

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

Implementation table for measures provided in the health protocol with regard to the financing of candidates

Élections Québec and the Ministère de l'Éducation 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 school election](#) (in French only). This protocol includes a set of measures governing election preparations (up to and including the conduct of polling), as well as rules for the financing of candidates.

The table presented on the following pages lists the measures contained in the protocol that relate to the financing of candidates. 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 in the "Elections in the time of COVID-19" section of the Élections Québec website.

If you have any questions regarding the financing of candidates, please contact a political financing coordinator by e-mail at financement-scolaire@electionsquebec.qc.ca, or by telephone at 418-528-0422 or 1-888-ELECTION (1-888-353-2846, toll-free). For questions regarding authorization, please contact the team of the Register of authorized political entities of Québec (RAPEQ) by e-mail repag@electionsquebec.qc.ca, or by telephone at 418-528-0422 or 1-888-ELECTION (1-888-353-2846).

The Chief Electoral Officer oversees the application of Chapter XI of the Act with respect to the financing of candidates (section 206.2, paragraph 1). During an election period, where circumstances warrant, he or she may issue directives, make public any information he or she deems relevant, or issue special decisions (sections 30.2, 30.8 and 30.9). The director general of the English-language school board performs his or her duties under the authority of the Chief Electoral Officer (section 206.5). The Chief Electoral Officer may delegate to the returning officer of the English-language school board the exercise of any powers or the performance of any duties related to authorizing candidates. Furthermore, the returning officer may delegate such powers or duties to an employee he or she designates for that purpose (section 206.4).

Measure	Stakeholders concerned	Comments
AUTHORIZATION		
<p>1. E-mailing of the form <i>Application for authorization of a candidate or an elector who undertakes to run as a candidate</i> (DGE-5801-VA)</p>	<ul style="list-style-type: none"> ▪ Candidates or electors who undertake to run as candidates 	<ul style="list-style-type: none"> ▪ The form Application for authorization of a candidate or an elector who undertakes to run as a candidate (DGE-5801-VA) is available online, on the Élections Québec website. ▪ The form is also available on the returning officers' extranet. Returning officers may e-mail it to an elector, upon request, along with the list of health guidelines to be followed and the register of persons met with, in cases where supporting signatures will be solicited in person. ▪ The returning officer must encourage the remote transmission of applications for authorization. An elector who undertakes to run as a candidate must complete and sign the form, and then e-mail a copy to the returning officer. ▪ Electors who undertake to run as candidates are encouraged to retain the submitted form, as it may be requested if any clarification is required. ▪ Upon receiving the application, the returning officer must print and sign it in order to grant the authorization requested by the elector. The returning officer must then e-mail a copy of the form to both Élections Québec and the authorized elector. <p>In the event that the request cannot be transmitted by e-mail, the returning officer:</p> <ul style="list-style-type: none"> ▪ provides remote support in order to answer questions from persons wishing to submit an application for authorization; ▪ requests that the elector seeking authorization makes an appointment so that he or she can submit his or her application during the scheduled period, in a safe manner that limits the potential for gatherings. At this appointment, the measures provided for in point 8 must be complied with.

