

# Municipality of Cambridge Bay, Nunavut

## MUNICIPAL ELECTION 2014

### Municipality Council Member Nomination Package

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## **Considerations for Becoming a Municipality of Cambridge Bay Council Member**

### **Becoming a Municipality Council Member**

First, to those deciding to accept a nomination to be a Municipality Council Member, Thank you.

Becoming a Municipality Council Member is a challenging, time consuming, but rewarding undertaking. However, for those who have never held this position before, understanding the role and responsibility of this position is not easy. Municipality Council Members are the servants of the public; and hold office at the pleasure of the public.

Regardless of how successful you have been in your working career, the experience as a Municipality Council Member offers few parallels. In many instances, you will probably be frustrated by the slow speed of decision making and wonder why everyone cannot move as quickly as you can – or perhaps thought you could. You are not expected to manage Municipality business, but manage the management of Municipality business. This is the number one challenge for Municipality Council Members. Regardless of how often the message is given, the challenge is always there. Being elected requires the learning of a whole new way of seeing issues and accepting a new role. Key elements of this role are:

- Municipality Council Members who know their roles, understand Council operations and are familiar with community programs, services and operations
- Municipality Council Members who come to meetings well prepared, knowing the issues, understanding the problems and willing to review all options and recommendations with an open mind
- Municipality Council Members who ask questions and suggest changes to improve recommendations
- Municipality Council Members who make difficult decisions and stand by them
- Municipality Council Members who continue to work with and support Operations Staff when less popular decisions are made
- Municipality Council Members who do not interfere with the day to day management of staff and programs

### **Time Commitment**

Being a Municipality Council Member requires a significant time commitment on the part of an individual. The work is important. Municipality business relies upon the wisdom and decisions of Council to operate day-to-day and for long term planning. Municipality Council Members are expected to attend all regular and committee meetings to make this happen.

Regular meetings are held every two weeks on Monday nights. Monday nights will continue to be the meeting date. Each Municipality Council Member is expected to be on two committees which meet on average once a month. Often special meetings are called. This results in a Municipality Council Member being required to meet 4 – 7 times a month with few, if any absences.

Anyone who is thinking of accepting a nomination for Municipality Council Member must consider the commitment they will be making if they are elected.

### **Next Sections**

The following sections are taken directly from the Nunavut Elections Manual:

- Process of Nominations
- Eligibility of Nominators and Candidate for Municipality Council Member
- Nomination Form for Municipality Council Member
- Candidate's Declaration of Indebtedness Form

## The Process of Nominations for Municipality Council Member

### Calling for Nominations

Once an election date has been set, the Returning Officer's first task is to call for Nominations, before 3:00 p.m. on the Monday 7 weeks before Election Day (*Monday, October 2014*.) The Returning Officer consults with the SAO to determine whether there should be an election for Mayor and how many Municipality Council members need to be elected. The notice calling for nominations should give this information.

### Time for Nominations

Under normal circumstances, nominations must be delivered to the Returning Officer or to his or her office between the posting of the notice calling for nominations and the close of nominations at 3:00 p.m. on the Monday 5 weeks before Election Day (*Monday November 0, 2014*).

### Nomination Papers

1. The candidate must first have Candidate's Declaration of Indebtedness Form regarding any outstanding debts to the Municipality of Cambridge Bay (*See attached Candidate's Declaration Of Indebtedness Form*) completed and signed by the Municipality Director of Finance and Administration (*Tom Ng*).
2. Two or more eligible voters are necessary to nominate a Candidate. They complete the first half of the Nomination Form (*See attached Nomination Form for Municipality Council Member*), and have them signed and declared before the Returning Officer (*Andrea Omilgoitok or her designate Jamie Maghagak*).
3. Then, the candidate completes the second half of the Nomination Form (*See attached Nomination Form for Municipality Council Member*), and also signs making a declaration before a Commissioner for Oaths (*Andrea Omilgoitok or her designate Jamie Maghagak*). Returning Officers are Commissioners for Oaths, for the purposes of elections.

Returning Officers should ensure both nominators and candidates understand they must declare their eligibility to be nominators and a candidate before the Returning Officer prior to the close of the nominating period. If they fail to do so, the candidate will not be eligible to run for office.

### Notice of Candidates Nominated

Nominations close at 3:00 p.m. on the Monday 5 weeks before Election Day. As soon as possible after the close, the Returning Officer must post notices in five places across the community listing the Candidates nominated. Posting the notices may be delayed because the close of nominations is postponed for a week because of a shortage of Candidates or to provide 48 hours for the filing of a second Declaration of Eligibility to be a candidate.

