

Health protocol to reduce the risk of spreading COVID-19 during any municipal election

Table of implementation of measures provided in the health protocol with regard to political financing at the municipal level

Élections Québec and the Ministère des Affaires municipales et de l’Habitation have collaborated with the Ministère de la Santé et des Services sociaux to develop a [Health protocol to reduce the risk of spreading COVID-19 during any municipal election](#). This Protocol includes a set of measures affecting both election preparations (up to and including the conduct of polling) and the rules governing political financing.

The table on the following pages lists the measures related to political financing provided for in the Protocol. It provides practical guidance on their implementation. These measures take precedence over existing administrative procedures and forms and therefore have the effect of modifying them during the state of health emergency. The table may be changed as circumstances require and to align it with measures adopted by the government or by public health authorities in light of how COVID-19 evolves. Where applicable, any significant changes will be announced on the “Elections in the time of COVID-19” section of the Élections Québec website. In particular, measures relating to reporting will be incorporated into this table.

If you have any questions, please contact a political financing coordinator by e-mail at financement-municipal@electionsquebec.qc.ca, or by telephone, at 418-528-0422 or toll-free at 1-888-ELECTION (1-888-353-2846). If you have questions regarding authorization, please contact the RAPEQ team by e-mail at repaq@electionsquebec.qc.ca, or by telephone at 418-528-0422 or 1-888-ELECTION (1-888-353-2846, toll-free).

The Chief Electoral Officer oversees the application of Chapters XIII and XIV of Title I of the *Act respecting elections and referendums in municipalities*¹ (AERM) concerning political financing.² He may give directions, publicize information as deemed necessary, and make a special decision if circumstances warrant during an election period.³ For the purposes of these chapters, the treasurer acts under the authority of the Chief Electoral Officer⁴, as does the returning officer or the designated assistant for a request for authorization of the independent candidate.⁵

¹ CQLR, c. E-2.2.

² AERM, Sec. 367, para. 1 and Sec. 513.0.1.

³ AERM, Sec. 368, para. 1 (3), Sec. 90.6 (6) and Sec. 90.5.

⁴ AERM, Sec. 376. “Treasurer” means the treasurer, secretary-treasurer or director of finance of the municipality (Sec. 364, para. 1 of the AERM).

⁵ AERM, Sec. 375.

Measure	Stakeholders affected	Comments
<p>AUTHORIZATION Authorization of the independent candidate is excluded since it is done at the same time as the filing of the nomination paper for the election.</p>		
<p>1. E-mail transmission of the form <i>Application to have a name reserved for a municipal political party</i> (DGE-1036-VA)</p>	<ul style="list-style-type: none"> ▪ Leader of a future political party 	<ul style="list-style-type: none"> ▪ The <i>Application to have a name reserved for a municipal political party</i> form is available online. It must be completed, signed and returned to Élections Québec by postal mail or e-mail. Transmission by e-mail, which is the usual mode of transmission for this type of request, is encouraged. ▪ The Procedure - Reserving a name for a municipal political party (DGE-1036.1-VA) is also available online.
<p>2. E-mail transmission of the form <i>Application for authorization of a municipal political party</i> (DGE-1042-VA)</p>	<ul style="list-style-type: none"> ▪ Leader of a future political party ▪ Official representative 	<ul style="list-style-type: none"> ▪ The application form to authorize a political party is not available online. The leader must contact the RAPEQ team by e-mail at repaq@electionsquebec.qc.ca or by telephone at 418-528-0422 or 1-888-ELECTION (1-888-353-2846). ▪ Élections Québec will send all the necessary documentation to the leader by e-mail, including the <i>Submitting an application for authorization of a municipal political party</i> (DGE-1057-VA) guide as well as the list of health instructions to be followed if the supporting signatures are solicited in person. ▪ Once the <i>Application for authorization of a municipal political party</i> form has been completed and signed by the leader and the official representative, the leader may return it to us, by e-mail, with the supporting signature forms attached (see point 3 below). The signatures of the leader and the official representative may be affixed by successive transmission and scanning. ▪ The leader of the party is encouraged to keep the form submitted, as it may be requested if clarification is required. ▪ Although e-mail is preferred, transmission by postal mail remains a possible option, both for sending the documentation to the leader and its return to Élections Québec. It should be noted that postal delivery may cause waiting times beyond our control.
<p>3. Collection of signatures in support of the party's request using individual slips and transmission by e-mail (DGE-1042.1-VA)</p>	<ul style="list-style-type: none"> ▪ Leader of a future political party or person designated to collect signatures 	<p><i>Maximum number of supporting signatures</i></p> <ul style="list-style-type: none"> ▪ On August 28, 2020, the Minister of the Ministère de la Santé et des Services sociaux issued Ministerial Order 2020-060, which lowers to 50 the maximum number of supporting signatures that a municipal political party must collect in order to obtain authorization. Consequently, the number of supporting signatures required is as follows:

