s. 384 AERM)

Consent of the Official Representative (s. 384 AERM)

I hereby agree to occupy the position of Official Representative of the party _____.

I declare that I

- am an elector of the municipality in whose territory this party carries out its activities
- am not a candidate for the office of member of the council of the municipality
- am not the leader of the party or another party authorized by the municipality
- am not an election officer of the municipality or an employee of such an election officer
- am not an officer or employee of the municipality or of a mandatory body of the municipality referred to in Paragraph 1 or 2 of section 307 of the AERM
- am not an employee of the Chief Electoral Officer of Québec
- have not been convicted of an offence that is a corrupt electoral practice for at least 5 years
- am not the auditor of the party

I understand that I am responsible, in particular, for

- managing party funds
- controlling the sums received (contributions, membership dues, etc.)
- controlling the contribution receipt books
- authorizing and paying expenses, other than election expenses
- producing an annual financial report, accompanied by the report of the auditor of the party, if applicable
- contracting loans in the party name, if necessary

I understand that, by agreeing to act as Official Representative, I am also Official Agent, unless the Leader designates another person for that role (s. 382 AERM).

Signature of the Official Representative

Date

Mandatory Training (s. 387.1 AERM)

In my capacity as Official Representative, I agree to complete the training stipulated in section 387.1 of the AERM within 30 days of my appointment, in addition to any supplementary instruction, if required. The Chief Electoral Officer of Québec must report, in the Register of Authorized Political Entities of Québec (REPAQ) published on its website, that I have completed the training. For training purposes, I have provided my email address below.

Email address required for training purposes


Signature of the person acting as Official Representative

Date

Appointing a Delegate of the Official Representative

(s. 384 AERM)



DGE-1086-VA (16-11) 

Appointment of the Delegate of the Official Representative (s.384 AERM)

Municipality

Party Name

Leader's Name

I hereby inform the Chief Electoral Officer of Québec that I have appointed _____

_____ to the position of Delegate of the Official Representative for the following electoral districts:

Signature of the Leader

Date

Contact information for the Delegate of the Official Representative

Street address

Apartment Municipality

Postal Code

Phone (home)

Phone (other)

Email

Appointing a Delegate of the Official Representative (cont.)

(s. 384 AERM)

Consent of the Delegate of the Official Representative (s.384 AERM)

I hereby agree to occupy the position of Delegate of the Official Representative of the _____

party for the districts of _____

I declare that I

- am an elector of the municipality in whose territory this party carries out its activities
- am not a candidate for the office of member of the council of the municipality
- am not the leader of the party or another party authorized by the municipality
- am not an election officer of the municipality or an employee of such an election officer
- am not an officer or employee of the municipality or of a mandatory body of the municipality referred to in Paragraph 1 or 2 of section 307 of the AERM
- am not an employee of the Chief Electoral Officer of Québec
- have not been convicted of an offence that is a corrupt electoral practice for at least 5 years
- am not the auditor of the party

Signature of the Delegate of the Official Representative

Date

Mandatory Training (s. 387.1 AERM)

In my capacity as Delegate of the Official Representative, I agree to complete the training stipulated in section 387.1 of the AERM within 30 days of my appointment, in addition to any supplementary instruction, if required. The Chief Electoral Officer of Québec must report, in the Register of Authorized Political Entities of Québec (REPAQ) published on its website, that I have completed the training. For training purposes, I have provided my email address below.

Email address required for training purposes

Signature of the person acting as Delegate of the Official Representative

Date

Proposed Correspondence Template for Official Representatives of a Party to Notify DGEQ of Resigning Their Position

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Resigning position as official representative

Sir/Madam,

I am hereby informing you of my resignation, effective on _____,
Date

as the official representative of _____.
Party name

Yours sincerely,

Signature of outgoing official representative Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Correspondence Template for Delegates of the Official Representative of a Party to Notify DGEQ of Resigning Their Position

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Resigning position as delegate of the official representative

Sir/Madam,

I am hereby informing you of my resignation as delegate of the official representative

of the _____,
Party name

Effective on _____.
Resignation date

Yours sincerely,

Signature of outgoing delegate of the official representative

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Role and appointment of the OFFICIAL AGENT and his DEPUTIES

382 The official representative of a party shall act as the official agent of that party, unless the leader appoints another person to act in that capacity.

