

Returning Officer Contact Information

Electoral District		
YOUR RETURNING OFFICER:		
Name:	Office location & address:	
Email:		
Phone:		

General instructions

Filing date	Nomination papers may be filed with the Returning Officer from the issuance of the Writ until 2 PM on Nomination Day (typically 10 days after the issuance of the writ). Nominations will be accepted during normal office hours. On Nomination Day, the Returning Office will be open from 10 AM until 2 PM to accept nominations. No nominations will be accepted after 2 PM on Nomination Day. Early filing is recommended.
Signatures	At least 25 signatures of qualified electors in the electoral district are required. It is recommended that additional signatures be obtained, as during the approval process ineligible electors will not be counted.
Witnesses	All signatures must be made in the presence of a witness, who is required to initial each signature and be named in the witness section on the signature page. Each witness must use their own page to collect signatures. The same witness must initial all elector signatures on that page. The candidate may act as a witness.
Ineligibility	If a candidate is ineligible to sit as a member of the Yukon Legislative Assembly, the candidate must file a statement of ineligibility with their nomination paper. This declaration is to state the grounds for ineligibility as defined in the <i>Yukon Legislative Assembly Act</i> and commits the candidate to divest themselves of their condition of ineligibility within 30 days of the election.
Endorsement	If the candidate has the endorsement of a registered political party, the nomination paper may be accompanied by a Letter of Endorsement from the leader of the party or a statement of endorsement , signed by the party leader or an authorized representative. A registered party may instead provide a full list of candidates they have endorsed to Elections Yukon. Candidate endorsement is not required for independent candidates.
Confirmed candidates	Once your nomination paper is approved, you are a confirmed candidate and will be provided election materials. As a confirmed candidate, your information will also be included on the Elections Yukon website and provided to electors.
Deposit	A deposit of \$200 in cash, bank draft or money order is required at the time of filing. Registered political parties may pay the deposit on behalf of candidates they have endorsed. Certified cheques or money orders must be made out to the Yukon Consolidated Revenue Fund. A Receipt for nomination papers and deposit will be issued.
Corrections	Until one hour after the close of nominations, a candidate may request, in writing to the Returning Officer, that corrections be made to the candidate's name (as it is to appear on the ballot paper), address, or political party affiliation on the nomination paper.

CANDIDATE NOMINATION PAPERS

CANDIDATE INFORMATION

Candidate legal name

First name

Middle name

Last name

Name to appear on the ballot

Given name or nickname

Last name

Nomination information

Y

N

Electoral District of Nomination

District of Residence

Political Party Affiliation (if applicable)

Candidate's address of residence

Civic address

Community

Postal Code

Candidate mailing address

☐

same as above

Mailing address

City/Town

Postal Code

Contact information

Email address

Primary Phone

Alternate Phone (if applicable)

PUBLIC CONTACT INFORMATION

Official address

Address

City/Town

Postal Code

Public contact information

Email address

Primary Phone

Alternate Phone (if applicable)

ADDRESS FOR THE SERVICE OF PAPERS (the official address may be your home or your office)

Address to serve papers

Civic address

Community

Postal Code

Mailing address

☐

same as above

Mailing address

City/Town

Postal Code

CANDIDATE NOMINATION PAPERS

DECLARATION OF CANDIDATE ELIGIBILITY AND CONSENT (to be completed in the presence of the authority witnessing)

I, _____ consent to my nomination and
Full legal name of candidate
 declare that I am eligible, subject to any declaration made, as a candidate in this election, as a member of the Legislative Assembly.

Signature of candidate

AUTHORITY WITNESSING THE DECLARATION

Declared before me, _____
Print the Full Name of the Person Witnessing the Declaration Title of the Person Witnessing the Declaration

Location

Signature of Returning Officer, Justice of the Peace, Notary Public, or Peace Officer

Date

Phone (if not an Election Official)

NOMINATION SUBMISSION (THIS SPACE FOR ELECTIONS YUKON USE ONLY)

☐ Y
☐ N

Statement of
ineligibility

☐ Y
☐ N

Candidate
endorsement

☐ Y
☐ N

Declaration on use
of list of electors

☐ Y
☐ N

Deposit
received

☐ Y
☐ N

Receipt
issued

Accepted by:

