

Naotkamegwanning First Nation
COMMUNITY RATIFICATION PROCESS

- In accordance with -

*The Framework Agreement on
First Nation Land Management*

Dated for reference March 12, 2026

Table of contents

1. TITLE AND PURPOSE.....	3
2. DEFINITIONS	3
3. ELIGIBLE VOTERS LIST	4
4. COMMUNITY ENGAGEMENT	5
5. INFORMATION TO VERIFIER	5
6. CONFIRMATION BY VERIFIER	6
7. COMMENCEMENT OF VOTE PROCESS.....	6
8. APPOINTMENT AND DUTIES OF RATIFICATION OFFICER.....	6
9. NOTICE OF VOTE	7
10. VOTER INFORMATION PACKAGE.....	8
11. AVAILABILITY OF DOCUMENTS.....	8
12. INFORMATION TO THIRD PARTIES	9
13. PRELIMINARY PROCEDURES	9
14. GENERAL RULES ON VOTING.....	9
15. POSTPONEMENT AND ADDITIONAL DAY FOR VOTING.....	10
16. ELECTRONIC VOTING	10
17. MAIL-IN BALLOTS	11
18. RECEIVING MAIL-IN BALLOT PACKAGES.....	12
19. PREPARING BALLOT BOXES	12
20. IN-PERSON VOTING	13
21. PROCESSING MAIL-IN BALLOTS.....	14
22. CANCELLED, REJECTED AND SPOILED BALLOTS.....	14
23. COUNTING OF BALLOTS	15
24. PROCEDURAL AMENDMENTS.....	15
25. DISPUTED VOTE.....	15
26. REPORT BY VERIFIER	16
27. CERTIFICATION OF LAND CODE	16
Form 1: Ballot Question.....	17
Form 2: Information to Verifier	18
Form 3: Confirmation by Verifier.....	19
Form 4: Commencement of Vote.....	21
Form 5: Confirmation of Individual Agreement for Vote	22
Form 6: Acceptance of Ratification Officer Appointment	23
Form 7: Appointment of Deputy Ratification Officer.....	24
Form 8: Appointment of an Assistant Ratification Officer	25
Form 9: Notice of Vote	26
Form 10: Voter Identification Envelope.....	28
Form 11: Declaration of Ratification Officer.....	30
Form 12: Declaration of Ratification Officer.....	31
Form 13: Statement of Witness.....	32
Form 14: Confirmation by Ratification Officer	33
Form 15: Report by Verifier	35
Form 16: Certification of Land Code.....	36
Appendix 1: CRP Timeline of Events.....	37

1. TITLE AND PURPOSE

- 1.1 The title of this document is the Naotkamegwanning First Nation Community Ratification Process.
- 1.2 The purpose of the Naotkamegwanning First Nation Community Ratification Process is to set out the voting rules and procedures that Naotkamegwanning First Nation must follow when seeking community approval of the Land Code and Individual Agreement, as required by the *Framework Agreement on First Nation Land Management*.

2. DEFINITIONS

- 2.1 In this Community Ratification Process:

“Canada” means the Minister of Crown-Indigenous Relations and Northern Affairs Canada or Indigenous Services Canada, or its designate(s);

“Council” means the Chief and Councillors of the Naotkamegwanning First Nation;

“Deputy Ratification Officer” is the person appointed by the Ratification Officer to carry out the duties and responsibilities contained in the Community Ratification Process.

“Eligible Voter” means a Member of Naotkamegwanning First Nation who is 18 years of age or older on the Official Voting Day;

“Eligible Voters List” means the list of Members who are eligible to vote;

“Electronic Ballot” means a ballot that is stored in electronic form for Electronic Voting;

“Electronic Voting” means casting an Electronic Ballot through the identified electronic voting system provided by an electronic voting service provider;

“First Nation” means the Naotkamegwanning First Nation;

“Framework Agreement” means the *Framework Agreement on First Nation Land Management* entered into between Canada and the signatory First Nations on February 12, 1996;

“Individual Agreement” means the Individual Agreement made between Naotkamegwanning First Nation and His Majesty the King in right of Canada in accordance with clause 6.1 of the Framework Agreement;

“Land Code” means the Naotkamegwanning First Nation Land Code;

“Mail-in Ballot” means a paper ballot mailed or delivered to the Ratification Officer;

“Member” means a person whose name appears or is entitled to appear on the Naotkamegwanning First Nation membership list;

“Official Voting Day” means the date set for holding the Ratification Vote;

“Ratification Officer” means the person who is appointed by Council to fulfill the duties in this Community Ratification Process;

“Ratification Vote” means a vote by the Eligible Voters on whether to approve or reject the Land Code and Individual Agreement;

“Regular Ballot” means a paper ballot used to cast an in-person vote on polling days;

“Verifier” means the independent person who is appointed under the Framework Agreement;

2.2 In the event of an inconsistency between the Framework Agreement and the Community Ratification Process, the Framework Agreement prevails.

2.3 The time frame calculation for a task specified under the Community Ratification Process, does not include the Official Voting Day.

2.4 A time frame calculation under the Community Ratification Process includes weekend and holidays.

2.5 All references to time are in (insert time zone) time zone.

2.6 Words in the singular include the plural, words in the plural include the singular. Words in the masculine include the feminine and words in the feminine include the masculine, as the context may require.

3. ELIGIBLE VOTERS LIST

3.1 Council must arrange for the preparation of the Eligible Voters List.

3.2 The Eligible Voters List must contain the following information for each Eligible Voter:

- (a) the full name;
- (b) 10-digit status/band/registration number; and
- (c) birth date.

3.3 The Eligible Voters List may contain the following information based upon the method(s) of voting:

- (a) phone numbers;
- (b) mailing addresses; and
- (c) e-mail addresses.

3.4 The prepared Eligible Voters List must be provided to the Ratification Officer and Verifier who must use the information solely for the purposes of the Ratification Vote.

- 3.5 The Ratification Officer has final discretion for adding or removing names from the Eligible Voters List.
- 3.6 Council may provide information to the Ratification Officer to update the Eligible Voters List by adjusting for deceased, transferred, or new Members.
- 3.7 The Ratification Officer must determine the total number of Eligible Voters based on the Eligible Voters List.
- 3.8 The Eligible Voters List must be kept in the electronic voting system and updated as votes are cast.