### Withdrawal of Nominations

Any candidate may withdraw his or her nomination within 48 hours after the close of nominations if the number of candidates nominated are more than the number required to fill the vacancies. If a candidate withdraws his or her nomination and the number of candidates remaining is equal to or less than the vacancies to be filled, the returning officer must declare those remaining candidates as elected and cancel the election.

### **Questionable Eligibility of Candidate**

There may be some question of a candidate's eligibility:

- a) Before nominations close, the Returning Officer has some doubt about a candidate's eligibility, or
- b) Within 72 hours of the names of candidates being posted, the Returning Officer receives written notice from a voter setting out reasonable grounds for believing that a candidate is not eligible

In either case, the Returning Officer must, without delay, notify the candidate in question of the grounds of eligibility that have been challenged and ask the candidate to make a declaration on this question. If the candidate fails to complete and return the declaration to the Returning Officer before nominations close the Returning Officer may give him a further 48 hours, or within 48 hours of being notified by the Returning Officer, the Returning Officer must refuse the nomination and the candidate cannot stand for election.

### **Acclamations and Appointments**

If, after the time for submitting nominations has been extended for lack of candidates, the number of candidates nominated is still less than the number that is required to be elected, the Returning Officer shall declare those candidates elected.

If a candidate has been nominated for both Municipality Mayor and Municipality Council Member and the candidate is declared "elected" as Mayor, his or her nomination for Municipality Council Member shall not be considered.

The Returning Officer sends each candidate that has been acclaimed a Certificate of Election in Form 5. If there are still vacancies after acclamations are made, the Municipality Council composed of the Municipality Mayor, those Municipality Council members acclaimed and any Municipality Council members must appoint enough persons who are eligible to be candidates to fill the remaining vacant positions.

An appointee holds his or her office for one year only whereas those declared elected shall be allocated their terms by the Municipality Council. If the Municipality Councils fail to do this, the Returning Officer will allocate terms on a random basis.

Where the number of candidates nominated exceeds the number of vacancies to be filled, an election must be held. The Returning Officer must give public notice in Form 6.

## **Eligibility of Nominators and Candidate for Municipality Council Member**

### **Eligibility of Nominator/s**

Any Cambridge Bay resident who meets the criteria to be an eligible voter can nominate a candidate for the position of Municipality Council Member. A person is eligible to vote at this election if the person:

- a) Is a Canadian citizen;
- b) Is at least eighteen years of age;
- c) Has been a resident of the Municipality of Cambridge Bay for at least twelve consecutive months immediately preceding the day on which he or she votes; and
- d) Is a resident of the Municipality of Cambridge Bay on the day on which he or she votes.

### **Section 18.1 Eligibility of Justice of the Peace to Be a Municipality Council Member**

- a) Where a Justice of the Peace is nominated for or wishes to stand as a candidate for Municipality Council Member, the Justice of the Peace shall apply in writing to the Chief Judge for a leave of absence from his or her duties as a Justice of the Peace.
- b) When a leave of absence is applied for under subsection (2), the Chief Judge shall grant to the Justice of the Peace a leave of absence without pay for a period ending on the day on which the results of the election are declared or on an earlier day that is requested by the Justice of the Peace if he or she has ceased to be a candidate.
- c) A Justice of the Peace who is elected as a member of a municipal council or a settlement council ceases to hold office as a Justice of the Peace.

### **Section 18.2 Ineligibility of a Candidate - Part 1**

Subject to section 18.1, a person is not eligible to be nominated or to stand as a candidate if the person:

- a) Is a Judge, Territorial Judge, Youth Court Judge Or Justice of the Peace;
- b) Is a Member of the Legislative Assembly;
- c) Is a full time permanent employee of the local authority in receipt of a salary;
- d) Is an Election Officer;
- e) Has been convicted of a corrupt practice under this act within the three years immediately preceding election day; or
- f) Has been convicted of an offence punishable by imprisonment for five years or more within three years immediately preceding Election Day, or whose imprisonment as a result of the conviction terminates within the three years immediately preceding Election Day.

### **Section 20.1 Ineligibility of a Candidate - Part 2**

A person is not eligible to be nominated or to stand as a candidate for mayor or Municipality Council member if the person:

- a) Is a sheriff;
- b) Is an assessor or auditor of the municipal corporation;
- c) Is a surety for an officer of employee of the municipal corporation;
- d) Is personally indebted to the Municipality of Cambridge Bay Corporation for a sum exceeding \$500 for more than 90 days, other than the taxes described in paragraph (f);
- e) Has a controlling interest in a private or public corporation that is indebted to the Municipality of Cambridge Bay Corporation or settlement corporation for a sum exceeding \$500 for more than 90 days, other than the taxes described in paragraph (f); or
- f) Has not paid all municipal taxes before December 31 of the year in which the taxes were levied.

