

PUBLIC INQUIRY INTO FOREIGN INTERFERENCE
 INSTITUTIONAL REPORT – LIBERAL PARTY OF CANADA

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PART 1 – OVERVIEW OF THE LIBERAL PARTY OF CANADA

1.1 Membership

Criteria to be a Registered Liberal

Any individual can register as a Registered Liberal if they meet the requirements set by the National Board of Directors as outlined in the Liberal Party of Canada By-law 4.

Membership in the Liberal Party of Canada is open to individuals who are 14 years of age and over, are ordinarily a resident of Canada, and are not a member of any other federal political party in Canada. This requirement has been in place for over 25 years.

The qualifications to register as a Registered Liberal are outlined in Schedule A of By-law-4 (see **Appendix A**):

To be eligible for Registration in the Party, a person must:

- a) be at least fourteen (14) years of age;
- b) support the purposes of the Party;
- c) ordinarily live in Canada or, for Canadians living abroad, be qualified as an elector who may vote in accordance with part 11 of the *Canada Elections Act*;
- d) not be a member of any other federal political party in Canada; and
- e) while Registered as a Liberal, not have publicly declared an intention to be a candidate for election to the House of Commons other than as a candidate of the Party.¹

See **Appendix A** for more information on the registration process.

Membership Fees

There are no fees to register as a Registered Liberal.² At the Liberal Party of Canada's 2016 Biennial Convention, Liberals made the decision to allow grassroots supporters to join the Party for free. This open and inclusive process enables Liberal candidates to engage with more people in the communities they aim to represent, ultimately promoting civic engagement with potential future voters in federal elections.

Rights and Obligations of Registered Liberals

The rights and obligations of Registered Liberals are found in the Party's governing Constitution and By-law 4 (see **Appendix A** and **B**).

¹ Liberal Party of Canada By-law 4 – Registered Liberals, Schedule A.

² The Constitution of the Liberal Party of Canada, Section 7.

Each Registered Liberal has the right to the following:

- a. receive newsletters, information, and notices of general meetings and other activities from the Party (provided that the Party may elect to limit certain notices to electronic form);
- b. attend, speak, and vote at a general meeting of their home Electoral District Association or any Commission or Commission Club with which they are registered;
- c. attend and speak (but not vote) at a general meeting of any Electoral District Association other than their home Electoral District Association;
- d. attend, speak, and vote at any convention or general meeting of the Party or their Provincial or Territorial Board;
- e. be elected as a candidate, or to any office in the Party, their Provincial or Territorial Board, or any Electoral District Association, provided, in each case that they comply with the requirements of the Constitution and the National Board in respect of such office;
- f. vote on the Leadership Vote and on the Leadership Endorsement Ballot conducted with respect to their home Electoral District Association; and
- g. exercise any other right granted to them by the National Board or any other board, commission, committee or association of the Party.³

Each Registered Liberal must support and promote the purposes of the Liberal Party of Canada and respect the rights of all other Registered Liberals.⁴

Maintaining, Suspending or Revoking Registered Liberal Status

Registration remains valid for three years and can be renewed before expiration. If a Registered Liberal makes monthly contributions to a national fundraising program, their registration is automatically renewed for three years from the expected expiration date. Registered Liberals are notified at least 30 days before their registration expires.⁵

The Party Secretary may revoke, suspend or reinstate the status of any Registered Liberal who does not act in accordance with their obligations or no longer meets the qualifications for registration established by the National Board as outlined above.⁶ This action must be ratified by the National Management Committee within seven days.⁷

³ The Constitution of the Liberal Party of Canada, Section 10.

⁴ Liberal Party of Canada By-law 4 – Registered Liberals, Section 4.2

⁵ Liberal Party of Canada By-law 4 – Registered Liberals, Section 2

⁶ Liberal Party of Canada By-law 4 – Registered Liberals, Section 4.3

⁷ Liberal Party of Canada By-law 4 – Registered Liberals, Section 4.4

1.2. Governance

National Board of Directors

The Liberal Party of Canada is governed by the National Board of Directors which consists of the following voting members:

1. **Leader:** Elected by Registered Liberals and is responsible for speaking for the Party on political issues and taking part in the development of Party policies and Party platforms.
2. **President:** Supervises the general affairs and administration of the Party and chairs and presides over meetings of the National Board. The President is elected by all Registered Liberals at a National Convention.
3. **Vice-President (English and French):** Assist the President as required, including either Vice-President chairing meeting(s) in the absence of the President. Both are elected by Registered Liberals at a National Convention.
4. **Policy Secretary:** Coordinates the national policy process and chairs the National Policy Committee. The Policy Secretary is elected by Registered Liberals at a National Convention.
5. **Party Secretary:** Supervises the maintenance of the National Register of Registered Liberals and ensures that the Party complies with all obligations relating to Registered Liberals. The Party Secretary is Elected by Registered Liberals at a National Convention.
6. **Immediate Past President:** The past president provides continuity and support to the current President. This position is filled by the previous President unless they resign.
7. **One representative from the Members of Parliament who caucus with the Party.** The caucus representative is selected by caucus with the consent of the Leader.
8. **One representative from each province and territory:** The Provincial and Territorial Directors represent their respective regions on the National Board. Elected by Registered Liberals at Provincial or Territorial Conventions.
9. **One representative from each commission established by the National Board:** The Commission representatives represent specific groups within the party and are selected by their respective Commissions.

Non-voting members include:

1. **National Director:** Manages day-to-day operations and personnel of the Party. Appointed by the National Board with the Consent of the Leader and President.

2. Treasurer: Oversees financial matters of the Party. Appointed by the National Board with the consent of the Leader and President.
3. Representative of the Chief Agent: The representative of the Chief Agent is selected by such Chief Agent.
4. Representative of the Leader: Designated by the Leader.
5. Revenue Chair: Oversees fundraising activities. Appointed by the National Board with the consent of the Leader and President.
6. Chairs of the National Campaign Committee: Designated by the Leader.
7. Constitutional and Legal Advisers: Appointed by the National Board with the consent of the Leader and the President.⁸

The National Board has the power to make by-laws and to determine any matter delegated to it in this Constitution including without limitation:

- a) the delegation of authority to the Management Committee;
- b) the establishment and governance of standing and special committees, including without limitation committees dealing with matters of policy, election readiness, conventions, and Leadership Contests;
- c) the establishment and governance of Commissions, and the recognition of sections, branches and clubs;
- d) the governance and administration of Electoral District Associations;
- e) the process of policy consultation and development followed by the Party;
- f) the rules governing registration as a Registered Liberal;
- g) the rules governing registration and attendance (both remote and in-person) at any convention of the Party;
- h) the rules governing the election of officers to the National Board;
- i) the responsibilities, rules and procedures of the National Board and the Management Committee;
- j) the rules governing the election, responsibilities, removal and limitation of Provincial or Territorial Boards;
- k) the procedures of the Permanent Appeals Committee; and
- l) the Chief Agent.⁹

⁸ The Constitution of the Liberal Party of Canada, Part D.

