

***Registered Group and
Authorized Representative Guide***

Nunavut-wide Plebiscite



***For groups that want to raise money to campaign
during a Nunavut-wide plebiscite under the
Plebiscites Act***

(NOT about Liquor Plebiscites)

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Introduction

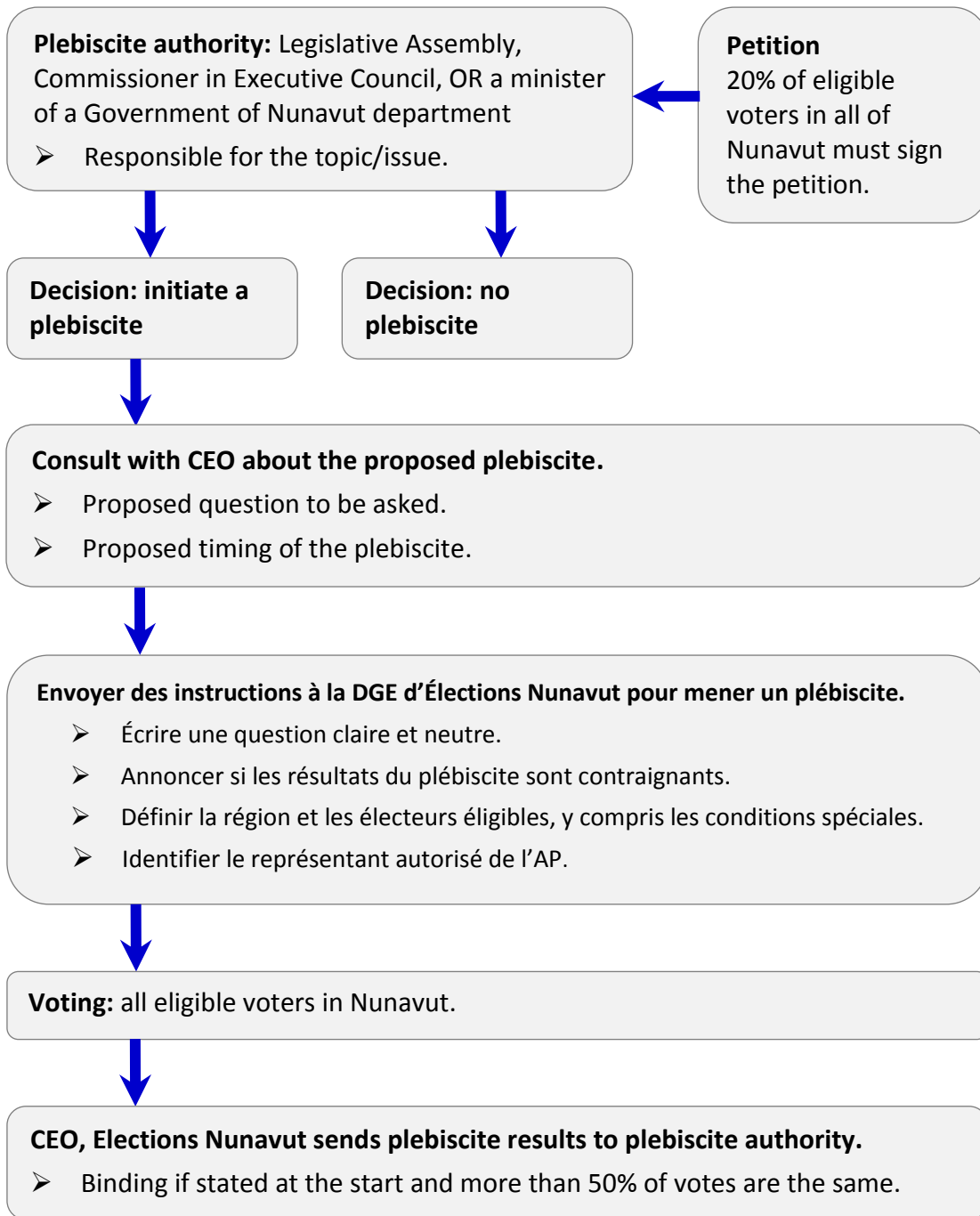
This Guide is a summary of certain parts of the *Plebiscites Act* that registered groups and their authorized representative need to know, to follow the laws during a Nunavut-wide plebiscite.

