



**REQUEST FOR PROPOSALS
FOR THE PROVISION OF ELECTORAL RETURNING OFFICER**

CITY OF IQALUIT

PROPOSAL CALL: MAY 12, 2023

PROPOSALS DUE: JUNE 5, 2023 before 4:00:00 PM ET.

1.0 GENERAL

1.1 Introduction

The City of Iqaluit is seeking Proposals for **RETURNING OFFICERS** for the 2023 Municipal Election for October 23, 2023.

Municipal Elections – (1) Returning Officer
District Education Authority – (1) Returning Officer

The 2023 City of Iqaluit Municipal Election shall be conducted on Monday, October 23, 2023 for Mayor and eight (8) Councillors and will also include elections for the Iqaluit District Education Authority, the Apex District Education Authority and the Commission Scolaire Francophone du Nunavut.

The purpose of this Request for Proposals is to select a qualified consultant to provide a high quality of professionalism, integrity and confidentiality as the Returning Officer for the 2023 City of Iqaluit Municipal Elections to complete the scope of work outlined.

The requirements of the submission are outlined in Sections 2 and 3 of this RFP.

1.2 Background

The City of Iqaluit is the local government representative for residents of Iqaluit. The City of Iqaluit represents and advocates interests for its more than 7700 residents at the territorial and federal government level.

In accordance with the *Nunavut Elections Act*, the Returning Officer shall exercise general direction and supervision over the administrative conduct of the elections, shall promote fairness, impartiality and compliance with the act and perform such other duties as may be required.

1.3 Definitions

In this RFP the following definitions shall apply: “City” or “Owner” means the city of Iqaluit.

“Contract” means a formal written agreement between the City of Iqaluit and the successful Proponent to undertake the services.

“Proponent” means an entity that submits a Proposal;

“Proposal” or “Submission” means a Proposal submitted on response to this RFP.

“RFP” means Request for Proposal;

“Site” means the place or places where the services are to be performed;

“Successful Proponent” means the Proponent selected to enter into negotiations for a contract.

2.0 INSTRUCTIONS TO PROPONENTS

Proponents shall submit a Cost Submission form identifying the corresponding costs.

The proposal must include:

- a statement and description of the physical and human resources required to complete the election process including any software and intellectual material;
- a statement of experience
- a cost breakdown including fees and other expenses;
- a statement of what you would require from the City of Iqaluit; and;
- a copy of 2023 City of Iqaluit business license (in the case of a successful proponent outside of the City of Iqaluit, a City of Iqaluit Business License will be a requirement prior to a contractual agreement being validated).

The successful proponent will undertake to abide by the election rules set out by the

Nunavut Elections Act. The successful proponent shall be able to provide the following functions:

Listed below is an excerpt from the *Nunavut Elections Act*.

39. (1) A returning officer shall, no later than the date he or she receives a writ,

(a) establish an office in a place that is easily accessible to most of the voters in the constituency; and

(b) keep the office open to the public and be available there during the election period in accordance with the directions of the Chief Electoral Officer.

Additional or shared offices

(2) A returning officer may, with the approval of the Chief Electoral Officer, establish additional offices or share an office with another returning officer.

Attendance in office

(3) A returning officer shall ensure that either the returning officer or the assistant returning officer is on duty in the office of the returning officer at all times during the normal business hours and those hours that the polls are open.

3.1 Submission

No later than 4:00 p.m. ET on June 5, 2023 (the “Closing Time”), the Proponents shall their proposals electronically to T.Ernst-Doiron@iqaluit.ca. The subject line must reference: RFP Returning Officer 2023

Amendments and RFP’s received at any other location will not be considered.

The proposals should be clearly marked with the name of the Project and be made to the attention of Tammy Ernst-Doiron, City Clerk.

City of Iqaluit
1085 Mivvik
P. O. Box 460
Iqaluit, NU
X0A 0H0
T.Ernst-Doiron@iqaluit.ca

Proposals shall be submitted electronically by email or hand delivered to the address listed above. The final decision on whether to accept late proposals is at the City’s discretion.

