



**Conservative Party of Canada  
Institutional Report for the Public  
Inquiry into Foreign Interference in  
Federal Electoral Processes and  
Democratic Institutions**

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## Part 1 - Overview of the Conservative Party of Canada

The within Institutional Report has been prepared in response to a request from the Public Inquiry into Foreign Interference in Federal Electoral Processes and Democratic Institutions. While every effort has been made to fairly summarize the governing documents of the Conservative Party of Canada, nothing herein should be understood to supersede or interpret the governing documents themselves, which are available on the Conservative Party website.<sup>1</sup>

### 1A) Membership

Membership rules and regulations of the Conservative Party of Canada are outlined in section 4 of the Party Constitution [Annexes, Tab 1], the Party By-law Concerning Membership [Annexes, Tab 2] and the By-Law for Revocation and Reinstatement of Membership [Annexes, Tab 3].

The Party Constitution is only subject to amendment at a national convention of the Party by a majority of votes cast by delegates and by a majority of votes cast by delegates from each of a majority of individual provinces to the national convention. The Party's By-Laws and other governing documents are reviewed, maintained and updated by the National Council of the Conservative Party of Canada or its committees, in accordance with the Party Constitution.

### Membership Eligibility

Membership in the Conservative Party of Canada is open to every citizen or permanent resident of Canada who:

- has attained the minimum age of fourteen;
- actively supports the principles of the Party;
- signifies their intention to join the Party;
- has personally paid the Party's national membership fee in the amount specified by by-law and in the manner specified by the National Council which set rules and procedures to provide reasonable assurance that the membership fee was paid by the Member personally; and
- does not hold a membership in another federal political party.

### Membership Categories

The Conservative Party of Canada does not have different categories of membership. The Conservative Party of Canada offers the same privileges and fees to all membership applicants. As long as they meet the eligibility requirements, all memberships, regardless of age, region or all other factors are the same fee, and have the same voting rights.

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<sup>1</sup> <https://www.conservative.ca/about-us/governing-documents/>

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## Membership Privileges

Twenty-one days after payment of a membership fee in the amount and in the manner specified by by-law, every Member is entitled to:

- participate in any meeting of the electoral district association (EDA) in which that person resides or serves as a board member;
- vote for, and stand for election to, the board of directors of any EDA in which that person resides;
- attend any national convention upon payment of the prescribed fee;
- vote for, and stand for election as, a delegate or alternate delegate at any meeting called by an EDA in which that person resides or serves as a board member, for the selection of delegates or alternate delegates to any national convention of the Party;
- Stand for election to the board of directors of an EDA other than the one in which that person resides;
- Stand for election as a delegate or alternate for any one meeting in a single EDA.
- Any Member whose membership has expired within the previous ninety days of an event may participate in any event provided that the Member pays the appropriate membership renewal fee “at the door” in the amount and in the manner specified by by-law.

## Membership Purchase

In accordance section 2 of the Party By-law Concerning Membership [Annexes, Tab 2]:

- The national membership fee is \$15.00 for one year; \$25.00 for two years; \$35.00 for three years; \$45 for four years; \$50.00 for five years.
- A membership for a period of years can be purchased provided that the individual is not at any time a paid-up Member for more than five years.
- Payments by cash, corporate cheque, corporate credit card or prepaid credit card are not accepted.
- A membership in the Party is not issued until the application is received, reviewed and processed by Party Headquarters in Ottawa.

The only forms of payment that the Conservative Party of Canada accepts are personal credit card, personal cheque or a money order issued from a Canadian financial institution (i.e., Canada Post or similar, non-personalized money orders are not accepted as a form of payment).

## Family Memberships

The same credit card or cheque may be used by an individual for payment of more than one membership sold or renewed as long as the Executive Director or his or her designate is satisfied that:

- all the new/renewing Members live at the same address and they are either the spouse/partner or minor aged child(ren) of the applicant;
- the individual making the payment is one of the new/renewing members;

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- each Member complies with the conditions of membership set out in the Party By-law Concerning Membership [Annexes, Tab 2];
- the individual making the payment indicates that each membership fee is being paid by that individual with funds belonging to each of the new/renewing Members and with the consent of the other person(s); and
- the total number of family memberships purchased does not exceed six.

### Membership Record Storage and Maintenance

Subject to the oversight of the National Council, the Executive Director maintains a National Membership Program consistent with the objectives for such a program as set out in the Party By-law Concerning Membership [Annexes, Tab 2].

The National Membership Programs contain a listing of each Member's name and address and the name of the EDA to which the Member belongs. A membership will be considered as valid when listed in the National Membership Program, which listing may be subject to periodic verification by an independent auditor appointed by the National Council.

### Membership Revocation and Reinstatement

Membership in the Party may only be cancelled at the request of the Member, or as provided by the revocation procedure set out in the By-Law for Revocation and Reinstatement of Membership [Annexes, Tab 3].

### Membership Revocation Process

The process for revocation or suspension of a membership in the Party may be instituted by:

- a voting member of the National Council;
- the EDA Board to which the Member or Members who are subject of the request belong; and
- the Executive Director of the Party submitting a request to the Secretariat, a committee of the National Council chaired by the Party's Secretary.

Memberships can be revoked or suspended as a result of any of the follow behaviors:

- where a Member has initiated legal proceedings against the Party;
- where a Member assumes or has assumed a senior role in another candidates' campaign against the Party's approved candidate in an election or by-election;
- where a Member became a member of another federal political party, including signalling intention to join or having joined another federal political party;
- where a Member assumes or has assumed a senior role, appointment, or employment with another federal political party, with or without becoming a member of that federal political party;
- where a Member appears to intend to run or campaign against the Party's approved candidate in an election or by-election;
- where a Member violates any signed Declaration in a Candidate Nomination Application;

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- where a Member recruits Members to join activities which promote individuals seeking to run, or who are running, against any Party approved candidate in an election or by-election; and
- any other conduct judged improper or unbecoming a Member of the Party.

Upon receipt of a request that the Secretariat Committee determines to be reasonably credible, the Secretariat Committee instructs the Executive Director to:

- collect all relevant information that is reasonably available to the Party and provide it to the Secretary;
- transmit the request to the Member affected for information in respect of the basis for the revocation and suspension proceeding with a request for a written response within seven days; and
- if the process was not instituted by the EDA Board to which the Member who is subject of the request belongs, transmit the request to the EDA Board to which the Member who is subject of the request belongs with a request for their written response within seven days;
- transmit a copy of all above referenced requests to the Secretariat Committee; and
- distribute any responses received to the members of the Secretariat Committee.

