



**HEALTH PROTOCOL TO REDUCE
THE RISK OF SPREADING COVID-19
DURING ANY MUNICIPAL ELECTION**

Translated from the original French



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1- Introduction to the approach

The Ministère des Affaires municipales et de l'Habitation (MAMH) and Élections Québec¹ worked with the Ministère de la Santé et des Services sociaux (MSSS) to establish a Health Protocol to reduce the risk of spreading COVID-19 during any municipal election. This protocol includes a set of measures covering preparatory activities leading up to the election and the rules governing political financing.

The measures in this protocol are of three types:

- **Mandatory health instructions**
 - This involves integrating the mandatory health instructions established by the MSSS into electoral procedures and political financing.
- **The new measures introduced by Order No. 2020-084 of October 27, 2020²**
 - For specific measures, an order has been issued under the Public Health Act (Loi sur la santé publique) to establish rules specifically applicable to the current situation and to adapt the rules under the Act respecting elections and referendums in municipalities (Loi sur les élections et les référendums dans les municipalités (AERM)).
 - The measures introduced by Order No. 2020-084 of October 2, 2020 replace due process under the AERM.
- **Recommendations**
 - These are situations where the AERM gives the returning officer the discretion to determine the response he or she considers appropriate.
 - In the case of political financing measures addressed to the municipal treasurer¹, these recommendations are adaptations of administrative measures currently in place.
 - To limit the risks of propagation of COVID-19, the returning officer and the treasurer are invited to implement the recommendations of the Protocol. In the event of an outbreak, the MSSS could investigate to determine whether the recommendations of this Protocol have been implemented.

This protocol has two components:

- **Table 1** lists the measures recommended by the MAMH²³ and the Chief Electoral Officer (CEO) with respect to **election readiness activities** and **election procedures**. It is addressed to the returning officers³⁴ of each municipality that is to hold a municipal election

¹ Elections Québec is a neutral and independent institution that reports directly to the Assemblée nationale. It supports municipalities in the organization of their elections and ensures the application of rules on political financing.

² This order replaces Order No. 2020-060 of August 28, 2020.

³ The Ministère des Affaires municipales et de l'Habitation is responsible for the application of the Act respecting elections and referendums in municipalities (section 887), which governs, among other things, the holding and conduct of municipal elections.

⁴ Under the Act respecting elections and referendums in municipalities, it is the responsibility of the returning officers to ensure the proper conduct of the election (section 71). As a general rule, the clerk or secretary-treasurer of the municipality is ex officio the returning officer (section 70).

Note: In this document the term AERM will refer to the Act respecting elections and referendums in municipalities.

Table 2 lists the measures recommended by the CEO with regard to **political financing**⁵. These measures are addressed to the elector, the political entity, the returning officer and the treasurer⁶⁷. The public health protocol includes differentiated effects according to the COVID-19 alert level applicable to the municipality: green zone (vigilance), yellow zone (early warning), orange zone (alert), and red zone (maximum alert).

As long as this protocol is in effect, it must be applied by any person concerned, regardless of the size of the municipality. This protocol could be modified to take into account the evolution of knowledge about COVID-19. If applicable, the website [Questions and answers concerning the municipalities during the COVID-19 pandemic](#) will report any significant changes to this protocol. The same will apply to the Elections Québec site in the French-only section [Élections en temps de COVID-19](#) with respect to political financing. In the event of rapid changes in the health situation requiring immediate action, the regional public health director may exercise the powers provided for in sections 98 to 106 of the Public Health Act. The returning officer must therefore inform the regional office (direction régionale) of the MAMH and the concerned regional office of public health (Santé publique) of the holding of any by-election as soon as he or she gives notice of the election.

For any question relating to the organization and conduct of the vote, the returning officer is invited to contact the Service des scrutins municipaux of Élections Québec at the following numbers: 581-628-8138 or 1-888-478-5923. With regard to political financing, those involved are invited to contact a political financing coordinator by email at the following address financement-municipal@electionsquebec.qc.ca, or at the following telephone numbers: from Quebec City, 418-528-0422; from outside, toll-free, at 1-888-ELECTION (1-888-353-2846). If you have any questions regarding authorization, please contact the team at the Registre des entités politiques autorisées du Québec (REPAQ) by email at repaq@electionsquebec.qc.ca, or by telephone at 418-528-0422 or toll-free at 1-888-ELECTION (1-888-353-2846).

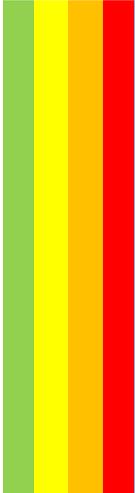
⁵ The Chief Electoral Officer oversees the application of chapters XIII and XIV of Title I of the MLA on political financing (sections 367(1) and 513.0.1). The Chief Electoral Officer may issue directives (s. 368, s. 1 [3]), advertise as he or she considers necessary (s. 90.6 [6]) and make a special ruling if the circumstances warrant it during an election period (s. 90.5). The treasurer acts under his authority (section 376) as well as the returning officer or the assistant designated for the application for authorization (section 375).

⁶ Treasurer" means the treasurer, secretary-treasurer or director of finance of the municipality (s. 364, par. 1 of the MLA).

2- Measures for Presiding Officers on election preparatory activities and electoral procedures

- **Table 1** lists the measures recommended by the MAMH⁸ and the Chief Electoral Officer with respect to **election readiness activities** and **election procedures**. It is addressed to the returning officers⁹ of each municipality that is to hold a municipal election.

Table 1
Measures for presiding officers on election preparations and election procedures

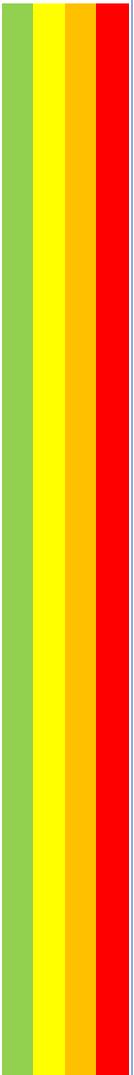
Measure	Type of measure	Goals	Comments
1.1	Ensure the protection of persons wishing to become election officers during the hiring process.	Mandatory health regulations	<p>Reducing the risks of spreading COVID-19.</p> <p>The AERM provides for the returning officer to direct the work of election officers (section 71). The returning officer, when welcoming persons wishing to become election officers, shall assume the same obligations towards them as those he assumes as an employer.</p> <p style="text-align: right;">Targeted zones</p> <p>In the process of hiring election officers, the returning officer is required</p> <ul style="list-style-type: none"> • to ensure compliance with the physical distancing rule (2 m) and the maximum capacity of the room or hall. • to give preference to remote interviews (e.g., by videoconference, telephone) or to hold such interviews by appointment. • avoid sharing objects (e.g., paper, pencils). • to comply with all obligations applicable to the employer (see action 1.3 in this table). • to inform people 70 years of age and older, as well as those with chronic diseases or weakened immune systems, that their risk of contracting a severe form of the disease is greater. <p>In the absence of being able to enforce the rule of physical distance, the returning officer must make available to any election officers</p> 

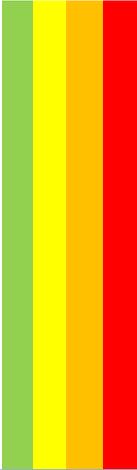
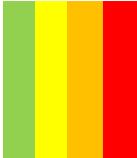
⁸ The ministère des Affaires municipales et de l'Habitation is responsible for the application of the Act respecting elections and referendums in municipalities (section 887), which governs, among other things, the holding and conduct of municipal elections.

