

CANDIDATE NOMINATION PACKAGE





NOVA SCOTIA LIBERAL PARTY CANDIDATE NOMINATION PACKAGE

Recruitment

Electoral District Associations (EDAs) hold the primary responsibility for identifying candidates. This critical role is supported by the Leader, Nova Scotia Liberal Party (NSLP), and Campaign team. Working together, we will ensure the NSLP fields the strongest team of candidates in the next provincial election. The “Candidate Recruitment Guide”, available from the NSLP, can be a helpful resource.

Requirements for Nomination Candidates

Individuals interested in seeking the nomination will be required to complete the “Candidate Application Form” (Form L-1) and provide it to the NSLP. This form requests personal information, employment, and volunteer history and includes a disclosure agreement.

Potential nomination candidates will be required to sign Form L-3, Financial Undertaking. By signing this form, the candidate agrees that the candidate’s official agent will pay any invoice from the candidate’s campaign to the NSLP for a pro-rated share of central campaign advertising, communications, polling, printing, and like costs during the provincial election. In the event of a by-election, this does not apply.

It is important to remember that the Leader must confirm each candidate with Elections Nova Scotia to represent the Party. The Leader has a responsibility to ensure that candidates will properly represent the Liberal Party and therefore has the right to reject candidates.

Potential nomination candidates must be members in good standing of the Nova Scotia Liberal Party and shall not hold current memberships in another recognized party.

Access to Membership Lists

Upon receipt of the Intention to Seek Nomination and Financial Undertaking forms by the NSLP, nomination candidates are eligible to receive a membership list for the EDA. The prerequisite for this access is the successful completion of the full nomination process, along with approval from the Campaign Chair. Please see Form L-2.

Setting the Nomination Meeting

Having conducted a thorough Candidate Search (as per the “Candidate Nomination Rule”), the EDA President shall advise the NSLP that the EDA has completed the Candidate Search.

In consultation with the EDA, NSLP, Nomination Candidate(s), and the Leader of the NSLP, the Campaign Chair shall call the Nomination Meeting.

Please see the “Candidate Nomination Rule” for additional details.



Electoral Urgency

If, in the opinion of the Campaign Chair, a situation of electoral urgency exists, the Campaign Chair may abridge the procedures and requirements (other than the nomination filing fee) in this document (Candidate Nomination Package) in such a manner as they see fit, to expedite the nomination process. Any changes to the procedures and requirements of this document (Candidate Nomination Package) must be communicated in writing to any affected EDA Executive and Potential Nomination Candidates.

Furthermore, any changes to the procedures and requirements in this document (Candidate Nomination Package) made by the Campaign Chair may not contravene the by-laws of the Nova Scotia Liberal Party.



In order to become eligible to be a Candidate of the Nova Scotia Liberal Party, the prospective candidate must complete and submit **all** components of these Candidate Nomination Papers.

All necessary forms are contained in this package, as follows:

1. CNP Form L-1: Candidate Application Form**
2. CNP Form L-2: Request for Membership Information
3. CNP Form L-3: Financial Undertaking

Required Supporting Documents

The below items must be attached along with the Candidate Nomination Package:

\$250 candidate deposit (made payable to the Nova Scotia Liberal Party)

Criminal records check (obtained within the last six months)

Credit check

***See instructions on page 4*

All Candidates and campaigns shall conduct themselves in a manner consistent with restrictions, directions, declarations and orders in place at the relevant time in relation to **COVID-19**.

The Nova Scotia Liberal Party may interpret and amend these Rules to ensure consistency restrictions, directions, declarations and orders in place at the relevant time in relation to **COVID- 19**.

If you have any questions, please contact (902) 429-1993 or office@liberal.ns.ca.

All of the above documentation, together with required supporting documents, must be completed and delivered to the Nova Scotia Liberal Party for a Potential Candidate to be considered for approval.