The Secretary calls a meeting of the Secretariat Committee within seven days of the deadline for receiving the responses. In the event that the Secretary is unable (as a result of a conflict of interest) or unwilling to call a meeting, the Executive Director calls it and any subsequent meetings needed to resolve the membership issue at hand.

The Secretariat Committee considers the original request for a review, the responses and any other documentation or information it wishes to examine or consider, as long as the Member affected is reasonably informed of such other documentation or information and is allowed a reasonable opportunity to comment on it. Subject to the provisions of the Party Constitution and the By-Law, the Secretariat Committee determines the procedures to be followed in reviewing a request for membership revocation. In particular, and without limiting the generality of the foregoing, the Secretariat Committee may:

- meet and communicate with anyone separately or collectively;
- determine whether a written record of the proceedings is to be kept, or not;
- waive formal rules of evidence;
- require any representations to be held in confidence by all parties;
- obtain technical assistance or independent expert advice, subject to consideration of the costs to be incurred;
- call any person, in the presence of all parties to the dispute or matter, to make representations on the issue in dispute or matter to be determined;
- consider such written and/or oral representations as it may determine in its sole discretion;
- hear further from the Member (or its legal counsel or another Member of the Party)) affected on such terms and conditions as the Secretariat Committee deems appropriate;
- suspend or cancel a review where it is of the view that further consideration of the file is detrimental to the interests of the Party or that the mitigating factors merit its suspension or cancellation.

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Unless the Secretariat Committee deems a matter to be trivial, vexatious, made for an improper purpose, manifestly without substance or does not warrant further consideration, the Secretariat Committee prepares a report on the matter with a recommendation for the National Council. The Secretary or the Executive Director transmits the report to the members of the National Council and the Member affected.

Once the Secretariat Committee has transmitted a report, the President of the National Council calls a meeting of the National Council within seven days with notice that the purpose of the meeting includes consideration of a report concerning revocation of a membership.

A membership may only be revoked upon a 2/3 majority vote of those present and entitled to vote on the matter at the National Council unless the membership has been revoked by automatic cancellation.

Where the National Council revokes a membership, the Executive Director informs the former Member promptly in writing, and informs the former Member of his or her right to submit a complaint to the Arbitration Committee and of the manner in which the Chair or Vice-Chair of the Arbitration Committee may be contacted.

#### Automatic Membership Cancellation

The Leader, the Executive Director, the National Council or the Secretariat Committee are authorized to immediately revoke, without consultation with the Member, the membership of:

- the Party's parliamentary caucus Member who crosses the floor to sit with another party; and
- a Member who is a declared candidate for another federal political party, or a declared independent candidate, in an electoral district.

The entity which authorizes the revocation promptly notifies the other authorized entities and the former Member of its decision to revoke the membership.

#### Suspension of Membership Rights Pending Review

The Secretariat may decide to identify the Member whose membership is under review as "not in good standing" and the Secretariat Committee may choose to suspend one or more of the following membership rights of the Member:

- the right to stand for election to, or serve on, the EDA Board;
- the right to stand for election to, or serve on, the executive committee of an EDA;
- the right to attend a national convention;
- the right to stand for election as, or serve as, a delegate to national convention;
- the right to seek the nomination to be the Party's candidate in the next general election; and
- the right to be a candidate for the National Council or serve on the National Council.

The Secretariat Committee will promptly inform the Member of any decision.

Suspensions will end after 60 days unless the Secretariat Committee requests and receives the approval of the National Council to extend the suspension. A Member who has had membership rights suspended can by a letter to the President of the National Council appeal the suspension. A suspension



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ends when the Secretariat Committee closes a file or when the National Council decides not to revoke or suspend a membership. The National Council may defer any final decision on revocation and may extend the suspension period. Members who are suspended by the National Council are to be considered 'not in good standing' and privileges are also suspended.

#### Reinstatement of Membership

Any two members of the National Council may ask the Secretariat Committee to review and report on the status of a former Member whose membership was revoked or suspended.

Any member of the National Council who is a member of the Secretariat Committee and who participated in the deliberations of the Secretariat Committee on the matter may assist in presenting the report to the National Council, but may not participate in debate nor vote on the matter at the National Council.

The National Council may reinstate membership in the Party by a 2/3 majority vote of the National Council.

#### Dispute Resolution

Subject to the provisions of the Party by-law, a decision of the National Council concerning membership suspension, revocation or reinstatement is final and binding and is not be subject to further review.

In the event that the National Council revokes or suspends the membership of a Member, that former Member / suspended Member may file a complaint with the Arbitration Committee by way of notice to the Chair or Vice-Chair of the Committee within seventy-two hours of being informed of the decision of the National Council, on the basis that the requirements of the Constitution or the Party By-Law were not adhered to.

The National Council hereby refers to the Arbitration Committee, pursuant to the Party Constitution, any unresolved dispute as to the exercise of the powers of the National Council to revoke, suspend or reinstate a membership.

## 1B) Governance

### Governance Objectives

Article 6 of the Party Constitution [Annexes, Tab 1] provides that the governance of the Party adhere to the following objectives:

- full representation of the interests and views of Members;
- direct regular communication from the National Council, the Conservative Fund Canada and the Leader to EDAs and Members to ensure accountability;
- maintenance of a policy development process which respects and encourages the participation of all Members, provides policy options to the Party parliamentary caucus, and which

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culminates in the adoption of policy resolutions at national conventions that will become the Party's Policy Declaration from which the Party's election campaign platform will be developed.

- fiscally prudent, open and accountable fundraising and financing which are coordinated with other Party activities and EDA fundraising efforts designed to meet the Party's overall objectives; and
- democratic representation of the membership at national conventions.

Additionally, the members of the National Council, the Conservative Fund Canada, Party Staff, and any Leadership Election Organization Committee are to remain neutral for all nomination election contests and leadership elections.

The governance, management and control of the activities of the Conservative Party of Canada are vested in the Members at national conventions. Between national conventions, the governance, management and control of the activities of the Party are vested in the National Council, the Leader, and the Conservative Fund Canada, as the case may be, subject to general direction from, accountability to and review by the Members at national conventions.

## National Council

The National Council is composed of:

- four Members elected from a province with more than 100 seats in the House of Commons;
- three Members elected from a province with 51-100 seats in the House of Commons;
- two Members elected from a province with 26-50 seats in the House of Commons;
- one Member elected from a province with 4-25 seats in the House of Commons;
- one Member elected from each territory;
- the Leader;
- the Chair of the Conservative Fund Canada or his or her designate plus one other duly appointed director of the Conservative Fund Canada, in a non-voting capacity;
- the Executive Director or his or her designate, in a non-voting capacity; and one representative of the parliamentary caucus, in a non-voting capacity.

