

ELECTORAL DISTRICT

CANDIDATE SURNAME

## **NOMINATION PAPER**

OF A CANDIDATE FOR A TERRITORIAL ELECTION OR BY-ELECTION

(As required under section 80 of the *Elections and Plebiscites Act*, S.N.W.T. 2006, c.15)

TO BE FILED AFTER THE ISSUE OF THE WRIT OF ELECTION

PURSUANT TO SUBSECTION 82(2) OF THE *ELECTIONS AND PLEBISCITES ACT*, S.N.W.T. 2006, c.15

**Please read the Instructions before completing this document**

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a) Legislative Assembly of the Northwest Territories – Member's Conduct Guidelines	
b) Conflict of Interest Restrictions affecting Members of the Legislative Assembly	

## INSTRUCTIONS TO COMPLETE THE NOMINATION PAPER

### GENERAL

1. This nomination paper will only be accepted from the time of the issue of the writ on the 29<sup>th</sup> day before ordinary polling day of the election until 2:00pm on the 25<sup>th</sup> day before ordinary polling day of the election.
2. This document has been prepared to allow information to be typed in, with the exception of signatures or nominator information. Please ensure any printing is clear and legible.
3. A person is eligible to be a candidate for the 2019 Territorial General Election if on or before the day on which their nomination paper is filed:  
(a) is a Canadian Citizen, and b) has attained the age of 18 years or older, and (c) has been ordinarily resident in the Northwest Territories for a period of at least 12 months on the day their nomination paper is filed.
4. A person is not eligible to be a candidate while they:
  - a) hold office as the Chief Electoral Officer;
  - b) are an election officer;
  - c) are an Official Agent;
  - d) are a member of the Parliament of Canada or of the legislative assembly of a province or territory;
  - e) are imprisoned in a correctional institution as a result of a conviction of an offence; or
  - f) are disqualified under section 350 of the *Elections Plebiscites Act*.
5. A completed nomination paper must be filed with a Returning Officer in the electoral district the candidate wishes to represent in the NWT Legislative Assembly.
6. A nomination deposit in the amount of two hundred dollars (\$200) **must** accompany the nomination paper. The \$200 deposit must be in cash, or a money order, or a certified cheque payable to "Government of the Northwest Territories".
7. If a candidate wishes to have a photograph appear on the ballot, the photograph must conform to section 85(1) of the *Elections and Plebiscites Act* and must be submitted with the nomination paper. Photos will not be received at any other time.
8. A Returning Officer cannot accept an incomplete nomination paper.

### FILLING OUT PART 1

9. Print or type all of the information required in each box. All fields are mandatory.
10. Candidate should not sign the "Oath or Affirmation" until Part 1 has been completed (see item 17 below).
11. Candidate may use the name they are known by in the community.
12. If candidate's name is hyphenated it must fit within the proper box.
13. Titles (such as Ms. or Dr.) or degrees (such as MBA or BSc) should not be included. They will not be included on the ballot.
14. Candidates must appoint an individual as an Official Agent to assume duties in accordance with the *Elections and Plebiscites Act*.
15. Candidate's Official Agent must reside in the Northwest Territories but cannot be: a candidate, a person working for Elections NWT, or an employee of the Government of the Northwest Territories.
16. Candidate's Official Agent must sign and date the "Official Agent Consent". A candidate may witness their Official Agent's signature.
17. After completing Part 1 and once the Official Agent has signed the "Official Agent Consent", take Part 1 to a Commissioner for Oaths for the Northwest Territories and sign the "Oath or Affirmation" in the presence of the Commissioner for Oaths.

## **FILLING OUT PART 2**

18. Once Part 1 is completed, at least 15 qualified Nominators must sign Part 2.
19. Each Nominator must sign in the presence of a witness who knows the Nominator personally to ensure that the Nominator is a Canadian Citizen who is 18 years of age or older, has resided in the Northwest Territories for at least 6 months, and is ordinarily resident in the electoral district the candidate has chosen to run in.
20. A candidate can be the witness.
21. The witness is also responsible for ensuring that the name and address of each Nominator is printed clearly on Part 2.
22. After a Nominator signs Part 2, the Witness must put his or her initials in the right hand column beside the signature of the Nominator.
23. The witness must also print their name and address and sign the declaration in “Witness to Above Signatures” section at the bottom of Part 2.