Nova Scotia Liberal Party
ATTN: Green Light Committee
1400-5151 George Street
Halifax,NS B3J1M5



INSTRUCTIONS FOR CNP FORM L-1

1. The CNP Form L-1: The form contained herein must be completed fully and frankly by each potential candidate for nomination as a candidate for the Nova Scotia Liberal Party (hereinafter referred to as a "Potential Candidate").
2. All items must be completed on the Form. If a question is answered "Yes," written details must also be provided.
3. **IT IS IMPORTANT TO EMPHASIZE THAT NEITHER THE COMPLETION NOR THE SUBMISSION OF THIS FORM ENTITLES A POTENTIAL CANDIDATE TO BE APPROVED.**
4. The Form L-1 must be signed (and initialed where necessary) manually and not mechanically or electronically. Please type responses in the fillable Adobe forms provided. Failure to respond to all questions accurately and completely may delay the application for approval of the Potential Candidate and may result in a refusal to approve the candidacy in question.
5. All attachments pertaining to any questions must be made exhibits of this Form and each one must be so marked.
6. This form should be submitted with the other forms in this package, but in a separate sealed envelope addressed to the Green Light Committee, and it will be reviewed exclusively by the Green Light Committee and Nova Scotia Liberal Party staff, unless more broad review is required, in which case the Potential Candidate will be provided with advanced notice. Private information, that is not otherwise publicly available, shall not be disclosed unless such disclosure is required by law, or in the event that the Potential Candidate's candidacy is rejected or revoked and the Potential Candidate claims to have been disallowed without good reason. In the event the Potential Candidate makes a public assertion that either the recommendation of the Green light Committee or the subsequent decision of the Nova Scotia Liberal Party was unwarranted, the Committee may disclose any information in its possession in response, whether the information was obtained through this form or otherwise, if the Committee considers it to be in the best interest of the Nova Scotia Liberal Party.



1. CNP Form L-1: Candidate Application Form

1. Basic Information

1.a Identification

Family name

Full legal, given names

Name(s) by which you are commonly known:

1.b Personal information (no abbreviations)

Date of birth: _____
Day Month (in words) Year

Place of birth: _____
City Province/State Country

Marital status Number of dependents (if any)



1.c Current residential address (no abbreviations)

Street Address	City
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Province	Country	Postal Code
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Residential phone number

Office phone number

Mobile phone number

Email address	Website
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1.d Residential history for past 10 years (no abbreviations). Provide attachments if additional space is necessary.

Street Address, City, Province/State, Country, Postal/Zip code	From (Month/Year)	To (Month/Year)
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1.e Citizenship (no abbreviations)

Are you a Canadian citizen? Yes No

List any countries (other than Canada) of which you are or have ever been a citizen or which may assert obligations of citizenship over you.

Country	From (Month/Year)	To (Month/Year)
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1.f Professional designation(s)

List all professional designations that you hold or have previously held and professional associations to which you belong (include your membership number where applicable). Please specify dates.

Designation/Association	From (Month/Year)	To (Month/Year)
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1.g Employment history

List all full-time or part-time employment since you graduated from high school or for the immediately preceding 10 years, whichever is less. Start with the most recent positions held and account for the entire applicable period, including periods of unemployment if applicable (please explain any gaps). Any omission will result in a delay in the processing of your application.

Name, address and telephone number of employer	From (Month /Year)	To (Month/ Year)	Name of supervisor	Reason for cessation
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1.h Positions with political parties

Provide the name of any municipal, territorial or federal political party, in any jurisdiction, in which you have been a member, the positions you held or sought (if any) and the period during which you held the position(s) or the date on which you sought them. Use an attachment if necessary.

Name of political party	Position held/sought with political party	From (Month/Year)	To (Month/Year)
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1.i Matrimonial and custody proceedings

Are you presently involved in any matrimonial, common-law or custody proceedings in any court or have you ever entered into a matrimonial, common-law or custody agreement?

