

# You have been designated as a canvasser for a political contribution in a municipality with a population of 5,000 or more?

## Here is some information concerning your responsibilities.

### Appointment

You have been designated in writing by the official representative of an authorized entity to act as a canvasser in order to solicit and collect contributions for a political party or an authorized independent candidate in a municipality with a population of 5,000 or more. (s. 432 and s.433 of the Act respecting elections and referendums in municipalities (AERM))

In addition, the Act stipulates that a party candidate and an authorized independent candidate can make, **once their nomination paper is accepted**, contributions not exceeding \$800. In total, only during the year of an election, an authorized independent candidate can make contributions for a maximum total amount of \$1,000 to promote his own election.

### Responsibilities

#### 1 Canvasser's certificate

As the person authorized to solicit contributions, the official representative of the authorized entity has to give you a signed certificate attesting to your capacity of canvasser which you must have in your possession and exhibit upon request.

#### 2 Contributions

##### a) Maximum contribution made to an authorized entity

Total monetary contributions, as well as in goods and services, may not exceed, during the same fiscal year (calendar year), for the same elector, the sum of **\$100** to each of the parties and authorized independent candidates. Other than contributions that can total \$100, an elector of a municipality in which an election is held can make, for this election, additional contributions of no more than \$100 to each party or authorized independent candidate. As such, when an election is held in a municipality, the maximum contribution that an elector can make to each of the parties and authorized independent candidates is \$200.

##### b) Who may make a contribution?

Only an elector of the municipality concerned can make a contribution to a party or authorized independent candidate in that municipality. He must do so personally out of his own property, except if a service was provided. In addition, the contribution must be made voluntarily, without compensation or consideration, and not be reimbursed in any way (s. 429 and 430 AERM). **Legal entities such as companies or trade unions are under no circumstances allowed to contribute.**

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

##### c) Elector's declaration

The contributor must sign a declaration that his contribution is made out of his own property, voluntarily, without compensation or consideration, and that it has not and will not be reimbursed in any way. Moreover, the name of the employer of the contributor is now



mandatory and required on the receipt. A natural person found guilty of making a false declaration is liable to a fine of \$5,000 to \$20,000 for a first offence and of \$10,000 to \$30,000 for every subsequent offence within 10 years. In addition, this offence is a corrupt electoral practice, namely the person loses his election rights for a five-year period (s. 610(4°), 641.1, and 645 AERM).

### **3 Payment of a contribution**

#### **a) Payment**

Every contribution intended for an authorized entity must be paid to the official representative of the authorized entity or to you as the person designated in writing by this official representative (s. 433 AERM).

#### **b) Payment of a contribution of more than \$50**

The payment of every contribution of more than \$50 must be made by means of a cheque or another order of payment (direct debiting) signed by the elector and drawn on his account in a financial institution with an office in Québec. The cheque or other order of payment must be made out to the authorized party or to the authorized independent candidate (s. 436 AERM). You must only accept personal cheques. You must refuse cheques identified with corporations, general partnerships or non-profit organizations, as well as bills of exchange, bank money orders or postal money orders.

### **4 Tax credit**

At the municipal level, pursuant to the Taxation Act, a monetary contribution is entitled for a tax credit of 85% for the first \$50 and 75% for the amount exceeding the first \$50 up to \$200, i.e. a maximum credit of \$155 per calendar year, excluding any contribution made by an authorized independent candidate for his own benefit.

### **5 Contribution receipt**

For every solicited and collected contribution, the official representative or designated canvasser must issue a contribution receipt to the contributor (s. 434 AERM). Note that the name of the canvasser must always be entered on each receipt and that if no official solicitation was made, the name of the official representative must appear on it.

Before giving a copy of the contribution receipt to the contributor, you must make sure that all information is completed, including that the box entitled “Declaration of the elector” is signed by the elector. You must also sign and date the contribution receipt.

### **6 Public nature of the information concerning contributors**

The name and full address of each elector who makes one or more contributions, the total of which is more than \$50, to an authorized party or an authorized independent candidate is information that is public in nature.

### **7 Do not violate the law**

Numerous penalties are provided for in the case of violations of the Act Respecting Elections and Referendums in Municipalities. It is important to comply with the Act in terms of soliciting and making contributions.

## **For more information**

For more information regarding the solicitation of a contribution, feel free to contact the official representative of the authorized entity or the political party financing office at DGEQ.

Website: [electionsquebec.qc.ca](http://electionsquebec.qc.ca)

Email: [financement-municipal@dgeq.qc.ca](mailto:financement-municipal@dgeq.qc.ca)

Telephone – toll free: 1-866-232-6494

Telephone – Quebec City region: 418-644-3570

Fax: 418-528-0638

Tip line concerning political party financing: 1-855-644-9529