

## ***Financial Agent Guide***

### ***Nunavut-wide Plebiscite***



***Financial agent of a registered group***

***(NOT about Liquor Plebiscites)***

## ***Printed by Elections Nunavut***

2016

For more info, contact Elections Nunavut



Toll Free 800.267.4394

645.4610 (Rankin Inlet)



Toll Free 800.269.1125

645.4657 (Rankin Inlet)



info@elections.nu.ca



<http://www.elections.nu.ca>



Box 39, Rankin Inlet, NU X0C 0G0



41 Sivulliq Avenue, Rankin Inlet



Elections Nunavut



Elections Nunavut

# Contents

**Introduction.....1**

**Diagram of Basic Process for NU-wide Plebiscite .....2**

**The Plebiscite Period .....3**

**The Financial Agent .....5**

Who can and cannot be a financial agent ..... 5

If a financial agent leaves the job ..... 6

**Application to Register .....7**

Important rules to file the application to register..... 7

If the CEO accepts an application to register ..... 8

If the CEO rejects an application to register..... 9

If the CEO sends a notice of suspected ineligibility ..... 9

**Money Matters .....10**

Campaign account..... 10

Campaign budget ..... 11

**Contributions and Expenses.....12**

Important rules about campaign contributions ..... 12

Important rules about campaign expenses ..... 14

Acceptable expenses ..... 16

Unacceptable expenses..... 16

Money left over at the end of the campaign..... 17

Not enough money to pay the bills ..... 17

|  |           |
|--|-----------|
| <b>Financial Records</b> .....                         | <b>18</b> |
| Important rules to record contributions .....          | 18        |
| Important rules to record expenses .....               | 18        |
| <b>Campaign Financial Return</b> .....                 | <b>20</b> |
| Important deadline .....                               | 20        |
| Public document .....                                  | 20        |
| <b>Offences under the <i>Plebiscites Act</i></b> ..... | <b>22</b> |
| Sample offences.....                                   | 22        |
| Punishments .....                                      | 23        |
| Who can complain.....                                  | 23        |
| Who investigates .....                                 | 26        |
| Compliance agreement .....                             | 26        |
| <b>Financial Agent Checklist</b> .....                 | <b>28</b> |
| Before the plebiscite period.....                      | 28        |
| During the plebiscite period.....                      | 26        |
| After plebiscite day .....                             | 28        |
| <b>Important Forms</b> .....                           | <b>29</b> |
| <b>Glossary for <i>Plebiscites Act</i></b> .....       | <b>31</b> |

## Introduction

This Guide is a summary of parts of the *Plebiscites Act* that financial agents need to know, to follow the rules and fulfill their duties to a registered group during a Nunavut-wide plebiscite.

Read the Act to know the exact laws.

This is one of a several Elections Nunavut guides about the *Plebiscites Act*.

- Voters Guide to the *Plebiscites Act*
- Plebiscite Authorities Guide—Administer a Local (non-municipal) Plebiscite
- Plebiscite Authorities Guide—Administer a Nunavut-wide Plebiscite
- Plebiscite Authorities Guide—Administer a Municipal Plebiscite
- Financial Agent Guide—Nunavut-wide Plebiscite
- Registered Group and Authorized Representative Guide—Nunavut-wide Plebiscite
- Public Guide—Produce a Petition for a Local (non-municipal) Plebiscite
- Public Guide—Produce a Petition for a Municipal Plebiscite
- Public Guide—Produce a Petition for a Nunavut-wide Plebiscite



## The Plebiscite Period

Financial agents and authorized representatives of registered groups must meet some strict deadlines during the plebiscite period and post plebiscite period.

The plebiscite period usually starts 35 days before plebiscite day and ends on plebiscite day. The post plebiscite period is the 60 days right after plebiscite day.

The pre-plebiscite period starts the day the Commissioner publicly announces the date of the plebiscite and ends the day the CEO issues the writ.