⁹ The Constitution of the Liberal Party of Canada, Section 17.

The National Board is also responsible for overseeing the financial administration of the Party and supervising personnel through the National Director.¹⁰

See **Appendix B** for more information on the election and appointment of members of the National Board and the powers of the National Board.

National Management Committee

The National Management Committee includes the Leader, President, Vice-Presidents (English and French), Policy Secretary, Party Secretary, two of the Directors from a Province or Territory, one representative of the Commissions, a Representative of the National Campaign Committee, Treasurer (non-voting), Revenue Chair (non-voting), National Director (non-voting) and a representative of the Chief Agent (non-voting). The National Management Committee exercises all powers of the National Board except for appointing or removing officers or modifying by-laws relating to the establishment, governance or administration of Commissions.¹¹

Provincial or Territorial Boards

Each province has a Provincial or Territorial Board composed of a director, vice-chair, secretary, organization chair, policy chair, and directors-at-large, elected by Registered Liberals who reside in such Province. Each Territory has a Provincial or Territorial Board composed of the board of the Electoral District Association recognized for such Territory. The Provincial or Territorial Boards are responsible for the establishment and governance of standing and special committees dealing with matters of election readiness, policy and Provincial or Territorial conventions, the implementation of election readiness programs in its Province or Territory established by the National Campaign Committee, and the organization of the policy consultation and development process in its Province or Territory.¹²

Chief Agent

The Chief Agent is a corporation incorporated under the laws of Canada as the chief agent for the Party contemplated under the *Canada Elections Act* and is appointed by the National Board with consent from the President and Leader.¹³

¹⁰ The Constitution of the Liberal Party of Canada, Section 17.

¹¹ The Constitution of the Liberal Party of Canada, Part E.

¹² The Constitution of the Liberal Party of Canada, Part F.

¹³ The Constitution of the Liberal Party of Canada, Part J.

National Returning Officer

The National Returning Officer is appointed by the National Board and must not be a member of the National Board or the federal Liberal caucus.¹⁴ The National Returning Officer has the following powers:

- a) to establish rules for any Liberal Party of Canada Electoral Event that are constituent with the Party's Constitution and By-laws. These rules may include requirements for financial administration and the conduct of campaigns;
- b) to consider complaints, resolve issues and discipline candidates for any Electoral Event, including disqualification for breach of any rules and disrespectful conduct;
- c) determine a candidate's eligibility to stand for election and the eligibility of Registered Liberals to vote, and make decisions in the administration of Electoral Event(s);
- d) to appoint poll clerks, credentials officials, ballot box officials and other local or meeting officials for the fair conduct of a meeting or voting process;
- e) to appoint Deputy National Returning Officers, Provincial Returning Officers, or other Returning Officers for any region or category of Electoral Events. These Returning Officers have the powers of the National Returning Officer for their specific Electoral Event, except for the power to make rules.
- f) to take all necessary or desirable actions to ensure the fair and efficient administration of all Electoral Events in accordance with the principles of procedural fairness.¹⁵

See **Appendix C** for more information on internal electoral contests of the Party.

Permanent Appeals Committee

The Permanent Appeals Committee (PAC) is appointed by the National Board to resolve disputes arising out of the Constitution, Party by-laws and any rules made by the National Campaign Committee. The procedures governing PAC are established by the National Board and are set out in By-law 9 (see **Appendix D**). Decisions of the Permanent Appeals Committee are final.¹⁶

Party Policy Development and Adoption

¹⁴ Liberal Party of Canada By-law 6 – Elections, Section 2.1.

¹⁵ Liberal Party of Canada By-law 6 – Elections, Section 2.2.

¹⁶ The Constitution of the Liberal Party of Canada, Part I.

The Liberal Party of Canada is a grassroots movement, and the Party’s policies are the result of thousands of Registered Liberals debating and voting at National Conventions over the years.

The National Board is responsible for establishing and maintaining a policy development and prioritization process (“Policy Process”).¹⁷ The Policy Process is coordinated by the Policy Secretary and must provide for the communication and discussion between Registered Liberals, engagement of Registered Liberals, reporting and accountability to Registered Liberals, flexibility to accommodate changing technology, conditions and electoral cycles, and input into the platform development process.¹⁸ The procedures for policy development and consultation as established by the National Board are outlined in By-law 3 (see **Appendix E**).

The Policy Secretary chairs the National Policy Committee and ensures active participation from Provincial or Territorial Boards, Commissions, and Electoral District Associations.¹⁹ They also ensure the purpose of the Policy Process is aligned with the purpose of the Party as described in Section 2 of the Constitution (see **Appendix B**), particularly as it relates to creating forums for Registered Liberals to have an impact on the public affairs of Canada and promoting advocacy for Liberal values, philosophies, principles and established policies.²⁰

The National Policy Committee is composed of the Policy Secretary, one Policy Chair from each Provincial and Territorial Board, one Policy Representative from each Commission, the Leader or their designate, and a representative appointed by the Caucus Chair.²¹ The National Policy Committee is responsible for coordinating the policy consultation and development process, establishing and publishing procedures for policy development and prioritization, educating Registered Liberals, ensuring the timely publication of policy resolution, and maintaining an up-to-date compilation of all Party policies on the Party website.²²

The Policy Development Guidelines (“Policy Guidelines”) outline the process of continuous engagement, led by the Policy Secretary and Policy Chairs from Provincial or Territorial Boards, Commissions, and the National Caucus through whom Registered Liberals are encouraged to engage with and participate. The Policy Guidelines provide a roadmap for

¹⁷ The Constitution of the Liberal Party of Canada, Section 38.

¹⁸ The Constitution of the Liberal Party of Canada, Section 38.

¹⁹ Liberal Party of Canada By-law 3 – Policy, Section 2.1.

²⁰ Liberal Party of Canada By-law 3 – Policy, Section 2.1.

²¹ Liberal Party of Canada By-law 3 – Policy, Section 3.1.

²² Liberal Party of Canada By-law 3 – Policy, Section 3.2.

the engagement of Registered Liberals from the initiation of the policy process to policy prioritization at the National Convention. See the Policy Guidelines at **Appendix F**.