383 To hold the position of official agent, you must:

- Be an elector of the municipality in whose territory the party intends to carry on its activities, that is by having a domiciliary address or by being an owner of a building or the occupant of a business establishment;
- Not be a candidate for the office of member of the council of the municipality;
- Not be the leader of your party or another party authorized by the municipality;
- Not be an election officer of the municipality or an employee of such an election office;
- Not be an officer or employee of the municipality or of a mandatory body of the municipality referred to in paragraph 1 or 2 of section 307 of the AERM;
- Not be an employee of DGEQ;
- Not be convicted of an offence that is a corrupt electoral practice within the meaning of the AERM (section 645), of the Act respecting school elections (chapter E-2.3), or of the Election Act (chapter E-3.3). Disqualification shall continue for five years from the day on which the judgment convicting the person becomes a res judicata;

389 • Not be auditor of your party.

492 As official agent, you are responsible for all election expenses and for producing the return of election expenses. To do this, you must:

- 387.1 • Complete mandatory training within 10 days of your date of appointment (effective January 1, 2017);
- 457 • Open a separate account (election account) from that of the official representative;
- 458 • Deposit in this account solely the sums remitted to him by the official representative;
- 458 • Manage the election fund put at his disposal and account for its use;
- Keep a cash-disbursements Register;
 - Administer the petty cash;
- 460 • Incur or authorize election expenses;

- 456 • Authorize an advertising agency if applicable;
- 461, 466 • Ensure that any payment of election expenses is justified with an invoice and that the regular price is paid;
- 463 • Ensure that any publicity is identified in accordance with the Act;
- 465 • Ensure that the expense limit for each candidate is respected;
- 467 • Ensure that the provisions of the Act regarding expenses claimed are respected;
- 471 • Ensure that the provisions of the Act regarding contested claims are respected if applicable;
- 454 • Account for personal expenses paid by candidates and for which they were reimbursed;
- 468 • Pay all uncontested election expenses before filing the return of election expenses.

The responsibilities of an official agent are major. DGEQ has made many tools available to help you carry out your various tasks, including a guide, online training, as well as a team of coordinators specialized in political financing.

Guide for official agents of authorized political parties

This guide was specifically designed for you and you are invited to refer to it as you carry out your tasks.

Mandatory training

(effective January 1, 2017)

As an official agent, you have 10 days from the date of your appointment to undergo training regarding the political financing and election expense rules.

This training is mandatory under the AERM and is provided online. A statement indicating whether or not you have completed this training will be recorded in the Register and posted on the DGEQ website.

Political financing coordinators

A team of coordinators specialized in political financing is available to assist and guide you in your role. You can communicate with this team by dialing 418 644-3570, or, if you are outside the Quebec City area, toll-free at 1-866-232-6494, or by contacting them by email at financement-municipal@electionsquebec.qc.ca.

Resignation

If you resign your position, DGEQ must be notified in writing in order to update the Register. You will then be obliged to preserve the various financial documents and references which you had used to carry out your tasks in order to transmit them to your successor.

→ REMINDER

During the election period, election expenses are the responsibility of the official agent, hence the importance of notifying DGEQ without delay should you resign.

Appointment of a new official agent

The appointment of a new official agent must be made in writing and signed by the leader and must note the designated person's consent and be countersigned by the latter. Since the official agent only acts during the election period, this appointment must be made without delay and notice sent to DGEQ as soon as possible.

When the position of official agent becomes vacant, it is the official representative who acts as official agent, until the leader appoints another person to this position.

Deputy official agent

With the approval of the party leader, you may appoint another deputy or other deputies entitled to incur or authorize election expenses. These persons may be designated in writing via a deed of appointment that mentions the maximum authorized amount for election expenses as well as the consent of each person designated for the position.

Like you, the deputy official agent must meet the conditions listed in sections 383 and 389 (4) of the AERM.

Resignation

If your deputy resigns, DGEQ must be notified without delay, in writing, so that the resignation may be recorded in the Register.

No legal obligation exists requiring that the position be filled. If, however, you wish to appoint another deputy, you must once again obtain the approval of the party leader and designate the person in writing via a deed of appointment that mentions the maximum authorized amount for election expenses as well as the consent of the person designated for the position.

Templates

The following pages offer a template for the appointment and consent of an official agent, a template for deed of appointment of a deputy official agent, as well as a template for the notification of resignation from one of these positions.

Appointment of an Official Agent

(s. 384 AERM)

DGE-1087-VA (16-11) **S**

Appointment of an Official Agent (s. 384 AERM)

If a different person than the Official Representative

Municipality

Party Name

Leader's Name

I hereby inform the Chief Electoral Officer of Québec that I have appointed _____

_____ to the position of Official Agent for the above-mentioned party.

Signature of the Leader

Date

Contact information for the Official Agent

Street address

Apartment

Municipality

Postal Code

Phone (home)

Phone (other)

Email

Appointment of an Official Agent (cont.)

(s. 384 AERM)

Consent of the Official Agent (s. 384 AERM)

I hereby agree to occupy the position of Official Agent of the _____ party.

