



Your Step-by-Step Guide to  
**Running in a  
Federal Election**



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# Thinking about becoming a candidate

There are many reasons why you might decide to run as a candidate in a federal election. For example:

**I You've been recruited by a political party**

**I You want to make a difference in your community**

**I You want to highlight issues that matters to you**

**I You have the right skills for the job**

**I You want to represent your values in public policy and laws**

Running in a federal election is one way you can be part of the democratic process.

## **Representation matters**

In a democracy, all citizens should feel that their elected officials represent them equally and fairly. In Canada, people who are eligible have the democratic right to run as a candidate in a federal election. The [Canadian Charter of Rights and Freedoms](#) protects this right.

**This guide is designed to help you understand everything you need to run in an election.**

## **What to consider when becoming a candidate**

It takes time and effort to run in an election. Here are three areas to consider if you're thinking about becoming a candidate:

**1. Finances**

**2. Employment**

### **3. Accessibility**

#### **1 / Finances**

There are strict rules around the financing of political campaigns before, during and after an election.

All candidates have limits to how much money they can:

- Spend during an election
- Receive as political donations
- Contribute to their own campaign

This means that candidates may have to fundraise, or ask for donations from supporters. To encourage donations, you can issue official receipts for income tax purposes for political contributions.

#### **Electoral campaign expenses**

The [Canada Elections Act](#) defines an



electoral campaign expense of a candidate as a reasonable expense made because of (or for) the election, regardless of when it was made. When you run as a candidate, Elections Canada can reimburse some of your campaign expenses.

There are six categories of electoral campaign expenses. Here are some examples for each category:

- 1. Election expenses:** Buying election signs, office supplies
- 2. Candidate's personal expenses:** Child care, your disability or the disability of a dependent
- 3. Candidate's travel and living expenses:** Travel, lodging, meals
- 4. Candidate's litigation expenses:** A judicial recount, extension requests

**5. Accessibility expenses:** Making a website accessible, getting documents made in accessible formats (braille, large print, etc.)

**6. Other electoral campaign expenses:**  
Renting an office outside an election period

The rules are not the same for all types of expenses. Certain people on the campaign team are allowed to submit expenses. There are also limits on the expenses that can be reimbursed. [Chapters 7 to 14 in the Political Financing Handbook for Candidates and Official Agents](#) explains the different categories of election expenses and the rules around each of them.

## **2 / Employment**

In some cases, your employer must grant you a leave of absence from your job if you are running as a candidate in a federal election. Check the [Canada Elections Act](#) for more

information.

### **3 / Accessibility**

If you identify as a person with a disability, and want to run as a federal candidate, some of the expenses related to your disability may be reimbursed (this is also known as a **disability-related personal expense**). All candidates could also be reimbursed for expenses used to improve your campaign's accessibility for electors with a disability (this is also known as an **accessibility expense**).

The [\*\*Political Financing Handbook for Candidates and Official Agents\*\*](#) breaks down these expenses. It explains in more detail what are and what are not considered expenses, who can incur and pay these expenses and how to report them, and it gives specific examples.

- [\*\*Chapter 9: Candidate's Personal Expenses\*\*](#)

- **[Chapter 12: Accessibility Expenses](#)**

In 2019, the **Canada Elections Act** was changed to improve the accessibility of election campaigns for people with a disability.

- The [Elections Canada website](#) shows what counts as an accessibility expense or a disability-related personal expense, how the expenses are calculated and how they're allocated when the two categories overlap.

## **Resources**

The following resources give you a better understanding of how government works, what it means to run in a federal election and what political life is like.

## **Information on Canada's history and government**

- On the Parliament of Canada's website, you can [learn about Parliament](#) and [how Parliament works](#), read an [overview](#), etc. (external resource)
- [Our Country, Our Parliament](#) (from the Parliament of Canada's website) explains Canada's government system and democracy through interactive activities. (external resource)

## **Information on candidate campaigns**

Elections Canada made three short videos about running as a candidate in a federal election.

- [Video: Deciding to Run for Parliament](#) explains some of the reasons why people run for Parliament and what members of Parliament do, and lists some of the questions you might want to ask before

you decide to run in a federal election.