---

### Plebiscite Period Calendar NU-wide Plebiscite

---

| <b>Important days</b>                | <b>What happens on that day</b>   |
|--------------------------------------|---|
| <b>35 days before Plebiscite Day</b> | CEO sends the writ to RO. RO posts it in their office.                              |
|                                      | First day a group can apply to register.  |
|                                      | First day a person can apply for a special, mail-in ballot.                         |
| <b>34 days before Plebiscite Day</b> | Elections Nunavut sends a Voter Information Card to every voter on the voters list. |
| <b>31 days before Plebiscite Day</b> | 2:00 pm deadline (local time) to file an application to register a group.           |
|                                      | 5:00 pm deadline (local time) to withdraw an application to register a group.       |
| <b>29 days before Plebiscite Day</b> | CEO sends plebiscite notice to each RO and registered group.                        |
| <b>20 days before Plebiscite Day</b> | CEO sends an updated voters list to each registered group.                          |
| <b>14 days before Plebiscite Day</b> | First day voters can vote at the RO's office—from 12:00 noon to 7:00 pm local time. |

---




---

**Plebiscite Period Calendar NU-wide Plebiscite**

| <b>Important days</b>               | <b>What happens on that day</b>  |
|-------------------------------------|--|
| <b>7 days before Plebiscite Day</b> | Mobile poll from 9:00 am to 11:30 am local time.<br>Advance vote 12:00 noon to 7:00 pm local time. |
| <b>5 days before Plebiscite Day</b> | First day voters can get a proxy certificate from Elections Nunavut. Must meet strict criteria.    |
| <b>4 days before Plebiscite Day</b> | Last day voters can vote at the RO’s office—from 12:00 noon to 7:00 pm local time.                 |
| <b>Plebiscite Day</b>               | Voting at each polling station.<br>Authorized reps follow the rules at the polling station.        |

---

**Post Plebiscite Calendar NU-wide Plebiscite**

| <b>Important days</b>               | <b>What happens on that day</b>   |
|-------------------------------------|---|
| <b>10 days after Plebiscite Day</b> | Deadline for registered groups and others to remove all campaign materials.   |
| <b>60 days after Plebiscite Day</b> | Deadline for financial agents to complete and file the campaign financial return.   |
|                                     | Deadline for registered groups to destroy all copies of the voters lists that they received, or return them to Elections Nunavut. |



## The Financial Agent

The financial agent is the person that a registered group appoints to manage all the campaign financial and reporting needs under the *Plebiscites Act*. Each registered group **MUST** have a financial agent.

All contributions belong to the campaign, not to the registered group or the financial agent. The financial agent is the **ONLY** person that accepts campaign contributions and pays campaign expenses.

The financial agent has a very important job. Contact the CEO, Elections Nunavut for information about how to do your job properly.

---

### Who can and cannot be a financial agent

A financial agent **must** be a Nunavut resident and an eligible voter.

Check with your employer to see if they have rules or policies you must follow before you take on the job of financial agent; or that might prevent you taking on the job.

For example, the Government of Nunavut may have rules about allowing employees to be a financial agent.

A financial agent can **NOT** be a:

- MLA or a candidate for election to the Legislative Assembly.
- Business, unless it's an accounting business in Nunavut.
- Authorized representative of a registered group.
- Plebiscite officer or someone that works for Elections Nunavut.
- Person banned under the *Public Service Act*.
- Person who broke any Canadian laws related to an election, plebiscite, or referendum in the last five years.
- Person who signed a compliance agreement in the last five years, related to an election or plebiscite, and did not follow it.

---

## **If a financial agent leaves the job**

If a financial agent leaves their job for any reason, the registered group **MUST**:

- Get another financial agent right away.
- Fill out the proper form and send it right away to the CEO. On the form the registered group records the reasons you left your job and the date that your duties ended.

If you leave your job, you must right away give everything related to the job over to the new financial agent. This includes bank account information, contributions, receipts for expenses, paid and unpaid bills—everything related to the campaign's finances; and any other campaign information you have.