Read the Act to know the exact laws.

This is one of seven 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

Diagram of Basic Process for NU-wide Plebiscite



The Plebiscite Period

Registered groups and their authorized representative and financial agent 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

| Important days | What happens on that day |
|--------------------------------------|---|
| 35 days before Plebiscite Day | 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. |
| 34 days before Plebiscite Day | Elections Nunavut sends a Voter Information Card to every voter on the voters list. |
| 31 days before Plebiscite Day | 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. |
| 29 days before Plebiscite Day | CEO sends plebiscite notice to each RO and registered group. |
| 20 days before Plebiscite Day | Deadline for CEO to send voters list to registered group. |
| 14 days before Plebiscite Day | 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

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

Post Plebiscite Calendar NU-wide Plebiscite

| Important days | What happens on that day |
|-------------------------------------|---|
| 10 days after Plebiscite Day | Deadline for registered groups and others to remove all campaign materials. |
| 60 days after Plebiscite Day | Deadline for financial agent 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. |

Registered Group

A group may register with Elections Nunavut so they can receive contributions to pay campaign expenses. To register, the group must apply to Elections Nunavut on the proper form.

- If Elections Nunavut accepts the application, the group must follow all the rules for a registered group.
- If Elections Nunavut rejects the application, the group is not registered and cannot receive contributions to pay campaign expenses.

Who can apply to be a registered group

The following are eligible to be a registered group:

- A corporation registered under Nunavut laws.
- A society registered under the *Societies Act*.
- A co-operative association registered under the *Co-operative Associations Act*.
- A trade union that represents Nunavut workers.
- A partnership of Nunavut individual residents or Nunavut businesses.
- An unincorporated group of people that are all Nunavut residents.

Who cannot apply to be a registered group

A group is not eligible to register if they:

- Do not have a true interest in the plebiscite question.
- Are not governed by a written constitution, memorandum of association, membership agreement, or similar document.
- Are bankrupt.
- Or any of their members, have broken a law within the last five years—anywhere in Canada—that relates to an election or plebiscite.
- Are not in good standing with Government of Nunavut Legal Registries.

Application to Register

A group must use the proper form to apply to Elections Nunavut to become a registered group. On the form the group must name a financial agent and an authorized representative.

See the form at www.elections.nu.ca

The registered group gets a certificate from Elections Nunavut unless the CEO rejects the application.

The CEO rejects the application if the:

- Application is incomplete or filed after the deadline.
- Application does not include all the needed information.
- Application includes false information.
- Name of the group is misleading, confusing, or deceiving.
- Group is not eligible.
- Person appointed as authorized representative or financial agent is not eligible.

The following people are NOT eligible to be an authorized representative or financial agent.

- A person who is not an eligible voter.
- MLA or candidate for election to the Legislative Assembly.
- A corporation. An accounting business may act as financial agent.
- Plebiscite officer.
- A person prohibited under the *Public Service Act*.
- A person who, in the past five years, broke a law—anywhere in Canada—related to an election, a plebiscite, or a referendum.
- A person who, in the past five years, signed a compliance agreement relating to a plebiscite or election, and did not follow the agreement.

Authorized representative

The group's authorized representative is responsible to:

- Follow the laws to manage the campaign, including any people the registered group uses to scrutinize voting at the polling stations on plebiscite day.
- Provide public information about the plebiscite question, if people ask for it.
- Act as the spokesperson for the registered group; handle campaign issues.

The authorized representative or other responsible person organizes campaign materials and activities such as:

- Buttons, brochures, signs, ads for TV, radio, newspaper.
- Website, Facebook, Twitter, etc.
- Door-to-door canvassing and other campaign activities.
- Volunteers to help with the campaign.
- Reps for each polling station on plebiscite day.

Choose someone who is good at these things. Make sure the person checks with their employer to see if they need to follow any rules or policies before they take on the job as your authorized representative.

Financial agent

The financial agent is responsible to follow the laws and to:

- Handle all the campaign money.
- Manage the campaign finances.
- Complete and submit financial reports to Elections Nunavut within the allowed timelines.

