

Campaign Financing Policies

The following policies will apply to candidates and official agents for this election to ensure compliance with the intent of the election financing provisions in Part 6 of the *Elections Act*.

Income tax credit receipts

- A candidate's **official agent** is the **only** person who can sign receipts to be used for income tax credits for contributions to the candidate which is received in the form of cash, cheque, postal or bank money order. These receipts are available from the Elections Office and issued only to the official agent.
- Income tax credit receipts must be prepared with **the names and addresses of the contributors**.
- Income tax credit receipts must **not** be given:
 - for office space, a vehicle, office equipment, printing, or any other goods or services
 - to someone who is working in the campaign office, or otherwise working for the candidate, unless the person has made a contribution of cash, cheque, postal or bank money order as a contributor.
- Unused receipts must be returned to the Elections Office.
- It is recommended that an unofficial, temporary receipt be issued immediately a contribution is received.

Contributors

- If a contribution is received from a contributor in the form of a cheque drawn from a joint chequing account, the income tax credit receipt must be issued to the person who signed the cheque.

Contribution

- Donations of cash, cheque, postal or money order, which are made to a candidate, must be receipted by the candidate's official agent. These donations must be reported in the candidate's election return, even if the money is to be turned over to a registered political party. The political party must not include this amount in its election return. If the donation is intended for the political party, it should be contributed directly to the party. The receipt can then be issued by the party official and reported in the party's election financing return.

Election expenses

- Salaries or honoraria paid to campaign workers must be reported as an election expense.
- All candidates must report election expenses. It is expected that a candidate will have expenses, in addition to personal expenses, during a campaign.
- Advertising naming the candidate that the party is endorsing, which is prepared and paid for by a political party, must be reported by the political party and the candidate.
- Expenses which are to be included under the category "Other" must be listed individually, if the total of "Other" exceeds the total of the categories listed on the form for election expenses.

Official agent

- The official agent must keep complete records and should open a separate bank account for the campaign.
- The official agent is responsible for paying all expenses **except** a candidate's personal expenses. A candidate must **not** pay any expenses relating to the campaign. A political party cannot pay, on behalf of the candidates it endorses, any costs incurred by a candidate except expenses related to advertising.
- The official agent is responsible for sending the election financing return to the Elections Office by the deadline.

Information for election financing returns

- Returns will **be given back to the official agent** if:
 - the form is not completed as required with all information provided in the applicable sections
 - there is no signature verifying the information on the return
 - the income tax credit receipts do not have the names and addresses of contributors
 - all receipts have not been accounted for:
 - the copies of issued receipts are not included
 - the unused receipts are not included
 - the return does not include a statement naming the principal of an unincorporated group which contributed money or goods to the campaign.

Note: A constituency association is an unincorporated group.

- If the return is received on time but it is incomplete, it will not be considered as having been received on time unless the return can be completed before the due date.
- Any official agent who is unable to account for receipts issued to the official agent will be required to complete an affidavit confirming the missing receipts.
- The chief electoral officer, in a report to the Legislative Assembly during the first session of the new Legislature, will publicly name those candidates whose returns are late or have not been received.
- Proof that surplus funds from a candidate's campaign have been paid to the political party that endorsed the candidate must be provided with the election return.

Note: Funds remaining from this campaign cannot be held for a future campaign and must be given to the political party.

Further direction and information on election financing is provided in:

- **Part 6, *Elections Act***
- ***Official Agents and Election Financing.***