---

### **If the CEO rejects an application to register**

The CEO rejects the application to register if the group:

- Did not fill out the application properly or completely, and has no time to correct or change it before the deadline.
- Did not provide all the documents needed to register.
- Gave false information on the application.
- Has a group name that is misleading, confusing, or deceiving.
- Is not eligible to register for a plebiscite.
- Appointed a financial agent or authorized representative that is not eligible.
- Did not pay the \$200 fee.
- Filed after the deadline.

---

### **If the CEO sends a notice of suspected ineligibility**

The CEO sends the group a notice of suspected ineligibility to outline their reasons why Elections Nunavut should reject the application and refuse to register the group for the plebiscite.

- Right away the group must provide the CEO with information to deal with the CEO's reasons to reject the application.
- No later than five days after the close of registration, the CEO considers the group's information and makes a decision.
- As soon as possible, the CEO publishes that decision, including any reasons for rejecting the application.



## Campaign budget

A campaign budget is a helpful tool. It outlines what you plan to do (materials and activities) and how much money you need. A budget helps you set priorities and not spend more money than the campaign collects through contributions.

To write up a budget, the authorized representative and financial agent work together. As you plan the campaign, you identify the things that cost money and how much each thing may cost. For example:

- Do you plan to produce and distribute buttons, signs, brochures, or posters? How many? What size?
- What ads do you plan to put on radio, TV, internet, or in newspapers?
- Do you plan to have a website? Or use Facebook and Twitter?

You may need to adjust the budget many times during the campaign. You may receive more or less money than you expected. Campaign expenses may be more or less than you first calculated.

## Contributions and Expenses

A campaign contribution can be money, goods, and services that people donate to a campaign. Money contributions may be cash or a cheque. Goods and services contributions may include things such as office space, services to design and print a brochure, or food for a gathering. Only the financial agent or someone they appoint can accept a contribution.

---

### Important rules about campaign contributions

**Who can contribute:** Only these people can contribute money, goods, and services:

- Individuals that live in Nunavut.
- Companies that do business or work legally in Nunavut.
- Groups that operate in Nunavut. A group must give the financial agent a list with the name and the amount each person contributed.

**How much:** Each person, business, or group can contribute a maximum of \$2500. This total includes all money, goods, and services.

A person, business, or group may contribute a mix of money, goods, and services; they may contribute only money, or only goods, or only services.

**How and when to contribute:** People can contribute to the campaign:

- Only during the plebiscite period.
- Only if the group is a registered group.
- Only if the contribution goes to the financial agent or someone the financial agent authorizes in writing.

**Who accepts contributions:** The financial agent accepts all contributions. The financial agent may authorize another person, in writing, to accept contributions.

The financial agent must deposit all money—including cash—into the campaign bank account, before spending it.



**Contributions:** Any person, business or group that makes a total contribution worth more than \$100 MUST give their name.

The financial agent must record the name and address of the contributor, and the exact amount of the contribution.

**Contributions—anonymous:** A person, business, or group that makes a total contribution worth \$100 or less can be anonymous (not give their name).

If the campaign gets an anonymous contribution worth more than \$100, the financial agent MUST give it back. If you don't know who to give it back to, you must send it to the CEO and it becomes Government of Nunavut money.

**Goods and services—contributions and expenses:** The financial agent uses the market value of any goods and services contributions to measure the contribution. The same amount is an expense.

Example: A local business donates printing services. The financial agent records the name of the business and the market value of the services as a contribution AND as an expense.

People often do volunteer work for a campaign. The financial agent does NOT count volunteer labour as a contribution. UNLESS a self-employed person does the kind of work for the campaign that they usually get paid for.

Example: a self-employed graphic designer does a brochure for the campaign as a volunteer. The financial agent records the graphic designer's name and the market value of their volunteer work as a goods and services contribution AND as an expense.