The following are precluded from holding office as an elected member of the National Council:

- Members of Parliament or Senators, except the Leader;
- employees or contractors of the Party;
- employees or contractors of Senators or Members of Parliament including political staff of Ministers of the Crown;
- individuals holding a membership in another federal political party;
- Directors of the Conservative Fund of Canada;
- Members of Provincial or Territorial Legislative Assemblies.

The National Councillors are elected at national conventions. The Conservative Fund Canada appoints the returning officer for elections to the National Council, with the Chair of the Fund traditionally serving in the role. The returning officer sets out rules and procedures for the conduct of any election, subject to review (but not approval) by the National Council.

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Immediately following each national convention at which an election of the National Council occurred, the National Council elects by simple majority from its members a President, a Vice-President, a Secretary and such Vice-Presidents and other positions as it may determine. The Secretary is accountable for the encouragement and development of membership in the Party, and for the oversight of the National Membership Program on behalf of and subject to the direction of the National Council and for reporting to the National Council and national conventions.

The National Council has the following powers and responsibilities:

- the establishment and recognition of EDAs and the terms of their constitutions, including processes for the conduct of founding meetings, and the transfer of assets in the event of redistribution;
- the development and implementation of rules and procedures to ensure fair and effective candidate recruitment and selection;
- recognition of affiliated organizations; encouraging the participation and recruitment of youth;
- the appointment of the Auditor of the Party;
- the establishment of such committees as the National Council may determine for the conduct of its responsibilities;
- subject to Article 8.8, the enactment of rules and procedures for the conduct of its business;
- subject to Article 8.8, the enactment of by-laws for matters set out in this Constitution to be provided by by-law; and
- other responsibilities set out in this Constitution or as may be assigned by the Leader.

The voting of the National Council on motions is recorded in the minutes to indicate, by member of the National Council, his/her vote on each motion, as follows: (i) In favour; (ii) Against; (iii) Abstained; (iv) Absent; except that where a motion names a person to a position, the vote will be by secret ballot if requested by two or more voting members of the National Council.

The National Council, on approval of two-thirds (2/3) of its current voting membership (not including those on leave of absence) present and voting may remove a National Council member whose conduct is judged improper or unbecoming, or likely to adversely affect the interest or reputation of the National Council, the Leader, or the Party, at a meeting called for that purpose.

The National Council, on approval of a majority of its current membership (not including those on leave of absence) present and voting may suspend a National Council member whose conduct is judged improper or unbecoming, or likely to adversely affect the interest or reputation of the National Council, the Leader, or the Party, at a meeting called for that purpose.

Disputes concerning the revocation or continuance of the suspension, or the removal, of a member of the National Council, are adjudicated by a panel of the Arbitration Committee, whose decision is final and binding.

The presidents of the EDAs of the Party, a territory, a province, or a region of a province as applicable, elect by secret ballot, within 90 days, members to the National Council to fill any vacancies in elected positions between national conventions. Where a vacancy occurs for a province, territory or region of a province, where its members of the National Council were elected at the last national convention on a

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regional basis, any new member is required to be ordinarily resident in the same province, territory or region of the province as the former member.

The National Council meets at least quarterly in every twelve month period, at the call of the President or the Leader. It is also required to meet upon the written request of at least five National Councillors.

### Conservative Fund Canada

In accordance with the *Canada Elections Act*, the Conservative Party of Canada has a chief agent which is responsible for, among other things, administering the Party's financial transactions and for reporting on them in accordance with the *Act*.

In its Constitution, the Conservative Party of Canada appointed the Conservative Fund Canada, a non-share capital corporation governed by the provisions of the *Canada Not-for-profit Corporations Act*, as the chief agent of the Party pursuant to the *Canada Elections Act*. The Conservative Fund Canada is also the sole fundraising arm of the Conservative Party of Canada.

The Conservative Fund Canada submits quarterly financial reports and an annual audited financial statement to the National Council.

The Conservative Fund Canada submits the annual budget of the Party to the National Council for consultation prior to adoption and implementation by the Conservative Fund Canada, and consults with the National Council prior to authorizing or implementing substantial amendments to the budget. The Conservative Fund Canada does not provide funding for activities or programs within the areas of responsibility of the National Council unless such activities or programs have been approved by the National Council.

The directors of the Conservative Fund Canada are nominated by the Leader of the Party, subject to ratification by the National Council. The President of the National Council or his or her designate and one other duly elected member of the National Council serve on the Conservative Fund Canada in a non-voting capacity. Directors of the Conservative Fund Canada are volunteers and receive no compensation for their service.

A representative of the Conservative Fund Canada – typically its Chair - provides a financial report to the delegates at each national convention and answers questions the delegates may have.

### Party Staff

The Conservative Fund Canada, on behalf of the Party, maintains a national office in the National Capital Region (currently located in Ottawa). The most senior member of the Party staff is the Executive Director, who has a range of direct reports that may vary from time to time (e.g., Chief Financial Officer, Director of Political Operations, Chief Financial Officer, Director of Fundraising, Director of Information Technology, etc.).

The Leader nominates the Executive Director of the Party subject to ratification by the National Council. The Executive Director is an employee of the Conservative Fund Canada and any decision to change the employment status of the Executive Director is the responsibility of the Conservative Fund Canada, subject to ratification by the National Council.

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### Policy Declaration / National Policy Review

The Party maintains a Policy Declaration, which is subject to amendment in accordance with the Party Constitution. The policy resolutions that become part of the Policy Declaration from which the election campaign platform is developed. However, there is no obligation in the Party Constitution on the Leader or Parliamentary Caucus to include all aspects of the Policy Declaration in the Party's election platform.

Immediately following a National Convention, the National Council commences a process to elect a National Policy Committee whose responsibilities include:

- facilitating the promotion and maintenance of an ongoing policy process of the Party, and ensuring that the policy process is at all times accountable to the Members;
- facilitating and supporting policy discussion within the Party;
- identifying policy areas needing study;
- serving as a means of communication between Members on policy issues; and,
- after each national convention at which delegates approve amendments to the Policy Declaration, ensuring that a consolidated version of the Policy Declaration is prepared in both official languages for approval by the National Council, incorporating all of the amendments made at the national convention, and following legislative practice in preparing such a consolidation by correcting any numerical, typographical, grammatical, syntax or translation errors that may otherwise exist in the text.

The National Policy Committee consists of:

- a chair appointed by the National Council;
- the President of the National Council;
- two members of the National Council to be selected by the National Council;
- the same number of representatives from each province as the number of members of the National Council from that province, selected by the presidents of the EDAs in each province;
- one representative for the three territories elected by the presidents of the EDAs from the territories; and
- one representative of the parliamentary caucus appointed by the Leader.

