

# Election of Officers at a Provincial Convention for NSLP and LPC(NS)

Forms



Thank you for your interest in running for a position on the combined Boards of Directors for the Nova Scotia Liberal Party and the Liberal Party of Canada (Nova Scotia).

The Nova Scotia Liberal Party and Liberal Party of Canada are associations of Registered Liberals who share a vision of a prosperous, socially just, united and environmentally healthy Nova Scotia and Canada for all. We strive to elect candidates to the House of Commons and Provincial Legislature in order to realize our vision and to have Liberal values and principles embodied in the governance of our Province and Country.

Completed forms should be submitted electronically to [ReturningOfficer@liberal.ns.ca](mailto:ReturningOfficer@liberal.ns.ca) or in person to the following address:

Nova Scotia Liberal Party  
Attn: NSLP and LPC(NS) Convention RO  
1400-5151 George St  
Halifax, Nova Scotia, B3J 1M5

When you collect signatures on paper and submit your package, please do so in a safe way that respects all local COVID-19 public health guidelines.

# Forms

The forms contained in this Application Package must be completed fully and frankly by any person wishing to be a candidate for any position being elected at the Convention.

As with many volunteer roles within the Party, Executive positions on the Provincial Board (PTB) require a significant time commitment. The positions are high profile and could attract a level of media attention and scrutiny.

Please answer all questions honestly, without misrepresentation and to the best of your ability. A misrepresentation is an untrue statement of fact, or an omission to state a fact that is necessary to make a statement not misleading in light of the circumstances in which it is made.

Please check that each of the forms is completed. Check  on each completed item on the checklist:

- [Form 1 - Personal Information](#)
- [Form 2 - Code of Conduct](#)
- [Form 3 - Liberalist User Agreement and Rules of Use](#)
- [Form 4 - Appointment of Chief Agent](#)
- [Form 5 - Signatures of Registered Liberals](#)

Your package will not be reviewed until **all of the forms are completed**.

Each person seeking a position on the combined boards of the NSLP and LPC(NS) must submit with these forms with the signatures of at least 25 Registered Liberals.

# Form 1 - Personal Information

## BASIC INFORMATION

---

First Name

Last Name

---

Position you are seeking  
*(Please specify which position for the Provincial Board (PTB))*

---

Name as it is to appear on the ballot

---

Preferred Language

---

Other languages spoken

/ /

---

Date of Birth: (DD/MM/YYYY)

I am of Indigenous Ancestry

I identify as a woman

---

Home Address

---

Mailing Address (if different)

---

Home Phone

Cell Phone

Business Phone

---

Personal Email Address

---

Social media profiles

## CAMPAIGN INFORMATION

---

Campaign Email Address

---

Campaign Website

## HELP US GET TO KNOW YOU

*This information will not be used to determine your eligibility to hold the position you are seeking and will remain confidential unless otherwise agreed upon by the candidate. Please complete this section in full.*

Educational background (please list all levels of education you have completed or are currently completing and the institution and area of study and year of completion):

---

---

---

---

Professional designation(s) (please list all professional designations that you have and professional associations to which you belong):

Employment (please state your current employment including job title, company, and location):

Please briefly describe your previous involvement with the NSLP and Liberal Party of Canada (NS):

Please briefly describe your involvement with other organizations including social, recreational, political, cultural, or community organizations:

Please briefly describe your reasons for running for the position you are seeking on the Provincial Board (PTB):

Other interests and hobbies:

---

---

---

---

Is there any other information you would like to provide to help us get to know you?

## BACKGROUND

Have you ever been convicted of a criminal offence for which a pardon/record suspension has not been granted? If so, provide details.

Have you ever written anything that has been published or widely distributed through the Internet or other means (including social media) that could bring disrepute upon yourself as a candidate for elected office of the NSLP or Liberal Party of Canada?

Are you engaged in any claim, litigation or dispute of any sort which is liable to bring controversy or disrepute upon the Party?

Are you aware of any other fact that, if publicly known, could hinder the performance of your duties while holding this office, including public activities?

