

Timeline for Federal Election Candidates

Before your campaign begins (may precede an election call)

Appoint official agent and auditor

The candidate must appoint an official agent – who will act as the treasurer of the campaign – before any electoral campaign expense is incurred or contribution accepted.

The candidate must also appoint an auditor.

Open a campaign bank account

Before accepting contributions or incurring electoral campaign expenses, the official agent must open a separate bank account to be used solely for the candidate's campaign.

After the election is called

Confirm candidate's nomination with returning officer

Candidates can submit nomination papers to the returning officer following the call of the election, up to 2:00 p.m. on the 21st day before polling day. The returning officer will notify the candidate of the confirmation of the nomination or of the refusal to accept the nomination within 48 hours after the nomination papers are filed.

Accept transfers from party or electoral district association

Transfers from a registered party or registered association can be accepted once the candidate is confirmed. After polling day, monetary transfers can be accepted only to pay outstanding claims or loans.

Issue contribution receipts valid for tax purposes

Contribution receipts valid for income tax purposes may be issued for monetary contributions received from the date of the candidate's nomination confirmation to 30 days after polling day, if the contribution was in transit on polling day.

1 month after polling day

Return manual contribution receipts valid for income tax

All unused manual contribution receipts valid for income tax purposes (EC 20070) received from the returning officer must be returned to the returning officer within 1 month after polling day, together with copies of all used receipts.

3 months after polling day

Receive all expense invoices

All expense invoices, as well as the *Candidate's Statement of Personal Expenses* (EC 20220), must be received by the official agent within three months of polling day. Any invoice received more than three months after polling day cannot be accepted without the authorization of the Chief Electoral Officer.

4 months after polling day

File Candidate's Electoral Campaign Return and other documents

The official agent must file with Elections Canada the *Candidate's Electoral Campaign Return* (EC 20120), *Candidate's Statement of Personal Expenses* (EC 20220), auditor's report, auditor's checklist (EC 20011), auditor's invoice, all invoices, bank statements, deposit slips, cancelled cheques and other supporting documents **OR** the official agent or candidate must request an extension to the filing deadline from the Chief Electoral Officer. **This request must be made in writing within four months of polling day. After this date, all extension requests must be made to a judge of a superior court.**

The candidate must file a *Candidate's Statement of Gifts or Other Advantages Received* (EC 20053) if applicable.

Any expense that remains unpaid four months after polling day must be reported as an unpaid claim in the return. Any payment made later than four months after polling day requires the Chief Electoral Officer's authorization.

This timeline will help candidates and their official agents comply with the requirements of the *Canada Elections Act*. Please note that the provisions of the *Canada Elections Act* prevail over the information set out in this document.