**Campaign expenses that the registered group pays for:** A registered group can use their own money to pay campaign expenses. This includes pre-plebiscite expenses—campaign expenses that the group paid during the pre-plebiscite period. The pre-plebiscite period starts the day the Commissioner publicly announces the plebiscite date and ends the day the CEO issues the writ.

- **If the group is reimbursed from the campaign account,** the financial agent records the amount as a campaign contribution and expense on the campaign financial return.
- **If the group is NOT reimbursed from the campaign account,** the financial agent does record it on the campaign financial return. As with all expenses, these expenses must meet the criteria for 'acceptable expenses' under the *Plebiscites Act*.

---

## Important rules about campaign expenses

Campaign expenses are everything that you buy for the campaign. They include any goods and services that people donate.

**Pay by cheque from the campaign account:** The financial agent or someone they authorize in writing must sign for and pay all campaign expenses. Use the campaign bank account and write a cheque for each and every expense, except goods and services contributions.

**Keep receipts:** The financial agent must keep receipts for EVERY expense. You must attach original receipts to the campaign financial return.

**Reimburse group:** If the group spends their own money to pay for acceptable campaign expenses, the financial agent can reimburse them. The financial agent **MUST** get a receipt from the group.

---

## Acceptable expenses

The *Plebiscites Act* defines acceptable campaign expenses. If you aren't sure, contact the CEO, Elections Nunavut or read the Act.

Some examples of acceptable expenses:

- Rent, utilities, supplies for the campaign office.
- Wages to pay someone to run the office, or to hire a campaign manager or financial agent.
- Campaign materials such as signs, posters, or buttons.
- Campaign ads for TV, radio, newspaper, internet.
- Food and non-alcoholic drinks at a voters' gathering.
- Food and non-alcoholic drinks for group reps at the polling station on plebiscite day.
- Gifts or prizes at a campaign gathering, if the total value of gifts and prizes is \$500 or less.

---

## Unacceptable expenses

Here are some examples of unacceptable campaign expenses. If you aren't sure, contact Elections Nunavut or read the *Plebiscites Act*.

- Money, food, drink, gifts, prizes, or other hand-outs you offer at a voters' gathering, if the total value is more than \$500. For example, you can't offer a truck or snowmobile.
- Money, food, drinks, gifts, prizes, or other hand-outs you offer to bribe a voter to vote a certain way, or to not vote. For example, you can offer a glass of juice but not a case of juice, and not wine or beer.
- The \$200 fee that the group made to file their application to register.

---

## Money left over at the end of the campaign

The campaign may have more contributions than expenses; the campaign account may have a surplus at the end of the campaign.

If this happens, the financial agent must give the money to the Government of Nunavut.

Attach a cheque from the campaign account to the financial return. Make it out to "Consolidated Revenue Fund Government of Nunavut" for the amount of the surplus in the campaign account.

---

## Not enough money to pay the bills

The campaign may have more expenses than contributions. And you need more money to pay campaign expenses.

If this happens, the financial agent can accept contributions up to the end of the post plebiscite period—60 days after plebiscite day.

The financial agent includes these contributions on the financial return.

A registered group is responsible for any unpaid bills if their campaign does not have enough money to pay them.

## Financial Records

The financial agent must keep records during the campaign. You must record certain information about contributions and expenses. At the end of the campaign you use this information to prepare the campaign financial return.

Set up the records and keep them in a way that helps you prepare the financial return. You are responsible for accurate and complete records.

---

### Important rules to record contributions

The financial agent must keep a record of all campaign contributions. A person, business, or group may contribute money, goods, and services.

The financial agent records money and goods and services separately. But the total for each business, person, or group must not be more than the maximum contribution—\$2500.

#### Financial contributions

- Record the name and address of each person, business, or group that contributes and the exact amount of the contribution.
- Return any anonymous contribution of more than \$100 if you know where it came from. If you cannot return it you must send it to the CEO, Elections Nunavut.