- [Video: Launching your Bid for Parliament](#) explains some of the differences between running as the candidate for a political party and running as an independent candidate in a federal election.
- [Video: Running a Campaign for Parliament](#) explains what a campaign is and it describes the activities involved in running a campaign and the roles of the different people on a campaign team.

## **Reflections on being a candidate**

The [Samara Centre for Democracy](#) conducts research and brings people together to enhance civic engagement in Canada. Their goal is to make it easier to talk about and participate in politics.

- Their video: [A Day in the Life of a Member of Parliament](#) shows the day-to-day responsibilities and real-life

challenges of the job of a member of Parliament. **(external resource)**

- The Samara Centre for Democracy has been conducting [exit interviews with members of Parliament](#) since 2008. **(external resource)**

## **More support**

There are other national organizations whose goal is to support people who want to run as a candidate.

- [Equal Voice](#) supports women who are interested in running a campaign or becoming a candidate. **(external**

**resource)**

- [Operation Black Vote Canada](#) supports the election of Black Canadians to public office.

## **Becoming a candidate**

You've made the decision to become a candidate in the next federal election. Here are the steps to take to you get your name on the [ballot](#).

### **Seven steps to becoming a candidate**

There are seven steps that you must complete in order to run as a candidate in a federal election.



Steps 1 to 5 can be done **BEFORE the election is called:**

1. Check that you're eligible to be a candidate in a federal election.
2. Decide to run as a member of a political party or as an independent candidate.
3. Get your **Nomination Paper.**
4. Choose an official agent and form your team.
5. Collect signatures.

Steps 6 and 7 can only be done **AFTER the election is called:**

6. Submit your **Nomination Paper.**
7. Confirmation of your nomination.

## **BEFORE the election**

### **STEP 1: Check that you're eligible to be a candidate in a federal election**

Here are some of the criteria you need to be a candidate:

- ✓ **You're a Canadian citizen**
- ✓ **You'll be at least 18 years old on election day**
- ✓ **You're not already an elected member of a provincial or territorial legislature**
- ✓ **You're not imprisoned in a correctional institution**
- ✓ **You are not an [election officer](#)**

## **Learn more about eligibility**

For a full list of criteria to be a candidate, see [section 65 of the \*\*Canada Elections Act\*\*](#).

To learn more about becoming a candidate in a federal election, watch [Becoming a Candidate](#).

Elections Canada's teams are available to help with any questions you have about your eligibility to become a candidate. You can contact them at the **Political Entities Support Network at 1-800-486-6563**.

## **STEP 2: Decide to run as a member of a political party or as an independent candidate**

You can run as a candidate of a [political party](#) or you can run as an [independent candidate](#).

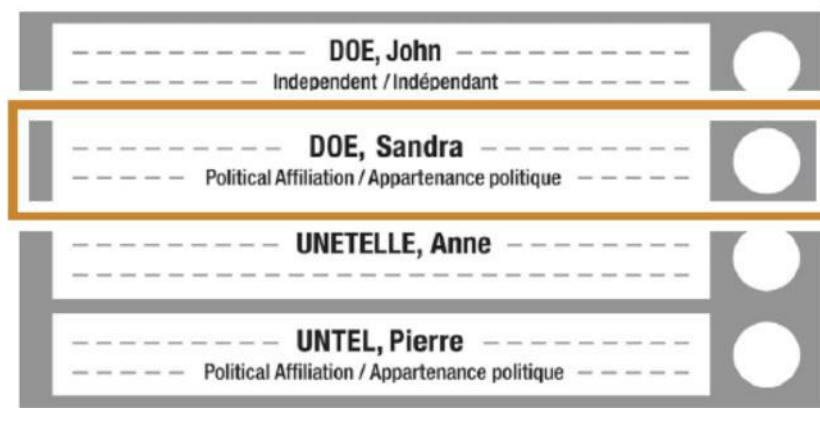
## Political party

Running as a member of a political party means a registered federal political party has officially endorsed you to represent them in your electoral district. Each political party sets the rules for endorsing candidates.

