

Guide for the preparation of the

2024 municipal elections

November 6, 2024



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Administration régionale KATIVIK Regional Government

Foreword

This Guide has been prepared by the Legal Department of the Kativik Regional Government for Secretary-Treasurers of Nunavik to assist in the preparation of the general election that will be held on November 6, 2024.

This Guide contains all important dates and steps to be taken to complete the electoral process in compliance with the *Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1) (Kativik Act), as well as various templates and forms.

This guide details all the stages of the electoral process:

- Notice of Election
- Preparation, publication and review of the Electoral list
- Nomination of day
- Voting
- Installation of the new Mayor and Councillors

All dates and deadlines indicated in the present Guide must be strictly observed to ensure the validity of the electoral process.

If you need help during the electoral process

If any question arises during the electoral process, please contact us immediately.

Our contact information is:

Leane Adam,
Assistant Director

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F 819-964-0063
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This Guide is gender neutral. The terms he, him and his shall be deemed to mean she, her and her when the position (Secretary-Treasurer or other) is occupied by a person of the female gender or otherwise when the context requires.

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Calendar overview of the election process

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notice of Election 1	Labour Day 2	3	4	5	6	7
Preparation of Electoral List						
8	Preparation of Electoral List (ongoing) 9	10	11	12	13	14
15	Preparation of Electoral List (ongoing) 16	17	18	19	20	21
22	Preparation of Electoral List (ongoing) 23	24	25	26	27	28
29	Truth and Reconciliation Day 30 Preparation of Electoral List					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Publication Electoral List 1 Revision of Electoral List	2	3	4	5
6	Revision of Electoral List (ongoing) 7	8	9	10	11	12
13	Thanksgiving 14 Revision of Electoral List (ongoing)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	1 p.m. – 5 p.m. Nomination Day 30	Announcement of Poll 31		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 12 p.m. – 8 p.m. Advance Polling Day	4	5	6 9 a.m. – 6 p.m. Voting Day	7 Oath of Office Appointment Regional Councillor	8	9
10	11 JBNQA Day	12	13	14 Last day Oath of Office Elected by Acclamation	15	16
17	18	19	20	21 Last day Oath of Office Elected Officials	22 Last day Appointment Regional Councillor	23
24	25	26	27	28	29	30

The Role of the Secretary-Treasurer as Presiding Officer

The Secretary-Treasurer of the municipality is automatically the presiding officer for any election held under the Kativik Act. As such, he may appoint people to help him in his task, such as returning officers and poll clerks. Such persons are referred collectively as “election officers”.

The Secretary-Treasurer, when assuming the duties of presiding officer, is independent from the Municipal Council. It is therefore the Secretary-Treasurer who is responsible for choosing and hiring election officers.

The Secretary-Treasurer may refuse to act as presiding officer only with the authorization of the *Commission municipale du Québec*, in serious situations such as:

- Illness
- Relationship with a candidate (spouse, immediate family member, etc.)

When the Secretary-Treasurer is unable to act as presiding officer or when the position of Secretary-Treasurer is vacant, the Assistant Secretary-Treasurer is automatically designated as presiding officer. In the event that the position of Assistant Secretary-Treasurer is vacant or that the Assistant Secretary-Treasurer is unable to act as presiding officer, the Commission shall appoint someone to be presiding officer.

As presiding officer of the election, the Secretary-Treasurer is responsible for the organization of the election in compliance with the laws. This special role in the preparation of the general election also entails that the Secretary-Treasurer must remain neutral and that cannot participate in partisan or political activities during the election period. Election officers must avoid putting themselves in awkward positions with both their comments and social media posts.

The Northern Village (NV) must also remain neutral and cannot engage in any partisan or political activities. NV resources cannot be used for election purposes (example: using NV vehicles to pick up electors and bring them to the polling station, use NV printer to print tracks or posters, etc.).

Election Planification

Although the election period does not begin until September 1, 2024, it is never too early to start preparing for upcoming activities. In addition to carefully reading the present guide, you can also prepare for this busy time by completing the following tasks:

✓ Prepare the electoral calendar

Highlight the important dates of the electoral period and make sure they are added to your agenda or planner. Hang the provided election calendar in your office or any other place where it is visible and you can quickly refer to it.

✓ Prepare the necessary material

Check your election material inventory such as ballot boxes, voting booths, pen, etc. and place an order for any required material.

✓ Review the electoral list

Check the vacant addresses in the municipality to verify if there are voters now residing there. Review the recent constructions in your community and add any new addresses since November 2021.

✓ Prepare for the recruitment of electoral staff

Update the job posting and revise the hourly rate of the positions, if applicable. In the job posting, specify that the candidate must disclose to the presiding officer any conflict of interest or family ties to any candidates. The positions can be advertised on the community radio, on the bulletin board in the municipal office, or even on social media.

Municipal employees can be hired as election officers.

The presiding officer can conduct interviews and hire election officers as well as on call/replacement election officers. There are no prerequisites for these positions, except reading and writing with ease.

All election officials must be sworn in before they start working.



Notice of Election

September 1, 2024

(Kativik Act, section 76)

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notice of Election 1	Labour Day 2	3	4	5	6	7
Preparation of Electoral List						
8	Preparation of Electoral List (ongoing) 9	10	11	12	13	14
15	Preparation of Electoral List (ongoing) 16	17	18	19	20	21
22	Preparation of Electoral List (ongoing) 23	24	25	26	27	28
29	Truth and Reconciliation Day 30					
	Preparation of Electoral List					

1. Notice of Election

The election period begins with the publication of the Notice of Election.

The Public Notice of Election is given by posting a copy of such notice signed by the Secretary-Treasurer in the Municipal Office (Kativik Act, section 126).

The Public Notice of Election has to be posted on Sunday, September 1, 2024.

If the Secretary-Treasurer deems it advisable, he may also post this notice at any other public place (Post Office, Co-op, Northern, Airport, etc.), go on the community radio to inform the population or post the notice on social media or on the NV website.