Measure	Stakeholders concerned	Comments
<p>2. Collecting signatures in support of the application for authorization of an elector who undertakes to run as a candidate using individual slips, sent by e-mail whenever possible (DGE-5802.1-VA)</p>	<ul style="list-style-type: none"> ▪ Electors who undertake to run as candidates or persons designated to collect supporting signatures ▪ Electors of the English-language school board who support the request for authorization 	<p>Maximum number of supporting signatures</p> <ul style="list-style-type: none"> ▪ The required number of signatures from electors of the English-language school board is 10 for the seat of commissioner and 50 for the seat of chair. <p>Remote processing of the supporting signature slip</p> <ul style="list-style-type: none"> ▪ The slip Supporting signature of an elector of the English-language school board – Application for authorization of an elector who undertakes to run as a candidate (DGE-5802.1) is available on the Élections Québec website. This slip makes it possible to collect each supporting signature from an elector on a separate document. ▪ The slip is also available on the returning officers’ extranet. Returning officers may e-mail it to an elector, upon request. ▪ An elector who undertakes to run as a candidate e-mails this slip to the electors of the English-language school board when soliciting their signatures in support of his or her application for authorization. ▪ An elector wishing to support an application for authorization must print and sign the slip, and then e-mail it back to the elector undertaking to run as a candidate. ▪ The elector who undertakes to run as a candidate must e-mail the required number of duly completed and signed slips to the returning officer, along with his or her application for authorization. This procedure cannot be applied in the case of supporting signatures for the nomination paper; such signatures must be obtained in the presence of the elector. ▪ When designating a person to solicit supporting signatures, an elector who undertakes to run as a candidate must make it clear to the designated person that signatures should be solicited remotely whenever possible. He or she must be sure to outline the health measures relevant to the in-person collection of supporting signatures and must provide the designated person with the list of health guidelines to be followed as well as the register of persons met with (see point 6 in this table). ▪ Electors who undertake to run as candidates are encouraged to retain the submitted form and the signature slips, as these documents may be requested if clarification is required.

Measure	Stakeholders concerned	Comments
CONTRIBUTION		
3. Soliciting contributions remotely	<ul style="list-style-type: none"> ▪ Contributors ▪ Electors who undertake to run as candidates in an upcoming election ▪ Authorized candidates or their canvassers 	<ul style="list-style-type: none"> ▪ To limit interactions with electors, the director general of the English-language school board must remind authorized candidates that they should use the provisional receipt whenever possible. ▪ When designating a person to collect contributions, a candidate or an elector who undertakes to run as a candidate must make it clear to the designated person that contributions should be collected remotely whenever possible. He or she must be sure to outline the health measures relevant to in-person solicitation and must provide the designated person with the list of health guidelines to be followed as well as the register of persons met with (see point 6 in this table). ▪ Contributions may only be made to persons who have received authorization to solicit them on behalf of the candidate or the elector who undertakes to run as a candidate.
4. Using the <i>Provisional contribution receipt</i> (DGE-5804-VA) and transmitting it by e-mail	<ul style="list-style-type: none"> ▪ Contributors ▪ Electors who undertake to run as candidates in an upcoming election ▪ Authorized candidates or their canvassers ▪ Returning officers 	<ul style="list-style-type: none"> ▪ Whenever possible, provisional receipts should be used, and such receipts should be transmitted by e-mail. ▪ The provisional receipt is available online. It can be filled out by the contributor, who must then print it out and sign it. ▪ The candidate will issue an official receipt, without the contributor's signature. ▪ Copies of both the official receipt and the provisional receipt must be mailed to the director general of the English-language school board. If this is not possible, they must be submitted to the director general in person, in compliance with applicable health guidelines. ▪ The director general of the English-language school board is responsible for forwarding the DGEQ's copies of the official receipts, as well as the provisional receipts, to Élections Québec.

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EXPENSES		
5. Paying expenses incurred by authorized entities, including election expenses, by bank transfer	<ul style="list-style-type: none"> ▪ Electors who undertake to run as candidates in an upcoming election ▪ Authorized candidates 	<ul style="list-style-type: none"> ▪ Authorized candidates or electors who undertake to run as candidates can pay their expenses by transfer of funds. ▪ All supporting documents related to payments made by transfer of funds must be retained and attached to the required returns.
HEALTH GUIDELINES FOR IN-PERSON INTERACTIONS		
6. Soliciting signatures of support and contributions from electors	<ul style="list-style-type: none"> ▪ Electors who undertake to run as candidates in an upcoming election ▪ Authorized candidates 	<p>In cases where contributions or signatures in support of an application for authorization are solicited or collected in person, the returning officer (or the director general of the English-language school board, as the case may be) will provide a list of health guidelines. This list includes the following items:</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., behind 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 contributors, so that they are not gathered in the same place; ▪ disinfectant has been provided to the signatory or contributor to disinfect hands before and after handling the form; ▪ both the canvasser and the signatory or contributor should wear a face covering in accordance with existing health guidelines; ▪ the signatory or contributor was invited to use his or her own pencil; ▪ each of the signatories or 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;