- No Yes (if "Yes", provide details)



1.1 Social Media

Please list each social media account (including but not limited to Facebook, Twitter, Instagram, Reddit, TikTok, etc.) you currently maintain or have maintained in the past and have deleted or deactivated. For all current and inactive accounts, please provide associated usernames, whether the accounts are personal or professional (including those maintained by others on your behalf). In the event an account has been deleted, please provide account details, including the period the account was held, the approximate date of deletion and reason for deletion.



2. Change of name or use of different name

Have you ever had, used or operated under or carried on business under any name other than the names mentioned in Question 1.a of this form or have you ever been known under any other name? (Name changes resulting from marriage, divorce, court order or any other process should be included, giving appropriate dates)

- No Yes (if "Yes", provide details)

Previous names	From (Month/Year)	To (Month/Year)
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Instructions for Questions 3 through 7: Full details are required as attachments in respect of any question to which the answer is “Yes”. These details must include the circumstances, the relevant dates, the name of the parties involved and the final determination if known. All questions must be answered with YES or NO unless otherwise specified.

3. Proceedings by regulators and miscellaneous information

3.a Have you personally ever been the subject of disciplinary action undertaken by any tribunal, organization or society?

- No Yes (if “Yes”, provide details)
-

3.b Have you ever been suspended, expelled or required to withdraw from a post-secondary institution, or withdrawn to avoid investigation by the institution? If so, provide details.

- No Yes (if “Yes”, provide details)
-

3.c Have you ever been discharged, suspended or asked to resign from any employment? During your employment have you been investigated in relation to any allegations of improper conduct, been involved in any law suits, dismissal for cause, unfair or illegal employment or labour practices, been accused of or found to have engaged in sexual or other harassment, been involved with any misappropriation of funds or fraud or allegations thereof, been disciplined by any professional association, breached any tax or immigration statutes or any other matters of a similar nature, or had any improper dealing with governments? If so provide details.

- No Yes (if “Yes”, provide details)
-

3.d Have you ever been denied or had revoked a membership, license or permit, the procurement of which required proof of good character? If so provide details.

- No Yes (if “Yes”, provide details)
-

3.e If you have served as a member of a police force or armed forces (a) have any formal charges or proceedings ever been instituted against you, (b) have you been a defendant in a court martial or similar proceeding or (c) have you ever been discharged from your duties? If so provide details.

- No Yes (if “Yes”, provide details)

3.f Have you ever been denied entry, landed immigrant status or citizenship in Canada or any other country? If so provide details.

- No Yes (if “Yes”, provide details)

3.g Has any government or professional/regulatory body subjected you to any legal proceeding, inquiry, investigation, formal or informal resolution, or provided you with any form of notice to cease and desist activities, in Canada or elsewhere? If so provide details.

- No Yes (if “Yes”, provide details)

3.h Do you have any outstanding liabilities to any taxation authorities in Canada? Have you made any special arrangements or special payment plans with respect to any such liabilities? Are there any matters that remain to be resolved with respect to any of your obligations owed to any taxation authority in Canada (unresolved assessment challenges, reassessments, etc.)? Do you have any tax filing obligations that are not up-to-date?

- No Yes (if “Yes”, provide details)
-



3.i Do you, or any campaign organization that supported your election for any electoral event at any level, have any debts or liabilities?

- No Yes (if "Yes", provide details)

3.j Have you been investigated, charged or convicted of plagiarism, cheating on examinations or other conduct that was the subject of academic discipline? If so, provide details.

- No Yes (if "Yes", provide details)
-

4. Offences under the law

Note: If a pardon under the Criminal Records Act (Canada) has been formally requested and you have received formal written notice that such pardon has been granted and it has not been revoked, you are not obliged to disclose the nature of any such pardoned offence. In such circumstances, the appropriate written response would be: "Yes, pardon granted on [date]."

4.a Past convictions involving other contraventions or criminal offences

Have you ever been charged or convicted in Canada or elsewhere, with any crime, offence or delinquency under a statute or ordinance? If yes, please provide full particulars (use a separate sheet if needed) including applicable dates, places, nature of acts or offences, penalties and pardons. Parking infractions and *Motor Vehicle Act* (Nova Scotia) matters that have been concluded, and which have not resulted in any short term or long term suspension or revocation of driving privileges may be omitted.

