



PROSPECTIVE  
CANDIDATE  
PACKAGE

**2019**

Dear Fellow New Democrat,

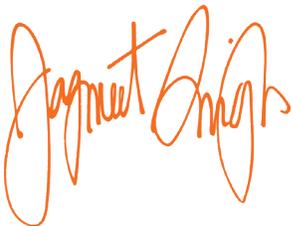
Thank you for your interest to seek a nomination with Canada's NDP.

Canada is a great country, one of the hopes of the world, New Democrats are progressive Canadians who believe we can build an even better one. You are joining millions of supporters, volunteers and candidates from coast to coast who are committed to a country that's more prosperous, sustainable, and where no one is left behind.

Canada's NDP has a proud history of fighting for ordinary Canadians and delivering results. Over the last 50 years, New Democrats have helped ensure the introduction of universal medical care, public pensions, and the expansion of Canada's social safety net.

Candidates have a vital role to play ensuring voters in local communities connect with us directly and deliver our message.

I look forward to working with you.

A handwritten signature in orange ink that reads "Jagmeet Singh". The signature is stylized and cursive.

Jagmeet Singh

## INTRODUCTION

In the last election millions of Canadians put their trust in New Democrats to stand up for them. Together with our Leader, Jagmeet Singh, and our Caucus, we know our candidates will work tirelessly to ensure success in the upcoming election.

That is why it's so important to get involved today. As a Candidate, you'll play a critical role helping Jagmeet Singh's New Democrats grow, so we can do even more to stand up for everyday families and get things done in Parliament.

This package contains information for prospective nomination contestants seeking the nomination, EDA executives and local Candidate Search Committees (CSC).

It has been prepared to help you navigate the nomination process and rules. Please read it carefully to ensure that you understand the nomination process and your obligations as a prospective nomination contestant.

This package includes, as appendices, all the forms that you are required to complete, sign and submit to Federal Office in order to apply to be a Candidate for Nomination, as well as the forms you must submit once you have been approved to be a Candidate for Nomination. Please read through these forms and this package carefully to ensure that you understand your responsibilities with regards to completing and submitting these forms.

You are encouraged to connect with a regional organizer and the President of your Electoral District Association (EDA) with any questions you may have regarding the nomination process.

Need contact info for your regional organizer or local EDA President? Send us an email at **[candidatesearch@ndp.ca](mailto:candidatesearch@ndp.ca)** and we'll connect you.

## DEFINITIONS

If this is your first experience with a higher level of activity in a political party, you'll soon notice that there can be a lot of jargon used by the people around you. The following are some common terms used in this document accompanied by a brief explanation.

**Candidate** — A nominated individual running for election as a Member of Parliament for the House of Commons of Canada.

**Nomination Contestant** — an individual who is seeking the nomination in an EDA.

**Riding** — Also known as an electoral district, is a geographical constituency upon which voters select as a Member of Parliament for the House of Commons of Canada. There are 338 electoral districts in Canada.

**Riding Association or Electoral District Association (EDA)** — Defined by riding boundaries, the EDA is a body of the Party comprised of party members who reside in an electoral district. These teams handle organizing for an election at the ground level within a given electoral division.

**MP** — An individual elected to represent an electoral division as a Member of Parliament for the House of Commons of Canada.

**Member in Good Standing** — An individual of at least 14 years of age who is a paid-up party member. This means they can produce proof of membership in the current year.

**Nomination** — The process local members of a EDA use to select who will stand as their party's candidate during a Federal Election.

**Financial Agent** — An individual who serves as the Chief Financial Officer (CFO) for the nomination contestant. Their duties include, but are not limited to, complete and accurate record keeping and receipting, managing contributions and filing required Elections Canada reports.

**Organizer** — A Party staff representative responsible for assisting candidates and members to grow and strengthen their EDA and the Party in general.

**Federal Office** — The headquarters of Canada's New Democrats. The majority of the Party staff are based in our Ottawa office.

**National Director** — The Executive Director of Canada's New Democrats. This person oversees party operations.

**Candidate Search Committee** – A local committee struck by the EDA Executive that is responsible for recruiting contestants to seek a nomination and documenting this process.

**NCNC** – Appointed by the Federal Executive the National Candidate Nominations Committee is responsible for ensuring that the nomination process for all EDAs is conducted fairly. The NCNC implements and enforces the party's Equity guidelines; and, works with federal personnel, coordinating and approving EDA requests to hold nomination meetings.

**Elections Canada** – This is the independent, non-partisan agency responsible for conducting federal elections.

**Canada Elections Act** – The Canada Elections Act is an Act of the Parliament of Canada which regulates the election of members of parliament to the House of Commons of Canada.

## UNDERSTANDING THE ROLE OF A CANDIDATE

While the ultimate goal of a candidate for the NDP is to become a Member of Parliament, in the pre- election and election periods there are a number of very specific roles the candidate will play.

The nominated candidate is the main representative of the NDP in the electoral district during an election period. The candidate's main responsibilities are:

- to meet as many voters who live in the electoral district as possible
- deliver a local version of the central campaign message
- fundraise for the resources needed to run an effective local campaign

The nominated candidate is the best person to fundraise and recruit volunteers. During the course of the pre-election and election periods, the nominated candidate's duties will include:

- Fundraising
- Volunteer recruitment
- Door to door canvassing
- Telephone canvassing
- Attending all-candidates meetings
- Conducting media interviews
- Attending public events
- Mainstreeting, bus-stopping, plant-gating and other visibility events

Once you are nominated as a candidate for the New Democrats, you are not only part of a local team but also part of the national campaign team.

# THE NOMINATION PROCESS – ROLES AND RESPONSIBILITIES AT A GLANCE

## **Prospective Nomination Contestant**

1. Submit an application to seek a nomination to the Federal Party Office. The application consists of the following signed and completed documents:

- *Personal Disclosure Questionnaire (Appendix A);*
- *Declaration of Candidate Responsibilities (Appendix B);*
- *Adherence to Party Policy (Appendix C);*
- *Anti-Harassment Statement (Appendix D);*
- *NDP Membership List Confidentiality Agreement (Appendix E)*

**NOTE: An application is incomplete and will not be considered if these forms are not completely filled out, signed, and received via mail by Federal Office no later than 5pm Eastern Time, 15 business days in advance of a nomination meeting.**

### **Forms should be sent to:**

National Candidate Search Director  
300 - 279 Laurier West  
Ottawa, Ontario K1P 5J9

**Or**

Emailed to: **[candidatesearch@ndp.ca](mailto:candidatesearch@ndp.ca)**

The complete application forms may also be faxed to 613.230.9950.

2. Upon approval by the National Director to seek the nomination, an individual is deemed a Nomination Contestant.

## **Electoral District Association**

1. Forms a Candidate Search Committee and conducts a thorough candidate search (in a district without an incumbent NDP MP seeking re-election).
2. Requests approval to hold a nomination meeting from the National Candidate Nominations Committee.
3. Upon approval, organizes all aspects of the nomination meeting and relays the results to the Federal Party.

*For more information, refer to the Rules Governing Nomination of Candidates.*

## **National Candidate Nominations Committee**

1. Ensures that all guidelines are followed and that the Equity Policy requirements have been met prior to approving nomination meetings.

# IMPORTANT DATES AND DEADLINES FOR PROSPECTIVE NOMINATION CONTESTANTS AND APPROVED NOMINATION CONTESTANTS

There are several Federal Party deadlines that prospective nomination contestants and nomination contestants must meet, both before a nomination meeting and after.

## DEADLINES PRECEDING A NOMINATION MEETING

**At least 30 days prior to a nomination meeting**, the prospective nomination contestant must be a member of the New Democratic Party. If a prospective nomination contestant fails to meet this requirement, a written request for an exemption must be made to the National Director.

**No later than 5pm Eastern Time, 15 business days prior to a nomination meeting**, the full application to seek a nomination by a prospective nomination contestant for nomination must be received by Federal Office. The application consists of the signed and completed *Personal Disclosure Questionnaire* (Appendix A); *Declaration of Candidate Responsibilities* (Appendix B); *Adherence to Party Policy* (Appendix C); *Anti-Harassment Statement* (Appendix D); *NDP Membership List Confidentiality Agreement* (Appendix E)

**Immediately following the approval of an application**, the individual is deemed an approved nomination contestant and may receive membership lists. Approved nomination contestant's may begin incurring expenses and/or accepting donations once a nomination campaign financial agent has been identified and a nomination campaign account has been opened.

