

BUSINESS PLAN

2023-2026

Office of the Chief Electoral Officer



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Elections Nunavut

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OVERVIEW

The Office of the Chief Electoral Officer (OCEO) is an independent office of the Legislative Assembly and is located in Rankin Inlet, Nunavut. The Management and Services Board of the Legislative Assembly provides direction and approves budgets for the Office of the Chief Electoral Officer. The *Nunavut Elections Act* permits the term Elections Nunavut to be used to describe the Office of the Chief Electoral Officer.

The Chief Electoral Officer is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly for a seven-year term. The Chief Electoral Officer fulfills a wide range of statutorily-prescribed responsibilities under the *Nunavut Elections Act*, the *Plebiscites Act*, the *Education Act*, the *Cities Towns and Villages Act*, the *Hamlets Act* and the *Liquor and Plebiscites Regulations* (under the *Liquor Act*).

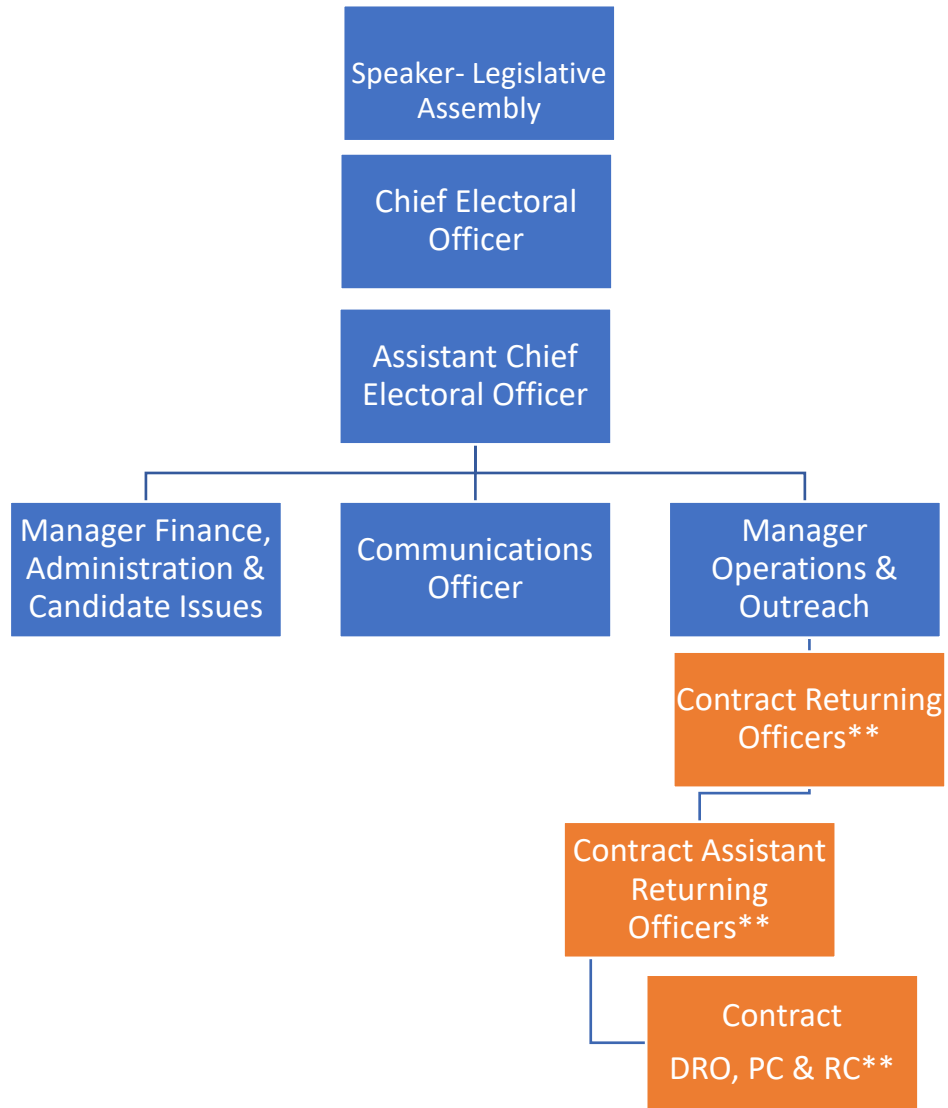
The Office of the Chief Electoral Officer has a budget of \$1.488 million for the 2022-2023 fiscal year. The office includes the Chief Electoral Officer and four indeterminate positions. These positions are the Assistant Chief Electoral Officer, Manager of Finance, Administration & Candidate Issues, Manager of Operations & Outreach and a Communications Officer.