The term of the National Policy Committee begins upon the election and appointment of its members and terminates upon the submission to the National Council of the consolidated text of the Policy Declaration. No representative may serve more than three consecutive terms of office on the National Policy Committee.

Between national conventions, interim policies of the Party may be determined by the parliamentary caucus and the Leader.

Interim amendments to the Policy Declaration of the Party may be made by the parliamentary caucus and the Leader with interim ratification by the National Policy Committee. Upon the National Policy Committee ratifying an interim amendment to the Policy Declaration, the National Council publishes an Interim Policy Declaration that sets out the amendments. Interim amendments to the Policy Declaration are subject to final ratification at the next national convention. These amendments along with any policy resolutions passed at the national convention become the Policy Declaration of the Party.

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At a national convention, a policy resolution must receive a majority of votes cast by delegates and a majority of votes cast by delegates from each of a majority of individual provinces (with the territories together constituting one province).

After every National Convention, the National Council, will prepare one or a series of amendment proposals to the Policy Declaration, each being an amendment to be voted on individually, for approval by the delegates at the next National Convention, either at the floor of the convention or through handout ballots that remove or update all redundant and spent items from the Policy Declaration but which do not contradict specific decisions of the previous National Conventions or the National Policy Committee.

The CPC National Policy Committee will prepare a simple yes / no paper or electronic ballot to present to the membership at each Convention so Members can vote on the committee's recommendations for removal of redundant or otherwise invalid policies. The National Policy Committee sends guidelines pertaining to the amendment of the Party Policy Declaration to all EDAs. These guidelines are developed by the Committee and distributed through the Executive Director of the Party a year before the next national convention.

## 1C) Electoral District Associations

The EDA is the primary organization through which the rights of Members are exercised. Recognition may be granted by the National Council to one EDA in each federal electoral district, and such recognition may be revoked, pursuant to rules and procedures set out by by-law. EDAs must comply with such requirements as to their governance, financial management and reporting, as may be implemented by the National Council by by-law or otherwise.

### Objectives of the EDA

The EDA is guided by the following objectives:

- supporting and promoting the principles, objectives and policies of the Party and maintaining an effective EDA for that purpose;
- providing organizational and financial support to the Party's Candidate or Member of Parliament in Electoral District;
- raising money and maintaining a fund to support the EDA and assist candidates;
- actively identifying potential supporters and recruiting new Members;
- encouraging the participation and recruitment of youth; and,
- facilitating, supporting and maintaining an ongoing policy discussion within the Party.

### Electoral District Associations – Compliance

All EDAs of the Conservative Party of Canada operate in accordance with a standard-form EDA Constitution [Annexes, Tab 4]. This Constitution covers the following:

- **Voting** – Methods, ID Requirement, Proxy Voting and Special Voting Provisions.

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- **Meetings** – Rules, AGMs, etc.
- **Board of Directors** – Purpose, Eligibility, Election Rules, Membership, Terms, etc.
- **Executive Committee** – Purpose, Elections, Defined Roles, Terms, Meetings, Etc.
- **Committees** – Director Nominating, Candidate Nominating, Others as Required.
- **Financial Management**
- **Notices and Reporting**
- **Rules of Order and By-Laws**

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## Part 2 – Candidate Selection

The National Council maintains and amends the Rules and Procedures for Candidate Nominations [Annexes, Tab 5].

The rules provide that only a Member of the Party may seek nomination as a candidate. The National Council has established a National Candidate Selection Committee that has the right to disallow the candidacy of any person before or after nomination by the EDA, subject to the appeal of such a decision to the National Council whose decision is final and binding or who may refer the matter to the Arbitration Committee for decision by a panel.

The National Candidate Selection Committee is a committee comprised of six members of the Party's National Council, the Party President, and the Party's Executive Director (who serves as an ex officio member of the committee).

The rules provide for a candidate nomination committee (CNC) in each electoral district that, subject to the rules, is responsible for the administration of the candidate selection process in the electoral district. The Executive Director of the Party designates a returning officer for each contested nomination.

Every EDA is to provide organizational and financial support to the Party's candidate in the electoral district.

### 2A) Selection Processes

The Conservative Party of Canada views being a Nomination Contestant as a privilege, rather than a right. The Party therefore expects Nomination Contestants to:

- Be familiar with and respectful of (a) the Party's Constitution, (b) the National Policy Declaration of the Conservative Party of Canada, (c) the Rules and Procedures for Candidate Nominations and (d) the Code of Conduct for Volunteers, Campaign Staff and EDA Staff;
- Be forthcoming about any past or current activities that might negatively affect the ability of the Nomination Contestant to be a credible Conservative candidate in a general election or by-election. Such activities include, but are not limited to, having a criminal record, being the subject of allegations of misconduct – criminal, sexual, professional or otherwise, having expressed opinions that are not representative of the principles of the Party, or having filed for personal, or business bankruptcy.
- Demonstrate a knowledge of the factors and an approach that may result in a successful election campaign, including a person's ability to engage and communicate with voters, recruit and retain Members to the Party, build a campaign team, fundraise and serve as a Member of Parliament with integrity.

A Nomination Contestant means an Applicant who:

- submitted a complete Application under the requirements of the Rules,
- was interviewed, and
- was permitted to contest the nomination by the National Candidate Selection Committee.



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In addition to any discretion provided under the Rules and Procedures for Candidate Nominations to decide that an Applicant is not eligible to become a Nomination Contestant or to disallow an Applicant, Nomination Contestant, or Candidate, an Applicant will not be permitted to become a Nomination Contestant unless the Applicant:

1. is eligible to be a candidate under the *Canada Elections Act*;
2. has not been an unsuccessful candidate in both of the two prior federal general elections;
3. has not been an unsuccessful nomination contestant in a Conservative Party nomination contest during the same Parliament as the one contested;
4. has been a Member of the Party for a minimum of six (6) months prior to filing his or her Application;
5. has not been disallowed as a nomination contestant by the National Candidate Selection Committee during a previous contest in any prior nomination cycle or by-election nomination as the case may be;
6. has not previously confirmed in writing their intention to close an Application to be a Nomination Contestant in the current nomination cycle or by-election nomination as the case may be; and
7. has obtained approval to contest the nomination from the National Candidate Selection Committee.

The requirements described in Items 2 to 5 above may be waived by the Executive Director and the President of the National Council, in consultation with the National Councillor(s) for the affected jurisdiction. For Items 2, 3, 5, and 6, the waiver is subject to approval by a majority of National Candidate Selection Committee.

### Application

Any eligible person wishing to be an Applicant (to stand as a Nomination Contestant) must submit an Application to Party Headquarters [Annexes, Tab 6].