The name of the political party will appear under your name on the ballot.

## Learn more about political parties

Check the Elections Canada list of [Canada's registered federal political parties](#). Contact the party of your choice for more information on their candidate nomination process.



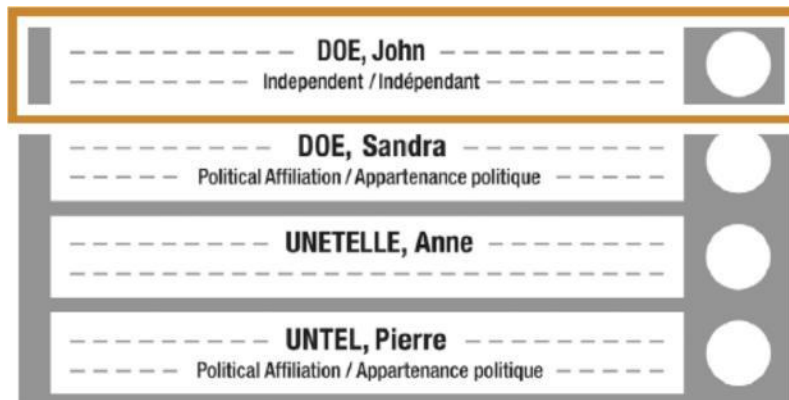
## Independent

Running as an independent candidate means you aren't representing any of the registered federal political parties.

There won't be any wording or affiliation under your name on the ballot.

## Learn more about independent candidates

Watch the Elections Canada video on [Launching your Bid](#) to learn more about the differences between running as a candidate of a political party and running as an independent candidate.



### **Did you know?**

You can only run as a candidate in one electoral district, but you don't need to live there to run.

## **STEP 3: Get your Nomination Paper**

Once you've decided your affiliation, you need to complete your **Nomination Paper**. You can get and fill out your **Nomination Paper** online or in person.

### **How to get your Nomination Paper online**

There are two ways you can get and fill out your **Nomination Paper** online.

- You can use the [Political Entities Service Centre \(PESC\) portal](#). Create an account. Then fill out the **Nomination Paper** online. The PESC portal will guide you through the steps of filling out the **Nomination Paper**.

- You can download your **Nomination Paper** from the [Elections Canada website](#).

## **How to get your Nomination Paper in person**

You can also get your **Nomination Paper** in person from the returning officer. Visit the [Voter Information Service page](#). Enter your postal code to find the returning officer's contact information, and other important information about your electoral district.

### **Did you know?**

You can start filling out your **Nomination Paper** at any time. You can only submit your nomination when the election has started.

## **How to fill out the Nomination Paper**

This table will help you fill out all the sections of the [Nomination Paper](#)

<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
<b>A</b>  <b>Candidate Information (mandatory)</b>	<b>Your name</b>  Give your name and other personal information. You'll need to provide proof of identification using <a href="#">ID from this list</a> .	You (the candidate)  Confirm with your political party that they've included your name on their list of endorsed candidates.
	If the name you want to appear on the ballot is different from your given name, you'll need to prove that you are known by that name using ID from the same list.	



<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
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**Political affiliation**

List your [political affiliation](#). Enter the name of the political party you are representing, or write "independent" if you aren't representing a political party, or leave this line blank.

You cannot change your political affiliation once your nomination has been confirmed.

Section	Details	Who is involved?
<p><b>A</b></p> <p><b>Candidate Declaration and Signature (mandatory)</b></p>	<p>Make the candidate's solemn declaration before an authorized individual.</p> <p><b>Witness</b></p> <p>Your witness must receive your declaration free of charge.</p> <p>Check subsection 549(1) of the <a href="#"><u>Canada Elections Act</u></a> for the full criteria to serve as a witness.</p>	<p>You (the candidate)</p> <p>An individual who is authorized to receive solemn declarations can include</p> <ul style="list-style-type: none"> <li>• a judge</li> <li>• an election officer</li> </ul>