TEMPLATES

P. 9
Public Notice

P. 10
Certificate
of posting



Example of Public Notice of Election

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF _____

PUBLIC NOTICE OF ELECTION

IS HEREBY GIVEN BY THE UNDERSIGNED,

SECRETARY-TREASURER OF THE NORTHERN VILLAGE OF _____
THAT:

A GENERAL ELECTION TO ELECT A MAYOR AND SIX COUNCILLORS

WILL BE HELD ON NOVEMBER 6, 2024

ADVANCE POLLING WILL BE HELD ON NOVEMBER 3, 2024

NOMINATIONS OF CANDIDATES WILL BE ACCEPTED AT THE MUNICIPAL OFFICE BY THE UNDERSIGNED BETWEEN 1 P.M. AND 5 P.M. ON OCTOBER 30, 2024.

NOMINATION FORMS ARE ALREADY AVAILABLE AT THE OFFICE OF THE SECRETARY-TREASURER.

IF NECESSARY, THE POLLS FOR THE TAKING OF VOTES WILL BE OPEN AT THE MUNICIPAL OFFICE FROM 9 A.M. TO 6 P.M. ON NOVEMBER 6, 2024.

IF NECESSARY, AS FOR THE ADVANCE POLLING, THE POLLS FOR THE TAKING OF VOTES WILL BE OPEN AT THE MUNICIPAL OFFICE FROM 12 PM TO 8 P.M. ON NOVEMBER 3, 2024.

Given at _____, this 1st day of September 2024.

Secretary-Treasurer

Example of Certificate of Posting

CERTIFICATE OF POSTING

ELECTION 2024-PUBLIC NOTICE OF ELECTION

I, the undersigned, Secretary-Treasurer of the Northern Village of _____, do hereby certify under my oath of office that I have published the public notice of Election on September 1, 2024, hereunto annexed, by posting a copy at the Municipal Office, all in accordance with the provisions of *An Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1).

Given at _____, this _____ day of _____ 2024.

Secretary-Treasurer

Preparation of Electoral List

September 1 to October 1, 2024

(Kativik Act, section 68)

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notice of Election 1	Labour Day 2	3	4	5	6	7
Preparation of Electoral List						
8	Preparation of Electoral List (ongoing) 9	10	11	12	13	14
15	Preparation of Electoral List (ongoing) 16	17	18	19	20	21
22	Preparation of Electoral List (ongoing) 23	24	25	26	27	28
29	Truth and Reconciliation Day 30					
	Preparation of Electoral List					

2. Preparation of the Electoral List

The Secretary-Treasurer shall prepare the list of electors of the NV.

Who shall be entered on the Electoral List?

(Kativik Act, section 64)

- Every person aged 18 and over on November 6, 2024, if he has been domiciled or residing in the NV since **November 7, 2023, and is a Canadian citizen**:
 - Residing on the territory of the NV is not necessarily continuous. However, it must imply a notion of permanence and not be occasional. A person can have more than one residence, for example one in the South and one in Nunavik.
 - A person who visits family members in the NV twice a year is not a resident.
 - A person who has a house in the NV and spends a few months per year there is a resident.
- Corporations, commercial partnerships and associations shall also be entered on the electoral list if they had their head office or principal place of business in the NV since **November 7, 2023**.

They shall vote through a representative authorized by a resolution, a copy of which shall be filed at the Municipal Office on or before October 1, 2024.

How to prepare the Electoral List?

The Secretary-Treasurer or any person appointed by him **shall visit each home** to collect the information and prepare the list.

The list should be prepared in an alphabetical order.

The Secretary-Treasurer must **absolutely** deposit the Electoral List in the Municipal Office for public reference on **October 1, 2024**.

Publication of the Electoral List October 1, 2024

(Kativik Act, section 68)

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Publication Electoral List 1	2	3	4	5
		Revision of Electoral List				
6	Revision of Electoral List (ongoing)	7	8	9	10	11
12						
13	Thanksgiving	14	15	16	17	18
	Revision of Electoral List (ongoing)					
19						
20	21	22	23	24	25	26
27	28	29	30	31		
			1 p.m. – 5 p.m. Nomination Day	Announcement of Poll		

3. Publication of the Electoral List

The Secretary-Treasurer must **absolutely** deposit the Electoral List in the Municipal Office for public reference on **October 1, 2024**.

A copy shall be posted in the Municipal Office and a Public Notice must also inform the electors that the list will be revised by the Board of Revision.

If you deem it advisable, you may post the list at any other public place.



TEMPLATES

P. 15
Public Notice

P. 16
Certificate
of posting



Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE NORTHERN
VILLAGE OF _____, THAT:

THE ELECTORAL LIST HAS BEEN DEPOSITED IN THE
MUNICIPAL OFFICE FOR PUBLIC REFERENCE.

ANY PERSON, COMMERCIAL PARTNERSHIP OR
ASSOCIATION WHO OR WHICH BELIEVES THAT HIS/HER OR
ITS NAME OR THAT OF ANY PERSON HAS BEEN OMITTED
FROM THE LIST OR WRONGFULLY ENTERED THEREON MAY
FILE IN THE MUNICIPAL OFFICE BETWEEN THE 1st AND THE
15th DAY OF OCTOBER 2024, AN APPLICATION IN **WRITING**
TO HAVE THE NAME ENTERED OR STRUCK OFF, AS THE
CASE MAY BE.

Given at _____, this 1st day of October 2024.

Secretary-Treasurer

Example of Certificate of Posting

CERTIFICATE OF POSTING

ELECTION 2024-REVISION OF ELECTORAL LIST

I, the undersigned, Secretary-Treasurer of the Northern Village of _____, do hereby certify under my oath of office that I have published the public notice regarding the revision of the electoral list on October 1, 2024, hereunto annexed, by posting a copy at the Municipal Office, all in accordance with the provisions of *An Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1).

Given at _____, this _____ day of _____ 2024.

Secretary-Treasurer

Revision of the Electoral List

October 1 to October 15, 2024

(Kativik Act, section 69–75)

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Publication Electoral List 1 Revision of Electoral List	2	3	4	5
6	Revision of Electoral List (ongoing) 7	8	9	10	11	12
13	Thanksgiving 14 Revision of Electoral List (ongoing)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 1 p.m. – 5 p.m. Nomination Day	31 Announcement of Poll		

4. Revision of the Electoral List

BOARD OF REVISION

(Kativik Act, section 69)

The Board of Revision is composed of the Secretary-Treasurer and 2 persons eligible to be entered on the Electoral List.