4. COMMUNITY ENGAGEMENT

- 4.1 Council must take reasonable steps to inform Eligible Voters of:
 - (a) their right to participate in the Community Ratification Process;
 - (b) the methods available to cast their vote by mail-in ballot, electronic ballot or personal attendance at the poll;
 - (c) the Land Code;
 - (d) the Individual Agreement;
 - (e) the Framework Agreement;
 - (f) the *Framework Agreement on First Nations Land Management Act*; and
 - (g) any other information that will inform the Eligible Voters.
- 4.2 Council must determine the methods of community engagement that will occur prior to the vote including but not limited to:
 - (a) visits at the homes, telephone or email contact with Eligible Voters;
 - (b) information meetings; and
 - (c) such other information activities as may be deemed appropriate.

5. INFORMATION TO VERIFIER

- 5.1 Council must provide to the Verifier a copy of the Community Ratification Process, Land Code, and Eligible Voters List by using [Form 2](#), at least **90 days** before the Official Voting Day.
- 5.2 Council must provide documentation to the Verifier regarding:
 - (a) efforts to locate and inform Eligible Voters;
 - (b) notices for information meetings;
 - (c) distribution of documents; and
 - (d) other community engagement activities (website, newsletters, posters, etc.).

6. CONFIRMATION BY VERIFIER

- 6.1 Upon receipt of [Form 2](#), the Verifier must review the Land Code and the Community Ratification Process to ensure consistency with the Framework Agreement.
- 6.2 Within 30 days of receiving [Form 2](#), the Verifier must issue a notice in [Form 3](#) to the First Nation, Canada and the Lands Advisory Board confirming the Land Code and the Community Ratification Process are consistent with the Framework Agreement.
- 6.3 If the Verifier is unable to confirm the consistency of the documents with the Framework Agreement, the Verifier must notify the First Nation so that necessary changes can be made for resubmission.

7. COMMENCEMENT OF VOTE PROCESS

- 7.1 After confirmation by the Verifier [Form 3](#), Council must pass a resolution using the wording in [Form 4](#) to:
 - (a) appoint the Ratification Officer;
 - (b) appoint a Council designate (optional);
 - (c) confirm the Eligible Voters List;
 - (d) confirm the use of Electronic Voting;
 - (e) confirm the text of the verified Community Ratification Process;
 - (f) confirm the text of the verified Land Code;
 - (g) set the Official Vote Day;
 - (h) confirm the wording of the Ballot question; and
 - (i) confirm that the Land Code and Individual Agreement will be considered approved by the community if a majority of participating Eligible Voters vote to approve them.
- 7.2 Upon receipt of the agreed upon Individual Agreement, Council confirms the text of the Individual Agreement by initialing each page of the Individual Agreement, including annexes, and passing a Council resolution in [Form 5](#).

8. APPOINTMENT AND DUTIES OF RATIFICATION OFFICER

- 8.1 The Ratification Officer is responsible for administering the Ratification Vote and has all the powers necessary to ensure compliance with this Community Ratification Process.
- 8.2 Council appoints the Ratification Officer by completing [Form 4](#).
- 8.3 The Ratification Officer must complete [Form 6](#) to confirm acceptance of the appointment.
- 8.4 The Ratification Officer must ensure the safekeeping of the ballot boxes, materials, and documents related to all polls.

- 8.5 The Ratification Officer must appoint a Deputy Ratification Officer using [Form 7](#), within a reasonable time after being appointed.
- 8.6 The Deputy Ratification Officer must perform the duties and exercise the powers of the Ratification Officer in the absence of the Ratification Officer or in circumstances where the Ratification Officer is unable to perform the duties or exercise the powers of the position.
- 8.7 The Ratification Officer may appoint one or more assistant Ratification Officers using [Form 8](#) to assist in the conduct of the vote.
- 8.8 The assistant Ratification Officer must perform any duties required by this Community Ratification Process or as directed by the Ratification Officer except:
- (a) the initialling of ballots;
 - (b) the determination to hold an additional day for voting,
 - (c) the deposit of the Mail-in Ballots in the ballot box;
 - (d) the safekeeping of ballot boxes; and
 - (e) the counting of ballots.

9. NOTICE OF VOTE

- 9.1 At least **50 days** prior to the Official Voting Day, the Ratification Officer, in consultation with Council, must post a Notice of Vote in [Form 9](#) in public places.
- 9.2 Immediately after posting the Notice of Vote, the Ratification Officer must e-mail a true copy of the Notice of Vote to the Verifier.
- 9.3 At least **15 days** prior to the Official Voting Day, the Ratification Officer must publish the Notice of Vote in various media accessible by Eligible Voters including local newspapers, websites, newsletters and online media.
- 9.4 The Notice of Vote must contain the following information:
- (a) that the Land Code and Individual Agreement are approved if a majority of the participating Eligible Voters vote to approve them;
 - (b) the Ballot question;
 - (c) the date, place and time of the Official Voting Day and any applicable Advance Polls;
 - (d) description of voting options and the time and days for Electronic Voting;
 - (e) instructions on obtaining copies of the:
 - i. verified NAME First Nation Land Code;
 - ii. Individual Agreement;
 - iii. NAME First Nation Community Ratification Process;

- iv. *Framework Agreement on First Nation Land Management*;
- v. *Framework Agreement on First Nations Land Management Act*; and
- vi. Ratification Officer's name and contact information.

10. VOTER INFORMATION PACKAGE

- 10.1 At least **50 days** prior to the Official Voting Day, the Ratification Officer must send a Voter Information Package to each Eligible Voter at their last known address or email.
- 10.2 Voter Information Packages may be e-mailed, mailed, couriered or hand delivered.
- 10.3 The Voter Information Package must contain:
- (a) a copy of the Notice of Vote;
 - (b) summaries of the Land Code and Individual Agreement; and
 - (c) procedures for voting.
- 10.4 The Voter Information Package may contain any other information the First Nation deems relevant (maps, full versions of documents, etc.)
- 10.5 The Verifier and the First Nations Land Management Resource Centre must receive a copy of the Voter Information Package.