I declare that I

- am an elector of the municipality in whose territory this party carries out its activities
- am not a candidate for the office of member of the council of the municipality
- am not the leader of the party or another party authorized by the municipality
- am not an election officer of the municipality or an employee of such an election officer
- am not an officer or employee of the municipality or of a mandatory body of the municipality referred to in Paragraph 1 or 2 of section 307 of the AERM
- am not an employee of the Chief Electoral Officer of Québec
- have not been convicted of an offence that is a corrupt electoral practice for at least 5 years
- am not the auditor of the party

I understand that I am responsible, in particular, for

- managing election funds to pay for election expenses
- identifying election advertising in accordance with the Act
- paying election expenses
- declaring the advertising expenses of a candidate
- producing the return of election expenses, accompanied by vouchers
- respecting the election expenses limit

Signature of the Official Agent

Date

Mandatory Training (s. 387.1 AERM)

In my capacity as Official Agent, I agree to complete the training stipulated in section 387.1 of the AERM within 30 days of my appointment, in addition to any supplementary instruction, if required. The Chief Electoral Officer of Québec must report, in the Register of Authorized Political Entities of Québec (REPAQ) published on its website, that I have completed the training. For training purposes, I have provided my email address below.


Email address required for training purposes

Signature of the person acting as Official Agent

Date

Deed of Appointment of a Deputy by the Official Agent of an Authorized Political Party

(s. 385 AERM)

DGE-1088-VA (16-11) 

Appointment of a Deputy by the Official Agent (s. 385 AERM)

Municipality

Party Name

Leader's Name

I hereby inform the Chief Electoral Officer of Québec that I have appointed _____

_____ as my Deputy and also authorize said person to make

or authorize election expenses up to a limit of \$ _____ for the period starting

_____ and ending _____.

Signature of the Official Agent_____
Date

I approve this appointment

Signature of the Leader_____
Date

Contact information for the Deputy to the Official Agent

Street address

Apartment

Municipality

Postal Code

Phone (home)

Phone (other)

Email

Deed of Appointment of a Deputy by the Official Agent of an Authorized Political Party (cont.)

(s. 385 AERM)

Consent of the Deputy to the Official Agent (s. 385 AERM)

I hereby agree to occupy the position of Deputy to the Official Agent of the _____
_____ party.

I declare that I

- am an elector of the municipality in whose territory this party carries out its activities
- am not a candidate for the office of member of the council of the municipality
- am not the leader of the party or another party authorized by the municipality
- am not an election officer of the municipality or an employee of such an election officer
- am not an officer or employee of the municipality or of a mandatory body of the municipality referred to in Paragraph 1 or 2 of section 307 of the AERM
- am not an employee of the Chief Electoral Officer of Québec
- have not been convicted of an offence that is a corrupt electoral practice for at least 5 years
- am not the auditor of the party

I understand that I am authorized to make or authorize election expenses up to a limit of \$ _____

for the election period starting _____ and ending _____.

Signature of the Deputy to the Official Agent

Date

Mandatory Training (s. 387.1 AERM)

In my capacity as Deputy to the Official Agent, I agree to complete the training stipulated in section 387.1 of the AERM within 30 days of my appointment, in addition to any supplementary instruction, if required. The Chief Electoral Officer of Québec must report, in the Register of Authorized Political Entities of Québec (REPAQ) published on its website, that I have completed the training. For training purposes, I have provided my email address below.

Email address required for training purposes

Signature of the person acting as Deputy to the Official Agent

Date

Proposed Correspondence Template for Official Agents of a Party to Notify DGEQ of Resigning Their Position

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Objet : Resigning position as official agent

Sir/Madam,

I am hereby informing you of my resignation, effective on _____,
Date

as the official agent of _____.
Party name

Yours sincerely,

Signature of outgoing official agent Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Correspondence Template for Deputy Official Agents of a Party to Notify DGEQ of Resigning Their Position

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Resigning position as deputy official agent

Sir/Madam,

I am hereby informing you of my resignation, effective on _____,
Date

as the deputy official agent of _____.
Party name

Yours sincerely,

Signature of outgoing deputy official agent

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Role and appointment of PARTY OFFICERS

- 397 An authorized political party must have, in addition to its leader, two other officers' names recorded in the RAPEQ.

As party officers, you will have to:

- Assist the leader with the internal policies of your party;
- Send to DGEQ, if applicable, the information required by the RAPEQ;
- 392 • Certify the conformity of the copy of the resolution appointing a new leader of the party or the request to withdraw party authorization.

To hold the position of party officer, you must not:

- 397 • Be leader of the party;
- 389 • Be auditor of the party.