These 2 persons are appointed by the Secretary-Treasurer.

The Board of Revision shall revise the Electoral List deposited on October 1, 2024.

The revision of the Electoral List must be completed on October 15 at the latest.

Between October 1st and October 15, the Electoral List **shall be revised** by the Board of Revision.

During this period, any individual or corporate body may apply in **writing** to have a name entered or struck off of the Electoral List.

The Board of Revision shall evaluate the written application, hear the parties concerned and, if deemed necessary, receive any pertinent documentation or evidence in support of the application.

Before removing a name from the electoral list the Board of Revision should inform and hear the individual or organization concerned.

Every correction made to the Electoral List has to be initialed by the Secretary-Treasurer.

The decision of the Board of Revision is final.

The Electoral List comes into force after its revision by the Board of Revision and remains in force until another one is prepared.

Nomination Day

October 30, 2024

1 p.m. to 5 p.m.

(Kativik Act, section 77)

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Publication Electoral List 1	2	3	4	5
		Revision of Electoral List				
6	Revision of Electoral List (ongoing) 7	8	9	10	11	12
13	Thanksgiving Revision of Electoral List (ongoing) 14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 1 p.m. – 5 p.m. Nomination Day	31 Announcement of Poll		

5. Nomination Day

Nomination Form

The nomination form has to be signed by 3 electors and by the candidate.

You may distribute the nomination paper and it may be signed by the candidate before October 30, 2024. However, nomination forms can only be accepted and signed by the Secretary-Treasurer between 1 p.m. and 5 p.m. on October 30.

The candidates are either for the office of Mayor and of Councillors.

A candidate who already filed his nomination form with the Secretary-Treasurer and wishes to apply for a different position must first withdraw the filed nomination form. He must then complete a new nomination form, gather the required signatures of his new candidacy and resubmit the new nomination form before the deadline.



EXAMPLES NOMINATION FORMS

P. 25

Mayor

P. 26

Councillor

Filing of the Nomination Form

The nominations of candidates shall be held on **Wednesday, October 30, 2024**, between **1 p.m. and 5 p.m.** at the Municipal Office. **When filing the nomination form, the candidate must present an identity document containing at least his name and date of birth**, such as a beneficiary card, health insurance card, driver's license, passport, birth certificate, etc.

It is recommended to prepare and complete an internal form to certify the date and time of the filing of the nomination paper and to have it countersigned by an election officer.

The nomination form must be completed, signed and submitted to the Secretary-Treasurer before 5 p.m. on Nomination Day. No modification to the form can be made after that time. The nomination form should be submitted one person at the time, in the Secretary-Treasurer's office. During this meeting, the Secretary-Treasurer should also take time to inform the candidate of the electoral process.

The nomination form can be filed by the candidate himself, or by any other person. If the nomination form is filed by someone else, special attention should be paid to the candidate's ID (or photocopy of the ID) and to the nomination form. If any information is missing on the nomination form, the person must have it completed before 5 p.m.

Submitted nomination forms are strictly confidential until the announcement of the poll or the announcement of the election by acclamation of candidates. It is not permitted to inform anyone (other than the election officers and the KRG legal advisor) of the identity of the persons who picked up a nomination form at the municipal office or filed a completed nomination form. However, it is permitted to disclose the number of nomination forms received.

Journalists, photographers and other members of the media are not allowed in the municipal office when a candidate files his nomination form for confidentiality and neutrality reasons.

Analysis of the nomination form

The analysis of the submitted nomination form is performed by the Secretary-Treasurer, or an election officer designated for that purpose, right away and in the presence of the person who files the nomination form.

The analysis of nomination form aims to validate its compliance with the law. Several elements are essential and must be verified:

- The first and last name of the candidate are written legibly
 - Verify the accuracy of the spelling of the first name and the name as it will be spelled that way on the ballot;
 - The use of the spouse's name, of a nickname or of a diminutive by which the candidate is commonly known in the community is permitted. However, the legal name must still be provided for the purpose of the criminal background check.
- Date of birth is indicated and matches the date of birth of the ID
- The number of required signatures is respected
 - 3 signatures are required;
 - First and last name of signatories must be written legibly;
 - The Secretary-Treasurer does not have to validate whether the signatories are registered on the electoral list.
- Only one nomination form is submitted (either for the office of Mayor or Councillor)

Acceptance or refusal of the nomination form

The role of the Secretary-Treasurer is limited to verifying whether the nomination form is complete. The Secretary-Treasurer cannot refuse a nomination form from a candidate whom he knows to be ineligible if the person certifies that he is eligible.

After verification, the Secretary-Treasurer must immediately accept all nomination forms which are complete and accompanied by an ID. The Secretary-Treasurer may deliver an acknowledgment of receipt to the candidate. If the nomination form is incomplete or not accompanied by an ID, the Secretary-Treasurer must therefore refuse the nomination form and inform the candidate of the reasons for the refusal.

Eligibility of a Candidate

All candidates must be eligible to hold an office. See Schedule 1 (pages 24) for all the conditions of eligibility of a candidate. You may distribute the schedule to each candidate.

To be eligible to hold an office, all candidates must:

- Be 18 years old and over
- Be a Canadian citizen
- Reside in the NV for at least 3 years prior to the election (at least since **November 6, 2021**)
 - Residing on the territory of the NV is not necessarily continuous. However, it must imply a notion of **permanence and not be occasional**. A person can have more than one residence, for example one in the South and one in Nunavik.
 - A person who visits family members in the NV twice a year is not a resident.
 - A person who has a house in the NV and spends a few months per year there is a resident.
- Not owe any municipal taxes to the NV
- Not be an employee of the NV or of the KRG
 - The person must resign **before** submitting the nomination form
- Not have been convicted of an act punishable under a law of Canada or Québec by imprisonment for at least 2 years and sentenced to a term of 30 days or more
 - If that is the case, the person is ineligible for twice the term of the sentence passed since the day the final sentence is pronounced
- Not be a person responsible for monies belonging to the NV or be a surety for any officer of the NV
 - This situation is extremely rare
- Not be party to a contract with the NV (or have a spouse be party to said contract) or receiving money from the NV for your services
 - **unless** the Secretary-Treasurer publicly posted in the municipal office a document explaining the nature of the contract and the amounts of money involved

The candidate certifies that he is eligible by signing the second section of the nomination form. The Secretary-Treasurer does not have to determine the eligibility of a candidate; the Legal Department of the KRG will review the nomination form and conduct criminal background check for each candidate.

