



# Community Ratification Process (CRP) Summary

---

## INTRODUCTION

Kitsumkalum members aged eighteen (18) and over will have an opportunity to vote on the Kitsumkalum Land Code and Individual Agreement using the procedures set out in the Kitsumkalum Community Ratification Process (CRP).

This summary provides an overview and some important highlights from each section of the CRP.

We encourage all members to take the time to read all of the information materials provided online and in the information package that will be mailed to all eligible voters.

You can find the full CRP, Kitsumkalum Land Code, Individual Agreement and lots of other relevant information on the website, at the band office, and at the lands department office.

Website link: <http://www.kitsumkalum.com/kitsumkalum-laxyuup/land-code/>

*Note to Readers: Terms that are capitalized in this Summary refer to terms defined in the Kitsumkalum CRP.*

Questions? Want more information?

Mag de Grace, Community and Land Code Planner

250-635-5000 ext.107

[land.planner@kitsumkalum.bc.ca](mailto:land.planner@kitsumkalum.bc.ca)

[www.kitsumkalum.com/kitsumkalum-laxyuup/land-code/](http://www.kitsumkalum.com/kitsumkalum-laxyuup/land-code/)

---

## **SECTION 1: Title And Purpose**

This section confirms the purpose of this document, which is to set out the procedure by which Kitsumkalum will decide whether to approve its Land Code and the Individual Agreement.

---

## **SECTION 2: Definitions**

This section sets out definitions of the key terms used throughout the CRP.

---

## **SECTION 3: Initial Matters**

This section details how an Electronic Voting Contractor will be retained and how an initial list of eligible voters will be prepared and provided to the Ratification Officer.

---

## **SECTION 4: Confirmation By Verifier**

This section describes how the Verifier is provided with the Land Code and CRP to ensure consistency with the *Framework Agreement on First Nations Land Management*.

---

## **SECTION 5: Council Resolution**

This section, establishes how, by Resolution, Council confirms the following, and initiates the voting process:

- confirm the Ratification Officer;
- confirm the List of Eligible Voters;
- confirm that an Electronic Voting option will be provided;
- approve the text of the Land Code and the Community Ratification Process;
- order that the Ratification Vote be held to determine if the community approves the Ratification Documents;
- set the regular voting days and the advance voting day; and
- confirm the wording of the ballot question.

---

## **SECTION 6: Duty Of The Ratification Officer**

This section outlines the specific responsibilities of the Ratification Officer and the assistant Ratification Officer, while overseeing the voting process.

---

## **SECTION 7: Notice Of Vote**

This section outlines the requirements for publishing notice of the vote and includes:

- posting the notice in public places; and
- publishing the notice in one or more newspapers.

The notice of vote will contain the following information:

- the date, place and time of the poll on the Regular Voting Days;
  - the Ballot Question;
  - instructions for obtaining a copy of the Ratification Documents and the Background Documents;
  - the name, mailing address, email address and telephone number of the Ratification Officer; and
  - information on the methods for voting.
- 

## **SECTION 8: Preliminary Activities Of The Ratification Officer**

This section describes the activities of the Ratification Officer and the Land Code Coordinator to get everything ready for the vote. This includes:

- designate one or more polling places;
- prepare sufficient copies of paper ballots and Mail-in Ballots, which will be uniform in size, appearance, quality and weight;
- prepare sufficient copies of the secrecy envelopes, the identification envelopes and

the return envelopes for inclusion in the Mail-In Voting Package;

- prepare sufficient copies of the voting instructions;
- obtain a sufficient number of ballot boxes;
- provide for a designated voting area at each polling place such that an Eligible Voter can mark a ballot free from observation;
- provide a sufficient number of lead pencils and blue or black ink pens for marking the ballot; and
- ensure that samples of the Ballot Question are posted or available for examination at the poll.

---

### **SECTION 9: Information For Eligible Voters**

This section outlines how Eligible Voters will receive information in order to make an informed vote. Voter information packages will include:

- a copy of the Notice of Vote;
- a copy of the Land Code;
- a summary of the Land Code;
- a copy of the Individual Agreement;
- a summary of the Individual Agreement;
- a summary of the Framework Agreement; and
- a summary of the First Nations Land Management Act.

The information will be mailed at least 31 days prior to the first Regular Voting Day. Where Eligible Voters wish to receive information electronically, the information will be emailed at least 31 days prior to the first Regular Voting Day.

---

### **SECTION 10: Information For Third Parties**

There may be non-members or companies that currently hold an interest (such as a permit or lease) in Kitsumkalum reserve lands. The following information will be provided to these interest holders to ensure they are informed about the Land Code:

- the date of the Ratification Vote;
- a communiqué from the Kitsumkalum First Nation explaining the effect of the Ratification Vote;
- a summary of the Act;
- a summary of the Framework Agreement;
- a summary of the Land Code; and
- the name, office address and telephone number of a person who may be contacted for purposes of obtaining copies of the Background Documents or further information about the management of Kitsumkalum reserve lands.