<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
		<ul style="list-style-type: none"> <li>• a notary public</li> <li>• a justice of the peace</li> <li>• a commissioner for taking oaths in the province</li> </ul>
<b>B</b>  <b>Campaign Delegate (optional)</b>	<p>If you choose to authorize someone to do certain actions for you during the election, you must fill out this section. This person is</p>	<p>You (the candidate) and your campaign delegate</p>

<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
	<p>called the <b>campaign delegate</b>.</p> <p>The campaign delegate can submit your nomination.</p> <p>See STEP 4 for more information on the campaign delegate.</p>	
<p><b>C</b></p> <p><b>Official Agent (mandatory)</b></p>	<p>Give the name and other personal information for your <b>official agent</b>. The official agent also signs the privacy notice and declaration page.</p>	<p>Official agent</p>

<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
	See STEP 4 for more information on the official agent.	
<b>D</b> <b>Auditor</b> <b>(optional)</b>	<p>Complete this section if you need an <b>auditor</b>. Your campaign needs an auditor if either:</p> <ul style="list-style-type: none"> <li>• the campaign receives or spends \$10,000 or more, or</li> <li>• you get 10% or more of the total votes in your electoral district.</li> </ul>	Auditor (if you need one)

<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
	<p>You might not need to fill out this part of the form now. If you meet these requirements later, you must come back and complete this section of the <b>Nomination Paper</b> with the auditor's information.</p> <p>The auditor signs the privacy notice and declaration page.</p> <p>See STEP 4 for more information on the auditor.</p>	

<b>Section</b>	<b>Details</b>	<b>Who is involved?</b>
<p><b>E</b></p> <p><b>Campaign Office (optional)</b></p>	<p>You can choose to give the telephone number, website or links to social media platforms to be included in the Voter Information Service on Elections Canada's website.</p> <p>This information can help voters learn about your campaign.</p>	<p>You (the candidate) or your campaign delegate</p>



## Help with your Nomination Paper

- Elections Canada's video [Creating, Accessing and Updating Your PESC Account](#) walks you through the steps for creating your PESC account.
- More information and instructions on using the PESC portal is available in the PESC Overview of Services for Candidates guide.
- If you choose to fill out the online nomination form in the [PESC portal](#), the nomination module will guide you through the steps.
- The video [Completing an online nomination form in PESC](#) walks you through the steps to fill out the form.

### **STEP 4: Choose an official agent and form your team**

Your campaign team must include an [official](#)

[agent](#). It could also include an **auditor** and a **campaign delegate**. Here's more information on your campaign team:

### **Official agent (mandatory)**

Your official agent manages the campaign's finances and reports them to Elections Canada.

Here are some things to know when choosing an official agent.

- They're responsible for the political financing related to your campaign, which includes all expenses and donations, reporting on them and submitting them to Elections Canada.
- Their role continues until the campaign fulfills all financial reporting requirements.
- They have a lot of responsibility, including authorizing any advertising for your campaign.

- They cannot be a candidate, an election officer or an auditor in the election.

### **Learn more about the official agent**

Watch Election Canada's video [Becoming an Official Agent](#) to learn more about the responsibilities of the role.

For more information about the [electoral campaign expenses](#), see the Elections Canada resource **Political Financing Handbook for Candidates and Official Agents**.

### **Did you know?**

If you have an official agent and a [dedicated campaign bank account](#), your campaign can spend money or accept contributions of money, property, or services from people, but you cannot give tax receipts to anyone who

gives contributions before you're officially confirmed as a candidate by the returning officer.

## **Auditor (certain cases)**

Some candidates might need to appoint an **auditor**. Your auditor examines your financial records.

You'll need to appoint an auditor if your campaign reaches one of the following milestones at any time before, during or after the election:

- Receives \$10,000 or more in contributions
- Spends \$10,000 or more in expenses, or
- Gets at least 10% of the total votes in your electoral district.

Not every campaign will reach these milestones.

## **Campaign delegate (optional)**

Your campaign delegate is someone you authorize to take on some of your campaign responsibilities.

You have the option to appoint a **campaign delegate** who can perform certain tasks on your behalf, which includes submitting the nomination package and collecting election materials.