Withdrawal of a nomination

A candidate may, at any time before the end of the poll and for any reason, withdraw his candidacy by sending a duly signed written notice to the Secretary-Treasurer.

Election by acclamation (if applicable)

If at 5 p.m. on Nomination Day, there is only **1** candidate nominated for the office of **Mayor** and only **6 or fewer** candidates nominated for the office of **Councillors**, then such candidates are elected by acclamation.

The Secretary-Treasurer shall proclaim such candidates elected and shall give public notice thereof. A copy of this public notice shall be inserted in the books of the NV, and a copy of this notice should also be sent to the Secretary of the Kativik Regional Government, and to its Legal Department.



TEMPLATES

P. 27, 28, 29
Public Notice

P. 30
**Certificate
of posting**

VERY IMPORTANT

If there is **no nomination** for the office of Mayor or **less than 6 candidates** for the office of Councillor, **communicate immediately** with the Legal Department of the Kativik Regional Government, on October 30, 2024.

If a candidate withdraws or dies before the closing of the poll, **communicate immediately** with the Legal Department of the Kativik Regional Government when this situation occurs.

Our contact information is:

Leane Adam, Assistant Director

T 1-877-964-2961 ext. 2301

F 819-964-0063

ladam@krg.ca

Eligibility Criteria for Candidates

Schedule 1

Every person of 18 years old and over, being a Canadian citizen, if he or she has been residing or domiciled in the NV since **October 31, 2021**.

However some persons are not eligible (Kativik Act, sections 19 and 20):

a) Are you 18 years old or more?

YES

b) Are you a Canadian citizen?

YES

c) Have you been domiciled in the NV since October 31, 2021?

YES

d) Do you or your partner have a contract with the NV?

NO

Note: If this answer is yes, then you must answer another question:

- If you or your partner have a contract with the NV, has the Secretary-Treasurer publicly posted in the NV's Office a document explaining the nature of the contract and the amounts of money involved?

YES

e) Have you paid all your debts to the NV (municipal taxes only)?

YES

f) Have you ever been convicted of an act punishable under a law of Canada or Québec by imprisonment for two years or more and sentenced to a term of 30 days or more?

NO

Note: If this answer is yes, then you must answer the following question:

- Has twice the term of the sentence passed since the day the judgment convicting the person becomes final or the day the final sentence is pronounced, whichever is later?

YES

g) Are you an employee of the Kativik Regional Government or of the NV?

NO

h) Are you a person responsible for monies belonging to the NV?

NO

i) Are you a person who is a surety for any officer of the NV?

NO

j) Do you receive money from the NV for your services?

NO

Note: If this answer is yes, then you must answer this question:

- Has the Secretary-Treasurer publicly posted in the NV's office a document explaining the nature of your services and the amount of the payment you received or will receive?

YES

k) If I have not already paid all my debts (municipal taxes) to the NV, what should I do to become a candidate for this election?

You must pay all your debts to the NV (municipal taxes) before the day for the nomination of candidates; therefore, all debts **must be paid on or before October 30, 2024**.

To be a candidate, a person must answer all the following questions in the same way as they are answered here. Any different answer means he/she cannot be a candidate.

Example of Nomination Form (Office of Mayor)

NOMINATION FORM (Office of Mayor)

We, the undersigned electors, duly qualified to vote and whose names are entered on the Electoral List in force in the Northern Village of _____, hereby nominate **Mr. or Mrs.** _____, (DOB Y____/M____/D____) for the office of Mayor, in the forthcoming election to be held on November 6, 2024.

_____, this ____ day of October 2024.

_____ Name	_____ Signature
_____ Name	_____ Signature
_____ Name	_____ Signature

DECLARATION OF THE CANDIDATE

I, _____, the undersigned, having been duly nominated for the office of Mayor, do hereby certify that I am a Canadian citizen of full age, that I have been domiciled or ordinarily a resident in the Northern Village for at least the past thirty-six (36) months, and that I am not disqualified from holding office by any provision of section 20 of *An Act Respecting Northern Villages and the Kativik Regional Government* (CQLR, c. V-6.1), and that I consent and accept the nomination.

Signed in _____, this ____ day of October 2024.

_____ Signature of Candidate	Date of birth: _____
---------------------------------	----------------------

Certificate of Receipt

I, the undersigned, as Presiding Officer for the forthcoming election to be held on November 6, 2024, hereby certify that the nomination has been made according to the provisions of the law, and filed at the Municipal Office during the period fixed for the nomination of candidates.

Signed in _____, this 30th day of October 2024.

Secretary-Treasurer

5. Nomination day

Example of Nomination Form (Office of Councillor)

NOMINATION FORM (Office of Councillor)

We, the undersigned electors, duly qualified to vote and whose names are entered on the Electoral List in force in the Northern Village of _____, hereby nominate **Mr. or Mrs.** _____, (DOB Y____/M____/D____), for the office of Councillor, in the forthcoming election to be held on November 6, 2024.

_____, this ____ day of October 2024.

_____ Name	_____ Signature
_____ Name	_____ Signature
_____ Name	_____ Signature

DECLARATION OF THE CANDIDATE

I, _____, the undersigned, having been duly nominated for the office of Councillor, do hereby certify that I am a Canadian citizen of full age, that I have been domiciled or ordinarily a resident in the Northern Village for at least the past thirty-six (36) months, and that I am not disqualified from holding office by any provision of section 20 of *An Act Respecting Northern Villages and the Kativik Regional Government* (CQLR, c. V-6.1), and that I consent and accept the nomination.

Signed in _____, this ____ day of October 2024.

_____ Signature of Candidate	Date of birth: _____
---------------------------------	----------------------

Certificate of Receipt

I, the undersigned, as Presiding Officer for the forthcoming election to be held on November 6, 2024, hereby certify that the nomination has been made according to the provisions of the law, and filed at the Municipal Office during the period fixed for the nomination of candidates.