#### Goods and services contributions

- Use the market value of any goods and services contributions to measure the contribution.

For example, a supporter donates office supplies or printing services. The financial agent records the name of the supporter and the market value of the supplies or services.

Or a supporter uses cash to buy something and donates it to the campaign. The financial agent gets the receipt from the supporter, and records their name and the amount on the receipt (and keeps the receipt).



---

## Important rules to record expenses

The financial agent must keep a record of all campaign expenses. Use a system that fits with the campaign financial return.

### Receipts

Keep receipts for EVERYTHING.

- Attach a receipt for each campaign expense to the financial return.

### Expense categories

Use the same expense categories as on the financial return. Record each expense in one of the following categories:

- Ads, signs, buttons, and brochures.
- Salaries and allowances.
- Office rent and utilities, including heat, electricity, phone, fax, internet, supplies.
- Travel.
- Other: any expense that does not fit in any other category. Check the lists of acceptable and unacceptable expenses.

### Cheque from campaign bank account

Pay each expense with a cheque from the campaign bank account.

- Write down the cheque number you use to pay.
- Keep the invoice or bill, and mark it “paid”.

### Goods and services

Record goods and services as a contribution AND an expense.

- As a contribution, record the total market value of all goods and services.
- As an expense, record the total for each expense category (see the list above).

**Example:** Someone contributes \$550 worth of office supplies and pays \$150 to print some brochures.

- The financial agent writes the name and address, and \$700 as a goods and services contribution (\$550 + \$150).
- The financial agent also records these goods and services under two expense categories: \$550 under office supplies expense and \$150 under ads and signs expense.

## Campaign Financial Return

The financial return is the official record of campaign contributions and expenses. The financial agent prepares the financial return on the proper form and sends it to the CEO. The financial agent and authorized representative both sign it and take an oath to declare that it is complete and accurate.

The financial agent can complete a paper or electronic version. If you fill out the electronic version, you must print and sign it, and send that copy to Elections Nunavut. You can NOT send an electronic version.

The CEO has an auditor review each financial return.

---

### Important deadline

The registered group MUST send the completed financial return to the CEO before the end of the post plebiscite period—60 days after plebiscite day.

The financial agent or registered group can apply to the CEO to extend the deadline, if needed. You must have a good reason. And you must apply in writing before the end of the post plebiscite period—60 days after plebiscite day. The CEO decides if you get an extension or not; and if you do, how long it is.

If the financial return is late and there is no extension:

- The authorized representative AND financial agent can NOT be a candidate or financial agent in a territorial election for the next five years.

---

### Public document

Every financial return is a public document. At the end of the post plebiscite period, the CEO publishes a summary of each financial return in a local newspaper. This includes information about any registered group that fails to file their financial return on time.

Elections Nunavut also publishes the complete financial return on their website.





## Financial Agent Guide to Nunavut-wide Plebiscite

## Offences under the *Plebiscites Act*

The *Plebiscites Act* is like any other law. If people break the law, they can be charged with an offence.

### Sample offences

|                                    | Example 1  | Example 2  |
|------------------------------------|--|--|
| <b>Vote improperly</b>             | Voting when not eligible to vote.  | Voting more than once.   |
| <b>Influence voters improperly</b> | Bribing a voter with money, liquor, a job, food, or other things.                | Preventing a voter from voting.                                      |
| <b>Use information improperly</b>  | Using the voters list for something besides the plebiscite.                      | Damaging Elections Nunavut notices.                                  |
| <b>Tell lies or cheat</b>          | Agreeing to be a financial agent or authorized representative when not eligible. | Knowingly giving false information on the campaign financial return. |
| <b>Use money improperly</b>        | Accepting a campaign contribution of more than \$2500.                           | Using campaign money for personal expenses.                          |

---

## Punishments

If a person breaks the law and is charged and convicted, they may face one of the following punishments.

- Pay a fine not more than \$5000. OR
- Go to jail for not more than one year. OR
- Pay a fine and go to jail.