## **FILLING OUT PART 3**

24. If the candidate would like their photograph on the ballot, check the top box and attach a print or digital copy of their photograph to the nomination paper.
25. The photograph must be a full-frontal view of the head and shoulders of the candidate and be at least 2.54 cm x 3.81 cm (1 inch x 1 ½ inches) in size. The candidate must not have their head covered in the photo unless required by their religion or a medical condition.
26. The photograph will only be included on the ballot if it is attached to the nomination paper when it is filed with the \$200 deposit to the Returning Officer.
27. If the candidate does not want their photograph on the ballot, check the second box.
28. Once the box selected is marked, the candidate must sign Part 3 in the presence of a witness.

## **FILLING OUT PART 4**

29. The Candidate must review the documents indicated then fill in the information and sign the “Information Review Declaration”.

When Parts 1, 2, 3, and 4 are complete, the Candidate or Official Agent must take the completed nomination paper, a \$200 deposit and photograph (if being submitted) to the Returning Officer to complete the remaining parts.

A person is not an official candidate until the Returning Officer has:

- a) accepted the nomination paper; and,
- b) issued a Receipt of Official Candidacy.

Candidate or Official Agent will receive an email with login information to an online candidate portal that contains the list of electors for the electoral district, forms, and information for their candidacy. Hard copies of the forms may be requested from the Returning Officer.

**Please note:** Candidate names, photographs and contact information will become public information.

**PART 1: CANDIDATE AND OFFICIAL AGENT INFORMATION AND CONSENT**

Electoral District
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**CANDIDATE INFORMATION** \*The name will appear on the ballot paper exactly as entered in the box

Given Name*	Surname*
Residence Address	Mailing Address if different from residence address
Telephone Number	Email Address (information about candidate’s online portal will be sent to this address)

**CANDIDATE OATH OR AFFIRMATION**

I, the undersigned, named as a Candidate in this nomination paper, do swear or solemnly affirm that:

1. I consent to the nomination;
2. I am a qualified elector and am eligible to be a candidate in the 2019 Territorial General Election; and,
3. I hereby appoint as my Official Agent the person whose name and contact information are stated below.

Candidates Signature	Commissioner for Oaths for the Northwest Territories	Date
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**OFFICIAL AGENT APPOINTMENT**

Given Name	Surname
Residence Address	Mailing Address
Telephone Number	Email Address

**OFFICIAL AGENT CONSENT**

I, the undersigned, consent to the performance of duties of an Official Agent in accordance with the *Elections and Plebiscites Act*.

Official Agent signature	Witness signature	Date
	Witness address	

**PART 2: NOMINATING ELECTORS INFORMATION AND SIGNATURES**

We, the undersigned eligible electors of the electoral district named in Part 1 , nominate \_\_\_\_\_ to be a candidate in the 2019 Territorial General Election for the electoral district named in Part 1: (Candidate name)

	Nominator Name (Print in block letters)	Residential Address (Print in Block letters)	Nominator Signature	Witness initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**WITNESS TO ABOVE SIGNATURES**

As a witness, I declare that I know the persons whose signatures I have witnessed above and believe them to be eligible electors for the electoral district named in Part 1.

Witness Name	Witness Address	Witness Signature	Witness Initials

**PART 3: PHOTOGRAPH OF CANDIDATE**

<input type="checkbox"/> I, the undersigned declare that the photograph which accompanies this nomination paper is of myself and was taken during the 12 months before the nomination period. I further permit the photograph to be used in efforts that inform electors.		
or,		
<input type="checkbox"/> I choose not to submit a photograph with my nomination paper and I understand that no photograph will be accepted after my nomination paper has been filed.		
Signature of Candidate	Name of Witness (Print)	Signature of Witness

**PART 4: INFORMATION REVIEW DECLARATION**

In accordance with subsections 80 (a) & (s) of the *Elections and Plebiscites Act*, I solemnly declare that I have reviewed the information items made available to me by the Chief Electoral Officer which include: (a) the Legislative Assembly of the Northwest Territories - Members' Conduct Guidelines, and (b) *Part 3 of the Legislative Assembly and Executive Council Act*.