The Application consists of the following documents:

- A completed Personal and Residential Information Form;
- A signed Financial Agent Consent signed by the Applicant's financial agent consenting to act as the Applicant's financial agent pursuant to the Canada Elections Act;
- A \$1,000 Interac e-transfer to the Conservative Fund Canada from the Applicant's nomination campaign bank account. This deposit is a good conduct bond that will be returned to the Financial Agent of the Applicant/Nomination Contestant/Candidate, provided the Applicant/Nomination Contestant/Candidate has adhered to the Rules and Procedures for Candidate Nominations, as follows:
  - for any Applicant who is not accepted as a Nomination Contestant, upon completion of the nomination process, and
  - for a Nomination Contestant including the person who becomes the Candidate, upon the completion of the next federal general election or by-election.

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The proceeds of forfeited good conduct bonds will be transferred to the EDA. The good conduct bond will not constitute a contribution or transfer from the Applicant to the Party.

- A void cheque from the Applicant's nomination campaign bank account used for the purpose of returning an Applicant/ Nomination Contestant/ Candidate's good conduct bond.
- A completed and signed Nomination Contestant Questionnaire (NCQ);
- A current Certificate of Conduct/Criminal Records Check obtained through a system provided by the Party;
- A current credit check;
- Signed authorization for the Party to conduct a credit and criminal records check;
- A signed Confidentiality Agreement, in which the Applicant agrees not to publicly disclose any information concerning the conduct of the application process;
- A consent letter to Elections Canada, stating that if nominated, the Party has permission to receive information on the status of their electoral campaign return;
- A signed declaration stating the agreement of the Applicant that:
  - the National Candidate Selection Committee has authority to not permit or disallow his or her candidacy on any grounds it sees fit, which rejection may be appealed to the National Council pursuant to these Rules. The National Council's decision is final and binding and is not subject to appeal, challenge or review on any grounds whatsoever,
  - he or she accepts, and agrees to advance, the policies, principles, goals and objectives of the Party,
  - membership information provided by the EDA or Party will be used only for the purpose of campaigning for the nomination, and not for any other purpose,
  - use of the Party logo is not permitted in campaigning for a nomination,
  - if they are successful in winning the nomination, they will participate in training session(s) conducted by the Party on how to run an effective federal election campaign and will agree to enter into any reasonable financial arrangements with the Conservative Party of Canada concerning the payment for the provision of campaign services by the Party to the candidate, and
  - he or she agrees to follow Elections Canada rules, or any applicable legislation, at all times and understands that breaching these rules in any way shape or form is immediate grounds for dismissal;
- Completed forms authorizing the Canada Revenue Agency, the Canada Border Services Agency, Citizenship and Immigration Canada, and the Department of National Defence to release any available information through the Privacy Act to the Party concerning any offences, infractions, or pending matters involving the Applicant under an Act, regulation, or Code enforced by those departments;
- A declaration agreeing only to use campaign materials authorized by the Conservative Party of Canada if nominated as the Candidate.
- A declaration whereby the Applicant confirms that they have read, understand and will adhere to the Conservative Party of Canada Membership Bylaw and the membership processing procedures outline in these rules;
- A Candidate Assignment Form which designates the Conservative Fund Canada to receive the Reimbursement of the Candidate's Election and Expenses following the general election.

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- A Candidate Donation Pledge whereby the Candidate pledges to make the maximum allowable donation to the Party or EDA in each calendar year while serving as a MP.
- A Declaration whereby the Applicant confirms that all the assets of the campaign become the property of the EDA upon the conclusion of the campaign.
- A Letter of Intent whereby the Applicant confirms the Federal Electoral District in which they are seeking nomination and why; and
- A Nomination Petition containing:
  - the Applicant's name, address, telephone number(s) and email address,
  - the Applicant's written consent to be a Nomination Contestant; and
  - a nomination petition signed by at least twenty-five (25) current EDA Members who reside in the electoral district in which the Applicant wishes to run, are in good standing in the Party, and were Members at least three months prior to the date the Applicant submits their complete Application.

An Applicant may, prior to the Close of Nominations, provide amendments to their Application. The amendments may be submitted to the Party at the Party Headquarters.

It is the responsibility of the Applicant to ensure that a complete Application is received prior to the Close of Nominations. If a complete Application is not received prior to the Close of Nominations, the Applicant will not be eligible to be a Nomination Contestant.

Should extraordinary circumstances require, the Executive Director or their designate in consultation with the Chair of National Candidate Selection Committee, the President of the National Council, the National Councillor(s) for the respective jurisdiction and CNC Chair of the applicable Electoral District, may authorize a hard copy paper version of the Application to be used by the Applicant(s), following the form and Schedules set out in the Rules.

## [2B\) Nomination Contests](#)

### EDA Candidate Nomination Committee (CNC)

When directed to do so by the National Council, the Board of Directors of an EDA appoints a CNC for the purpose of recruiting potential nomination contestants and administering the candidate selection process.

Prior to appointment, committee members must agree to maintain neutrality with respect to the nomination process and all potential nomination contestants and must complete an Affirmation of Neutrality and agree not to seek the nomination themselves in this Electoral District or any others.

Any member of the Board of Directors of an EDA, after indicating to the Executive Director or their designate, in writing, an intent to seek the nomination as a candidate in an upcoming federal election or by-election, in any Electoral District, must take a leave of absence as a Director and may only resume duties of a Director when they are no longer a contestant for the nomination for the election or by-election, as the case may be.

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All approved nomination contestants (as listed by the nominations committee) are invited to attend meetings of the Board of Directors; however, nomination contestants are not be permitted to participate in any discussions or deliberations regarding the nomination.

The Party provides rules and procedures for recruiting, selecting and training candidates.

A person seeking nomination as a candidate must provide to the committee all documentation as required by the Party, and meet membership and all other requirements as specified by the Party.

### Membership Lists

If an Applicant is approved to contest the nomination, the Executive Director or their designate must provide a copy of the list of current Members to the Applicant current as of the date of the Closing Notice. A copy of the list of current Members will not be provided prior to the Closing Notice. Any new applicant to the race will be given the same list; subsequent lists will be given to all Nomination Contestants at the same time.

After the deadline for submission of memberships has passed, and as soon as the final list of Members eligible to vote at the Nomination Meeting(s) is available, it is provided to each Nomination Contestant.

Upon receipt, Nomination Contestants may review the final list of Members eligible to vote at the Nomination Meeting(s) to identify any Members that were not on the list but the Nomination Contestant believes should be or any Members that should not be included on the list. The Nomination Contestant must advise the designate of the Executive Director within forty-eight hours of receipt of final list of Members eligible to vote at the Nomination Meeting(s) of any specific issues that may need to be resolved.

