

Nomination Paper

OF A CANDIDATE IN A TERRITORIAL ELECTION OR BY-ELECTION

(As required under section 80 of the Northwest Territories Elections
and Plebiscites Act)



TO BE FILED AFTER THE ISSUE OF THE WRIT OF ELECTION
PURSUANT TO SUBSECTION 82(2) OF THE NORTHWEST
TERRITORIES ELECTIONS AND PLEBISCITES ACT

PLEASE REVIEW EACH SECTION CAREFULLY TO ENSURE THEY ARE COMPLETED PROPERLY.

Nomination Form Checklist

Part 1

- ☐ I have filled in my name and contact information;

Part 2

- ☐ If I choose to submit a digital photo, it meets the standards identified in this section.
Elections NWT will use your photo on our website, the official ballots and on a poster showing who candidates are. If you don't submit a photo, your name will appear with a blank space beside it instead of a photo.

Part 3

- ☐ I have written my name on the ballot template in the Official Language of my choosing and exactly as I want it to appear on the ballot.

Note: Election Officers can't provide you assistance in writing your name in any language

Part 4

- ☐ My Official Agent has filled in their name and contact information and signed in front of a witness. If I change my Official Agent I must, in writing, inform the returning officer for the electoral district of the name and residential address of the new official agent.

Part 5

- ☐ My Official Agent has signed their acknowledgement and consent

Part 6

- ☐ I have signed the declaration;
- ☐ A witness has signed the declaration.
- ☐ I have sworn or affirmed the declaration in front of an **authorized person**: Commissioner of Oaths, Notary, RCMP, Justice of the Peace or Election Officer;
- ☐ The authorized person has signed the declaration;
- ☐ I have completed Appendix A: Nominating Electors Information and Signatures, and the witness to the signatures has signed the declaration at the bottom of the page.
- ☐ I have provided my \$200 deposit to the Returning Officer. This can be provided in cash, money order or certified cheque made out to the Government of the Northwest Territories

Notice on Withdrawal

A candidate may withdraw at any time before 5pm on Friday, the 25th day before polling day for the election by filing, in person with the returning officer or other authorized person, a declaration in respect of the withdrawal signed by the candidate and witnessed by two electors who are ordinarily resident in the electoral district for which the candidate was nominated.

PART 1: Candidate Information

Electoral District

Given Name

Surname

Home Address:

Mailing Address:

Phone #:

Email Address

PART 2: Candidate Photo for Ballot

1. The photograph must be a full-frontal view of the head and shoulders of the candidate and be at least 2.54 cm x 3.81 cm (1 inch x 1 ½ inches) in size. The candidate must not have their head covered in the photo unless required by their religion or a medical condition. **Maximum image size is 5 MB.**
2. The photograph will only be included on the ballot if it is attached to the nomination paper when it is filed with the \$200 deposit to the Returning Officer.

☐ I, the undersigned declare that the photograph which accompanies this nomination paper is of myself and was taken during the 12 months before the nomination period. I further permit the photograph to be used in efforts that inform electors.

Or

☐ I choose not to submit a photograph with my nomination paper, and I understand that no photograph will be accepted after my nomination paper has been filed.

PART 3: Candidate Name for Ballot

1. Print your name **CLEARLY** in the space provided below as you want it to appear on the ballot.
2. You may choose to write your name in any of Northwest Territories Official Languages
3. Do NOT include titles, degrees or prefixes (such as Mr., Mrs. or Dr.)
4. You can use your given name, initials and/or commonly used nicknames.

Last Name	First/other names

-----EXAMPLE-----



PART 4: Official Agent Information

Given Name		Surname	
Home Address:			
Mailing Address:			
Phone Number:		Email Address:	
Campaign Phone #		Campaign Email Address: <input type="checkbox"/> Address same as above <small>(Will be used to send all elections communication)</small>	

PART 5: Official Agent Consent

I, _____, am aware of and agree to perform the duties of an Official Agent in accordance with the Elections and Plebiscites Act.