Candidate Name	Electoral District
Candidate Signature	Date

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## Receipt of Official Candidacy

2019 Territorial General Election

In accordance with section 83(2) of the *Elections and Plebiscites Act* of the Northwest Territories, this

receipt is proof that the nomination paper and deposit for \_\_\_\_\_

(Candidate name)

has been accepted and that \_\_\_\_\_

(Candidate name)

, nominated to be a

Candidate, is an Official Candidate for the electoral district of \_\_\_\_\_

(electoral district name)

in the 2019 Territorial General Election to be held on Tuesday, October 1, 2019.

\_\_\_\_\_  
Returning Officer

\_\_\_\_\_  
Date

Seal must be  
affixed to  
validate official  
candidacy

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## CODE OF CONDUCT FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY OF THE NORTHWEST TERRITORIES

### Part 1: Statement of Commitment

1. As Members of the Legislative Assembly of the Northwest Territories, we acknowledge that we have accepted a responsibility to serve the people of the Northwest Territories. We seek wisdom, strength, courage, honesty and compassion from the people of the North, both from those who have built our past and from those who are shaping our future. As legislators elected to govern the Northwest Territories, we will do our utmost to:
  - Hear the voices of all that live in the Northwest Territories;
  - Preserve Indigenous Traditional Knowledge, languages and the traditions of the various cultures and bridge them with new ways to build a better future for people in the Northwest Territories;
  - Provide legislation, policies and services for the good of the people as individuals, families and communities;
  - Promote the equality and equity of all people in the Northwest Territories;
  - Distribute resources fairly and justly; and
  - Respect and honour our land and all its inhabitants.

### Part 2: Principles

2. Members must act lawfully and in a manner that will withstand the closest public scrutiny, upholding the integrity and honour of the Legislative Assembly and its Members. Members shall ensure their conduct does not bring the integrity of their office or of the Legislative Assembly into disrepute.

3. Members must treat members of the public, one another and staff appropriately and without harassment. Members must take all reasonable steps to ensure their work environment is free from harassment.
4. Members must carry out their official duties objectively and without consideration of personal or financial interests, and must arrange their personal affairs so as to maintain the trust and confidence of the public.
5. In performing their official duties, Members must use public resources prudently and only for the purposes for which they are intended. Members of the Assembly shall not use, or allow the use of, public property or services for personal gain.
6. Members must give priority to their duties as a Member over all other duties and offices they hold and must dedicate themselves to fulfilling their duty to effectively represent residents of the Northwest Territories.
7. Members must take appropriate steps to protect the confidentiality of any personal information, personal health information, or other confidential information that comes into their possession.
8. This Code is not designed to be exhaustive, and there will be occasions on which Members will find it necessary to adopt more stringent standards of conduct in order to protect the public interest and to enhance public confidence and trust.

### **Part 3: Effect of the Code of Conduct**

9. This Code of Conduct has a continuing effect except as amended or rescinded by resolution of the Legislative Assembly.



## **B. Code of Conduct - Provisions and Commentary**

- 2. Members must act lawfully and in a manner that will withstand the closest public scrutiny, upholding the integrity and honour of the Legislative Assembly and its Members. Members shall ensure their conduct does not bring the integrity of their office or of the Legislative Assembly into disrepute.**

### **Commentary**

As elected representatives of the people of the Northwest Territories, Members hold a position of trust and authority. Members are expected to hold themselves to a high standard of conduct. While this expectation is largely directed at a Member's public behaviour, Members must recognize that, as elected officials, behaviour in their personal lives will also be closely scrutinized. A Member's integrity is fundamental to maintaining public confidence, both in the individual Member and in the Legislative Assembly as an institution.

The Legislative Assembly will not generally be interested in the personal or private affairs of a Member. However, if a Member's conduct is such that knowledge of it would be likely to impair the public's trust in the institution of the Legislative Assembly, the Legislative Assembly may be justified in taking action. This is particularly so where the conduct in question is unlawful.

Excessive public consumption of alcohol, cannabis or other drugs or intoxicants, particularly where such consumption results in behaviour that could lessen the dignity of the Legislative Assembly, is unacceptable and constitutes a breach of the Code of Conduct.

Violation of certain laws, such as those involving a breach of trust or abuse of a position of trust, authority or intimacy, will be considered to be particularly damaging to the integrity and honour of the Legislative Assembly. This factor will be considered by the Legislative Assembly in deciding what action, if any, is to be taken under the Assembly's power to regulate its internal affairs and discipline Members.