Resignation

If you resign your position, DGEQ must be notified so that the Register can be updated. To do this, you have to send notification in writing, stating the precise date of your resignation. The party must then fill the vacancy of party officer as soon as possible and notify DGEQ without delay.

Appointment of a new party officer

- 392 The appointment of a new party officer must be made in writing, by the leader, the official representative, the official agent, or another party officer and must include the contact details of the appointed person. This appointment must be transmitted to DGEQ without delay.

Templates

The following pages offer a template for the appointment of a party officer as well as a template for the notification of resignation from this position. We invite you to refer to them and adapt them to the situation of your party.

Proposed Correspondence Template to Notify DGEQ of the Appointment of a Party Officer

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Appointment of a party officer

Sir/Madam,

I am hereby informing you of the appointment of _____
Given name and surname of new officer

to one of the positions of officer of _____
Party name

Their contact details are as follows:

Home address

Telephone Email

This appointment is effective on _____
Date

Yours sincerely,

Signature of leader Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Correspondence Template for Party Officers to Notify DGEQ of Resigning Their Position

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Resigning position as party officer

Sir/Madam,

I am hereby informing you of my resignation, effective on _____,
Date

from my position of officer of _____.
Party name

Yours sincerely,

Signature of outgoing party officer

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Role and appointment of the AUDITOR

388 The auditor of an authorized political party is the person appointed by the party leader and whose name is recorded as such in the RAPEQ. This person must be duly entitled to perform public auditing in Québec, being a member of the *Ordre des comptables agréés du Québec* and holding a public accountancy permit as an auditor.

488 The auditor of an authorized party audits the financial report of the party when the amounts collected during the fiscal year exceed \$5,000. All authorized political parties are obliged to appoint an auditor even if the total amounts collected in a fiscal year do not exceed \$5,000.

389 **To occupy the position of auditor, you must not:**

- Be an officer or employee of the municipality or of a mandatory body of the municipality in whose territory the party intends to carry on its activities;
- Be a member of the National Assembly of Québec or the Parliament of Canada;
- Be party leader or other party officer ;
- Be an official agent or representative of any party carrying on its activities in the territory of the municipality or of any independent candidate for the office of member of the municipal council ;
- Be a candidate for the office of member of the municipal council during the last general election, or a candidate in any subsequent by-election or current election;
- Be the auditor of the municipality;
- Be an election officer of the municipality;
- Be convicted of an offence that is a corrupt electoral practice within the meaning of the AERM (section 645), of the Act respecting school elections, or of the Election Act. Disqualification shall continue for five years from the day on which the judgment convicting the person becomes a *res judicata* ;
- Be an associate or employee of the aforementioned persons.

As auditor, you will mostly:

- 489 • Have access to all the books, accounts, and documents pertaining to the financial affairs of the party;
- 488 • Take all necessary measures to verify (audit) the financial report of the party if it collects over \$5,000 in receipts and submit an auditor's report to the official representative, not later than 5 days before April 1 of each year.

Resignation

- 390 If you resign your position, DGEQ must be notified so that the Register can be updated. To do this, you have to send notification in writing, stating the precise date of your resignation.
- 391 The leader of the party must appoint your replacement within 30 days and notify DGEQ without delay.

Appointment of a new auditor

The appointment of a new auditor must be made in writing by the leader, the official representative, the official agent, or another party official and must include the designated person's contact details. This notice of appointment must be transmitted to DGEQ without delay.

Templates

The following page offers a template for the appointment of an auditor.

Appointment of a New Auditor

(s. 388 AERM)



DGE-1089-VA (16-11) **S**

Appointment of an Auditor

Municipality

Party Name

Leader's Name

I hereby inform the Chief Electoral Officer of Québec that pursuant to section 388 and in accordance with section 389 of the *Act Respecting Elections and Referendums in Municipalities*, I have appointed as Auditor:

Given name and surname of the Auditor, if applicable

Name of the firm, if applicable

Public accountancy permit number

Address

Email address

Telephone number

This appointment comes into effect on:

Signature of the Party Leader

Date



2 Changes to your party

Various modifications can take place within your party and you must inform DGEQ so that these modifications can be recorded in the RAPEQ. These modifications are:

- Changes of address;
- Changes to the party's name;
- Merger of your party with another party or other parties;
- Party leadership campaigns;
- Authorization as a private intervenor;
- Withdrawal of authorization.

The following pages provide you with instructions as well as templates of forms and documents to use when transmitting to DGEQ the information required for the RAPEQ.

Change of address

- 424 The domiciliary addresses of each party official, the address of the auditor, the address for party communications, the address for party books and accounts, as well as the address of the permanent office, if applicable, must be recorded in the RAPEQ. DGEQ must be notified in writing of any changes to these addresses in order to record the new information in the RAPEQ.