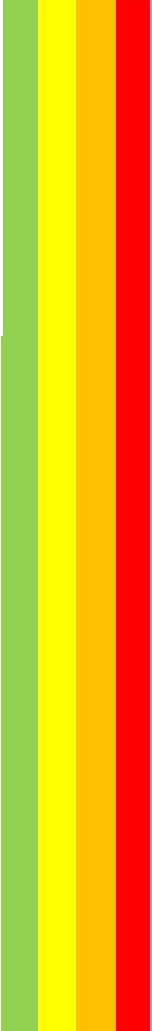
⁹ Under the Act respecting elections and referendums in municipalities, it is the responsibility of the returning officers to ensure the proper conduct of the election (section 71). As a general rule, the clerk or secretary-treasurer of the municipality is ex officio the returning officer (section 70).

Measure	Type of measure	Goals	Comments
			<ul style="list-style-type: none"> procedural masks. eye protection (goggles or a visor covering the face up to the chin, etc.). <p>Please note that restrictions concerning the number of people who can gather in rented rooms and community halls do not apply to workplaces, nor hence to the hiring process.</p>
1.2	Ensure the protection of election officers during their training.	Mandatory health instructions	<p>Reducing the risks of spreading COVID-19</p> <p>The AERM stipulates that the returning officer shall provide training for election officers (section 71).</p> <p style="text-align: right;">Targeted zones</p> <p>During the training of election officers, the returning officer is requested to</p> <ul style="list-style-type: none"> ensure that the maximum capacity of the room and the rule of physical distance (2 m) are respected. give preference to distance training (e.g., by videoconference, telephone). avoid sharing objects (e.g., paper, pencils) (see action #1.15 in this table). respect all obligations applicable to the employer (see action #1.3 of this table). <p>If the rule of physical distance cannot be enforced at the training stage, the returning officer must make available to potential election officers</p> <ul style="list-style-type: none"> procedural masks. eye protection (goggles or a visor covering the face up to the chin, etc.). <p>Face coverings are not permitted in the workplace. They are accepted only when worn by voters.</p> <p>In addition, the returning officer must train the election officers concerning</p> <ul style="list-style-type: none"> the obligation to wear the procedure mask and eye protection <ul style="list-style-type: none"> a training module on hygiene measures and personal protective equipment is available (in French only) by clicking here: https://www.inspq.qc.ca/sites/default/files/covid/formation-sante-au-travail/gestionnaires/capsule4-20200727/story.html; the health regulations. recognize symptoms of COVID-19, cough or fever, difficulty breathing, sudden loss of smell or taste without nasal congestion or any other symptoms associated with COVID-19.

Measure	Type of measure	Goals	Comments
			<ul style="list-style-type: none"> the election officer's responsibility not to report to work if that person experiences such symptoms. The returning officer must provide a self-assessment questionnaire to be completed by election officers every day before entering the workplace. the obligation of election officers to notify him or her of any positive results at COVID-19. <p>Please note that restrictions concerning the number of people who can gather in rented rooms and community halls do not apply to workplaces, nor hence to training programs.</p>
1.3	Ensure the protection of election officers as they carry out their work.	Mandatory health instructions	Reducing the risks of spreading COVID-19 The AERM provides for the returning officer to train and direct the work of election officers (section 71).

Measure	Type of measure	Goals	Comments
			<p style="text-align: right;">Targeted zones</p>  <p>As such, the returning officer is reminded that it is his or her responsibility to respect the Workplace Guide to Sanitary Standards – COVID-19 of the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) related to</p> <ul style="list-style-type: none"> • washing hands. • maintaining hygiene measures for tools, equipment, and frequently touched surfaces. Special attention must be paid to the handling of forms and ballots, which represent a large volume of documents handled by many people. • the distance between workstations should be kept at least 2 m apart. The 2 m rule must always be maintained , including during breaks and meals. • physical distance by the installation of physical barriers (transparent Plexiglas-type partitions) if it is impossible to comply with the rule of 2 m physical distance between different workstations that are too close together. Note that physical barriers should be preferred to wearing a procedure mask and eye protection when it is impossible to maintain the 2 m distance rule between: <ul style="list-style-type: none"> ○ election officers (e.g., deputy returning officer and poll clerk). ○ election officers and any citizen (electors, candidates, representatives, slate reporters, or campaign volunteers) who are not members of the public. • the obligation to provide election officers with procedural masks and eye protection (goggles or a visor covering the face up to the chin) when it is impossible to maintain the 2-metre rule between <ul style="list-style-type: none"> ○ election officers. ○ election officers and any citizen (electors, candidates, representatives, list collectors, campaign volunteers, etc.). <p>Please note that restrictions concerning the number of people who can gather in rented rooms and community halls do not apply to workplaces.</p> <p>The returning officer must cooperate with any epidemiological investigation initiated by the Direction générale de la santé publique.).</p>

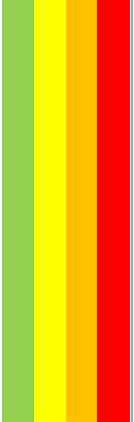
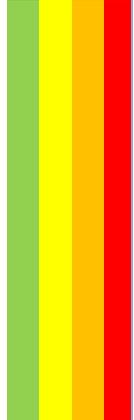
Measure	Type of measure	Goals	Comments
<p>1.4</p>	<p>Set up several polling stations for each polling division in preparation for polling day.</p>	<p>Recommendation with mandatory health instructions</p>	<p>Reduce traffic at the polling station on polling day.</p> <p>The AERM provides that the list of electors must be divided into polling divisions of no more than 500 electors (section 104).</p> <p>In preparation for polling day (e.g., December 13, 2020), the returning officer shall establish one polling station per polling division. However, he or she may establish more than one polling station for the same division (section 186).</p> <p style="text-align: right;">Targeted zones</p>  <ul style="list-style-type: none"> • The returning officer may establish polling divisions with far fewer electors than the maximum of 500 permitted by the Act, and thus have one polling station per polling division on polling day. • If the polling divisions include a maximum of 500 electors, the returning officer is encouraged to establish more than one polling station per polling division, which is equivalent to having as many voting tables as there are polling stations. <p>In order to determine the number of electors per polling division, the returning officer must take into consideration that, on polling day, he or she must mandate a member of the election officers to ensure that the maximum capacity of the premises is respected (50 people for green and yellow zones and 25 for orange and red zones) and that the physical distance of 2 m is maintained. These rules are always applicable, including during peak traffic periods.</p>
<p>1.5</p>	<p>Restrict the grouping of polling stations in the same premises.</p> <p>(See measure No. 1.11 complementary to this one).</p>	<p>Recommendation</p>	<p>Reduce traffic at the polling station on polling day.</p> <p>Polling stations in the same electoral district should, as far as possible, be grouped together in the same premises within that district. However, the returning officer may establish the polling stations of a district in more than one premises or establish them in a neighbouring district. Polling stations established for the same polling division must, however, be in the same premises (section 188).</p> <p style="text-align: right;">Targeted zones</p>  <p>To limit the number of voters who are present in the same premises, when the returning officer has several premises, he is requested to limit the number of polling stations in the same premises. This rule is also applicable in red zones in anticipation of an improvement in public health conditions that would allow for the holding of an election.</p>