During the Territorial General Election period, the OCEO contracts 22 Returning Officers and 31 Assistant Returning Officers. During the early voting opportunities and Election Day, 47 Deputy Returning Officers, 47 Poll Clerks and 30 Registration Clerks are employed as casuals.

During the Municipal General Election period, the OCEO provides training, logistical, legal and material support to the municipal corporations and District Education Authorities.

The OCEO contracts the services of legal counsel, information technology (IT) support, geographic information system (GIS) support, and electronic voter database management (EVDM) support.

ORGANIZATIONAL CHART



** Employed During Plebiscites and Elections

OCEO BUDGET (\$000)

	2022-2023	2023-2024	2024-2025	2025-2026
<i>Office of the Chief Electoral Officer</i>	1,488	1,488	1,851	2,988

MANDATE

The Office of the Chief Electoral Officer is to establish a regime that promotes the meaningful exercise of the democratic rights and freedoms of the residents of Nunavut and the equality of opportunity to participate in determining the outcome of elections and plebiscites.

BASIC PRINCIPLES

The Office of the Chief Electoral Officer will endeavor to:

- Encourage participation by every voter in Nunavut;
- Ensure that it is easy for every voter to vote if they wish to, taking into consideration the unique circumstances in Nunavut;
- Minimize barriers for prospective candidates;
- Ensure public awareness of all aspects of elections and plebiscites;
- Provide information in the Official Languages of Nunavut;
- Cooperate with other jurisdictions within Nunavut, Canada and other International Electoral Management Bodies;
- Run elections and plebiscites as effectively and efficiently as possible;
- Incorporate flexibility in the rules governing elections and plebiscites to address unique circumstances in Nunavut as they arise;
- Evaluate the election and plebiscite process, to learn from experience and ensure it is meeting the needs of Nunavummiut.

CORE BUSINESS

The Office of the Chief Electoral Officer (OCEO) administers territorial and municipal elections and plebiscites, in addition to entering into agreements with other agencies to administer plebiscites outside of the *Plebiscites Act*.

LEGISLATION

NUNAVUT ELECTIONS ACT

The *Nunavut Elections Act* came into force in September 2003. It is the statutory instrument that guides all territorial elections and by-elections and municipal elections.

PLEBISCITES ACT

The *Plebiscites Act* came into force in January 2014. It is the statutory instrument that guides plebiscites in Nunavut, with the exception of local option liquor plebiscites.

TOWN, CITIES AND VILLAGES ACT and HAMLETS ACT

With the harmonization of municipal elections with the *Nunavut Elections Act*, the OCEO is responsible under these *Acts* to consult with the Minister of Community Government and Services on the logistics of running a new election to return the council to a locally elected body from an interim trustee.

EDUCATION ACT

With the harmonization of municipal elections with the *Nunavut Elections Act*, the OCEO is responsible under this *Act* to consult with the Minister of Education on the logistics of running a new election to return the DEA to a locally elected body from an interim trustee.

LIQUOR ACT

Through an agreement with the Minister of Finance, the OCEO is responsible for conducting liquor plebiscites and Alcohol Education Committee (AEC) elections under the *Liquor and Plebiscites Regulations*.

PUBLIC SERVICE ACT

The Chief Electoral Officer can appoint members of the public service to serve as election officers if no other suitable person can be found in the community.

FUNCTIONS OF THE CHIEF ELECTORAL OFFICER AND THE OCEO

POLICY DEVELOPMENT

The OCEO develops policies regarding the conduct of general elections, by-elections and plebiscites. These policies provide the foundation for election officials to conduct elections and plebiscites in a consistent and equitable manner, and to ensure that compliance with legislation is maintained.

ENFORCEMENT

The OCEO proactively works with candidates, financial agents and campaign managers to ensure compliance with legislation.

The OCEO provides support to the Integrity Commissioner, Public Prosecution Services Canada and the RCMP during investigations into contraventions under the *Nunavut Elections Act* and the *Plebiscites Act*. An enforcement protocol is established between these parties to ensure cooperation and that the exchange of information is effective.

Compliance Agreements may be utilized by the Integrity Commissioner with a person who is alleged to have committed an offence, in exchange for a stay of prosecution in respect to the offence. The compliance agreement may include the following: restitution, making a public or private apology, seeking atonement in accordance with Inuit Qaujimajatuqangit, and community service. The RCMP and the Chief Electoral Officer supply information to the Integrity Commissioner to assist in determining if a compliance agreement is appropriate.

The *Summary Convictions Procedures Regulations* provides the RCMP with an option to issue a fine to candidates and their financial agents for failing to prepare and send in their financial return before the end of the post-election period.

GUIDELINES AND FORMS

The *Act* and *Regulations* specify the forms to be used during an election or plebiscite. The OCEO prepares these forms with accompanying guides and provides them to candidates, financial agents, election officials and the general public in all official languages.

