

Are you soliciting political contributions in a municipality with a population of 5,000 or over?

Here is some information on your responsibilities

Appointment

The official representative of an authorized entity has designated you, in writing, as a canvasser. This means you can solicit and collect contributions on behalf of a political party or an authorized independent candidate in a municipality with a population of 5,000 or over (ss. 432 and 433 of the *Act respecting elections and referendums in municipalities* [AERM]).

Responsibilities

1 Canvasser's certificate

The official representative of the authorized entity must provide you with a personally signed certificate designating you as a canvasser. You should keep this certificate on hand and show it upon request.

2 Contributions

a) Limit on contributions to an authorized entity

On an annual basis, an individual elector may make total contributions of no more than **\$100** in money, goods and services to each party or authorized independent candidate. During a year in which an election is held in the municipality, an elector may make additional contributions, up to a total of \$100, to each party or authorized independent candidate. In other words, **when an election takes place in a municipality**, the maximum amount that a person may contribute to each party or authorized independent candidate increases to **\$200**.

Furthermore, **once an authorized candidate's nomination paper has been accepted**, he or she may make total contributions of up to \$800. This applies to both party candidates and independent candidates.

During an election year, an authorized independent candidate may therefore make up to \$1,000 in contributions to his or her own campaign.

b) Persons eligible to make a contribution

Only an elector of the municipality may make a contribution to a party or an authorized independent candidate in that municipality. The elector must make the contribution out of his or her own property (unless it is in the form of services), voluntarily, without compensation and for no consideration. Furthermore, the contribution may not be reimbursed in any way (AERM, ss. 429 and 430).

Contributions from a legal person, such as a company or union, are strictly prohibited.

An elector who is an undivided co-owner of an immovable or a co-occupant of a business establishment may also make a contribution, provided he or she is duly designated to do so by means of a power of attorney signed by the majority of the co-owners or co-occupants and the municipality has received the power of attorney (AERM, s. 429 and 429.1).

c) Declaration of the elector

A person making a contribution must sign the declaration on the contribution receipt, confirming that the contribution is being made out of his or her own property, voluntarily, without compensation and for no consideration, and that it has not been and will not be reimbursed in any way. Natural persons convicted of making a false declaration are liable to a fine of between \$5,000 and \$20,000 for a first offence, and of between \$10,000 and \$30,000 for any repeat offence within 10 years. Furthermore, since this offence constitutes a corrupt electoral practice, such persons also lose their election rights for a period of five years (AERM, ss. 610[4], 641.1 and 645).

3 Making and paying contributions

a) Payments

Any contribution to an authorized entity must be paid to the entity's official representative or to you, as a person designated in writing by the official representative (AERM, s. 433). The official representative must deposit all contributions into the bank account opened for this purpose (directive D-M-4).

b) Paying a contribution of more than \$50

All monetary contributions of more than \$50 must be paid by cheque or by another type of payment order signed by the elector himself or herself and drawn on his or her personal account in a financial institution with an office in Québec. A contribution of more than \$50 therefore cannot be made in cash or by means of a money order or bank draft. These methods do not constitute payment orders signed by the elector and drawn on the latter's account in a Québec branch of a financial institution.

The cheque or payment order must be made payable to the political party or authorized independent candidate (AERM, s. 436). You should only accept personal cheques. You should refuse to accept cheques from companies, corporations, associations or non-profit organizations, as well as drafts, bank money orders or postal money orders.

4 Tax credit

Under the *Taxation Act*, monetary contributions made to municipal entities are eligible for a tax credit equal to 85 % of the first \$50 and 75 % of the remainder, up to a maximum of \$200. The maximum available credit is therefore \$155 per calendar year, excluding any contribution made by an authorized independent candidate for his or her own benefit.

5 Contribution receipt

The official representative or canvasser must issue a receipt to any person who makes a contribution (AERM, s. 434). The canvasser's name must be entered on each receipt. Even in the case of an unsolicited contribution, the official representative's name must also appear on the receipt.

Before providing a copy of the contribution receipt to the contributor, you need to ensure that all required information has been entered, that the "Declaration signed by the elector" section has been completed and that the elector has signed the document. You must also sign and date the contribution receipt.

6 Public nature of information on contributors

When an elector makes one or more contributions with a total value of over \$50 to a party or an authorized independent candidate, his or her name and full address are considered public information.

7 Violations of the AERM

The *Act respecting elections and referendums in municipalities* sets out various offences and penalties for those who fail to abide by its provisions governing how contributions are to be solicited and made. Be sure to follow the rules!

Getting more information

Looking for more information on soliciting and collecting contributions? Feel free to contact the official representative of the authorized entity, or the Direction du financement politique at Élections Québec.

Website: electionsquebec.qc.ca

E-mail: financement-municipal@electionsquebec.qc.ca

Telephone (Québec City area): 418 644-3570

Toll-free: 1 866 232-6494

Fax: 418 528-0638

Political financing tip line: 1 855 644-9529