If amendments are made to the final list of Members eligible to vote at the Nomination Meeting(s), the Party will circulate an updated list in advance of the Nomination Meeting. Any Members of the Party residing in the Electoral District but not on the list will be able to vote in the nomination process once their membership eligibility and residency has been confirmed by the Executive Director or their designate.

### Candidate Nomination Meeting Rules and Voting

The Executive Director or their designate will consult with the National Councillor(s) for the respective jurisdiction and the CNC, if a CNC has been constituted, to select a date, time, location and medium of the Nomination Meeting(s). The Nomination Meeting(s) must occur no later than forty-seven days from the Closing Notice.

Only those who were Members of the Party as of two days following the issuance of the Closing Notice are eligible to vote. Any Member whose membership has expired within the previous ninety days of two days following the issuance of the Closing Notice is eligible to vote provided that the Member pays the appropriate membership renewal fee.

Each Nomination Contestant must be given the opportunity to address the membership at least once prior to the vote. Each Nomination Contestant is given equal time to speak, and the time may be used by the Nomination Contestant and/or introducer(s) as the Nomination Contestant may choose.

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The Executive Director or their designate appoints an impartial Returning Officer (RO). The name and contact information of the proposed RO is provided to the Executive Director or their designate via the CNC Chair. The RO supervises the voting and vote count, declare the nomination of the Party candidate. The RO keeps in their possession related election materials used for the Nomination Meeting including membership lists and the cast ballots which will then be destroyed seven days following the conclusion of the appeal periods unless otherwise directed by the Executive Director or their designate.

No official business other than the selection of a Candidate may be conducted at the Nomination Meeting until after the vote for the candidate has been held.

On the ballot, the Nomination Contestants are listed in alphabetical order by surname followed by first name, if more than one Nomination Contestant has the same surname, and by first and second name, if more than one Nomination Contestant have similar surnames and first names.

Votes are be conducted by a single preferential transferable ballot wherein the voters numerically rank the Nomination Contestants in sequence of their choice, where, if after the first vote no Nomination Contestant receives more than fifty percent of the valid votes cast, then the Nomination Contestant(s) receiving the least number of votes or failing to achieve a minimum of ten percentage of vote are dropped and the ballots recalculated based on next choices for the dropped candidates. This process is repeated until one Nomination Contestant receives more than fifty (50) percent of valid votes cast. A Nomination Contestant receiving more than 50% percent of valid votes cast becomes the Candidate.

In Electoral Districts where factors such as geography, weather, health concerns and transportation hinder Members from attending at a single location, the Executive Director or their designate in consultation with the Chair of National Candidate Selection Committee, the President of the National Council, the National Councillor(s) for the respective jurisdiction and CNC Chair of the applicable Electoral District, if the CNC has been constituted, may direct, or, upon request from the EDA Board may authorize, that the selection of the Candidate take place at Nomination Meetings held at two or more times and locations or conducted by telephone and / or video conference and / or in-person and / or combination of medium. The Executive Director or their designate in consultation with the Chair of NCSC, the President of the National Council, the National Councillor(s) for the respective jurisdiction and CNC Chair of the applicable Electoral District will determine the method of balloting to be used in these circumstances.

In the event the Executive Director or their designate in consultation with the Chair of National Candidate Selection Committee, the President of the National Council, the National Councillor(s) for the respective jurisdiction and CNC Chair of the applicable Electoral District, if the CNC has been constituted, has determined to allow multiple Nomination Meetings to occur at multiple times and/or locations, then all the deadlines, timelines and notice periods are based on the date of the first nomination meeting.

Under extenuating circumstances, other methods of balloting may be approved by the Executive Director or their designate in consultation with the Chair of National Candidate Selection Committee, the President of the National Council, the National Councillor(s) for the respective jurisdiction and CNC Chair of the applicable Electoral District, if the CNC has been constituted. Ballots are marked in secret, except where the vote is conducted by telephone and / or video conference and / or in-person and / or combination of medium.

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Proxy voting is not permitted. In the event of a tie vote, the outcome is determined by drawing of lots.

### Voting Procedure – Identification Requirements

In order for a Member to exercise the rights of a Member to vote as provided for by the Constitution, they must first provide identification using:

- one original piece of identification, set out by by-law or the leadership election organizing committee, as the case may be, issued by a Canadian federal, provincial or territorial government agency containing the Member's photograph, name and address, or
- two original pieces of identification, set out by by-law or the leadership election organizing committee, as the case may be, both of which contain the Member's name, one of which contains the Member's photograph and one of which contains the Member's address.

Identification requirements are subject to the exercise of discretion by the returning officer or equivalent to waive specific requirements where exceptional circumstances warrant.

### Protecting the Integrity of the Nomination Contests

The Conservative Party of Canada invests significant effort into protecting the integrity of its Nomination Contests and Leadership Contests.

The Party has taken efforts to protect its processes from interference, such as requiring that each Member pay a membership fee, that Members pay for their own fee (or that it is paid for by a Member of their immediate family residing at the same address), and that membership fees are paid using a personal credit card, personal cheque or money order issued by a Canadian financial institution.

The Party uses various techniques to monitor all sales in an effort to identify any suspicious behavior, including the attempted use of prepaid credit cards or repeated attempts to purchase memberships from a single IP-address. Memberships purchased using these means are deemed ineligible and removed before voting lists are issued to candidates.

Where it has appeared that there are coordinated efforts to subvert the Party's internal processes or the *Canada Elections Act* in nomination contests, the Party makes efforts to identify those involved in the conduct and to take appropriate action, including, for example, disqualification from candidacy and/or referral to the Office of the Commissioner of Canada Elections where it appears a single individual (working alone or in concert with others) has attempted to circumvent the contribution rules set out in the *Canada Elections Act*.

### 2C) Complaints, Reviews and Appeals

In the context of a nomination process, the National Council appoints the members of the Secretariat Committee to attempt to intervene to resolve any dispute referred to the National Council as to whether the requirements of the Constitution, a by-law or any rules are being met by the EDA Board or any committee thereof. Where the Secretariat Committee decides not to intervene or is unsuccessful in resolving a dispute and the dispute remains outstanding, the Secretary then reports same to the Chair of the Arbitration Committee for adjudication by a panel.

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Where the Executive Director and the President of the National Council reject a waiver, that person may appeal to the National Candidate Selection Committee by filing an appeal in writing with the Executive Director of the Party within forty-eight hours of the decision being communicated to the person. The Executive Director then brings any appeal to the attention of the Chair of the National Candidate Selection Committee. The decision of National Candidate Selection Committee on an appeal is final and binding and is not subject to appeal, challenge or review on any ground whatsoever.