- 3. Members must treat members of the public, one another and staff appropriately and without harassment. All Members must take all reasonable steps ensure their work environment is free from harassment.**

## **Commentary**

Conduct by a Member that is alleged to constitute harassment, sexual harassment or discrimination of or against another Member, Constituency Assistant, employee or contractor of the Legislative Assembly is addressed through the Legislative Assembly's Workplace Harassment Policy, found in the Members' Handbook. The prohibition against harassment in the Code of Conduct is not intended to duplicate the process, found in the Workplace Harassment Policy, for addressing such complaints.

Complaints of harassment that fall outside the Workplace Harassment Policy may be made to the Integrity Commissioner pursuant to the process set out in Part 3 of the *Legislative Assembly and Executive Council Act*. Harassment means engaging in a course of vexatious comment or conduct, based on one or more prohibited grounds of discrimination, which the Member knows or ought reasonably to know, is unwelcome by any person.

The following grounds of harassment are prohibited in the Northwest Territories:

- race
- colour
- ancestry
- nationality
- ethnic origin
- place of origin
- creed
- religion
- age
- disability
- sex (including pregnancy)
- sexual orientation
- gender identity or expression
- marital status
- family status
- family affiliation
- political belief
- political association
- social condition
- a conviction that is subject to a pardon or record suspension

Harassment includes sexual harassment. Sexual harassment means any conduct of a sexual nature, including comments, gestures or physical contact, whether on a one-time or recurring basis, that might reasonably be expected to cause offence or humiliation. Examples of sexual harassment include:

- inappropriate or unwanted physical contact such as touching, patting or pinching;
- inappropriate enquiries or comments about an individual's sex life;

- comments, gestures, or practical jokes of a sexual nature that cause discomfort or embarrassment;
- demands for sexual favours; and
- sexual assault.

Members of the Legislative Assembly may, in some contexts, be excluded from the authority of the Human Rights Commission and Human Rights Adjudication Panel under the *Human Rights Act* by virtue of parliamentary privilege. Where the *Human Rights Act* does not apply, the Legislative Assembly retains the power to inquire into and respond to allegations of Member misconduct as an incident of privilege, including through the process set out in Part 3 of the *Legislative Assembly and Executive Council Act*. However, Members should be aware that the *Human Rights Act* may apply to aspects of their personal and professional lives, including in tenancy relationships, employer-employee relationships, and the provision of services to the public.

4. Members must carry out their official duties objectively and without consideration of personal or financial interests, and must arrange their personal affairs so as to maintain the trust and confidence of the public.

### **Commentary**

This section of the Code of Conduct reflects a Member's obligation to avoid conflicts of interests, to declare conflicts that cannot be avoided, and to ensure a Member's actions reflect a commitment to the public interest, and not a Member's own personal or financial interests. The specific obligations of all Members regarding conflicts of interest, contracts and financial matters, gifts and benefits, and disclosure are set out in Part 3 of the *Legislative Assembly and Executive Council Act*.

Members must comply with the provisions of the *Legislative Assembly and Executive Council Act* and any other statutes, regulations, Board of Management resolutions or decisions of the Integrity Commissioner relating to ethics and conflicts of interest. Where a Member is uncertain about their compliance with conflict of interest rules, a Member should seek the advice of the Integrity Commissioner.



Members must conduct themselves professionally in their dealings with staff and contractors of the Legislative Assembly. Where a personal relationship may exist beyond a Member's professional interactions with an employee or contractor of the Legislative Assembly, Members are expected to make appropriate disclosure of the relationship. What constitutes appropriate disclosure will depend on the circumstances. Where there is any uncertainty regarding the need for disclosure of such relationships, Members are encouraged to consult the Integrity Commissioner for advice.

It is inappropriate for a Member of the Legislative Assembly to use the privileges of their office to seek special benefits or treatment for friends or family members of the Member.

5. In performing their official duties, Members must use public resources prudently and only for the purposes for which they are intended. Members of the Assembly shall not use, or allow the use of, public property or services for personal gain.