**Within 2 business days following the rejection of an application**, the individual may make an appeal in writing to the Party President, Vice-Presidents and Treasurer.

**Within 3 business days of receiving a written appeal**, the Party President, Vice-Presidents and Treasurer must respond to the individual's appeal. NOTE: only 1 appeal will be considered.

**On the day before a nomination meeting**, all nomination contestants must submit an interim financial report, Candidate for Nomination's Financial Report (Appendix H), to the Party.

## **DEADLINES FOLLOWING A NOMINATION MEETING**

**Following a nomination meeting**, all nomination contestants must submit a full final financial report, Candidate for Nomination's Financial Report (Appendix H), to the Party.

In the event that any nomination contestant has spent or received \$1,000 or more during the nomination contest, this report must be accompanied by copies of the following Elections Canada forms that can be found at **www.elections.ca**:

- **Contestant's Nomination Campaign Return (EC 20171)**  
*and*
- **Nomination Contestant's Statement of Personal Expenses (EC 20175)**

**Immediately following the nomination meeting and appointment of the candidate's Official Agent**, completed and signed originals of the following forms must be submitted to Federal Office:

- **Direction and Authorization by Candidate and Official Agent Respecting Reimbursement of Candidate's Election Expenses (Appendix F);**  
*and*
- **Power of Attorney by Candidate and Official Agent respecting reimbursement of Candidate's election expenses (Appendix G).**

**NOTE: A nominated candidate will not be approved as an official candidate until completed and signed originals of the above are on file at Federal Office.**

**Following a candidate's successful nomination**, a professional headshot photo and candidate biography must be submitted to Federal Office within 10 business days.

It is the responsibility of the candidate to ensure that application and form submission deadlines are observed. If you have any questions regarding these deadlines, please contact your regional organizer or email our National Candidate Search Director at **candidatesearch@ndp.ca**

During a writ period, the National Director may waive candidate eligibility requirements and other timelines as required with regards to membership in the New Democratic Party.

## THE NOMINATION PROCESS AT A GLANCE – ELECTORAL DISTRICT ASSOCIATIONS (EDAS)

EDAs are responsible for two primary aspects of the nomination process: undertaking a local search for nomination contestants, and organizing and publicizing the nomination meeting to select the NDP candidate for the district.

EDAs must consult all approved nomination contestants when choosing a nomination meeting date, time and location.

EDAs must make a request to the National Candidate Nominations Committee (NCNC) to hold a nomination meeting. A nomination meeting cannot be held without the approval of the NCNC.

EDAs may only submit requests for a nomination meeting to the NCNC after the following requirements have been met:

1. A Candidate Search Committee has been established reflecting the diversity of the district;
2. A reasonable search for candidates has been undertaken; and
3. There is at least one candidate declared to seek the nomination from an equity-seeking group.

A request for a nomination meeting must meet the requirements outlined in the Rules Governing the Nomination of Candidates.

Once a request for a nomination meeting has been approved, the EDA must give written notice to all members, at least 14, but no more than 30 calendar days, in advance of the meeting date.

### **Exceptions**

Where an incumbent NDP MP is seeking re-nomination in a district, the EDA is not required to undertake a search for candidates. The EDA remains responsible for organizing a nomination meeting.

If an EDA feels they cannot meet the requirements noted above, they may present their reasons in writing to the NCNC. In extraordinary circumstances, the NCNC may grant an exemption.

# OVERSEEING THE PROCESS OF CANDIDATE SEARCH AND NOMINATION REQUESTS: THE ROLE OF THE NATIONAL ELECTION PLANNING COMMITTEE AND THE NATIONAL CANDIDATE NOMINATIONS COMMITTEE

The National Election Planning Committee (EPC) establishes the National Candidate Nominations Committee to work with EDAs and nomination contestants and approve requests to hold nomination meetings. The committee pays particular attention to implementing the Equity Policy.

The National EPC together with the Party's equity committees, work to publicize and inform our members in the pre-election period of the Party's Equity Policy, candidate search, and general information on being a candidate for nomination.

## **NOMINATIONS AND EQUITY POLICY**

### **Preamble**

New Democrats are committed to the goals of gender-parity and diversity, and recognize that one of the ways to help move those goals forward is by ensuring that our candidate team is gender-balanced and reflects the diversity of the country.

Achieving these goals is a shared responsibility between the Leader and Caucus, the Federal Party, the Provincial and Territorial Sections and the EDAs.

We are proud of the leadership role we have taken in Canada to promote diversity and equality among our candidates and we recognize that to achieve a Parliament that truly reflects the diversity of Canada we still have much work to do.

This commitment to equality and diversity must start with our membership and must permeate all levels of the governing structures of our Party. That approach is reflected in this policy. Upholding and achieving the goals of this policy is our collective responsibility.

### **Introduction**

New Democrats believe that the process of building our Party to increase our presence in the House of Commons and the nomination of candidates are closely linked. We aim to elect a gender-balanced Caucus that reflects the diversity of Canada. The nomination of NDP candidates is a democratic process at the local district level, the outcome of which cannot be pre-determined. Outlined below are the goals and objectives of the Equity Policy, groups included in the policy and the mandatory process for approving a nomination meeting.

### **Goals and Objectives**

At least 50% of all federal ridings have women, trans or non-binary individuals running as NDP candidates for election.

Membership on EDA Candidate Search Committees (CSC) is gender-balanced and representative of the diversity of the district. Where possible, the CSC includes at least one youth member.

### **General Policy Goals**

A minimum of 60% of districts where the NDP has a reasonable chance of winning have women, trans or non-binary individuals running as NDP candidates for election.

A minimum of 30% of districts where the NDP has a reasonable chance of winning have NDP candidates for election who reflect the diversity of Canada and include representation of the equity groups defined in this policy.

Districts currently held by the NDP, where the incumbent is not seeking re-election, are given special attention to try to ensure that equity-seeking candidates become NDP candidates for election.

### **Equity-Seeking Groups**

Equity-seeking candidates, for the purpose of this policy, are those individuals who identify as belonging to groups significantly under-represented in the House of Commons and included in the equality rights section of the Canadian Charter of Rights and Freedoms.

These groups include women, gay men, lesbian, bisexual, transgender, two-spirit, queer persons, persons living with disabilities, racialized persons, Indigenous people and youth (under 26).

### **Process for Approving a Nomination Meeting**

EDAs must make every effort to find equity candidates and a nomination meeting shall not be approved until at least one member of an equity-seeking group has declared to seek the nomination.

In extraordinary circumstances, where no member of an equity-seeking group has declared to seek the nomination, an EDA may appeal to the NCNC to seek an exemption to this requirement. Such an appeal must clearly document the efforts taken to satisfy the requirements.

## **GUIDELINES FOR CANDIDATES ON ADHERENCE TO PARTY POLICY**

A fundamental principle of the New Democratic Party, and one that distinguishes us from other Canadian political parties, is that our policies are determined by delegates representing the Party's membership as a whole at open and democratic conventions. These policies are binding on all Party members from the Leader to the constituency activist. While internal discussion and debate are encouraged, it is understood that, until a policy is amended or deleted by convention, it remains Party policy.

Candidates become the front line for the Party during elections. They are spokespersons for the Party, representing our views at the door, in public forums and debates. It is important that candidates, as well as all other Party representatives, including the Leader, Caucus and staff are consistent in representing the Party's position publicly on issues. There will be times when New Democrat candidates disagree, in good faith, with Party policy, sometimes on matters of conscience. Although not necessarily in agreement with every policy position taken by the Party, individuals, and especially candidates, must acknowledge the majority position of the Party, including the Party's position on reproductive choice and marriage equality.

Accordingly, it is necessary to have guidelines which recognize situations where candidates may wish to dissent from Party policy on matters of conscience, but still provide the Party with a mechanism of self-defense when candidates repeatedly or flagrantly speak publicly against Party policy. It is vital in this latter case, especially during an election period, for the Party to act quickly to remedy conflicts.

