



## **A GUIDE FOR PROSPECTIVE CANDIDATES**

### **RUNNING FOR MUNICIPAL OFFICE IN YELLOWKNIFE**

#### **Before you file**

Here are some things that candidates may wish to consider before filing a nomination paper for Mayor or Councillor. This information is based on the provisions of the [Local Authorities Elections Act](#), as well as comments received from candidates who have run in previous municipal elections. This information is provided as a *general guideline only* to prospective candidates.

#### **Are you eligible to be nominated?**

You are not eligible to be a candidate if:

- you are a Supreme Court Judge, Territorial Judge, Youth Justice Court Judge or Justice of the Peace;
- you are a member of the Legislative Assembly;
- you are a full time permanent employee of the City;
- you are an election officer;
- you have been convicted of a corrupt practice under the *Local Authorities Election Act* within the three years immediately preceding election day;
- you have been convicted of an offence punishable by imprisonment for five years or more within the three years immediately preceding election day, or whose imprisonment as a result of the conviction terminates within the three years immediately preceding election day;
- you are an assessor or auditor of the City;
- you are personally indebted to the City for a sum exceeding \$500.00 for more than 90 days (other than taxes described below);
- you have a controlling interest in a private or public corporation that is indebted to the municipal corporation for a sum exceeding \$500 for more than 90 days (other than the taxes described below); or
- you have not paid all of your municipal taxes before December 31 of the year in which the taxes are levied.

**N.B. It is the responsibility of each candidate to verify their eligibility to be nominated. Please consult the *Local Authorities Elections Act* for all eligibility requirements.**

### **Are you eligible to stand as a candidate?**

Candidates must be:

- a Canadian citizen;
- 18 years of age; and
- a resident of the City of Yellowknife for at least 12 consecutive months immediately preceding the day nominations close.

### **Do you have the time?**

The demands on your time will be heavy. You will be elected for a four-year term of office which begins on Monday, November 7, 2022. During your term, you will be required to:

- attend regular meetings of Council which are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings of the month at 7:00 p.m. in the City Hall Council Chamber;
- attend meetings of the Governance and Priorities Committee which is a Committee of the Whole. The Governance and Priorities Committee meets on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Monday each month at 12:05 p.m. in the City Hall Council Chamber;
- attend meetings of other committees, boards and agencies to which you are appointed as Council's representative;
- attend conferences, conventions, seminars, and workshops for training and discussion;
- attend social and other events promoting your municipality.

You will also need to spend time reading and talking with residents, your colleagues on City Council and others. This will all be part of the preparation for meetings and will help you to make informed decisions.

### **Do you understand the position?**

As a member of City Council, you will have the opportunity to influence the future of Yellowknife. Individual members of Council do not have the power to commit Yellowknife to any expenditure or to direct the activities of City employees. Your power as a member of Council depends on your ability to persuade the other members of Council to adopt your view. Decisions of Council are made, by resolution, at Council Meetings.

### **Filing your nomination**

Your nomination must be filed on the prescribed form which can be obtained from the Returning Officer at City Hall or at [www.yellowknife.ca/elections](http://www.yellowknife.ca/elections).

### **Nominators**

Your form must be signed by two people who are eligible to vote in the election in the presence of a Notary Public, a Commissioner for Oaths for the Northwest Territories, or the Returning Officer.

For each nominator, the form must include that person's name, street address and signature.

### **Candidate**

The nomination form requires that you give consent to the nomination and that you make a declaration stating that you are eligible for nomination and not subject to any of the disqualifications. (Please refer to the *Local Authorities Elections Act* for disqualifications.) You must swear or affirm the declaration before a Notary Public, a Commissioner for Oaths for the Northwest Territories, or the Returning Officer.