3.2 Inquiries and Amendments

All inquiries are to be directed to:

Tammy Ernst-Doiron
City Clerk
City of Iqaluit
P. O. Box 460
Iqaluit, NU
X0A 0H0
T.Ernst-Doiron@iqaluit.ca

The deadline for submitting inquiries is May 31, 2023 at 3:00 p.m. EST.

To ensure consistency and fairness to all Proponents, any information with respect to significant inquiries will be posted in the form of written amendments or clarifications on the City of Iqaluit Webpage under “Tenders and Proposals”. Verbal explanations or instructions will not be binding.

3.3 Addenda

If the City determines that an amendment is required to this RFP, the City Representative will issue a written addendum by posting it on the City of Iqaluit Website at www.iqaluit.ca. It will be responsibility of the Proponents to check the website for addenda. The only way this RFP may be added to, or amended in any way is by a formal written addendum. No communication whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

3.4 Opening of the Proposals

There will be no public opening of the Proposals

3.5 Proponent Requirements

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the Project.

3.6 City Representative

For the purposes of this RFP the City of Iqaluit representative is Tammy Ernst-Doiron, City Clerk.

3.7 Terms and Conditions

3.7.1 Submission of a proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.

3.7.2 The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent.

3.7.3 This is **not** an offer. The City of Iqaluit does not bind itself to accept the lowest price or any proposal submitted.

3.7.4 The City has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.

3.7.5 The City will not be responsible for any proposal that does not indicate the Request for Proposal reference, and the Proponent's name.

3.7.6 The City will not be responsible for any proposal that is delivered to any address other than that provided in Section 4.1 of this RFP.

3.7.7 If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the Proponent whose proposal, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.

3.7.8 If the City decides to award a contract based on a submission received in response to this Request for Proposal, the successful Proponent will be notified of the intent to award in writing,

and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

3.7.9 The contract will be in the form of the City’s standard “City of Iqaluit Services Agreement” and it will contain the relevant provisions of this Request for Proposal, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a proposal.

A copy of the standard “City of Iqaluit Services Agreement” is included as Appendix A.

3.7.10 In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.

3.7.11 Any amendment made by the City to the Request for Proposal will be issued in writing and posted on the City of Iqaluit Webpage.

3.7.12 An evaluation committee will review each proposal. The City reserves the exclusive right to determine the qualitative and quantitative aspects of all proposals relative to the evaluation criteria.

3.7.13 Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuing of a Letter of Intent.

3.7.14 Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.

3.7.15 The proposal and accompanying documentation submitted by the Proponents will remain property of the City and will not be returned.

3.8 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

3.9 Solicitation of Council Members, City Staff and City Consultants

Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this RFP, other than the City Representative named in section 3.2, at any time prior to the award of a contract or the cancellation of this RFP.

3.10 Validity of Offer

The proposals shall remain open for acceptance for a period of sixty (60) days from the closing date of this Request for Proposal.

3.11 Statement of Work

The Returning Officer shall be responsible for all pre and post Administrative requirements as well as all requirements as per the *Nunavut Elections Act*, involved with conducting an election through to fruition. This shall include but is not limited to the creation and maintenance of an election website for the City of Iqaluit. Updating of the vote list, hiring and in partnership with the Chief Electoral Officer facilitating training of all required election staffs, the provision of Electronic ballot tabulators and preparation of a final report to City Council upon completion of the 2023 Municipal Election.

EVALUATION OF PROPOSALS

The evaluation of the proposals shall be based on a two stage rating system: technical and cost/services.

The factors presented as follows in Tables 1.