### **The following process will be used in the case of such conflicts**

The National Director is authorized to investigate allegations concerning a candidate who may be campaigning actively against Party policy. If initial approaches to the candidate fail to work, the National Director shall inform the candidate, in writing, of their misconduct and advise the candidate to cease and desist.

It is understood that the decision to strip a person of candidate status will be viewed as a last resort, and will be considered only after all other methods of resolving the problem have failed.

### **How to Access Party Policy**

Candidates can access Party policy and a variety of resources on our website at [www.ndp.ca](http://www.ndp.ca). Candidates can also call the Federal Office to receive policy documents.

Closer to an election our Platform will be released. This should be used as a guide for candidates along with fact sheets and other background information.

## **NOTICE TO CANDIDATES REGARDING THE COLLECTIVE AGREEMENT BETWEEN FEDERAL NDP CAUCUS AND UFCW: A SUMMARY**

A collective agreement exists between UFCW and the New Democratic Party Federal Caucus. The Caucus as a collectivity is bound by this agreement, which outlines the terms and conditions of employment between Caucus and their staff.

Any new NDP Member of Parliament is automatically bound by the terms of this agreement. The agreement is valid for one year after the next federal election.

# FINANCIAL GUIDELINES FOR CANDIDATES SEEKING AN NDP NOMINATION

Expenses incurred and contributions received by nomination contestants are subject to the Canada Elections Act. The Federal Party has also set its own limit on spending for candidates for nomination.

For more information, please refer to the Elections Canada Handbook for Nomination Candidates.

## **Fundraising**

Nomination contestants may ONLY accept donations from individuals. Individual donations are currently capped by Elections Canada at \$1,575 and will increase to \$1,600 in 2019.

There are no union or corporate donations allowed whatsoever. Find out more about the fundraising and spending rules at [www.elections.ca](http://www.elections.ca) or contact the Federal Office fundraising department if you need more information. You are wholly responsible for the financial conduct of your nomination campaign. You must ensure both yourself and your Financial Agent are familiar with and abide by all relevant legislation.

**Donations given to nomination contestant campaigns are not tax receiptable.**

## **Spending Limits on a Nomination Campaign**

- A spending limit of \$6,500 is set for all candidates seeking an NDP nomination. An additional \$2,000 limit may be granted by the National Director, upon discussion with the EDA President in the case of large districts or special circumstances.
- No prospective candidate shall incur any expenses or accept donations prior to being approved to seek a nomination.
- With respect to the Elections Act, a nomination contest is considered to have been called on the date that at least one candidate is approved to seek the nomination in a given Electoral District
- The spending limit covers the period from the date the candidate is approved to seek a nomination until the nomination meeting is complete.\*see note on Bill C-50
- The spending limit covers all material and activities incurred during that period. Note that the rules for Nomination Campaign expenses are different then those governing candidate campaign expenses. Please consult Elections Canada ([www.elections.ca](http://www.elections.ca)) for full details. Please also note that the rules governing Nomination Campaign expenses will change for any nomination race called after December 21st 2018 due to the implementation of Bill C-50.\*see note on Bill C-50
- Leaflets, buttons, telephone bills, office rental, paid staff and travel costs are among the items considered to be campaign expenses.
- Personal expenses of the candidate, such as clothes, childcare, meals and volunteer time by supporters as well as activities paid for by the EDA such as mailings or meetings are not included in the spending limits. (These are considered personal expenses by Elections Canada). \*see note on Bill C-50
- Candidates who exceed the spending limit will be disqualified.
- Members may make a written complaint to the EDA President and National Director if they believe that a candidate for nomination has exceeded the spending limit.

### **Note on Bill C-50**

On June 21<sup>st</sup>, 2018, Bill C-50 was given royal assent. This new legislation makes a number of changes to the Canada Elections Act. Some of those changes are with respect to nomination contests and nominated candidate expenses.

Bill C-50 comes into force on December 21st 2018. This means that any nomination contest that is called *after* December 21st 2018 will be regulated under the updated laws.

For more details on the changes, contact Elections Canada or review the legislation at [www.parl.ca](http://www.parl.ca).

We expect Elections Canada to update their Handbook and/or provide an explanatory note in the near future on the changes for nominated candidate financial agents.

### **ELECTIONS CANADA REPORTING**

Following a nomination contest, Elections Canada mandates certain reporting. **It is the candidate for nomination's responsibility to ensure that all Elections Canada reporting obligations are met.** Elections Canada manuals and the full set of forms for nomination candidates can be found at [www.elections.ca](http://www.elections.ca).

Candidates who receive or spend \$1,000 or more must file the following forms within four months of the nomination meeting.

- **Contestant's Nomination Campaign Return** (EC 20171)  
*and*
- **Nomination Contestant's Statement of Personal Expenses** (EC 20175)

Elections Canada requires that these statements be audited if the amount received or spent is \$10,000 or more. Since this exceeds the spending limit set by the Party (\$6,500), audited statements should not be required. Please consult Elections Canada for further details on these and other forms related to the nomination period. The forms listed in this paragraph do not constitute a comprehensive list.

### **Federal Party Reporting**

Candidates for nomination are responsible for submitting 2 financial reports to the Federal Party in the event of a contested nomination race. An interim financial report must be submitted on the date preceding a nomination meeting and a full financial report must be submitted to the Party following the nomination meeting. In the event that the candidate has spent or received \$1,000 or more during the nomination contest, the full financial report must be accompanied by a copy of the candidate's *Contestant's Nomination Campaign Return* (EC 20171) and *Nomination Contestant's Statement of Personal Expenses* (EC 20175)

The Candidate for Nomination's Financial Report form is included in this package (Appendix ?).

## **Surplus**

Surplus money from a nomination campaign must be transferred to:

The EDA account (provided that the EDA is registered with Elections Canada)

*or*

The bank account for the nominated candidate (i.e. the Official Agent of the candidate endorsed by the registered party in the electoral district in which the nomination contest was held). This account can only be opened once the nominated candidate has been officially nominated with Elections Canada.

## **Rebates**

The Federal Party keeps a percentage of the election rebate to help fund the central election campaign. Federal Council will determine the percentage that will be returned to the EDAs. In addition, the Federal Party will keep all of the rebate money it spends in a district.

## **POLICY ON CANDIDATES PERSONAL DISCLOSURE REQUIREMENTS**

Final approval of nomination contestants for Party nomination and/or election to the Parliament of Canada as an NDP MP rests with the New Democratic Party of Canada.

The authority of the Party to approve or reject a candidate flows from Article XV of the Party Constitution and Sections 67(4) and 68(1) of the Canada Elections Act. The Constitution as amended by the 2018 Federal Convention in Ottawa is available upon request.

## **Constitution Article XV**

Article XV of the NDP Constitution states in part: The Federal Council shall create rules and procedures for the nomination of the federal candidates.

## **Canada Elections Act**

Section 67(4)c states in part: The witness shall file with the returning officer, together with the nomination paper... If applicable, an instrument in writing, signed by the leader of the political party... that states that the prospective candidate is endorsed by the party.

Section 68(1) states: A political party may endorse only one prospective candidate in each electoral district for a given election.

Therefore:

- Should an individual decide to run for the Party nomination, they must complete and sign a Personal Disclosure Questionnaire.
- The Personal Disclosure Questionnaire and other research will form the basis of decisions regarding the approval or rejection of a candidate for nomination.
- Where nomination is under review the prospective nominee will be so advised. Ultimately the Party Leader will be the final arbiter with regard to candidate approvals.

- Final consent from both the Party and the Leader will be required for a candidate to be officially nominated.
- The information provided in the Personal Disclosure Questionnaire will be kept confidential.

The questions asked in the Questionnaire are important – they identify personal issues that may become public in the political arena. In preparation for a campaign, the Party and its candidates both need to be prepared for potential public scrutiny of any personal issues that may arise during the campaign. Consequently, the Questionnaire must be completed in full, with as much detail as possible.

Providing incorrect, incomplete or misleading information may be grounds for rejecting or rescinding a nomination.

Prospective candidates and nominated candidates have an ongoing obligation to report any changes to the information provided in the Questionnaire. Failure to do so may be grounds for rejecting or rescinding a nomination.