Signed in _____, this 30th day of October 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE
NORTHERN VILLAGE OF _____
THAT:

THE FOLLOWING PERSONS HAVE BEEN ELECTED BY
ACCLAMATION AS MAYOR AND COUNCILLORS:

MAYOR :

COUNCILLORS : 1)
2)
3)
4)
5)
6)

Given at _____, this 30th day of October 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE
NORTHERN VILLAGE OF _____
THAT:

THE FOLLOWING PERSON HAS BEEN ELECTED BY
ACCLAMATION AS MAYOR:

MAYOR :

Given at _____, this 30th day of October 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE
NORTHERN VILLAGE OF
_____ THAT:

THE FOLLOWING PERSONS HAVE BEEN ELECTED BY
ACCLAMATION AS COUNCILLORS:

COUNCILLORS : 1)
2)
3)
4)
5)
6)

Given at _____, this 30th day of October 2024.

Secretary-Treasurer

Example of Certificate of Posting

CERTIFICATE OF POSTING

ELECTION 2024-PUBLIC NOTICE OF ELECTED PERSONS BY ACCLAMATION

I, the undersigned, Secretary-Treasurer of the Northern Village of _____, do hereby certify under my oath of office that I have published the public notice regarding the election of persons by acclamation on October 30th, 2024, hereunto annexed, by posting a copy at the Municipal Office, all in accordance with the provisions of *An Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1).

Given at _____, this _____ day of _____ 2024.

Secretary-Treasurer

Announcement of Poll

October 31, 2024

(Kativik Act, section 80)

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Publication Electoral List 1	2	3	4	5
		Revision of Electoral List				
6	Revision of Electoral List (ongoing) 7	8	9	10	11	12
13	Thanksgiving Revision of Electoral List (ongoing) 14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 1 p.m. – 5 p.m. Nomination Day	31 Announcement of Poll		

6. Announcement of Poll

Where several persons are nominated for the office of Mayor or more than 6 persons are nominated for the office of Councillors, then the Secretary-Treasurer must announce that a poll will be held for the election of a Mayor or of Councillors, or both as the case may be.

The Secretary-Treasurer should also inform all organizations in the NV of the voting day, since they will be required under the law to liberate their employees for 4 consecutive hours to go vote.

PUBLIC NOTICE

The Secretary-Treasurer must immediately post a public notice indicating the place where a polling station is to be established.

- a) If a **Mayor and Councillors** have to be elected: See page 33 for an example of a Public Notice and page 36 for the certificate of posting.
- b) If only a **Mayor** has to be elected: See page 34 for an example of a Public Notice and page 36 for the certificate of posting.
- c) If only **Councillors** have to be elected: See page 35 for an example of a Public Notice and page 36 for the certificate of posting.

Polling Station (Kativik Act, section 85)

If you plan to appoint a polling clerk or to have more than one polling station, **communicate immediately** with the Legal Department of the Kativik Regional Government to appoint Returning Officers.

Preparation of Ballot (Kativik Act, section 85)

The Secretary-Treasurer shall prepare all documents and accessories for a secret ballot.

The paper used to make the ballot papers must be of sufficient weight that writing does not appear through it.

The name of the candidates must appear in **alphabetical order**.

Where the withdrawal of a candidate occurs when there is no time to take account of the withdrawal on the ballot papers to be used, the Secretary-Treasurer shall remove the name of the candidate by uniformly crossed off the ballot papers with a line in ink. The election officer shall inform every elector to whom he gives such a ballot paper of the candidate's withdrawal. Any vote cast in favour of the candidate, before or after his withdrawal, is absolutely null.



EXAMPLE
BAILLOT
FORM

P. 37

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF _____

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE NORTHERN
VILLAGE OF _____ THAT:

A GENERAL ELECTION TO ELECT A MAYOR AND
COUNCILLORS

**WILL BE HELD ON
NOVEMBER 6, 2024**

THE POLL FOR THE TAKING OF VOTES WILL BE OPEN AT
THE MUNICIPAL OFFICE

FROM 9 A.M. TO 6 P.M.

**ADVANCE POLLING WILL BE HELD ON
NOVEMBER 3, 2024**

THE ADVANCE POLL FOR THE TAKING OF VOTES WILL BE
OPEN AT THE MUNICIPAL OFFICE

FROM 12 P.M. TO 8 P.M.

Given at _____, this 31st day of October 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE NORTHERN
VILLAGE OF _____ THAT:

A GENERAL ELECTION TO ELECT A MAYOR

**WILL BE HELD ON
NOVEMBER 6, 2024**

THE POLL FOR THE TAKING OF VOTES WILL BE OPEN AT
THE MUNICIPAL OFFICE

FROM 9 A.M. TO 6 P.M.

**ADVANCE POLLING WILL BE HELD ON
NOVEMBER 3, 2024**

THE ADVANCE POLL FOR THE TAKING OF VOTES WILL BE
OPEN AT THE MUNICIPAL OFFICE

FROM 12 P.M. TO 8 P.M.

Given at _____, this 31st day of October 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE NORTHERN
VILLAGE OF _____ THAT:

A GENERAL ELECTION TO ELECT SIX (6)
COUNCILLORS

**WILL BE HELD ON
NOVEMBER 6, 2024**

THE POLL FOR THE TAKING OF VOTES WILL BE OPEN AT
THE MUNICIPAL OFFICE

FROM 9 A.M. TO 6 P.M.

**ADVANCE POLLING WILL BE HELD ON
NOVEMBER 3, 2024**

THE ADVANCE POLL FOR THE TAKING OF VOTES WILL BE
OPEN AT THE MUNICIPAL OFFICE

FROM 12 P.M. TO 8 P.M.

Given at _____, this 31st day of October 2024.

Secretary-Treasurer

Example of Certificate of Posting

CERTIFICATE OF POSTING

ELECTION 2024-PUBLIC NOTICE ANNOUNCING UPCOMING POLL

I, the undersigned, Secretary-Treasurer of the Northern Village of _____, do hereby certify under my oath of office that I have published the public notice announcing the upcoming poll on November 6, 2024, hereunto annexed, by posting a copy at the Municipal Office, all in accordance with the provisions of *An Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1).

Given at _____, this _____ day of _____ 2024.