Choose someone who has good financial skills. Make sure the person checks with their employer to see if they need to follow any rules or policies before they take on the job as your financial agent.

If the authorized representative or financial agent leaves their job

An authorized representative or financial agent may choose to leave their job; or the registered group may ask them to leave. If this happens, the registered group must appoint a new authorized representative or financial agent right away.

You must:

- Fill out the proper form and send it right away to the CEO.
- Give the ‘new’ financial agent or authorized representative a copy of the form, to show they have authority and responsibility.
- Put in writing the reasons the person left their job, and the date their duties ended.
- Make sure the ‘old’ authorized representative or financial agent leaves behind everything related to their job.
- Make sure the ‘new’ authorized representative or financial agent gets all the information and documents they need.
- Make sure the ‘new’ financial agent changes the signing authority on the campaign bank account right away.

Important rules to file the application to be a registered group

The *Plebiscites Act* clearly defines the process to file the application to register.

Complete and accurate information: The CEO cannot accept the application if you leave things out. File ahead of the deadline in case you need to make any changes.

Oath and signatures: The authorized representative, financial agent, and applicant must all sign and take an oath, with witnesses. The authorized representative and financial agent cannot sign as a witness.

When and where to file: File with the CEO any time between the day the CEO issues the writ—35 days before plebiscite day—and 2:00 pm local time, 31 days before plebiscite day. Do NOT wait until the last minute!

After a group files the application, any person can look at it and take information.

What to include: File the completed form and pay the \$200 fee—with a money order or certified cheque payable to the Government of Nunavut.

The CEO receives the application to register and reviews it. There are three possible outcomes:

- CEO accepts the application to register.
- CEO rejects the application to register.
- CEO accepts the application to register, but gives official notice that they suspect the group is not eligible.

If the CEO accepts the application to register

The CEO accepts the application to register if the group:

- Is clearly eligible to be a registered group for the plebiscite.

- Properly filled out the application, or has time before the deadline to correct or change it.
- Filed before the deadline.
- Paid the \$200 fee—with a money order or certified cheque payable to the Government of Nunavut.

When the CEO accepts the application, they give the group a certificate to say they are a registered group. The authorized representative and financial agent become responsible under the *Plebiscites Act*.

The authorized representative and financial agent each get a package from Elections Nunavut.

| Authorized representative package | Financial agent package |
|---|--|
| <ul style="list-style-type: none">➤ Registered Group and Authorized Representative—Guide to Nunavut-wide Plebiscite.➤ Voters Guide to the <i>Plebiscites Act</i>.➤ Use of Voters List form.➤ Consent forms and instructions for reps at the polling station.➤ CD with forms and other info.➤ Sign-off sheet to show you got the package. | <ul style="list-style-type: none">➤ Financial Agent—Guide to Nunavut-wide Plebiscite.➤ Voters Guide to the <i>Plebiscites Act</i>.➤ Set up Campaign Account form.➤ Report of Contributions from a Campaign Gathering form.➤ Campaign financial return and instructions.➤ CD with forms and other info.➤ Sign-off sheet to show you got the package |

The authorized representative and financial agent deal with the Elections Nunavut office in Rankin Inlet for campaign issues and questions, including all financial issues and questions. See contact info at the front of this Guide.

If the CEO rejects the application to register

The CEO rejects the application if the group:

- Did not fill out the application properly or completely, and has no time to correct or change it before the deadline.

The Campaign

As a registered group, the campaign involves different activities and materials, and campaign finances to pay for them.

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.

Campaign activities and materials

A registered group and their authorized representative and financial agent must follow certain rules for campaign activities and materials.

Name and contact info: All campaign materials—print, radio, TV, internet—must have the name of the financial agent or authorized representative, and their phone number or email address.

Example: “Sponsored by (name of financial agent or authorized representative) _____ for (group name) _____ . Phone xxx.xxxx (or email xxx@xxxxx.ca)”

For print, use a font no smaller than the size of the smallest text on the campaign material.

Where to post campaign signs and other materials: Check with relevant authorities and businesses to find out what rules they have, if any, about where you can put up campaign materials.

