



# CANDIDATE GUIDE

**Territorial General Election 2025**



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# Glossary

## Acclamation of Candidate

When only one person is listed as a Candidate for an electoral district at the close of the nomination period, that person is acclaimed. No poll is held to elect the Member of the Legislative Assembly, and they are declared elected by acclamation as a member of the Legislative Assembly.

For the 2025 territorial election, a poll will be held for the plebiscite vote in the event of an acclamation in an electoral district.

## Additional Assistant Returning Officer (AARO)

An AARO is an election officer located in larger communities without a resident Returning Officer. An AARO can accept a nomination paper but only the Returning Officer can approve it. An AARO registers electors, issues special ballots (but not receive them), and administers the advance and ordinary polls in the area.

## Campaign Period

Period beginning with the issue of the writ and ends 30 days after the date of the return of the writ. Candidate Financial returns are due 90 days after the return of the writ.

## Campaign Period Contribution

A donation made to a campaign that includes money (monetary) or goods and services (non-monetary). Receipts are to be issued.

## Campaign Period Expense

Election expenses refer to any amount paid, liability incurred, or the fair market value of any non-monetary contribution accepted to promote or oppose a candidate's campaign.

## Candidate

Once a Returning Officer accepts a properly completed Nomination Paper, and the applicant is a qualified elector, the application is reviewed. Once confirmed, the prospective candidate becomes an official candidate.

## Candidate Portal

A web portal where candidates can log in and access a number of specific services, including the list of electors for their district, and all the forms they will need during and after their campaign.

#### Deputy Returning Officer

An election official responsible for a specific polling station and ballot box.

#### Election Period

The period from the issue of the writ to the return of the writ.

#### Election Period

The period from the date of issue of the writ to the date of the return to the writ.

#### Elector

A person who is eligible to cast a ballot in an election.

#### Electoral District

A geographical area represented by a member of the Legislative Assembly.

#### Nomination Day

The day that marks the end of the nomination period. The nomination period, during which a candidate can submit their nomination paper for approval, starts the day the writ of election is issued by the Chief Electoral Officer and continues for ten days until the close of nominations, Nomination Day, which is a Monday. To be a candidate the nomination must be submitted for approval to the Returning Officer by 2 PM on Nomination Day.

#### Official Agent

The person appointed by a candidate and responsible for all of a candidate's campaign transactions and financial reporting.

#### Plebiscite Ballot

The ballot paper issued to electors will consist of two ballots: one for the Member of the Legislative Assembly and one to vote on a plebiscite question on electoral reform. Once the ballots have been issued, the elector is considered to have voted.

#### Poll Clerk

An election official who assists a Deputy Returning Officer (DRO). The PC maintains the voting book for a specific polling station.

#### Polling Place

A polling place is a building or room where electors go to cast a ballot. A polling place may contain a single poll, or multiple polls.



### Polling Station

Polling stations are areas set up within a polling place where electors cast a ballot at their designated poll. A polling station consists of a ballot box and a voting screen, and is administered by a Deputy Returning Officer and a Poll Clerk.

### Returning Officer

The election official responsible for the administration of the election in an electoral district. The Returning Officer is responsible to and answers directly to the Chief Electoral Officer.

### Scrutineer

An individual appointed by a candidate to observe the voting process and ballot counting at a polling place.

### Voter Information Card (VIC)

A card mailed or emailed to a registered elector that confirms the elector is on the list of electors voters and provided information where and when to vote.

### Writ of Election

A document issued by the Chief Electoral Officer to Returning Officers that signals the official start of an election.

## General Information and Key Dates

### Key Contact Information

**Your Electoral District:** \_\_\_\_\_

**Your Returning Officer:** \_\_\_\_\_

**The Returning Office Address:** \_\_\_\_\_

Offices in the communities of Beaver Creek, Pelly Crossing, Carmacks, Ross River, Watson Lake, and Teslin are staffed by an Additional Assistant Returning Officer (AARO). They are able to assist with revision, special ballot applications and for those applying for employment.

**Returning Officer Contact Info:** **phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Returning Office Hours:** Throughout the election period (except for statutory holidays), Returning Offices will be open on:

- Monday to Friday: 3 pm to 8 pm
- Saturday: 11 am to 4 pm
- Sunday: Closed
- Appointments can be made on request.

### Key Dates

**Nomination Day: Monday,** \_\_\_\_\_

Returning Offices will be open on Day 10 of the election period (Nomination Day) from 10:00 a.m. to 2:00 p.m. to accept Nomination Papers.

Candidates can submit their nomination papers to the Returning Officer where they are seeking to be a candidate once the election has been called until the close of nominations. Book an appointment to get your nomination papers submitted at the earliest opportunity.

