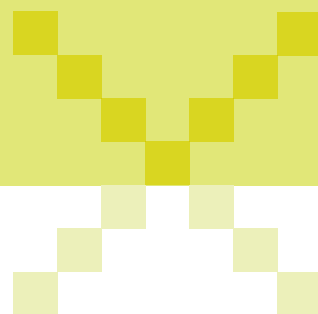


You have been designated as a canvasser?

Here is some information concerning your role and responsibilities.



Appointing a canvasser

The official representative of an authorized entity has designated you in writing to solicit and collect contributions (ss. 92 and 93 of the *Election Act* [CQLR, c. E 3.3]).

Role and responsibilities

1 Canvasser's certificate

Upon request, you are required to show your canvasser's certificate, which is signed by the official representative of the authorized entity.

The term "authorized entity" refers to apolitical party, a party authority, an independent Member or an independent candidate holding and authorization (s. 43 of the Act).

2 Contributions

a) Contribution limit

You are responsible for reminding contributors that the total amount of contributions they make to each party (including party authorities, where applicable), independent Member or independent candidate cannot exceed \$100 during a single calendar year (s. 91).

b) Who can make a contribution?

Only an elector can make a contribution (s. 87). The elector needs to make the contribution himself or herself, out of his or her own property.

Contributions must be made voluntarily, without compensation and for no consideration, and may not be reimbursed in any way (s. 90).

To be an elector, a person needs to meet the following requirements:

- Be at least 18 years old;
- Be a Canadian citizen;
- Have been domiciled in Québec for six months;
- Not have lost their right to vote due to a tutorship;
- Not have been convicted, within the last five years, of an offence constituting a corrupt electoral practice pursuant to the *Election Act*, the *Referendum Act*, the *Act respecting elections and referendums in municipalities* or the *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres*.

3 Making a contribution payment

a) Basic rule

A contribution for the benefit of an authorized entity must first be paid to the Chief Electoral Officer (s. 93 of the *Act*). A contribution over \$50 must be made by cheque or other order of payment signed by the elector and drawn on his or her bank account, or by means of a credit card (s. 95).

The cheque or order of payment must be made to the order of the Chief Electoral Officer and specify in the reference section, in the lower-left corner or on the back, the name of the authorized entity for whose benefit the contribution is being made (s. 97).

You can only accept personal cheques.

You should not accept any of the following:

- Cheques from corporate bodies or non-profit organizations;
- Bank drafts;
- Money orders;
- Postal orders;
- Cheques drawn on a bank, trust company or financial services cooperative that does not have an office in Québec.

An elector may pay a contribution by credit card on the Élections Québec website or on the website of a political party. In this context, the term “credit card” refers to any credit or debit card issued by a credit card company (s. 95).

The elector making the contribution must be the cardholder. The primary cardholder cannot be a legal person (company, union, etc.).

Electors who do not make their credit card payment directly should provide the required payment information to the canvasser using a contribution slip or another document designed for that purpose. The document must contain the following information:

1. The contributor’s credit card number;
2. The card’s expiration date;
3. The cardholder’s signature;
4. The date of signature;
5. The contributor’s signed and dated consent.

b) Exception for contributions of \$50 or less

A cash contribution of \$50 or less may be made to the official representative of the authorized entity or to a canvasser (s. 93).

c) Contributions made by electors from an electoral division in which an election is held

During a single calendar year, an elector may make total contributions of up to \$100 to each political party, independent Member and independent candidate. In addition, electors from an electoral division in which a by-election or general election is held may make additional contributions of up to \$100 (s. 91). Accordingly, during a calendar year in which a general election is held, an elector may make up to \$200 in contributions to each political party, independent Member and independent candidate.

When a by-election is held, an elector may make up to \$200 in contributions to each political party, independent Member and independent candidate between the date on which the seat becomes vacant and the 30th day after polling day.

4 Contribution slip approved by the Chief Electoral Officer and elector's declaration

Every contribution solicited and collected must be accompanied by a duly completed contribution slip signed by the contributor (s. 95.1).

Among other purposes, the contribution slip serves to record each elector's contact information and his or her signed declaration. Indeed, contributors are required to sign a statement confirming that their contribution is being made out of their own property, voluntarily, without compensation and for no consideration, and that it has not been and will not be reimbursed in any way (s. 95.1).

Before giving the contributor a copy of the contribution slip, you must ensure that:

1. The contributor has signed part 2 of the slip, titled "Declaration signed by the elector";
2. You have completed and signed part 5 of the slip, titled "Official representative or canvasser," if the contribution was made in your presence.

5 Public nature of information on contributors

Once the Chief Electoral Officer has collected a contribution, the latter will post on his website, the name of the elector who made the contribution, the town or city and postal code of the elector's domicile, the amount paid, and the name of the authorized political party, authorized independent Member or authorized independent candidate for whose benefit the contribution was made (s. 93.1).

6 Compliance with the *Election Act*

It is very important to respect the *Election Act*, which sets out various penalties in the case of non-compliance with the rules governing the solicitation and payment of contributions.

7 Further information

The Chief Electoral Officer will issue an annual contribution receipt to each contributor (s. 96).

Looking for more information on soliciting and collecting contributions? Feel free to contact either the official representative of an authorized entity or the Direction du financement politique et des affaires juridiques at Élections Québec, using the following contact information:

Website: electionsquebec.qc.ca

Email: financement-provincial@electionsquebec.qc.ca

Telephone (toll-free): 1-866-232-6494

Telephone (Québec City area): 418-644-3570

Want to report a situation relating to political financing?

Call the political financing tip line at 1-855-644-9529. We will keep any information you provide confidential and secure. You may remain anonymous if you wish to do so.