Policies can only be represented as Party policy if approved by Registered Liberals at a National Convention policy plenary session or by the National Platform Committee. Registered Liberals debate and vote on policy resolutions during the policy plenary sessions at National Conventions. Policy resolutions approved and prioritized by Registered Liberals at a National Convention plenary session are considered Party policy for eight years.²³

1.3 Electoral District Associations

The National Board can recognize an Electoral District Association (EDA) for each federal electoral district. EDAs must comply with requirements as to their governance, financial management and reporting, as implemented by the National Board and outlined in By-law 2 (see **Appendix G**).²⁴ Recognition requires that the EDA holds a general meeting to elect a board of directors, manages its finances responsibly, and meets the obligations set out in the Party's by-laws, the Constitution, and the *Canada Elections Act*.²⁵ Recognition can be revoked if an EDA fails to serve its purpose, meet the criteria to be recognized, or engages in actions harmful to the Party.²⁶

An EDA's board is comprised of both voting and non-voting members. The voting members include a Chair, Vice-Chair, Secretary, Organization Chair, Policy Chair, and up to six directors-at-large. Non-voting members include a Treasurer and Fundraising Chair who are selected and appointed by the board. Officers and directors are elected by Registered Liberals in the electoral district during general meetings held every 12 to 24 months.²⁷

Each EDA is responsible for endorsing and supporting the Party's candidate for the House of Commons, engaging in field organizing, outreach and fundraising within its district, and facilitating input into Party policy from local Registered Liberals.²⁸

²³ Liberal Party of Canada By-law 3 – Policy, Section 6.

²⁴ The Constitution of the Liberal Party of Canada, Section 11.

²⁵ Liberal Party of Canada By-law 2 – EDAs, Section 2.1.

²⁶ Liberal Party of Canada By-law 2 – EDAs, Section 2.2.

²⁷ Liberal Party of Canada By-law 2 – EDAs, Section 4.

²⁸ The Constitution of the Liberal Party of Canada, Section 12.

PART 2 – CANDIDATE SELECTION

2.1 Selection Processes

Campaign Committees

The National Campaign Committee is appointed by the Leader and is composed of national campaign chairs and Registered Liberals designated by the Leader, including one or more Provincial or Territorial Campaign Chairs. The National Campaign Committee has the power to establish national rules for nominations, the process of registering to vote at a nomination meeting, vetting of candidates for nomination, removals of nominated candidates, disputes, campaign matters and election readiness.²⁹

The Green Light Committee is a subcommittee established by the National Campaign Committee and is responsible for evaluating Potential Nomination Contestants based on various criteria outlined in the National Rules for the Selection of Candidates (“Nomination Rules”) (see **Appendix H**). Members of the Green Light Committee have the following responsibilities:

- a) to liaise, for the purpose of the candidate selection process, with each person who wishes to become a Candidate of the Party and takes any steps to meet the requirements fixed by these Rules for becoming a Candidate (“Potential Nomination Contestant”), on behalf of the Provincial or Territorial Campaign Committee;
- b) to process and review the forms delivered by each Potential Nomination Contestant in accordance with Rule 6.3;
- c) to conduct interviews of Potential Nomination Contestants as required;
- d) to make all inquiries which the Member, in their sole and unfettered discretion, considers to be necessary or appropriate to assess the suitability of a Potential Nomination Contestant as a Candidate of the Party, including, without limiting the generality of the foregoing, obtaining background checks of any nature and determining the veracity of any statements contained in the forms referred to in Rule 6.3 or otherwise made by a Potential Nomination Contestant;
- e) to evaluate, in the Member’s sole and unfettered discretion, whether it is in the best interests of the Party that a Potential Nomination Contestant be a Candidate of the Party; and

²⁹ The Constitution of the Liberal Party of Canada, Part G.

- f) on the basis of said evaluation, recommend the approval or rejection of each Potential Nomination Contestant as a Qualified Nomination Contestant to the Chair of the Green Light Committee.³⁰

Selection of Candidates

Like most major political parties, the Liberal Party of Canada works very hard to engage more people and increase participation in our democratic process through open nominations. All Liberal Party of Canada candidates who have taken part in an open nomination contest have been nominated by local registered Liberals in accordance with our robust Nomination Rules.

To be considered for selection as a candidate of the Party (“Candidate”), a Potential Nomination Contestant must meet all the requirements set out in the Nomination Rules and receive approval from the National Campaign Chair (“Qualified Nomination Contestant”). Where there is only one Qualified Nomination Contestant for an Electoral District, the Qualified Nomination Contestant is acclaimed as the Candidate following approval by the National Campaign Chair.³¹ The Qualified Nomination Contestant who is acclaimed or chosen from the Qualified Nomination Contestants for that Electoral District by a vote of Registered Liberals eligible to vote at a Nomination Meeting becomes the Candidate for an Electoral District.³²

The Leader has the authority to appoint a Candidate in any election, without the need for a Nomination Meeting. The Leader may also choose not to endorse a Candidate pursuant to subsection 68(3)(a) of the *Canada Elections Act* or revoke the endorsement of a Qualified Nomination Contestant or Candidate.³³ If the Leader chooses not to endorse a Candidate or revokes the endorsement of a Qualified Nomination Contestant or Candidate, the Qualified Nomination Contestant or Candidate must withdraw as a Qualified Nomination Contestant or Candidate and immediately cease to represent themselves as a Qualified Nomination Contestant or Candidate.³⁴

In order to be a Qualified Nomination Contestant, a Potential Nomination Contestant must meet the following requirements:

- a. be a Registered Liberal;

³⁰ National Rules for the Selection of Candidates, Section 3.3.

³¹ National Rules for the Selection of Candidates, Section 5.1.

³² National Rules for the Selection of Candidates, Section 5.2.

³³ National Rules for the Selection of Candidates, Section 5.3.

³⁴ National Rules for the Selection of Candidates, Section 5.4.