### **Learn more about auditors and campaign delegates**

See the [Political Financing Handbook for Candidates and Official Agents](#) to find out more about the appointment process, the role and the eligibility requirements for the official agent and the auditor.

## **STEP 5: Collect signatures**

All candidates must collect signatures from

electors who are eligible to vote (Canadian citizens who are at least 18 years old on election day) that live in the electoral district where you intend to run. When an elector gives you their signature, this means that they support you as a candidate; it does not mean that they will vote for you.

The document to collect signatures is called **Section F–Electors Consenting to Candidacy (EC 20010F)**.

You can find it in two places:

- [Elections Canada website](#)
- [The nomination module of the Political Entities Service Centre \(PESC\) portal](#)

### **Did you know?**

In most electoral districts, you need to submit 100 signatures with your **Nomination Paper**. There are some electoral districts where you only need to submit 50 signatures.

These districts are mostly in rural or remote areas. Check the [list of electoral districts in Schedule 3](#) to see if your electoral district is one of these places.

## **AFTER the election is called**

### **STEP 6: Submit the Nomination Paper**

When an election is called, you have until the **close of nominations (2 p.m. on the 21st day before election day)** to submit your **Nomination Paper** and the other required documents. There are two ways to submit your documents:

- In-person to the returning officer at the local Elections Canada office
- Online using the [PESC portal](#). Ask your returning officer for your nomination submission key. You'll also need a signed photocopy of [an authorized ID](#). If you want your name on the ballot to be

different from what is on your ID, you'll need to provide proof that you are known by that name.

When submitting your **Nomination Paper**, the names and addresses of the electors who signed [Section F](#) should be clear and complete. **We recommend that you get 50 more signatures than you need.** That way, if there are any issues with any of the electors on your list when the returning officer reviews the signatures, you'll still have enough. Once nominations are closed, you cannot get more.

When you're ready to submit your nomination, these are the [steps and service standards that apply](#).

## **STEP 7: Confirmation of your nomination**

After you submit your nomination package, the returning officer has 48 hours to:



- Check that your **Nomination Paper** was properly completed
- Check that you have the required number of electors' signatures
- Check that you've provided all of the necessary documents

The returning officer will contact you to let you know if your nomination has been confirmed or refused.

## **Refused nomination**

If your nomination is refused, the returning officer will tell you the reasons for the refusal and of the process to resubmit a nomination package by providing the **Notice of Refusal of Nomination**.

### **Reminder**

If your **Nomination Paper** is incomplete, you may correct it or file a new copy before

the **close of nominations** (2 p.m. on the 21st day before election day).

Submit your paper early! That way you have time to fix anything if the returning officer asks you to make changes.

## **Confirmed nomination**

If your nomination is confirmed, your name will appear on the list of candidates in your electoral district on Elections Canada's [Voter Information Service](#).

The returning officer will give you the materials for candidates. They will also give you information products about your electoral district that may help you with your campaign. You can also access these materials from the PESC portal.

## **Can I make changes to my Nomination Paper?**

You can make some changes to your

**Nomination Paper**, such as your name, address, and occupation, once your nomination has been confirmed. You must make these changes before 5 p.m. on the closing day for nominations.

### **What if I change my mind about running as a candidate?**

You can withdraw your name as a candidate until 5 p.m. on the closing day for nominations. Give the returning officer a written statement signed by you and witnessed by two electors from your electoral district. Otherwise, your name will appear on the ballot.

## **Being a candidate**

**Congratulations!** You're officially a confirmed candidate for the federal election.

Now it's time to start planning your [campaign](#).

There's a lot to think about when you're planning your campaign. Here are some ways to get started:

- ✓ **Attend the candidate election briefing**
- ✓ **Form the rest of your campaign team**
- ✓ **Reach out to electors**
- ✓ **Run an accessible and inclusive campaign**
- ✓ **Resources to help with political financing**

If you're a candidate for a registered political party, check in with your party for more help with planning your campaign.

## **Attend the candidate election briefing**

A couple of days after you're confirmed as a candidate, the returning officer will host a briefing with all the confirmed candidates and

their representatives in the electoral district. The goal of this briefing is to share important information about the different processes during the election. We strongly recommend that you attend the briefing.