Where the National Candidate Selection Committee disallows or does not permit the candidacy of any person before or after nomination by the EDA, that person may appeal to the National Council by filing an appeal in writing with the Executive Director of the Party within forty-eight hours of the decision being communicated to the person. The Executive Director then brings any appeal to the attention of the President and Secretary of the National Council forthwith.

The National Council determines expeditious procedures to be followed in an appeal, recognizing that disallowance and permitting an Applicant to contest a Nomination is an act of discretion of the National Candidate Selection Committee. The decision of the National Council on an appeal is final and binding and is not subject to appeal, challenge or review on any ground whatsoever.

If a Nomination Candidate wishes to appeal the conduct or the results of the Nomination Meeting, they must do so in writing within five days of the Nomination Meeting to the Chair of the National Candidate Selection Committee through the Executive Director. In the event of a Nomination process-taking place over a number of days, they must file their appeal within five days of the final meeting. The written appeal must clearly identify the issues being raised as well as provide any support of those issues for which they feel an appeal should be heard. If the Nomination Candidate is not satisfied with the decision of the National Candidate Selection Committee on their complaints, they may appeal to the National Council within seventy-two hours of the decision being communicated to the person. The decision of the National Council is final and binding and is not subject to appeal, challenge or review on any grounds whatsoever.

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## Part 3 – Party Leadership

The internal rules and regulations for selecting the Leader of the Conservative Party of Canada are derived from two sources:

- 1) The Party Constitution, which provides for certain rules applicable to all leadership contests; and
- 2) The Contest-Specific Rules, which are set by the Leadership Election Organizing Committee appointed by the National Council to oversee each leadership election process.

The most recent Contest-Specific Rules, which are reviewed and revised as necessary at the outset of each leadership contest, were from the Party's 2022 leadership contest, which is the version that will be referred to and discussed below [Annexes, Tab 7].

In addition to the Party Constitution and the Contest-Specific Rules, leadership contestants are required to comply with the *Canada Elections Act* which governs, among other things, the contribution limits that can be accepted and from whom (i.e., only individuals who are Canadian citizens or permanent residents can make contributions).

### Party Leadership – Party Constitutional Rules

The Party Constitution provides that, in the event of any of the following, the National Council implements the leadership selection process at the earliest convenient date thereafter:

- the death or retirement of the Leader;
- the Leader indicates an intention to resign by submitting notice in writing to the President of the National Council; or
- more than fifty percent of the votes cast at a national convention are in favour of engaging the leadership selection process (at the first national convention following a federal general election when the Party does not form the government).

To implement the leadership selection process, the National Council appointed the chair and members of the Leadership Election Organizing Committee, which is to be comprised of, but not limited to, the following; 6 National Councillors from different regions of Canada, 1 Senator, 1 Member of Parliament, and 1 Conservative Fund Canada member.

The Leadership Election Organizing Committee determines the rules and procedures for the conduct of the leadership selection process, including a dispute resolution procedure which is final and binding. The Party Constitution requires that the leadership selection rules provide that a Member may cast a postal ballot and that the minimum membership period established for eligibility to vote in the leadership election be set so as to permit adequate time for ballots to be mailed to Members and returned by mail.

In the Conservative Party, the Leader is selected by way of a direct vote of Members in every electoral district in Canada, as follows.

- Each Member of the Party has one vote.
- Each electoral district is allocated 100 points or 1 point per vote cast, whichever is less.



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- Leadership candidates are assigned a point total based on their percentage of the vote in each electoral district.
- To win the leadership, a candidate must obtain a majority of points from across the country.
- Voting is by preferential vote.
- Each leadership candidate is entitled to have scrutineers present at all stages of the vote count.
- At each count round, both the weighted results and the results by electoral district are made public.
- In the event the final ballot of any leadership contest is within 1.50% of point totals, a mandatory recount will be implemented and all ballots are preserved while any recount is undertaken.
- The Leadership Election Organizing Committee engages an independent third party auditing firm to count the ballots.

## Party Leadership – Contest Specific Rules

Subject to the requirements of the *Canada Elections Act* and the Party Constitution, the Leadership Election Organizing Committee (LEOC) sets rules for the conduct of the leadership selection process.

The leadership selection process rules have, historically, been largely consistent from one leadership selection process to the next. The rules summarized below are based on the rules from the 2022 leadership selection process [Annexes, Tab 7].

### Appointment of Officials

#### **Chief Returning Officer**

LEOC appointed a Chief Returning Officer (CRO) who was responsible for:

- all matters pertaining to the conduct of the vote other than those specifically reserved for LEOC, the Leadership Candidate Nomination Committee, or the Dispute Resolution Appeals Committee herein;
- appointing and overseeing training for neutral Deputy Returning Officers (DRO) and other election officers as required;
- recommending to LEOC for its approval Leadership Voting Procedures which sets out
  - the process for postal voting;
  - the process for the selection of in-person polling stations (if any);
  - Member identification requirements;
  - the criteria for ordering candidate names on the ballot;
  - any other clarification that the CRO deems advisable;
- authorizing the selection of any in-person polling stations;
- certifying the list of names of eligible voters for each Electoral District and provide each in-person polling station with the appropriate list and approved ballots;
- prescribing the form of the ballot; and
- carrying out such other duties as may be determined by LEOC from time to time.

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### **Deputy Returning Officers**

The CRO appointed Deputy Returning Officer(s) (DROs), as needed, and was authorized to appoint Electoral District Returning Officer(s) (EDRO) for any Electoral District where a polling station was authorized. However, in the Party's two most recent leadership elections, there have not been any in-person polling stations.

The CRO was authorized to revoke or replace any appointment of a DRO or EDRO.

### Leadership Candidate Nomination Committee

LEOC appointed a Leadership Candidate Nomination Committee (LCNC) which could include any LEOC Member not serving on the Dispute Resolution Appeals Committee, and which was required to include the Chair of LEOC.

### Rules Committee

LEOC appointed a Rules Committee. The Rules Committee recommended the rules for adoption by LEOC and reviewed the rules from time to time and recommended amendments.

The Rules Committee liaised with approved Candidates or their appointed representatives in respect of any amendment requested or proposed to the rules.

The Chair of LEOC and the CRO were ex-officio members of the Rules Committee and were entitled to participate in all deliberations.

### Dispute Resolution Appeals Committee

LEOC appointed a Dispute Resolution Appeals Committee (DRAC). The DRAC had the power to set its own rules and procedures. DRAC had all remedies available to them except for the disqualification of a Candidate. In the event that DRAC formed the opinion that a Candidate should be disqualified, they were required to provide a written recommendation to the Chair of LEOC, who was then to convene a meeting of LEOC to accept or reject the recommendation within 4 days of receipt of the recommendation.