- b. be eligible to be a candidate in an election of a member to serve in the House of Commons under the *Canada Elections Act*;
- c. have, to the satisfaction of the National Campaign Chair, completed, or committed to completing, the Liberal Party of Canada's Safe Campaigns Training;
- d. have taken a leave of absence from any position on a Provincial or Territorial Board or the Party's National Board of Directors;
- e. have, to the satisfaction of the National Campaign Chair, resigned or taken a leave of absence from any position that could create a conflict of interest;
- f. have not already been an unsuccessful nomination contestant in a Liberal Party nomination contest during the same Parliament, exclusive of by-elections held between general elections;
- g. have discharged, or made arrangements satisfactory to the National Campaign Chair for the discharge of, all debts relating to any previous election due by that person or by any campaign organization that supported the election of that person in any previous election, including any amounts for which an Electoral District Association ("EDA") or the Party have become liable for in accordance with section 477.6(4) of the *Canada Elections Act*;
- h. have complied, in all material respects, with the requirements of the Constitution of the Liberal Party of Canada, these Rules, the *Canada Elections Act*, the CRTC Unsolicited Telecommunications Rules, and all other relevant statutes;
- i. have not been engaged in any claim, litigation or dispute of any sort which is liable to bring controversy or disrepute upon the Qualified Nomination Contestant or the Party; and
- j. have obtained the approval of the National Campaign Chair to be a Qualified Nomination Contestant in an Electoral District.³⁵

A Potential Nomination Contestant must deliver to the Liberal Party of Canada's national office a Nomination Contestant Package including the following:

- a) original copies of the forms prescribed by the National Campaign Chair, fully and frankly completed and properly executed and, if required, notarized;
- b) a non-refundable processing fee from the Nomination Contestant Bank Account of \$995 in the form of a certified cheque or bank draft payable to the Federal Liberal Agency of Canada;
- c) current documentation as to the Potential Nomination Contestant's credit record and criminal record, or lack thereof, to the satisfaction of the National Campaign Chair;

³⁵ National Rules for the Selection of Candidates, Section 6.1.

- d) registration confirmation of at least twenty-five (25) additional Victory Fund donors;
and
- e) any other criteria as outlined in Schedule B of the Nomination Rules.³⁶

The Green Light Committee and its members carry out an evaluation of each Potential Nomination Contestant. A Potential Nomination Contestant must complete this evaluation in order to be considered as a Qualified Nomination Contestant. In carrying out the evaluation, the Green Light Committee and its members consider at a minimum the following non-exhaustive criteria:

- a. background checks, including criminal reference checks;
- b. financial affairs and liabilities;
- c. information provided to the Green Light Committee by any source;
- d. public statements made by the Potential Nomination Contestant on social media, in publications, or otherwise;
- e. any claim, dispute or litigation in which the Potential Nomination Contestant is involved or in which the Potential Nomination Contestant has previously been involved;
- f. any ethical questions or concerns;
- g. history of contribution to the community and/or participation in public life;
- h. whether the Potential Nomination Contestant has a demonstrated history of commitment to the Party;
- i. whether the Potential Nomination Contestant subscribes to the policies and values of the Party;
- j. and any other political considerations which, in the sole and unfettered view of the Green Light Committee, impact upon the acceptability of a Potential Nomination Contestant to qualify as a Qualified Nomination Contestant.³⁷

Following the evaluation, the Green Light Committee recommends the approval or rejection of the Potential Nomination Contestant to the National Campaign Chair.³⁸ After receiving a recommendation, the National Campaign Chair has final authority to approve or reject a Potential Nomination Contestant as a Qualified Nomination Contestant.³⁹

³⁶ National Rules for the Selection of Candidates, Section 6.3.

³⁷ National Rules for the Selection of Candidates, Section 6.8.

³⁸ National Rules for the Selection of Candidates, Section 3.3(f).

³⁹ National Rules for the Selection of Candidates, Section 6.9.

2.2 Nomination Contests

Nomination Meetings

The call of a Nomination Meeting must not be issued until:

- a) one of the following Nomination Contestant search criteria has been met:
 - i. the EDA for the relevant Electoral District has demonstrated to the satisfaction of the National Campaign Chair that the association has conducted an acceptable search for Potential Nomination Contestants, including documented evidence of a thorough search for Potential Nomination Contestants from communities or backgrounds who are underrepresented in Parliament — including but not limited to candidates who are women; Black, Indigenous, or people of colour; LGBTQ2; people with disabilities; and marginalized communities; or
 - ii. the Provincial or Territorial Campaign Chair has conducted such a search on its own behalf.
- b) the EDA for the relevant Electoral District has met one of the following requirements:
 - i. the EDA has been registered in accordance with the *Canada Elections Act*, and the EDA has demonstrated to the satisfaction of the National Campaign Chair that all required filings have been completed or will be completed within the allotted timeframe in accordance with the *Canada Elections Act*; or
 - ii. in the absence of an EDA as defined in the Constitution because the EDA formerly registered as an EDA of the Party has been deregistered or otherwise, appropriate measures have been taken so as to permit the proper conduct of the Nomination Meeting in accordance with the *Canada Elections Act*;
- c) the EDA for the relevant Electoral District has met one of the following requirements:
 - i. the EDA has reached the Operational Targets established by the National Campaign Chair in consultation with the Party President; or
 - ii. the National Campaign Chair has determined that it is not necessary for the EDA to meet such targets;

- d) one (1) or more Qualified Nomination Contestant(s) have been approved in accordance with Rule 6.10 for the Electoral District.⁴⁰

Conduct of the Nomination Contest

The National Campaign Chair or their designate is responsible for appointing a Meeting Chair and Returning Officer for each Nomination Meeting. The Returning Officer position may be filled by the Meeting Chair if deemed appropriate. All individuals appointed as Meeting Chair, Returning Officer, or any other position for a Nomination Meeting, must agree to a declaration of neutrality before or immediately after their appointment.⁴¹

The National Campaign Chair or their designate has the following responsibilities and powers in the conduct of a Nomination Meeting:

- a) Setting the date, time, and location of the Nomination Meeting.⁴²
- b) Setting the date on which notice for the Nomination Meeting shall be given.⁴³
- c) Setting the date by which a person must have been registered as a Registered Liberal to be eligible to cast a vote at the Nomination Meeting.⁴⁴
- d) In consultation with the President, establish operational targets for EDAs which must be met before a Nomination Meeting can be called.⁴⁵
- e) Adjust procedures in response to significant public health emergencies.⁴⁶
- f) Issue directions and interpretation bulletins.⁴⁷
- g) Issue a declaration of Electoral Urgency.⁴⁸
- h) In any such state of Electoral Urgency, alter the timelines and procedures fixed by the Nomination Rules in such manner as they, in their sole and unfettered discretion, may see fit, for any Electoral District(s).⁴⁹

The conduct of each Nomination Meeting and the voting process at the Nomination Meeting is under the sole control of the Meeting Chair, the Returning Officer, and their designates. The Meeting Chair oversees the general conduct and order of the Nomination Meeting while the Returning Officer is specifically tasked with ensuring the integrity and fairness of the voting process. Both the Meeting Chair and the Returning Officer, along with

⁴⁰ National Rules for the Selection of Candidates, Section 7.

⁴¹ National Rules for the Selection of Candidates, Section 11.

⁴² National Rules for the Selection of Candidates, Section 9.1.

⁴³ National Rules for the Selection of Candidates, Section 9.2.

⁴⁴ National Rules for the Selection of Candidates, Section 9.3.

⁴⁵ National Rules for the Selection of Candidates, Section 7.1(c).