# Form 2 - Code of Conduct

## CODE OF CONDUCT

The Liberal Party of Canada is dedicated to the principles of individual freedom, responsibility and human dignity in the framework of a just society, and political freedom in the framework of meaningful participation by all persons. It is the expectation of the Party that all candidates for elected office of the Liberal Party of Canada or one of its Commissions, at all times, conduct themselves in accordance with these ideals and with regard for the history and traditions of the Party.

### **To Whom Does this Code Apply?**

This Code applies to all persons actively engaged in the pursuit of the interests of the Liberal Party of Canada (LPC or Party or we), including members of the National Board of Directors and the Board of Directors of the Federal Liberal Agency of Canada (FLAC), LPC officers and employees, volunteers, board members of electoral district associations, candidates and nomination contestants, regardless of whether they are engaged in LPC activities at the national, provincial or territorial levels, and members of the Liberal Caucus (collectively **LPC Affiliates**).

LPC Affiliates who are subject to both this Code of Conduct and one or more other codes of conduct shall comply with the most stringent provisions of each of the applicable codes.

### **Why do we need a Code of Conduct?**

The purpose of this Code is to ensure that all LPC Affiliates conduct themselves in accordance with LPC shared principles and that they refrain from any conduct that could bring these shared principles into disrepute.

The reputation of our organization and our people is one of our greatest assets. LPC Affiliates must conduct themselves in accordance with these principles, and in a manner that will not be detrimental to the interests and reputation of the Party.

### **What are these LPC Shared Principles?**

The LPC upholds the shared principles of integrity, dignity, compassion, responsibility and reason in all of our operations and interactions in furtherance of the objectives set out in the Party's Constitution. We comply with all laws and hold ourselves to the highest ethical standards. Our conduct demonstrates respect and consideration for others in carrying out our responsibilities.

Failing to uphold these shared principles or the provisions of this Code may result in disciplinary action up to and including, but not limited to suspension, dismissal, or termination of all relations with the Party.

### ***Expected Conduct and Respectful Workplace Policy***

#### **Expected Conduct**

The Liberal Party of Canada is committed to providing a safe, respectful and welcoming environment for all, regardless of race, national or ethnic origin, colour, religion, sex, gender identity or expression, sexual orientation, age or mental or physical disability.

An individual's dignity and human rights must always be respected. This means being considerate, respectful, collaborative, and refraining from intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct. If you witness inappropriate conduct, you should report it to your immediate supervisor or the National Director. If the National Director is involved, you should report any such behaviour to the Party President.

#### **Respectful Workplace Policy**

LPC will take all reasonable precautions to prevent harassment in our workplaces. Any concerns or complaints about harassment will be taken seriously and handled in a confidential, impartial, and fair manner, in accordance with the procedures set out in the *LPC Respectful Workplace Policy*.

See the [LPC Respectful Workplace Policy](#) for more information on the Policy and complaints process. You may also avail yourself of the complaint mechanism applicable to any violation of the LPC shared principles described above.

Additional resources and training on the Party's anti-discrimination and harassment policy be found at <https://liberal.ca/safe-campaigns/>.

### ***Protecting the Party's Assets***

LPC Affiliates have an obligation to protect the Party's tangible and intangible assets and resources and to use them only for Party business unless otherwise approved. Examples of tangible assets include donations, computers and credit cards. Intangible assets include donor lists, confidential information, political strategies and other proprietary information. Loss of these assets through theft, negligence or waste can be detrimental to the Party's interests.

## ***Respecting Personal and Confidential Information***

### **What is Personal Information?**

Personal information is any information that alone, or in combination with other information, is susceptible of identifying an individual (as opposed to a business, for example). It includes information that is publicly available.

Some examples of personal information include but are not limited to: a person's name; gender; phone number; email or other type of address; a person's image or recording of their voice.

### **How Do We Treat Personal Information?**

All personal information that we obtain must be treated as confidential and used only for the purposes for which it was collected. These purposes are described in the LPC *Privacy Policy*, available at [www.liberal.ca/privacy](http://www.liberal.ca/privacy).