**End of Revision Period:** \_\_\_\_\_

**Advance Polls:** **Sunday,** \_\_\_\_\_ **Monday,** \_\_\_\_\_

**Close of Applications for Special Ballots:** **For Mail Out:** \_\_\_\_\_ **At Returning Offices (In Person) : Friday,** \_\_\_\_\_

**Polling Day:** **Monday,** \_\_\_\_\_

For additional information, please contact your Returning Officer. : Elections Yukon, Box 2703 (A-9) Whitehorse Y1A 2C6 Phone: (867) 667-8683/1-866-668-8683 – Fax: (867) 393-6977 e-mail: [info@electionsyukon.ca](mailto:info@electionsyukon.ca) Website: [www.electionsyukon.ca](http://www.electionsyukon.ca) For information on the pay, expenses and benefits of Members of the Legislative Assembly, contact the Legislative Assembly Office by email: [Justin.Gorczyca@yukon.ca](mailto:Justin.Gorczyca@yukon.ca) or by phone: 867-667-5618

# Electoral Operations

## Election Operations during the Election Period

One of the key roles of the Returning Officer (RO) for your electoral district is to assist you and your official agent throughout the election period. A prospective candidate must be an eligible elector and submit their nomination paper to the RO of the electoral district in which they want to run. They do not need to reside in that ED.

The RO will plan to meet with all confirmed candidates (preferably all together at the same time) shortly after the close of nominations to answer questions they may have, to inform them of key dates and processes and to ensure that all candidates have the materials they require.

## Ways To Vote

There are three voting options:

- Special Ballots: in person at the RO office or by mail/email. Applications are available online and from any returning office.
- Advance Polls: In person voting on the Sunday and Monday the week before polling day.
- Polling Day: In person voting on a Monday normally 31 days after the issue of the writ.

In order to vote via any of the three options you must be registered; pre-registered on the List of Electors or register prior to voting

## Registration

An elector must be registered to vote. Only one registration is required for the territorial election to receive the two ballots; for their Member of the Legislative Assembly and for their opinion on the plebiscite vote. Identification is required; this can be uploaded as a file or photo or document scan.

Approximately 36,000 Yukoners are on the current list of electors. Registration allows for a more convenient and smoother voting process. Registered electors are also sent Voter Information Cards 7-12 days after the issue of the writ. This provides information and options about voting including places and times.

Online registration services are available to confirm, update or register. Early registration makes the voting process faster, simpler and more convenient. During the election period, the revision period during the election period is 21 days after the issue of the writ. This period is to update the list of electors prior to the Advance Polls.

- Registration can take place online, at the returning office (to Day 21), and after day 21 an elector can register when they go to vote by special ballot when they go to vote at the Advance Poll, and when they vote at the ordinary poll on Polling Day.

### **Registration ‘On Behalf of’**

- An elector may be added by another person, with the elector’s consent during the revision period.
- Application forms to register ‘On Behalf Of’ another elector are available from Returning Officers and in the candidate portal after confirmation.
- While this option was primarily introduced to support enumeration and improved list accuracy, electors are encouraged to register at returning offices or online to ensure accuracy and timeliness.
- If registering on behalf of an elector, there is a statutory limit is 10 ‘on behalf of’ electors for any person. The person registering on behalf of another elector must be an elector.

### **Special Ballots (for the territorial and plebiscite vote)**

The Special Ballot is a special (write-in) ballot to vote independently for a registered political party **or** candidate. Applications at Returning Offices can be made up to the Friday before polling day; completed ballots must be returned to the elector’s electoral district returning officer or Elections Yukon headquarters by close of polls to be counted. During the election period, an elector may obtain a special ballot application by:

- Applying at any of the 21 return offices in the territory
  - To apply for and receive a special ballot kit. If it is in the elector’s electoral district, the elector can complete their write-in vote in the office and deposits their ballot (inside a secrecy envelope inside a certification envelope) into the ballot box.
  - If the elector applies at any other returning office than for their district, or at one of the Additional Assistant Returning Officer (AARO) offices in Beaver Creek, Carmacks, Pelly Crossing, Watson Lake, Ross River and Teslin, they will receive a special ballot kit. This will include a postage paid return envelope to mail the special ballot to their district Returning Officer or Elections Yukon Headquarters before close of polls. It is the elector’s responsibility to return their special ballots by close of polls on polling day.
  -

- Applying on the Elections Yukon:
  - Apply for a special ballot online by completing an application. It will be mailed out and when completed it must be returned to the returning office of their district or returned to Elections Yukon headquarters by close of polls on polling day.
  - An elector can also email an application to [info@electionsyukon.ca](mailto:info@electionsyukon.ca). Proof of Identify is required.
  - An elector can apply for special ballot by mail at Elections Yukon Box 2703 (A-9) Whitehorse Yukon Y1A 2C6. Proof of Identify is required. Consider mail delivery times to ensure special ballot is returned on time.
  - No walk-in service for special ballots is available at Elections Yukon headquarters in Whitehorse.

After approval of the application, the special ballot kit will be mailed out with a postage paid return envelope.

- The envelope containing your completed special ballot may either be:
  - returned by mail to **Elections Yukon Box 2703 (A-9) Whitehorse Yukon Y1A 2C6** or
  - Placed in the special ballot in the secure drobox at the Legislative Assembly Building at the front of the Old Library on 2<sup>nd</sup> Avenue, Whitehorse or
  - Returned to the Returning Officer of your electoral district. Special ballots will not be accepted at Returning Offices other than for the electors' district. They will not be accepted at any polling places.