I am aware that my duties start as soon as I sign this declaration.

I am aware that my name, campaign email address and phone number will be shared on the Elections NWT website

I understand that the candidate and I must prepare and file a complete and accurate financial return 45 business days after the date of the election.

Signature of Official Agent

Date

Signed at _____, NWT, this ____ day of _____, 20____

Signature of Witness

Name of Witness (please print)

Address of Witness

PART 6: Declaration of Candidate

A person can be a candidate in only one constituency. If you file a declaration of candidacy in more than one constituency, you will not be a candidate in the election.

I, the undersigned, am the person declaring to be a candidate in these papers. I swear or affirm that I am qualified and want to be a candidate for election as a member of the Legislative Assembly of Northwest Territories for the **constituency of** _____ and that:

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ I am a Canadian citizen; ✓ I am at least 18 years old; ✓ I have been a resident of Northwest Territories for at least one year; ✓ I am NOT a judge of any court, other than a citizenship court; ✓ I am NOT an election officer; ✓ I am NOT a member of the House of Commons or the Senate or a member of the legislature of another province or territory; ✓ I am NOT currently imprisoned as a result of being convicted of a crime; ✓ I have NOT committed an election offence anywhere in Canada within the last 5 years; | <ul style="list-style-type: none"> ✓ I appoint the person named in Part 4 as my Official Agent; ✓ I have reviewed the Legislative Assembly of the Northwest Territories – Code of Conduct and the information of the Conflict of Interest requirements under Part 3 of the <i>Legislative Assembly and Executive Council Act</i>; ✓ If I have attached a photo of myself, it is a true likeness that has been taken in the last 12 months; ✓ I understand that the lists of electors may only be used for the purposes of communicating with electors in accordance with the <i>Act</i>; ✓ I will take appropriate measures to protect the confidentiality of the personal information contained in the lists; ✓ I will not keep a copy of the lists and will return or securely dispose of my copy at the end of the election; ✓ I understand I must file an accurate financial return before the end of the post-election period (45 business days after Election Day). |
|--|---|

X _____
signature of candidate

name of candidate

X _____
signature of witness

name of witness

address of witness

Sworn (or affirmed) before me at the municipality of _____, Northwest Territories, this

_____ day of _____, 20____.
day month year

X _____
signature of authorized person

name of authorized person

position

WARNING: To KNOWINGLY MAKE A FALSE OATH/AFFIRMATION IS A SERIOUS CRIMINAL OFFENCE AND MAY RESULT IN PROSECUTION AND CONVICTION UNDER THE ELECTIONS AND PLEBISCITES ACT.

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Appendix A

Nominating Electors Information and Signatures

1. You will need to get at least 15 qualified Nominators to sign Appendix A
2. Each Nominator must sign in the presence of a witness who knows the Nominator personally to ensure that the Nominator is:
 - a. A Canadian citizen
 - b. Is 18 years of age or older at the time of signing
 - c. Has resided in the Northwest Territories for at least 6 months
 - d. Is Ordinarily resident in the electoral district the candidate has chosen to run in.
3. A candidate can be the witness
4. The witness is also responsible for ensuring that the name and address of each nominator is printed clearly.
5. After a Nominator signs Appendix A, the Witness must put their initials in the right hand column beside the signature of the Nominator.
6. The witness must also print their name and address and sign the declaration section at the bottom of Appendix

We, the undersigned eligible electors of the electoral district named in Part 1, nominate _____ to be a candidate in the Territorial General Election for the electoral district named in Part 1:

(Candidate name)

Nominator Name (Print Clearly)	Residential Address (Print clearly)	Nominator Signature	Witness Init
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

WITNESS TO ABOVE SIGNATURES

As a witness, I declare that I know the persons whose signatures I have witnessed above and believe them to be eligible electors for the electoral district named in Part 1.