REPORTING ON PRIORITIES 2022-2023

Provide support to the 2022 Electoral Boundaries Commission during the review.

Established logistics and administrative office for Boundaries Commission.

Commence preparations for the Second Municipal General Election.

Attended the 2022 NAMA AGM and various DEA AGMs to discuss municipal elections. Review and update procedures and forms to reflect updates to legislation.

Administer MLA by-elections under the *Nunavut Elections Act*.

There were no MLA by-elections.

Administer mayor by-elections under the *Nunavut Elections Act*.

There were no Mayor by-elections.

Administer plebiscites under the *Plebiscites Act*.

There were no plebiscites administered under the *Plebiscites Act*.

Administer local options plebiscites under the *Liquor Act* the *Liquor and Plebiscites Regulations*.

Administered various liquor plebiscites throughout Nunavut.

Provide continued opportunities for staff training through the Canadian Election Official Training (CEOT).

Office staff participated in the Executive Leadership in Elections Course hosted by CEOT.

Host the Conference of Canadian Election Officials in July 2022.

Successfully hosted the 2022 CCEO in July in Iqaluit.

PRIORITIES FOR THE OCEO 2023-2026

PRIORITIES 2023-2024

- Administer the second Nunavut Municipal General Election.
- Provide continued support to the Electoral Boundaries Commission.
- Administer MLA by-elections under the *Nunavut Elections Act*.
- Administer mayor by-elections under the *Nunavut Elections Act*.
- Administer plebiscites under the *Plebiscites Act*.
- Administer local options plebiscites under the *Liquor Act* the *Liquor and Plebiscites Regulations*.
- Provide continued opportunities for staff training through the Canadian Society for Election Official Training (CSEOT).
- Attend the Canadian Conference of Election Officials in July 2023.

PRIORITIES 2024-2025

- Commence preparations for the seventh territorial General Election.
- Administer MLA by-elections under the *Nunavut Elections Act*.
- Administer mayor by-elections under the *Nunavut Elections Act*.
- Administer plebiscites under the *Plebiscites Act*.
- Administer local options plebiscites under the *Liquor Act* the *Liquor and Plebiscites Regulations*.
- Provide continued opportunities for staff training through the Canadian Society for Election Official Training (CSEOT).
- Attend the Canadian Conference of Election Officials in July 2024.

PRIORITIES 2025-2026

- Administer the seventh territorial General Election.
- Administer MLA by-elections under the *Nunavut Elections Act*.
- Administer mayor by-elections under the *Nunavut Elections Act*.
- Administer plebiscites under the *Plebiscites Act*.
- Administer local options plebiscites under the *Liquor Act* the *Liquor and Plebiscites Regulations*.
- Provide continued opportunities for staff training through the Canadian Society for Election Official Training (CSEOT).
- Attend the Canadian Conference of Election Officials.

APPENDIX A - INUIT EMPLOYMENT PLAN

Employment Categories in Elections Nunavut as of March 31, 2022

In its Public Service Annual Report and in its *Towards a Representative Public Service* (TRPS) report, the GN reports positions across six employment categories: Executive, Senior Management, Middle Management, Professional, Paraprofessional and Administrative Support. The following applies to Elections Nunavut:

Category	OCEO
Executive	Not applicable
Senior Management	Assistant Chief Electoral Officer (vacant)
Middle Management	Manager Finance, Administration and Candidate Issues Manager Operations and Outreach
Professional	None
Paraprofessional	Communications Officer
Administrative Support	None

Due to inconsistent nature of election cycles, and the limited number of permanent positions at Elections Nunavut, not all employment categories are represented. Significant upswings in temporary employment occur to meet the demands of scheduled election cycles, and additional election and plebiscite events as required.

As of March 31, 2022, one of the four positions (25%) is categorized as senior management, two of the positions are categorized as middle management (50%), and one is categorized as paraprofessional (25%).

The Chief Electoral Officer is a contract position appointed by the Commissioner on the recommendation of the Legislative Assembly and operates as an independent officer of the Legislative Assembly. As such, the position is not included in this report.

Capacity in the Office

Following the retirement of an employee in March 2021, Elections Nunavut has three of four indeterminate positions filled, giving a capacity of 75%.

Inuit Employment in Employment Categories

The following chart illustrates the Election Nunavut's current capacity (2022).

As of March 31, 2022, the three indeterminate positions occupied were filled 100% by Inuit employees.