Each of these addresses meets a specific need:

- **Address for party communications**

This address is required. It can be the party's permanent office or the home address of a party intervenor. It is also the address which is listed on the DGEQ website as being the party's address.

- **Address for books and accounts**

This address is required. It must be the place where the books and accounts of the party are kept, functioning as a physical address where the accounts and books can be located. A P.O. box cannot be the sole address for the books and accounts of the party.

- **Address of the permanent office**

The party is not required to have a permanent office. It should be noted that a permanent office is normally defined as a space for which the party incurs expenses related to its use.

In order to apply section 453.6 of the AERM, DGEQ must be informed of this address at least three months before publication of the notice of election; otherwise the costs incurred for the day-to-day operations of this office will be considered as election expenses.

- **Domiciliary address of each party official**

The addresses of the leader, the official representative, the official agent, the two party officers, and, if applicable, the delegate(s) to the official representative, and the deputy official agent(s) must be recorded in the Register. In general, it is the domiciliary address that determines qualified elector status. However, if the domiciliary address of the representative(s) is not located on the territory of the municipality where the party carries out its activities, you must also provide the address that confers their qualified elector status.

- **Address of auditor**

Correspondence that DGEQ sends to the auditor is sent directly to the auditor's address. This is why this address, while not being mandatory information pursuant to the AERM, must nevertheless be recorded in the Register.

DGEQ must be informed of any address change, in writing and without delay.

Change of name

- 399 An authorized party may, with the approval of DGEQ, change its name. The new party name cannot include the word “independent”, nor be likely to mislead the electors as to which party they are contributing to.

To help guide you in the selection of a new name, we suggest that you visit the DGEQ website where you can consult a list of party names that have already been set aside, as well as those of authorized parties and of parties that have applied for authorization.

This request must be made in writing by the leader of the party and cannot be made during an election period.

Templates

On the following page, you will find a correspondence template to guide you, if applicable, in presenting your request for change of party name with DGEQ. We invite you to refer to this template and adapt it to the situation of your party.

Proposed Correspondence Template for Presenting a Request for Change of Party Name with DGEQ

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re : Request for change of party name

Sir/Madam,

Pursuant to section 399 of the Act respecting elections and referendums in municipalities,

I am hereby forwarding a request to change the name of the authorized political party

Present name of party
so that it will be recorded in the Register: _____
Requested name of party

Yours sincerely,

Signature of leader Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Party mergers

- 414, 415 The merger of authorized parties requires DGEQ's authorization. The application for authorization must be made by means of a joint application in writing prepared by the party leaders and sent to DGEQ and must contain the following information:
- The proposed date of merger;
 - The name of the party resulting from the merger (the selected name must not include the word "independent" nor be likely to mislead electors as to which party they are contributing to);
 - The address to which communications intended for the party must be sent;
 - The address where the books and accounts pertaining to party funds, the expenses it will incur, and the loans it will contract are to be kept;
 - The name, domiciliary address, and telephone number of the leader of the party;
 - The name, address, and telephone number of two officers of the party other than the leader;
 - The name, address, and telephone number of the party's official representative and those of his delegates, if any (attach the consent of the appointed person);
 - The name of the auditor of the party, if any (the party will have 30 days after the merger authorization to appoint an auditor);
 - The address of the permanent office of the party, if any;
 - The name of the municipality in whose territory the party intends to carry on its activities and for whose council intends to present candidates.
- 418 From the date when the merger of parties is authorized by the DGEQ, the applying parties cease to exist and are replaced by the party resulting from the merger, which then succeeds to their rights and obligation.

Remitting documents

The balance sheet of each of the applying parties must be included with the application.

- 416 Each applying party shall, at DGEQ's request, remit to DGEQ any book, account, or document relating to the party's financial affairs and have its balance sheet audited by an auditor.

- 419 Within 60 days after the merger, a financial report for the period running from the date of authorization, or, as the case may be, from the end of the period covered by the preceding financial report to the date of the merger, shall be transmitted in respect of each applying party to DGEQ.

At the request of DGEQ, the financial report shall be accompanied with a report of the auditor of the party.

- 420 The official representative of the party resulting from the merger shall, not later than April 1st of the calendar year following that of the merger, file the financial report in accordance with Division VI for that part of the fiscal year that has lapsed since the merger. This financial report of the party must be accompanied with an opening balance sheet at the date of the merger.

Templates

On the following page, you will find a correspondence template to help guide you in filing an application for party merger with DGEQ. We invite you to refer to this template and adapt it to the situation of your party. This correspondence must be co-signed by all leaders of the requesting parties.