Witness Name	Witness Address	Witness Signature



Receipt of Official Candidacy

2023 Territorial General Election

Whereas having submitted nomination papers and a deposit that have been accepted in accordance with section 83(2) of the *Elections and Plebiscites Act* of the Northwest Territories,

(candidate name)

is now a candidate for the

electoral district of _____
(electoral district name)

in the 2023 Territorial General Election to be held on Tuesday November 14, 2023

Returning Officer

Date

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CODE OF CONDUCT FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY OF THE NORTHWEST TERRITORIES

Part 1: Statement of Commitment

1. As Members of the Legislative Assembly of the Northwest Territories, we acknowledge that we have accepted a responsibility to serve the people of the Northwest Territories. We seek wisdom, strength, courage, honesty and compassion from the people of the North, both from those who have built our past and from those who are shaping our future. As legislators elected to govern the Northwest Territories, we will do our utmost to:
 - Hear the voices of all that live in the Northwest Territories;
 - Preserve Indigenous Traditional Knowledge, languages and the traditions of the various cultures and bridge them with new ways to build a better future for people in the Northwest Territories;
 - Provide legislation, policies and services for the good of the people as individuals, families and communities;
 - Promote the equality and equity of all people in the Northwest Territories;
 - Distribute resources fairly and justly; and
 - Respect and honour our land and all its inhabitants.

Part 2: Principles

2. Members must act lawfully and in a manner that will withstand the closest public scrutiny, upholding the integrity and honour of the Legislative Assembly and its Members. Members shall ensure their conduct does not bring the integrity of their office or of the Legislative Assembly into disrepute.
3. Members must treat members of the public, one another and staff appropriately and without harassment. Members must take all reasonable steps to ensure their work environment is free from harassment.
4. Members must carry out their official duties objectively and without consideration of personal or financial interests, and must arrange their personal affairs so as to maintain the trust and confidence of the public.
5. In performing their official duties, Members must use public resources prudently and only for the purposes for which they are intended. Members of the Assembly shall not use, or allow the use of, public property or services for personal gain.

6. Members must give priority to their duties as a Member over all other duties and offices they hold and must dedicate themselves to fulfilling their duty to effectively represent residents of the Northwest Territories.
7. Members must take appropriate steps to protect the confidentiality of any personal information, personal health information, or other confidential information that comes into their possession.
8. This Code is not designed to be exhaustive, and there will be occasions on which Members will find it necessary to adopt more stringent standards of conduct in order to protect the public interest and to enhance public confidence and trust.

Part 3: Effect of the Code of Conduct

9. This Code of Conduct has a continuing effect except as amended or rescinded by resolution of the Legislative Assembly.

GUIDE TO THE RULES RELATING TO THE CONDUCT OF MEMBERS

A. Introduction

The Code of Conduct provides a set of rules to which Members must adhere pursuant to section 75 of the *Legislative Assembly and Executive Council Act*, S.N.W.T. 1996, c. 22. The purpose of the Guide is to assist Members of the Legislative Assembly of the Northwest Territories in understanding how the provisions of the Code of Conduct apply in particular circumstances.

The Guide to the Rules and amendments to it are approved by resolutions of the Legislative Assembly. This Guide therefore carries the full authority of the Legislative Assembly.

As with all complaints of failing to comply with Part 3 of the *Legislative Assembly and Executive Council Act*, a Member of the Legislative Assembly or any other person who has reasonable grounds to believe the Code of Conduct has been contravened may make a complaint to the Integrity Commissioner pursuant to section 100 of the Act. The process that follows the receipt of a complaint by the Integrity Commissioner, including dismissal of frivolous, vexatious or trivial complaints, is set out in sections 100 to 107 of the Act.