Secretary-Treasurer

ELECTION OF COUNCILLORS NOVEMBER 6, 2024 ማኅበራዊ ድርጅት ልማት ምክር ቤት ልማት ድርጅት ልማት ልማት 6, 2024 VOTE (X) FOR SIX (6) ONLY ማኅበራዊ (x) ልማት ድርጅት (6) የሚገባ		ELECTION OF MAYOR NOVEMBER 6, 2024 ማኅበራዊ ሥልጣን ሥልጣን ልማት ልማት 6, 2024 VOTE (X) FOR ONE (1) ONLY ማኅበራዊ (x) ልማት ድርጅት (1) የሚገባ	

Advance Polling Day

November 3, 2024

12 p.m. to 8 p.m.

(Kativik Act, section 85.1)

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 12 p.m. – 8 p.m. Advance Polling Day	4	5	6 9 a.m. – 6 p.m. Voting Day	7 Oath of Office Appointment Regional Councillor	8	9
10	11 JBNQA Day	12	13	14 Last day Oath of Office Elected by Acclamation	15	16
17	18	19	20	21 Last day Oath of Office Elected Officials	22 Last day Appointment regional Councillor	23
24	25	26	27	28	29	30

Election officers, handicapped persons and any person that will be absent or unable to vote on polling day may vote at the advance poll.

The poll shall be open from 12 p.m. until 8 p.m. The poll must remain open at all time during that period and it is therefore not possible to close it for supertime or breaks (or trick-o-treating!).

The Secretary-Treasurer is responsible for supervising the election process at the polling station.

The Secretary-Treasurer shall appoint a polling clerk or returning officer as needed for each additional polling station.

The only persons permitted to remain at all times in the room where the voting takes place are:

- the Secretary-Treasurer;
- the election officers, if any;
- the candidates;
- no more than 2 agents or representatives appointed by each of the candidates.

The ballot is SECRET and the Secretary-Treasurer or any other person must never inquire about the voting intentions of the voter.

Rules at the polling station and Voting Procedures

(Kativik Act, sections 88 to 92)

Immediately before the time fixed for the opening of the polling station, the Secretary-Treasurer and the election officers shall ascertain that the ballot box is empty. The ballot box shall then be sealed and placed on the table of the polling station in full view of the election officers.

Rules at the polling station and voting procedures are the same than the procedures of the voting day with necessary modifications (ex: dates and times).



**COMPLETE
INFORMATION**

P. 43-45

Closing of the advance polling station

At 8.00 p.m., the Secretary-Treasurer closes the poll. At that time, any electors on the premises of a polling station who have not yet been able to vote may nevertheless exercise their right to vote.

After the closure of the advance polling station, the election officers take note of the following:

- the number of electors who have voted;
- the number of ballot papers cancelled and the number of unused ballot papers;
- the names of the persons who have performed duties as election officers.

The Secretary-Treasurer shall place, in separate envelopes, the ballot papers found in the ballot box, the cancelled ballot papers, the unused ballot papers, the forms, and the list of electors, and seal them. He shall then place all the envelopes in the ballot box, and seal it. The Secretary-Treasurer, the election officers and the representatives who wish to do so shall affix their initials to the seals of the envelopes and of the ballot box.

The ballot box shall be kept in a secure place until the voting day.



Voting Day

November 6, 2024

9 a.m. to 6 p.m.

(Kativik Act, section 86)

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 12 p.m. – 8 p.m. Advance Polling Day	4	5	6 9 a.m. – 6 p.m. Voting Day	7 Oath of Office Appointment Regional Councillor	8	9
10	11 JBNQA Day	12	13	14 Last day Oath of Office Elected by Acclamation	15	16
17	18	19	20	21 Last day Oath of Office Elected Officials	22 Last day Appointment regional Councillor	23
24	25	26	27	28	29	30

8. Voting Day

The poll shall be open from 9 a.m. until 6 p.m. The poll must remain open at all times during that period and it is therefore not possible to close it for lunchtime or breaks.

A sign visible from the outside must identify the voting place. The voting place must be accessible to electors with disabilities, therefore access ramps should be cleared of snow, if applicable. Windows should be covered as needed to prevent people from seeing an elector voting from outside (e.g.: avoiding placing voting booths near windows).

The Secretary-Treasurer is responsible for supervising the election process at the polling station:

- ensure the proper conduct of the poll;
- maintain good order at the polling station;
- ensure that no partisan or political activity is taking place at the polling station;
- ensure the secrecy of the vote.

The Secretary-Treasurer shall appoint a polling clerk or returning officer as needed for each additional polling station.

Immediately before the time fixed for the opening of the polling station on the voting day, the Secretary-Treasurer, in the presence of the election officers and the representatives, shall open the ballot box, resume possession of the envelopes containing the unused ballot papers, the forms and the list of electors, and open the envelopes to resume possession of their contents.

The envelopes containing the used and cancelled ballot papers of the advance polling shall remain in the ballot box.

Time allocated for Employees to vote (Election Act, section 335)

On voting day only, all Employers in the NV must ensure that their employees have 4 consecutive hours to go and vote during polling hours, between 9 a.m. and 6 p.m., excluding the time normally allotted for meals. This liberation time is paid.

Election officers (Secretary-Treasurer, polling clerk, returning officer, etc.) are not entitled to this 4 hours liberation time on voting day because of their special role in the organization of the generation election.

Rules at the polling station

(Election Act, section 335)

Voters must present themselves at the polling station for the sole purpose of voting, and leave the premises immediately once their right to vote has been exercised.

The only persons permitted to remain at all times in the room where the voting takes place are:

- the Secretary-Treasurer;
- the election officers, if any;
- the candidates (the candidate present at the polling station to shake hands and speak to voters is considered to be conducting political activities, which is prohibited);
- no more than 2 agents or representatives appointed by each of the candidates.

No partisan or political activities (advertising, poster, campaigning) are allowed at the polling station. This includes the building where the polling station is located, the surrounding lot as well as the adjacent street.

The ballot is SECRET and the Secretary-Treasurer or any other person must never inquire about the voting intentions of the voter.

Voting Procedures

(Kativik Act, sections 88 to 92)

The Secretary-Treasurer must verify the identity of the voter and ensure that his name is listed in the electoral list and that he has not already exercised his right to vote.

The Secretary-Treasurer must put his initials on the back of the ballot paper.