Name of Election Official Accepting the Nomination Form

Signature of Election Official Accepting the Nomination Form

Date and Time

Approved by:

Name of Returning Officer Approving the Nomination Form

Signature of Returning Officer

Date and Time

NOMINATION BY QUALIFIED ELECTORS

I declare that I am a qualified elector and reside in the Electoral District of _____ and I nominate
Print Name of Electoral District

_____ as a candidate in the territorial election to be held on _____
Print name of candidate to appear on the ballot Polling day

#	Print Name of Nominating Elector	Address of Residence of Nominating Elector	Signature of Nominating Elector	Witness Initials*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

DECLARATION OF WITNESS TO SIGNATURES

I, _____ of _____
Witness name Address

declare that I witnessed the signing of this nomination form by the electors listed above.

Signature of witness to signatures Date

*A witness to all the signatures submitted is required. Each witness must use their own page. The witness on this page **must be the same** for all the signatures on this page

NOMINATION BY QUALIFIED ELECTORS

I declare that I am a qualified elector and reside in the Electoral District of _____ and I nominate _____
Print Name of Electoral District

_____ as a candidate in the territorial election to be held on _____
Print name of candidate to appear on the ballot Polling day

#	Print Name of Nominating Elector	Address of Residence of Nominating Elector	Signature of Nominating Elector	Witness Initials*
1				
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3				
4				
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9				
10				

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Signature of witness to signatures

Date

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Print Name of Electoral District

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Print Name of Electoral District

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Print name of candidate to appear on the ballot Polling day

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Witness name Address

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Signature of witness to signatures Date

*A witness to all the signatures submitted is required. Each witness must use their own page. The witness on this page **must be the same** for all the signatures on this page

STATEMENT OF INELIGIBILITY

I, _____ as a candidate in the Electoral District of _____
Full legal name of candidate Electoral district name

declare that I am ineligible to become a member of and to sit and vote in the Yukon Legislative Assembly as defined in the *Yukon Legislative Assembly Act* on the following grounds:

- | | |
|---|---|
| <input type="checkbox"/> I am a member of the Senate or the House of Commons of Canada | <input type="checkbox"/> I am employed in the service of the government of Canada |
| <input type="checkbox"/> I am a member of the Legislative Assembly in another province or territory | <input type="checkbox"/> I am employed in the service of the Government of Yukon |
| <input type="checkbox"/> I hold an office or commission in the service of His Majesty | <input type="checkbox"/> Other (specify) _____ |

I declare that if elected, I will undertake to rectify my ineligibility within 30 days of my election. I am aware that if I fail to rectify the reason for ineligibility within 30 days of being declared elected that I am guilty of an offense and my election will be void.

City/Town/Village

Signature of Candidate

Date

Extract of *Yukon Legislative Assembly Act*, sections 5 and 6 regarding ineligibility:

Section 5: Disqualifications

- (1) A member of the Senate or of the House of Commons of Canada or of the legislative assembly of any province or territory is not eligible to be a member of the Legislative Assembly
- (2) A member of the Legislative Assembly who sits or votes as a member of the Senate or of the House of Commons of Canada or of the legislative assembly of any province or territory becomes ineligible to be a member of the Legislative Assembly or to sit or vote in the Legislative Assembly.

Section 6: Disqualifications and exemptions

- (1) For the purposes of this section and section 7, "Government" includes any department, ministry, branch, board, commission, or agency of the government.
- (2) Subject to subsection (3), a person who accepts or holds any office, commission, or employment in the service of, or at the nomination of, [His] Majesty, the Government of Canada, or the Government of the Yukon is not eligible to be a member of the Legislative Assembly or to sit or vote in the Legislative Assembly.
- (3) Nothing in this Act renders a person ineligible to be a member of the Legislative Assembly because the person
 - (a) accepts or holds the office of Speaker or Deputy Speaker of the Legislative Assembly;
 - (b) accepts or holds a position as member of the Executive Council;
 - (c) receives any indemnity, expense allowance, salary, reimbursement, or other payment to which the person is entitled pursuant to this Act;
 - (d) is or becomes an active member of the Canadian Forces as a consequence of war;
 - (e) is or becomes a member of the militia or other reserve of the Canadian Forces other than in a position to which is attached a full-time salary;
 - (f) accepts or holds a position which a member of the Legislative Assembly is expressly authorized to hold by resolution of the Legislative Assembly or by any Act as long as no salary or other profit is received by the person other than as provided for in or pursuant to the resolution or Act;
 - (g) attends any meeting or event as a representative of the Legislative Assembly, the Speaker, or the Government of the Yukon in the person's capacity as a member of the Legislative Assembly and receives only reimbursement of the person's travelling and living expenses therefor;
 - (h) accepts or holds the office of justice of the peace, coroner, or notary public;
 - (i) receives a pension or other benefit in respect of previous service to [His] Majesty, the Government of Canada, or the Government of the Yukon;
 - (j) is or becomes employed by the Government of the Yukon as a casual employee within the meaning of the Public Service Act; or
 - (k) is or becomes a member of a board, commission, or other body created by an Act and holds office as a member at the nomination of the Commissioner in Executive Council.