The Special Ballots will be counted on polling day and on Election night the results will be relayed to the Returning Officer for the electoral district in which the elector is a resident, for the tabulation of the results

### **Advance Polls (New Vote Anywhere (Electoral District) and Advance Poll (Territorial) Options)**

- Vote Anywhere (Electoral District) allows an elector in that district to vote at any polling station in that district. This option is available for the Advance and Polling Day polls.
- Advance Poll (Territorial) allows an elector from any electoral district to vote in the one Advance Poll location in Whitehorse during Polling Day. It is to serve electors who may be in Whitehorse area during the Advance Poll and may not otherwise have an opportunity to vote in person in their district. This is an additional poll and does not replace Advance Polls in districts.
- Advance polls are open to all eligible electors.
- Advance polls will be open from 8 a.m. to 8 p.m. on the Sunday and Monday the week before polling day.

- One or more advance polls will be established by the Returning Officer for each electoral district. Where there is more than one Advance poll in an electoral district, the polling divisions will be assigned to the appropriate Advance Poll.
- Voting will be conducted in a similar manner for the advance and polling day polls.
- A deputy returning officer and poll clerk will be appointed by the Returning Officer to staff each polling station.
- Several polling stations may be located in a polling place.

A Revising Agent may be appointed to assist in registering electors and in taking the declarations of electors who are added to the List of Electors at the time of voting at either an advance poll or on polling day

A poll attendant may be appointed to assist electors and direct them to the registration station staffed by the information and resource officer, if required.

The Returning Officer will designate an election officer in charge of each polling place. An information and resource officer (poll supervisor) will be appointed to supervise any polling places where there are two or more polling stations and to assist in taking the declarations of electors who are added to the List of Electors at the time of voting. They are responsible for the smooth operation at the polls.

Any questions or concerns should be directed to that poll supervisor for referral to the Returning Officer as necessary.

## **Polling Day (Ordinary Polls)**

- Electors are assigned polling divisions and polling place. There may be multiple polling places in an electoral district.
- Vote Anywhere (Electoral District) allows an elector in that district to vote at any polling station in that district. This option is available for the Advance and Polling Day polls.
- Polling stations will be open from 8:00 a.m. to 8:00 p.m. on polling day.
- Polling day is no earlier than the 31st day following the issue of the Writ of Election; the date will appear on the Proclamation.

## **Identification Requirements**

- Electors who are on the List of Electors are not required to produce identification prior to receiving a ballot.
- Identification is required when applying for a special ballot.
- Electors may be added to the List of Electors during targeted revision or the revision period (Day 1 to 21 of the election period)

- Electors who are not on the List may register at the time of special ballot voting, when voting at the advance poll or on polling day. They will be required to provide identification.
- A list of authorized identification will be posted in each polling place. Electors who are unable to produce identification may have another elector on the List of Electors in their electoral district vouch for them.

## **Official Addition**

Within 10 days of polling day, the Returning Officer will complete an official addition of the vote from the Statements of the Poll that were completed on polling day. You will be notified of the date, place and time that the official addition will take place. You and your official agent are entitled to be present.

During the Official Addition the Returning Officer will review all statements of the poll and add up the number of ballots cast for each candidate, and the rejected ballots to confirm results. Once the official addition is completed, the Returning Officer will complete a certificate of the official addition and deliver a copy to each candidate or official agent.

## **Judicial Recount (if required)**

The Returning Officer will automatically apply for a judicial recount if:

- two (or more) candidates with the greatest number of votes are tied (received an equal number of ballots cast), or
- there is a difference of 10 votes or less between the candidate with the greatest number of votes and any other candidate

A credible witness may also apply for a judicial recount before the end of the 6<sup>th</sup> day following the official addition, if:

- a deputy returning officer in counting the ballots has improperly counted or rejected ballots or made an incorrect statement on the number of ballots cast for any candidate or
- the Returning Officer has improperly conducted the official addition

If a judicial recount is conducted, you will be notified and are entitled to attend with up to three representatives and legal counsel. Following the recount, the judge will certify the result.



## Complaints

If a person believes that someone's actions contradict what is set out in the Elections Act, they may submit a written complaint to the Chief Electoral Officer. The Chief Electoral Officer will review all written complaints and decide if an investigation is warranted based on the evidence provided.

Sections 286 through 347 list all contraventions of the Act that are considered election offences.

## How to File a Complaint

When filing a complaint, the following information is to be included:

- Name, address, telephone number, and email address of person filing a complaint;
- a factual description of the matter including dates, circumstances, and the actions or inactions that you believe may be an offence;
- the section of the Elections Act that is believed has been violated;
- copies of any documents believed to be relevant; and
- if submitting by email, include a title relating to the nature of the complaint in the subject line.

## Election Calendar Highlights

Based on a countdown from Day 31 (when writ is issued, to Day 0 which is Polling Day)

- Day 31: Issue of Writ (Day 31)
- Day 31 – Day 21: Nomination period and papers may be submitted to the Returning Officer. Must be received by Nomination Day (10 days after issue of writ)
- Day 31 – Day 11: Revision Period at RO offices and online. Registration continues at Advance polls, when applying for special ballots or at the ordinary pol.
- Day 31 – Day 3 (Friday): Applications open for Special Ballot Voting
- Day 21 (Monday): Day 21 – Nomination Day. Returning Officers will be their returning office from 10-2 PM to take any remaining nominations.