Measure	Stakeholders affected	Comments
	<ul style="list-style-type: none"> ▪ Electors of the municipality, members of the future political party, who support the request for authorization 	<ul style="list-style-type: none"> ○ 25, in the case of a municipality with a population of 5,000 or more, but less than 50,000; ○ 50, in the case of a municipality with a population of 50,000 or more. <p><i>Remote processing of supporting signature forms</i></p> <ul style="list-style-type: none"> ▪ Each supporting signature is affixed on a separate <i>Signature of support from a member of the party – Application for the authorization of a municipal political party</i> (DGE-1042.1-VA) slip. The slip (dynamic PDF) is sent to the leader by Élections Québec, by e-mail, along with the form <i>Application for authorization of a municipal political party</i> (DGE-1042-VA). ▪ The leader of the future party may forward the slip to the voter/member. The latter fills it out and signs it, then returns it to the party by e-mail. The party may then send a copy of the completed and signed slips to Élections Québec by e-mail with the request for authorization (see point 2 above). ▪ A leader of the future party who designates a person to solicit supporting signatures must make it clear that the person is to encourage remote processing. The leader must be sure to present the person with the health measures applicable to the in-person collection of supporting signatures and give him or her the list of the health instructions to be followed. See point 10 of this table. ▪ The leader is encouraged to keep the records submitted, as they may be requested if clarification is required.

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<p>4. E-mail transmission of the form <i>Application for authorization of an independent candidate or of an elector who undertakes to run as an independent candidate</i> (DGE-1028-VA)</p>	<ul style="list-style-type: none"> ▪ Elector who undertakes to run as an independent candidate in an upcoming election ▪ Official representative, where applicable 	<ul style="list-style-type: none"> ▪ The form <i>Application for authorization of an independent candidate or of an elector who undertakes to run as an independent candidate</i> (DGE-1028-VA) is available online on the Élections Québec website. ▪ The form is also available via the returning officer extranet and in the returning officer library. The returning officer may send it by e-mail to the elector, upon request, along with the list of health instructions to be followed if requests for supporting signatures are made in person. ▪ The returning officer must encourage the remote transmission of requests for authorization. An elector who undertakes to run as an independent candidate shall send the returning officer, by e-mail, a copy of the form that he or she has completed and signed and, where applicable, signed by his or her official representative. ▪ He or she is encouraged to keep the form submitted, as it may be requested if any clarification is required. ▪ The returning officer shall print and sign this copy to grant the authorization requested by the elector. He or she then sends a copy of the form by e-mail to Élections Québec, to the authorized elector and to his or her official representative, where applicable. <p>In the event that the request cannot be transmitted by e-mail, the returning officer:</p> <ul style="list-style-type: none"> ▪ offers remote support to answer questions from people wishing to apply for authorization; ▪ invites the elector who wishes to obtain an authorization to make an appointment so that the presentation of his or her application can take place during the scheduled period and in a safe manner, limiting gatherings. At this appointment, the measures set out in point 12 must be complied with.
<p>5. Collection of signatures in support of the request for authorization of an elector who undertakes to run as an independent candidate using individual forms and transmission by e-mail (DGE-1028.2-VA)</p>	<ul style="list-style-type: none"> ▪ Elector who undertakes to run as an independent candidate or person designated to collect these signatures ▪ Electors of the municipality who support the request for authorization 	<p><i>Maximum number of supporting signatures</i></p> <ul style="list-style-type: none"> ▪ On August 28, 2020, the Minister of the Ministère de la Santé et des Services sociaux issued Ministerial Order 2020-060, which reduces to 50 the maximum number of supporting signatures that an elector who undertakes to run as an independent candidate must collect to obtain his or her authorization. Consequently, a voter who undertakes to run as an independent candidate for mayor must collect the following number of supporting signatures: <ul style="list-style-type: none"> ○ 5, in the case of a municipality or borough having a population of under 5,000; ○ 10 in the case of a municipality or borough having a population of 5,000 or more, but less than 20,000; ○ 50 in the case of a municipality or borough having a population of 20,000 or more.