Also, for five years they can NOT:

- Be elected to the Legislative Assembly or sit as a MLA.
- Act as a financial agent or authorized representative for a registered group for a plebiscite; act as a financial agent for a candidate for a territorial election.
- Have a job appointed by the Commissioner, a Minister or official of the Government of Nunavut, or the Legislative Assembly.

A judge can also tell them to do things such as:

- Publish the facts about your crime.
- Pay the people you hurt because of your crime.
- Do some community service.

---

## Who can complain

Any person can complain, who believes someone broke a law in the *Plebiscites Act*. They must put their complaint in writing and go to the police within 90 days of when they know someone broke the law. They do NOT go to Elections Nunavut or the CEO.

---

## Who investigates

The police investigate. And they tell the person they are investigating, unless they think it hurts the investigation. The police have the same

power and responsibility to enforce the *Plebiscites Act* as other Nunavut and Canadian laws.

---

## Compliance agreement

A compliance agreement is a contract between the Integrity Commissioner and someone who probably broke the law. It's an option any time, before a person gets convicted of a crime.

The Integrity Commissioner decides whether or not to negotiate a compliance agreement. They consider these things before they decide to negotiate:

- The kind of crime and how bad it is.
- The punishment for doing the crime.
- The public interest.
- The interests of justice.
- Other factors they consider relevant.

If they negotiate a compliance agreement, the Integrity Commissioner and the person both sign. The Commissioner publishes a summary of each signed agreement. It's a public document.

When a person signs the compliance agreement, they take responsibility for the crime. They agree to do one or more of these things:

- Pay money to one or more people.
- Apologize to the public and to the people involved.
- Use Inuit Qaujimajatuqangit / IQ (traditional Inuit knowledge) to make the wrong better.
- Do some community service.
- Agree to do or not to do some specific actions.

If a person does not follow the agreement, they:

- Can be charged and go to court.
  - For five years can NOT be a financial agent or authorized representative for a registered group for a plebiscite; OR a candidate or financial agent in a territorial election.
-

- May be convicted and punished.

If a person follows the agreement, they are not charged and do not have a record.

The Commissioner makes a public report on whether or not a person follows their compliance agreement.

## Financial Agent Checklist

Use the checklist to keep track of important actions and deadlines.

---

### Before the plebiscite period begins

- Make sure you are eligible to be a financial agent. Check with your employer to see if they have rules or policies you need to follow to become a financial agent.
- Decide if you have the time and skills to be a good financial agent.
- Get copies of the *Plebiscites Act* and read it. This helps you follow the laws and do your job properly.
- Help the group gather the things they need to properly fill out and file the application to register.
- Start to plan the campaign and discuss a campaign budget with the authorized representative

---

### During the plebiscite period

- Contact Elections Nunavut in Rankin Inlet for information and support.
- Set up a campaign bank account.
- Complete the 'Set up a Campaign Account' form and send it to Elections Nunavut.
- Make sure you are the only person who accepts contributions for the campaign, unless you authorize someone else in writing.
- Make sure you are the only person who pays campaign expenses, unless you authorize someone else in writing.
- Deposit all campaign contributions into the campaign account. If you receive cash, put it in the account before you spend it.

- Pay each campaign expense with a cheque from the campaign account.
- Keep good financial records for all campaign expenses. Use the same categories as on the financial return.
- Keep good financial records for all campaign contributions: financial, goods and services—from individuals, businesses, groups, and campaign gatherings.
- Make sure no one contributes more than \$2500—including money, goods, and services.
- Get an invoice or receipt for every expense, and save them all. You must attach a receipt for each expense to the financial return.
- Reimburse the registered group for approved campaign expenses, ONLY if they give you the receipts. Campaign expenses include pre-plebiscite expenses.
- Vote on plebiscite day or at the advance vote.





## Important Forms

These are the forms that the financial agent commonly uses and needs to know about.