11. AVAILABILITY OF DOCUMENTS

- 11.1 Council must ensure that the following documents are available on the First Nation website or a specific Land Code website (can insert website address):
- (a) verified Land Code;
 - (b) Individual Agreement;
 - (c) verified Community Ratification Process;
 - (d) *Framework Agreement on First Nation Land Management*;
 - (e) *Framework Agreement on First Nations Land Management Act*; and
 - (f) any other information deemed relevant by Council (summaries, maps, etc.).
- 11.2 Council must ensure paper copies are available, upon request.
- 11.3 The Voter Information Package must contain a copy of the Notice of Vote and instructions on obtaining copies of the:
- (a) verified Land Code;
 - (b) Individual Agreement;
 - (c) verified Community Ratification Process; and
 - (d) procedures for voting.

12. INFORMATION TO THIRD PARTIES

12.1 At least **28 days** prior to Official Voting Day, Council must send a notice to persons who are not Members and who hold a registered interest in reserve land.

12.2 The notice must contain:

- (a) the date and effect of the Ratification Vote;
- (b) a summary of the Land Code, the Framework Agreement, and the Framework Agreement on First Nations Land Management Act; and
- (c) a contact at the First Nation should they have any questions.

13. PRELIMINARY PROCEDURES

13.1 The Ratification Officer, in consultation with Council, must:

- (a) designate the polling location(s);
- (b) prepare and initial sufficient copies of Regular Ballots and Mail-in Ballots;
- (c) prepare sufficient copies of the secrecy envelopes, the Voter Identification Envelopes, and the return envelopes, with prepaid postage where necessary;
- (d) prepare sufficient copies of the voting instructions;
- (e) obtain a sufficient number of ballot boxes;
- (f) provide for a designated voting area at the polls such that an Eligible Voter can mark a Ballot free from observation;
- (g) provide a sufficient number of lead pencils and blue or black ink pens for marking the ballot;
- (h) ensure that samples of the Ballot question are posted or available for examination at the polls; and
- (i) ensure that a Commissioner for taking Oaths or Notary Public must be available as required.

13.2 The Ratification Officer must establish a process of ongoing communication by telephone, online or other effective means between polls, if there is more than one polling station.

14. GENERAL RULES ON VOTING

14.1 Every Eligible Voter may exercise their right to vote and may cast a single Ballot using one of the following vote methods:

- (a) In-person;
- (b) Mail-in; or
- (c) Electronic.

14.2 The Ratification Officer must ensure the following:

- (d) the secrecy and confidentiality of each vote cast;
- (e) that peace and good order is maintained at the polls;
- (f) that no person interferes or harasses an Eligible Voter when voting;
- (g) that there is no proxy voting;
- (h) the vote process is fair, accessible, transparent and accountable; and
- (i) certainty that the results of the Ratification Vote accurately reflect the votes cast.

14.3 The ballot wording ([Form 1](#)) must be identical for each voting method.

15. POSTPONEMENT AND ADDITIONAL DAY FOR VOTING

15.1 Council may decide to postpone, add vote days or identify alternative polling stations if there is an event that impacts the vote. Events may include but are not limited to:

- (a) severe inclement weather;
- (b) death of a community Member; or
- (c) natural or any other disaster.

15.2 If Council postpones or adds vote days, Council, or its designate, must:

- (a) identify an additional voting date to be held no more than 20 days after the Official Voting Day and that new date will become the Official Voting Day; and
- (b) provide written notification of the decision to the Ratification Officer and Verifier.

15.3 If Council identifies alternative polling stations, Council, or its designate, must provide written notification of the decision to the Ratification Officer and Verifier.

15.4 The Ratification Officer must:

- (a) notify Eligible Voters immediately of the decision to postpone, add vote days or identify alternative polling stations;
- (b) ensure that Electronic and Mail-In Ballots can be received until close of the polls on the additional day of voting; and
- (c) ensure all ballots are kept safe and secure until the close of the polls on the additional day for voting.

16. ELECTRONIC VOTING

16.1 The Notice of Vote must be posted prior to the opening of Electronic Voting.

16.2 The electronic voting system must:

- (a) confirm that the Eligible Voter has not previously voted;
- (b) record the name, time and date of each Electronic Ballot that is cast; and

- (c) send an e-mail notifying the Ratification Officer that an Eligible Voter has cast an Electronic Ballot.

16.3 The electronic voting service provider must ensure the Ratification Officer can:

- (a) access detailed daily and weekly activity reports;
- (b) modify and view the Eligible Voters List;
- (c) if applicable, view, issue and cancel unique voter security codes; and
- (d) view the summary of the voting activity.

16.4 Where the Ratification Officer is notified that an Eligible Voter is having difficulty casting their electronic vote, the Ratification Officer must ensure assistance is provided as soon as practicable.

16.5 Individual voting results must remain secret at all times, must not be revealed, and must be encrypted in such a way that it can never be revealed.

16.6 The electronic voting system must send an automated e-mail notification to the Ratification Officer and the Eligible Voter of all activity associated with that Eligible Voter's electronic vote, including:

- (a) attempted registration and/or voting;
- (b) completed voter registration;
- (c) completed voting; and
- (d) system or communication failures.

16.7 After the close of polls on the Official Vote Day, the electronic voting system must close, and the Electronic Voting results will be emailed and made available to the Ratification Officer.

16.8 Only the Ratification Officer is authorized to post the vote results.

16.9 The Electronic Voting results must form part of the Confirmation by Ratification Officer in [Form 14](#).

17. MAIL-IN BALLOTS

17.1 The Ratification Officer must send a Mail-in Ballot Package to each Eligible Voter who requests to vote by mail.

17.2 Mail-in Ballot Packages may be mailed, couriered, or hand delivered to the Eligible Voter.

17.3 The Mail-in Ballot Package must contain:

- (a) a pre-folded and initialled Mail-in Ballot in [Form 1](#);
- (b) a secrecy envelope;
- (c) a Voter Identification Envelope in [Form 10](#), and

- (d) a return envelope and voting instructions.