Measure	Type of measure	Goals	Comments
<p>1.6</p>	<p>Adapt the formalities inherent in the receipt of the declaration of candidacy by the returning officer or his or her deputy designated for this purpose to the health instructions.</p>	<p>Recommendation with mandatory health instructions</p> <p>Avoid gatherings of people wishing to apply.</p> <p>Reduce the number of people gathered in the same room.</p> <p>Distribute the number of people wishing to apply during the 15-day application period.</p>	<p style="text-align: right;">Targeted zones</p>  <p>The returning officer or designated deputy is encouraged to</p> <ul style="list-style-type: none"> • leave nomination papers and the Self-Serve Guide to become a candidate for municipal elections available outside the office for those wishing to run as a candidate. • provide remote support to answer questions from people wishing to run for office, for example, by telephone or videoconference. • ask anyone wishing to run as a candidate to make an appointment to file their statement securely during the prescribed period, limiting gatherings in areas where a statement is required to be filed. <p>During this appointment, the returning officer or the designated deputy must respect the following health instructions:</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 2 m). • Remind the candidate of the obligation to wear a face cover. • Provide the applicant with a hand disinfectant. • Avoid handshakes. • Wear personal protective equipment (a procedural mask and eye protection). • Disinfect any equipment used for the purpose of the pre- and post-meeting (e.g., a chair, a chair belt, etc.). • Avoid sharing an object with the candidate (e.g., a pencil). • Disinfect hands before and after handling the candidate's forms and identification. • Frequently disinfect affected surfaces such as tables, counters, photocopiers, and doorknobs. <p>In municipalities subject to Chapter XIII of the AERM, if the applicant is seeking funding approval, he or she should be referred to the treasurer for an appointment to decide for the delivery of</p>

Measure	Type of measure	Goals	Comments
			contribution receipts. The above-mentioned health guidelines should be followed during this appointment.
1.7	<p>Reminder of the health guidelines for collecting signatures in support of the nomination paper.</p>	<p>New measure introduced by Order No. 2020-084 of October 27, 2020 and</p> <p>Recommendation with mandatory health instructions</p>	<p>Avoid gatherings of signatories of a nomination paper.</p> <p>Reduce the number of people gathered in the same room.</p> <p>The number of endorsement signatures required by the AERM for a nomination paper is based on the number of residents in the municipality in which the person wishes to be a candidate.</p> <p>Order No. 2020-084 sets out at 50 the maximum number of endorsement signatures for the position of mayor in the case of a municipality or borough with a population of 50,000 or more. This rule now applies, instead of paragraphs 4 and 5 of the first subparagraph of section 160.</p> <p>For the collection of these signatures of support, the returning officer is requested to provide a person wishing to be a candidate with a checklist containing the following elements, according to the restrictions associated with the COVID-19 alert level applicable to the municipality in question:</p> <ul style="list-style-type: none"> • Before meeting with signatories, the prospective candidate has ensured that he/she is not in any of the following situations: <ul style="list-style-type: none"> ▪ to be back from a trip abroad for less than 14 days. ▪ to have been diagnosed with COVID-19 and still be considered a carrier of the disease. ▪ to exhibit symptoms of COVID-19. ▪ to have been in contact with a suspected, probable, or confirmed case of COVID-19 within the last 14 days. ▪ to be awaiting a COVID-19 test result. • The prospective candidate has been made aware of the greater risk of contracting a severe form of the disease for people 70 years of age and older, people with a chronic disease, or people with a weakened immune system. • An appointment has been made with the signatory in a specific location that limits gatherings, namely <p style="text-align: right;">Targeted zones</p>

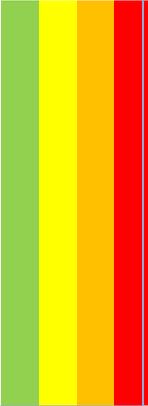
Measure	Type of measure	Goals	Comments
			<p>in green, orange, or yellow zones</p> <ul style="list-style-type: none"> ▪ in a public place that allows for compliance with applicable hygiene and physical distancing rules, such as a municipal library). ▪ outdoors. ▪ behind the wheel of a car. ▪ in a private residence. <p>in a red zone</p> <ul style="list-style-type: none"> ▪ behind the wheel of a car. ▪ in a private residence. In this case, the candidate is invited to make an appointment with the signatory and to remain outside the signatory's home during the signing process. <ul style="list-style-type: none"> • sufficient time has been allowed for each of the signatories, so that they are not gathered in the same place. • disinfectant has been provided to the signatory to disinfect hands before and after handling the form. • the prospective candidate must wear a face covering, in accordance with the prevailing public health regulations. • the signatory has been instructed to wear a face cover and use his or her own pencil. • each of the signatories signed on a separate page provided for that purpose, including registration of the endorsements required by the AERM (e.g., a candidate for mayor of a municipality with a population over 100,000 could provide the relevant page of the nomination paper to each of the 50 electors providing their endorsement signature). • any equipment used for the meeting (e.g., a chair) has been disinfected before and after the meeting. • hand hygiene rules have been followed when handling any form completed by a signatory, • a 2 m distance was always maintained between the signatory and the candidate and direct contact (e.g., handshakes) was avoided during greetings.

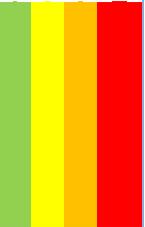
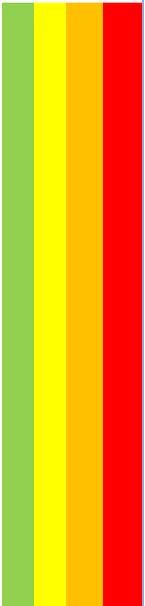
Measure	Type of measure	Goals	Comments
			<p>the name and contact information of the person met, including any person who refused to provide a signature, were recorded in a logbook that can be handed over in the event of a Public Health investigation.</p>
1.8	<p>Reminder of the possibility that a designated person may file a nomination paper on behalf of the candidate.</p>	<p>Recommendation</p> <p>To allow the right to stand as a candidate to be exercised by any person respecting a period of voluntary or compulsory isolation.</p>	<p>The law does not require that the nomination paper be filed by the person who is a candidate (not prohibited by section 153). Therefore, a designated person may file it on behalf of the candidate.</p> <p>The presiding officer is advised to</p> <ul style="list-style-type: none"> • provide a reminder that a candidate may nominate another person as his or her candidate, a possibility that allows compliance with the instructions for voluntary or compulsory isolation published on the site Quebec.ca. • provide the candidate with options to be sworn remotely, in accordance with the requirements under the law. <p>The presiding officer is requested to make this recommendation</p> <ul style="list-style-type: none"> • to persons 70 years of age or older. • to people with chronic diseases and those with weakened immune systems. • to any person undergoing a period of voluntary or compulsory isolation. <p style="text-align: right;">Targeted zones</p>
1.9	<p>Include statements on the public notice of the vote and on the reminder card regarding the invitation to vote by alternating even and odd-numbered addresses, the requirement for face covering inside the</p>	<p>Recommendation</p> <p>Decrease traffic at voting sites</p> <p>Ensure compliance with applicable health standards.</p> <p>Reduce the number of people who will be refused access to the polling station for non-compliance with health regulations.</p>	<p>The AERM provides that public notice must be given by the returning officer no later than 10 days before polling day (section 171). The purpose of the notice is to inform electors of the positions being contested, the candidates and the places, days, and times of voting.</p> <p>In some cases, a reminder card is also sent to persons on the voters' list (section 173).</p>