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		<ul style="list-style-type: none"> ▪ hand hygiene rules have been followed when handling any form completed by a signatory or a contributor; ▪ a two metres distance was always maintained with the signatory or the contributor, and direct contact (e.g., handshakes) was avoided during greetings; ▪ the name and contact information of the person met with, including any person who refused to provide a signature or make a contribution, were recorded in a register that can be handed over in the event of an investigation from public health authorities. <p>This list, as well as a register template for collecting the contact information of persons met with, is also available on the Élections Québec website.</p> <p>Once completed, the register and the list of health guidelines must be submitted to the returning officer of the English-language school board, along with the application for authorization of an elector who undertakes to run as an independent candidate, or to the director general of the English-language school board, along with the contribution receipts.</p> <p>When a person is designated to solicit or collect supporting signatures or contributions, he or she must be made aware that such activities should be held remotely whenever possible. He or she must be made familiar with the health measures relevant to in-person solicitation, and he or she must be provided with both the list of health guidelines and the register of persons met with.</p> <p>A person should remain in isolation and abstain from soliciting or collecting contributions or supporting signatures in person, or from providing a signature or making a contribution in person, when he or she:</p> <ul style="list-style-type: none"> ▪ has returned from a trip abroad within the last 14 days; ▪ has been diagnosed with COVID-19 and is still considered a carrier of the disease; ▪ is showing symptoms of COVID-19; ▪ has been in contact with a suspected, probable or confirmed case of COVID-19 within the last 14 days; ▪ is waiting for a COVID-19 test result.

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7. Holding an election-related activity or event	<ul style="list-style-type: none"> ▪ Authorized candidates 	<ul style="list-style-type: none"> ▪ When holding election-related activities and events, both organizers and participants must comply with the health guidelines established by public health authorities for indoor and outdoor gatherings. For more information, refer to the document titled Gatherings and audiences during the COVID-19 pandemic. ▪ In cases where the price of admission is considered a contribution, please refer to the health guidelines applicable to solicitation, listed in point 6.
8. Meeting with the returning officer or the director general of the English-language school board	<ul style="list-style-type: none"> ▪ Returning officers ▪ Directors general of the English-language school boards ▪ Electors who undertake to run as candidates in an upcoming election ▪ Authorized candidates 	<p>An in-person meeting between the candidate and the director general of the English-language school board may be required to receive contribution receipts.</p> <p>To this end, a communication channel should be established between the returning officer granting authorization and the director general of the English-language school board.</p> <p>The returning officer:</p> <ul style="list-style-type: none"> ▪ provides remote support in order to answer questions from persons wishing to submit an application for authorization. <p>The director general:</p> <ul style="list-style-type: none"> ▪ provides remote support in order to answer questions about financing of the candidates; ▪ asks any candidates wishing to obtain contribution receipts to make an appointment in order to ensure that the remittance takes place during the scheduled period in a safe manner, limiting gatherings. <p>During this appointment, the director general of the English-language school board must respect the following health guidelines:</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); ▪ remind the candidate of the obligation to wear a face cover; ▪ provide the candidate with hand disinfectant;

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		<ul style="list-style-type: none"> ▪ avoid handshakes; ▪ wear risk-appropriate personal protective equipment (e.g., a procedure mask and eye protection); ▪ disinfect any equipment used for the meeting (e.g., a chair), before and after the meeting; ▪ avoid sharing any object with the candidate (e.g., a pencil); ▪ disinfect hands before and after handling documents; ▪ frequently disinfect affected surfaces, such as tables, counters and doorknobs. <p>The returning officer must follow the same rules in cases where an elector who undertakes to run as an independent candidate cannot file his or her application for authorization remotely.</p>