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		<ul style="list-style-type: none"> ▪ An elector who undertakes to stand as an independent candidate running for election as a councillor must collect the same number of supporting signatures as usual, i.e.: <ul style="list-style-type: none"> ○ 5, in the case of a municipality having a population of under 5,000; ○ 10 in the case of a municipality having a population of 5,000 or more, but under 20,000; ○ 25 in the case of a municipality having a population of 20,000 or more. <p><i>Remote processing of the supporting signature slip</i></p> <ul style="list-style-type: none"> ▪ The Supporting signature from an elector of the municipality – Application for authorization of an elector who undertakes to run as an independent candidate (DGE-1028.2) form is available online, in both standard and dynamic formats, on the Élections Québec website. It allows collection of each elector’s supporting signature in a separate document. ▪ The form is also available via the returning officer extranet and in the returning officer library. The returning officer can transmit it by e-mail to the elector upon request. ▪ An elector who undertakes to run as an independent candidate shall forward this form by e-mail to the electors of the municipality whose support he or she is seeking for authorization. ▪ The elector who supports the application for authorization prints and signs the form and returns it by e-mail to the elector who undertakes to run as an independent candidate. ▪ An elector who undertakes to run as an independent candidate shall send the required number of duly completed and signed forms to the returning officer by e-mail with his or her request for authorization. This procedure cannot be applied in the case of supporting signatures for the nomination paper, which must be obtained in the presence of the voter. ▪ An elector who undertakes to run as an independent candidate who designates a person to solicit supporting signatures must make it clear that the person should encourage remote processing. He or she must be sure to outline the health measures applicable to the in-person collection of supporting signatures and must provide to the person soliciting signatures the list of health instructions to be followed. See point 10 of this table. ▪ He or she is encouraged to keep the form transmitted and the signature forms, as these documents could be requested if clarification is required.

Measure	Stakeholders affected	Comments
CONTRIBUTIONS		
6. E-mail transmission of the form <i>Power of Attorney - Co-owner or Co-occupant entitled to make a Contribution</i> (DGE-1419-VA)	<ul style="list-style-type: none"> ▪ Contributors and other co-owners/ co-occupants ▪ Treasurers 	<ul style="list-style-type: none"> ▪ The co-owners of the building must complete and sign a power of attorney to designate the person entitled to make a political contribution. The form is available online. ▪ The power of attorney can be e-mailed directly to Élections Québec, at contribution-municipal@electionsquebec.qc.ca, or to the treasurer of the municipality. ▪ The contribution can only be made after the power of attorney has been sent to the municipality. If the form is sent to Élections Québec, a copy will be forwarded to the municipality and a confirmation to this effect will be sent to the applicant. ▪ If it is not possible to send the form by e-mail to Élections Québec, it may be sent by mail or delivered in person to the municipal treasurer. In the latter case, the health guidelines in force at the municipal office must be respected. In this case, the treasurer must forward a copy to Élections Québec via contribution-municipal@electionsquebec.qc.ca.
7. Soliciting contributions remotely	<ul style="list-style-type: none"> ▪ Contributors ▪ Official representatives 	<ul style="list-style-type: none"> ▪ To avoid interaction with electors, the use of the provisional receipt should be preferred. ▪ Contributions may also be collected by credit card by political parties and candidates with a transactional site previously approved by Élections Québec. ▪ The official representative who designates a person to solicit or collect contributions must make it clear that the person is to encourage remote processing. The official representative must be sure to provide the health measures applicable to in-person solicitation and give to the solicitor the list of health instructions to be followed. See point 10 of this table. ▪ Contributions may only be made to persons who have received solicitation authorization from the official representative.
8. Use of the provisional <i>Contribution Receipt</i> (DGE-1431-VA) and transmission by e-mail	<ul style="list-style-type: none"> ▪ Contributors ▪ Official representatives ▪ Treasurers 	<ul style="list-style-type: none"> ▪ The use of provisional receipts must be encouraged, and transmission of provisional receipts to the official representative should be done by e-mail whenever possible. ▪ The provisional receipt is available online. It can be filled out in dynamic format by the contributor, who must print it out and sign it.