17.4 An Eligible Voter who spoils or loses a Mail-in Ballot may obtain another Mail-in Ballot by contacting the Ratification Officer. The Ratification Officer must record that a second Mail-in Ballot was provided to the Eligible Voter.

18. RECEIVING MAIL-IN BALLOT PACKAGES

18.1 When receiving a completed Mail-in Ballot package, the Ratification Officer must:

- (a) open the return envelope;
- (b) confirm that the Voter Identification Envelope was completed, signed, and witnessed;
- (c) confirm that the Eligible Voter's name is on the Eligible Voters List;
- (d) record on the Eligible Voters List the date the return envelope was received; and
- (e) store the sealed Voter Identification Envelope containing the Mail-in Ballot in a secure location until the Official Voting Day.

18.2 The Ratification Officer may contact an Eligible Voter if a Voter Identification Envelope is not completed properly to allow the Eligible Voter to make corrections.

18.3 The Ratification Officer must ensure that Mail-in Ballots are retrieved from the post office box prior to the close of the polls on the Official Voting Day.

19. PREPARING BALLOT BOXES

MAIL-IN BALLOT BOXES

19.1 On the Official Voting Day, in the presence of an Eligible Voter who will act as a witness, the Ratification Officer must:

- (a) open a ballot box to be used only for Mail-in Ballots;
- (b) request the witness to confirm that the ballot box is empty;
- (c) seal the ballot box and place their signature on the seal; and
- (d) ask the witness to place their signature on the seal.

19.2 The Ratification Officer must:

- (a) execute a Declaration of Ratification Officer in [Form 11](#); and
- (b) ensure that each witness executes a Statement of Witness in [Form 13](#).

REGULAR BALLOT BOXES

19.3 On each voting day and at every polling location, in the presence of an Eligible Voter who will act as a witness, the Ratification Officer must:

- (a) open a ballot box to be used only for Regular Ballots;

- (b) before the first vote is cast, request the witness to confirm that the ballot box is empty;
- (c) seal the ballot box and place their signature on the seal;
- (d) ask the witness to place their signature on the seal; and
- (e) keep the ballot box in view for reception of Regular Ballots.

19.4 The Ratification Officer must:

- (a) execute a Declaration of Ratification Officer in [Form 12](#); and
- (b) ensure that each witness executes a Statement of Witness in [Form 13](#).

20. IN-PERSON VOTING

20.1 The Ratification Officer must ensure appropriate signage is posted to identify each polling location.

20.2 When an Eligible Voter attends to vote in-person, the Ratification Officer must:

- (a) confirm that they are an Eligible Voter and have not already voted by another voting method;
- (b) record, on the Eligible Voters List, the name of the Eligible Voter receiving a Regular Ballot; and
- (c) provide the Eligible Voter with a pre-folded Regular Ballot, initialled by the Ratification Officer.

20.3 Upon request, the Ratification Officer must explain the method of voting.

20.4 If the Ratification Officer is requested to assist an Eligible Voter in casting their vote, the Ratification Officer must make a note of any assistance provided on the Eligible Voters List.

20.5 Except when an Eligible Voter requires assistance, the Ratification Officer must only allow one Eligible Voter at a time into a designated voting area.

20.6 Upon receiving a completed Regular Ballot, the Ratification Officer, without unfolding it, must:

- (a) verify the Ratification Officer's initials; and
- (b) deposit the completed Ballot into the Regular Ballot box.

20.7 At the time set for closing the polls, the Ratification Officer must declare the polls closed and allow any remaining Eligible Voters within the polls time to finish casting their vote.

20.8 In the circumstance where there are alternative polling locations, upon the close of the polls and in the presence of an Eligible Voter who will act as a witness, the presiding Ratification Officer must:

- (a) seal the ballot box and place their signature on the seal;

- (b) ask the witness to place their signature on the seal; and
- (c) immediately transport the sealed ballot box to the Ratification Officer at the Official Voting Day location.

20.9 If Council has decided that an additional voting day is required, at the close of the poll and in the presence of an Eligible Voter who will act as a witness, the Ratification Officer must:

- (a) seal the ballot box and place their signature on the seal; and
- (b) ask the witness to place their signature on the seal.

21. PROCESSING MAIL-IN BALLOTS

21.1 The Ratification Officer must process Mail-In Ballots on the Official Voting Day.

21.2 When processing Mail-in Ballots, the Ratification Officer must:

- (a) confirm the name of the Eligible Voter is on the Eligible Voters List;
- (b) ensure that the Eligible Voter has not already voted by any other means;
- (c) if the Eligible Voter has already voted, set the unopened Voter Identification Envelope aside;
- (d) open the Voter Identification Envelope;
- (e) open the secrecy envelope, confirm the authenticity of the ballot by verifying the Ratification Officer's initials, and deposit the ballot into the Mail-In Ballot box; and
- (f) record the Eligible Voter as having voted by Mail-In Ballot.

22. CANCELLED, REJECTED AND SPOILED BALLOTS

22.1 The Ratification Officer may determine that a ballot is **rejected** if:

- (a) the ballot does not contain the Ratification Officer's initials;
- (b) an Eligible Voter has previously voted by another method;
- (c) a voter is not an Eligible Voter; or
- (d) a Mail-in Ballot is not accompanied by a Voter Identification Envelope, or the envelope is incomplete and the Eligible Voter's identity cannot be verified.

22.2 The Ratification Officer may determine that a ballot is **spoiled** if:

- (a) the ballot was not marked as either "YES" or "NO";
- (b) the ballot was marked as both "YES" and "NO";
- (c) the Ratification Officer cannot reasonably determine the intent of the Eligible Voter; or
- (d) the ballot has any writing or mark which can identify the Eligible Voter.

- 22.3 The Ratification Officer may determine that a ballot is **cancelled** if an Eligible Voter fails to deposit their completed Regular Ballot to the Ratification Officer.
- 22.4 Any spoiled, rejected, or cancelled ballots must be recorded on the Eligible Voters List which must be confirmed by the Ratification Officer ([Form 14](#)).

