

BUSINESS PLAN

2019-2022

Office of the Chief Electoral Officer



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OVERVIEW

The Office of the Chief Electoral Officer (OCEO) is an independent office of the Legislative Assembly and is located in Rankin Inlet, Nunavut. The Management and Services Board of the Legislative Assembly provides direction and approves budgets for the Office of the Chief Electoral Officer. The *Nunavut Elections Act* permits the term Elections Nunavut to be used to describe the Office of the Chief Electoral Officer.

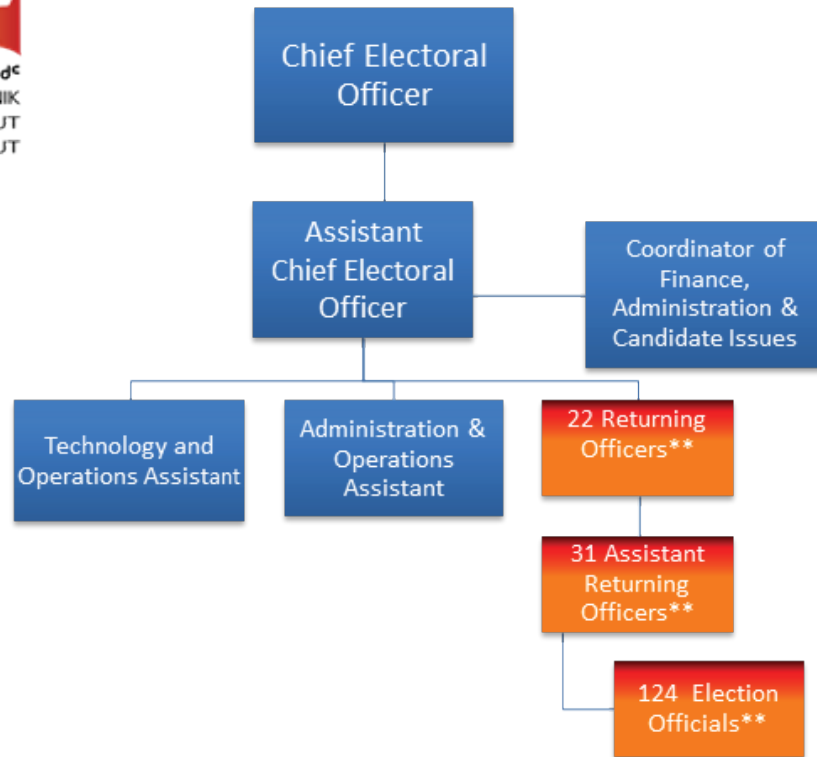
The Chief Electoral Officer is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly for a seven-year term. The Chief Electoral Officer fulfills a wide range of statutorily-prescribed responsibilities under the *Nunavut Elections Act* and the *Plebiscites Act*. Through an agreement with the Government of Nunavut's Department of Finance, the Chief Electoral Officer also administers local option liquor plebiscites under the *Liquor Act*.

The Office of the Chief Electoral Officer has a budget of \$1.283 million for the 2018-19 fiscal year. The office includes the Chief Electoral Officer and four indeterminate positions. These positions are Assistant Chief Electoral Officer, Coordinator of Finance, Administration & Candidate Issues, Administration & Operations Assistant and Technology & Operations Assistant

During the election period, the Office of the Chief Electoral Officer contracts 22 Returning Officers and 31 Assistant Returning Officers. During the early voting opportunities and Election Day, 47 Deputy Returning Officers, 47 Poll Clerks and 30 Registration Clerks are employed as casuals.

The OCEO contracts the services of legal counsel, information technology (IT) support, geographic information system (GIS) support and electronic voter database management (EVDm) support.

ORGANIZATIONAL CHART



** Employed During General Elections

OCEO BUDGET (\$000)

	2018-2019	2019-2020	2020-2021	2021-2022
<i>Office of the Chief Electoral Officer</i>	1,283	1,283	1,488	3,103

MANDATE

The Office of the Chief Electoral Officer is to establish a regime that promotes the meaningful exercise of the democratic rights and freedoms of the residents of Nunavut and the equality of opportunity to participate in determining the outcome of elections and plebiscites.

BASIC PRINCIPLES

The Office of the Chief Electoral Officer will endeavor to:

- Encourage participation by every voter in Nunavut;
- Ensure that it is easy for every voter to vote if they wish to, taking into consideration the unique circumstances in Nunavut;
- Minimize barriers for prospective candidates;
- Ensure public awareness of all aspects of elections and plebiscites;
- Provide information in the Official Languages of Nunavut;
- Cooperate with other jurisdictions within Nunavut, Canada and other International Electoral Management Bodies;
- Run elections and plebiscites as effectively and efficiently as possible;
- Incorporate flexibility in the rules governing elections and plebiscites to address unique circumstances in Nunavut as they arise;
- Evaluate the election and plebiscite process, to learn from experience and ensure it is meeting the needs of Nunavummiut.