No campaign materials allowed in the following places:

- On any office type property that the Government of Nunavut owns, rents, or leases.
- On any power poles.
- On the land or building at the polling station. People can NOT wear, use, or show any campaign material at the polling station.

Campaign gatherings: A group may organize a gathering to promote the campaign. You can offer food, drink, gifts, prizes, or other things at a gathering, ONLY if the total value is \$500 or less. For example, you can NOT offer a truck or snowmobile.

Any person, business, or group that is eligible to contribute to the campaign may sponsor all or part of a gathering. And the financial agent may collect contributions during the gathering.

People/businesses from outside Nunavut: If a person, business, or group does not live or operate legally in Nunavut, they may NOT actively

campaign for any registered group. And they may not pay for or donate any campaign activity or materials.

Remove campaign materials: Each registered group must remove all campaign materials by 10 days after plebiscite day.

No one can take down, cover up, damage, or change your campaign materials, unless they have your authority.

Influence voters: At a campaign gathering or otherwise, a registered group cannot offer money, food, drinks, gifts, prizes, or other hand-outs that people may see as a bribe—to get a voter to vote a certain way, or to not vote. For example, you cannot offer a truck or TV, alcohol or a case of juice.

Slander, libel, insults: A registered group should not make comments—towards or about another registered group or others—that involve lies, slander, libel, and insults. This applies to all media including Facebook, Twitter, and other social media.

Voters list: The authorized representative, financial agent, and all other campaign workers must respect the voters list and use it properly. It is a serious offence to misuse it.

- Use the voters list only for campaign things.
- At the end of the campaign, return all voters lists (electronic or print) to Elections Nunavut, or destroy them.

Campaign contributions and expenses

Campaign contributions can be money, goods, and/or services. The financial agent is responsible for all campaign finances, including all contributions and expenses. The financial agent accepts all contributions.

Who can contribute: The financial agent can accept campaign contributions only from:

- Individuals that live in Nunavut.

- Companies that do business and are registered in Nunavut.
- Groups that operate in Nunavut. A group must give the financial agent a list with the name and the amount that each person contributed.

How much: Each person, business, or group can contribute a maximum of \$2500. They may contribute just money, just goods or services, or a combination.

When and how to contribute: A person, business, or group can contribute to the campaign and the campaign can accept contributions, only under certain conditions:

- Only during the plebiscite period for a Nunavut-wide plebiscite.
- Only if the group is a registered group.
- Only if they give the money to the financial agent or someone the financial agent authorizes in writing.

Contributions: The financial agent records the name, address, and the amount of any contribution over \$100.

A person, business, or group can give up to \$100 as an anonymous contribution. If the campaign receives an anonymous contribution worth more than \$100 the financial agent must give it back, if they know where it came from. If they can't return it, the financial agent must send it to the CEO.

Campaign account: The financial agent sets up a campaign bank account and deposits all campaign financial contributions into the account. The money belongs to the campaign, NOT to the registered group or their authorized representative or the financial agent.

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 not consider the amount as a campaign contribution and does not record it on the campaign financial return.

The financial agent pays all campaign expenses with a cheque from the campaign account.

Acceptable campaign expenses—some examples:

- Rent, utilities, and supplies for the campaign office.
- Wages to pay someone to run the office, or to hire an authorized representative 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 gathering of voters to promote the campaign, if the total value of gifts and prizes is \$500 or less.

Unacceptable campaign expenses—some examples:

- Money, food, drink, gifts, prizes, or other valuable hand-outs that you offer at a voters gathering to promote the campaign, 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 the registered group pays to file their application to register.

Campaign Financial Return

The financial return is the official record of campaign contributions and expenses. The financial agent must follow the rules in the *Plebiscites Act* and:

- Prepare the financial return on the proper form.
- Send the completed form it to the CEO by the deadline.

The financial agent and authorized representative both sign the form and take an oath to declare that it is complete and accurate.

The financial agent can complete a paper or electronic version of the financial return. If they fill out the electronic version, they 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.

Financial records

During the campaign, the financial agent must keep accurate financial records of contributions and expenses, including a receipt for each campaign expense. The financial agent needs these records to prepare the financial return.