	Measure	Type of measure	Goals	Comments
	voting location, and the use of a pencil.			<p style="text-align: right;">Targeted zones</p>  <p>The returning officer is asked to add the following endorsements to these documents:</p> <ul style="list-style-type: none"> the wearing of a face-cover will be compulsory inside the voting locations at the voting places. the voter may bring a lead pencil or a black or blue ink pencil to mark the ballot paper. electors may be invited to vote on certain days based on their civic address. <p>In order to reduce the number of voters at the polling stations, the returning officer is invited to schedule voting days alternating between odd and even-numbered addresses and to include a statement in the notice of the vote and the reminder card inviting voters to respect these voting periods. However, notwithstanding an invitation to vote according to their civic address, all electors must be accommodated at the polling station at all times.</p>
1.10	Ensure a spacious polling station and consider setting up polling stations in non-traditional locations.	Recommendation with mandatory health instructions	Ensure compliance with applicable health standards.	<p style="text-align: right;">Targeted zones</p>  <p>The AERM requires that the polling station be in a room that is spacious and easily accessible to the public (section 188). In addition, the returning officer is responsible for the layout and designation of the premises where a polling station is located (section 190).</p> <p>The returning officer is reminded that, when designating and setting up advance polling stations and on polling day, he or she must comply with the applicable health standards as posted on the website Quebec.ca:</p> <ul style="list-style-type: none"> health instructions for all. health instructions on distancing in public places. <p>To this end, the returning officer is invited to entrust an election officer (e.g., the officer in charge of information and order [PRIMO]) with the responsibility of counting the number of electors present in order to ensure that the applicable physical distancing is respected, as is the maximum number of people gathered according to the COVID-19 alert level applicable to the municipality, namely</p>

Measure	Type of measure	Goals	Comments
			<ul style="list-style-type: none"> ▪ 50 people in green and yellow zones. ▪ 25 people in orange and red zones. <p>Please note that restrictions concerning the number of people who can gather in rented rooms and community halls do not apply to workplaces and consequently the election officers are not included in the tally of the maximum number of people gathered.</p> <p>Since respecting gathering size limits and maintaining physical distancing could result in a need for additional space, the returning officer is encouraged to consider non-traditional polling station locations (e.g., an arena).</p> <p>During the voting process, the returning officer shall take all necessary steps to ensure that hygienic measures are maintained in the polling stations, particularly with regard to tools, equipment, and frequently touched surfaces. In this regard, certain procedures are important, namely</p> <ul style="list-style-type: none"> • to clean the eating areas after each meal and disinfect them after lunch and dinner. • to regularly clean frequently touched surfaces, such as voting tables, the table behind the voting booth, door handles, switches, toilets, etc. • to ensure that the returning officer asks the deputy returning officer, poll clerk, and scrutineers to wear gloves when counting and tabulating the votes.
1.11	Decrease the number of polling divisions per advance polling station. (See complementary measure 1.5 to this one)	Recommendation Decrease traffic at the polling station during advance polls.	<p>The AERM provides that the list of electors must be divided into polling divisions of not more than 500 electors (section 104).</p> <p>The returning officer determines the number of polling stations deemed necessary (section 177). The returning officer assigns several polling divisions to each polling station. For example, in Quebec City, in the Pointe-de-Sainte-Foy electoral district, the returning officer may group 10 to 15 polling divisions per advance polling station.</p> <p>By reducing the number of polling divisions per advance polling station, the returning officer would reduce the number of voters in each one.</p>

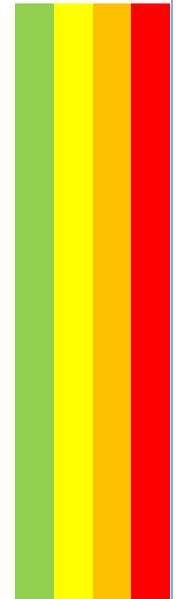
Measure	Type of measure	Goals	Comments
			<p>The returning officer is encouraged to reduce the number of polling divisions per polling station at advance polls.</p> <p>In order to establish the number of electors per polling division, the returning officer must take into consideration that, on polling day, he or she must mandate an election officer to ensure that the physical distance of 2 m is maintained and that the maximum capacity of the premises is respected in accordance with the standards prescribed for the COVID-19 alert level applicable to the municipality, namely</p> <ul style="list-style-type: none"> ▪ 50 people in green and yellow zones. ▪ 25 people in orange and red zones. <p>Please note that the election officers are not included in the tally of the maximum number of people gathered.</p> <p>These rules are applicable at all times, including during peak traffic periods.</p> <div style="text-align: right;"> <p>Targeted zones</p>  </div>
1.12	Hold up to five days of advance polls on days D-9, D-8, D-7, D-6, and D-5.	New measure introduced by Order No. 2020-084 of October 27, 2020 and recommendation.	<p>Decrease traffic at the polling station during advance polls.</p> <p>The AERM already allows for two days of advance polls on days 7 and 6 (e.g. December 6 and 7). However, only a few municipalities make use of this provision. Under the AERM, it is the responsibility of the returning officers to ensure that the election runs smoothly (section 71).</p>

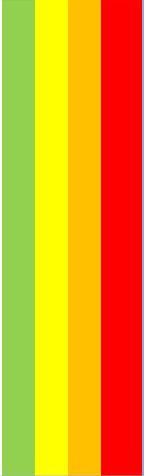
Measure	Type of measure	Goals	Comments
			<p style="text-align: right;">Targeted zones</p>  <p>Order No. 2020-084 of October 27, 2020 allows the returning officer to hold up to five days of advance polling by adding days -9, -8, and -5 (e.g., December 4, 5, and 8, 2020 in addition to December 6 and 7, in the event that polling day is set for December 13, 2020).</p> <p>The returning officer is directed to use the opportunities to expand the number of polling days in the manner he or she considers necessary to minimize the number of people visiting the voting location (measures 1.12 and 1.15). It should be noted that the returning officer is encouraged to schedule polling days to alternate between odd and even-numbered voter addresses and to include in the notice of election and reminder card a statement inviting voters to respect these voting slots (Measure 1.9). However, notwithstanding an invitation to vote by civic address, every elector must be accommodated at the polling station at all times.</p>
1.13	Do not operate a mobile polling station (MPS) (Bureau de vote itinérant - BVI).	New measure introduced by Order No. 2020-084 of October 27, 2020	<p>Reduce the risk of spreading COVID-19.</p> <p>Protect the health of health care workers, election officers, and voters.</p> <p>Order No. 2020-084 prohibits the mobile polling station normally provided for under the AERM.</p> <p>It should be noted that the mobile polling station is established by the returning officer at the written request of an elector who is unable to travel (section 175) when that elector is domiciled in one of the following places:</p> <ul style="list-style-type: none"> ○ a private residence for seniors, indicated on the register established under the Act respecting health services and social services (section 175). ○ a private residence for seniors listed under the Act respecting health services and social services (LSSS) (section 50). ○ a hospital centre, a CHSLD, a rehabilitation centre within the meaning of the LSSS, or a reception centre (shelter), or a hospital centre within the meaning of the LSSS for Cree Native persons (section 50). <p>Under the authority of the AERM, the deputy returning officer and the secretary of the MPS (BVI) shall go to the room or apartment of an elector who is unable to move about so as to enable the elector to exercise his or her right to vote (section 175).</p>