### **Filing the nomination form**

The completed form is to be filed with the Returning Officer by the close of nominations. **The close of nominations is Monday, September 19, 2022 at 3:00 p.m.**

### **Withdrawing**

Pursuant to s.46(1) of the *Local Authorities Elections Act*, where more than the required number of candidates are nominated, any person nominated may, within 48 hours after the close of nominations, withdraw his or her name as a candidate **by filing written notice of withdrawal with the Returning Officer.**

### **No late nominations**

The Returning Officer cannot accept nominations after 3:00 p.m. on Monday, September 19, 2022. Be sure that your nomination form is completed accurately and is filed on time.

### **Election Signs & Campaign Materials**

Please refer to Election Sign By-law No. 4968. This by-law governs all election signs placed on City property. Any Election Sign placed in an Election Sign Zone shall be placed above ground and shall not penetrate the ground it is placed on.

Please refer to the *Local Authorities Elections Act* with respect to campaign materials.

**It is an offence to erect or place campaign materials within 25 m of a Voting Station.**

### **Voters List**

Once your nomination papers are filed you will be entitled to access the Voters List, authorization may be granted from the Returning Officer. You will be asked to sign a Statutory Declaration stating that you will only use the information contained in the Voters List for the purposes of the Election and for no other purpose.

### **Helpful Information**

Visit the City's website [www.yellowknife.ca](http://www.yellowknife.ca) to gather information that will be helpful to you. One of the first orders of business the new Council will be asked to do is deliberate the 2023 Budget. The 2022 budget can be viewed online at [www.yellowknife.ca/budget](http://www.yellowknife.ca/budget) and the webcasts of the budget deliberations can be viewed at:

[Special Governance and Priorities Committee December 6, 7 and 8, 2021](#) (budget deliberation)

[Council Meeting December 13, 2021](#) (adoption of Budget)

Visit the [Reports & Publications](#) webpage to find various planning documents, citizen surveys, strategic plans and operational reviews.

Visit the [City Meetings Calendar of Events](#) to view agendas and minutes from the Governance and Priorities Committee meetings and Council meetings.

Visit the [Web Cast Video](#) webpage to watch live or archived webcasts of Council and Governance and Priorities Committee meetings.

### **Questions**

The Returning Officer is available to explain the election process to you. There is also information located on the City's website [www.yellowknife.ca/elections](http://www.yellowknife.ca/elections).

## Election Day is Monday October 17, 2022

2022 Election Dates	
September 6	Nominations Open
September 19 at 3:00 p.m.	Nominations Close
September 21 at 3:00 p.m.	Last day for Candidate to withdraw
September 22 at 5:00 p.m.	Last day to question eligibility of Candidate
October 12 at 3:00 p.m.	Last day to apply for Proxy Form
October 17 from 10:00 a.m. - 7:00 p.m.	General Election

If you are elected, here are other key dates to keep in mind:		
Friday, October 21	12:00 p.m. – 1:30 p.m.	Council Orientation
Saturday, October 22	9:00 a.m. – 4:00 p.m.	Council Orientation
Saturday, October 29	9:00 a.m.- 4:00 p.m.	Council Orientation
Saturday, November 5	9:00 a.m.- 4:00 p.m.	Council Orientation
Monday, November 7	12:00 p.m.	Swearing In Ceremony
Monday, November 7	7:00 p.m.	GPC meeting
Tuesday, November 14	12:05 p.m.	GPC meeting
Tuesday, November 14	7:00 p.m.	Council meeting
Monday, November 21	12:05 p.m.	GPC meeting
Monday, November 28	12:05 p.m.	GPC meeting
Monday, November 28	7:00 p.m.	Council meeting
Monday, December 5	12:00 p.m.	GPC meeting
Monday, December 5	5:30 p.m.	Special GPC meeting (Budget)
Tuesday, December 6	5:30 p.m.	Special GPC meeting (Budget)
Wednesday, December 7	5:30 p.m.	Special GPC meeting (Budget)
Thursday, December 8	5:30 p.m.	Special GPC Meeting (Budget) (if needed)
Monday, December 12	12:05 p.m.	GPC
Monday, December 12	7:00 p.m.	Council meeting (includes adoption of Budget)

\*GPC = Governance and Priorities Committee, which is comprised of all Members of Council