Measure	Stakeholders affected	Comments
		<ul style="list-style-type: none"> ▪ The official representative will issue an official receipt, without the contributor's signature. ▪ Copies of the official receipt and provisional receipt will be mailed to the Treasurer. If this is not possible, they will be remitted in person to the Treasurer, in compliance with applicable health regulations. ▪ The Treasurer sends the DGEQ copy of the official receipt as well as the provisional receipts to Élections Québec.
EXPENSES		
9. Payment of authorized entities' expenses, including election expenses, by bank transfer	<ul style="list-style-type: none"> ▪ Official representatives ▪ Official agents 	<ul style="list-style-type: none"> ▪ Official representatives and official agents will be able to pay their expenses by transfer of funds. ▪ All supporting documents related to the payment by transfer of funds must be retained for attachment to the reports to be produced.
HEALTH INSTRUCTIONS FOR FACE-TO-FACE INTERACTIONS		
10. Soliciting signatures of support and contributions from electors	<ul style="list-style-type: none"> ▪ Elector who undertakes to run as an independent candidate in an upcoming election ▪ Candidates ▪ Official representatives 	<p>If solicitation or collection of supporting signatures for authorization and political contributions is done in person, a list of health instructions is to be provided by the Chief Electoral Officer, the returning officer or the treasurer, as the case may be. The following items are included in the list:</p> <ul style="list-style-type: none"> ▪ an appointment has been made with the signatory or the contributor in a specific location that limits gatherings (e.g., at the wheel of a car, in the open air, in a private residence or in a public place where applicable hygiene rules and the rule of physical distance are respected, such as the public library); ▪ sufficient time has been allowed for each of the signatories or the contributors, so that they are not gathered in the same place; ▪ disinfectant has been provided to the signatory or the contributor to disinfect hands before and after handling the form; ▪ the signatory or the contributor has been instructed to wear a face cover and use his or her own pencil; ▪ each of the signatories or the contributors signed on a separate form provided for that purpose; ▪ any equipment used for the meeting (e.g., a chair) has been disinfected before and after the meeting; ▪ hand hygiene rules have been followed when handling any form completed by a signatory or a contributor;

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		<ul style="list-style-type: none"> ▪ a two metres distance was always maintained between the signatory or the contributor and the person soliciting them and direct contact (e.g., handshakes) was avoided during greetings; ▪ the name and contact information of the person met, including any person who refused to provide a signature or make a contribution, were recorded in a logbook that can be handed over in the event of an investigation from public health authorities. <p>It must be made clear to any individual designated to solicit or collect supporting signatures or political contributions in person, that remote processing must be prioritized. The health measures applicable to face-to-face solicitation must be presented to him/her and the list of health instructions must be provided.</p>
11. Holding of a political activity or rally by a political entity	<ul style="list-style-type: none"> ▪ Official representatives 	<ul style="list-style-type: none"> ▪ Organizers of political activities or rallies must comply with the health guidelines set by public health authorities for indoor and outdoor gatherings, while ensuring that participants also comply. See this document: Gatherings and audiences during the COVID-19 pandemic. ▪ Where the price of the admission ticket is considered as a contribution, please refer to the health instructions applicable to solicitation set out in point 10.
12. Meetings with the returning officer or treasurer	<ul style="list-style-type: none"> ▪ Returning officers ▪ Treasurers ▪ Official representatives ▪ Official agents ▪ Authorized independent candidates 	<p>In particular, a face-to-face meeting between the Treasurer and the official representative may be required for the delivery of contribution receipts. To this end, a communication channel should be established between the authorizing returning officer and the treasurer.</p> <p>The returning officer or the treasurer:</p> <ul style="list-style-type: none"> ▪ provides remote support (by telephone or e-mail) to accompany official representatives and authorized independent candidates through the authorization and political financing processes; ▪ asks the official representative wishing to obtain contribution receipts to make an appointment to ensure that the remittance takes place during the scheduled period in a safe manner, limiting gatherings. <p>During this appointment, the returning officer or treasurer must respect the following health instructions:</p> <ul style="list-style-type: none"> ▪ post the applicable health rules at the entrance to the place where the appointment takes place; ▪ give preference to the installation of a physical barrier (solid transparent partition) and provide all necessary indications on the ground (direction of traffic, respect for the rule of physical distance of two metres);

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		<ul style="list-style-type: none"> ▪ remind the official representative of the obligation to wear a face cover; ▪ provide the official representative with a hand disinfectant; ▪ avoid handshakes; ▪ wear personal protective equipment (a procedural mask and eye protection); ▪ disinfect any equipment used for the purpose of the pre- and post-meeting (e.g., a chair, a chair belt, etc.); ▪ avoid sharing an object with the official representative (e.g., a pencil); ▪ disinfect hands before and after handling documents; ▪ frequently disinfect affected surfaces such as tables, counters, photocopiers and doorknobs. <p>The same rules must be followed by the returning officer if the application for authorization of the elector who undertakes to stand as an independent candidate cannot be filed remotely.</p>