## APPENDIX A

# PERSONAL DISCLOSURE QUESTIONNAIRE

Prospective nomination contestants are required to provide a complete disclosure of any matter associated with them that could, even remotely, be considered to adversely affect the interests of the New Democratic Party of Canada.\*

This completed and signed questionnaire, along with all other completed and signed application forms must be sent to:

**New Democratic Party of Canada**

Attn: National Candidate Search Organizer  
300-279 Laurier Avenue West  
Ottawa, ON K1P 5J9

Forms can be emailed to: **candidatesearch@ndp.ca**, or faxed to 613.230.9950.

An application is only considered complete when all completed forms have been received.

Please print clearly when filling out this form. Information provided on this questionnaire will be kept confidential.

*\*Should a prospective nomination contestant be unclear as to whether or not a matter associated with them is relevant to their complete disclosure, they may refer that information directly to the Leader's Office marked 'Personal and Confidential to the Leader of the New Democratic Party of Canada' at the above address.*

### PROSPECTIVE NOMINATION CONTESTANT INFORMATION

Full legal name: \_\_\_\_\_

Commonly used names (including all names used in the past): \_\_\_\_\_

Residential address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone (daytime): \_\_\_\_\_

Phone (evening): \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Marital status: \_\_\_\_\_

Name of spouse/partner: \_\_\_\_\_

Names of all other adults, including adult children, currently living at your residence:

\_\_\_\_\_

Names of all other adults, including adult children, that you have lived with in the last 10 years:

\_\_\_\_\_

Name of current employer: \_\_\_\_\_

Current employment position: \_\_\_\_\_

Facebook username: \_\_\_\_\_

Twitter handle: \_\_\_\_\_

LinkedIn Profile: \_\_\_\_\_

Other social media (e.g. photo sharing sites, video sharing sites, etc.):

\_\_\_\_\_

\_\_\_\_\_

Personal blog(s) and/or website(s): \_\_\_\_\_

Union affiliation \_\_\_\_\_

(Please indicate whether you authorize the Party to release this information. Yes  No )

# ELECTORAL DISTRICT ASSOCIATION INFORMATION

Electoral district: \_\_\_\_\_

EDA President Information: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal code: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_

Phone (evening): \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Equity Statement

Federal Council has adopted the following as the Party's definition of Equity: "Those individuals who identify as belonging to groups significantly under-represented in the House of Commons and included in the equality rights section of the Canadian Charter of Rights and Freedoms."

Are you included in this definition? Yes  No

For the purposes of the NDP nomination Equity Guidelines, the following are considered to be equity-seeking groups. At your discretion, please indicate with which group(s) you identify:

Women  Racialized  Indigenous  Youth (under 26)  Persons Living with Disabilities   
Gay men, lesbian, bisexual, transgender, two-spirit, queer

Please indicate whether you authorize the Party to release this information. Yes  No

# Prospective Candidate for Nomination Profile

Please answer the following questions with as much detail as possible. Add extra pages if necessary.

## EMPLOYMENT AND EDUCATION

1. List details of your employment for your past five work-related experiences, in the past ten years. For each work-related experience, include the full names and addresses of employers, job titles, responsibilities, dates of employment, and reasons for leaving if applicable. Please also include any other previous employment experiences you feel are relevant.

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2. List details of all businesses you currently or previously have owned or in which you have held shares of 50% or more. For each business, include the full name of the business, a brief description of its business activities, the dates of operation, and your reasons for leaving or closing the business if applicable.

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3. List details of your educational degrees and professional accreditations, including technical or trades-related studies and accreditation. For each degree or accreditation, include the name of the granting institution and the date.

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**RESIDENCY AND REAL ESTATE**

4. Do you live in the district in which you wish to seek the nomination? Yes  No

If "No" please describe your connections to the district:

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5. List the addresses of all real estate holdings owned by you, your spouse and/or your businesses, including, if applicable, your primary residence.

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**COMMUNITY INVOLVEMENT**

6. List all groups or associations with which you are currently or were previously associated. Include the full names of all groups and associations and titles of positions and dates held, if any.

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7. List all details about your involvement and practical experience in government, politics, business, non-profit organizations, associations, unions or other groups. Include the full names of all organizations and titles of positions held, if any.

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**PUBLISHED WORKS**

8. Have you ever had any articles or other written works published? Please submit hardcopies with this questionnaire or provide links to articles you have published (online or in print):

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**ONLINE RECORD**

9. Do you currently author or have you previously authored a blog? Provide links and a brief description of all such blogs, including those that are deactivated:

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10. Do you currently have or have you previously had a personal or professional website? Provide URL's and a brief description of all such websites, including those that are deactivated:

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11. List all personal and professional social media sites/accounts (including but not limited to Facebook, Twitter, Instagram, Snap Chat) that you currently administer, have administrative access to or provide content for:

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12. List any other personal and professional social media sites/accounts (including but not limited to Facebook, Twitter, Instagram, Snap Chat) that you have administered, had administrative access to or provided content for in the last 10 years. Please include those that are deactivated:

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13. Do you currently participate in any online commenting or gaming communities, including but not limited to Reddit, YouTube, online news comment sections, blog commenting sections? List all sites/communities and your username(s), including those that are deactivated:

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**POLITICAL ACTIVITIES AND FUNDRAISING**

14. Have you ever been a member of another political party, including in any other jurisdiction? Yes  No   
If "yes," please provide history of membership, including date of membership, duration, when you rescinded your membership and reasons for leaving the other party:

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15. Have you ever made a financial contribution to another political party or candidate of another political party, including in any other jurisdiction? Yes  No   
If "yes," please provide details, including amounts and dates of contributions:

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16. Have you ever previously run for an elected position as an adult? Yes  No

If “yes,” please provide details of previous efforts, including dates, your result, which offices and any party affiliations or nominations involved:

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17. Fundraising is a fundamental aspect of election campaigns. How do you plan to raise funds for your election campaign if you are the successfully nominated candidate? Please also describe your practical experience in fundraising:

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**CITIZENSHIP**

18. For which countries do you currently hold or have you in the past held citizenship? Please provide particulars, including dates and reasons for which citizenship was obtained, rescinded or voluntarily given up:

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**INTEGRITY AND ACCOUNTABILITY**

19. Have you ever been investigated, arrested, charged or convicted of an offence under the Criminal Code of Canada, or under any federal, provincial or municipal statutes, laws, by-laws, or regulations, including traffic infractions? Yes  No

If “yes”, please provide particulars, including dates and locations, and indicate if and when you have received a pardon:

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20. Have you ever been investigated, arrested, charged or convicted of an offence under statutes, laws, by-laws or regulations, including traffic infractions, in a foreign jurisdiction? Yes  No

If "yes", please provide particulars, including dates and locations, and indicate if and when you have received a pardon:

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21. Have you ever been, are you presently or do you expect to be a party to any litigation or Court proceedings, including civil, criminal or family court proceedings, including as a complainant, defendant or in any other capacity? Yes  No

If "yes", please provide particulars, including dates and outcome:

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22. Have you ever been, are you presently or do you expect to be investigated or disciplined by a self-regulating professional body? Yes  No

If "yes", please provide particulars, including dates and outcome:

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23. Have you ever been, are you presently or do you expect to be investigated or disciplined by an academic institution? Yes  No

If "yes," please provide particulars, including date and outcome:

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24. Do you currently owe any outstanding debts to any federal, provincial or municipal financial administrations (e.g. Canada Revenue Agency)? Yes  No

If "yes," please provide particulars, including details of repayment arrangements if any:

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25. Have you personally or a business in which you hold or did hold 50% or more shares ever filed for bankruptcy? Yes  No

If "yes," please provide complete particulars, including dates, amounts owed at the time of bankruptcy, and details regarding creditors:

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26. Are there or have there been any matters in which you were/are directly or indirectly involved in which could result in an accusation of misconduct? Yes  No

If "yes," please provide particulars, including dates and locations.

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27. Are there or have there been any matters in which you were/are directly or indirectly involved in which could result in an accusation of harassment? Yes  No

If "yes," please provide particulars, including dates and locations.

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28. Are there or have there been any matters in which you were/are directly or indirectly involved in which could result in an accusation of sexual harassment? Yes  No   
If "yes," please provide particulars, including dates and locations.

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29. Are there or have there been any matters in which you were/are directly or indirectly involved in which could result in an accusation of assault? Yes  No   
If "yes," please provide particulars, including dates and locations.