The Secretary-Treasurer must instruct the voter on how to mark and fold his ballot paper and remit the ballot paper to the voter.

The ballot paper is **marked by a cross with a black lead pencil within the blank space** opposite the name of the candidate in favour of whom the vote is given.

The Secretary-Treasurer shall, **without unfolding the ballot paper**, verify the initials and the number on the ballot paper, then in full view of all those present, he shall detach the counterfoil and place the ballot paper in the ballot box.

A voter is entitled to receive a new ballot paper if he has inadvertently spoiled the ballot paper already given. The spoiled ballot paper shall be given to the Secretary-Treasurer who shall cancel the spoiled ballot paper by writing thereon the word “null” with his initials. This ballot paper shall be kept separately and shall not be deposited in the ballot box.

8. Voting Day

The ballot box must be made out of a solid material. There must be a narrow opening at the top, so that the ballot papers can be introduced into the ballot box through the opening, but cannot be removed without opening the ballot box.

If a voter is unable to read or cannot vote in the prescribed manner, the Secretary-Treasurer shall assist such voter by marking the ballot paper in the manner directed by the voter in the sole presence of the candidates or representatives.

A voter shall leave the poll as soon as his ballot paper has been put into the ballot box. The Secretary-Treasurer shall enter in the poll book opposite the name of each voter the word “voted” as soon as the ballot paper has been deposited in the ballot box.

Closing of the Poll

(Kativik Act, sections 95 to 97)

At 6.00 p.m., the Secretary-Treasurer closes the poll. At that time, any electors on the premises of a polling station who have not yet been able to vote may nevertheless exercise their right to vote. The Secretary-Treasurer shall declare the polling closed after they have voted, opens the ballot box and proceeds to the counting of the votes accordingly.

In counting the votes, the Secretary-Treasurer shall reject every ballot paper:

- that has not been supplied by the Secretary-Treasurer;
- that is unmarked;
- that does not bear the initials of the Secretary-Treasurer;
- that is null because the intention of the voter is not clearly shown;
- where more than 1 vote appears;
- where there is any writing or mark that can identify the voter.

A ballot paper is accepted in the following situations:

- the counterfoil remained attached to the ballot paper
- the mark exceeds the square or the square is not completely filled

The Secretary-Treasurer shall prepare a list with the number of votes given to each candidate.

As soon as the final result of the poll is known, the Secretary-Treasurer shall proclaim elected to the office of Mayor the candidate with the greatest number of votes.

The Secretary-Treasurer shall proclaim elected to the office of Councillor the 6 candidates having the greatest number of votes.



EXAMPLE ELECTION RESULTS

P. 46
Mayor

P. 47
Councillors

If there is a tie, the votes must first be recounted. If the tie is maintained following the recount, the Secretary-Treasurer shall proceed by a public drawing of lots and proclaim elected the person whom the drawing has favoured.

The Secretary-Treasurer shall proclaim such candidates elected and shall give public notice thereof. A copy of this public notice shall be inserted in the books of the NV, and a copy of this notice should also be sent to the Secretary of the Kativik Regional Government and the Legal Department.

IF YOU NEED HELP DURING THE VOTING DAY

The legal advisors of the Legal Department of the Kativik Regional Government will be in the office all day, including during the evening of Wednesday, November 6, 2024. In case of any difficulties, **contact us immediately**.

Our contact information is:

Leane Adam, Assistant Director

T 1-877-964-2961 ext. 2301

F 819-964-0063

ladam@krg.ca



TEMPLATES

P. 48, 49, 50
Public Notice

P. 51
Certificate
of posting

8. Voting Day

Election of a Mayor November 6, 2024 Number of votes cast for each candidate of the NV of _____	

Eligible Votes :____ **Total** :____
Spoiled :____
Total Votes Cast :____

<p>Election of Councillors</p> <p>November 6, 2024</p> <p>Number of votes cast for each candidate</p> <p>of the NV of _____</p>	

Eligible Votes :_____

Total :_____

Spoiled :_____

Total Votes Cast :_____

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE
NORTHERN VILLAGE OF _____
THAT:

THE FOLLOWING PERSONS HAVE BEEN ELECTED AS
MAYOR AND COUNCILLORS AT THE LAST ELECTION
HELD ON NOVEMBER 6, 2024:

MAYOR :

COUNCILLORS : 1)
2)
3)
4)
5)
6)

Given at _____, this 6th day of November 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE
NORTHERN VILLAGE OF _____
THAT:

THE FOLLOWING PERSON HAS BEEN ELECTED AS
MAYOR AT THE LAST ELECTION HELD ON
NOVEMBER 6, 2024:

MAYOR :

Given at _____, this 6th day of November 2024.

Secretary-Treasurer

Example of Public Notice

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF ABITIBI

TO THE ELECTORS OF THE NORTHERN VILLAGE OF

PUBLIC NOTICE

IS HEREBY GIVEN BY THE UNDERSIGNED,
SECRETARY-TREASURER OF THE
NORTHERN VILLAGE OF _____
THAT:

THE FOLLOWING PERSONS HAVE BEEN ELECTED AS
COUNCILLORS AT THE LAST ELECTION HELD ON
NOVEMBER 6, 2024:

COUNCILLORS : 1)
2)
3)
4)
5)
6)

Given at _____, this 6th day of November 2024.

Secretary-Treasurer

Example of Certificate of Posting

CERTIFICATE OF POSTING

ELECTION 2024-PUBLIC NOTICE OF ELECTED PERSONS BY POLL

I, the undersigned, Secretary-Treasurer of the Northern Village of _____, do hereby certify under my oath of office that I have published the public notice regarding the election of persons by poll on November 6, 2024, hereunto annexed, by posting a copy at the Municipal Office, all in accordance with the provisions of *An Act respecting Northern villages and the Kativik Regional Government* (CQLR, c. V-6.1).

Given at _____, this _____ day of _____ 2024.