Responsibility for disciplining or censuring a Member of the Assembly lies with the Legislative Assembly itself, and is a fundamental aspect of the privileges enjoyed by the Legislative Assembly as a house of parliament. Neither the Code of Conduct nor this Guide impinges upon, restricts or narrows the Legislative Assembly's fundamental right to regulate its internal affairs. Any role assigned to the Integrity Commissioner is for the purpose of assisting the Legislative Assembly in exercising this authority.

This Guide contains commentary on Part 2, which sets out a Member's substantive obligations under the Code of Conduct.

B. Code of Conduct - Provisions and Commentary

2. Members must act lawfully and in a manner that will withstand the closest public scrutiny, upholding the integrity and honour of the Legislative Assembly and its Members. Members shall ensure their conduct does not bring the integrity of their office or of the Legislative Assembly into disrepute.

Commentary

As elected representatives of the people of the Northwest Territories, Members hold a position of trust and authority. Members are expected to hold

themselves to a high standard of conduct. While this expectation is largely directed at a Member's public behaviour, Members must recognize that, as elected officials, behaviour in their personal lives will also be closely scrutinized. A Member's integrity is fundamental to maintaining public confidence, both in the individual Member and in the Legislative Assembly as an institution.

The Legislative Assembly will not generally be interested in the personal or private affairs of a Member. However, if a Member's conduct is such that knowledge of it would be likely to impair the public's trust in the institution of the Legislative Assembly, the Legislative Assembly may be justified in taking action. This is particularly so where the conduct in question is unlawful.

Excessive public consumption of alcohol, cannabis or other drugs or intoxicants, particularly where such consumption results in behaviour that could lessen the dignity of the Legislative Assembly, is unacceptable and constitutes a breach of the Code of Conduct.

Violation of certain laws, such as those involving a breach of trust or abuse of a position of trust, authority or intimacy, will be considered to be particularly damaging to the integrity and honour of the Legislative Assembly. This factor will be considered by the Legislative Assembly in deciding what action, if any, is to be taken under the Assembly's power to regulate its internal affairs and discipline Members.

3. Members must treat members of the public, one another and staff appropriately and without harassment. All Members must take all reasonable steps ensure their work environment is free from harassment.

Commentary

Conduct by a Member that is alleged to constitute harassment, sexual harassment or discrimination of or against another Member, Constituency Assistant, employee or contractor of the Legislative Assembly is addressed through the Legislative Assembly's Workplace Harassment Policy, found in the Members' Handbook. The prohibition against harassment in the Code of Conduct is not intended to duplicate the process, found in the Workplace Harassment Policy, for addressing such complaints.

Complaints of harassment that fall outside the Workplace Harassment Policy may be made to the Integrity Commissioner pursuant to the process set out in Part 3 of the *Legislative Assembly and Executive Council Act*. Harassment means engaging in a course of vexatious comment or conduct, based on one or more prohibited grounds of discrimination, which the Member knows or ought reasonably to know, is unwelcome by any person.

The following grounds of harassment are prohibited in the Northwest Territories:

- race
- colour
- ancestry
- nationality
- ethnic origin
- place of origin
- creed
- religion
- age
- disability
- sex (including pregnancy)
- sexual orientation
- gender identity or expression
- marital status
- family status
- family affiliation
- political belief
- political association
- social condition
- a conviction that is subject to a pardon or record suspension

Harassment includes sexual harassment. Sexual harassment means any conduct of a sexual nature, including comments, gestures or physical contact, whether on a one-time or recurring basis, that might reasonably be expected to cause offence or humiliation. Examples of sexual harassment include:

- inappropriate or unwanted physical contact such as touching, patting or pinching;
- inappropriate enquiries or comments about an individual's sex life;
- comments, gestures, or practical jokes of a sexual nature that cause discomfort or embarrassment;
- demands for sexual favours; and
- sexual assault.