At the end of the campaign, a registered group may need more money to pay campaign expenses. The financial agent can receive contributions up to the end of the post plebiscite period—60 days after plebiscite day. The financial agent records these with the contributions from the plebiscite period.

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

If the campaign has money left over after paying all campaign expenses, the financial agent sends the money to the Government of Nunavut.

Attach a cheque to the financial return made out to “Consolidated Revenue Fund, Government of Nunavut”.

Important deadline

The financial agent **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.

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 and financial agent that fail to file their financial return on time.

Elections Nunavut also publishes the complete financial return on their website—the original completed form and the audited form.

Plebiscite Day

On plebiscite day the polling stations are open at different times in different time zones.

- 10:00 am to 8:00 pm Eastern Time.
- 9:00 am to 7:00 pm Central Time.
- 8:00 am to 6:00 pm Mountain Time.

No one can use phones, cameras, two-way radios, or other devices at the polling station. No one can show any buttons or other campaign materials at the polling station.

Group reps at the polling station

Each registered group is allowed one representative at a time at each polling station.

Consent form: Each group rep needs a signed consent form.

When they first get to the polling station, the group rep gives the form to the deputy returning officer and takes the oath.

Rules during voting: The group rep may watch what happens during voting.

- Must always respect and stay out of the way of voters and plebiscite officers.
- May take information from the polling record during voting and pass it on.
- **MUST** go outside the polling station to receive calls or to phone or text someone to pass on information.
- May arrive at the polling station 15 minutes before the poll opens, to watch the plebiscite officers count and initial the ballots, and to inspect the ballots and other official papers.
- May question a voter's identity, even if the voter's name is on the voters list.

Counting the ballots: A group rep may watch the DRO count the ballots.

They must follow these rules:

- Watch and keep count only—the DRO is the only person to handle the ballots.
- Stay to the end. Do NOT send or receive phone calls or text messages until after the DRO sends the results to Elections Nunavut.
- If you disagree when the DRO accepts or rejects a ballot, tell them why you object. The DRO records your objection in the polling record and decides to accept or reject the ballot. You must accept their decision as final.
- Receive a copy of the Statement of the Poll from the DRO, after they count the ballots and send the results to Elections Nunavut. The Statement shows the number of votes for each choice and the number of rejected ballots for that poll.

Plebiscite results

The returning officer (RO) receives a Statement of the Poll from each DRO. The RO adds together the votes from all the polls and does a plebiscite report to certify the number of votes for each choice.

The RO sends each registered group a copy of the plebiscite report.

There is a recount if the difference between the first and second choice on the ballot is less than 2% of the total votes. For example:

- 1000 people voted and 2% of 1000 is 20 votes. There is a recount if the difference between the first and second choice is less than 20 votes.

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.

Registered Group Checklist

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

Before the plebiscite period begins

- Find an authorized representative with the skills to do a good job. Make sure they are eligible, that they check with their employer.
- Find a financial agent with the skills to do a good job. Make sure they are eligible, that they check with their employer.
- Keep receipts for eligible campaign expenses during the pre-plebiscite period.
- Start to plan your campaign and discuss a campaign budget with the financial agent and authorized representative.
- Get copies of the *Plebiscites Act* and Elections Nunavut guides and read them. Understand what you have to do to follow the laws.

The plebiscite period—up to plebiscite day

- Fill out the application to register form; follow all the rules to file it properly and on time.
- Make sure the authorized representative or financial agent has their name on all campaign ads.
- Check with relevant authorities to find out where it's okay to put up signs and posters.
- Review the voters list when you get it.
- Make sure the authorized representative and all other campaign workers use the voters lists ONLY for the plebiscite campaign.

- ❑ Make sure the financial agent prepares the financial return. The authorized rep and financial agent sign. Send it to the CEO before the deadline—60 days after plebiscite day—and include:
 - All parts of the form filled in properly.
 - Original receipts for every expense, including unpaid expenses.
 - Printed statement of the campaign bank account.
 - If the campaign account has a surplus, a cheque made out to “Consolidated Revenue Fund, Government of Nunavut” for the amount of the surplus.

- ❑ Apply to the CEO to extend the deadline for the financial return, if needed. Apply in writing, before the end of the post plebiscite period. The CEO approves the extension ONLY if you have a very good reason. The CEO decides if you get an extension, and for how long.