CORE BUSINESS

The Office of the Chief Electoral Officer (OCEO) administers territorial elections and plebiscites, in addition to entering into agreements with other agencies to administer plebiscites outside of the *Plebiscites Act*.

The OCEO will also oversee municipal elections after April 1, 2019, which includes Mayor & Council and District Education Authorities.

LEGISLATION

Nunavut Elections Act

The *Nunavut Elections Act* came into force in September 2003. It is the statutory instrument that guides all territorial elections and by-elections and municipal elections*.

Plebiscites Act

The *Plebiscites Act* came into force in January 2014. It is the statutory instrument that guides all plebiscites in Nunavut, with the exception of local option liquor plebiscites.

FUNCTIONS OF THE CHIEF ELECTORAL OFFICER AND THE OCEO

POLICY DEVELOPMENT

The OCEO develops policies regarding the conduct of general elections, by-elections and plebiscites. These policies provide the foundation for election officials to conduct elections and plebiscites in a consistent and equitable manner, and to ensure compliance with legislation is maintained.

* *An Act to Provide for Elections for Municipal Councils and District Education Authorities* stipulates that the transitional period for municipal elections commences on October 1, 2018 and comes in to force on April 1, 2019.

ENFORCEMENT

The OCEO proactively works with candidates, financial agents and campaign managers to ensure compliance with the Acts.

The OCEO provides support to the Integrity Commissioner, Public Prosecution Services Canada and the RCMP during investigations into contraventions under the *Nunavut Elections Act* and the *Plebiscites Act*. An enforcement protocol is established between these parties to ensure cooperation and that the exchange of information is effective.

- Compliance Agreements are utilized by the Integrity Commissioner with a person who is alleged to have committed an offence, in exchange for the stay of prosecution in respect to the offence. The compliance agreement may include the following: restitution, making a public or private apology, seeking atonement in accordance with Inuit Qaujimajatuqangit, and community service. The RCMP and the Chief Electoral Officer supply information to the Integrity Commissioner to assist in determining if a compliance agreement is appropriate.

The *Summary Convictions Procedures Regulations* provides the RCMP with an option to issue a fine to candidates and their financial agents for failing to prepare and send in their financial return before the end of the post-election period.

GUIDELINES AND FORMS

The *Nunavut Elections Act* and the *Plebiscites Act* specify the forms to be used during an election or plebiscite. The OCEO prepares these forms with accompanying guides and provides them to candidates, financial agents, election officials and the general public.

OVERSIGHT OF ELECTIONS NUNAVUT

The Chief Electoral Office provides direction and manages the staff of the OCEO.

INSTRUCTIONS

The Chief Electoral Officer issues instructions to election officers, candidates, financial agents and anyone who is campaigning. These instructions typically identify specific aspects that are not addressed in legislation, or are required in unique circumstances.

NUNAVUT ELECTORAL BOUNDARIES COMMISSION



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Nunavumi Nigoaktoliginikut Titikniliogotiniᓴ Katimayit
Nunavut Electoral Boundaries Commission
Commission de délimitation des circonscriptions du Nunavut

The OCEO provides support to the Electoral Boundaries Commission (EBC) in fulfilling their mandate under the *Nunavut Elections Act*. This includes providing GIS and mapping services. The next statutorily-prescribed Electoral Boundaries Commission will take place in 2022.

RECOMMENDATIONS FOR AMENDMENTS

The Chief Electoral Officer provides recommendations for amendments to the *Nunavut Elections Act*, *Plebiscites Act* and the *Tariff of Fees Regulations*. These recommendations originate from the need to ensure elections and plebiscites are administered as efficiently and effectively as possible, and reflect Nunavut's societal values.

PUBLIC AWARENESS

The OCEO develops and disseminates information to the general public regarding all aspects of elections and plebiscites. This information is provided in all of Nunavut's official languages and in a manner that is accessible to all Nunavummiut.

REPORTING ON PRIORITIES 2018-2019

Develop policies, guidelines and forms in partnership with the Department of Community & Government Services to be used during Mayor and councilor elections.

Plain language guides for council elections were developed for distribution throughout the winter and spring of 2019. A plain language summary on the changes to council elections has been posted on the website. Election forms and ballots have been created to account for changes to the *Nunavut Elections Act*.

Develop policies, guidelines and forms in partnership with the Department of Education to be used during District Education Authority elections.

Plain language guides for District Education Authority elections were developed for distribution throughout the winter and spring of 2019. A plain language summary on the changes to DEA elections has been posted on the website. Election forms and ballots have been created to account for changes to the *Nunavut Elections Act*.

Undertake a robust communication campaign educating Nunavummiut on the electoral changes stemming from Bill 49, *An Act to Provide for Municipal Elections*.