### Receipt—Financial Agent Package

- The financial agent or authorized representative signs this form.
- The package includes this guide, a CD with forms and other useful information, etc.

### Set up a Campaign Bank Account form

- The financial agent must complete this form and send it to Elections Nunavut as soon as they set up the campaign bank account.

### Report of Contributions from a Campaign Gathering form

- The financial agent or someone they appoint fills out one of these forms for each campaign gathering. Use this information to keep financial records during the campaign and to complete the financial return.

### Consent Form for Group Reps

- Each group rep must have their own copy of the form and give it to the DRO when they first get to the polling station. The financial agent or authorized representative signs this form.

### How to fill out the Campaign Financial Return

- Instructions for the financial agent and registered group.

### Campaign Financial Return form

- The financial agent uses this form to record and report on campaign contributions and expenses.



## Glossary for *Plebiscites Act*

| Word                                      | Meaning  |
|---|--|
| <b>Affected area or plebiscite area</b>   | The geographic area where the plebiscite takes place and has influence. May be Nunavut-wide, a municipality, or other defined area. The writ identifies the affected area.   |
| <b>Affected voters or eligible voters</b> | The people within the affected area who are eligible to vote in the plebiscite. For most plebiscites this is anyone eligible to vote in an election for MLAs.<br>For some plebiscites, the plebiscite authority may need or want other groups of Nunavummiut to vote. The writ identifies eligible voters, including any special conditions. |
| <b>Affirm</b>                             | A formal, legal promise that something is true; a promise to do something; the most serious promise a person can make. If you break this promise it's the same as breaking the law. Similar to declaration, oath, or swear.  |
| <b>ARO</b>                                | Assistant returning officer, Elections Nunavut. The plebiscite officer responsible to help the RO manage everything about the plebiscite in their community or area.   |
| <b>Auditor</b>                            | The person that the CEO hires to review each registered group's financial return, to make sure it is complete and accurate.  |
| <b>Authorized representative</b>          | Person appointed or designated to represent a group of petitioners, the plebiscite authority, or a registered group.   |
| <b>Ballot</b>                             | The official paper where voters make a mark in the circle beside their choice to answer the plebiscite question.   |
| <b>Binding</b>                            | A plebiscite is binding when the plebiscite authority must follow the results. The writ states if the plebiscite is binding or not.  |
| <b>Campaign</b>                           | Any ads or other materials—audio, visual, digital—that promote or oppose one side of the plebiscite question.  |
| <b>CEO</b>                                | Chief Electoral Officer—the person in charge of Elections Nunavut.   |
| <b>Civic address</b>                      | Lot and house number; different from a mailing address. To register with Elections Nunavut, voters need to give their civic  |

| Word                          | Meaning  |
|-------------------------------|--|
|                               | address.   |
| <b>Close of registrations</b> | Only for a Nunavut-wide plebiscite—the deadline to register as a group with Elections Nunavut: 2:00 pm local time, 14 days before plebiscite day.  |
| <b>Compliance agreement</b>   | An agreement with a person who allegedly broke the laws. The person agrees to do certain things. In exchange, the Integrity Commissioner agrees to not go ahead with a trial.  |
| <b>Constituency</b>           | A geographic area and the people who live there. Elections Nunavut uses constituencies to organize voting for a Nunavut-wide plebiscite.   |
| <b>Contribution</b>           | Any money, goods, and/or services a person or business gives to a registered group to campaign for the plebiscite.   |
| <b>Counterfoil</b>            | The numbered tab on a ballot. The DRO rips it off just before the ballot goes in the ballot box.   |
| <b>Declaration</b>            | A formal or legal statement a person makes to say something is true or they intent to do something. If you break this promise it's the same as breaking the law. Declaration is similar to affirm, oath, or swear.   |
| <b>DRO</b>                    | Deputy returning officer, Elections Nunavut. The plebiscite officer responsible for each polling station on plebiscite day.  |
| <b>Elections Nunavut</b>      | Elections Nunavut is an independent agency. They oversee all elections under the <i>Nunavut Elections Act</i> , all plebiscites under the <i>Plebiscites Act</i> , and liquor plebiscites under the <i>Liquor Act</i> .  |
| <b>Financial agent</b>        | Nunavut-wide plebiscite only: The person that a registered group appoints—on their application—to manage their finances; who must complete the financial return and submit it to Elections Nunavut.  |
| <b>Financial return</b>       | Nunavut-wide plebiscite only: The official report of a registered group's contributions and expenses for the campaign. The authorized representative and financial agent complete the report, sign it, and make a declaration that the information is true and complete. |



