



ARE YOU RUNNING IN THE SCHOOL ELECTIONS AND INTEND TO INCUR ELECTION EXPENSES TO PROMOTE YOUR CANDIDACY?

➤➤➤ HERE ARE THE RULES

FINANCING OF CANDIDATES AND CONTROL OF ELECTION EXPENSES

To ensure the election system is fair and transparent, there are rules that govern the financing and the control of election expenses of candidates for the positions of chair or commissioner of an English-language school board.

1

YOU MUST OBTAIN AUTHORIZATION

- All candidates who wish to solicit or collect contributions, incur expenses (even if minimal) for an election campaign, or contract loans must hold an authorization from the Chief Electoral Officer. They must also obtain this authorization to use any material for election purposes, even if this material belongs to them or was manufactured by them.
- You must submit your request for authorization to your returning officer. You can obtain an authorization as of January 1 in the year of a general election or when the position becomes vacant in the case of a by-election.

2

YOU MUST OPEN A BANK ACCOUNT

- You must open an account with provision for a monthly statement and cheque return service in a financial institution with a Québec branch. For more details on opening an election fund, see Directive D-S-1.
- All transactions (deposit of contributions and payment of expenses), **without exception** must be made through this bank account, which is reserved for your election campaign.
- Opening such an account is not required when election fund amounts come **exclusively** from an authorized candidate's own contributions. In this case, election expenses must not exceed \$1,000.

3

WHAT YOU NEED TO KNOW ABOUT CONTRIBUTIONS FROM ELECTORS

- Only electors (natural persons) of the English-language school board where you are running can make a contribution to you as an authorized candidate.
- When a canvasser collects a contribution, they must provide the contributor with an official receipt from Élections Québec.
- All contributions of \$100 or more must be made by cheque signed by the elector and drawn on their personal bank account.
- A single elector may contribute a maximum of \$300 to each authorized candidate of an English-language school board. Candidates themselves can pay up to \$1,000 in the election year (\$300 as an elector and \$700 for their own campaign).
- If an elector makes one or more contributions totalling \$100 or more, you will need to include their name on any reports you file. All payment methods are accepted for contributions of less than \$100.

4

EXPENSE LIMITS DURING AN ELECTION PERIOD

- During an election period, only authorized candidates may incur election expenses. You therefore need to keep a close eye on this aspect of your campaign.

- › The Act specifies that an election expense is the cost of any goods or services used during an election period to promote or oppose the election of a candidate.
- › The Act imposes a limit on the amounts you can spend, as a candidate, on election expenses. The maximum amount is determined based on the position you are running for and the number of electors entered in the school board. The director general of the English-language school board will inform you of your election expenses limit.

5 PAYMENT OF AN ELECTION EXPENSE

- › You can pay your election expenses by cheque, debit card, credit card, or bank transfer. Bank transfers include payments made using an online service as well as payments made by electronic transfer. For more information on this topic, see Directive D-S-14.

6 IDENTIFICATION ON YOUR ADVERTISEMENTS

- › During an election period, all your advertising (printed material, website, social media, in-house advertising, etc.) must include a compliant statement.
 1. Any pamphlet, poster, sign, or printed material relating to your election must mention the name of the printer or manufacturer and your name as an authorized candidate.
 2. Any advertisement appearing in a newspaper, on the radio, on television, on the Internet, or on social media must mention your name as an authorized candidate.

7 REPORTS YOU NEED TO FILE

- › You must send the report and return of an authorized candidate to the director general of the English-language school board, whether or not you have incurred expenses.
- › These reports must be filed within 90 days after polling day. When you fill out the prescribed form (DGE-5800), you will be asked to indicate your income and expenses. We recommend that you use the web application available on your online platform to file these reports. For more information or for assistance, contact your political financing coordinator.
- › Reports must be accompanied by the original copies of supporting documents: invoices, bank statements, cashed cheques, proof of payment, contribution receipts, copies of advertisements, loan agreements, etc.
- › All filed reports become public once the filing deadline has passed.

8 REIMBURSEMENT OF YOUR ELECTION EXPENSES

- › If you are elected or obtain at least 15% of the votes, you may obtain a reimbursement equivalent to 75% of the first \$500 of election expenses incurred and paid, and 50% of other election expenses incurred.

Note: the amount of the reimbursement of election expenses cannot exceed the sum of the amount of debts arising from your election expenses and the amount of your personal contribution.

9 PENALTIES

- › The Act provides penalties for candidates who contravene these rules. If you have any doubts about the legality of a contribution or an election expense, you can file a complaint using the form available on the Élections Québec website.

FOR MORE INFORMATION

Consult the *Guide for the authorized candidate* (DGE-5250), available on our website. You can also contact the director general of your English-language school board or the Direction du financement politique of Élections Québec.

You can consult various guidelines, forms, and reports to be filed on the Élections Québec website at <https://www.electionsquebec.qc.ca/en/financing-expenses-and-contributions/forms-and-guides/>.

HOW TO REACH US

- ✉ Email
financement-scolaire@electionsquebec.qc.ca
- ☎ Telephone – toll-free
1-866-232-6494
- ☎ Telephone – Québec City area
418-644-3570