- Day 13 (Tuesday) End of mail out Special Ballots. Consider mail delivery times and return of ballots by close of polls on polling day.
- Day 10 (Friday): End of Revision period. Electors can still register when applying for special ballots or at the Advance and Ordinary poll.
- Day 8 and Day 7 (Sunday and Monday). Advance Polls
- Day 3 (Friday): End of application period for special ballots at Returning Offices.
- Day 0 (Monday): Polling Day. Special Ballots must be received by close of polls to be counted.
- Unofficial Results: After close of Polls
- Official Addition – within 10 days after polling day
- Certified results of the election reported to the Commissioner by the Chief Electoral Officer
- Candidate Financial Reports are due 90 days after the end of the campaign period.

## CANDIDATES

### General

This guide is provided for information; it summarizes key statutory direction contained in the Elections Act and details some of the processes in the administration of an election. For additional information consult the *Elections Act*. If any discrepancy of information or process, the Elections Act takes precedence.

### Right to be a Candidate

The Canadian Charter of Rights and Freedoms provides that every citizen of Canada has the right to vote in an election of members of the House of Commons or of a legislative assembly and to be qualified for membership therein. Its purpose is to protect the right of each citizen to play a meaningful role in the electoral process.

### Considering Becoming a Candidate?

Here are some things to consider:

- Your Team: Recruit a strong team to help you run your campaign

- **Your Time:** Allow yourself adequate time to plan, campaign, and report. The election period formally begins with the issue of the writs and ends with the results on polling day. For a candidate and their official agent, the election begins as soon as you decide to run, and ends once you fulfill your reporting obligations.
- **Your Election Knowledge:** Review election materials such as the Elections Act and the Candidates Guide before nominations open. The Elections Act sets the rules and procedures governing territorial elections. It provides details of the electoral process and is the definitive source of information for candidates, official agents, election officers, and electors.
- **Your Campaign Funding:** There is no limit to the amount of donations you may receive. You may spend money before you become a candidate. Your official agent may not collect any money or issue any receipts until you have become a candidate. A receipt must be issued for any single contribution. Any contributions that do not have supporting receipts must be forfeited.
- **Your Official agent** should familiarize themselves with all pertinent sections of the Act. Your Official agent must open a bank account: Your official agent is the only individual who should accept contributions and issue tax receipts. Your official agent must complete a Financial Report which includes supporting documentation within the 90 days after the return of the writ.
- **Know the Forms:** Forms required for nomination will be made available to prospective candidates and official agents through [electionsyukon.ca](http://electionsyukon.ca)
- Be familiar with the reporting requirements.
- **Know the Election Yukon Web Services:** Nominated candidates will have access to the candidate portal, where they will be able to access all the forms required for their campaign as well as financial reporting.
- Your nomination deposit of \$200 will be refunded when you complete your Election Financial report and file it within the 90 days after the return of the writ. Extensions may be authorized by the Chief Electoral Officer.

## Candidate Eligibility

To become a candidate in an election under the Elections Act, in order to have your name appear on the ballot paper as a candidate you must meet the following requirements

- You must be an eligible elector
- A person is qualified to vote at the election if he or she:
  - is at least 18 years of age on Polling Day
  - is a Canadian Citizen

- has been resident in Yukon the previous 12 months as of Polling Day.
- You do not have to reside in the electoral district in which you file a Nomination Paper. You may file a Nomination Paper in only one electoral district in an election.
- You must not be ineligible to become a Member and to sit and vote in the Legislative Assembly of Yukon, pursuant to any other Act, unless you undertake to rectify the ineligibility within 30 days of being declared elected
- You must file a properly completed Nomination Paper with the Returning Officer in that electoral district before 2:00 p.m. on Nomination Day (Day 10 of the election period). You can obtain a Nomination Paper from the Returning Officer in the electoral district in which you intend to be a candidate or from the Elections Yukon website at [electionsyukon.ca](http://electionsyukon.ca)
- A \$200 nomination deposit and, if applicable, a letter of endorsement from a registered political party must accompany your Nomination Paper. The fee may be arranged through the political party and paid on your behalf. It will be returned to the party when your Election Financing Return is submitted. Check with your party financial officer.
- You must appoint an official agent, who consents to the appointment, to receive campaign contributions and pay bills, and to file the Election Financing Return required by the Elections Act

### **Ineligibility (Legislative Assembly Act (sections 5 and 6))**

It is your responsibility to determine whether you are ineligible to sit and vote in the Legislative Assembly of Yukon, pursuant to any Act.

One common reason for ineligibility applies to a person who “holds any office, commission, or employment in the service of, or at the nomination of, Her Majesty, the Government of Canada, or the Government of the Yukon”. “Government” includes any department, ministry, branch, board, commission, or agency of the government. The Legislative Assembly Act contains some exemptions that should be consulted with respect to ineligibility.

A determination of an individual candidate’s ineligibility will not be made by Elections Yukon or by Returning Officers. If you determine that you are ineligible, you must file a Statement of Ineligibility (Form 103) with the Returning Officer at the time you file your Nomination Paper, stating that you will remove the grounds for ineligibility within 30 days of being declared elected.

If a candidate fails to rectify the ineligibility within 30 days of being elected, the candidate is guilty of an offense and the election is void.