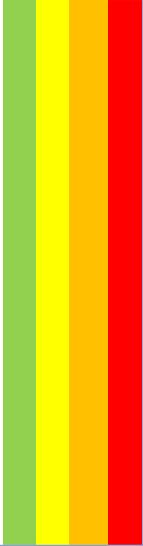
Measure	Type of measure	Goals	Comments
			<p style="text-align: right;">Targeted zones</p>  <p>However, in the current health context, in order to protect the health of electors, election officers and health care staff, it is prohibited for election officers to go to the room or apartment of an elector.</p> <p>To allow electors residing in institutions covered by sections 175 and 50 of the AERM to express their right to vote, Order No. 2020-084 provides that the mail-in ballot replaces any MPS (see Measure 1.14).</p>
1.14	<p>Allow electors who would have been eligible for the MPS, including those who are mobile, as well as electors whose isolation is ordered or recommended by public health authorities, to vote by mail-in ballot.</p>	<p>New measure introduced by Order No. 2020-084 of October 27, 2020</p> <p>Reduce the risk of spreading COVID-19.</p> <p>Protect the health of health care workers, election officers, and voters.</p> <p>To guarantee the right to vote for electors residing in facilities covered by the AERM.</p>	<p style="text-align: right;">Targeted zones</p>  <p>Order No. 2020-084 allows all electors who would have been eligible for the MPS, including those who are able to travel, to apply to vote by mail-in ballot. Upon request, this voting method is also available to persons whose public health authorities order or recommend isolation, i.e. those who, during the mail-in ballot registration period</p> <ul style="list-style-type: none"> • have returned from a trip abroad less than 14 days ago. • have been diagnosed with COVID-19 and are still considered carriers of the disease. • have symptoms of COVID-19. • have been in contact with a suspected, probable, or confirmed case of COVID-19 for less than 14 days. • are awaiting a test result for COVID-19. <p>Adaptations to the regulation on postal voting were also introduced by Order No. 2020-084 so as to meet the needs of electors targeted by the VPC. Details on the conduct of the postal vote are detailed in the mail-in-ballot Guide d'application du vote par correspondance dans le contexte de l'arrêté 2020-084 du 27 octobre 2020 (available in French only) and also on the website Questions and answers concerning the municipalities during the COVID-19 pandemic.</p>

Measure	Type of measure	Goals	Comments
1.15	Hold two polling days and adjust the hours of operation if necessary (see Measure 1.12 in addition to this one). (A specific measure is applicable for municipalities whose polls were suspended in October 2020.)	New measure provided for by Order No. 2020-084 of October 27, 2020	<p>Decrease traffic at the polling place on election day.</p> <p>Order No. 2020-084 allows the returning officer to hold a second polling day on the day before the scheduled polling day (e.g. December 12 if polling day is set for December 13, 2020). For those municipalities whose advance polls were held prior to the adoption of Order No. 2020-074 of October 2, 2020, three additional polling days may be held prior to the scheduled polling day (e.g. December 10-12 if polling day is set for December 13, 2020).</p> <p>In addition, Order No. 2020-084 provides that, during the voting period, polling stations may open at 10:00 a.m. or 11:00 a.m. and close at 7:00 p.m. or 8:00 p.m., allowing the returning officer to reduce the work hours of election officers, if necessary.</p> <p>The returning officer is directed to use opportunities to expand the number of voting days on such terms and conditions as the returning officer considers necessary to minimize the number of people at the polling place (Measure 1.12). The returning officer is encouraged to schedule voting days to alternate between odd and even-numbered voter addresses and to include in the notice of election and the reminder card a statement urging voters to respect these voting periods (Measure 1.9). However, notwithstanding an invitation to vote by civic address, every elector must be accommodated at the polling station at all times.</p>

Targeted zones



Measure	Type of measure	Goals	Comments
<p>1.16</p>	<p>Allow voters to bring their own pencils and ensure that more pencils are available at the polling table.</p>	<p>New measure introduced by Order No. 2020-084 of October 27, 2020</p> <p>and</p> <p>Compulsory health instruction</p>	<p>Reducing the risks of spreading COVID-19</p> <p>The AERM provides that the elector must use the pencil provided by the deputy returning officer, failing which the ballot is rejected (sections 221, 222 and 233).</p> <p>However, pursuant to Order No. 2020-084, the elector can bring his or her own pen or pencil. The election officer is encouraged to recommend to electors the use of the following types of pen or pencil:</p> <ul style="list-style-type: none"> • black pen • blue pen • lead pencil <p>This measure is intended to limit the handling of the same pencil by several electors and election officers.</p> <p>However, the returning officer must provide additional pencils at the, allowing an elector who has not brought a pencil or who has brought an inappropriate pencil to cast his or her vote. The pencil must then be placed by the elector in a container provided for that purpose so that it can be disinfected before being used again.</p> <p style="text-align: right;">Targeted zones</p> 
<p>1.17</p>	<p>Allow for the identification of electors wearing face covers at the polling station or at the voter identity verification table.</p>	<p>Mandatory sanitary instructions</p>	<p>Comply with the rules prescribed by the Direction de la santé publique.</p> <p>The AERM requires electors to identify themselves with their faces uncovered at the polling station or at the voter identification verification table (VITT) (sections 213.2 and 215).</p> <p>Order in Council No. 810-2020 of July 15, 2020 provides for an exception to the obligation to wear a face-cover in indoor and partially covered public places, allowing the person to remove his or her face-cover temporarily for identification purposes.</p> <p>The returning officer is asked to inform the election officers, candidates, and voters of this exception.</p> <p>Disinfectant should be made available at the polling station and at VITT so that voters can disinfect their hands after touching their face cover.</p> <p style="text-align: right;">Targeted zones</p> 

Measure	Type of measure	Goals	Comments
1.18 Limit the number of people taking a seat at the voting tables by agreement and allow the secretary of the polling station to draw up a list of those who have voted.	Recommendation	Reduce the number of people gathered at polling places and their movement.	<p>The returning officer is requested to agree, through a written agreement with the candidates, on the importance of limiting the number of people at the voting tables, which would reduce the number of candidates, representatives or list raisers at such a table, as permitted by section 71 of the AERM. However, if a candidate wishes to be present and accompanied by a representative and a list raiser, the AERM stipulates that these persons have the right to be present (sections 95 and 96). The agreement must provide that, if a candidate, his or her representative or a list raiser is present, the candidate, his or her representative or list reviser must comply with the same health and safety requirements as those applicable to election officers, including the wearing of procedural masks and eye protection.</p> <p>In addition, the AERM provides that the returning officer may issue instructions to election officers (section 71). In this regard, the returning officer is invited to ensure that the poll clerk, an election officer, prepares a list of electors who have voted and provides it to the PRIMO. The list raiser will then be able to obtain this list directly from the PRIMO without having to go to each polling station, as permitted by section 184 of the law.</p> <p style="text-align: right;">Targeted zones</p> 
1.19 Make sure that the deputy returning officer and the poll clerk act as members of the voter identity verification table by holding no more than three polling stations per polling place.	Recommendation	Reduce the number of people gathered at polling places.	<p>The AERM provides that where no more than three polling stations are grouped together in the same premises, the deputy returning officer and the poll clerk may act as voter identification officers, or as members of the voter identification verification table (section 81.1).</p> <p>The presiding officer is asked to provide for a maximum of three polling stations per premises.</p> <p>Note that in municipalities where there is only one voting location available (e.g. at the municipal office), the returning officer may have to establish more than three polling stations in the same location, making the recommendation inapplicable.</p> <p style="text-align: right;">Targeted zones</p> 