---

### **SECTION 11: Availability Of Documents**

This section indicates how members may request copies of vote-related documents at no cost. Copies of the documents will be made available by the Land Code Coordinator at the Kitsumkalum administrative office and at the Kitsumkalum Lands Department.

---

### **SECTION 12: Voter Information**

This section outlines how the Ratification Officer will send to each Eligible Voter an information package containing:

- a Mail-in Voting Package; and
- the information about the Electronic Voting process.

---

### **SECTION 13: Methods Of Voting**

This section outlines the methods of voting which includes:

- Electronic voting;
  - Mail-in ballot; and
  - In-person voting at the polling place.
- 

### **SECTION 14: Electronic Voting Contractor Responsibilities**

This section identifies the specific management and security features of the web-based voting system that will be provided by the Electronic Voting company.

---

### **SECTION 15: Electronic Voting**

This section describes the processes an Eligible Voter uses to cast an electronic vote, and how the vote will be received and recorded and updated in the Electronic Voting Platform.

Upon receipt of the email, the Ratification Officer will:

- record the Eligible Voter's electronic registration;
  - confirm that no other Mail-in Vote, in-person ballot, or Electronic Vote was received from the Eligible Voter; and
  - record the date when the Electronic Vote was received.
- 

### **SECTION 16: Mail-In Ballots**

This section describes the processes an Eligible Voter uses to cast a mail-in ballot.

A completed mail-in ballot may be delivered to the Ratification Officer by mail, courier or hand delivery no later than the close of the poll on the last Voting Day.

---

After the Ratification Officer has received a Mail-in Ballot, the Ratification Officer will:

- record the date when the Mail-in Voting Package was received from the Eligible Voter;
  - confirm that the secrecy envelope is in fact contained in the Mail-in Voting Package but do not open the secrecy envelope;
  - confirm that no other Mail-in Voting Package, in person, or Electronic Vote has been received from this Eligible Voter;
  - update the List of Voters to show this Eligible Voter has cast a Mail-in Ballot; and
  - store the Mail-in Voting Package in a secure location until the close of the poll on the last Voting Day.
- 

### **SECTION 17: Voting At A Poll**

This section describes the processes an Eligible Voter uses to cast a vote in person by secret ballot at a designated polling facility.

Upon receiving a marked ballot, the Ratification Officer, without unfolding it, will:

- verify the Ratification Officer's initials;
- remove the perforated strip, if any; and
- deposit the ballot into the ballot box.

An Eligible Voter at a poll who receives a spoiled or improperly printed ballot, or who accidentally spoils a ballot when marking it, is entitled to receive another ballot from the Ratification Officer after returning the original ballot.

---

### **SECTION 18: Orderly Voting**

This section confirms that Council, with the assistance of the Ratification Officer, will ensure a suitable and adequate polling place, and strive to maintain peace and good order at the poll.

---

## **SECTION 19: Counting Of Ballots**

This section describes the sequence of activities from the closing of the polls to the examination and counting of the ballots.

The Ratification Officer will:

- count the number of ballots from the ballot boxes marked "YES", the number of ballots marked "NO", the number of rejected ballots and the number of spoiled ballots;
- add the Electronic Voting results to the results from the ballot boxes; and
- announce the result of the Ratification Vote.

Upon completion of the Ratification Vote, the Ratification Officer will execute a Certification by Ratification Officer.

---

## **SECTION 20: Additional Voting Day**

This section describes the circumstances under which Additional Voting Days may be held. This includes:

- severe inclement weather;
- death of a community member;
- natural disasters;
- other disasters such as explosions, power failure, act of sabotage; or
- any other significant community emergency.

---

## **SECTION 21: Post Vote Procedures**

This section describes the post vote procedures by the Ratification Officer.

---

## **SECTION 22: Procedural Amendments**

The Ratification Officer, Council or a member of Council designated by Council and the Verifier may agree upon a variation of the procedural requirements of this Ratification Process if they:

- deem it necessary to do so; and
- reasonably believe the variation will not result in any substantive change to those procedural requirements.

---

## **SECTION 23: Objections**

This section describes how an Eligible Voter may report any irregularity in the Ratification Process to the Verifier.

An objection shall be in writing and shall:

- identify the name, address and telephone number of the Eligible Voter making the objection;
- summarize the grounds for the objection; and
- be accompanied by a statutory declaration setting out the grounds for the objection.

---

## **SECTION 24: Report By Verifier**

Within 15 days of the last Voting Day, the Verifier will send a report on the conduct of the Ratification Vote to Kitsumkalum and the Minister.

---

## **SECTION 25: Approval Of Land Code**

The Land Code and the Individual Agreement will be approved if:

- at least twenty five percent (25%) plus one (+ 1) of Eligible Voters participate in the vote;
- at least fifty percent (50%) plus one (+ 1) of the Eligible Voters who participate, vote in favour.

---

## **SECTION 26: Land Code Effective Date**

The Land Code will take effect on the first day of the month following the certification of this Land Code by the Verifier.