Table 1 PROPOSAL EVALUATION RATING TABLE	
Rating Factors	Weight Factor
1. Understanding the Needs and Meeting the Requirements	15
2. Approach to ballot counting	20
3. Experience and References	25
4. Proposed Work Plan and Schedule	10
5. Knowledge of electoral processes and legislation	15
Subtotal Technical Submission	85
1. Local Content (Inuit, Nunavut, Local)	5
2. Cost of Services	15
RFP EVALUATION TOTAL	100

Table 1 *Proposal Evaluation Rating Table*

4.1 Technical Evaluation Rating

The proponent will demonstrate an understanding of municipal elections in Nunavut and the requirements of an returning officer. The proponent must also establish that they can meet the requirements of the RFP. The Proposal shall include all the information required to rate the proposal, including the cost component.

The Proposal will be used to evaluate the Proponent's understanding of the Project, and ensure they propose to meet the terms of Reference and provide the required deliverables. It will also be used to evaluate the Proponent's experience and qualifications.

4.1.1 Understanding the needs and meeting the requirements

The Proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the Project. The Proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the Project and delivery of services.

The requirements of this Project are further outlined in Appendix A. Information for Municipal Corporations in Preparation for the October 23, 2023 General Election

(Maximum number of pages: 1)

4.1.2 Approach to Ballot Counting

The Proponent should propose an approach to ballot counting that is effective, reliable and efficient. Additional points shall be award to proponents that propose electronic tabulating devices. The proponent should also identify and challenges/opportunities to the tabulation approaches proposed.

The Chief Electoral Officer would be willing to provide the resources for the successful proponent to utilize tabulators, electronic poll books as well as provide in-person training on various aspects.

(Maximum number of pages: 2)

4.1.3 Experience and References

The proponent will describe projects and contracts undertaken that are of a similar scope and scale as the required services as indicated in this RFP. Demonstrated experience and ability to complete a project of this scope, related experience and successful completion of similar projects, ability to meet deliverables and timelines is required. The proponent should include three (3) projects outlining the work completed and three (3) references related to these projects.

(Maximum number of pages for past projects: 5)

4.3.4 Proposed Work Plan and Schedule

The proponent should present a work plan and schedule to demonstrate that they can complete the project on time.

(Maximum Number of pages: 2)

4.3.5 Knowledge of Electoral Processes and Legislation

The proponent will demonstrate their knowledge of electoral processes and applicable legislation.

(Maximum Number of pages: 2)

4.2 Costs and Content

1. Local Content (Inuit, Nunavut, Local)

Points will be awarded for Nunavut Inuit proponents, proponents from Nunavut (NTI registry), and proponents located in Iqaluit (Iqaluit business license).

2. Cost of Services

Costing Submission

The City will rate the cost submission based on the following formula:

Score = (lowest proposed price/proponent's submission price x total points)

The costing submission shall be submitted electronically along with the technical proposal.

The heading should be call "COSTING SUBMISSION".

The costing submission shall clearly state the upset limit with GST shown separately. Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted. At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.

The costing submission shall include a breakdown of the total project cost in the form of a Fee Schedule.

A matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work.

A Time Schedule shall also be submitted as a separate matrix, in the same format as the Fee Schedule, and will show the time commitment of the Project Team members to the individual tasks. In addition, hourly rates will be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. Table 2 below shows examples of acceptable and unacceptable disbursements.

Table 2 EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE DISBURSEMENTS	
Acceptable Disbursements	<ul style="list-style-type: none"> • Meals • Printing and Reproduction • Communications • Taxis
Unacceptable Disbursements	<ul style="list-style-type: none"> • Computer Charges • Internet • Equipment Charges (unless clearly identified in the proposal)

Table 2 *Examples of Acceptable and Unacceptable Disbursements*

Ratings will be confidential and no details will be released about other Proponent’s Proposals.

5.0 Terms of Payment

The consultant shall be reimbursed on a monthly basis for work completed. Monthly invoices shall include backup for all disbursements (time sheets are required).