CANDIDATE ENDORSEMENT

(not required if the candidate is an independent candidate, if an official letter of endorsement is provided by a registered political party, or if the candidate is named on the list of candidates the registered political party provided to Elections Yukon)

I, _____ certify, in accordance with Section 48 of the Yukon *Elections Act*, that
Full legal name of party leader or authorized representative

_____ is the officially endorsed candidate for _____
Name of candidate to appear on the ballot Name of registered political party

in the Electoral District of _____ for the election to be held on _____
Electoral district name Polling day

Signature of party leader or authorized representative Date

APPOINTMENT OF OFFICIAL AGENT

CANDIDATE DECLARATION

I, _____ a candidate in the Electoral District of _____
Name of candidate to appear on the ballot Electoral District

appoint _____ to act as my agent for the territorial election to be held on _____
Legal name of official agent Polling day

The mailing address of my official agent is _____
Mailing address City/Town Postal Code

My official agent's contact information is _____
Email address Telephone number

Signature of candidate Date

DECLARATION OF OFFICIAL AGENT AND CONSENT (to be completed in the presence of the authority witnessing)

I, _____ consent to my appointment as an
Full legal name of official agent
 official agent for the above-named candidate in this election. I acknowledge that I am aware of the reporting requirements and timelines to submit Election Revenue Returns, Expense Returns and Election Financing Returns, pursuant to the Yukon *Elections Act* (s. 385, 391 and 394).

Signature of official agent Date

AUTHORITY WITNESSING THE DECLARATION

Declared before me, _____
Full name of the person witnessing the declaration Title of the person witnessing the declaration

Location Signature of Returning Officer, Justice of the Peace, Notary Public, or Peace Officer Date Phone (if not an Election Official)

1. INTRODUCTION

Approved candidates seeking election to the Yukon Legislative Assembly, in accordance with Section 125(1)(c) of the Yukon *Elections Act*, will be provided access to the list of electors for the electoral district of their nomination. In accordance with Section 49.10(4), access to the list of electors for the electoral district of your nomination will be provided electronically through the VoterView Candidate Management Portal. Before access to the list of electors is provided, the following guidelines must be read, and the declaration on the use of the list of electors must be completed.

2. PURPOSE

This document provides guidance to registered political parties, members of the Yukon Legislative Assembly, and candidates, as authorized recipients of the List of Electors, on the privacy best practices for acceptable use. These guidelines provide information on the appropriate measures that should be taken to ensure that the lists of electors are used in an acceptable manner and that personal information is protected against accidental or unauthorized access, disclosure, use, modification or disposal. These guidelines will also assist in the protection and management of personal information contained in the lists of electors whether the format is printed, electronic format, or examined in any format without taking a copy.

3. ELECTIONS YUKON POLICY

Elections Yukon respects the privacy of electors and is committed to the principles of privacy protection. This recognizes that the protection of personal information is an essential element of integrity for a democratic institution to earn and maintain the public trust. Elections Yukon is provided personal information for electoral purposes. This information is used to create and distribute an accurate list of electors for use by election officials and political entities. To this end, there is a shared responsibility of providers and recipients of the information to protect the information.

4. KEY ELECTION ACT PROVISIONS

Section 49.13 (4) (Use of Lists): A person to whom a list of electors is provided under any of paragraphs 49.10(b) to (g) may use it for the purposes of communicating with electors in the course of the person's functions as a registered political party or member of the Legislative Assembly, including campaigning, raising money and soliciting memberships.