- No Yes (if "Yes", provide details)
-

4.b Current charges or indictments

Are you currently the subject of a charge or indictment, or aware of being under investigation under any law of any province, territory, state or country for contraventions, criminal offences or other conduct of the type described in Question 4.a?

- No Yes (if "Yes", provide details)
-

4.c Partnership or company convictions or current charges or indictments

Has any partnership or company of which you were at the time of such event a partner, officer, director or beneficial owner of more than 10% of the voting securities, ever been convicted or is any partnership or company in which you hold such a position currently the subject of a charge or indictment, or aware of being under investigation under any law of any province, territory, state or country for contraventions, criminal offences or other conduct of the type described in Question 4.a?

- No Yes (if "Yes", provide details)
-

4.d Breach of trust or of private rules

Have you been charged, investigated, convicted or involved in any breach of trust of the rules of a private organization? During the course of your political activities / career, have you been charged or convicted of any election financing offence, received illegal payments or gifts, breached any Nova Scotia Liberal Party (or any other party) rules including the Code of Conduct and Workplace Discrimination, Harassment and Violence Prevention Policy, committed fraud or been charged with or found guilty of any abuse or complaint in the holding of a public office? Have you ever resigned a public office? Have you ever been investigated respecting any public office or any campaign for public office? To your knowledge, has anyone campaigning with you or on your behalf been involved with any of the foregoing?

- No Yes (if “Yes”, provide details)

5. Civil proceedings

5.a Has a court in a civil proceeding ever found that you or any partnership or company of which you were at the time of such event a partner, officer, director or beneficial owner of more than 10% of the voting securities committed fraud or similar conduct?

- No Yes (if “Yes”, provide details)
-

5.b Are there any civil proceedings now pending in which there are allegations of fraud or similar conduct by you, or by any partnership or company of which you are or were at the time such proceedings commenced a partner, officer, director or beneficial owner of more than 10% of the voting securities?

- No Yes (if “Yes”, provide details)
-

5.c Have you, or any partnership or company of which you were at the time of such event a partner, officer, director or beneficial owner of more than 10% of the voting securities, been involved in any court in any civil proceeding?

- No Yes (if “Yes”, provide details)
-

5.d Are you, or any partnership or company of which you were at the time of such event a partner, officer, director or beneficial owner of more than 10% of the voting securities, involved in any issue or controversy that is now or is at all likely to advance to litigation or public review?

- No Yes (if “Yes”, provide details)
-

5.e Are you presently involved, or at all likely to become involved, as a party, witness or otherwise, in any litigation before a court of law or tribunal of competent jurisdiction, which, if publicized, could adversely affect your campaign, your ability to carry out the public duties, or negatively impact the reputation or integrity of either yourself or the Nova Scotia Liberal Party?

- No Yes (if “Yes”, provide details)

6. Bankruptcy

6.a Have you ever been declared bankrupt, made a voluntary assignment in bankruptcy, made a compromise or agreement with your creditors or gone out of business leaving debts outstanding, or has a receiver or a receiver and manager appointed by or at the request of your creditors ever assumed control of your assets?

- No Yes (if "Yes", provide details)
-

6.b If so, have you been discharged or has the receivership been terminated?

- No Yes (if "Yes", provide details)
-

6.c Has any partnership or company of which you were at the time of such event a partner, director, officer or beneficial owner of more than 10% of the voting securities, ever been declared bankrupt or made a voluntary assignment in bankruptcy or had control of its assets assumed by a receiver and manager appointed by or at the request of its creditors?

- No Yes (if "Yes", provide details)
-

6.d Are you, your spouse/common-law partner or any partnership or company of which you are a partner, director, officer or beneficial owner of more than 10% of the voting securities unable to pay liabilities as they become due?