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29. Are there any matter in which you were/are involved which has/may result in an accusation of impropriety or illegality? Yes  No   
If "yes," please provide particulars, including dates and locations.

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31. Are there any matters in which your spouse, children or other immediate relatives were/are involved which has/may result in an accusation of misconduct? Yes  No   
If "yes", please provide particulars, including dates and locations.

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32. Are there any matters in which your spouse, children or other immediate relatives were/are involved which has/may result in an accusation of harassment? Yes  No

If "yes", please provide particulars, including dates and locations.

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33. Are there any matters in which your spouse, children or other immediate relatives were/are involved which has/may result in an accusation of assault? Yes  No

If "yes", please provide particulars, including dates and locations.

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34. Are there any matters in which your spouse, children or other immediate relatives were/are involved which has/may result in an accusation of impropriety or illegality, or that would otherwise cause embarrassment to you or to the New Democratic Party of Canada? Yes  No

If "yes," please provide particulars:

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35. Are there or have there been any matters which have/may be considered politically "controversial"? Yes  No

If "yes," please provide particulars:

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36. Are there any other matter you feel is relevant to your candidacy or of which the Party should be aware that has not already been covered in the course of this questionnaire? Yes  No

If "yes," please provide particulars:

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**Optional Questions**

***The following questions are optional and are designed to assist the Party in understanding the demographics of its candidates. Information may be publicly released only with the consent of the candidate as indicated below.***

37. What is your ethnic and/or cultural heritage? \_\_\_\_\_

Please indicate whether you authorize the Party to release this information. Yes  No

38. What languages do you speak and with what degree of fluency?

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Please indicate whether you authorize the Party to release this information. Yes  No

39. To what religious group(s), if any, do you belong? \_\_\_\_\_

Please indicate whether you authorize the Party to release this information. Yes  No

I \_\_\_\_\_ (print name), certify that all information provided in this Personal Disclosure Statement is true and complete.

I understand that providing incorrect, incomplete or misleading information may be grounds for rejecting my application or revoking approval of my candidacy.

I understand that I have an ongoing obligation to report any changes that might suggest different answers to this Personal Disclosure Questionnaire.

I agree to expand upon, clarify or provide support for the information provided in the Personal Disclosure Questionnaire, upon request.

I understand that the Party shall treat as confidential the candidate application, vetting and approval process, and I agree to abide by and uphold this confidentiality.

I understand that the National Director or their designate shall be entitled to take such steps as required, including consultation with third parties, to verify or investigate the information I have provided herein. I understand therefore that the contents of this application may be reviewed by various individuals, all of whom shall be bound by the confidentiality provisions herein.

In the event that I break confidentiality by directly or indirectly challenging or criticizing the application, vetting or approval processes or a decision to reject my application for candidacy, the Party shall be released from its obligation of confidentiality and shall be at liberty to disclose as it sees fit any information relating to me which led or may have led to the rejection of my application. Further, I agree that I shall have no right of action or claim of any sort against the Party or any of its representatives or any third parties consulted and that such right or action or claim is hereby released.

\_\_\_\_\_  
**NOMINATION CONTESTANT**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

## **APPENDIX B**

# **DECLARATION OF CANDIDATE RESPONSIBILITIES**

I am a member in good standing of the New Democratic Party of Canada.

I agree to abide by the rules and provisions of the Constitution of the Federal New Democratic Party and all other duly adopted rules and regulations of the Party's governing bodies.

I have read, understand and agree to abide by the Rules Governing the Nomination of Candidates.

I have read, understand and signed the Adherence to Party Policy Agreement.

I have read, understand and signed the NDP Membership List Confidentiality Agreement.

I have read, understand and agree to uphold the New Democratic Party of Canada's Anti-Harassment/Anti-Discrimination Policy.

I have read, understand, completed in full and signed the Personal Disclosure Questionnaire. I understand that I have an ongoing obligation to report any changes that might suggest a different answer to any of the questions on the Personal Disclosure Questionnaire and I further agree to provide additional documentation to expand, clarify or support the information provided in the Personal Disclosure Questionnaire as requested.

I have read and agree to uphold the Notice to Candidates Regarding the Collective Agreement.

I understand that my application to seek an NDP nomination may be rejected and that in such a case I have the right to one written appeal only. I further agree to abide by the appeal decision should I exercise that right.

I understand that the nomination contestant application and approval process, including vetting, is confidential. I further understand that if I breach confidentiality by publicly discussing my application and approval process, including vetting, I thereby waive the Party's obligation to confidentiality with regards to my candidacy and my vetting.

I understand that I am responsible for the actions of those working on my nomination campaign and that I have a duty to inform all those working on my campaign, whether in a paid or unpaid capacity, of the requirements for nomination contestants as specified in these guidelines and all other duly adopted regulations.

I have read, understand and agree to uphold the limits on nomination spending and fundraising and my reporting requirements to the Party as outlined in the Financial Guidelines for Candidates Seeking an NDP Nomination. I understand that, in general, any costs associated with my candidacy for nomination are my responsibility or that of my supporters and not the memberships.

I agree to abide by all requirements, including election financing and reporting requirements of the Canada Elections Act as a candidate for nomination, and should I be successful, as a candidate for election. I further understand that I have an ongoing obligation to inform myself of all such requirements.

I understand that it is the responsibility of the NDP membership to run and finance the election campaign, and that as a member the candidate thus shares this responsibility equally with all the members. It is not the candidate's responsibility, on a personal basis, to finance the campaign. However, federal law holds the candidate responsible for any debt resulting from the campaign, with the exception of loans that may have been taken by the EDA or other individuals to finance the campaign.

I understand that the Federal Party finances part of the central election campaign from funds received from candidate rebates. I therefore commit myself, and my official agent should I be the successful candidate for nomination, to sign legal documents that will include my authorization and power of attorney to have the Federal Government submit the candidate rebate to the Federal Party. If the Federal Government sends the candidate rebate to the EDA the document will also require the EDA to forward the amount received in the rebate to Federal Office. I understand that Federal Council will determine the percentage that will be returned to the EDA.

I agree that if elected as an NDP Member of Parliament, I will contribute the maximum allowable annually (currently \$1,575) to the Federal NDP and the maximum allowable annually to my local EDA (currently \$1,575).

I understand that prior to entering into any credit or loan agreements with a qualified financial institution as set out in the Canada Elections Act, my campaign/Official Agent must receive approval from the National Director of the New Democratic Party of Canada. Further, I understand that any request for approval must include the complete terms of the arrangement, detail of any guarantees or security being provided, and any other financial information (e.g. campaign budget) upon request.

I understand that the Party's candidates are part of one team across the country and that our electoral success is in part related to the NDP's central brand. I therefore commit to using Party-approved materials, including websites and print materials, and agree to gain approval before producing my own materials.

I accept the provisions as outlined and agree to comply. I understand that breach of any of these provisions at any time may result in sanctions up to and including my application for nomination candidacy being denied or previous approval of my candidacy being revoked.

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**NOMINATION CONTESTANT**

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**SIGNATURE (REQUIRED)**

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**DATE**

**APPENDIX C**  
**ADHERENCE TO PARTY POLICY AGREEMENT**

I understand that the policies of the federal NDP are determined and adopted at open and democratic conventions by delegates representing the Party's membership, as a whole.

I understand that these adopted policies are binding on all Party members, including candidates.

I understand that it is my responsibility to inform myself on Party policy and that I may access policy through the Federal Office.

I understand that once released, the Party's election platform will form the policies upon which the NDP and its candidates will campaign.

I agree to consistently represent the Party's policy positions.

I understand that as a candidate, I am viewed as a spokesperson for the Party by media, voters and the public at large, and that therefore my verbal or written comments whether intended to be on or off the record may be taken to be official statements of the Party.

I understand that there may be instances in which I personally disagree, in good faith, with Party policy. Despite any such disagreement, I agree to acknowledge the majority position of the Party, including the Party's position on reproductive choice and marriage equality.

I acknowledge that the National Director or their designate is authorized to investigate allegations concerning a candidate who may be campaigning actively against Party policy whether with intent or inadvertently, and that if initial approaches to the candidate fail to resolve the situation, the National Director shall inform the candidate, in writing, of their misconduct and advise the candidate to cease and desist.