⁴⁶ National Rules for the Selection of Candidates, Section 11.9.

⁴⁷ National Rules for the Selection of Candidates, Section 11.7.

⁴⁸ National Rules for the Selection of Candidates, Section 18.1.

⁴⁹ National Rules for the Selection of Candidates, Section 18.3.

any appointed individuals, must agree to a declaration of neutrality. Failure to do so will result in their position being vacated.⁵⁰

The Meeting Chair is responsible for ensuring the Nomination Meeting is conducted in a fair, orderly and democratic manner. They have the authority to appoint a Deputy Chair and other individuals to assist in managing the Nomination Meeting. The Meeting Chair can delay, adjourn, postpone or move the Nomination Meeting to another location if needed to maintain order and fairness. They may also alter the physical arrangements of the venue or adjust the number and location of a contestant's representatives to maintain order and compliance with the Nomination Rules.⁵¹

The Returning Officer ensures that the voting process is conducted in a fair, orderly and democratic manner. They are responsible for appointing Deputy Returning Officers, Poll Clerks, Credential Officers, and other essential personnel to facilitate the voting process. After the vote concludes, the Returning Officer is tasked with counting the votes and reporting the results to the National Campaign Chair.⁵²

The Meeting Chair and the Returning Officer may rely on directions and interpretation bulletins issued by the National Campaign Chair or National Returning Officer, as well as on *Robert's Rules of Order* or the *Code Morin*, for guidance in the conduct of the Nomination Meeting and as a source of authority for their direction, provided there is no conflict with the Constitution, Nomination Rules or any Party By-law.⁵³

Eligibility Requirements to Vote at a Nomination Meeting

All Registered Liberals are eligible to vote at a Nomination Meeting provided that:

- a. the Registered Liberal was registered prior to the cut-off date established by the National Campaign Chair;
- b. the Nomination Meeting is in the home electoral district of the Registered Liberal;
- c. the Registered Liberal is present at the Nomination Meeting;
- d. the Registered Liberal has not voted at any other Nomination Meeting held for the same election (except when the results of a Nomination Meeting are declared invalid or where a Candidate withdraws).⁵⁴

In order to vote at a Nomination Meeting, an individual must be at least 14 years of age, ordinarily live in Canada, and must not be a member of another federal political party in

⁵⁰ National Rules for the Selection of Candidates, Section 11.

⁵¹ National Rules for the Selection of Candidates, Section 11.

⁵² National Rules for the Selection of Candidates, Section 11.

⁵³ National Rules for the Selection of Candidates, Section 11.7.

⁵⁴ National Rules for the Selection of Candidates, Section 12.1.

Canada.⁵⁵ Eligible voters must present identification that conforms with the identification standards established by the National Returning Officer or comply with vouching rules established by the National Returning Officer.⁵⁶ The Liberal Party of Canada provides three options for voters to prove their identity and address, similar to the three identification options available to voters in Federal elections.

Option 1: Show one piece of government-issued ID that contains the voter's photo, name, and current home address.

Examples of ID containing photo, name and address:

- Driver's Licence
- Provincial or Territorial ID card
- Any other government-issued ID that contains the voter's photo, name, and current home address

Option 2: Show two pieces of ID, at least one of which must contain the voter's current address.

Examples of ID to prove identity:

- Health card or hospital card
- Canadian passport
- Credit or debit card
- Citizenship card or certificate of citizenship
- Library or transit card
- Student ID card

Examples of ID to prove identity and address:

- Bank or credit card statement
- Lease, utility bill, insurance statement
- Pay stub, government cheque, statement of government benefits
- Correspondence or timetable issued by a school, college, or university

Option 3: If a voter does not have the ID listed in options 1 or 2, they can swear an oath and have another Registered Liberal vouch for them. This is similar to Elections Canada's vouching procedure. The person vouching must be a Registered Liberal, live in the same electoral district, and provide ID as outlined in options 1 and 2. A Registered Liberal can

⁵⁵ Liberal Party of Canada By-law 4 – Registered Liberals, Schedule A.

⁵⁶ National Rules for the Selection of Candidates, Section 12.2.

only vouch for one other Registered Liberal, or up to five if they are immediate family members living in the same household.

See **Appendix I** for a complete list of acceptable pieces of identification.

If a Qualified Nomination Contestant wishes to challenge any individual's right to vote, then they must do so by the date and time fixed by the National Campaign Chair or their designate. Challenges may be made with respect to the following:

- a) whether the address shown on the voters' list is accurate;
- b) whether the Eligible Voter lives at such address;
- c) whether the Eligible Voter is a member of another federal political party;
- d) whether any other qualifications to be a Registered Liberal established by the National Board and listed in By-law 4 have been met.⁵⁷

Length of the Nomination Contest

The notice for a Nomination Meeting must be given to all Registered Liberals who reside in the relevant Electoral District between 14 and 28 days prior to the Nomination Meeting.⁵⁸

Membership Lists

The Liberal Party of Canada has a voter identification and contact management system called Liberalist. This system is to be used in accordance with the terms and conditions as set out in the Liberalist User Agreement (see **Appendix J**).

Measures to Ensure the Integrity of the Nomination Contest

Several measures are in place to ensure the integrity of our nomination contests. These include:

- a) The Green Light Committee and its members undertake comprehensive background checks on Potential Nomination Contestants and Qualified Nomination Contestants and verify the accuracy of the information provided by the Potential Nomination Contestants.⁵⁹
- b) A Meeting Chair and Returning Officer are appointed for each Nomination Meeting. All individuals appointed as Meeting Chair, Returning Officer, or any other position for a Nomination Meeting, must agree to a declaration of neutrality before or

⁵⁷ National Rules for the Selection of Candidates, Section 12.4.

⁵⁸ National Rules for the Selection of Candidates, Section 9.2.

⁵⁹ National Rules for the Selection of Candidates, Sections 6.8 and 6.15.

immediately after their appointment. Failure to do so will result in their position being vacated.⁶⁰

- c) The Meeting Chair can delay, adjourn, postpone or move the Nomination Meeting to another location if needed to maintain order and fairness. They may also alter the physical arrangements of the venue or adjust the number and location of a contestant's representatives to maintain order and compliance with the Nomination Rules.⁶¹
- d) The Returning Officer ensures that the voting process is conducted in a fair, orderly and democratic manner.
- e) Eligible voters must present identification that conforms with the identification standards established by the National Returning Officer or comply with vouching rules established by the National Returning Officer.⁶² The Liberal Party of Canada provides three options for voters to prove their identity and address, similar to the three identification options available to voters in Federal elections.
- f) Qualified Nomination Contestants can challenge any individual's right to vote, provided such a challenge is made by the date and time fixed by the National Campaign Chair or their designate. Challenges may be made with respect to the following:
 - whether the address shown on the voters' list is accurate;
 - whether the Eligible Voter lives at such address;
 - whether the Eligible Voter is a member of another federal political party;
 - whether any other qualifications to be a Registered Liberal established by the National Board and listed in By-law 4 have been met.⁶³
- g) The Returning Officer generally retains the discretion to refuse to allow an individual to vote if they have reasonable grounds to believe that any of the requirements required to vote in the nomination contest have not been met.
- h) Voting procedures and procedures for counting the ballots ensure votes are cast by eligible voters who live in the riding and counted in a secure and confidential setting.⁶⁴
- i) The National Campaign Chair has the authority to remove a Candidate on any grounds deemed appropriate.