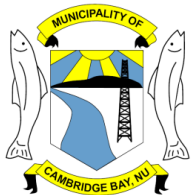
## **Section 20.2 Controlling Interest of a Corporation**

For the purpose of Section 20.1, a person shall be deemed to have a controlling interest in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over, shares of the corporation carrying more than 10% of the voting rights attached to all shares of the corporation for the time being outstanding. R.S.N.W.T. 1988, c.77 (Supp),s.2,3,4.

## **Section 21.1 Determining Residence**

For the purposes of this Act, the place of residence of a person is governed by this section, as far as applicable:

- a) The residence of a person is the place of the home or dwelling of the person to which, when the person is absent, the person intends to return.
- b) A person does not lose his or her residence by leaving his or her home or dwelling for a temporary purpose.
- c) If a person leaves the electoral district with the intention of establishing his or her residence elsewhere, the person loses his or her residence in the electoral district.
- d) The place where the spouse and children of a person reside shall be deemed to be his or her place of residence, unless the person establishes or continues his or her residence in some other place with the intention of remaining there.
- e) The residence of a single person is the place where the person regularly occupies a dwelling or to which the person habitually returns not having any other permanent dwelling.
- f) No person shall be deemed to have a residence in more than one place and, in the event of a person maintaining residence in more than one place, the person shall elect one residence for the purpose of this Act.



# Municipality of Cambridge Bay, Nunavut

MUNICIPAL ELECTION, 2014

## NOMINATION FORM FOR MUNICIPALITY COUNCIL MEMBER

### NOMINATION OF CANDIDATE

I \_\_\_\_\_  
*Print Name of Nominator # 1*      *Print Address of Nominator # 1*      *Signature of Nominator before Returning Officer*

&

I \_\_\_\_\_  
*Print Name of Nominator # 2*      *Print Address of Nominator # 2*      *Signature of Nominator before Returning Officer*

Nominate \_\_\_\_\_ of \_\_\_\_\_ as a candidate at the 2014  
*(Print Name of Candidate)*      *(Print Address of Candidate)*

election about to be held for Municipality Council Member in the Municipality of Cambridge Bay, Nunavut. We each declare that to the best of our knowledge, information and belief, the candidate is a Canadian citizen; has attained the age of 18 years; is eligible to be nominated, elected and to hold the office of Municipality Council Member and is not subject to any of the disqualifications set out in sections 18, 20 and 21 of the *Local Authorities Elections Act*.

### Declared Before Returning Officer:

\_\_\_\_\_  
*Print Name of Returning Officer*      *Signature of Deputy Returning Officer*      *Date*

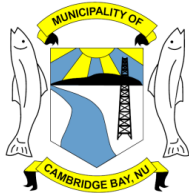
### CONSENT AND DECLARATION OF CANDIDATE

I \_\_\_\_\_  
*Print Name of Candidate*      *Signature of Candidate*      *Date*

consent to the above nomination and declare that I am eligible to be a candidate for Municipality Council Member and am not subject to any of the disqualifications set out in sections 18, 20 and 21 of the *Local Authorities Elections Act*.

### Declared Before Returning Officer:

\_\_\_\_\_  
*Print Name of Returning Officer*      *Signature of Deputy Returning Officer*      *Date*



## **Municipality of Cambridge Bay, Nunavut**

**MUNICIPAL ELECTION, 2014**

### **CANDIDATE'S DECLARATION OF INDEBTEDNESS FORM TO THE MUNICIPALITY OF CAMBRIDGE BAY**

#### **DECLARATION OF INDEBTEDNESS FOR MUNICIPALITY COUNCIL MEMBER CANDIDATE**

I \_\_\_\_\_  
*Print Name of Candidate*                      *Print Address of Candidate*                      *Signature of Candidate*

declare that:

- a) I am not personally indebted to the Municipality of Cambridge Bay 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 Municipality of Cambridge Bay Corporation or settlement corporation for a sum exceeding \$500 for more than 90 days, other than the taxes described in (c); or
- c) I have paid all municipal taxes before December 31 of the year in which the taxes were levied.

#### **CONFIRMATION OF CANDIDATE INDEBTEDNESS TO THE MUNICIPALITY OF CAMBRIDGE BAY CORPORATION**

I \_\_\_\_\_  
*Print Name of Director of Finance & Admin*                      *Signature of Director of Finance & Admin*                      *Date*

have reviewed the financial and contractual records of the Municipality of Cambridge Bay Corporation, to the best of my ability, and attest that the above Declaration of the Candidate for Municipality Council Member is correct and true.