- No Yes (if "Yes", provide details)
-

7. Judgment or garnishment

Is any judgment or garnishment outstanding against you, in any civil court in any province, state or country for damages or other relief in respect of a fraud or for any other reason whatsoever?

- No Yes (if "Yes", provide details)
-

8. Qualification to be an electoral candidate

8.a Are you aware of any reason where you might be deemed ineligible for election to the Legislature of Nova Scotia in accordance with the *Elections Act* or *House of Assembly Act*;

- No Yes (if “Yes”, provide details)

8.b If you answered “Yes” to Question 8.a, due to a disqualification arising from any position that you presently hold, do you undertake as a condition of the approval of your candidacy, to take a leave of absence, resign, or otherwise conclude your tenure in such position?

- Yes No (if “No”, provide explanation)
-



9. Full disclosure

Are you aware of any other material fact not otherwise disclosed in this form which, if publicly known, could negatively impact the reputation or integrity of either yourself or the Nova Scotia Liberal Party, or which could hinder the performance of your public duties as a nomination candidate of the Nova Scotia Liberal Party?

- No Yes (if "Yes", provide details)
-



10. Education

10.a Educational background:

10.b Specialized training:

10.c Languages spoken and/or written (please specify proficiency):



11. Policy

Are there public policy positions taken by Nova Scotia Liberal Party in the last ten years that you object to, or that may be a challenge for you to support?

- No Yes (if "Yes", provide details)

Caution

Steps will be taken to verify the answers you have given in this form including verifications of information relating to any previous criminal record, educational qualifications, comprehensive credit check and driver's abstract.

Acknowledgement, Consent, Solemn Declaration and Undertaking

1. I hereby authorize and consent to the collection by the Green Light Committee, or any other person or persons appointed or retained by them or their designates or agents or any of them, of any information whatsoever (which may include personal, credit, criminal or military records or other information) from any source, including without limitation from any person, government, educational institution, police force, military authority, investigative agency, retail credit agency, governing body or other organization, as permitted by law in any jurisdiction in Canada or elsewhere. I will promptly execute and deliver to the Green Light Committee any further consents, whether verbal or in writing, requested of me.
2. I acknowledge and agree that such information and the information disclosed in this form may be used by the Green Light Committee, or any other person or persons appointed or retained by them or their designates or agents or any of them for the purpose of evaluating and substantiating my suitability to be a Candidate of the Nova Scotia Liberal Party and for no other purpose, such use to be made strictly in accordance with all applicable laws governing the use and disclosure of personal information in Nova Scotia. I understand that all copies of this form shall be retained in a secure location designated by the Green Light Committee. Despite the foregoing, I irrevocably agree and consent, in the event that my candidacy is not recommended by the Green Light Committee, and I thereafter make a public assertion that the recommendation of the Committee or subsequent decision of Committee of the Nova Scotia Liberal Party was unwarranted, that either Committee may disclose any information in its possession in response, whether the information was obtained through this form or otherwise, if Committee considers this to be in the best interest of the Nova Scotia Liberal Party.
3. I have read and understand the questions, caution and acknowledgment and consent in this form.
4. I understand that I may be required, either before or subsequent to approval of my candidacy, to consent to any and all background check(s) that the Green Light Committee considers to be appropriate to have undertaken in the best political interests of the Nova Scotia Liberal Party. I further understand that the results of such background checks shall not be disclosed by the Green Light Committee unless required by law or if, based upon information contained therein, or otherwise, my candidacy is not recommended by the Green Light Committee and I thereafter make a public assertion that the recommendation of the Committee and/or the decision of the Nova Scotia Liberal Party was unwarranted. Under such circumstance, I acknowledge and agree that the Committee may disclose any information in its possession in response, whether the information was obtained through such background checks or otherwise, if the Committee considers this to be in the best interest of the Nova Scotia Liberal Party.
5. Notwithstanding the foregoing, I understand and agree that the Green Light Committee may, upon receiving information as a result of such a background check or application or interview that requires more in-depth review, disclose such information to the Nova Scotia Liberal Party in order to consult upon a decision, but those individuals shall not make further disclosure of such information, except in accordance with the foregoing.