Proposed Correspondence Template for Filing an Application for Party Merger with DGEQ

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Merger of parties

(List the involved parties below)

Sir/Madam,

We are hereby transmitting an application to merge the parties mentioned in the subject line.

Moreover, pursuant to section 415 of the Act respecting elections and referendums in municipalities, we have included the information required so that our application can be studied.

Yours sincerely,

_____ Signature of party leader	_____ Given name and surname (please print)
_____ Signature of party leader	_____ Given name and surname (please print)
_____ Signature of party leader	_____ Given name and surname (please print)
_____ Signature of party leader	_____ Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Information Relating to the New Party Resulting from the Merger

(AERM section 415)

The proposed date of merger _____

Name of the party resulting from the merger _____

The address to which communications intended for the party must be sent _____

The address where the books and accounts pertaining to the party are to be kept _____

Leader _____

His domiciliary address and telephone number _____

Party officer 1 _____

His domiciliary address and telephone number _____

Party officer 2 _____

His domiciliary address and telephone number _____

Official representative of party _____

His domiciliary address and telephone number _____

* Appointed person's consent needs to be attached _____

Delegate of official representative (if applicable) _____

His domiciliary address and telephone number _____

* Appointed person's consent needs to be attached _____

Auditor _____

His address and telephone number _____

Address of the permanent office of the party, _____

if applicable _____

The name of the municipality in whose territory _____

the party intends to carry on its activities and _____

for whose council it intends to present candidates _____

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Party leadership campaign

Leadership campaign notice

499.1 When your political party decides to call a leadership campaign, as the leader or interim leader of the party, you must file with DGEQ a declaration stating:

- The name of the person designated to oversee the vote ;
- The date on which the party leadership campaign is to begin;
- The final date for entering the race;
- The date of the leadership vote;
- The maximum amount of authorized expenses per candidate.

As leader or interim leader, you may also designate in writing another person to file this information with DGEQ.

Filing the statement of intention or the candidacy

499.2 For each intention or candidacy, you must, as leader or interim leader, file the following information with DGEQ:

- Given name, surname, and domiciliary address of the candidate;
- The date on which the candidate entered the race (or stated his intention);
- Given name, surname, and domiciliary address of his financial representative;
- Written consent of the candidate's financial representative.

As leader or interim leader, you may also designate another person to file this information with DGEQ. This designation shall be done in writing and signed by you.

Intention: A person who has stated his intention to run as a candidate and the person's financial representative are presumed to have been, respectively, a candidate and the candidate's financial representative from the time the intention was stated, even if that time was before the date on which the leadership campaign began.

499.3 Like the other information entered in the RAPEQ, DGEQ makes the information relating to the holding of a leadership campaign available on the DGEQ website.

When the new leader is elected, the party will transmit to DGEQ the leader's appointment and the resolution adopted to this end. Templates are available in the "Role and appointment of the leader" section of this Guide.

Role and appointment of the FINANCIAL REPRESENTATIVE and his DEPUTY OR DEPUTIES

499.2 and 499.11
reference to 383

The financial representative of a leadership candidate is responsible for the campaign financing and expenses, as well as for filing the candidate's leadership campaign revenue and expense report.

During a leadership campaign, only one financial representative may incur or authorize campaign expenses on behalf of the candidate.

The financial representative must:

- Be an elector of the municipality;
- Not be a candidate for the office of member of the council of the municipality;
- Not be the leader of a party carrying on its activities in the territory of the municipality;
- Not be an election officer of the municipality or an employee of such an election officer;
- Not be an officer or employee of the municipality or of a mandatory body of the municipality;
- Not be a member of the DGEQ staff;
- Not have been convicted of an offence that is a corrupt electoral practice at least in the past five years.

The financial representative:

- Has sole responsibility for the solicitation of contributions on behalf of his candidate. The financial representative may also authorize in writing contribution solicitors;
- Authorizes and pays claims and repays loans;
- Transfers remaining sums of money to the official representative of the party;
- Submits to the official representative of the party a campaign revenue and expense report.

381, 385, 499.1

Deputy financial representative

The financial representative may, with the candidate's approval, appoint a sufficient number of deputies and authorize each of them to incur or authorize election expenses up to the amount fixed by him in each deed of appointment. The deed of appointment shall include the consent of the deputy and be countersigned by him.

Resignation

- 386 If the financial representative or his deputy resign, DGEQ and the candidate must be notified of the resignation in writing, including the date on which the resignation becomes effective. Any vacancy in the office of financial representative of a candidate must be filled as soon as practicable.

A candidate whose financial representative, designated at the time of the filing of candidacy, dies, resigns, or is unable to act, shall appoint another representative and shall notify DGEQ in writing forthwith. A candidate may also dismiss his financial representative and appoint another.