<p>1.20</p>	<p>Remind the elector of the applicable health instructions.</p>	<p>Mandatory health instructions</p>	<p>Limit the handling of documents by several people.</p>	<p style="text-align: right;">Targeted zones</p>  <p>The returning officer must arrange for the installation of disinfection stations with "Purell" type gel at the entrance to the voting room and at the voting tables. It is also recommended that disinfecting wipes be provided. In addition, the returning officer must give the election officer the detailed path of the elector, including the following steps:</p> <ul style="list-style-type: none"> • outside the voting room <ul style="list-style-type: none"> ○ voters must respect the physical distance of 2 m even when the line extends outside the premises. ○ At the entrance to the polling place <ul style="list-style-type: none"> ○ as soon as the elector arrives at the polling place (entrance to the room), he or she is invited to disinfect his or her hands (washing is compulsory). ○ the PRIMO greets the elector and tells him or her which table to go to vote. ○ the voter goes to the voting table if it is free or takes place into the queue, keeping a physical distance of 2 m from it. ○ At the polling table ○ Upon arrival at the voting table, the voter declares his or her identity and presents his or her identity card to the deputy returning officer from a distance, without the deputy returning officer handling it. ○ Then, the voter momentarily uncovers his or her face before the officer for purposes of identification. Then, the voter must disinfect his or her hands (washing is mandatory). ○ The deputy returning officer demonstrates the detachment of the counterfoil, the folding of the ballot and its deposit, using a specimen ballot so that he or she does not have to handle the ballot itself, as permitted by section 223 of the AERM. ○ The deputy returning officer then hands the ballot paper to the elector, provided that the elector has disinfected his or her hands. <ul style="list-style-type: none"> ○ After receiving his or her ballot and, if applicable, the voting pencil if he or she has indicated the need to do so, the elector goes behind the voting booth to vote. He or she folds the ballot and returns to the voting table.
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Measure	Type of measure	Goals	Comments
			<ul style="list-style-type: none"> ○ the elector himself or herself detaches the counterfoil from each ballot and puts it in the place provided for that purpose. For each voting table, the returning officer must therefore have installed a container for the elector to place the counterfoil of the ballot. ○ the voter then deposits his or her ballot paper in the ballot box and must disinfect his or her hands before leaving. <p>In addition to the mandatory hand sanitizing stations, the returning officer must set up additional voluntary sanitizing stations at key locations where the elector will circulate. Electors will therefore be able to disinfect their hands as many times as they wish throughout their presence at the polling station.</p>
1.21	Provide a separate template for anyone with a visual disability.	Recommendation	<p>Limit the handling of objects by several participants.</p> <p>The returning officer is asked to provide that any template issued under section 227 of the AERM to a visually impaired elector is for single use only.</p> <p>If a plastic template is used, it must be disinfected each time it is used.</p>
1.22	Whenever possible, provide a procedural mask with a transparent screen at the voting location to support people who are deaf or hard of hearing.	Recommendation	<p>Comply with the rules prescribed by Public Health while facilitating access to voting.</p> <p>Whenever possible, the presiding officer shall be asked to provide a procedural mask with a transparent screen at the polling place. In such a case, it is required that this mask be assigned to a single election officer responsible for providing the required support to persons who are deaf or hard of hearing who so request.</p>

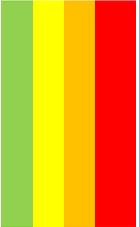
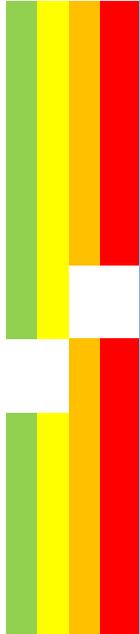


Targeted zones



Targeted zones



Measure	Type of measure	Goals	Comments
1.23	Avoid tampering with the ID provided when establishing or verifying the elector's identity.	Recommendation	<p>Limit the spread of COVID-19</p> <p>It is advisable that the returning officer inform the deputy returning officer, the poll clerk, and the members of the voter identity verification table that the elector need only show his or her identity card, extending it to them, but not handing it over.</p> <p>Poll officials will be required to view the identification without handling it, as permitted by sections 213.2 and 215 of the AERM.</p> <p style="text-align: right;">Targeted zones</p> 
1.24	Adapt the public release of the results of the vote count to health instructions and promote their virtual publication.	Recommendation	<p>Reduce the number of people gathered at polling stations and ensure the public disclosure of election results.</p> <p>The presiding officer is requested to respect the maximum capacity of the place where the counting of votes takes place. In order to determine this capacity, he or she should consult the website Quebec.ca to learn about</p> <ul style="list-style-type: none"> • the rules applicable to physical distancing (e.g. 2 m). • the rules for indoor gatherings according to the COVID-19 alert level applicable to the municipality, namely <ul style="list-style-type: none"> ▪ 50 people in green and yellow zones. ▪ 25 people in orange and red zones. <p>Please note that the election officers are not included in the tally of the maximum number of people gathered.</p> <p>To facilitate the public release of the census of votes results, the returning officer is encouraged to use additional diffusion platforms (e.g., video-conferencing, rapid publication of results on the municipality's Internet site), which is permitted by sections 246 and 252 of the AERM.</p> <p style="text-align: right;">Targeted zones</p> 

3- Measures for the voter, the political entity, the returning officer, and the treasurer in the context of political financing

Table 2 lists the measures recommended by the Chief Electoral Officer to establish the health protocol for political financing.

These measures are intended for the elector, the political entity, **the returning officer**, and the treasurer.

Important notice

On September 30, 2020, the government issued an Order in Council No. 1020-2020 providing for a series of adaptations to health guidelines according to different levels of COVID-19 alerts. You can visit Quebec.ca to check the alert level for a given territory as well as the public health directives in effect. Unless otherwise stated, the measures indicated below apply to all alert levels.

Table 2
Measures for the voter, the political entity, the returning officer, and the treasurer in the context of political financing

Measure	Type of measure	Goal	Comments
Block A - Adapt our procedures and forms to administratively promote remote service offering			
The remote service offer is already well established. Extranets allow centralized diffusion of information and documentation to the treasurer and the political entity .			
2.1	Facilitate the delivery of certain documents by email transmission to Élections Québec		
2.1.1	Application to have a name reserved for a political party (DGE-1036-VA)	Recommendation	<ul style="list-style-type: none"> Allowing operations to continue even during containment, where appropriate. Eliminate interactions inherent in transmission by mail. Avoid lengthy processing times due to postal delays.
2.1.2	Application for authorization of a municipal political party (DGE-1042-VA)	Recommendation	<ul style="list-style-type: none"> Allowing activities to continue even during containment, where appropriate
			<ul style="list-style-type: none"> The name reservation request form is available online and must be returned to Élections Québec by mail or email in accordance with the guide Procedure - Application to have a name reserved for a political party (DGE-1036.1 form-VA). Depending on the recommended measure, transmission by email is preferred.
			<ul style="list-style-type: none"> The political party application form is not available online. It is currently provided upon request by mail and returned by the same method of transmission as per the guide: <i>Submitting an application for authorization of a municipal political party</i> (DGE-1057-VA).