## **Form the rest of your campaign team**

Your team already includes an official agent (a mandatory position). It may also include a campaign delegate and/or an auditor. You might think about building a campaign team to help with the following tasks.

### **Campaign manager**

Your campaign manager oversees and supports everyone else on the campaign team. Here are a few things that the campaign manager can do for your campaign:

- Run the campaign effectively
- Build and encourage the team/volunteers

- Set goals for fundraising
- Organize events and different ways to reach out to voters
- Support you, the candidate

## **Signage team**

Signs are a big part of a campaign; they help voters learn your name as a candidate, and which party you represent (if you belong to one).

The sign team is responsible for putting out campaign signs on supporters' properties, with permission, and in allowed public areas. They also repair or replace damaged signs.

## **Communications team**

Before people can vote for you, they need to know what your campaign stands for. A strong communications team can help you with that.

Today, campaigns rely on new and traditional communication channels to get the word out about their candidates. You will want people on your communications team to be able to help you on these channels:

- Social media
- Videos
- Online advertising
- Pamphlets
- TV, radio, newspaper
- Speeches, interviews, debates

## **Canvassing team**

Confirmed candidates and their representatives have the right to canvass door to door and campaign in many residential areas and public places. Door-to-door canvassing can be a great opportunity to meet voters and hear their concerns. The main reason most campaigns

run door-to-door canvassing is to ask and persuade voters to vote for them. It's also a good way to find out what issues are important to voters.

Closer to election day, the canvassing team can help voters:

- Remember when to vote
- Register to vote
- Plan how they're going to vote
- Get to the polls

## **Candidates' representatives**

As a candidate, you're allowed to be present at a polling station on election day. You or your official agent may choose to appoint other people to be your representatives (also known as "scrutineers") at polling stations and when the ballots are being counted. The representative's role is to observe the process to make sure that it is fair and transparent.



To appoint an individual to act as your representative, you or your official agent must complete the **Authorization of a Candidate's Representative (EC 20020)**, available on the [PESC portal](#) or from the returning officer. Your representatives must bring a **paper copy** of this form to the first polling place they attend, where an election officer will swear them in and give them a **Candidate's Representative Identification Badge (EC 20901)**.

If you go to a polling place or to the local Elections Canada office, you must go through the same process. You're counted as a representative where you're present.

The [Canada Elections Act](#) doesn't allow inside or on the outside of polling places items that show support for or opposition to a candidate or political party that is on the ballot. Examples of this include:

- Campaign literature

- Clothing that displays an emblem, flag, banner or opinion

### **More information about representatives**

There are [guidelines for candidates' representatives](#) available on the Elections Canada website. They outline the duties and responsibilities of a candidate's representative at polling places and at the local Elections Canada office

### **Reach out to electors**

There are many ways you can connect with electors to share your election platform and your reasons for running, and to fundraise.

During an election campaign, all political candidates and parties, as well as their supporters, need to follow certain rules about reaching out to Canadians.

Here are some important rules to keep in mind when connecting with electors.

## **Lists of Electors**

During the election, you will be given the lists of electors for your electoral district. These lists contain the name, address and unique identifier number for each registered elector. It's important to protect their personal information. The [Guidelines for Use of the List of Electors](#) describes the best practices for how to use lists of electors. This is required by the [Canada Elections Act](#).

## **Election advertising**

All election advertising for candidates or registered political parties must state that the message has been authorized by the candidate's official agent or by the registered agent of the party. This is required by the [Canada Elections Act](#).

Some election advertising may be added to an online registry or included in an advertising blackout period on election day. To learn more about election expenses and election advertising, see chapter 8 of the [Political Financing Handbook for Candidates and Official Agents](#).

## **Campaign signs**

The **Canada Elections Act** details what candidates and their campaign team are allowed and not allowed to do with campaign signs and other **partisan material** during and between elections.

Each province or municipality may have their own laws on campaign signs, including when you can start placing them and when they must be removed. You and your campaign team are strongly encouraged to find out the rules for campaign signs in your electoral district.