Role of the OFFICIAL REPRESENTATIVE of the party

- 499.11 The official representative of your party oversees the expenses incurred by the party for the purposes of the leadership campaign.

If the office of official representative becomes vacant, you must appoint another and notify DGEQ forthwith. In this regard, refer to the “Appointing an official representative” section of this Guide.

Templates

The following pages offer notice and appointment templates for your perusal.

Proposed Correspondence Template for Notifying DGEQ of a Leadership Campaign

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Leadership campaign declaration

Pursuant to section 499.1 of the AERM, as leader, interim leader, or designated person, I declare that

a campaign for the election of the next leader of the _____
Name of the party

is set to begin on _____. Persons who wish to run as candidate
Date

for the party leadership may submit their candidacy as of _____
Date

until _____, and the election will be held on _____.
Date Date

The maximum amount of authorized expenses per candidate for this office is \$ _____.

The vote will be overseen by _____.
Given name and surname of the President of the Poll

Contact information of the President of the Poll

(for the purpose of communications with DGEQ)

Mailing address	
Email	
Telephone number	

Signature of the leader, interim leader, or designated person Name (please print) Date

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Correspondence Template for Notifying DGEQ of the Intention to Be a Candidate

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Intention to be a candidate

Pursuant to section 499.2 of the Act respecting elections and referendums in municipalities, as leader, interim leader, or designated person, I state that the person named below has notified me of his or her intention to run for the party leadership.

Signature of the leader, interim leader, or designated person Name (please print) Date

Name of the party: _____ Date of the vote: _____

Name of the candidate: _____ Signature of the candidate: _____

Address: _____

Telephone: _____ Email: _____

CONSENT OF THE FINANCIAL REPRESENTATIVE OF THE CANDIDATE

I hereby agree to occupy the position of financial representative of the above-mentioned candidate.

Given name and surname of the financial representative of the candidate
(please print)

Signature of the financial representative of the candidate Date

Address: _____

Telephone: _____ Email: _____

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Template for Notifying DGEQ of the Filing of a Candidacy

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Filing a candidacy

Pursuant to section 499.2 of the Act respecting elections and referendums in municipalities, as leader, interim leader, or designated person, I state that the person named below has filed his candidacy.

Signature of the leader, interim leader, or designated person Name (please print) Date

Name of the party: _____ Date of the vote: _____

Name of the candidate: _____ Signature of the candidate: _____

Address: _____

Telephone: _____ Email: _____

CONSENT OF THE FINANCIAL REPRESENTATIVE OF THE CANDIDATE

I hereby agree to occupy the position of financial representative of the above-mentioned candidate.

Given name and surname of the financial representative of the candidate
(please print)

Signature of the financial representative of the candidate Date

Address: _____

Telephone: _____ Email: _____

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Template for Notifying DGEQ of the Appointment of a New Financial Representative

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Appointment of a new financial representative

Name of the party: _____ Date of the vote: _____

Name of the candidate: _____ Signature of the candidate: _____

I hereby notify DGEQ that I appoint _____
Given name and surname
to the position of financial representative.

The appointment becomes effective on _____
Date

CONSENT OF THE FINANCIAL REPRESENTATIVE OF THE CANDIDATE

I hereby agree to occupy the position of financial representative of the above-mentioned candidate.

Signature of the financial representative of the candidate Date

Address: _____

Telephone: _____ Email: _____

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Template for Notifying DGEQ of the Appointment of a Deputy Financial Representative

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Appointment of a deputy financial representative

Name of the party: _____ Date of the vote: _____

I hereby notify DGEQ that I appoint _____
Given name and surname
to the position of deputy.

The appointment becomes effective on _____
Date

_____	_____	_____
Name of the financial representative	Signature of the financial representative	Date

I approve this appointment:

_____	_____	_____
Name of the candidate	Signature of the candidate	Date

CONSENT OF THE DEPUTY FINANCIAL REPRESENTATIVE OF THE CANDIDATE

I hereby agree to occupy the position of deputy financial representative of the above-mentioned candidate.

_____	_____
Signature of the deputy	Date

Address: _____

Telephone: _____ Email: _____

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Authorization as a private intervenor

512.1 If your political party does not present candidates at a general election or by-election, it may act as a private intervenor. The party leader is then designated to represent the group.

453 A private intervenor may incur publicity expenses to a maximum amount of \$300 on a subject of public nature (i.e. the environment, the protection of a park, etc.) and cannot in any way directly promote or oppose a candidate or a party.

To act as a private intervenor, your party must notify the returning officer of the municipality. The returning officer will then issue an authorization number.