Secretary-Treasurer

Oath of Office (Acclaimed or Elected Officials)

November 7 to
November 14 or 21, 2024

(Kativik Act, section 32 and 33)

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 12 p.m. – 8 p.m. Advance Polling Day	4	5	6 9 a.m. – 6 p.m. Voting Day	7 Oath of Office Appointment Regional Councillor	8	9
10	11 JBNQA Day	12	13	14 Last day Oath of Office Elected by Acclamation	15	16
17	18	19	20	21 Last day Oath of Office Elected Officials	22 Last day Appointment Regional Councillor	23
24	25	26	27	28	29	30

Within 15 days after the publication of the Public Notice giving the final result of the poll, the Mayor and the Councillors must take their oaths of office before the Secretary-Treasurer. **A copy of the Oath of Office must be sent immediately to the Legal Department.**

The term of office of the Mayor begins when he is sworn in.

The term of office of Councillors begins at the opening of the first council sitting held after the general election.

The welcoming of new council members varies according to the tradition in each municipality. It can range from simply oath taking before the first council sitting, to welcome feast with families.

The Secretary-Treasurer should present general information to the new council members, such as:

- The various meetings of the municipal council and their proceeding (regular sitting vs. special sitting, different NV committees, etc.);
- The decision-making procedure by resolution or by by-law;
- The main NV by-laws (POGG, alcohol by-law, dog by-law, town planning regulations, etc.);
- The internal rules regarding expenditure authorization and the call for tenders threshold;
- The availability of extensive training regarding the role and responsibilities of elected officials provided by the Legal Department of the KRG.



EXAMPLE OATH OF OFFICE

P. 54

Mayor

P. 55

Councillor

Example of Oath of Office (Office of Mayor)

CANADA

Province of Québec
District of Abitibi

OATH OF OFFICE
(Office of Mayor)

*An Act Respecting Northern Villages
and the Kativik Regional Government*
(CQLR, c. V-6.1, s. 32)

I, _____, of the Northern Village of
_____, Québec, do solemnly affirm that I shall honestly and faithfully
discharge the duties of my office of Mayor to the best of my judgment and capacity.

Signature of the Mayor

AFFIRMED BEFORE ME, _____
at _____, Québec
this _____ day of November 2024.

Secretary-Treasurer

Example of Oath of Office (Office of Councillor)

CANADA

Province of Québec
District of Abitibi

OATH OF OFFICE
(Office of Councillor)

*An Act Respecting Northern Villages
and the Kativik Regional Government*
(CQLR, c. V-6.1, s. 32)

I, _____, of the Northern Village of
_____, Québec, do solemnly affirm that I shall honestly and faithfully
discharge the duties of my office of Councillor to the best of my judgment and capacity.

Signature of the Councillor

AFFIRMED BEFORE ME, _____
at _____, Québec
this _____ day of November 2024.

Secretary-Treasurer

Appointment of a KRG Regional Councillor

November 7 to November 22, 2024

(Kativik Act, section 251)

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 12 p.m. – 8 p.m. Advance Polling Day	4	5	6 9 a.m. – 6 p.m. Voting Day	7 Oath of Office Appointment Regional Councillor	8	9
10	11 JBNQA Day	12	13	14 Last day Oath of Office Elected by Acclamation	15	16
17	18	19	20	21 Last day Oath of Office elected Officials	22 Last day Appointment Regional Councillor	23
24	25	26	27	28	29	30

Appointment of a KRG Regional Councillor

(Kativik Act, section 251)

At the first meeting of the Council, a resolution appointing a KRG Regional Councillor must be adopted.

A copy must be sent immediately to the Secretary of the Kativik Regional Government and its Legal Department.

Our contact information is:

Leane Adam, Assistant Director

T 1-877-964-2961 ext. 2301

F 819-964-0063

ladam@krg.ca



EXAMPLE
RESOLUTION
TO APPOINT
RC

P. 58



10. Appointment KRG Regional Councillor

NORTHERN VILLAGE OF _____

Resolution No. 2024-__

Concerning the appointment of a Regional Councillor

Whereas according to section 251 of *An Act Respecting Northern Villages and the Kativik Regional Government* (CQLR, c. V-6.1; hereinafter the Kativik Act) each Northern Village (NV) shall be represented on the Council of the Kativik Regional Government (KRG) by a member of the Municipal Council;

Whereas the Council therefore deems it appropriate to appoint _____ as its representative on the Council of the KRG;

Whereas _____ agrees to this nomination.

It is therefore resolved that:

1. the preamble be an integral part of this resolution;
2. _____ be appointed as Regional Councillor to represent the NV of _____ on the KRG's Council;
3. within the first fifteen (15) days of his term of office, the Regional Councillor shall inform the Secretary of the KRG in writing of the address at which all official communications of the KRG are to be sent to him, the whole in accordance with section 256 of the Kativik Act;
4. a certified copy of this resolution be sent by the Secretary-Treasurer to the Secretary of the KRG;
5. the present resolution comes into effect the day of its adoption.

MOVED BY:

SECONDED BY:

IN FAVOUR:

OPPOSED:

ABSTENTIONS:

ABSENTEES:

DATE OF ADOPTION:

MAYOR'S SIGNATURE: (S)

SECRETARY-TREASURER'S SIGNATURE: (S)

Contested Elections and Conservation of Documents

Contested election

Any elector may contest the election of the mayor or of a councillor by filing of a notice of contestation with the KRG, within 30 days of the publication of the notice proclaiming the contested election.

This contestation may be based on the one or several of the following grounds:

- violence;
- corruption;
- fraud or incapacity;
- non-compliance with the required formalities of the Kativik Act.

After receipt of such a notice, the KRG shall meet the elector and the person whose election is being contested.

According to the conclusions it has reached pursuant to its inquiry, the KRG shall suggest either:

- to the elector that he withdraws his notice of contestation, or
- to the elected person that he renounces his office.

This suggestion is made in writing not later than 60 days from the filing of the notice. Copy of the document proposing the suggestion shall be transmitted to the elector having filed the notice of contestation and to the person whose election is being contested.

If, 90 days after the filing of the notice, the intervention of the KRG is deemed unsatisfactory by the elector, the latter may directly file a legal action in contestation of the election before the Court of Québec.

Conservation of ballots and electoral documents

Documents relating to electoral procedures, including sealed ballot boxes with all the ballots, must be kept for a period of 1 year from the end of the electoral process. If the election is contested, the document shall be retained for one year after the termination of such contestation.

At the end of the one-year period, the ballots as well as all documents that cannot be reused for the next election may be destroyed in a confidential manner (e.g. shredded or burned).

