



Declaration of Candidacy Checklist

For the Prospective Candidate

Part 1

I have filled in my name and contact information;

Part 2

I have written my name on the ballot template in the Official Language(s) of my choosing and exactly as I want it to appear on the ballot. (Nunavut's Official Languages are **Inuktitut, English and French**. *Note: Election officers can't provide you assistance in writing your name in any language.*)

Part 3

I have signed the declaration;

A witness has signed the declaration.

I have sworn or affirmed the declaration in front of an authorized person: **Returning Officer** or delegate, **Commissioner for Oaths, Justice of the Peace, Notary Public or RCMP**;

The authorized person, as indicated above, has signed the declaration;

Part 4

I have provided a signed copy of the "Prospective Candidate's Declaration of Indebtedness" form;

I have submitted the declaration of candidacy to the Returning Officer before **2:00 pm (local time) on the 31st day before election day**.

If you are qualified to become a candidate and your declaration of candidacy is accepted by the Returning Officer, it will become public record and anyone can look at it.

Candidate Name: _____

Signature of Candidate: X _____

NOTICE ON WITHDRAWAL

A candidate can only withdraw before 5:00pm local time on the 31st day before election day by personally submitting a *letter of withdrawal* to the Returning Officer. This letter must be signed by the candidate and witnessed by two voters of the community who certify they witnessed the candidate sign the letter.



PART 3: Declaration of Candidate

*I, the undersigned, am the person declaring to be a candidate in these papers. I swear or affirm that I am qualified and want to be a candidate for election as **mayor** for the municipality of _____ and in particular that:*

Name of community

- ✓ I am a Canadian citizen;
- ✓ I am at least 18 years old on Election Day;
- ✓ I have been a resident of Nunavut for at least one year on Election Day;
- ✓ I am a resident of the municipality;
- ✓ If I am an employee of the public service, I am complying with the *Public Service Act*;
- ✓ I am NOT personally in debt to the municipal corporation for \$500 or more for more than 90 days;
- ✓ I do NOT have controlling interest in a company that is in debt to the municipal corporation for \$500 or more for more than 90 days;
- ✓ I have paid all municipal taxes before December 31 in the year they were billed;
- ✓ If I am an employee of the municipal corporation, I am on approved leave;
- ✓ I am NOT an assessor or auditor of the municipal corporation or a surety for an officer or employee of the municipal corporation;
- ✓ If I am a justice of the peace, I am on leave;
- ✓ I am NOT a Sheriff;
- ✓ I am NOT a judge of any court, other than a citizenship court;
- ✓ I am NOT disqualified for psychiatric reasons;
- ✓ I am NOT confined to a correctional institution;
- ✓ I have NOT committed an election offence anywhere in Canada within the last 5 years;
- ✓ I am NOT an election officer; and
- ✓ I am NOT an MP, MLA or Senator.

X _____
signature of candidate

X _____
signature of witness name of witness address of witness

Sworn (or affirmed) before me at the municipality of _____, Nunavut,
this _____ day of _____, 20____.

day month year

X _____
signature of authorized person name of authorized person my commission expires

- Returning Officer Notary Public Commissioner of Oaths Justice of the Peace RCMP

WARNING: *To knowingly make a false oath/affirmation is a serious criminal offence and may result in prosecution and conviction under the Nunavut Elections Act and the Criminal Code.*



PART 4: Declaration of Indebtedness

To be completed at the finance department of your Municipal Corporation (Hamlet Office)

MUNICIPAL ELECTION - Mayor or Councillor

PROSPECTIVE CANDIDATE'S *DECLARATION OF INDEBTEDNESS* TO
THE MUNICIPAL CORPORATION OF

Community Name

PROSPECTIVE CANDIDATE'S DECLARATION OF INDEBTEDNESS

I _____ declare that:
name of prospective candidate

- a) I am not personally indebted to the municipal corporation for a sum exceeding \$500 for more than 90 days, other than the taxes described in (c);
- b) I do not have a controlling interest in a private or public corporation that is indebted to the municipal corporation for a sum exceeding \$500 for more than 90 days, other than the taxes described in (c); and
- c) I have paid all municipal taxes before December 31 of the year in which the taxes were levied.

X _____
signature of prospective candidate *Date*

CONFIRMATION OF PROSPECTIVE CANDIDATE'S INDEBTEDNESS TO THE MUNICIPAL CORPORATION

I _____ have reviewed the financial and contractual records
name of municipal corporation finance director

of the municipal corporation to the best of my ability, and verify that the above declaration of the prospective candidate for the municipal council (mayor or councillor) is correct and true.

X _____
signature of municipal corporation finance director *Date*



PART 6a: Certificate of Candidacy – Election Nunavut’s Copy

Certificate of Candidacy for Mayor

(to be completed by the election officer or delegate)

_____ submitted their declaration of candidacy
Name of Candidate

for election as mayor of _____
Name of Municipality

on: ____ / ____ / ____ at: ____
yyyy mm dd local time

The declaration is complete and the prospective candidate appears to be eligible to be a candidate at this election.

I therefore certify _____ as a candidate for
Name of Candidate

election as mayor of _____
Name of Municipality



X _____
Signature of Returning Officer (or delegate)

Election Nunavut’s Copy



PART 6b: Certificate of Candidacy – Candidate’s Copy

Certificate of Candidacy for Mayor

(to be completed by the election officer or delegate)

_____ submitted their declaration of candidacy

Name of Candidate

for election as mayor of _____

Name of Municipality

on: ____ / ____ / ____ at: ____.

yyyy

mm

dd

local time

The declaration is complete and the prospective candidate appears to be eligible to be a candidate at this election.

I therefore certify _____ as a candidate for

Name of Candidate

election as mayor of _____.

Name of Municipality



X _____

Signature of Returning Officer (or delegate)

Candidate’s Copy



Returning Officer Checklist

For the Returning Officer (or delegate)

- I have received the declaration of candidacy from the prospective candidate before 2:00 pm (local time) on the day of the close of candidacy.
- I have confirmed the prospective candidate has properly completed **Part 1 to Part 4**.

Signature of Returning Officer: X _____

Accepting the Declaration of Candidacy

If I am accepting the Declaration of Candidacy

Part 5 & 6:

- I have completed both Election Nunavut's and the candidate's copy of the certificate of candidacy; and
- I have provided the candidate with their copy of the certificate.

Signature of Returning Officer: X _____

Suspected Ineligibility

Suspected Ineligibility

If I am providing a notice of suspected ineligibility (Form 3)

- I have accepted the candidate's declaration of candidacy but I have reason to suspect that the candidacy should be rejected. I have completed the *Notice of Suspected Ineligibility* form (**Form 3**) and provided a copy to both the candidate and Elections Nunavut.

Signature of Returning Officer: X _____

Rejecting the Declaration

Rejecting Declaration

If I am refusing/rejecting the Declaration of Candidacy (Form 4)

- I have completed the *Rejection of a Declaration of Candidacy* form (**Form 4**) and provided a copy to both the prospective candidate and Elections Nunavut.

Where a declaration of candidacy is rejected because it is not properly completed, the declaration of candidacy may be corrected, completed or replaced with a new one before the close of candidacy.

Signature of Returning Officer: X _____