I understand that should I fail to cease and desist if so advised, that the National Director or their designate is empowered to revoke my approval as a candidate for the NDP, for nomination or for election.

I understand that the decision to revoke approval of a candidate shall be viewed as a last resort and will be considered only after all other methods of resolving the issue have failed.

\_\_\_\_\_  
**NOMINATION CONTESTANT**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

## **APPENDIX D**

# **NDP POLICY ON DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE**

*April 2018*

## **POLICY REGARDING HARASSMENT**

The following document addresses prevention, protocols and responses to allegations of discrimination, harassment and sexual violence.

## **POLICY**

The New Democratic Party (NDP) is committed to providing an environment free of discrimination, harassment, and sexual violence, while being supportive of the self-esteem and dignity of every person who is a member or is working or volunteering within the NDP.

The NDP's intent is to ensure there is a climate of understanding, cooperation, and mutual respect. To be successful in this objective, it is incumbent upon all members and employees of the NDP to not condone or tolerate behavior that constitutes discrimination, harassment or sexual violence.

The NDP will provide a fair and prompt investigation of any complaint or concern without fear of reprisal.

## **SCOPE**

This policy applies to complaints of discrimination, harassment, bullying, and sexual violence that involve management, employees, volunteers, officers, candidates, MPs and members of the NDP involved in meetings, campaigns, and organizational events such as NDP conventions, NDP leadership contests, NDP canvas nights and NDP-specific social gatherings.

This policy covers complaints of discrimination, harassment and sexual violence in the NDP as defined below.

## **DEFINITIONS**

### **Discrimination**

Discrimination is an act, behaviour or practice, whether intended or unintended, that has the purpose or effect of imposing burdens, obligations, disadvantages or preferences on a person or group of people which are not imposed on others. Discrimination can be on the basis of gender identity or gender expression, race, ethnicity, language, class or financial status, creed, sexual orientation, disability or different abilities, age or any other kind of discrimination prohibited by the Canadian Human Rights Act.

Systemic discrimination and systems of oppression related to different elements of identity interact on multiple levels and reinforce many forms of discrimination that people experience.

## **Harassment**

Harassment is defined as any unwelcome or objectionable physical, visual, or verbal conduct, comment, or display, whether intended or unintended, that is insulting, humiliating, or degrading to another person, or creates an intimidating, hostile, or offensive environment, made by an employee, volunteer, or member of the NDP;

Directed at and offensive to any other employee, volunteer, member of the NDP, or any other individual or group that the perpetrator knew or reasonably ought to have known would be offensive.

Examples of harassment include, but are not limited to:

- Threats made or perceived, that are malicious, vexatious, or based on any of the prohibited grounds under Human Rights legislation
- Derogatory written or verbal communication or gestures (e.g. name-calling, slurs, taunting pictures or posters, bullying, graffiti), that are malicious, vexatious, or that relate to any of the prohibited grounds under the Canadian Human Rights Act
- Application of stereotypes or generalizations based on any of the prohibited grounds under the Canadian Human Rights Act
- Cyber threats that are malicious, vexatious, or that relate to any of the prohibited grounds under the Canadian Human Rights Act

## **Sexual harassment**

Sexual harassment means any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that:

- Might reasonably be expected to cause offence, embarrassment or humiliation
- Might reasonably be expected to be perceived as placing a condition of a sexual nature on participation, employment, services, or on any opportunity for training or advancement.
- Examples of sexual harassment include, but are not limited to:
- Remarks, jokes, innuendoes, or other comments regarding someone's body, appearance, physical or sexual characteristics, or clothing
- Displaying of sexually offensive or derogatory pictures, cartoons, or other material
- Persistent unwelcome or uninvited invitations or requests
- Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity, or sexual orientation
- Conduct or comments intended to create, or having the effect of creating an intimidating, hostile, or offensive environment

## **Bullying**

Bullying is offensive, cruel, intimidating, insulting, or humiliating behaviour which includes physical violence or the threat of physical violence. It can be physical, written or verbal, direct or indirect, such as gossip or through social media platforms. Bullying is considered harassment in general, unless there is physical contact or a threat of violence, in which case it is considered violence. Bullying is ill treatment which is not addressed under human rights legislation or criminal codes.

## **Workplace**

For the purposes of this policy, workplace includes any location in which employees and/or volunteers are engaged in NDP business activities necessary to perform their assignments. This includes, but is not limited to, NDP offices and buildings; employee/volunteer parking lots; employee/member/volunteer organized work or social gatherings; field locations such as campaign offices; members', co-workers', or volunteers' homes; and during NDP-related business travel.

## **Abuse of power**

Abuse of power happens whenever a member, officer, candidate, MP, or employee abuses or misuses their power and discretion for personal benefit, or in benefit of another person.

Abuse of power, for the purposes of this policy, includes situations involving a minor, situations that involve a reporting relationship, or any situation that includes an accusation from a member against an employee or other person who is providing a service upon which the reporting member depends.

The NDP considers incidents that involve an abuse of power as gravely serious.

## **POLICY APPLICATION**

### **Prevention**

Prevention is always the first line of defense against occurrences of harassment.

It is the responsibility of all managers, employees, officers, candidates, MPs, members and volunteers to ensure their behaviour does not violate this policy and fosters an environment based on respect, with the highest level of care for all in our movement. In addition, there is a duty upon all to prevent harassment by discouraging inappropriate activities and by reporting incidents, as per this policy.

### **Rights**

Everyone has the right to:

- An environment that is free from harassment or violence
- File a complaint if they experience harassment or the environment is otherwise not free from harassment
- Be informed of complaints made against them
- Obtain an investigation of the complaint without fear of embarrassment or reprisal
- Have a fair hearing
- Be kept informed throughout the process and of remedial action taken
- A fair appeal process for both the respondent and complainant
- Confidentiality
- Support from a third party

### **Obligations**

The people in an organization have the responsibility to ensure the safety and health of all those who come in contact with the NDP, whether that contact is as members, volunteers, or employees.

- Organizations are obligated legally to take all complaints seriously by:

- Using due diligence, which is the obligation to take reasonable measures to provide appropriate attention and care
- Being very familiar with the harassment policy and following it closely
- Following the process without bias
- Documenting all information from the first disclosure to the final resolution
- Recording only relevant facts

### **Signing and dating all documents**

Using reasonable and measured processes and systems for response

### **Employee and Volunteer responsibilities:**

- All employees and volunteers are responsible for contributing to a positive work environment and for identifying and discouraging comments or activities contrary to this policy. This includes advising people or the alleged harasser that their behaviour is unwelcome should said members or volunteers feel it is safe to do so.
- Where a situation occurs or where an employee or volunteer believes a situation has occurred, they are obligated to report it to their supervisor or a leadership volunteer or to the Party President, National Director, Operations Director or Whip. If a situation occurs which involves their supervisor/manager, or if their supervisor/manager does not intervene appropriately, the employee/volunteer may report the situation to the Party President, National Director, Operations Director or Whip.
- Unionized employees also have protections and avenues through their collective agreement to address complaints about discrimination, harassment and sexual violence, including the use of representatives and the option of using the grievance process.

### **Party President (PP) and National Director (ND) responsibilities:**

- The Party President and National Director are expected to eliminate any aspects of the environment that are not in keeping with this policy, working with the Operations Director and in consultation as appropriate, with staff, volunteers, the Leader's Office and Whip, and Union representatives.

### **The Operations Director, working with the PP and ND will:**

- Advise parties of the process and legal parameters
- Facilitate communication between parties with a view to resolving conflict
- Ensure the process is followed within the prescribed time frame
- Arrange for investigation or expertise, as required
- Coordinate follow up actions
- Maintain original copies of all documentation pertaining to the resolution of differences
- Educate employees and volunteers on the application of this policy
- As required, an impartial, neutral party may be appointed as investigator to address allegations and facilitate redress. Any concerns by either party about the investigator's competence or judgement (concern about bias) may be raised for consideration with the National Director. If the concern is with the National Director, the complainant may, at their option, elect to have an alternative officer fulfill the role contemplated in these procedures. All of the other provisions of these procedures shall remain in effect.