23. COUNTING OF BALLOTS

- 23.1 After the close of polls on the Official Voting Day, the Ratification Officer, in the presence of participating Eligible Voters, must:
- (a) process the Mail-In Ballots, if applicable;
 - (b) examine all ballots contained in the ballot boxes;
 - (c) count the number of ballots marked “YES”, the number of ballots marked “NO”; and
 - (d) count the number of spoiled, rejected, and cancelled ballots.
- 23.2 When the results of the vote have been determined, the Ratification Officer must execute a Confirmation by Ratification Officer in [Form 14](#) and provide the form to the First Nation and the Verifier.
- 23.3 The Ratification Officer must retain the Eligible Voters List and in separate envelopes the spoiled, rejected, cancelled, “YES”, and “NO” ballots.
- 23.4 Unless otherwise instructed by Council, the Ratification Officer must destroy all ballots and the Eligible Voters List 75 days after the Official Voting Day.

24. PROCEDURAL AMENDMENTS

- 24.1 The Ratification Officer, Council or its designate, and the Verifier may determine that a procedural amendment is required if they:
- (a) deem it necessary to do so; and
 - (b) reasonably believe the procedural amendments will not change the substance of the verified Community Ratification Process document.
- 24.2 The Ratification Officer must state in writing, the nature and basis of the procedural amendment, and post it in public places.

25. DISPUTED VOTE

- 25.1 Any Eligible Voter may, within 5 days after the conclusion of the vote, report in writing any irregularity in the voting process to the verifier.
- 25.2 If an Eligible Voter reasonably believes the final result of the vote might have been different, but for the violation or irregularity, they must report their dispute to the verifier in writing and must include:

- (a) the name, address and telephone number of the Eligible Voter disputing the vote;
- (b) a summary of the key facts and how those facts may have changed the outcome of the vote; and
- (c) a statutory declaration setting out the grounds for the dispute.

25.3 The Verifier must within 10 days after the conclusion of the vote, determine whether the received dispute is valid.

25.4 The Verifier must dismiss the objection if the Verifier determines that:

- (a) there was neither a violation of this Community Ratification Process nor an irregularity in that process; or
- (b) there was a violation or an irregularity, but the final result of the Ratification Vote was not affected.

25.5 A Verifier can not certify a land code if they are of the opinion that the dispute is valid.

26. REPORT BY VERIFIER

26.1 Within 15 days of the conclusion of the vote, the Verifier must send the Report by Verifier in [Form 15](#) to the First Nation, Canada and the Chair of the Lands Advisory Board.

27. CERTIFICATION OF LAND CODE

27.1 The Land Code and the Individual Agreement are approved if a majority of the participating Eligible Voters vote to approve them.

27.2 If the Land Code and the Individual Agreement are approved, and upon receiving the Report by Verifier ([Form 15](#)), Council must sign the Individual Agreement and send a copy to Canada for signing.

27.3 Canada must sign the Individual Agreement and send a signed copy to the First Nation.

27.4 After receiving the fully signed Individual Agreement from Canada, Council must send the approved Land Code and signed Individual Agreement to the Verifier.

27.5 The Verifier must then certify the Land Code and complete the Certification of Land Code ([Form 16](#)).

27.6 The Verifier must send a copy of the Certification of Land Code ([Form 16](#)) and the certified Land Code to the First Nation, Canada and the Chair of the Lands Advisory Board.

Do you approve:

- The Nootkamegwanning First Nation Land Code, dated for reference ____,202__ and;
- The Individual Agreement on First Nation Land Management with His Majesty the King in right of Canada, dated for reference _____, 202_?

EXPLANATION

A **“YES”** vote means that Nootkamegwanning First Nation will govern its own reserve lands under the

NAME First Nation Land Code.

A **“NO”** vote means that Nootkamegwanning First Nation lands will continue to be managed by Canada under the *Indian Act*.

YES

☐

NO

☐

Mark this Ballot by placing an “X” in one of the above boxes.

Form 2: Information to Verifier
Nautkamegwanning First Nation Council
Resolution

The Council of Nautkamegwanning First Nation, in accordance with the clause 8.4 of the *Framework Agreement on First Nation Land Management* and the Nautkamegwanning First Nation Community Ratification Process, do hereby resolve to submit the following information to the Verifier:

1. the proposed Nautkamegwanning First Nation Land Code dated for reference __, 202__;
2. the proposed Nautkamegwanning First Nation Community Ratification Process, dated for reference _____, 202__; and
3. the initial Eligible Voters List.

Dated at Nautkamegwanning First Nation, Province of __, on the _____ day of _____ 202__.

Chief (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

(* A quorum for Nautkamegwanning First Nation consists of #__ Council members)

Form 3: Confirmation by Verifier

CANADA)
PROVINCE OF _____)

I, _____, of _____, in the Province of _____,

DO SOLEMNLY DECLARE THAT:

1. I was appointed as the Verifier by Nootkamegwanning First Nation on the _____ day of _____ 202_ and by Canada on the _____ day of _____ 202_ for the purpose of verifying the community approval of their Land Code and their Individual Agreement, in accordance with the *Framework Agreement on First Nation Land Management*.
2. In accordance with clause 8.4 of the Framework Agreement, I received the following information from Nootkamegwanning First Nation on _____, 202_:
 - (a) a copy of the Nootkamegwanning First Nation Land Code;
 - (b) a copy of the Nootkamegwanning First Nation Community Ratification Process; and
 - (c) the initial Eligible Voters List.
3. A true copy of the *Land Code*, entitled the Nootkamegwanning First Nation Land Code, dated for reference ____, 202_ is attached hereto as Annex "1" to this declaration.
4. A true copy of the Community Ratification Process, entitled Nootkamegwanning First Nation Community Ratification Process, dated for reference _____, 202_ is attached hereto as Annex "2" to this declaration.
5. In accordance with clause 8.5 of the Framework Agreement, I reviewed the Nootkamegwanning First Nation Land Code and the Nootkamegwanning First Nation Community Ratification Process to decide whether:
 - (a) the Nootkamegwanning First Nation Land Code conforms with the requirements of clause 5 of the Framework Agreement; and
 - (b) the Nootkamegwanning First Nation Community Ratification Process conforms with clause 7 of the Framework Agreement.
6. In accordance with clause 8.9 of the Framework Agreement, *the* Nootkamegwanning First Nation Land Code and the Nootkamegwanning First Nation Community Ratification Process are hereby confirmed/not confirmed as being consistent with the Framework Agreement.
7. My reasons for not confirming the Nootkamegwanning First Nation Land Code or NAME First Nation Community Ratification Process are as follows:

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada*

DECLARED BEFORE me at the _____)
of _____, in the Province of _____)
_____, this _____ day of _____, 202__.