| Word                          | Meaning  |
|-------------------------------|--|
| <b>report</b>                 | when they review all the statements of the poll. The RO can delay the report for up to two weeks after plebiscite day, if needed.  |
| <b>Polling record</b>         | A list of everyone who voted at the polling station; any changes to the voters list; notes about everything that happens during voting.  |
| <b>Polling place</b>          | A building that holds one, two, or more polling stations. Each polling place has an ARO and RC. Communities such as Iqaluit and Rankin Inlet have more than one constituency. The polling place has an ARO and RC for each constituency.   |
| <b>Polling station</b>        | The place voters go to vote; where voters get a ballot from the DRO.   |
| <b>Post plebiscite period</b> | The 60 days rights after plebiscite day. Registered groups must submit their financial return before this ends.  |
| <b>Registered group</b>       | Only Nunavut-wide plebiscite: A group that registers with Elections Nunavut to raise money to campaign during the plebiscite. The Act outlines who is eligible and other rules.  |
| <b>RC</b>                     | Registration clerk, Elections Nunavut. The plebiscite officer responsible to register voters before plebiscite day and during voting on plebiscite day.  |
| <b>Rejected ballot</b>        | A marked ballot that does not count for any choice. The DRO or ARO reject a ballot only for clearly defined reasons.   |
| <b>RENU</b>                   | An electronic voter registration database for Nunavut; stands for Register for Elections in Nunavut. Elections Nunavut uses the database to keep the voters list up to date and accurate.  |
| <b>RO</b>                     | Returning officer, Elections Nunavut. The plebiscite officer responsible to manage everything about the plebiscite in their community or area.   |
| <b>Special ballot</b>         | The voter applies for and receives a special ballot package. The voter marks the ballot and puts it in the secrecy envelope. The secrecy envelope goes into the certification envelope. The voter signs and sends it to Elections Nunavut. |
| <b>Spoiled ballot</b>         | A ballot that the printer did not print properly. Or a ballot that a   |

| Word                           | Meaning   |
|--------------------------------|---|
|                                | voter makes a mistake on when they mark it. The DRO gives the voter a new ballot and marks the first one 'spoiled'. The spoiled ballot does not go in the ballot box.   |
| <b>Statement of the poll</b>   | The official Elections Nunavut form that shows the number of votes for each choice to answer the plebiscite question.   |
| <b>Stub</b>                    | The numbered part of each ballot that stays with the book of ballots. When the DRO tears each ballot from the book, the stub stays in the book.   |
| <b>Swear</b>                   | A formal, religious promise that something is true; a promise to do something; the most serious promise you can make. If you break this promise it's like breaking the law. A person gives their word and swears on the bible that something is true. Swear is similar to affirm, declaration, or oath. |
| <b>Voting in the RO office</b> | If allowed a way to vote before plebiscite day—at the RO's office. Starts 14 days before plebiscite day; ends 4 days before plebiscite day: 12:00 noon to 7:00 pm local time.   |
| <b>Witness</b>                 | A person who signs a document to say that another person's signature is truly their signature.  |
| <b>Writ</b>                    | The official notice to say there is a plebiscite. The CEO sends it to each RO. Each RO posts the writ in their office. The return of the writ is the back side. It shows the plebiscite results. The RO fills it out and sends it to the CEO after plebiscite day.                                      |