The invoice shall include the project title, *the Service Contract number*, a description of the work completed, and a billing summary. The summary shall include the tasks as set forth in the costing submission, the proposed costs, costs to date, percentage invoiced to date and the percentage of work completed to date for each task.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

No additional invoicing will be accepted above and beyond what the City has agreed to as per the contract. If additional work is requested by the Project Manager, the request must be made in writing to the Chief Administrative Officer for review. **At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.**

Information in Preparation for the **October 23, 2023** General Election



The next General Election for mayor, council and District Education Authorities (DEA) will be held on **October 23, 2023**. Elections Nunavut will work in partnership with the municipalities and DEAs to ensure the election is effective and efficient.

The following information is provided to assist municipal corporations and DEAs in understanding these changes and what their role will be in the lead-up to the municipal election.

Further information will be provided to the SAOs, DEAs and Returning Officers explaining the specific procedures for running the election (example: declaration of candidacy, acclamations and recounts etc.)

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| Part 1: | Important Dates and Election Calendar |
| Part 2: | Joint Elections |
| Part 3: | Hiring Election Officers |
| Part 4: | Election Officer Time Commitment |
| Part 5: | Securing Voting Locations |
| Part 6: | Additional Voting Opportunities |
| Part 7: | Required Equipment & Supplies |
| Part 8: | Elections Nunavut's Support- Overview |
| Part 9: | Action Items for Municipalities to be completed by July 14 |

Elections Nunavut
municipal@elections.nu.ca
800.267.4394

Part 1: Important 2023 Dates (all local times)

July 14: **Part IX-** action items- submitted to Elections Nunavut.

September 18: Declaration of Candidacy period commences.

September 22: Declaration of Candidacy period ends at 2:00 pm.

September 22: 5:00 pm deadline for candidate to withdraw.

October 16: Mobile poll 10:00 am to 11:30 am, and

October 16: Advance vote 12:00 pm to 7:00 pm

October 23: Election Day 9:00 am to 7:00 pm local time

October 24: 12:00pm (noon) **term ends** for all current councils.

October 24: 4-year **Term begins** for new members of council and DEAs after 12:00pm (noon) or as soon as they are sworn in.

October 27: Deadline for a candidate to request a **recount** by a **justice of the peace**: if they believe the count was done incorrectly. (4 days after results declared)

October 27: Deadline for a candidate to request an **administrative recount** by the Returning Officer: only if there was a difference of 25 or less votes between an elected and non-elected candidate. (4 days after results declared)

November 3: All ballot boxes, marked ballots and polling records to be returned to Elections Nunavut.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	SEPT 18- Day 35 Candidate declaration period starts	SEPT 19- Day 34	SEPT 20- Day 33	SEPT 21- Day 32	SEPT 22- Day 31 •Declarations closes at 2pm •Candidates can withdraw by 5pm	SEPT 23- Day 30
SPECIAL BALLOT APPLICATION PERIOD (If approved by CEO)						
DECLARATION PERIOD						
SEPT 24- Day 29	SEPT 25- Day 28	SEPT 26- Day 27	SEPT 27- Day 26	SEPT 28- Day 25	SEPT 29- Day 24	SEPT 30- Day 23
SPECIAL BALLOT APPLICATION PERIOD (If approved by CEO)						
OCT 1- Day 22	OCT 2- Day 21	OCT 3- Day 20	OCT 4- Day 19	OCT 5- Day 18	OCT 6- Day 17	OCT 7- Day 16
SPECIAL BALLOT APPLICATION PERIOD (If approved by CEO)						
OCT 8- Day 15	OCT 9- Day 14 Thanksgiving Day	OCT 10- Day 13	OCT 11- Day 12	OCT 12- Day 11	OCT 13- Day 10	OCT 14- Day 9
VOTE IN THE OFFICE OF THE RETURNING OFFICER (If approved by CEO)						
SPECIAL BALLOT APPLICATION PERIOD (If approved by CEO)						
OCT 15- Day 8	OCT 16- Day 7 MOBILE POLL ADVANCE VOTE	OCT 17- Day 6	OCT 18- Day 5	OCT 19- Day 4	OCT 20- Day 3	OCT 21- Day 2
VOTE IN THE OFFICE OF THE RETURNING OFFICER (If approved by CEO)						
SPECIAL BALLOT APPLICATION PERIOD (If approved by CEO)						
OCT 22- Day 1 SPECIAL BALLOT PERIOD (If approved by CEO)	OCT 23- ELECTION DAY • Special ballot by 5pm	OCT 24	OCT 25	OCT 26		