A Commissioner for Taking Oaths in and
for the Province of _____.

or Notary Public

Verifier

Form 4: Commencement of Vote

Naotkamegwanning First Nation Council Resolution

The Council of Naotkamegwanning First Nation, in accordance with the *Framework Agreement on First Nation Land Management* and the Naotkamegwanning First Nation Community Ratification Process, do hereby resolve to:

1. Appoint _____ as the Ratification Officer;
2. Appoint _____ as the Council designate (optional);
3. Confirm the Eligible Voters List;
4. Authorize the use of Electronic Voting, and appointment of _____, as the independent electronic voting service provider;
5. Confirm the text of the Naotkamegwanning First Nation Community Ratification Process, as confirmed by the Verifier and dated for reference _____, 202__;
6. Confirm the text of the Naotkamegwanning First Nation Land Code, as confirmed by the Verifier and dated for reference _____, 202__;
7. Set the Official Voting Day for the Ratification Vote to be the ____ day of _____, 202__, to determine if the community approves the Land Code and Individual Agreement;
8. Confirm the Ballot question in [Form 1](#), which is attached as Annex 1; and
9. Confirm that the Land Code and Individual Agreement are approved if a majority of the participating Eligible Voters vote to approve them.

Dated at Naotkamegwanning First Nation, Province of _____ on the ____ day of _____, 202__.

Chief (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

(* A quorum for the Naotkamegwanning First Nation consists of (#_) Council members)

Form 5: Confirmation of Individual Agreement for Vote

Nautkamegwanning First Nation Council
Resolution

The Council of Nautkamegwanning First Nation, in accordance with the *Framework Agreement on First Nation Land Management* and the Nautkamegwanning First Nation Community Ratification Process, do hereby resolve to confirm the text of the Individual Agreement, dated for reference

_____, 202__.

Dated at Nautkamegwanning First Nation, Province of ____ on the ____ day of _____, 202__.

Chief (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

Councillor (name)

(* A quorum for the Nautkamegwanning First Nation consists of (#_) Council members)

Form 6: Acceptance of Ratification Officer Appointment

Date _____

I, _____, agree to act as Ratification Officer for the Ratification Vote on the Land Code and Individual Agreement, and I will fulfill my duties in accordance with the Naotkamegwanning First Nation Community Ratification Process and the requirements of confidentiality.

Ratification Officer

Form 7: Appointment of Deputy Ratification Officer

Date _____

I, _____, Ratification Officer, appoint _____
to act as Deputy Ratification Officer in accordance with the Nootkamegwanning First Nation
Community Ratification Process for the purpose of the Ratification Vote on the Land Code and
Individual Agreement.

Ratification Officer

I, _____ accept the appointment of Deputy Ratification Officer
for the purpose of the Ratification Vote on the Land Code and Individual Agreement and
promise to carry out all assigned duties to the best of my abilities and in accordance with the
Nootkamegwanning First Nation Community Ratification Process and the requirements of
confidentiality.

Deputy Ratification Officer

Form 8: Appointment of an Assistant Ratification Officer

Date _____

I, _____, Ratification Officer, appoint _____
to act as my assistant in carrying out my duties in accordance with the Nootkamegwanning
First Nation Community Ratification Process for the purpose of the Ratification Vote on the
Land Code and Individual Agreement.

Ratification Officer

I, _____ agree to act as an assistant to the Ratification Officer for
the purpose of the Ratification Vote on the Land Code and Individual Agreement and promise
to carry out all assigned duties to the best of my abilities and in accordance with the
Nootkamegwanning First Nation Community Ratification Process and the requirements of
confidentiality.

Assistant Ratification Officer

Date: Month/Date/Year

TO: Eligible Voters of Nootkamegwanning First Nation

Notification of Community Ratification Vote

A community ratification vote about the Nootkamegwanning First Nation Land Code and the Individual Agreement is being held in accordance with the Nootkamegwanning First Nation Community Ratification Process.

Approval Threshold

The Land Code and Individual Agreement are approved if a majority of Nootkamegwanning First Nation Eligible Voters that participate in the vote, vote to approve them.

Eligible Voters

All members of Nootkamegwanning First Nation who are 18 years of age or older as of the Official Voting Day are eligible to vote.

Ballot Question

The ballot question asks:

"Do you approve:

- The Nootkamegwanning First Nation Land Code, dated __, 20__; and
- The Individual Agreement with His Majesty the King in Right of Canada?"

Voting Options and Details

ELECTRONIC VOTING Starts (month/date/year), (time) a.m. Ends (month/date/year), (time) p.m. Location(s) • (Polling Address)	ADVANCE POLLS Starts (month/date/year), (time) a.m. Ends (month/date/year), (time) p.m. Location(s) • (Polling Address)	<u>OFFICIAL VOTING DAY</u> Starts (month/date/year), (time) a.m. Ends (month/date/year), (time) p.m. Location(s) • (Polling Address)
Mail-In Ballots: • Option 1: Mail-In Ballots are available by contacting the Ratification Officer. • Option 2: Mail-In Ballot were sent to each Eligible Voter who provided updated mailing address. <i>*If you did not receive a Mail-In Ballot, please contact the Ratification Officer.</i>		

Copies of Information

The following information may be obtained at (www.domain.com/ca) or by contacting the Land Code Coordinator (Name), (telephone/email) or Ratification Officer.

- i. verified Nootkamegwanning First Nation Land Code;
- ii. Individual Agreement;
- iii. Nootkamegwanning First Nation Community Ratification Process;
- iv. *Framework Agreement on First Nation Land Management*;
- v. *Framework Agreement on First Nations Land Management Act*; and
- vi. any other relevant information including summaries, maps, etc.