The personal information held by the Party should not be disclosed to anyone whose functions do not require it. This means physically securing paper documents when necessary and, in the case of electronic documents, restricting access by the use of passwords or through defined system access rights or encryption.

Employees are required to complete training on the Party's privacy policy. All LPC Affiliates are invited to complete this training, please contact the National Director for more information.

LPC affiliates with access to Liberalist, the Party's voter contact management program, must adhere to the terms and conditions of the Liberalist User Agreement, available at <https://my.liberal.ca/general/liberalist-user-agreement/>.

### **Other Types of Confidential Information.**

Other types of information, such as confidential commercial information, LPC confidential information and trademarks must not be used or disclosed without permission.

## ***Use of the LPC Telecommunications Network and Cybersecurity***

### **What is the LPC Telecommunications Network?**

The LPC telecommunications network includes physical equipment such as computers, laptops, tablets and servers that the LPC owns, leases, uses or makes available to LPC Affiliates as well as telephone lines, internet connections, applications, software, and social media sites or websites belonging to the Party (the Network).

**The Purposes for which the Network may be Used**

The Network should be used only for legitimate LPC business. However, we recognize that it will sometimes be necessary for LPC Affiliates to use the Network for limited personal purposes such as arranging for doctors' appointments, communicating with family members about their schedule or arranging for the care of loved ones while at work. Such limited use of the Network is permitted.

Under no circumstance should an LPC Affiliate use any part of the Network for illegal, illegitimate or unethical purposes. Nor should they circumvent, or attempt to circumvent, any security measures put in place to safeguard the Network.

**Cyber Security**

LPC Affiliates must adhere to the best practices for cybersecurity established by the Party's IT Department. Those with access to the LPC Telecommunications Network must at all times resist any urgent request to click a link or open an attachment if you have not taken steps to verify the identity of the sender. Such emails should be immediately reported as suspicious to the IT Department.

For additional resources on cybersecurity visit <https://www.cyber.gc.ca/>.

**International Travel with Portable Devices**

Since portable devices may be subject to search and seizure without due process at the border when travelling to a foreign country, obtain advice from the IT department before your travel date.

***Communications Among LPC Affiliates and with the Broader Community***

All communications must respect the LPC shared principles stated at the beginning of this Code. The tone should be respectful and profanity-free, avoid colourful or foul language, guesswork, legal conclusions, derogatory remarks or characterizations of people.

All communications should be clear, truthful and accurate.

No one should act in a way, or make any statement in any media, including social media or networking sites, or our internal electronic media, that is susceptible of adversely affecting the reputation or image of the LPC in the community at large.

No one may represent themselves as official spokespeople of the LPC unless they have been so authorized.

All media communications and inquiries must be referred to the National Director or their designate.

**International Travel with Portable Devices**

Since portable devices may be subject to search and seizure without due process at the border when travelling to a foreign country, obtain advice from the IT department before your travel date.

### ***Communications Among LPC Affiliates and with the Broader Community***

All communications must respect the LPC shared principles stated at the beginning of this Code. The tone should be respectful and profanity-free, avoid colourful or foul language, guesswork, legal conclusions, derogatory remarks or characterizations of people.

All communications should be clear, truthful and accurate.

No one should act in a way, or make any statement in any media, including social media or networking sites, or our internal electronic media, that is susceptible of adversely affecting the reputation or image of the LPC in the community at large.

No one may represent themselves as official spokespeople of the LPC unless they have been so authorized.

All media communications and inquiries must be referred to the National Director or their designate.

### ***Conflicts of Interest***

LPC Affiliates have a responsibility to avoid real or perceived conflicts of interest and, where conflicts exist, to appropriately disclose them.

A conflict of interest occurs when an individual's personal interest or that of a related party conflicts – or appears to conflict– with their ability to carry out their obligations to the Party objectively, impartially and effectively.