# NOMINATIONS

## The Nomination Process

ROs and AAROs can provide a nomination package to prospective candidates during regular office hours once the RO/AARO office is opened after the issue of the writ. Only the Returning Officer can approve a candidate's nomination papers.

These packages will also be made available online at [www.electionsyukon.ca](http://www.electionsyukon.ca). Candidates are encouraged to make an appointment to file their nomination papers early, so there is time to resolve any issues that may arise and to allow them to access the available resources as soon as possible once their nomination is approved.

## Candidate Residency and the List of Electors

Any qualified elector is eligible to be nominated as a candidate, they do not need to be resident in the electoral district. However, no one may be nominated as a candidate in more than one electoral district at the same election.

The Elections Act s.9 allows candidates who were members immediately before dissolution may be included in the list of electors for the electoral district even if they do not live in that district. Any candidate who was not a Member of the Legislative Assembly prior to dissolution of the legislature must register and vote in the district where they live even if they are a candidate in a different electoral district.

### Elections Act s.9

Each candidate at a general election who, on the day before the dissolution of the Legislative Assembly immediately preceding the election, was a member of the Legislative Assembly, and the spouse or any dependent who lives with the candidate and is qualified as an elector, is entitled to be included on the list of electors for, and to vote in, any one of the following places

- (a) the place of actual residence of the former member;
- (b) the place, if any, in the electoral district in which the former member is a candidate where the candidate has, at the time of enumeration, a residence or a temporary residence;
- (c) [Repeal S.Y 2004, c.9, s.4]
- (d) the place, if any, where the former member resided for the purpose of carrying out duties as a member. S.Y. 2002, c.63, s.9

This means a candidate who meets s 9 criteria may, along with their spouse and dependents, register in the RO Office using a temporary residence address in the ED of their candidacy.

## The Nomination Period

Candidate nominations may occur during the first ten days of the 31-day Writ period. These first ten days are commonly referred to as the nomination period.

In a 31-day election period, the Chief Electoral Officer will issue the Writs on a Friday. This opens the nomination period. Prospective candidates may submit their nomination papers to a returning officer until the nomination period ends on Monday at 2:00 pm on the 10<sup>th</sup> day of the Writ period.

### Key Nomination Dates:

- Nomination Period Begins: After issue of the writ
- Nomination Period Ends: Monday at 2:00 pm on the 10th day after the issue of the writ
- Deadline to Withdraw Candidacy Before 2:00 PM on the 13<sup>th</sup> day after the issue of the writ.

### Early Submission of Nomination Paper

Prospective candidates may wish to submit the Nomination Paper early in the nomination period in case corrections are needed to be made or additional information is required. The deadline for submissions is 2:00 pm on the Monday 10 days after the issue of the writ.

All documents must be completed and submitted by the deadline. If the Nomination Paper is not correct at Close of Nomination, the nomination will not be approved.

Once approved, and the candidate is confirmed, they can be issued their materials such as electoral maps, reference materials, be included as a candidate on the Elections Yukon website and be provided access to the candidate portal. The names of confirmed candidates will be posted with the registered political parties and provided to electors voting by special ballot

### Nomination Papers

Any eligible person who is interested in becoming a candidate may either download the Nomination Paper (form 101) from [electionsyukon.ca](http://electionsyukon.ca) or obtain a copy from their Returning Officer or the Returning Officer's Additional Assistant Returning Officer in select communities without a resident Returning Officer.

The Nomination Paper must be submitted in person by the prospective candidate or their official agent to a Returning Officer, Assistant Returning Officer, or Additional Assistant Returning Officer in the district in which the nomination contestant wishes to be a candidate.

The Nomination Paper must be fully and correctly completed to be accepted by a Returning Officer. Any nomination papers that do not contain all the necessary information will be returned to the prospective candidate or their official agent for completion or corrections to be made.

## **RO Candidate Nomination Package (Form 101)**

This package includes:

- Cover Page
- Table of Contents (Page 3)
- General Instructions (Page 4)
- Candidate Information (Page 5)
- Signature Pages (Pages 7, 8, 9, 10)
- Address for Service of Papers (Page 11)
- Appointment of Official Agent (Page 12)
- Statement of Ineligibility (Form 103) (Page 13)
- Statement of Endorsement (Form 151) (Page 15)
- Privacy information (Form 115) (Pages 16, 17, 18)
- Candidate Declaration (Form 116) (Page 19)

Key points include:

- Use the name as it is to appear on the Ballot including given name and surname. It does not have to be your full legal name
- You may include a nickname or names commonly known by, may not include title, degree, prefix or suffix
- Public Contact information including email, phone and official address to be used for publication, in accordance with the Elections Act
- Indicate the electoral district in which you are being nominated and whether it is your electoral district of residence or not