Ratification Officer

(Name) _____, Ratification Officer

(Telephone) _____

(Email) _____

Form 10: Voter Identification Envelope
(formatted for 8.5 x 11 envelope)

MAIL-IN BALLOT VOTER IDENTIFICATION ENVELOPE
Naotkamegwanning First Nation Land Code Ratification Vote

I, (Full Name of Eligible Voter): _____

(Please print your name)

by completing this form, confirm that:

1. I am a member of Naotkamegwanning First Nation.
2. I will be at least 18 years of age on the Official Voting Day of _____, 202__.
3. I have marked, folded, and sealed my Ballot in the secrecy envelope.

Eligible Voter signature and information,
signed in the presence of witness:

Witness to Eligible Voter's signature:
(Witness must be at least 18 years of age.)

(Signature of Eligible Voter)

(Witness' signature)

(Date of Birth)

(Witness, please print name)

(Eligible Voter 10-digit band number)

(Witness address)

(Eligible Voter Address)

(Witness Telephone)

(Eligible Voter Telephone)

Signed on (date)

Signed on (date)

Mail-In Ballots must be received by the Ratification Officer by
(month/date/year), (time) p.m.

Form 10: Voter Identification Envelope
(formatted for 5 x 7 envelope)

MAIL-IN BALLOT VOTER IDENTIFICATION ENVELOPE
Naotkamegwaning First Nation Land Code

I, (Full Name of Eligible Voter): _____
(Please print your name)

by completing this form, confirm that:

1. I am a member of Naotkamegwaning First Nation.
2. I will be at least 18 years of age on the Official Voting Day of _____, 202__.
3. I have marked, folded, and sealed my Ballot in the secrecy envelope.

Eligible Voter signature and
information, signed in the presence
of witness:

Witness to Eligible Voter's signature:
(Witness must be at least 18 years of
age.)

(Signature of Eligible Voter)

(Witness' signature)

(Date of Birth)

(Witness, please print name)

(Eligible Voter 10-digit band #)

(Witness address)

(Eligible Voter Address)

(Witness Telephone)

(Eligible Voter Telephone)

Signed on (date)

Signed on (date)

Mail-In Ballots must be received by the Ratification Officer by
(month/date/year), (time) p.m.

Form 11: Declaration of Ratification Officer
(Mail-in Ballots)

CANADA)
PROVINCE OF _____)

I, _____, Ratification Officer, of _____, in the Province of _____,

DO SOLEMNLY DECLARE THAT:

1. I was personally responsible for receiving and processing all Mail-in Ballots at Naotkamegwaning First Nation when Eligible Voters of Naotkamegwaning First Nation voted in a Ratification Vote concerning the Land Code and Individual Agreement.
2. In preparation for depositing Mail-in Ballots, I opened ballot box number #__.
3. I confirmed that the ballot box was empty, and I asked Eligible Voters who were present to witness that the ballot box was empty.
4. I then properly sealed the ballot box, in front of the Eligible Voters who were present, and prepared it for the reception of Mail-in Ballots.
5. I personally deposited all of the Mail-in Ballots received by me without opening the secrecy envelopes into ballot box # __ and kept the ballot box sealed when not in my custody until the ballots were counted.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE me at the _____)
of _____, in the Province of _____)
_____, this _____ day of _____, 202__.

A Commissioner for Taking Oaths in and
for the Province of _____.

or Notary Public

Ratification Officer

Form 12: Declaration of Ratification Officer

(In-Person Polls)

CANADA)
Province of _____)

I, _____, Ratification Officer, of _____, in the Province of _____, DO
SOLEMNLY DECLARE THAT:

1. I was personally present at _____ on the __ day of _____
202__ when Eligible Voters of Nootkamegwanning First Nation voted in a
Ratification Vote concerning the Land Code and Individual Agreement.
2. Immediately before the Ratification Vote began, I opened ballot box number #__.
3. I saw that the ballot box was empty, and I asked Eligible Voters who were present to
witness that the ballot box was empty.
4. I then properly sealed the ballot box, in front of those persons who were present, and
kept it in view for the reception of Regular Ballots.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing
that it is of the same force as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE me at the _____)
of _____, in the Province of _____)
_____, this ____ day of _____, 202__.

A Commissioner for Taking Oaths in and
for the Province of _____.

or Notary Public

Ratification Officer

Form 13: Statement of Witness
(Preparing Ballot Boxes)

Date

I, _____ was personally present at _____ on the
____ day of _____, 202__ when the Ratification Officer prepared the Ballot Boxes.

1. I am an Eligible Voter.
2. I witnessed that Regular Ballot Box #__ was empty.
3. I witnessed that Mail-In Ballot Box # __ was empty.
4. I witnessed the Ratification Officer seal and sign all ballot boxes.
5. I signed the seals, as requested by the Ratification Officer.

Witness Signature

Form 14: Confirmation by Ratification Officer
(Conclusion of Vote)

CANADA _____)
Province of _____)

As required by the Nootkamegwanning First Nation Community Ratification Process, I, _____,
Ratification Officer for Nootkamegwanning First Nation in the Province of _____,
DO SOLEMNLY DECLARE THAT:

1. I was present at NAME First Nation at (_____ location of poll) on the _____ day(s) of _____, 202____ when Eligible Voters of Nootkamegwanning First Nation voted concerning approval of the *Nootkamegwanning First Nation Land Code* and Individual Agreement.
2. A true copy of the Notice of Vote is attached as Annex “1” to this declaration.
3. I posted the Notice of Vote at least **50 days** prior to the Official Voting Day.
4. I arranged for the Notice of Vote to be published, at least **15 days** prior to the Official Voting Day, in various media accessible by Eligible Voters.
5. The Voter Information Package was made available to all Eligible Voters by publishing on the First Nation and/or Land Code website, delivered by email, mail, and/or hand delivered at least **50 days** prior to the Official Voting Day.
6. The voting procedure, including the handling of electronic ballots, Mail-in Ballots and the counting of results, was conducted in accordance with this Community Ratification Process.
7. The names of _____ Eligible Voters appeared on the Eligible Voters List.
8. The number of participating Eligible Voters was _____.
9. The number of participating Eligible Voters who constituted a majority was _____.
10. In accordance with the Nootkamegwanning First Nation Community Ratification Process, the results of the Ratification Vote are as follows:
 - (a) _____ Electronic Ballots were cast;
 - (b) _____ Mail-in Ballots were cast;
 - (c) _____ Regular Ballots were cast;
 - (d) _____ Mail-in Ballots were rejected and not opened or deposited into the ballot box;
 - (e) _____ Mail-in Ballots were spoiled;
 - (f) _____ Regular Ballots were spoiled;

- (g) _____ Regular Ballots were rejected;
- (h) _____ Regular Ballots were cancelled;
- (i) _____ is the total of all ballots marked “YES”; and
- (j) _____ is the total of all ballots marked “NO”.