⁶⁰ National Rules for the Selection of Candidates, Section 11.

⁶¹ National Rules for the Selection of Candidates, Section 11.

⁶² National Rules for the Selection of Candidates, Section 12.2.

⁶³ National Rules for the Selection of Candidates, Section 12.4.

⁶⁴ National Rules for the Selection of Candidates, Section 14.

- j) There are mechanisms for appealing decisions of the National Campaign Chair or contest results.⁶⁵
- k) Campaign financing for nomination campaigns is regulated by Elections Canada under the authority of the *Canada Elections Act*. The *Canada Elections Act* contains strict rules for the reporting and administration of funds relating to nomination campaigns, including:
 - o A nomination contestant must appoint a financial agent before accepting a contribution, loan or transfer or incurring a nomination campaign expense, and open a bank account;
 - o Nomination contestants who accept contributions or incur nomination expenses totalling \$10,000 or more must appoint an auditor; and
 - o Reports and supporting documents must be submitted to Elections Canada, including a Nomination Contestant's Campaign Return, Statement of Expenses, and Auditor's Report (if applicable).
- l) In cases of potential contravention of the Canada Elections Act, the Chief Electoral Officer may refer matters to the Commissioner of Canada Elections for investigation. The Commissioner of Canada Elections may also investigate on his or her own initiative.

2.3 Challenges, Sanctions and Appeals

Challenges

If a Qualified Nomination Contestant wants to challenge an individual's right to vote, they must do so by the date and time set by the National Campaign Chair or their designate. Challenges may be made with respect to the following:

- a) whether the address shown on the voters list is accurate;
- b) whether the Eligible Voter lives at such address;
- c) whether the Eligible Voter is a member of another federal political party;
- d) whether any other qualifications to be a Registered Liberal established by the National Board and listed in By-law 4 have been met.⁶⁶

Challenges must be made in writing, in the manner specified by the Party Secretary or their designate. Each challenge must identify the reason for the challenge and must be accompanied by all information that would enable the Party Secretary to make a decision respecting the challenge. All challenges must be delivered to the Party Secretary or their

⁶⁵ National Rules for the Selection of Candidates, Section 17. See the subsequent section for further detail.

⁶⁶ National Rules for the Selection of Candidates, Section 12.4.

designate by the date and time fixed by the Party Secretary or their designate, which shall be, at the latest, 72 hours before the scheduled time of voting.⁶⁷

The Party Secretary or their designate may reject any challenge, or after giving the individual subject to the challenge an opportunity to respond to the challenge, accept the challenge and determine that person is not eligible to vote at the Nomination Meeting.⁶⁸

The Party Secretary or their designate must not authorize the issue of a ballot to an individual subject to a challenge before deciding all challenges relating to that individual.⁶⁹

Sanctions

The National Campaign Chair has the authority to remove a Candidate on any grounds deemed appropriate. The following constitute appropriate grounds for the disqualification of a Candidate of the Party:

- a) the person is not qualified to be a candidate or sit as a member of Parliament under the *Canada Elections Act*, the *Parliament of Canada Act* or any other applicable legislation;
- b) the person has been convicted of a non-regulatory federal or provincial offence or has been removed from elected office and the nature of the offence and its date are such that, in their best judgement, it is not in the best interest of the Party that the person be entitled to be a candidate, notwithstanding any other penalty to which they have been subject pursuant to law;
- c) the person has made a material misrepresentation to the Party;
- d) the person has made a material misrepresentation in their nomination papers or campaign literature;
- e) the person engages in conduct or a pattern of conduct which shows lack of respect for the rule of law, for the rights, dignity and worth of other people, or for fairness in electoral competition, including the nomination process, or which shows breach of trust;
- f) the person has become unable or unwilling to continue to be the Liberal Candidate for an Electoral District or to sit as a member of the Liberal Caucus upon Election;
- g) if the person is not an elected member of the Liberal Caucus and the person has repeatedly failed to meet certain metrics or campaign criteria established by the National Campaign Chair from time to time; or

⁶⁷ National Rules for the Selection of Candidates, Section 12.5.

⁶⁸ National Rules for the Selection of Candidates, Section 12.6.

⁶⁹ National Rules for the Selection of Candidates, Section 12.7.

- h) following a review, the Green Light Committee makes a recommendation to disqualify a Candidate of the Party that is accepted by the National Campaign Chair.⁷⁰

Permanent Appeals Committee

The Permanent Appeals Committee (PAC) hears disputes related to the Party's Constitution, by-laws and any rules made by the National Campaign Committee.⁷¹ PAC is composed of two Co-Chairs, appointed by the National Board, with the consent of the Leader and President, and additional representatives appointed by the two Co-Chairs based on regional and/or linguistic requirements to create a panel for each individual appeal.⁷²

The procedures governing PAC are established by the National Board and outlined in By-law 9 (see **Appendix D**). An appeal may be commenced by any Registered Liberal who considers their rights or privileges have been substantially infringed as a result of a decision made by an official of the Party or any Provincial or Territorial Board, EDA or Commission.⁷³

Section 17 of the Nomination Rules outlines the appeal process for disputes relating to the Party's candidate nomination and selection procedures. Disputes regarding the Party's nomination and selection procedures, as well as the interpretation or application of the Nomination Rules, the Party's Constitution or By-laws, are referred to PAC. PAC does not review substantive decisions made under the Nomination Rules unless the decision is deemed unreasonable.⁷⁴

An appeal to PAC must be initiated by submitting a notice of appeal in accordance with the procedures set out by PAC. The notice of appeal must disclose the entire basis for appeal and all relevant information and documentation. This notice must be submitted within 72 hours after a Nomination Meeting commenced or after a decision is made outside of this context. This time limitation is subject to extension at the sole and unfettered discretion of PAC.⁷⁵

The appellant must pay an appeal fee of \$1,500 from the Nomination Contestant's bank account in the form prescribed by the PAC. If the fee is not received on time, the appeal is

⁷⁰ National Rules for the Selection of Candidates, Section 16.6.