Members of the Legislative Assembly may, in some contexts, be excluded from the authority of the Human Rights Commission and Human Rights Adjudication Panel under the *Human Rights Act* by virtue of parliamentary privilege. Where the *Human Rights Act* does not apply, the Legislative Assembly retains the power to inquire into and respond to allegations of

Member misconduct as an incident of privilege, including through the process set out in Part 3 of the *Legislative Assembly and Executive Council Act*. However, Members should be aware that the *Human Rights Act* may apply to aspects of their personal and professional lives, including in tenancy relationships, employer-employee relationships, and the provision of services to the public.

4. Members must carry out their official duties objectively and without consideration of personal or financial interests, and must arrange their personal affairs so as to maintain the trust and confidence of the public.

Commentary

This section of the Code of Conduct reflects a Member's obligation to avoid conflicts of interests, to declare conflicts that cannot be avoided, and to ensure a Member's actions reflect a commitment to the public interest, and not a Member's own personal or financial interests. The specific obligations of all Members regarding conflicts of interest, contracts and financial matters, gifts and benefits, and disclosure are set out in Part 3 of the *Legislative Assembly and Executive Council Act*.

Members must comply with the provisions of the *Legislative Assembly and Executive Council Act* and any other statutes, regulations, Board of Management resolutions or decisions of the Integrity Commissioner relating to ethics and conflicts of interest. Where a Member is uncertain about their compliance with conflict of interest rules, a Member should seek the advice of the Integrity Commissioner.

Members must conduct themselves professionally in their dealings with staff and contractors of the Legislative Assembly. Where a personal relationship may exist beyond a Member's professional interactions with an employee or contractor of the Legislative Assembly, Members are expected to make appropriate disclosure of the relationship. What constitutes appropriate disclosure will depend on the circumstances. Where there is any uncertainty regarding the need for disclosure of such relationships, Members are encouraged to consult the Integrity Commissioner for advice.

It is inappropriate for a Member of the Legislative Assembly to use the privileges of their office to seek special benefits or treatment for friends or family members of the Member.

5. In performing their official duties, Members must use public resources prudently and only for the purposes for which they are intended. Members of the Assembly shall not use, or allow the use of, public property or services for personal gain.

Commentary

Members must not use government-issued credit cards or any other source of public funds for personal expenses or personal benefit. Members must also refrain from using Legislative Assembly or government property, including Legislative Assembly vehicles, for personal purposes.

In accessing any allowances or other Legislative Assembly resources to which a Member may be entitled, including a Member's housing allowance, Members must accurately and completely disclose all information relevant to establishing their entitlement. Members must not represent their personal circumstances in a way that would give access to benefits to which they are not entitled.

Personnel resources, including constituency assistants, contractors and Legislative Assembly staff, must only be used for purposes related to the conduct of a Member's duties as a Member of the Legislative Assembly. It is not acceptable for Members to use such public resources for private purposes.

6. Members must give priority to their duties as a Member over all other duties and offices they hold and must dedicate themselves to fulfilling their duty to effectively represent residents of the Northwest Territories.

Commentary

As is acknowledged in the Statement of Commitment, all Members have accepted a responsibility to serve the people of the Northwest Territories. In keeping with the seriousness of this responsibility, Members are expected to attend all sittings of the Legislative Assembly and all meetings of caucus and

standing committees of which they are a member, unless there are compelling reasons why they cannot attend.

While occasional absences may be unavoidable, chronic absences from sittings of the Legislative Assembly, caucus or committee meetings without a compelling explanation undermine the integrity and capacity of the Legislative Assembly. Failure to attend committee meetings may result in quorum not being achieved, impairing the committee's ability to conduct its important legislative work. For this reason, Members are expected to attend the entirety of each meeting where their presence is required, and to notify the Chair in advance if they will not be able to attend.

The Board of Management has recognized the following explanations for a Member's failure to attend a meeting of a committee, found at page 32 of the Members' Handbook:

- The absence is in the course of the Member's duties as a Member or Minister or as the Premier or Speaker;
- The absence is a result of the Member's illness or injury or due to bereavement;
- The absence is due to factors outside a Member's control (i.e. weather, road closure or state of emergency);
- The absence is due to personal reasons.