**The investigator shall:**

- Determine the parties' needs and understand what they want to get out of the process
- investigate in a timely and discreet manner
- Inform all parties of their rights and responsibilities
- Secure all complaints and responses in writing, with dates, names, witnesses, full descriptions of the incident(s) and any additional relevant documentation
- Interview the parties involved and any witnesses to the behaviour, if necessary
- Notify any individual interviewed of their right to be accompanied by the representative or support person of their choice
- Keep the parties to the complaint informed during the process, including providing the alleged harasser with full particulars of the allegations and a copy of the written complaint
- An individual accused of discrimination, harassment or sexual violence will be entitled to respond to the complaint and may wish to offer their perspective regarding the allegations and/or present a proposal for resolution
- Prepare a written report for the Operations Director and/or Whip outlining the allegations of the complainant, the response of the alleged harasser, the evidence of any witnesses, and the conclusion reached. If the Operations Director and/or Whip is involved in the complaint are party to the incident or perceived to have a conflict of interest, the complainant may, at their option, elect to have an alternative officer fulfill the role contemplated in these procedures. All of the other provisions of these procedures shall remain in effect.

**The Operations Director shall:**

- Keep a confidential record of the number of complaints filed, the nature of these complaints, the outcome of the investigation and the type of corrective action taken

**Process**

Situations where there has been an accusation of harassment are extremely sensitive and often complex. At all times, the emotional and physical safety of the complainant is paramount, and this may involve taking steps that are not outlined herein. In general, however, the following process should be taken:

Complaint Received and Mediate in limited circumstances &/or Investigate the NDP will endeavour to take action in as timely a manner as is possible. The duration may vary depending on the complexity of the case and may require extensions.

**Complaint:** To make an official complaint, a complainant should advise their supervisor/manager or the Operations Director or Whip. Any individual who receives any complaint against an employee, member or volunteer must refer it to the Operations Director or Whip. From here, there are three (3) possible actions:

- No Action: There are no findings of discrimination, harassment or sexual violence.
- Resolve: In certain situations, the complainant may request to have the complaint resolved informally with the assistance of the supervisor/manager or Operations Director/Whip.
- Refer: If the complaint represents moderate or severe harassment or if the incident involves an abuse of power, then the complaint is referred to mediation/investigation or, in potentially criminal circumstances, the police.

**Mediate:** The alleged harasser will be advised of the complaint, if this has not already happened. A mediator will be chosen by the Operations Director/Whip, and confirmed provided the parties to the complaint agree. In the case where there is no agreement, alternative names will be considered. Mediation takes place and the situation is resolved to the satisfaction of both parties. A written report on the final status of the mediation is provided to the Operations Director/Whip. If no agreement for either a name or process is secured, then the case is referred to investigation.

**Investigate:** Where, for whatever reason, the complaint remains unresolved, then the Operations Director or Whip, in consultation with the PP and ND, chooses an investigator, unless the PP or ND are themselves implicated in the complaint as a complainant, respondent or witness.

The investigator will conduct a thorough and unbiased investigation and provide a written report of the complaint being filed, including recommendations for action, to the Operations Director/Whip, National Director and the general counsel. They will confer with one another, and others as required, and the applicable person will make a decision as to the appropriate action within a reasonable time of receiving the investigator's report.

### **Action**

When considering the appropriate action, the Operations Director/Whip, will consider the evidence, the nature of the harassment or violence, whether physical contact was involved, whether the situation was isolated, and whether there was an abuse of power.

Actions may include:

- Verbal or written apologies
- A letter of reprimand or suspension
- A referral to counseling
- Sensitivity training
- Demotion or transfer
- Suspension without pay or temporary suspension of volunteer position
- Termination of employment, volunteer activity and/or membership
- Resignation or withdrawal/removal from caucus
- Withdrawal of support for candidacy
- Referral to police or other legal authorities

### **Other sanctions**

Counselling and/or training may be recommended instead of, or in addition to, disciplinary action.

### **Appeal**

Either the complainant or alleged harasser may, within thirty (30) days of being notified of the action, submit an appeal, in writing, to the PP, ND, Operations Director or Whip or designate (designate is not limited to NDP Council or staff). In the event the National Director determines that further investigation is required, any additional findings shall be disclosed to the parties, who will be provided with an opportunity to respond. The National Director will then review the record and determine whether or not a violation of the NDP policy has occurred within a reasonable time of the appeal being filed.

### **Monitoring**

Once a resolution of the complaint has occurred, the Operations Director/Whip will ensure appropriate follow up to ensure the successful application of the resolution. If, during the resolution implementation process there is insufficient change in behaviour, the progressive discipline process will be applied.

### **Confidentiality**

Complaints of harassment will be received and investigated in a confidential manner in accord with the procedures, including prescribing corrective action. Information that must be shared will be disclosed on a need-to-know basis.

Any allegation or complaint of discrimination, harassment or sexual violence will be considered personal information 'supplied in confidence'. The name of the complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint. The substance of investigative reports and the substance of meetings held by those in authority regardless of whether it is substantiated will be protected from disclosure to third parties, except where required for legal reasons.

Confidentiality will be enforced to the best of the NDP's ability. Strict confidentiality cannot be guaranteed to anyone who wants to make a complaint of harassment or violence. If a complaint goes through an investigation, the respondent and other people involved will have to learn about the complaint. The complainant can be assured that only people who 'need-to-know' will be told of the complaint.

No investigation information is to be kept on the employee file with the exception of official disciplinary/termination papers. Similar to problem resolution cases, harassment investigation information should be kept indefinitely in a separate file. Proven allegations of discrimination, harassment or sexual violence, including disciplinary action taken, shall be documented and form part of the employee's permanent record. In the case of a volunteer, if the complaint is made within a specific volunteer committee, organization or group, details of the disciplinary action would be kept out of any meeting records, such as minutes.

### **Disciplinary action**

Harassment or violence by an employee, member or volunteer is a serious offence. If an accusation is substantiated, the harasser will be subject to immediate disciplinary action, up to and including dismissal in the case of an employee, or revocation of membership in the case of a member. Support for candidates may be withdrawn and MPs may be expelled from caucus.

Disciplinary action taken by the Federal Party may include:

- Barring an individual from being nominated as a candidate or running for internal Party positions either at the local EDA or national level
- Barring an individual from participating as a volunteer at Federal Office and local or national campaigns
- Barring an individual from being a delegate to Federal Convention
- Barring an individual from attending any events organized by the Federal NDP, local MPs, local EDAs or local campaigns

As the Constitution of the Federal NDP states that member discipline is the responsibility of the individual Provincial Sections, the Federal Party may, at its discretion, recommend to the appropriate Provincial Section, that an individual has their NDP membership revoked. This recommendation would be made to the appropriate NDP Provincial Secretary and/or Provincial Party President.

Intentionally accusing someone of discrimination, harassment or sexual violence, known to be false, is a serious offence and is subject to disciplinary action. The NDP reserves the right to discipline those whose complaints are deemed frivolous or vexatious.

Any interference with the conduct of an investigation, or retaliation against a complainant, respondent or witness, may itself result in disciplinary action.

Criteria in determining level of disciplinary action shall be based on the facts determined over the course of the mediation/investigation, and will take into account harm to the individual, harm to the NDP and its reputation, and whether or not there was an unequal power relationship.

Where the conduct involves, or may involve, criminal activity, the NDP reserves the right to invoke criminal charges.

Employees and volunteers have a duty to disclose criminal activity.

### **Human Rights Commission**

Nothing in this policy shall be deemed to limit the right of an employee, member, or volunteer to seek assistance from the provincial/territorial Human Rights Commission.

### **Unionized employees**

Nothing in this policy shall be deemed to limit the rights of unionized employees to avail themselves of the procedures and remedies set out in their collective agreements or under labour legislation.

**Conflict of Interest**

Those involved in the discrimination, harassment or sexual violence resolution process will be objective and free of real or perceived conflict of interest. In the event the PP, ND, Operations Director or Whip are party to the incident or perceived to have a conflict of interest, the complainant may, at their option, elect to have an alternative officer fulfill the role contemplated in these procedures. All of the other provisions of these procedures shall remain in effect.

**Responsibility**

The Operations Director/Whip will ensure this policy is distributed to all NDP employees, to leadership volunteers and campaign staff, and to candidates and MPs.

An orientation to the policy will be provided to all employees and leadership volunteers to ensure the policy is understood.