The **Canada Elections Act** also outlines rules for posting and displaying partisan material (including campaign signs) in or around polling places.

Refer to the following interpretation note on the Elections Canada website: [Posting and Displaying Partisan Material at Polling Places](#). This note explains where posting and displaying partisan material is allowed in and around polling places, and when material may be removed by election officers.

### **For more information**

You may also see the [FAQs on Elections– Election Signs](#) on the Elections Canada website.

## **Phone calls, text messages and emails**

Calling electors is legal and is part of campaigning. This includes someone from your

campaign making calls and **robocalls**.

Elections Canada does not give electors' telephone numbers to candidates or political parties. Parties and candidates get electors' phone numbers from another source, like a commercial data broker.

When calling electors, you must comply with the [Canada Elections Act](#) which, among other things, makes it illegal to:

- Falsely represent yourself as being from Elections Canada or from a candidate's or party's office with the intent of misleading another person.
- Try to convince or trick an elector into voting or not voting in the election.
- Try to convince or trick an elector into voting for or not voting for a particular candidate.

- Knowingly lie about a candidate with the intention of affecting the result of the election.

Some companies and individuals must register with the Canadian Radio-television and Telecommunications Commission (CRTC) before making phone calls to Canadians during an election period. See the [Voter Contact Registry](#) for more information.

There are rules about political groups making phone calls to Canadians who haven't given their permission to be contacted. See the CRTC's [Unsolicited telecommunications rules](#) for more information.

Individuals and organizations must respect [Canada's Anti-Spam Legislation](#) when sending text messages and emails.

Before you begin contacting electors, review CRTC's guide [How to Contact Canadians the Right Way](#).

## **Planning to meet electors in person?**

As a confirmed candidate, you're allowed to enter certain public places and residential areas to carry out your campaigning and canvassing activities. We encourage your campaign team to call the building manager or landlord to facilitate a visit.

We recommend that you carry with you a copy of **Access to Public Places and Residential Dwellings by Candidates and Their Representatives (EC 21011)**, a letter from the Chief Electoral Officer that explains the rights of access of candidates and their representatives. You can show this letter to the person who is responsible for the building (building manager or landlord) to explain that you have the right to canvass or campaign there. You'll get this letter from the returning officer, or you can download it from the [Political Entities Service Centre \(PESC\) portal](#).



You may also carry a copy of the **Notice of Confirmation of Nomination** that you received from the returning officer to show that you are a confirmed candidate.

If you or your representatives are refused access, you may contact the returning officer for assistance. If you believe that you were wrongly denied access for canvassing or campaigning may file a complaint with the [Commissioner of Canada Elections](#).

### **Information about campaigning**

The following resources have more information about canvassing and campaigning, including the rights for you and your team:

- Sections 80, 81 and 81.1 of the [Canada Elections Act](#)
- [Canvassing and Campaigning in Residential Areas and Public Places](#)

# Run an accessible and inclusive campaign

Running an [accessible](#) and [inclusive](#) campaign means that everyone can participate in the electoral process.

## Did you know?

According to Statistics Canada, in 2017, one in five of Canadians aged 15 years and over—about 6.2 million individuals—identified as having one or more disabilities.

## Here are some ways you can run an accessible and inclusive campaign:

- Use [plain language](#)
- Make information available in accessible formats, like large print and Braille
- Make sure your website follows [W3C accessibility standards](#)

- Post accessible videos and images on social media
- Choose accessible locations for events and meetings
- Have an inclusive and diverse campaign team

## **Learn more about running an accessible campaign**

See the [Political Financing Handbook for Candidates and Official Agents](#) and the [Interpretation Note on Accessibility Expenses and Disability-Related Personal Expenses](#) for more details.

Use the [Accessibility Info sheet for Political Parties and Candidates](#) to make sure that your campaign is accessible and inclusive.

## **Accessibility expenses**

You may be reimbursed for some of the expenses used to make your campaign accessible. Any time there's communication between a party, candidate or campaign and an elector, there could be an accessibility expense. You can get 90% reimbursed, with a maximum of \$5,000 for eligible accessibility expenses.