Important Forms

These are the Elections Nunavut forms that a registered group and authorized representative most commonly use and need to know about.

See the financial agent guide for a list of forms important for that job.

Receipt—Authorized Representative Package

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

Application to Register

- A group completes the form to register for a Nunavut-wide plebiscite. The group must name their authorized representative and financial agent on the form. A registered group can receive contributions to pay for campaign expenses.

Use of Voters List

- The authorized representative signs this form on behalf of all campaign workers. They promise to respect the voters list and to use it only for the plebiscite campaign. They promise to return or destroy all voters lists—print and electronic—at the end of the plebiscite period.

Appoint a New Financial Agent or Authorized Representative

- The registered group uses this form to tell the CEO about a new financial agent or authorized representative.

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 authorized representative or financial agent must sign the forms.

Glossary for *Plebiscites Act*

| Word | Meaning |
|---|--|
| Affected area or plebiscite area | 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. |
| Affected voters or eligible voters | 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. 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. |
| Affirm | 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. |
| ARO | Assistant returning officer, Elections Nunavut. The plebiscite officer responsible to help the RO manage everything about the plebiscite in their community or area. |
| Auditor | The person that the CEO hires to review each registered group's financial return, to make sure it is complete and accurate. |
| Authorized representative | Person appointed or designated to represent a group of petitioners, the plebiscite authority, or a registered group. |
| Ballot | The official paper where voters make a mark in the circle beside their choice to answer the plebiscite question. |
| Binding | A plebiscite is binding when the plebiscite authority must follow the results. The writ states if the plebiscite is binding or not. Always binding if the plebiscite is about a municipal borrowing by-law. |
| Campaign | Any ads or other materials—audio, visual, digital—that promote or oppose one side of the plebiscite question. |
| CEO | Chief Electoral Officer—the person in charge of Elections Nunavut. |
| Civic address | Lot and house number; different from a mailing address. To register with Elections Nunavut, voters need to give their civic address. |

| Word | Meaning |
|-----------------------------------|---|
| Non-binding or not binding | A plebiscite is non-binding when the plebiscite authority may choose to follow the results or not. The plebiscite may be a consultation tool. The writ states if the plebiscite is binding or not. |
| Nunavut-wide plebiscite | A plebiscite where the affected area and voters is all of Nunavut. |
| Oath | A formal, legal promise that something is true; a promise to do something. Plebiscite officers take an oath to be impartial in their job. Oath is similar to affirm, declaration, or swear. |
| PC | Poll clerk, Elections Nunavut. The plebiscite officer that works with the DRO at the polling station on plebiscite day. |
| Petition | For the <i>Plebiscites Act</i> , a public document that asks a plebiscite authority to conduct a plebiscite. It is a request, not a demand. At least 20% of eligible voters in the affected area must sign it. |
| Plebiscite | A vote by secret ballot conducted under the <i>Plebiscites Act</i> so that a plebiscite authority can find out what Nunavummiut think about a certain issue. Separate from a liquor plebiscite conducted under the <i>Liquor Act</i> . |
| Plebiscite authority | The body or person with authority to initiate a plebiscite. The <i>Plebiscites Act</i> names six plebiscite authorities. |
| Plebiscite officers | The people that work for Elections Nunavut to run the plebiscite: returning officer (RO), assistant returning officer (ARO), deputy returning officer (DRO), poll clerk (PC), registration clerk (RC). Same as election officers. |
| Plebiscite period | A 35-day period that starts with the writ and ends with plebiscite day; the official time for the plebiscite. |
| Plebiscite question | The question(s) and choice(s) set out in the writ and on the ballot that eligible voters can vote on. |
| Plebiscite report | Shows the number of votes for each choice. The RO fills it out 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. |
| Polling record | A list of everyone who voted at the polling station; any changes to the voters list; notes about everything that happens during voting. |

| Word | Meaning |
|--------------------------------|---|
| Swear | 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. |
| Voting in the RO office | May be allowed in larger communities. 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. |
| Witness | A person who signs a document to say that another person's signature is truly their signature. |
| Writ | 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. |