- If you are endorsed by a registered political party, you must provide the Returning Officer with a written statement, signed by the leader of the registered political party or the leader's designate, stating that you are endorsed by the registered political party. The leader may request a deferral for the filing of the statement, but it must be received no later than 2:00 p.m. on Nomination Day (Day 10)
- The declaration that the qualified elector nominating this candidate is a qualified elector and resides in the electoral district of nomination, the printed name, location (civic) address, and signatures of at least 25 electors in the electoral district in which you file the Nomination Paper
- Each elector who signs the Nomination Paper must include a location (civic address) to allow the Returning Officer to confirm that each is an elector in the electoral district
- Electors' names do not have to appear on the List of Electors to nominate a candidate
- Each witness to the electors' signature must use their own page. The witness on the page must be the same person who initials for all the signatures on that page
- Candidates are strongly encouraged to obtain more than 25 signatures in case one or more of the electors have omitted information or are not resident in the electoral district
- Your properly completed Nomination Paper must be filed:
  - with the Returning Officer or Assistant Additional Returning Officer in the electoral district in which you intend to be a candidate.
  - filed before 2:00 p.m. on Day 10 of the election period but may be filed before that date.
  - accompanied by your \$200 nomination deposit and your written statement of endorsement from the leader/designate of a registered political party, if applicable.
- The Returning Officer can accept Nomination Papers once the writ has been issued.
- A Returning Officer cannot accept a Nomination Paper:
  - submitted after 2:00 p.m. on Day 10 of the election period.
  - that is incomplete or has not been properly witnessed.

## Nomination Deposit

This may be paid on your behalf by your political party. Check with the party's Financial Officer.

One of the nomination requirements is a \$200.00 deposit which must accompany the Nomination Paper when it is being submitted to the returning Officer for acceptance. This can be in the form of a bank note. If a certified cheque or money order is provided, it must be made out to Yukon Consolidated Revenue Fund. Personal cheques will NOT be accepted.



The \$200 deposit will be returned to the candidate when the Election Finance Report is submitted in the 90 days following the return of the writ. Deposits that are not returned to candidates are deposited to the Government of Yukon Consolidated Revenue Fund.

Once the Nomination Paper and deposit have been accepted by the returning officer, the prospective candidate is confirmed and becomes a candidate in the territorial general election. A 'Receipt of Official Candidacy' will be issued to verify their candidacy.

## **Candidate Photo**

Candidates have the option to submit a photo of themselves with their nomination paper. This photo will appear on the Elections Yukon website "Who Is My Candidate?" accessible to electors in their electoral district.

The submitted photo must:

- Be of professional quality; digital photos cannot exceed 2MB and must be at least 500x500 pixels.
- Have been taken within the past 12 months
- Present a frontal view of the candidate's head and shoulders.
- No head coverings are allowed in the photo unless required for religious or medical reasons
- The photo must be submitted before close of nominations.

## **Candidate Biography**

If a candidate wishes to submit a short statement they may do so by providing the returning officer with the electronic text for the Candidate Biography.

Submitting a biography is optional and must be submitted before the close of nominations. The statement must be no longer than 100 words. It will be included in the candidates list posted on the Elections Yukon website Who Is My Candidate?

## **Candidate Information**

Candidate information, such as party, name and public contact information as well as website links will be published in the 'Who Is My Candidate' section of the elctionsyukon.ca website.

## **The Candidate Portal (VoterView)**

The candidate portal is an online platform that contains information and administration resources for a candidate. The portal provides easy access to all necessary forms and to the List of Electors for their electoral district. The list is provided in an excel format that can be downloaded and sorted. The List is a real-time strike list. That means it is refreshed at regular intervals to update and show electors that have been struck. Electors showing as having being struck are electors who have voted in any of the special voting opportunities that occur before ordinary polling day.

Once an individual's Nomination papers has been accepted, the Election Officer will provide candidates with access to the portal through an email to the email address provided in the Nomination Paper. The email will contain a username, a temporary password, and instructions on how to access the portal.

To reset your Password If a candidate forgets their portal password, they must contact their Returning Officer to have it reset. The Returning Officer will not provide a new password over the phone. All password resets will be sent to the email address provided in the Nomination Paper.

If a candidate wishes to change the email address, they provided to Elections Yukon, they must put the request in writing to the Returning Officer.

Separate instruction to access the candidate portal is available from the returning officer once nominations are accepted.

## **Candidate Materials**

Once your nomination is confirmed, and you are a candidate, you will be provided the following materials

- one copy of the Proclamation, which identifies key dates in the election period
- an election calendar
- three copies of the electoral district map, with polling divisions
- one copy of the Official Agent Replacement, for use in appointing a replacement official agent, if necessary
- copies of the Appointments of Scrutineer, for use in appointing persons to observe election activities on your behalf
- Access to the candidate portal to access List of Electors for the electoral district on which you are a candidate
- Street keys for your electoral district
- You will be required to sign the privacy document in the Nomination paper to be granted access to the candidate portal. Use of the Lists of Electors is prescribed by the Elections Act and is for electoral purposes only.

## **Candidate Withdrawal**

Any nominated person may withdraw their nomination papers and not stand as a candidate until 2PM on the 13<sup>th</sup> day of the Writ period. Withdrawal is done by completing the Candidate's Withdrawal Form. This form must be signed by the candidate and witnessed by two eligible electors who are resident in the electoral district listed on the form. The candidate must submit the form to the Returning Officer, or designated election officer by or before the deadline for withdrawing.

## **Close of Nominations – Drawing of Lots**

After the close of nominations (10 days after the issue of the writ), the Returning Officer will draw lots to establish the order in which the names of the candidates will appear on the ballot paper.