6. The answers I have given to the questions in this form and in any attachments to this Form are true and correct except where stated to be to the best of my knowledge, in which case I believe the answers to be true.

In consideration of the Nova Scotia Liberal Party considering me as a Potential Candidate, I, the undersigned, undertake as follows:

- (a) not to make public statements critical of any decision of the Green Light Committee or party officials in connection with the Potential Candidate process; and
- (b) to release and not to pursue any claim I may have now or in the future against the Nova Scotia Liberal Party, the Green Light Committee, or other party officials.

7. I make this acknowledgment, consent, solemn declaration and undertaking conscientiously believing it to be true and knowing it is of the same legal force and effect as if made under oath and by virtue of the Canada Evidence Act.

List any attachments:

Sworn/declared before me at the municipality of _____ in the Province of Nova Scotia this _____ day of _____, 2021.

Print name: _____



Potential Candidate Contact Information:

Name

Address

Home Phone Number

Mobile Phone Number

Email

In the event that I am unable to be contacted, please contact the following (optional):

Name

Address

Home Phone Number

Mobile Phone Number

Email

RECEIVED AT THE NOVA SCOTIA LIBERAL PARTY

Date: _____ Received By: _____

Time: _____ Signature: _____



2. CNP FORM L-2: REQUEST FOR MEMBERSHIP INFORMATION

I, _____, (Name) request the membership information for

_____. (Electoral District)

- Approved Nomination candidates will be granted access to a list of current members in Liberalist. **Nomination Candidates are required to use Liberalist to access this list of Liberal Members.**
- **Exporting or copying the list or data of members to any external databases or digital platforms is not permitted.**
- Data entered into Liberalist by Nomination Candidates is not segregated by campaign and becomes the property of the Nova Scotia Liberal Party.
- There will be no automated calling program (voice drop) or texting program allowed as part of this nomination process, either through Liberalist or through any other means.
- Nomination Candidates will have access to a limited set of tools on the My Campaign tab on Liberalist. They will be granted access to a list of current members created by staff which will be refreshed regularly as new memberships are processed.
- Nomination Candidates or their agents who violate the data use agreement will be subject to a disciplinary process, conducted by the Campaign Chair, and may be disqualified from the Nomination Contest.
- All current Liberalist user accounts in ridings where there is an open nomination will be deactivated in order to ensure the integrity of the process.
- This list will be used only for the purpose of encouraging participation in the nomination meeting.

I take full responsibility for the proper use of how this information is used. This information **shall not** be released to a third party.

Signature: _____ Date: _____

NSLP Staff: _____ Date: _____



3. CNP FORM L-3: FINANCIAL UNDERTAKING

I, _____ (Potential Nomination candidate) am seeking the Electoral District of _____ (Electoral District), agree that if nominated as a candidate for the Party, I will direct my official agent to pay an invoice from my campaign to the NSLP for a pro-rated share of central campaign advertising, communications, polling and like costs during the provincial election. I am also enclosing my non-refundable \$250 cheque for payment of the nomination filing fee.

Dated this _____ day of _____, 2021

Signature of Witness

Signature of Nomination candidate

Print Name: _____



MEMBERSHIP APPLICATION REQUIREMENTS

Information Requirements – the entire process needs to be completed fully and accurately.

1. A **Civic Address with appropriate postal code** needs to be stated when applying for membership in order to assign a constituency. A mailing address does not verify which riding a member lives in.
2. Memberships with no email address or phone number will not be processed. The party needs an email or phone number to relay required information to all members.

Examples of Complete and Incomplete Street Addresses:

Complete Street Addresses:

111 Highway 11
111 Main St
11-111 Main St
111 Highway 11, PO Box 11
111 Highway 11, PO Box 11 Site 1
111 Highway 11, RR 1
111 Highway 11, GD

Incomplete Street Addresses:

Highway 11
PO Box 11
Box 11 Site 1
RR 1
GD

Initials