#### **Commentary**

Members must not use government-issued credit cards or any other source of public funds for personal expenses or personal benefit. Members must also refrain from using Legislative Assembly or government property, including Legislative Assembly vehicles, for personal purposes.

In accessing any allowances or other Legislative Assembly resources to which a Member may be entitled, including a Member's housing allowance, Members must accurately and completely disclose all information relevant to establishing their entitlement. Members must not represent their personal circumstances in a way that would give access to benefits to which they are not entitled.

Personnel resources, including constituency assistants, contractors and Legislative Assembly staff, must only be used for purposes related to the conduct of a Member's duties as a Member of the Legislative Assembly. It is not acceptable for Members to use such public resources for private purposes.

6. Members must give priority to their duties as a Member over all other duties and offices they hold and must dedicate themselves to fulfilling their duty to effectively represent residents of the Northwest Territories.

### **Commentary**

As is acknowledged in the Statement of Commitment, all Members have accepted a responsibility to serve the people of the Northwest Territories. In keeping with the seriousness of this responsibility, Members are expected to attend all sittings of the Legislative Assembly and all meetings of caucus and standing committees of which they are a member, unless there are compelling reasons why they cannot attend.

While occasional absences may be unavoidable, chronic absences from sittings of the Legislative Assembly, caucus or committee meetings without a compelling explanation undermine the integrity and capacity of the Legislative Assembly. Failure to attend committee meetings may result in quorum not being achieved, impairing the committee's ability to conduct its important legislative work. For this reason, Members are expected to attend the entirety of each meeting where their presence is required, and to notify the Chair in advance if they will not be able to attend.

The Board of Management has recognized the following explanations for a Member's failure to attend a meeting of a committee, found at page 32 of the Members' Handbook:

- The absence is in the course of the Member's duties as a Member or Minister or as the Premier or Speaker;
- The absence is a result of the Member's illness or injury or due to bereavement;
- The absence is due to factors outside a Member's control (i.e. weather, road closure or state of emergency);
- The absence is due to personal reasons.

The Legislative Assembly also recognizes that a Member's caregiving obligations, such as caring for an ill or injured dependent, and reasonable absences related to a Member's maternity or parental leave are valid explanations for a Member's absence from the Legislative Assembly.

While the Legislative Assembly will not generally inquire into the substance of a Member's personal reasons for absence, if a Member is absent for six meeting days in a calendar year without a valid explanation, the Committee in question is expected to seek the Member's removal from the Committee in the Legislative Assembly in order to ensure the proper functioning of the Committee and its ability to carry out its work.

7. Members must take appropriate steps to protect the confidentiality of any personal information, personal health information, or other confidential information that comes into their possession.

### **Commentary**

In the course of their legislative duties, Members may frequently be provided with confidential information. Such information may be received from constituents or as part of their work in the legislative process at the Legislative Assembly.

### ***Constituent Information***

Although the *Access to Information and Protection of Privacy Act* and *Health Information Act* do not apply to the Legislative Assembly or the offices of its Members, the Legislative Assembly recognizes the importance of protecting confidential information that may be received by a Member in the course of their legislative or constituent work.

Constituents and other members of the public may provide personal information to a Member as part of a request for assistance or other communication that may not be intended to be shared with a broader audience. Members must take care to obtain consent to collect, use, or disclose personal information or personal health information, and in all dealings with members of the public, must determine whether an individual agrees to share their information in confidence or in a public way.

### ***Confidential Committee or Government Information***

In consensus government, Members are frequently privy to expressly confidential and sensitive information through their work in caucus, standing committees, or in cabinet. Respect for the confidentiality of this information is critical to the Legislative Assembly's ability to conduct its business, and

respect for such confidentiality is part of a Member's obligations under the Code of Conduct.

8. This Code is not designed to be exhaustive, and there will be occasions on which Members will find it necessary to adopt more stringent standards of conduct in order to protect the public interest and to enhance public confidence and trust.

### **Commentary**

As elected representatives of the people of the Northwest Territories, Members hold a position of trust and authority. Public confidence in an individual Member and in the Legislative Assembly as an institution requires that Members hold themselves to a high standard of conduct, in both their personal and professional lives. The Legislative Assembly may at times find it necessary to respond to a Member's conduct that is found to undermine public confidence and trust, even if the provisions of this Code and all applicable laws have been respected.