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Part 2: Joint Elections

A municipal corporation and DEA in the same community may hold a joint election with the consent of the Chief Electoral Officer. If a joint election is desired, the municipality and the DEA must make an agreement to hold a joint election. This agreement must be signed no later than September 18, 2023.

A template for an agreement can be provided by Elections Nunavut. The template does not have to be used, and the municipal corporation and DEA can create their own.

There are two options the municipal corporation and DEA must agree to if they choose to hold a joint election:

1. One of them will conduct an election on behalf of the other; or
2. Both of them will conduct their elections jointly.

The agreement may indicate:

- ✓ who has the powers and duties in the election;
- ✓ that a single returning officer is appointed for both elections;
- ✓ that an election officer is appointed to act on behalf of the other;
- ✓ who pays for what; and
- ✓ other relevant matters.

To **request a template of an agreement** to hold a joint election, contact municipal@elections.nu.ca or call 800.267.4394.

Joint Elections with other Agencies (Elections Canada, Housing Associations, HTOs)

There are other organizations who may wish to hold their elections at the same time as the municipal election; this has happened in the past. As there are no rules in the *Nunavut Elections Act* that prohibits this from happening, each municipal corporation retains the right to choose if they wish for this practice to continue.

Elections Nunavut does not have authority over any other elections held and cannot provide legal advice or guidance to any of these other organization's elections.

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Part 3: Hiring Election Officers

The municipal corporation and DEA are responsible to hire and pay for election officers during the election.

The municipal corporation and DEA will decide how they want to conduct the hiring and how much they are paying the election officers.

If the Returning Officer is terminated or resigns, the municipal corporation or DEA is responsible to secure a replacement.

Employees of the municipal corporation and DEA can be appointed to any of the election officer positions. Elections Nunavut will provide in-person training to Returning Officers in August/September 2023. This training will take place in regional centres.

The SAOs in every municipality will also be delegated the authority to accept Declarations of Candidacy for their election. This is in addition to the Returning Officer's authority.

Rules for all Election Officers:

- ✓ They must represent the Official Languages spoken in the community.
- ✓ They can not be a candidate in the election.
- ✓ They can not have been convicted of an offence related to elections or plebiscites in Canada.

Mandatory Election Officers

The municipal corporation and DEA must appoint and pay a:

1. Returning Officer (RO); *the RO is responsible for administering the election at the local level.*
2. Poll Clerk (PC) for each polling station. *PCs ensure a voter is on the list and has only voted once.*
3. Deputy Returning Officer (DRO) for each polling station. *DROs provide the voter with a ballot and ensure the voter knows the rules for voting.*

The number of **polling stations** required for the municipal corporation will be based on the number of registered voters. Elections Nunavut will provide the municipal corporation with the number of Poll Clerks and Deputy Returning Officer they will be required to hire and pay. Elections Nunavut will appoint and pay a Registration Clerk (RC). The RC will update the voters list and assist new voters to register to vote or make changes to their voter registration.

Optional Election Officers

The municipal corporation may appoint and pay a:

1. Assistant Returning Officer (ARO)
2. Supervisory Deputy Returning Officer (SDRO)

A **polling station** is the location where election officers administer voting. The maximum number of voters allowed at each station is 550 voters.

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Part 4: Election Officer Time Commitment

The *estimated* time commitment required of election officers for administrating the election will be different for every municipality. Example: Larger municipalities may require more time commitment from their election officers.

The election period is 35 days long, but there will be pre-election and post-election activities the Returning Officer will be responsible for (example: posting notices, training, and receiving & returning election material).