Note: Recipients of personal information must not disclose personal information to any individual or entity to whom this policy does not apply. An authorized recipient may inform a person if they are on the list of electors. An authorized recipient would not inform a person about the registration status of another person.

Section 49.14 (Offense): Any person who, having obtained information from or in relation to the register of electors or a list of electors, uses the information otherwise than as permitted under this Act, commits an offence.

Note: 'Use of information otherwise than as permitted', or unauthorized use, would include personal or commercial use of the information. Lists are not to be shared with political parties or candidates for any other level of government.

5. DISTRIBUTION OF THE LIST OF ELECTORS

As required by the *Elections Act*, list of electors or list of changes are provided at various times to election officials and political entities.

Annually to:

- political parties and members of the Legislative Assembly
- registered political parties are provided the list for all districts
- Members of the Legislative Assembly are provided lists for their district

Distribution:

- within 30 days after the 1st year anniversary of the return of the writ after the general election
- at least once by November each year for the 2nd, 3rd and 4th anniversary of the election date
- If there is no change to the list, no list is required to be prepared

During the Election Period

- to political parties:

- within 17 days after issue of writ
- to candidates:
 - within 7 days after the close of nominations
 - list of changes within 3 days after close of revision
 - list of changes before opening of the polls

Post-Election Period

- to political parties and Members of the Legislative Assembly as soon as practicable after
 - the return of the writ for a general election
 - the return of the writ for a by-election
 - the enactment of an amendment to the Electoral District Boundaries Act

6. SECURITY SAFEGUARDS

All individuals or entities with access to, or a copy of, personal information should take all reasonable precautions to protect the security and confidentiality of the personal information.

Safeguards include the following:

- Administrative measures: Procedures to protect the privacy and security of personal information, staff training on privacy, limiting access to information to a “need to know” basis, ensuring the reliability of individuals having access to the personal information, and designating a person who will be responsible for implementing privacy safeguards.
- Technical measures: These measures include passwords, audit trails, encryption, firewalls and other technical security safeguards to minimize the risk of unauthorized individuals accessing personal information.
- Physical measures: Restrict access to areas where personal information is stored.

These safeguards are for the guidance of authorized recipients. Other forms of safeguards may be adopted to protect the confidentiality and security of the list of electors.

7. LOSS OR THEFT OR UNAUTHORIZED ACCESS OF INFORMATION

In the event of accidental or unauthorized access, disclosure, loss or theft of personal information, authorized recipients should be ready to effectively deal with the privacy breach.

While each instance is unique, the following steps are recommended to be taken:

- Contain the breach and identify the source
- Evaluate the risk of harm resulting from the breach
- Identify any documents that were lost or stolen and try to recover them
- Document the circumstances of the incident
- Prevent a reoccurrence of the event
- Report any privacy breaches to the Privacy Officer at Elections Yukon.

8. DISPOSITION OF LISTS

Proper disposal of the lists of electors reduces the risk of a privacy breach. Paper copies should be shredded and electronic copies destroyed (not just erased).

A best practice is the recovery of all lists by authorized recipients or persons responsible for the implementation of security safeguards after their designated period of use. This would include the disposal of annual lists once the new lists were received or after the election period.

9. PRIVACY OFFICER

For additional information, materials, or to report an incident, the Privacy Officer for Elections Yukon can be contacted at privacy@electionsyukon.ca or (867) 667-8683

DECLARATION ON USE OF THE LIST OF ELECTORS

I, _____ as a candidate in the Electoral District of _____
Full legal name of candidate Electoral district name

Declare that:

- I will receive from Elections Yukon, access to the list of electors for the electoral district of my nomination; and
- I understand the importance of protecting the security and confidentiality of the personal information contained in the list of electors; and
- I have received a copy of the guidelines for the use of the list of electors; and
- I understand that the list of electors may only be used for the purposes of communicating with electors in accordance with the *Elections Act*; and
- I will take appropriate measures to protect the confidentiality of the personal information contained in the lists; and
- I will not keep a copy of the list of electors and will return or dispose of my copy once the official results of the election have been declared.

Candidate signature

Date

Witness name (print)

Witness signature