Here are some examples of accessibility expenses:

- Accessible websites
- Sign language interpretation
- Communication products in alternative formats
- Temporary physical improvements, like constructing a ramp to your campaign office

- Providing accommodation to an employee or volunteer working on the campaign

## **Disability-related expenses**

If you're a candidate with a disability, you can request reimbursement up to 90% for certain disability-related personal expenses to help you run your campaign. This includes personal expenses related to your own disability or your care for a person with a disability.

## **Resources to help with political financing**

Make sure you and your official agent know the rules on political financing.

The rules around [political financing](#) are included in the **Canada Elections Act** and deal with matters like money received through contributions, loans, transfers and fundraising activities, as well as your expenses. Make sure your official agent knows and understands the rules and obligations for political financing.

Share this list of resources and training with your official agent.

## **Political financing: Resources and training**

<a href="#"><u>Political Financing Handbook for Candidates and Official Agents</u></a>	Explains everything you need to know about financing and being a candidate
<a href="#"><u>Training videos</u></a>	The complete series of all political financing training videos

<p><b><u>Contributions, Loans</u></b></p>	<p>Political financing training videos specifically about contributions, loans, and transfers</p>
<p><b><u>and Transfers</u></b></p>	
<p><b><u>Fundraising</u></b></p>	<p>Political financing training videos about fundraising</p>
<p><b><u>Online training</u></b></p>	<p>Information about online political financing training</p>
<p><b><u>In-classroom training</u></b></p>	<p>Information about in-classroom political financing training</p>

<p><b><u><a href="#">Training Requests</a></u></b></p>	<p>Information to request political financing training</p>
<p><b><u><a href="#">Forms for Candidates</a></u></b></p>	<p>The complete list of and links to the forms a candidate needs</p>
<p><b>Political Entities Support Network: 1-800-486-6563</b></p> <p><b><u><a href="mailto:CSEP-PESC@elections.ca">CSEP-PESC@elections.ca</a></u></b></p>	<p>The phone number and email to contact if you have any questions</p>
<p><b>Political Financing Training Team:</b></p> <p><b><u><a href="mailto:FormationFP-PFTraining@elections.ca">FormationFP-PFTraining@elections.ca</a></u></b></p>	<p>The email to contact the political financing training team</p>



## **Learn more about campaign planning**

- [Video: Running a Campaign for Parliament](#) explains what a campaign is and it describes the activities involved in running a campaign and the roles of the different people on a campaign team. (EC resource)

There are other national organizations whose goal is to support people who want to run as a candidate.

- [Equal Voice](#) supports women who are interested in running a campaign or becoming a candidate. (external resource)
- [Operation Black Vote Canada](#) supports the election of Black Canadians to public office. (external resource)

# Reporting on your campaign

As a candidate, there is reporting work you need to do after the election is over. You have to do reporting whether you won your election or lost.

## Financial reporting

Your [official agent](#) is responsible for most of the financial reporting. As a candidate, you still have some responsibilities.

The complete list of reports and documents, as well as the deadline to submit them, is available in chapter 16 of the [Political Financing Handbook for Candidates and Official Agents](#).

You can email [political.financing@elections.ca](mailto:political.financing@elections.ca) for support or more information.

## Submitting digitally

You can use the [Political Entities Service](#)

[Centre \(PESC\)](#) Portal to submit your financial reports and supporting documents.

You can also submit your Electoral Campaign Returns using the Electronic Financial Return (EFR) software, which is available in the portal.

For more information about EFR, four [training videos](#) are available on the Elections Canada website.

### **Remember**

You must file your [electoral campaign returns](#) on time. If you don't file at all or if you return the forms late you might have to pay a fine. You might also not be able to be a candidate in future elections.

## **Share your experience**

We want to know about your experience running in a federal election. After the election, you'll be sent a [Survey of Candidates](#). This

survey will ask you about your experience with the electoral process and your level of satisfaction with Elections Canada. The answers help Elections Canada improve the programs and services offered.

**For the best experience, access this toolkit on [our website](#).**