### **C. Enforcement of the Code of Conduct**

The Code of Conduct is binding on all Members of the Legislative Assembly. Any person who believes on reasonable grounds that a Member has contravened the Code of Conduct may make a complaint to the Integrity Commissioner. The enforcement process set out in Part III of the *Legislative Assembly and Executive Council Act* applies to complaints regarding alleged Code of Conduct violations.

The Integrity Commissioner is responsible for conducting an initial investigation after a complaint is received. The Integrity Commissioner may then decide to dismiss the complaint or to direct an inquiry be held before a Sole Adjudicator. The decision is communicated in a written report, including reasons for decision, which must be tabled in the Legislative Assembly.

If the complaint is referred to a Sole Adjudicator, he or she must conduct an inquiry into the complaint and report their findings to the Speaker. Where the Sole Adjudicator finds the Member guilty of contravening the Code and does not dismiss it, for example as being a minor contravention or the result of inadvertence, the Sole Adjudicator can impose financial penalties, including a fine, restitution, compensation or costs, without requiring the approval of the Legislative Assembly.

The Sole Adjudicator also has the power to recommend a range of punishments to the Legislative Assembly. These punishments include, but are not limited to:

- A reprimand;
- A fine;
- An order to pay restitution or compensation;
- A suspension of the Member's privileges to sit in the Legislative Assembly;
- A declaration that the Member's seat is vacant.

The Legislative Assembly may choose to impose the punishment recommended by the Sole Adjudicator, or may reject the recommendation.



### Conflict of Interest Restrictions affecting Members of the Legislative Assembly

The *Legislative Assembly and Executive Council Act* contains rules prohibiting Members of the Legislative Assembly from being in a position where their private interests conflict—or are reasonably perceived to conflict—with their public duties. These rules also require public disclosure about a Member's affairs. If you are elected to the Legislative Assembly, you will be required to follow these rules while you are a Member, and for a period of time after leaving office.

#### Examples of potential conflicts of interest

Some examples of a conflict of interest include:

- Making representations about or being involved in passing a law or making a decision that would directly benefit you, your spouse, a minor child, or a company in which you have an interest.
- Using confidential information you receive because you are a Member to further your own interests or your family's interests.
- Being party to a contract with the government, either personally or through a corporation you control.
- Accepting gifts or money to help a person get a contract or other benefit from the government.

Every situation is different, and it may not always be clear whether or not there is a conflict of interest. If you are unsure, you should contact the Conflict of Interest Commissioner in advance for advice.

#### How do I know if I have a conflict of interest?

As a Member, you must ensure your personal financial interests and public duties do not come into conflict. If they do, you have to act in a way that maintains public confidence in you and in the Legislative Assembly.

In many cases, public confidence can be maintained if you do the following:

1. Declare you have a conflict of interest.
2. Remove yourself from the decision-making process about the conflict of interest.

The Conflict of Interest Commissioner is available to provide confidential advice to Members on what steps should be taken to avoid or address a conflict of interest.

#### What information will I have to report?

If you are elected, you will have to provide a confidential report each year to the Conflict of Interest Commissioner about you and your family's financial interests. The confidential report contains detailed information about your personal finances, including how much money you, your spouse, and your dependent children make; your family's assets and liabilities; contracts with the government; and gifts received in the previous year.

You must meet with Conflict of Interest Commissioner each year to review this confidential report.

The Conflicts of Interest Commissioner then prepares a public report containing the same information but without amounts, which is filed in the Library of the Legislative Assembly and available for public inspection.

Changes during the year must also be reported.

**Are the conflict of interest rules the same for all Members?**

There are additional reporting requirements and restrictions on your financial affairs if you become a Minister or Speaker.

**What happens if a conflict of interest arises?**

Any person can make a complaint to the Conflict of Interest Commissioner. The Conflict of Interest Commissioner will decide whether to refer the matter for further investigation, including a hearing and report to the Legislative Assembly. If it is determined that there has been a breach of the rules, the Legislative Assembly can impose a range of penalties including:

- Payment of a fine, compensation or restitution;
- A reprimand;
- A suspension from sitting in the Legislative Assembly; and
- Removal from office.

*This is a summary of the provisions contained in the Legislative Assembly and Executive Council Act for the information of prospective candidates. Reference should be made to the Act for complete information.*