13. Based on the required majority stated in the NAME First Nation Community Ratification Process, the *Nootkamegwanning First Nation Land Code* and Individual Agreement were **approved/not approved** by the Eligible Voters.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE me at the _____)
of _____, in the Province of _____)
_____, this _____ day of _____, 202____.)

A Commissioner for Taking Oaths in and)
for the Province of _____.)
or Notary Public)
_____)

Ratification Officer

Form 15: Report by Verifier
(Conclusion of Objections Period)

CANADA)
Province of _____)

I, _____, DO SOLEMNLY DECLARE THAT:

1. On the __ day(s) of _____, 202__ the Eligible Voters of the Nootkamegwanning First Nation voted concerning approval of *the Nootkamegwanning First Nation Land Code* and their Individual Agreement in accordance with the Nootkamegwanning First Nation Community Ratification Process.
2. A copy of the Confirmation of Ratification Officer in [Form 14](#) is attached as Annex “1” to this declaration.
3. The names of _____ Eligible Voters appeared on the Eligible Voters List.
4. The number of participating Eligible Voters was _____.
5. The number of participating Eligible Voters who constituted a majority was _____.
6. The results of the Ratification Vote are as follows:
 - (a) _____ is the total of all ballots marked “YES”; and
 - (b) _____ is the total of all ballots marked “NO”.
7. Based on the need to meet or exceed the required majority stated above, the Land Code and Individual Agreements were **approved/not approved** by the Eligible Voters.
8. If the Eligible Voters approved the Land Code and Individual Agreement, Council can sign the Individual Agreement and send a copy to Canada for signing.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE me at the _____)
of _____, in the Province of _____)
_____, this ____ day of _____, 202__.

_____))
_____))
A Commissioner for Taking Oaths in and _____))
for the Province of _____.))
or Notary Public _____))
_____)

Ratification Officer

Form 16: Certification of Land Code

The *Nootkamegwanning First Nation Land Code* and the Individual Agreement were approved by the Eligible Voters on the _____ day of _____, 202__;

The Nootkamegwanning First Nation Council has sent a true copy of the fully signed Individual Agreement and the *Nootkamegwanning First Nation Land Code* to the Verifier;

The *Nootkamegwanning First Nation Land Code* states that the *Land Code* must take effect on the first day of the month following the certification of *Nootkamegwanning First Nation Land Code* by the Verifier;

Therefore, I hereby certify the *Nootkamegwanning First Nation Land Code*, attached as Annex “1” hereto, and the effective date of the *Nootkamegwanning First Nation Land Code* is __ day of _____, 202__.

DECLARED BEFORE me at the _____)
of _____, in the Province of _____)
_____, this _____ day of _____, 202__.)

A Commissioner for Taking Oaths in and
for the Province of _____.

or Notary Public

Ratification Officer

Appendix 1: CRP Timeline of Events

(sample based on model timelines)

Section	Description	CRP Timeline	Sample dates
3	Compile list of EVs with contact info. Send to RO and Verifier	Early	
4	Community Engagement	On-going	
5	Send Verifier documentation of efforts to locate and inform EVs	On-going	
5	FORM 2 – Council send CRP, LC, EV list to Verifier	90 days pre-vote	Sept 2, 2025
6	FORM 3 – Verifier confirms LC & CRP are consistent with FA	30 days after Form 2	Oct 2, 2025
7	FORM 4 – Council Resolution for commencement of vote process	After receipt of Form 3	
7	FORM 5 – Council Resolution to confirm and initial IA	After receipt of Form 3	
8	FORM 6 – RO confirms acceptance of appointment	After Form 4	
8	FORM 7 – RO appoints Deputy RO	After Form 6	
8	FORM 8 – RO appoints assistant ROs (optional)	After Form 6	
9	FORM 9 – Notice of Vote posted in public places. Send to Verifier	50 days pre-vote	Oct 12, 2025
10	Send Voter information packages to EVs, Verifier & RC	50 days pre-vote	Oct 12, 2025
11	Ensure documents are available on website. Ensure paper copies are available upon request	Once Form 9 (notice of vote) is posted	
12	Send information to third parties	28 days pre-vote	Nov 3, 2025
13	Preliminary Vote Procedures	Pre-vote	
9	Publish FORM 9 (Notice of Vote) in various media	15 days pre-vote	Nov 16, 2025
	FORMS 1, 11, 12, 13 (for use at the polls)	VOTE DAY	DEC 1, 2025
23	FORM 14 - Confirmation by Ratification Officer. Send to First Nation and Verifier.	VOTE DAY Close of polls	
25	EVs may dispute vote in writing	5 days post-vote	Dec 6, 2025
25	Verifier determines if disputes received are valid	10 days post-vote	Dec 11, 2025
26	FORM 15 - Report by Verifier Send to First Nation, Canada, LABRC	15 days post-vote	Dec 16, 2025
27	Council signs the IA and sends to Canada. Canada signs the IA and sends to the First Nation.	After Form 15	
27	FORM 16 – Certification of LC by Verifier. Send to First Nation, Canada, LABRC	After receiving fully signed IA and LC	
	First Nation Operational	As stated in LC	

*red text: timelines are not flexible (Framework Agreement requirements)

*black text: timelines are flexible

*VOTE DAY