⁷¹ The Constitution of the Liberal Party of Canada, Section 33.

⁷² Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 3.

⁷³ Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 4.1.

⁷⁴ Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 17.1.

⁷⁵ Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 17.2.

considered abandoned. If the appeal is successful, the appeal fee shall be returned to the appellant.⁷⁶

All decisions made by PAC, or any appointed panel, are final and binding on any Registered Liberal to whom they may relate and are not subject to any further appeal or review.⁷⁷ PAC has broad powers to enforce its decisions. This includes postponing Nomination Meetings, declaring Nomination Meetings void, ordering new Nomination Meetings, and declaring a Qualified Nomination Contestant elected at a Nomination Meeting, despite any irregularities.⁷⁸

PART 3 – PARTY LEADERSHIP

Eligibility Requirements

To be eligible for election as Leader, a person must:

- a) be a Registered Liberal;
- b) be eligible to be a candidate in an election of a member to serve in the House of Commons under the *Canada Elections Act*;
- c) deliver to the President, at least 90 days before the day of the leadership vote, a written nomination (which may be in one or more counterparts) signed by at least 300 Registered Liberals including at least 100 Registered Liberals of the Party from each of three different provinces or territories; and
- d) within the time limits established by the Leadership Vote Committee, provide to the President or their designate, a written undertaking as prescribed in Section 45(d) of the Party's Constitution.⁷⁹

Administration of Leadership Votes

Whenever a Leader is to be chosen for the Party, the Party must elect a new Leader according to the procedures set out in the Party's Constitution.⁸⁰

The Leadership Vote Committee is established by the National Board and is responsible for planning, organizing and carrying out the leadership vote. The Leadership Vote Committee is composed of two co-chairs, the President, two elected National Board members, two

⁷⁶ Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 17.3.

⁷⁷ Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 17.4.

⁷⁸ Liberal Party of Canada By-law 9 – Permanent Appeals Committee, Section 17.5.

⁷⁹ The Constitution of the Liberal Party of Canada, Section 45.

⁸⁰ The Constitution of the Liberal Party of Canada, Section 46.

representatives appointed by the Caucus and any number of other Registered Liberals appointed by the co-chairs in consultation with the National Board.⁸¹

The Leadership Expenses Committee is established by the National Board and is responsible for setting the deposit to be paid by leadership contestants, setting the maximum limit for leadership contestant expenses, adopting Leadership Expense Rules and ensuring compliance with the Leadership Expense Rules.⁸²

Monetary Deposits and Campaign Financing

Each Leadership contestant must pay a deposit, refundable or otherwise, as fixed by the Leadership Expense Committee.⁸³ As stated, the Leadership Expense Committee sets the maximum limit on leadership campaign expenses and adopts rules to ensure compliance and transparency regarding contributions.⁸⁴ The Leadership Expense Rules provide for procedures to supervise compliance with the maximum limit for the leadership contestant expenses that may be incurred by any leadership contestant and to ensure full and frank disclosure of all contributions to leadership campaigns.⁸⁵

Voting Process for Leadership Vote

Every Registered Liberal who ordinarily resides in Canada has the right to vote on the Leadership Vote if that Registered Liberal has been a Registered Liberal for the 41 days immediately preceding the day of the Leadership Vote and complies with the registration procedures established by the National Board or by the Leadership Vote Committee can vote in a Leadership Vote.⁸⁶

The National Board must publish on the public website of the Party the registration procedures for the leadership vote at least 27 days before the day of the leadership vote.⁸⁷ The Leadership Vote Committee and the National Board must jointly appoint a Chief Electoral Officer who will be responsible for making all arrangements necessary for the conduct of the balloting on the leadership vote and adjudicate all disputes over accreditation and the right to vote on the leadership vote.⁸⁸

⁸¹ The Constitution of the Liberal Party of Canada, Section 44(d).

⁸² The Constitution of the Liberal Party of Canada, Section 44(d).

⁸³ The Constitution of the Liberal Party of Canada, Section 44(e).

⁸⁴ The Constitution of the Liberal Party of Canada, Section 44(d).

⁸⁵ The Constitution of the Liberal Party of Canada, Section 44(e).

⁸⁶ The Constitution of the Liberal Party of Canada, Section 46(b).

⁸⁷ The Constitution of the Liberal Party of Canada, Section 46(c).

⁸⁸ The Constitution of the Liberal Party of Canada, Section 46(f).

Each Registered Liberal who has a right to vote in a leadership vote may vote by a preferential ballot, indicating their preference for leadership contestants.⁸⁹ The ballots must be counted, under the direction of the Chief Electoral Officer, in accordance with section 46 of the Party's Constitution.⁹⁰

See **Appendix B** for more information on the registration and balloting procedures for a Leadership Vote.

Leadership Endorsement Ballot

Section 47 of the Party's Constitution sets out the Party's Leadership Endorsement Ballot procedures. The Leadership Endorsement Ballot determines whether the current Leader of the Party is endorsed by Registered Liberals after a general election where the Leader does not become or continue as Prime Minister. The National Board ensures that the Leadership Endorsement Ballot is conducted at or prior to the first National Convention following such a general election.⁹¹

The ballot format, as approved by the National Board, allows Registered Liberals to indicate whether they endorse the current Leader. The ballot involves a direct vote of all Registered Liberals, voting in their home EDA, is weighted equally across all electoral districts and is counted in accordance with section 47 of the Constitution.⁹² The vote is conducted by secret ballot.⁹³

See **Appendix B** for more information on the leadership endorsement ballot.

PART 4 – FUNDRAISING

Contribution Limits and Eligible Contributors

The Liberal Party of Canada accepts contributions in accordance with the *Canada Elections Act* and Elections Canada guidelines as outlined in the Political Financing Handbook for Registered Parties and Chief Agents (see **Appendix K**).⁹⁴

Individual Canadian citizens or permanent residents can donate to the Liberal Party up to a maximum of \$1,725 to the national party and an additional \$1,725 to a local riding

⁸⁹ The Constitution of the Liberal Party of Canada, Section 46(d).

⁹⁰ The Constitution of the Liberal Party of Canada, Section 46(e).

⁹¹ The Constitution of the Liberal Party of Canada, Section 47(a).

⁹² The Constitution of the Liberal Party of Canada, Section 47(b).

⁹³ The Constitution of the Liberal Party of Canada, Section 47(c).