Employees, officers, candidates and MPs will be required to sign this policy stating they have read and understand the policy

The National Director will prepare an annual report to Council of formal and informal complaints in relation to this policy, provided this does not jeopardize confidentiality

Council will ensure this policy is reviewed and revised as required at least every four years.

This document used the National Farmers Union Anti-Discrimination Policy 2017 as a template, with permission.

## ANTI-HARASSMENT STATEMENT

I acknowledge that I have received, read, and understand the Anti-Harassment policy of Canada's NDP.  
I understand that failure to comply with the policy could result in disciplinary action.

---

**NOMINATION CONTESTANT**

---

**SIGNATURE (REQUIRED)**

---

**DATE**

## APPENDIX E

# NDP MEMBERSHIP LIST USE AGREEMENT

At all times membership lists are and remain the property of the New Democratic Party.

By signing below, the member seeking nomination as a candidate for federal or provincial office, and all in his/her campaign, agree that:

Use of the NDP membership list for the Electoral District is temporary; and

The NDP membership list is not to be used for any purpose other than that of contacting EDA members in the campaign for nomination.

By signing below, the nomination contestant further agrees:

Not to release membership information to any individual or organization not working directly on the candidate's nomination campaign

That all lists and copies of lists (on paper and/or in electronic format) will be destroyed and confidentially disposed of with written confirmation of this disposal to be provided to the appropriate Provincial or Federal Office immediately upon completion of the nomination campaign; and

To provide the appropriate Provincial or Federal Office with any updated membership information obtained through the use of membership lists in the nomination campaign.

The nomination contestant acknowledges and accepts that there may be sanctions against their campaign and Party membership, including disqualification, and/or legal proceedings, should unauthorized use of the lists entrusted to the nomination contestant occur through their actions or negligence.

The NDP acknowledges their responsibility to appoint a Privacy Officer, and has designated the New Democratic Party of Canada National Director for this purpose. Nomination contestants and their campaign agree to immediately forward all requests and challenges received from members regarding the source or accuracy of records to the National Director.

\_\_\_\_\_  
**NOMINATION CONTESTANT**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

**APPENDIX F**  
**DIRECTION AND AUTHORIZATION BY CANDIDATE**  
**AND OFFICIAL AGENT**

Electoral District # \_\_\_\_\_

DIRECTION AND AUTHORIZATION BY CANDIDATE AND OFFICIAL AGENT RESPECTING REIMBURSEMENT OF  
CANDIDATE'S ELECTION EXPENSES

TO: The Chief Electoral Officer of Canada  
AND TO: The Receiver General of Canada

RE: The Electoral District of \_\_\_\_\_

AND RE: The Candidacy of \_\_\_\_\_

for election as a member to serve in the House of Commons in the Election called for

\_\_\_\_\_

We, the undersigned candidate and candidate's official agent, hereby irrevocably authorize and direct you to deliver each and every payment made by the Receiver General of Canada at the direction of the Chief Electoral Officer of Canada pursuant to the provisions of the Canada Elections Act, in respect of this candidacy in this election, to the chief agent of the New Democratic Party of Canada, namely, New Democrats of Canada Association, 300-279 Laurier Avenue West, Ottawa, ON K1P 5J9, and let this be your good and sufficient authority for so doing.

DATED at \_\_\_\_\_ in the Province of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**WITNESS (PLEASE PRINT)**

\_\_\_\_\_  
**CANDIDATE (PLEASE PRINT)**

\_\_\_\_\_  
**CHIEF AGENT (NATIONAL DIRECTOR)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**WITNESS (PLEASE PRINT)**

\_\_\_\_\_  
**OFFICIAL AGENT (PLEASE PRINT)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

**APPENDIX G**  
**POWER OF ATTORNEY BY CANDIDATE AND OFFICIAL AGENT**

Electoral District # \_\_\_\_\_

POWER OF ATTORNEY BY CANDIDATE AND OFFICIAL AGENT RESPECTING REIMBURSEMENT OF CANDIDATE'S ELECTION EXPENSES

TO: New Democrats of Canada Association  
RE: The Electoral District of \_\_\_\_\_

AND RE: The Candidacy of \_\_\_\_\_  
for election as a member to serve in the House of Commons in the Election called for

We, the undersigned candidate and candidate's official agent, hereby Nominate, constitute and appoint the chief agent of the New Democratic Party of Canada, namely, New Democrats of Canada Association, 300-279 Laurier Avenue West, Ottawa, ON K1P 5J9, as our true and lawful attorney to accept and endorse for deposit to the account of the New Democratic Party of Canada, any and all reimbursements, cheques or orders for the payment of money issued by the Receiver General of Canada at the direction of the Chief Electoral Officer of Canada, relating to this candidacy in this election, and we hereby ratify and confirm all actions taken by our attorney by virtue hereof. We declare that this power of attorney may be exercised during any subsequent legal incapacity on the part of either of us.

We, the undersigned candidate and candidate's official agent, in consideration of mutual covenants, hereby undertake and agree with the New Democrats of Canada Association, to deliver forthwith upon receipt each and every payment, made pursuant to the provisions of the Canada Elections Act, by the Receiver General of Canada at the direction of the Chief Electoral Officer of Canada, in respect of this candidacy in this election, to the chief agent of the New Democratic Party of Canada, namely, New Democrats of Canada Association, 300- 279 Laurier Avenue West, Ottawa, ON K1P 5J9, and let this be your good and sufficient authority for so doing.

I authorize the New Democratic Party of Canada's National Director and/or the Deputy National Director to discuss and review any matters relating to a general election or a by-election(s) such as the nominations, election return, audit report by the auditor, all reimbursements and all related documents (e.g. amended returns) with Elections Canada. I consent to the release of any personal information by Elections Canada about myself regarding this election to the National Director or Deputy National Director but this consent may be withdrawn by myself at anytime after it is given should I notify Elections Canada.

DATED at \_\_\_\_\_ in the Province of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**WITNESS (PLEASE PRINT)                      CANDIDATE (PLEASE PRINT)                      CHIEF AGENT (NATIONAL DIRECTOR)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)                      SIGNATURE (REQUIRED)                      SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**WITNESS (PLEASE PRINT)                      OFFICIAL AGENT (PLEASE PRINT)**

\_\_\_\_\_  
**SIGNATURE (REQUIRED)                      SIGNATURE (REQUIRED)**

**APPENDIX H**  
**NOMINATION CONTESTANT FINANCIAL REPORT**

An interim financial report must be submitted 1 day prior to a nomination meeting, and a final financial report must be submitted following a nomination meeting, in the event of a contested nomination.

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NOMINATION CONTESTANT

---

ELECTORAL DISTRICT

---

DATE OF NOMINATION MEETING

---

FINANCIAL AGENT\*

---

FINANCIAL AGENT'S RESIDENTIAL ADDRESS

---

CITY

PROVINCE

POSTAL CODE

---

MAILING ADDRESS (IF DIFFERENT)

---

EMAIL ADDRESS

---

TELEPHONE

FAX (OPTIONAL)

PREFERRED LANGUAGE OF CORRESPONDENCE: ENGLISH  FRENCH

THIS IS AN INTERIM FINANCIAL REPORT: Yes  No

THIS IS A FINAL FINANCIAL REPORT\*\*: Yes  No

TOTAL EXPENSES \_\_\_\_\_

**EXPENSES SUBJECT TO THE SPENDING LIMIT:**

EDA COMMUNICATION/ADVERTISING \_\_\_\_\_

SALARIES \_\_\_\_\_

OTHER \_\_\_\_\_

TOTAL \_\_\_\_\_

**EXPENSES NOT SUBJECT TO THE SPENDING LIMIT:**

NOMINATION CONTESTANT PERSONAL EXPENSES \_\_\_\_\_

TOTAL CONTRIBUTIONS \_\_\_\_\_

NOMINATION CONTESTANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

*\* Elections Canada mandates that a Financial Agent be appointed if a candidate incurs expenses or receives contributions of \$1,000 or more.*

*\*\* The full financial report must be accompanied by a copy of the Contestant's Nomination Campaign Return (EC 20171) and Nomination Contestant's Statement of Personal Expenses (EC 20175) in the event that the nomination contestant has spent or received \$1,000 or more during the nomination contest.*