EMPLOYMENT CATEGORIES	TOTAL POSITIONS			INUIT EMPLOYMENT	
	Number of Positions	Filled	% Capacity	Inuit Employed	% Inuit
Executive	-	-	-	-	-
Senior Management	1	0	0%	0	0%
Middle Management	2	2	100%	2	100%
Professional	-	-	-	-	-
Paraprofessional	1	1	100%	1	100%
Administrative Support	-	-	-	-	-
TOTAL	4	3	75%	3	100%

Depending on the type and scope of election and plebiscite events in any given year, as many as 22 Returning Officers and 39 Assistant Returning Officers have been engaged under contract for periods of up to eight weeks. Additionally, as many as 128 Poll Workers have been engaged during the election period. Most of these workers hired in the communities are Inuit, and many speak Inuktitut, since they are required by the *Act* to know their community and must be able to communicate effectively with the residents.

Elections Nunavut at times hires casual or term employees during periods of heavy workload, or to assist with filling positions temporarily that may be vacated due to unsuccessful competition, education leave, maternity leave, annual leave and/or extended medical leave.

As of March 31, 2022, the Office had one term employee and one employee on an internal transfer.

Inuktitut Requirements by Employment Category

The Office recognizes its important responsibilities in promoting the use of Inuktitut. These language responsibilities are mandated under the *Nunavut Elections Act*. The Office supports the use of Inuktitut within the workplace, and is required by the *Act* to do so in all communications with the public.

Inuktitut abilities are vital in providing service to the public through the Office of the Chief Electoral Officer, but this is especially important in the face-to-face contacts with candidates and voters at the community level.

All Elections Nunavut's positions identify the ability to communicate in two or more official languages as an asset.

Training and Development Plans

The Office continues to use performance reviews to engage staff who would like to further develop their career. Through this process, the Office will also use training and development plans to identify employee's aspirations and training needs to formulate a plan to assist employees throughout their career.

Current Issues and Opportunities

There have been few openings to hire indeterminate staff at the agency because of stability in the current team. The position for Assistant Chief Electoral Officer has been open, but efforts to advertise and fill the position have been unsuccessful to date.

Although formal education is a requirement for some positions, the Office identified there is a need to continue to analyse job descriptions to ensure that the education and work experience requirements are not over-inflated and that equivalencies are considered. In 2018-2019, the Office conducted a robust review and modification exercise of all job descriptions to reflect the actual requirements needed, and removed all artificial barriers that may have impeded the overall Inuit employment goals.

About Inuit Employment Goals and Targets

The GN has set their Inuit employment goals and targets by considering labour supply and demand factors in Nunavut as a whole and in the community where the office is located. The Office is considering the same factors. Factors may include:

- The availability, interest and level of preparedness of Inuit for public service employment, as documented in Nunavut Inuit Labour Force Analysis products and related summaries prepared by the GN;
- Trends in the number of Inuit who are likely to be qualified now for available positions or high-demand occupations;

- Trends in the number of Inuit who are likely to become qualified over time for available positions or high-demand occupations;
- Competition for skilled Inuit throughout the GN and with other employers in the territory;
- Recent trends in staffing and recruitment in the OCEO;
- Operational requirements and approved positions (PYs) and budgets; and
- Vacancies and projected turnover rates in the department or corporation.

In setting short-term and medium-term goals, the Office did not exceed the approved number of positions (PYs) in each employment category as of the date of the IEP.

Short and Medium-Term Goals

Elections Nunavut will maintain its current Inuit representation in indeterminate positions by continuing to actively encourage a healthy and rewarding work environment in the Office. These present and future initiatives are rooted in Inuit Societal Values.

Planning up to 2026 will involve the Office focusing on programming that encourages employee retention and promotes job satisfaction. The Office will also continue to work with employees who aspire to hold senior positions within the organization.

APPENDIX B - FINANCIAL SUMMARY

BUSINESS SUMMARY OFFICE OF THE CHIEF ELECTORAL OFFICER (OCEO)	2022-2023 MAIN ESTIMATES		2023-2024 PLANNED		2024-2025 PLANNED		2025-2026 PLANNED	
	\$000	PYs	\$000	PYs	\$000	PYs	\$000	PYs
Permanent Salaries	997	5	997	4	997	4	997	4
Casual Wages	-		-		-			
Grants & Contributions	-		-		-			
Subtotal	997		997		997		997	
Other O&M								
Travel & Transportation	50		50		105		250	
Materials & Supplies	50		50		56		100	
Purchased Services	50		50		80		150	
Service Contracts	200		200		353		750	
Fees and Payments	100		100		156		300	
Other Expenses	41		41		77		441	
Tangible Assets	-		-				-	
Computer Hardware & Software	-		-		27		-	
Subtotal	491		491		854		2,000	
Total	1,488	5¹	1,488	4	1,851	4	2,988²	4

¹ The OCEO has four indeterminant positions (PYs) and one contract position (PYs).

² Associated with the costs of administering the Nunavut's Seventh Territorial General Election.