⁹⁴ Political Financing Handbook for Registered Parties and Chief Agents (EC 20231), Part 3 - Contributions.

association, per year. The limits increase by \$25 on January 1 in each subsequent year, in accordance with the *Canada Elections Act*.⁹⁵

Only individuals who are Canadian citizens or permanent residents of Canada can contribute to the Liberal Party, a registered association, a candidate, a leadership contestant or a nomination contestant.⁹⁶

When an individual donates to the Liberal Party, they must confirm that they are a Canadian citizen or permanent resident and that they are making the donation with their personal funds and not business or corporate funds and will not be reimbursed for the contribution. The Liberal Party of Canada has included a check box with this certification on all our donation forms, as recommended by Elections Canada.⁹⁷

Donor Programs and Funds

Donors can join the Liberal Party's Victory Fund program where they can make custom monthly donations split between the national party and an EDA of their choice. Victory Fund donors must designate both a riding and national amount, each between \$5 and \$133.34 (see **Appendix L**). Victory Fund donations are treated as independent transactions for the EDA and National Party.

Individuals can also join the Liberal Party's Laurier Club by contributing at least \$1,725 annually (or \$143.75/monthly). If they are 35 years of age or under, the annual fee for the Laurier Club is \$875 annually (or \$72.92 monthly).

Donors can also donate specifically to the Party's Judy LaMarsh Fund or the Indigenous Electoral Fund, to encourage more diversity on the Liberal team and in Parliament. Created in honor of Canada's first female federal cabinet minister, the Judy LaMarsh Fund is used to encourage women candidates to run for the Liberal Party, and to offset the costs of running for office, since money is one of the major barriers to women considering running for Parliament. The Indigenous Peoples' Commission launched the Indigenous Electoral Fund to support more First Nations, Métis, and Inuit Liberal candidates. Their goal is to increase and encourage Indigenous representation in Parliament.

Fundraising Events

The Party or EDAs typically sell tickets for fundraising events through the Party's online event tool. All event tickets purchased online are processed by the National Office. For

⁹⁵ Subsection 367(1.1) of the *Canada Elections Act*.

⁹⁶ Subsection 363(1) of the *Canada Elections Act*.

⁹⁷ Political Financing Handbook for Registered Parties and Chief Agents (EC 20231), Part 3 - Contributions.

events where tickets are sold at the door, Liberal Party representatives can collect credit card information and either process the payment through our online event link or by paper form to be processed by the National Office. Donors may also pay by cheque or money order which are processed by the National Office. An event report must be submitted to the National Office for each fundraising event.

The Liberal Party holds Regulated Fundraising Events with special guests that include Cabinet Ministers, Party Leaders and Party Leadership candidates. The Party has strong standards for openness and transparency with political fundraising events. This includes strictly following all of Elections Canada's rules for Regulated Fundraising Events. These events are open to any Canadian citizen or permanent resident who donates to purchase a ticket.

The Liberal Party has various disclosure obligations for Regulated Fundraising Events. These include:

- a) Publishing an event notice in a prominent place on the party website and keeping it online until the event begins; and
- b) Submitting a *Regulated Fundraising Event Report* to Elections Canada within 30 days after the event.⁹⁸

See **Appendix K** for more information on disclosure obligations for Regulated Fundraising Events.

The Liberal Party may also collect anonymous contributions of \$20 or less during an event. When anonymous contributions are received, the Chief Agent records the following:

- a description of the function at which the contributions were collected
- the date of the function
- the approximate number of people at the function
- the total amount of anonymous contributions accepted

Anonymous contributions of \$20 or less may also be received outside the context of a particular event. In that case, the Chief Agent tracks the total amount collected plus the number of contributors.⁹⁹

See **Appendix M** for an example of a Liberal Party “pass the hat” submission form.

⁹⁸ Political Financing Handbook for Registered Parties and Chief Agents (EC 20231), Part 6 - Fundraising.

⁹⁹ Political Financing Handbook for Registered Parties and Chief Agents (EC 20231), Part 3 – Contributions.

Administering Contributions

The Federal Liberal Agency of Canada is authorized to process contributions for the National Party and EDAs. All contributions made online or through the Victory Fund are processed by the National Office. Each month, the EDA receives a deposit from the Party for the contributions processed the month prior.

The Liberal Party accepts donations through various methods, including cash (for amounts under \$20), cheques, money orders, credit card or debit card. With respect to credit card donations, the Liberal Party makes every effort to ensure both our existing and future donors' credit card information is protected. The National Office has credit card processes to ensure we comply with the Payment Card Industry (PCI) Data Security Standard. This industry standard is designed to ensure that all organizations that accept, process, store or transmit credit card information maintain a secure environment. All Party staff involved in processing donations must undergo PCI training sessions.

When total contributions from an individual are over \$200, their name, partial address and contribution amounts are disclosed in the Party's financial return and are published on the Elections Canada website.¹⁰⁰

Reporting Contributions

The Liberal Party files a financial transaction return with the Chief Electoral Officer for each fiscal period which must include:

- a) a financial transactions return, in the prescribed form, on the registered party's financial transactions;
- b) the auditor's report on the return made under subsection 435(1); and
- c) a declaration in the prescribed form by the chief agent that the return is complete and accurate.¹⁰¹

The Liberal Party Financial Return sets out the total amount of contributions received by the Party, the number of contributors, and the name and address of each contributor who made contributions of a total amount of more than \$200 to the registered party, that total amount, as well as the amount of each of those contributions and the date on which the party received it.¹⁰²

Pursuant to the *Canada Elections Act*, the Liberal Party's auditor is responsible for examining the Party's financial records and giving an opinion in their audit report as to

¹⁰⁰ Subsection 432(2) of the *Canada Elections Act*.

¹⁰¹ Subsection 432(1) of the *Canada Elections Act*.

¹⁰² Subsection 432(2) of the *Canada Elections Act*.

whether the Party's return presents fairly the information contained in the financial records on which it is based.¹⁰³ The auditor has a right to access all documents of the Party and may require the Chief Agent to provide any information or explanation that is necessary to enable the auditor to prepare the report.¹⁰⁴

See **Appendix K** for more information on the role of party auditors.

Transfers between EDAs and the Party

It is uncommon for the Party to transfer funds to its EDAs. It is more common for EDAs to transfer funds to the Party. When they do so, it is normally for specific purposes such as subsidizing attendance fees to conventions. In some cases, EDAs wish to assist campaigns in other ridings and funds are transferred to the Party and then transferred to the campaigns. However, the Party normally encourages the EDAs to transfer the funds directly to the campaign. All the Party's transactions are declared in the Party's annual return with Elections Canada, which is accompanied by an auditor's report, as described above.

The Party does transfer funds to campaigns and occasionally declares invoices between campaigns and the Party as non-monetary transfers from the Party to the campaign.

¹⁰³ Subsection 435(1) of the *Canada Elections Act*.

¹⁰⁴ Subsection 435(3) of the *Canada Elections Act*.