Some examples of conflicts of interest include but are not limited to:

- An LPC Affiliate with access to confidential information held by the Party using it for their own personal gain (i.e. using the Party's contact lists to further their own business interests or those of a related party)
- An LPC Affiliate holding a position within the Party that conflicts with the position they – or a related party– holds in another organization
- Accepting substantial personal gifts that may influence decision-making in the course of their duties for the Party

Real or perceived conflicts of interest should be disclosed to National Director so that appropriate steps may be taken to resolve or mitigate the conflict.

All National Board and FLAC board members holding a position on a board of directors outside the Party must provide a list of their board memberships to the National Director.

### **Gifts and Other Advantages**

You must not accept personal gifts of products or services, or other benefits that could compromise— or give the appearance of compromising— your objectivity in carrying out your professional responsibilities to the Party or putting you under an obligation to the donor.

You are expected to use your best judgement to avoid accepting inappropriate gifts. In deciding whether or not to accept a gift, you should consider who is offering it and why it is being offered. If in doubt, you should discuss the gift with the National Director or your immediate supervisor.

Employees must disclose gifts and other advantages:

- Where the fair market value of the gift is over \$100, to their immediate supervisor;
- Where the fair market value of the gift is over \$200, to the National Director.

These individuals will determine whether it is appropriate for you to accept the gift in the circumstances. Where a gift is found to be inappropriate, it must not be accepted, or must be immediately returned.

The fair market value of a gift is to be determined at the date the gift is received and, where applicable, by using the exchange rate posted by the Bank of Canada for that date.

### **Procurement**

The LPC makes decisions about the purchase of goods and services on the basis of price, quality, quantity, delivery, service and reputation. Often, we select suppliers and contractors who uphold values similar to the LPC Shared Principles.

In accordance with our obligations under the *Canada Elections Act*, we pay fair market value for all agreements for goods and services entered into, and we do not accept ineligible non-monetary contributions in the form of goods, services or other benefits.

In contracting with individuals and firms, we take seriously our obligation to avoid arrangements that create or appear to create a conflict of interest for the LPC and/or the person or firm employed.

All contracts for goods and services entered into by the LPC must be approved by the National Director or their designate.

### **Reporting Violations of LPC Shared Principles**

It is important for LPC Affiliates to report in good faith any violations of this Code of Conduct or of LPC Shared Principles. All complaints will be taken seriously and promptly investigated. You may report any such violations either directly or anonymously.

There shall be no reprisals for any reports of violations, or suspected violations of the LPC shared principles or this Code made in good faith.

Complaints should be made to the National Director or, if the National Director is involved, to the Party President. The National Director or President can be contacted through the LPC complaint hotline: 1-844-689-1737 whose representatives will ensure that your complaint is forwarded to either the National Director or the Party President for consideration.

Should you feel uncomfortable with being identified in a formal complaint process, you may make an anonymous complaint by contacting the same complaint hotline: 1-844-689-1737. This is a direct line to an independent third party who will take your complaint anonymously and ensure that the facts submitted are appropriately investigated.

## LIBERAL PARTY OF CANADA RESPECTFUL WORKPLACE POLICY

All candidates for elected office of the Liberal Party of Canada or one of its Commissions must comply with the Respectful Workplace Policy adopted by the Liberal Party of Canada National Board.

### DECLARATION OF COMPLIANCE WITH THE CODE OF CONDUCT AND RESPECTFUL WORKPLACE POLICY

I have read and agree to comply with this Code of Conduct and related policies, including the Respectful Workplace Policy, and I have communicated and will communicate the contents of this Code of Conduct to those with whom I work during my campaign as a candidate for elected office of the Liberal Party of Canada or one of its Commissions.

I have no knowledge of any unreported violation of the above-noted policies. I agree that if I learn of any violation under these policies, I shall promptly inform the National President or the National Director of the Liberal Party of Canada.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Candidate Signature: X \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Witness Signature: X \_\_\_\_\_

Witness Name: \_\_\_\_\_

## Form 3 - Liberalist User Agreement and Rules of Use

The Party has developed a voter identification and contact management system which is called Liberalist. Contestants for Party and Commission offices are required to use Liberalist for all communications with Registered Liberals in connection with their campaigns for election to a Party or Commission office. Liberalist is to be used in accordance with the following terms and conditions, and such other requirements that may be determined by the Executive Director or the Convention Returning Officer.