During the Fall of 2018, Elections Nunavut presented the changes to local elections at regional Mayor meetings, the NAM AGM and the Coalition of Nunavut District Education Authorities (CNDEA) AGM.

During the winter of 2018-2019, Elections Nunavut undertook a Nunavut-wide education campaign to ensure the changes to local elections were publicized throughout every community.

Develop a policy for providing financial support to organizations that actively encourage the participation of youth in Nunavut's democratic process.

With the success of the partnership of CIVIX during the 2017 General Election, Election Nunavut will proactively promote the program prior to the 2021 General Election. Elections Nunavut will continue to work with educational institutions to promote civic education.

Develop RFPs for legal counsel, geographic information system (GIS) support, information technology (IT) support, and Electronic Voter Database Management (EVDM) support for Elections Nunavut.

Request for Proposals were put out to public offering in the winter of 2018-2019.

Administer by-elections under the *Nunavut Elections Act*.

Elections Nunavut will continue to administer by-elections as they arise.

Administer plebiscites under the *Plebiscites Act*.

Elections Nunavut will continue to administer plebiscites as they arise.

Administer local option liquor plebiscites under the *Liquor Act*.

A local options liquor plebiscite under the *Liquor Act* was administered in Kugluktuk.

Providing opportunities for staff training through the Canadian Society for Election Official Training.

Elections Nunavut staff participated in training conducted by the Canadian Society for Election Official Training. Two staff members also participated in a visitor program hosted by Elections Ontario during the Ontario Provincial Election. Staff have also taken advantage of courses available through the Executive and Intergovernmental Affairs department as they become available.

Participate in the 7th Speaker's Biennial Youth Parliament during the fall of 2018.

Elections Nunavut presented at the 7th Speaker's Biennial Youth Parliament in November 2018.

Participate in the Canadian Chief Electoral Officers Conference (CCEOC).

The Chief Electoral Officer participated in the CCEOC in St. Johns NFLD in July.

PRIORITIES FOR THE OCEO 2019-2022

PRIORITIES 2019-2020

- Administer the General Election for all Municipal Elections for Council, Mayors and directors for local District Education Authorities on October 28, 2019.
- Administer by-elections for Members of the Legislative Assembly (MLA) under the *Nunavut Elections Act*.
- Administer by-elections for Mayors under the *Nunavut Elections Act* (after October 28, 2019).
- Administer plebiscites under the *Plebiscites Act*.
- Administer local options plebiscites under the *Liquor Act*.
- Participate in the Canadian Chief Electoral Officers Conference (CCEOC).
- Provide continued opportunities for staff training through the Canadian Society for Election Official Training (CSEOT).
- Commence preparations for the October 25, 2021 Territorial General Elections.

PRIORITIES 2020-2021

- Administer by-elections under the *Nunavut Elections Act*.
- Administer plebiscites under the *Plebiscites Act*.
- Administer local options plebiscites under the *Liquor Act*.
- Continued preparation for the October 25, 2021 Territorial General Election.
- Provide continued opportunities for staff training through the Canadian Society for Election Official Training (CSEOT).
- Provide support to the Electoral Boundaries Commission in preparation for the 2022 review.
- Chair the Canadian Chief Electoral Officer Conference in July 2021.

PRIORITIES 2021-2022

- Administer the Sixth Nunavut General Election on October 25, 2021.
- Administer by-elections under the *Nunavut Elections Act*.
- Administer plebiscites under the *Plebiscites Act*.
- Administer local options plebiscites under the *Liquor Act*.
- Provide continued opportunities for staff training through the Canadian Society for Election Official Training (CSEOT).
- Provide support to the Electoral Boundaries Commission.
- Host the annual Canadian Chief Electoral Conference in July 2022.

FINANCIAL SUMMARY

BUSINESS SUMMARY Office of the Chief Electoral Officer	2018-2019 MAIN ESTIMATES		2019-2020 PLANNED		2020-2021 PLANNED		2021-2022 PLANNED	
	\$000	PYs	\$000	PYs	\$000	PYs	\$000	PYs
Permanent Salaries	634	5	634	5	634	5	900	5
Casual Wages	-		-		-		274	
Grants & Contributions	-		-		-		25	
Subtotal	634		634		634		1,199	
Other O&M								
Travel & Transportation	105		105		105		284	
Materials & Supplies	50		50		56		169	
Purchased Services	80		80		80		415	
Service Contracts	270		270		353		860	
Fees and Payments	40		40		156		62	
Other Expenses	77		77		77		85	
Tangible Assets								
Computer Hardware & Software	27		27		27		29	
Subtotal	649		649		854		1,904	
Total	1,283	5	1,283	5	1,488	5	3,103[†]	5

[†]This figure represents the increased costs to administer the 2021 General Election