

## Person authorized to solicit and collect contributions Political party leadership campaign

Reference : *Act respecting elections and referendums in municipalities* (sections 499.4 and 499.8, which reference to s. 434)

---

### PURPOSE

Define solicitation activities and the collection of contributions in accordance with sections 499.4 and 499.8 of the Act. Determine the content of the canvasser's certificate and the list of canvassers.

### CONTEXT

At all times and under all circumstances, the solicitation or collection of contributions may only be made under the responsibility of the financial representative. Only the persons designated by the former in writing can carry out these activities. The written designation of persons authorized to solicit and collect contributions is imperative :

- To allow the candidate to verify that the amounts intended for him or her have actually been remitted to latter.
- To reassure the contributor that the money intended for an authorized candidate is actually received by the latter.

### REQUIREMENTS

To achieve these objectives, only the financial representative or the persons designated in writing by the former for this purpose may carry out any one of the following three separate actions: :

1. Soliciting a contribution, that is, the process or act of asking, of calling upon someone to obtain a contribution, whether person-to-person, by telephone, mail, email, via the Internet or by any other means;
2. Collecting a contribution, that is, the act of receiving, taking possession of a contribution, whether paid in money, by cheque or by any other payment order signed by the contributor;
3. Issuing a contribution receipt or receiving a duly completed contribution receipt from the contributor.

The canvasser's certificate (Appendix I) certifies the appointment of a person by the financial representative. The latter must sign such certificate and give it to any person who engages in any of the above-described activities. Thus, a person must hold a canvasser's certificate as soon as he or she carries on one of these actions. The canvasser must show his or her certificate to anyone who requests it.

The person receiving a contribution must issue a receipt to the contributor. The name of the canvasser must be entered on each receipt. If no formal solicitation has been made, the name of the financial representative must appear on the receipt. The Chief Electoral Officer makes the official receipt books available to the financial representative (see Directive D-M-5.1 for more information).

All financial representatives must rigorously control the official receipts they receive. They must also exercise control over the receipts given to the canvassers they designate. A conciliation report template is available for this purpose on the Élections Québec website.

## **SOLICITATION CERTIFICATES**

A canvasser's certificate template is provided in Appendix I hereunder. The financial representative may, however, produce his or her own certificates, provided that they contain all the elements included in the template in this appendix.


Any canvasser's certificate is valid for a maximum period of one year from the date of deliverance. If a new financial representative is appointed, the delivered certificates remain valid unless he or she decides otherwise.

## **LIST OF CANVASSERS**

The financial representative of a candidate must forward all canvassers' certificates and the list of designated canvassers to the official representative of the party at the same time as any report.

The list of canvassers is mandatory, even if no one has been designated to make canvassing. In this case, the financial representative must file a blank list, which he or she signs, with the official representative of the party. A list of canvassers template is provided in Appendix II hereunder. The financial representative may produce his or her own list, provided it contains all the elements included in the template in this appendix.

## APPENDIX I

 **élections Québec**

DGE-1024.1-VA (20-03)

### Canvasser's certificate

Under section 499.4 of the *Act respecting elections and referendums in municipalities*, I,

\_\_\_\_\_,  
Name of financial representative

financial representative of

\_\_\_\_\_,  
Name of leadership candidate

designate

\_\_\_\_\_,  
Name of canvasser

domiciled at \_\_\_\_\_,  
Address of canvasser

to solicit and collect contributions for the above-mentioned candidate for the period of

\_\_\_\_\_ to \_\_\_\_\_.  
Year / month / day Year / month / day

Signed in \_\_\_\_\_, on \_\_\_\_\_.  
Municipality Date

\_\_\_\_\_  
Signature of designated person (canvasser)

\_\_\_\_\_  
Signature of financial representative

**Certificate number:** \_\_\_\_\_

### Declaration of canvasser


I, \_\_\_\_\_,  
Last name and first name of canvasser

designated as a person authorized to solicit contributions, undertake to exhibit, upon request, the certificate hereof to any elector who makes a contribution and to inform this elector that **any contribution must be made by the elector personally, out of his or her own property, and that it must be made voluntarily, without compensation and for no consideration, and may not be reimbursed in any way.**

\_\_\_\_\_  
Signature of canvasser

\_\_\_\_\_  
Date

## APPENDIX II


DGE-1030.1-VA (20-03)

### List of canvassers

Under section 499.4 of the *Act respecting elections and referendums in municipalities*, I,

\_\_\_\_\_ ,  
Name of financial representative

financial representative of

\_\_\_\_\_ ,  
Name of leadership candidate

have designated in writing the canvassers listed below.

Name and address of canvassers	For the period		Certificate number
	From	To	
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			

\_\_\_\_\_  
 Signature of financial representative

\_\_\_\_\_  
 Date

**N.B. :** If the financial representative designates persons to solicit and collect contributions, he or she must make a list of the canvassers and file it with the official representative. If no canvasser is appointed during the fiscal year, a blank list must be signed by the financial representative and attached to the return of campaign income and expense sent to the official representative.