To find out more about the rights and obligations of a private intervenor, you are invited to consult the “Guide for the private intervenor”.

512.17 Expenses report

The representative of a group shall, within 30 days after polling day, file with the treasurer a report of all the private intervenor’s expenses, accompanied with the invoices, receipts and other vouchers, or certified copies of those documents, a deposit slip, and a declaration in the prescribed form.

The *Direction du financement des partis politiques* has a team of coordinators specialized in political financing available to assist and guide you. You can communicate with this team by dialing 418-644-3570 or, if you are outside the Quebec City area, toll-free at 1-866-232-6494.

Withdrawal of authorization

- 403 DGEQ may, upon the written application of the leader, withdraw the authorization of a party.

This application for withdrawal of authorization must be accompanied with a copy of the resolution to that effect passed in conformity with the by-laws of the party and certified by two or more officers of the party recorded in the Register.

- 408 For your withdrawal application to be studied, you must provide DGEQ with:
- A list of its creditors including their names, addresses and the amounts due to each, if applicable;
 - All the receipts from contributions, used and unused, with a reconciliation report;
 - Deposit slips, if any;
 - Bank statements;
 - Original receipts, if any, and proofs of payment;
 - The list of assets, if any;
 - The proof of closure of bank accounts;
 - A cheque made out in the name of the *Directeur général des élections du Québec* in trust, if the party still holds funds.

- 609, 641 Failure to transmit these documents within the prescribed time frame is an offence where the penalty for a person found guilty is a fine of \$500 to \$10,000. It is the responsibility of the leader or the official representative to make sure that these documents are produced and forwarded to DGEQ.

In the case where the leader or the official representative has resigned his position, the obligation to fulfill this requirement of the Act nevertheless remains and failure to conform may result in a fine.

For guidance in the production of these documents as well as the other steps arising from withdrawal of authorization of the party, you can contact the *Service du Registre et de la coordination des entités politiques autorisées* at 418-644-3570 or, if you are outside the Quebec City area, toll-free at 1-866-232-6494.

Proposed Correspondence Template for the Leader to Present DGEQ with an Application to Withdraw Authorization

_____, the _____
City Date

Service du Registre, de la coordination et de la gestion des contributions politiques
Direction du financement politique et des affaires juridiques
Élections Québec
1045, avenue Wilfrid-Pelletier, bureau 200
Québec (Québec) G1X 3Y5

Re: Application for withdrawal of authorization

Party name

Sir/Madam,

I am hereby informing you that the aforementioned party has agreed to cease its activities.

Pursuant to section 403 of the Act respecting elections and referendums in municipalities, I therefore request withdrawal of this party's authorization.

Consequently, I am sending you a copy of the resolution to that effect passed in conformity with the by-laws of the party and duly certified.

Yours sincerely,

Signature of leader

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.

Proposed Resolution Template for Presenting DGEQ with an Application to Withdraw Authorization

Excerpt of the resolution concerning closure of the party

Party name

It is proposed by _____ ,

supported by _____ to end all party activities.

Certified conforming by:

Signature of a party official

Given name and surname (please print)

Signature of a party official

Given name and surname (please print)

Please send this document by email to repaq@electionsquebec.qc.ca, by fax to 418-528-0638 or by mail.



3 List of members

399.2, 399.3 An authorized party must at all times have a minimum number of members.

This number is set out depending on the number of inhabitants of the municipality where the party carries on its activities, namely:

- 100, in the case of a municipality with a population of 100,000 or more;
- 50, in the case of a municipality with a population of 50,000 or more but less than 100,000;
- 25, in the case of a municipality with a population of 5,000 or more but less than 50,000.

397 No later than April 1st each year, authorized political parties must send to DGEQ a list showing the names and addresses of a minimum number of party members who are qualified electors and hold a valid membership card.

404 **Failure to submit this list before the deadline may lead to the withdrawal of your party's authorization.**

The required information for each member is the following:

- Given name and surname;
 - Full domiciliary address;
 - Address that a qualified elector is registered with in the municipality, as applicable;
 - Telephone number*;
 - Email*;
- 399.2
- Membership card number;
 - Expiry date;
 - Leader attestation.

* We strongly recommend that you provide us with this information with a view to facilitating our communications with members during verification.

- 399.3 DGEQ may take any necessary measures to verify the accuracy of the information provided on the list. Consequently, please validate the information contained on the list that you are sending, in particular addresses. In addition, please see to it that the members on the list have been informed that they may be contacted by DGEQ in order to confirm their party membership.
- 404 **Should our verification reveal that your party does not have the minimum number of members required by the Act, DGEQ may withdraw the party's authorization.**
- 659 Please note that the list of members of a political party is not public information. Consequently, the information it contains may not be disclosed.