The administration of the election will require the following *estimated* amount of time:

Activity	Returning Officer	Poll Clerk	Deputy Returning Officer
Preparation	10 hours	0	0
Training	7.5 hours	2 hours	2 hours
Declaration of Candidacy	30 hours	0	0
Advance vote	10 hours	10 hours	10 hours
Mobile Vote	2 hours	2 hours	2 hours
Voting in the Office of the Returning Officer <i>(optional)</i>	20-70 hours	0	20-70 hours
Election Day	12 hours	11 hours	11 hours
Post-election	7.5 hours	0	0
Total (estimated)	84 - 141 hours	25 hours	25 - 92 hours

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The municipal corporation and DEA is responsible for securing all voting locations for the General Election. The municipal corporation and DEA will pay for any voting locations.

Part 5: Securing Voting Locations

The voting locations must meet these requirements:

- ✓ Wheelchair accessible;
- ✓ Clean & safe;
- ✓ Adequate space for election officers to do their job properly;
- ✓ The location used for storing election material is secure;
- ✓ The public has access to the locations during the hours required;
- ✓ A washroom must be available for use by election officers.

Office for Accepting Declaration of Candidacies

1. Office of the Returning Officer

Require a suitable location for prospective candidates to obtain and submit declarations of candidacy forms. Must be available between: **Start:** September 18, 2023 @ 0830hrs and **Closing:** September 22, 2023 @1400hrs.

Mandatory Voting Location:

2. Election Day Voting Location

Require a suitable location to hold the Election Day Vote on October 23, 2023.

3. Advance Vote Day Voting Location

Require a suitable location to hold an advance vote on October 16, 2023. If the municipal corporation is approved to conduct the optional *Voting in the Office of the Returning Officer*, this advance vote day will not be required.

4. Mobile Poll Voting:

Require transportation for election officers to deliver the mobile poll to the homes of elders and homebound voters only on the morning of October 16, 2023.

Transportation to Voting Locations

The *Nunavut Elections Act* does not require the municipal corporation to provide transportation to the voting locations. However, anyone, other than election officers, can provide any voters with transportation to voting locations only if they do not attempt to influence the voter.

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Part 6: Additional Voting Methods

Additional Voting Methods:

The municipal corporation and DEA can request that the Chief Electoral Officer allow additional voting methods for their municipality. This request is optional and must be made in writing to municipal@elections.nu.ca. The request must be submitted no later than July 14, 2023. Factors that the Chief Electoral Officer may consider when a request is made is the population of the community, historical voter usage of optional voting methods, and if there is sufficient resources in the community to successfully administer the additional voting opportunities.

If requested by the municipal corporation or DEA, the Chief Electoral Officer may authorize the following additional methods be made available to voters in the municipal corporation:

1. Voting in the Office of the Returning Officer (Optional)

Voting can be conducted in the Office of the Returning Officer between October 9, 2023 and October 19, 2023. The Returning Officer can set the hours during this time. If this option is approved, it will **replace** the mandatory advance vote on October 16, 2023.

2. Voting by special ballot (mail-in): College Students, Medical Travellers, Inmates, Vacationers & Mine Workers

Elections Nunavut will administer the mail-in vote. The application for the mail-in ballot, and the return and counting of these ballots would be conducted at the Elections Nunavut headquarters in Rankin Inlet. The results would be shared with the relevant Returning Officer to be counted on election day.

3. Voting by special ballot (Emergency Phone-in Vote)

Elections Nunavut will administer the emergency vote. The application for the emergency vote and the counting of these votes would be conducted at the Elections Nunavut headquarters in Rankin Inlet. The results would be shared with the relevant Returning Officer to be counted on election day.

Emergency voting can be used if a voter is in a remote location and had no other means of voting before going to that location **or** is away on election day because of an unexpected absence.

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Part 7: Equipment & Supplies

The municipal corporation and DEA is responsible for providing the Returning Officer with the means to effectively administer the General Election. This includes providing the Returning Officer with the tools to communicate with Elections Nunavut and the public.