			<p>Eliminate the interactions inherent in transmission by mail.</p> <p>Avoid lengthy processing times due to postal delays;</p>	<ul style="list-style-type: none"> Depending on the recommended measure, the form may be transmitted and returned to Elections Québec by email. This is the preferred mode of transmission.
2.1.3	Signatures in support of the party's application (Signatures d'appui à la demande du parti (DGE-1042.1-VF))	New measure introduced by Order No. 2020-084 of October 27, 2020 and recommendation	<p>Allow operations to continue even during containment, where appropriate.</p> <p>Decrease interaction between the political party and the voter.</p> <p>Avoid the exchange of materials between persons.</p> <p>Avoid gathering people together or going door-to-door to collect signatures of support.</p> <p>Minimize the number of people gathered in one place.</p> <p>Eliminate the interactions inherent in transmission by mail.</p> <p>Avoid lengthy processing times due to postal delays.</p>	<ul style="list-style-type: none"> The party's application for authorization requires several voter support signatures that varies from 25 to 100, depending on the population of the municipality in question. The law requires that the signatory also be a member of the party. Each signature is currently collected on a separate form included with the application for authorization. This form consists of three copies, one original for the Chief Electoral Officer, one copy for the elector, and one copy for the party. The forms are mailed with the application for authorization as per the guide <i>Application for Authorization of a Municipal Political Party</i> (DGE-1057-VE). <p><i>New measure provided for by Order No. 2020-084 of October 27, 2020</i></p> <ul style="list-style-type: none"> In order to limit contact, Order No. 2020-084 sets out at 50 for municipalities with a population of 100,000 or more. The number of signatures required for the other municipalities remains the same, as provided for in section 397. <p><i>Recommendation</i></p> <ul style="list-style-type: none"> The form may be mailed to the party at the same time as the authorization form. This is the preferred mode of transmission. It may be sent to the elector by the party by email and, once signed, returned to the party in the same manner. The party may send Elections Québec a copy of each card by email with the request for authorization. If the request for supporting signatures is made in person, the measures set out in 2.6 shall apply.
2.2	Encourage the production of certain documents by email transmission to the Chief Electoral Officer			
	For the filing of the nomination paper and the application of the authorized independent candidate, see measures 1.6, 1.7 and 1.8.			
2.2.1	Application for authorization of an independent candidate or of an elector who undertakes to run as an	Recommendation	<p>Allow operations to continue even during containment, where appropriate.</p> <p>Decrease interaction between the candidate and the returning officer.</p>	<ul style="list-style-type: none"> The application form is available online. The original must currently be submitted to the returning officer. Depending on the recommended measure, a copy of the application for authorization may be sent to the returning officer by email. This copy can then be sent to Elections Québec in the same way.

	independent candidate (DGE-1028-VA)			<ul style="list-style-type: none"> In the event that the application is filed in person with the returning officer, the measures set out in section 2.9 of this table shall be followed.
2.2.2	Appendix to the application for authorization (DGE-1028.1 VA)	New measure introduced by Order No. 2020-084 of October 27, 2020 and Recommendation	<p>Allow operations to continue even during containment, where appropriate</p> <p>Avoid interaction between the voter and the candidate.</p> <p>Avoid gathering people together or going door-to-door to collect signatures of support.</p> <p>Reduce the number of people gathered in one place.</p> <p>Avoid interacting within 2 m without a face cover.</p>	<ul style="list-style-type: none"> The number of signatures required ranges from 5 to 200, depending on the population and position involved. The signatory must be an elector of the municipality. The signatures are collected from the appendix of the authorization form (DGE-1028.1). The original must be submitted to the Chief Electoral Officer. <p><i>New measure provided for by Order No. 2020-084 of October 27, 2020</i></p> <ul style="list-style-type: none"> In order to limit contact, Order No. 2020-084 reduces the number of signatures required for such an authorization to 50 for municipalities with a population of 50,000 or more. The number of signatures required for other municipalities remains as set out in Section 160. <p><i>Recommendation</i></p> <ul style="list-style-type: none"> A new DGE-1028.2 form is available online to collect the elector's signature of support on a separate document. The election officer is asked to encourage the use of this form for electors who agree to run as an independent candidate. If the request for supporting signatures is made in person, the measures set out in 2.6 shall apply.
2.3	Promote the production of certain documents by email transmission to the treasurer			
	The recommended measures for the production of the various reports will be established at a later stage. These reports shall be transmitted after the voting has taken place.			
2.3.1	Power of attorney - co-owner or cohabitant entitled to make a contribution (DGE-1419-VA)	Recommendation	<p>Allow operations to continue even during containment, where appropriate.</p> <p>Reduce interactions between co-signatories.</p> <p>Eliminate interactions inherent in transmission by mail.</p> <p>Avoid lengthy processing times due to postal delays;</p>	<ul style="list-style-type: none"> The co-owners of the building must complete and sign a power of attorney to designate the person able to make a political contribution. The form is currently available online. The original of the proxy must be given to the treasurer before a contribution is made. The procedure P-M-A.8 governs the transmission of this power of attorney. Under the recommended measure, the proxy may be sent by email directly to Élections Québec at the following address: contribution-municipal@electionsquebec.qc.ca, or to the municipality. If transmission by email is not possible, the proxy may be sent by mail or delivered in person to the treasurer of the municipality, in accordance with the health instructions applicable to the municipal office.

				<ul style="list-style-type: none"> If the document is not given directly to Élections Québec, the treasurer must send a copy to Élections Québec.
2.4	Remind authorized entities of the possibility of soliciting political contributions remotely			
	A provisional receipt to get for the voter's signature is available online and allows contributions to be solicited remotely. The official receipt, the form of which is prescribed by the Chief Electoral Officer, must still be issued. All cash contributions over \$50 must be made by cheque. The party or candidate may also use a website for payment by credit card, as directed by the Chief Electoral Officer. (D-M-21).			
2.4.1	Provisional receipt of municipal contributions (signed by the elector) (DGE-1431-VA)	Recommendation	<p>Allowing activities to continue even during containment, where appropriate.</p> <p>Avoid interaction between the elector and the person authorized to solicit contributions.</p> <p>Avoid gathering people together or going door-to-door to solicit contributions.</p> <p>Reduce the number of people gathered in one place.</p> <p>Avoid interacting within 2 m without a face cover.</p>	<p><u>Official Receipt</u></p> <ul style="list-style-type: none"> The law requires that an official receipt be issued by the person receiving the contribution. The contribution receipt form is prescribed. It has four copies for the following: the official representative, the elector, the Chief Electoral Officer, and the treasurer. <p><u>Provisional receipt</u></p> <ul style="list-style-type: none"> A provisional receipt is available online. The elector can print it out, fill it out, sign it and send it to the official representative. The official representative will issue the official receipt, but without the signature. The official receipt and the provisional receipt are sent to the Chief Electoral Officer. <p><i>Recommendation</i></p> <p>Invite authorized entities to solicit contributions remotely by using the provisional receipt and payment by cheque or by developing a transactional site for the payment of the contribution by credit card, in accordance with the Chief Electoral Officer's directive.</p> <p>If the solicitation of contributions is made in person, the measures set out in 2.6 shall apply.</p>
2.5	Promote the payment of a sum of money by the authorized entity by transfer of funds			
	The recommended measures for the disbursement of public funding by the treasurer will be established at a later date.			
2.5.1	Authorized entity expenses (including election expenses)	Recommendation	<p>Eliminate the interactions associated with payment by cheque.</p> <p>Avoid the exchange of materials between people.</p>	<ul style="list-style-type: none"> Our guides specify that both election expenses and current expenses must be paid by cheque. Directive D-M-4 requires that a two-sided copy of the cheque be provided. <p>Under the recommended measure, it will now be possible to pay an expenditure by transfer of funds.</p>