## **Drawing of Lots Process**

You and your official agent are entitled to be present and may act as witnesses, in addition to any elector, who may also serve as one of the two witnesses. The two witnesses must print their name and address and sign the Drawing of Lots

After the drawing of lots, the Returning Officer will complete a Notice of Grant of Poll listing all candidates' names in the order in which they will appear on the ballot paper and identifying polling places. You will receive a copy of the Notice of Grant of Poll.

## **Announcement of Candidates and Official Agents**

The returning officer will announce, at the place of nomination and immediately after close of nomination, the names, addresses and political affiliation of every candidate and the name and address of official agents.

A notice of candidates and official agents will be posted in the returning office and provided to the chief electoral officer.

## **Candidate's Meeting**

The Returning Officer will invite and provide notice to all candidates of a meeting to review any processes and to answer questions. The Returning Officer will provide a draft agenda prior to the meeting.

## **Public Access to Nomination Papers**

Nomination Papers may be viewed at the returning Office by members of the public, on request, but cannot be copied.



## **The Candidate Portal ([candidateaccess.ca](https://candidateaccess.ca))**

Once a candidate is confirmed they will be granted access to the candidate portal for the duration of the election period. It is a secure website from which a candidate can download electoral information. An update can be accessed once every 24 hours. Paper copies of revision lists may be provided on request at certain periods.

This information includes:

- A current list of electors for their electoral district. An extract can be downloaded which will contain elector number, name and address, mailing address, and status of vote (they will be struck off if they have voted by special ballot or at an advance or ordinary poll).
- A List of Revisions. The candidate can download the changes to the list of electors from an earlier selectable day the current day. This will indicate new registrations, changes, and voting status over that period.
- Candidate documents. This documents will be available for download as provided by Elections Yukon headquarters and your Returning Officer for the electoral district.

Paper copies can be requested; this would only include the preliminary list (on confirmation), a Revised List (prior to Advance Polls), and an Official List (prior to the Ordinary Poll). Most candidates will print their own once they have access to the portal.

## **Statutory Guidance for Campaigning**

The Elections Act details a number of statutory guidelines for notices and advertisements. These include:

- Posted material for a candidate of political party shall be removed within 30 days after polling day. Failure to comply is an offence.
- Candidates and their election workers have free access to any building having more than one dwelling. Anyone who obstructs or interferes with such access is guilty of an offense.

# OFFICIAL AGENTS

## Role of Official Agents

An official agent acts on behalf of a candidate and has signing authority for campaign financing and other administrative authorities where allowed.

One of the key roles of an official agent is to manage all aspects of their candidate's campaign finances. An official agent is required to receive contributions, issue tax receipts, account for contributions and expenses, and keep detailed records and receipts. Within 90 days following the return of the writ the official agent completes and submits the candidate's Election Financial Report

## Recruiting an Official Agent

Qualities of a good official agent may include:

- strong organizational skills
- have basic bookkeeping abilities
- are familiar with computers
- have good time management, and
- pay attention to detail

## Changing Your Official Agent

If an official agent resigns or dies, a new official agent must be appointed immediately. To appoint a new official agent, the candidate must inform the Returning Officer in writing and provide the name and residential address of the new official agent (Form 109).

## Appointment

Candidates must appoint an official agent during the nomination process. Information about the official agent must be included in the Nomination Paper.

## Expectations

Official agents manage a candidate's campaign finances and reporting. They assist in raising funds, are responsible for receiving funds, paying campaign expenses, issuing tax receipts and managing financial accounts. The official agent should keep detailed well organized records and receipts of all contributions and campaign expenditures. Well organized records will prove beneficial for completion of the Election Financial Report (EFR). A complete and accurate EFR with all supporting documentation must be submitted to the Chief Electoral Officer within 90 days following the return of the writ.

## Responsibilities

The official agent is responsible for a number of activities that take place before and after ordinary polling day. It is important for the official agent to understand that their obligations continue until all post-election reporting is complete.

- From Issue of the Writ to Return of the Writ (Election Period)
  - Receiving all contributions for the candidate's campaign
  - Issuing official tax receipts for monetary contributions
  - Reimbursing the candidate for any expenses incurred prior to the campaign period, to be paid using contributions received
  - Depositing all contributions into a bank account or another institution approved by the Chief Electoral Officer (if applicable)
  - Recording all contributions received and election expenses incurred during the campaign period
  - Recording the name and address of each person or organization who contributes
  - Authorizing and paying all campaign expenses
  - Authorizing other people, in writing, to receive contributions or incur expenses on behalf of the official agent
- After Election Period to end of Campaign Period (30 days following the return of the Writ)
  - Ensuring all bills are received and paid
  - Returning all tax receipt books to the Office of the Chief Electoral Officer
  - Submitting an accurate and complete candidate Election Financial Report to the Office of the Chief Electoral Officer
  - Requesting (if required) an extension to the deadline for submitting the candidate's Financial Report, or any accompanying documentation

- The Election Financing Return is required to be submitted to the Chief Electoral Officer within 90 days following the return of the writ.

## Sponsor Responsibilities

The Elections Act (sec 326) requires the name of the sponsor be included on election notices and advertisements during the election period. This includes election signs and other materials.