### Candidate Eligibility

No person was eligible to be a candidate for Leader unless the candidate:

- had been a Member of the Party for at least six months prior to filing his or her application or has received a written waiver of the six-month requirement from the Leadership Candidate Nomination Committee; and
- confirmed he or she supported the founding principles of the Party as set out in the Party Constitution.

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Candidates were required to submit the following to enter the race:

- The Leadership Contestant Questionnaire (LCQ);
- The first instalment of the registration fee (fifty thousand dollars (\$50,000));
- A written endorsement of the Party's Code of Conduct for Volunteers, Campaign Staff, and EDA Staff, in a form prescribed by LEOC, agreeing that it would apply to the Candidate and to all members of his or her campaign; and
- A completed contact document.

Applicants were interviewed by the LCNC.

Within fourteen days following the receipt of a Candidate Applicant's submission of the Filing Documents, upon agreement from the LCNC and where all prerequisites for certification had been met, the Chair of LEOC sent, in writing, a Notice of Certification to the Candidate Applicant confirming that the Candidate Applicant had met all prerequisites for seeking the leadership of the Party.

If a majority of the LCNC had believed that there may be cause to reject an Applicant, the Chair of the LCNC was to immediately inform the LEOC, and it was LEOC that was to render a decision to allow or disallow an Applicant within four days of receiving notice from the LCNC that there may be cause to reject said Applicant. All decisions of the LEOC were final and not subject to internal appeal or judicial review.

To remain a candidate, (and become what was called a "Verified Leadership Candidate" and appear on the ballot), each Certified Candidate was required to submit:

- 500 Members' signatures of endorsement, with certain regional requirements;
- A full registration fee of \$200,000; and
- A full refundable \$100,000 compliance deposit.

#### [Leadership Contestant Fundraising Rules](#)

All contributions to Candidates were required to be directed through the Conservative Fund Canada from during the contest period, or until thirty days after they withdrew or were disqualified from the contest, whichever occurred first.

Candidates were required to comply with the Canada Elections Act. As a result, no candidate was permitted to accept contributions from corporations, unions, non-resident individuals, or any entity prohibited from contributing by the *Canada Elections Act*.

Any and all donations/contributions were subject to the requirements of the *Canada Elections Act*. Any breach of the *Canada Elections Act*, with regard to contributions, by any campaign, would have resulted in a candidate's disqualification.

The Conservative Fund Canada was responsible for the issuance of tax receipts for directed contributions received up to January 31st, 2023. This allowed the Conservative Fund Canada to monitor to ensure that individual donors did not exceed their contribution limits.

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### Authority to Audit

The CRO was given the authority to perform audits on the accounts of Candidates throughout the leadership selection process. The Candidate's Financial Agent was required to provide all books and accounts to the CRO or any person that the CRO designated forthwith upon request and failure to comply constituted a breach of the Rules.

### Non-Compliance

In addition to specific provisions, the Rules provided that any action by a candidate aimed at circumventing or avoiding the application of any section of the financial regulations would be a violation of these provisions and be subject to sanction by the CRO.

### Protecting the Integrity of the Leadership Contest

The CRO worked closely with Party staff to review all active memberships and submitted membership sales for compliance with the *Canada Elections Act*, the Party Constitution, and the rules for the leadership selection process.

The Party took efforts to protect its processes from interference, such as requiring that each Member paid a membership fee, that Members paid for their own fee (or that it was paid for by a member of their immediate family residing at the same address), and that membership fees were paid using a personal credit card, personal cheque or money order issued by a Canadian financial institution.

The Party used various techniques to monitor all sales in an effort to identify any suspicious behavior, including the attempted use of prepaid credit cards or repeated attempts to purchase memberships from a single IP-address. Memberships purchased using these means are deemed ineligible and removed before voting lists are issued to candidates.

Where it has appeared that there was a coordinated effort to subvert the Party's internal processes or the *Canada Elections Act* in leadership contests, the Party takes steps to identify those involved in the conduct and to take appropriate action, including, for example, disqualification from candidacy and/or referral to the Office of the Commissioner of Canada Elections where it appears a single individual (working alone or in concert with others) has attempted to circumvent the contribution rules set out in the *Canada Elections Act*.

In response to a report filed by the Party in July 2022 to the Office of the Commissioner of Canada Elections regarding irregularities, the Office of the Commissioner of Canada Elections "*noted proactive steps taken by the CPC to ensure that controls were in place to govern the sale of CPC memberships. This was evidenced by the restrictions in place on acceptable forms of payment and the systematic review of transactions prior to accepting a membership purchase.*" The Office also confirmed that "*the application of the CPC's rules and regulations during the review of the membership sales, the CPC appears to have mitigated potential over-contributions and reduced the possibility of ineligible contributions.*"

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## Dispute Mechanism

### **Non-Compliance**

The CRO was permitted to inquire into whether a Candidate had contravened these Rules, any directive, or any law of Canada. Any Candidate or Member was able to request an inquiry by the CRO.

The decisions of the CRO were open to appeal by a candidate to the DRAC with limited exceptions.

Decisions of the CRO (other than through an appeal to the DRAC as set out in these Rules), the LEOC, and the DRAC was final and binding on the candidate and all Members. Such decisions were not subject to internal appeal or judicial review.

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## Part 4 – Fundraising

### Fundraising Methods

The Conservative Fund Canada is the sole fundraising arm of the Party. The Conservative Fund Canada raises funds in accordance with the *Canada Elections Act*. The Fund contacts donors through various methods, including but not limited to email campaigns, direct telephone calls, mail communications, text messaging, events and digital advertising. Contributions are rigorously reviewed by the Fund's finance team to ensure compliance with contribution limits and eligibility.

As with membership purchases, the Fund only accepts contributions via personal credit card, personal cheque or a money order issued from a Canadian financial institution (i.e., Canada Post or similar, non-personalized money orders are not accepted as a form of payment).

The Fund engage an audit firm for further assurance of compliance, as part of the audit of the annual financial statements and the Annual Financial Transactions Return filed with Elections Canada, and cooperates with all external audits or reviews, as requested by Elections Canada and/or the Commissioner of Canada Elections, as is standard practice when dealing with contributions at volume.

### Party Transfers to/from EDAs

There is no requirement under the Party's governing documents for Fund to EDA, or EDA to Fund transfers. However, by convention, the Fund does transfer 10% of solicited tele-fundraising contributions (retention contributors only) to the EDA from which that contribution was made.

Additionally, though not formally under the banner of fundraising, one-third (33.3333%) of the proceeds of membership sales are transferred to the EDA of each new or renewing Member. These proceeds help the EDA administer their membership at the local level.