I, the Candidate herein named below, in consideration of the provision for access to Liberalist, hereby agree and undertake as follows;

### 1. PROTECTION OF PERSONAL INFORMATION

- 1.1 I understand the importance of protecting the personal information collected by the Party and stored in Liberalist (all of which is collectively referred to as "Data").
- 1.2 I understand and agree that I will take appropriate measures to protect the confidentiality of the Data and the personal information contained within Liberalist. I will not disclose the Data to anyone outside my campaign for Party or Commission office ("my Campaign").

### 2. APPROPRIATE USE OF LIBERALIST

- 2.1 I understand and agree that I may use the Data in Liberalist only for the purposes of communicating on behalf of my Campaign with delegates to the Provincial Convention in connection with my Campaign.
- 2.2 I understand and agree that I will only use my unique personal login to perform authorized functions on Liberalist and I will not permit the use of my personal login by, or provide it to any other individual, group or entity. In the event that I believe that my personal login has been obtained by any other individual group or entity, or otherwise compromised, I will immediately report this to the NSLP Office so that the authorization for the login may be cancelled.

### 3. PROPERTY OF DATA IN LIBERALIST

- 3.1 I understand and agree that the Data contained in Liberalist is the sole property of the NSLP and that any Data that I may enter into Liberalist shall become the property of the NSLP, which it may use in accordance with the law.
- 3.2 I understand and agree that I will not make or keep a copy of the Data by any means, electronic or otherwise, and will return or destroy any copies that I may obtain once I have completed the task for which they have been provided.

### 4. RESPECT FOR RULES OF USE

- 4.1 I understand that the Party may establish rules with respect to the form, frequency and timing of communicating with individuals identified in Liberalist and I agree to abide by and fully comply with those rules and to ensure the compliance of these rules by all members of my Campaign.
- 4.2 I understand and agree that access to Liberalist can be revoked or denied, on a permanent or temporary basis, by the Executive Director of the Party or the Convention Returning Officer at any time and at their discretion and that any such decision is final.
- 4.3 I understand and agree that further requirements may be communicated to me by the NSLP or the Convention Returning Officer at any time and that my continued use of my personal login and of Liberalist shall constitute my agreement to such requirements.
- 4.4 I agree that anyone in my Campaign who has access to Liberalist data will sign a restrictive use agreement to be provided to the Party before that individual has access to any Liberalist Data.
- 4.5 I understand that a violation of the Liberalist User Agreement by my Chief Representative or any volunteer working in support of my candidacy may be deemed by the Convention Returning Officer to be a breach by me personally.
- 4.6 This Agreement supersedes any subsequent electronic agreement that an individual accessing Liberalist may be required to accept upon the creation of a Liberalist user account.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Candidate Signature: X \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Witness Signature: X \_\_\_\_\_

Witness Name: \_\_\_\_\_

## Form 4 - Appointment of Chief Agent (optional)

I, \_\_\_\_\_, a Candidate for elected office of the Liberal Party of Canada (Nova Scotia) or one of its Commissions, do hereby appoint \_\_\_\_\_ to be my Chief Agent and to exercise on my behalf the authority granted to a Candidate's Chief Agent until such time as I appoint a replacement or this appointment is revoked in writing, whichever first occurs.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Candidate Signature: X \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Chief Agent Signature: X \_\_\_\_\_

Chief Agent Name: \_\_\_\_\_

Witness Signature: X \_\_\_\_\_

Witness Name: \_\_\_\_\_

### CONTACT INFORMATION FOR CANDIDATE'S CHIEF AGENT

\_\_\_\_\_

First Name

Last Name

\_\_\_\_\_

Preferred Language

\_\_\_\_\_

Home Address

\_\_\_\_\_

Mailing Address (if different)

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Business Phone

\_\_\_\_\_