Block B - Taking on an educational role to facilitate the implementation of health instructions				
To promote the application of the health guidelines, we propose to adapt them to the processes of political financing.				
2.6	Reminder of the health instructions applicable to the collection of signatures in support of the authorization	Recommendation including mandatory health instructions	Facilitate the enforcement of health regulations	<p>The Chief Electoral Officer proposes to the party wishing to apply for an authorization to collect its endorsement signatures remotely (see measure 2.1.3 of this table).</p> <p>The returning officer is encouraged to make the same proposal to a person wishing to apply for authorization as an elector who undertakes to run as an independent candidate (see measure 2.2.2 of this table).</p> <p>If the collection of supporting signatures is carried out in person, the Chief Electoral Officer and the returning officer shall invite the person wishing to apply for authorization to collect supporting signatures to do so, using a checklist that includes the following item:¹⁰</p> <ul style="list-style-type: none"> • before meeting with signatories, the soliciting party has ensured that he/she is not in any of the following situations: <ul style="list-style-type: none"> ○ to be back from a trip abroad for less than 14 days. to have been diagnosed with COVID-19 and still be considered a carrier of the disease. ○ to exhibit symptoms of COVID-19. ○ to have been in contact with a suspected, probable, or confirmed case of COVID-19 within the last 14 days. ○ to be awaiting a COVID-19 test result. • the soliciting party has been made aware of the greater risk of contracting a severe form of the disease for people 70 years of age and older, people with a chronic disease, or people with a weakened immune system. • an appointment has been made with the signatory in a specific location that limits gatherings, namely <p>in green, orange, or yellow zones</p> <ul style="list-style-type: none"> ▪ in a public place that allows for compliance with applicable hygiene and physical distancing rules, such as a municipal library). ▪ outdoors.

¹⁰ See measure 1.7 of this Protocol.

				<ul style="list-style-type: none"> ▪ behind the wheel of a car. ▪ in a private residence. <p>in a red zone</p> <ul style="list-style-type: none"> ▪ behind the wheel of a car. ▪ in a private residence. In this case, the soliciting party is invited to make an appointment with the signatory and to remain outside the signatory’s home during the signing process. <ul style="list-style-type: none"> • sufficient time has been allowed for each of the signatories, so that they are not gathered in the same place, • disinfectant has been provided to the signatory for the purpose of hand disinfection before and after handling the form provided to the signatory, • the soliciting party has been invited to wear a face covering, in accordance with the prevailing public health regulations; • the soliciting party has been invited to use his/her own pencil; • each of the signatories has 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; • hand hygiene rules have been followed when handling any form completed by a signatory, • a 2 m distance was always maintained between the signatory and the candidate and direct contact (e.g., handshakes) was avoided during greetings, • the name and contact information of the person encountered, including any person who refused to provide a signature, have been recorded in a log that can be provided in the event of a Public Health investigation.
2.7	Reminder of the health guidelines for soliciting political contributions	Recommendation including mandatory health instructions	Facilitate the application of health regulations.	The solicitation of political contributions is made under the responsibility of the official representative and through the persons designated in writing by him or her for this purpose. Political contributions may only be made to such persons. ¹¹

¹¹ AERM, art. 432, 433 et 435.

				<p>The Chief Electoral Officer (for the party) or the treasurer (for the independent candidate) invites the official representative of the political entity to solicit political contributions remotely by using the provisional receipt available online and payment by cheque or by using a transactional site for payment by credit card (measure 2.4.1 of this table).</p> <p>If the solicitation and collection of contributions is carried out in person, the Chief Electoral Officer or the treasurer shall inform the official representative of the political entity to proceed in accordance with point 2.6 of this table.</p> <p>The Chief Electoral Officer and the treasurer ask the official representative to explain these measures to any person authorized to solicit a contribution.</p>
2.8	Reminder of the health instructions for the entity authorized to hold political activities or events	Mandatory health instructions	Facilitate the application of health regulations.	<p>The Chief Electoral Officer (for the party) or the treasurer (for the independent candidate) instruct the official representative of the political entity to follow the health guidelines of Public health for indoor and outdoor gatherings.</p> <p>Please consult the Élections Québec website, in the Élections en temps de COVID-19 section (French only), for more details on the measures applicable to each COVID-19 alert level.</p>
2.9	Reminder for the treasurer and the returning officer of the health instructions applicable to face-to-face meetings	Recommendation including mandatory health instructions		<p>In particular, a face-to-face meeting between the treasurer and the official representative will be required for the delivery of contribution receipts.</p> <p>A channel of communication should be established between the presiding officer granting the authorization and the treasurer for this purpose.</p> <p>The returning officer is invited to¹²</p> <ul style="list-style-type: none"> • provide remote support to answer questions from people wishing to apply for authorization. <p>The treasurer is invited to</p> <ul style="list-style-type: none"> • provide remote support to answer people's questions about political financing. • ask the official representative wishing to obtain contribution receipts to make an appointment to ensure that the remittance takes place during the scheduled period in a safe manner, limiting gatherings. <p>During this appointment, the treasurer must respect the following health instructions:</p>

¹² See Measure 1.6 of this protocol.

				<ul style="list-style-type: none"> • Post the applicable health rules at the entrance to the appointment location. • Give preference to the installation of a physical barrier (solid transparent partition) and provide all necessary indications on the ground (direction of traffic, respect of the physical distance rule of 2 m), • Remind the official representative of the obligation to wear a face cover. • Supply the official representative with a hand sanitizer. • Avoid handshakes. • Wear personal protective equipment appropriate to the risk (e.g., a procedure mask and eye protection). • Disinfect any equipment used for the purpose of the meeting (e.g., a chair) before and after the meeting. • Avoid sharing an object with the official (e.g., a pencil). • Disinfect hands before and after handling documents. • Frequently disinfect affected surfaces such as the table, counter, and door handles. <p>The same rules will have to be followed by the returning officer if the application for authorization of the elector who undertakes to run as an independent candidate cannot be filed remotely in accordance with measure 2.2.1 of this table.</p>
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Block C - Forward all relevant correspondence to the persons concerned				
2.10	Put in place the means of communication required to ensure the dissemination of the health protocol	Recommendation	<p>Facilitate the application of health regulations.</p> <p>Facilitate the implementation of measures recommended by the Chief Electoral Officer.</p>	<p>Means of communication have been set up to</p> <ul style="list-style-type: none"> • make our online forms available. • promote a dynamic format for forms. • offer a Q & A section on our website. • provide publications on the extranet of the treasurer, the returning officer, and the municipal political entities. • distribute a summary table of the measures provided for in the health protocol. • ensure personalized support (email and telephone) offered for each participant if additional information is required.