The Legislative Assembly also recognizes that a Member's caregiving obligations, such as caring for an ill or injured dependent, and reasonable absences related to a Member's maternity or parental leave are valid explanations for a Member's absence from the Legislative Assembly.

While the Legislative Assembly will not generally inquire into the substance of a Member's personal reasons for absence, if a Member is absent for six meeting days in a calendar year without a valid explanation, the Committee in question is expected to seek the Member's removal from the Committee in the Legislative Assembly in order to ensure the proper functioning of the Committee and its ability to carry out its work.

7. Members must take appropriate steps to protect the confidentiality of any personal information, personal health information, or other confidential information that comes into their possession.

Commentary

In the course of their legislative duties, Members may frequently be provided with confidential information. Such information may be received from constituents or as part of their work in the legislative process at the Legislative Assembly.

Constituent Information

Although the *Access to Information and Protection of Privacy Act* and *Health Information Act* do not apply to the Legislative Assembly or the offices of its Members, the Legislative Assembly recognizes the importance of protecting confidential information that may be received by a Member in the course of their legislative or constituent work.

Constituents and other members of the public may provide personal information to a Member as part of a request for assistance or other communication that may not be intended to be shared with a broader audience. Members must take care to obtain consent to collect, use, or disclose personal information or personal health information, and in all dealings with members of the public, must determine whether an individual agrees to share their information in confidence or in a public way.

Confidential Committee or Government Information

In consensus government, Members are frequently privy to expressly confidential and sensitive information through their work in caucus, standing committees, or in cabinet. Respect for the confidentiality of this information is critical to the Legislative Assembly's ability to conduct its business, and respect for such confidentiality is part of a Member's obligations under the Code of Conduct.

8. This Code is not designed to be exhaustive, and there will be occasions on which Members will find it necessary to adopt more stringent standards of conduct in order to protect the public interest and to enhance public confidence and trust.

Commentary

As elected representatives of the people of the Northwest Territories, Members hold a position of trust and authority. Public confidence in an individual Member and in the Legislative Assembly as an institution requires

that Members hold themselves to a high standard of conduct, in both their personal and professional lives. The Legislative Assembly may at times find it necessary to respond to a Member's conduct that is found to undermine public confidence and trust, even if the provisions of this Code and all applicable laws have been respected.

C. Enforcement of the Code of Conduct

The Code of Conduct is binding on all Members of the Legislative Assembly. Any person who believes on reasonable grounds that a Member has contravened the Code of Conduct may make a complaint to the Integrity Commissioner. The enforcement process set out in Part III of the *Legislative Assembly and Executive Council Act* applies to complaints regarding alleged Code of Conduct violations.

The Integrity Commissioner is responsible for conducting an initial investigation after a complaint is received. The Integrity Commissioner may then decide to dismiss the complaint or to direct an inquiry be held before a Sole Adjudicator. The decision is communicated in a written report, including reasons for decision, which must be tabled in the Legislative Assembly.

If the complaint is referred to a Sole Adjudicator, he or she must conduct an inquiry into the complaint and report their findings to the Speaker. Where the Sole Adjudicator finds the Member guilty of contravening the Code and does not dismiss it, for example as being a minor contravention or the result of inadvertence, the Sole Adjudicator can impose financial penalties, including a fine, restitution, compensation or costs, without requiring the approval of the Legislative Assembly.

The Sole Adjudicator also has the power to recommend a range of punishments to the Legislative Assembly. These punishments include, but are not limited to:

- A reprimand;
- A fine;
- An order to pay restitution or compensation;
- A suspension of the Member's privileges to sit in the Legislative Assembly;
- A declaration that the Member's seat is vacant.

The Legislative Assembly may choose to impose the punishment recommended by the Sole Adjudicator, or may reject the recommendation.