- The election period is from the date of the issue of the writ to the return of the writ. Return of the writ may be up to 10 days after polling day.
- The sponsor is any person, association, or organization who pays for the advertising. This is usually the candidate or the official agent.
- The address is the physical address of the sponsor; for candidates and official agents it may be office of the candidate or may be a political party website or email address.

## Notices and Advertising

- During an election period, every notice or advertisement that refers to an election, whether printed, broadcast or published electronically, shall include the name and address of its sponsor.
- No sponsor information is required if a printed notice or advertisement bears, with no information, message or symbol that relates to an election or voting, only one or more of the following
  - the colours or logo of a registered political party;
  - the name of a registered political party;
  - the name of a candidate, no sponsor
- Examples: notices and advertisements must contain the name and address of the sponsor. It is not necessary to include the name of the party.
  - Political Parties/Candidates: The official agent of a political party can authorize election advertising for their candidates. Sponsor statements on election advertising by official agents of independent candidates are also required.
    - Authorized by the official agent of the **[Name of Party]** **[email address]**
    - Authorized by the official agent for **[Candidate]** **[email address]**
  - Others (individuals, organizations, associations). There is no requirement to register with Elections Yukon:



- Authorized by **[Name of Organization [email address]]**

## **Financial Obligations**

Financial provisions for candidates and political parties are detailed in the Elections Act sections 370 – 406. Official agents should be familiar with these statutory requirements. Typical official agent duties include:

- Collecting Contributions. This includes monetary contributions and contributions in-kind
- Issuing and Managing Receipts all tax receipts
- Authorizing and paying expenses
- Reporting Obligations and Supporting Documentation.

## **Election Returns**

Election financial reporting requires that three returns must be submitted within 90 days after the return of the writ. These are:

- Election Revenue Return
- Elections Expenses Return, and
- Election Financing Return.

## **Deficit or Surplus Funds**

If a deficit is reported, the Election Financing Return shall set out the names and addresses of all debt holders. If a surplus is reported, the surplus funds shall be paid to the registered political party with proof of payment provided. If the candidate is not endorsed, the surplus funds shall be remitted to the chief electoral officer for the Yukon Consolidated Revenue Fund.

Returns are available for public inspection during working hours. Names of donors of contributions of \$250 or less are not disclosed.

# SCRUTINEERS

## Role of Scrutineers

It is important that candidates are familiar with the duties and responsibilities of the scrutineers who observe proceedings and act on your behalf.

Scrutineers may observe election activities on your behalf. Up to two scrutineers per candidate may attend at one station at a time (Note: This could be changed to one scrutineer per polling station due to COVID-19 protective measures). Scrutineers will receive identification badges to wear in the polling place. Political affiliation is not permitted on the badges or elsewhere

The candidate or the official agent must appoint them in writing on the Appointment of Scrutineer forms, which are available from your Returning Officer. They must have a properly completed appointment and take a declaration of secrecy to be authorized to remain in the polling place. Scrutineers must present the Appointment of Scrutineer form to the election officer and complete a declaration of secrecy at each polling station they attend

On the form, you must designate the polling station(s) or registration station(s) they have been appointed to observe. The Elections Act authorizes scrutineers to remain in the polling place while the vote and the ballot count take place.

Scrutineers may observe polling day activities. Election officers are authorized to ask scrutineers to leave if they obstruct the taking of the poll, communicate with an elector who has asked not to be spoken to, disrupt the voting process, or commit any offence against the Elections Act

## Scrutineers may:

- be present at polling stations (managed by deputy returning officers for single polls and managed by information and resource officers (poll supervisor) at polls where there are two or more polls). They may also observe registration stations (managed by registration officers)
- be present 15 minutes before a poll is opened, and request the counting of ballot papers and inspect the ballot papers, ballot box and any other poll documents
- request the deputy returning officer to have an elector take a declaration of qualification and identity if, in good faith, the elector's eligibility is questioned (only before the elector receives a ballot)
- view the poll book and record information from it at a time that will not interfere with voting
- view the identification provided by an elector
- convey information to another scrutineer or a candidate outside the polling place in a manner that does not interfere with voting

- at the unofficial count, examine any ballot and object to its acceptance or rejection and ensure that the objection is recorded in the poll book
- receive a tally sheet to record the results of the unofficial count
- receive a copy of the Statement of Poll at the conclusion of the unofficial count
- sign the official seals used to seal the envelopes containing ballots and ballot papers

### **Scrutineers may not:**

- record images or take photos inside the polling place
- interfere with the work of election officers
- influence electors to vote or to refrain from voting
- request an elector to complete an oath; all requests must be directed to the election officer
- request an elector to produce documents proving identity
- record any information from the identification documents provided by electors
- attempt to determine how an elector is voting or has voted
- conduct cell phone conversations or take pictures of the bingo sheet, or text results in the polling place
- request a deputy returning officer to reverse a decision to accept or reject a ballot at the ballot count: the deputy returning officer's decision is final

### **Confidentiality**

- Electors are entitled to cast a secret ballot. Every candidate, election officer, scrutineer or other person in attendance at a polling station has an obligation to maintain and aid in maintaining the secrecy of the voting.

Electors' votes are confidential.

- votes are confidential



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