If the Returning Officer is an employee of the municipal corporation, continued access to email, phones and office equipment for administering the election is allowed.

The municipal corporation and DEA will provide the Returning Officer with:

- i. A computer, colour printer and scanner;
- ii. Access to a phone and fax with capabilities of calling toll free numbers;
- iii. Access to a secure email and the internet;
- iv. Sufficient office supplies to conduct the election. This includes letter and legal paper, pens, pencils, stapler and staples.

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Part 8: Elections Nunavut's Support- Overview

The responsibility for administering the election is shared between Elections Nunavut and the municipal corporation and DEA.

Elections Nunavut will provide the Returning Officer with training, general direction and supervision throughout the election and enforce, on the part of all candidates and election officers, fairness, impartiality and compliance with the *Nunavut Elections Act* by:

Providing General Information

- ✓ plain language guides for the election officers;
- ✓ training for the Returning Officer;
- ✓ a central point of contact and support for Returning Officers, SAOs/CAOs and DEAs.

Conducting Public Outreach

- ✓ posters and advertisements promoting the election in all Official Languages;
- ✓ a central point of contact for the public and media;
- ✓ social media outreach in all Official Languages;
- ✓ advertising on website the candidate's names and when & where voting will take place.

Providing Candidate Support

- ✓ a central point of contact for candidates in all Official Languages;
- ✓ information guides for potential candidates in all Official Languages;
- ✓ providing Returning Officers with declaration of candidacy forms in all Official Languages;

Providing Voting Supplies

- ✓ ballot boxes and voting screens;
- ✓ electronic ballots emailed to the Returning Officer with the candidate's names;
- ✓ voters list and polling record;
- ✓ posters identifying rules for voters to follow in all Official Languages;

Providing Legal Support

- ✓ legal advice and support to the Returning Officer and municipal corporation;
- ✓ support during recounts;
- ✓ support to the RCMP and the Integrity Commissioner during investigations;

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Reporting on Results

- ✓ information on the election results posted to social media and website in all Official Languages; and
- ✓ election report in all Official Languages to the Legislative Assembly.

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FOR THE PROVISION OF ELECTORAL RETURNING OFFICER

To be effective, this action items form must be completed and returned to Elections Nunavut no later than **July 14, 2023. email: municipal@elections.nu.ca**

Joint Election	Requested (Y/N)	Agreement signed (Y/N)	Approved by Chief Electoral Officer (Y/N)	CEO Initial
Joint Election between municipal corporation and DEA				

Municipality Name: _____

Election Locations	Date(s) Required	Location & Contact #	SAO/DEA Initial
Election Day	October 23, 2023		
Advance Vote	October 16, 2023		
Office of the Returning Officer	Sept. 18, 2019 to Sept. 22, 2023 (optional)		
Mobile Poll	October 16, 2023	Vehicle required	

Election Officers	Name	Address & Contact #	SAO/DEA Initial
Returning Officer			
Deputy Returning Officer #1			
Deputy Returning Officer #2			
Deputy Returning Officer #3			
Poll Clerk # 1			
Poll Clerk # 2			
Poll Clerk # 3			
Registration Clerk			

CITY OF IQALUIT REQUEST FOR PROPOSALS
FOR THE PROVISION OF ELECTORAL RETURNING OFFICER

Action Items for Municipal Corporation - Page 2 of 2

Municipality Name: _____

Optional	Name	Address & Contact		SAO/DEA Initial
Election Officers				
Assistant Returning Officer				
Optional	Requested by municipal corporation (Y/N)	SAO/DEA Initial	Approved by Chief Electoral Officer (Y/N)	CEO Initial
Additional Voting Methods				
Voting in the Office of the Returning Officer				

Equipment & Supplies	Available (Y/N)	SAO/DEA Initial	Comments
Computer			
Internet & Email			
Colour Printer			
Scanner			
Telephone			
Office Supplies			