

Ratification Workplan Development Resource:

Context and Overview of Resource:

This document is designed to help First Nations develop a Ratification Workplan with associated costs. A First Nation must submit a Ratification Workplan to Canada in order to receive funding from Canada to support the ratification of the Canada – First Nations Education Jurisdiction Agreement and the First Nation Law-Making Protocol.

In order for Canada to flow funding, the Ratification Workplan must include three components:

- 1) an explanation of how the voters list will be developed;
- 2) the date of the ratification vote; and
- 3) an explanation of how the ratification vote will be conducted. (Note: the vote must be held by secret ballot, but further specifics are should be provided. For example, will it be conducted by mail-in, in-person, electronic voting, or a combination of these? Also include details on location(s) and number of polling stations.)

Below is a sample Ratification Workplan which includes the following sections:

- 1) a *Method for Developing Voters List* section;
- 2) a *Method for Carrying Out the Ratification Vote and Timeline* section where the NFN can explain how the ratification vote will be conducted and lay out important dates, including the date of the ratification vote; and
- 3) a table with the various ratification activities and sample costing considerations.

This sample Ratification Workplan should be reviewed and modified/customized for each individual First Nation based on their specific needs and circumstances. Each First Nation that is contemplating the acceptance of an offer from Canada should review the sample Ratification Workplan and project what its costs will be to complete the ratification process. If a First Nation is concerned that the proposed ratification funding amount set out in the offer from Canada is not sufficient to carry out the ratification process, it should advise CIRNAC and provide its own cost projections in support of a request for additional funding.

Ratification Workplan

Background

In July 2023, Canada, BC, the First Nations Education Steering Committee (FNESC) and the First Nations Education Authority (FNEA) signed an Education Jurisdiction Framework Agreement, replacing the one that had originally been signed in 2006. One of the documents attached to the Framework Agreement is a model Canada – First Nation Education Jurisdiction Agreement (Education Jurisdiction Agreement). To date, 7 First Nations have ratified Education Jurisdiction Agreements and have become Participating First Nations (PFNs).

Once a First Nation receives an offer from Canada, the First Nation needs to consider whether it is prepared to accept the offer. If it is prepared to do so, it should formally accept the offer by notifying Canada. After accepting an offer, a First Nation is required to carry out a process to ratify the Education Jurisdiction Agreement along with a First Nation Education Law-making Protocol (Law-Making Protocol).

Below is a sample Ratification Workplan which lays out the various activities and items which will require funding to carry out the ratification process. It should be completed and forwarded to Canada at the time the First Nation formally accepts the offer.

Sample Ratification Workplan

1) Method for Developing Voters List:

The [First Nation] has developed a list of voters who meet the following eligibility requirements [insert explanation of voter eligibility here: e.g. minimum voting age]. The voters list was developed and confirmed by [insert method for creating list: e.g. based on the current band membership list, or some other list].

2) Method for Carrying out Ratification Vote and Timeline:

Activity	Explanation
Community Outreach	[insert dates e.g. September – December]
Ratification vote by secret ballot by means of:	[insert voting method(s) e.g. mail in, in-person, electronic]
Location(s) of Ratification Vote	[insert location(s) of polling station(s)]
Date of Ratification Vote	[insert date(s)]

Notice to Canada of results	
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3) Sample Ratification Activities

Activity and Rationale	Costing Considerations	Budget
<p>Ratification Coordinator: The ratification coordinator will be [retained as a contracted staff [to be confirmed]] to oversee and coordinate the ratification process. They will have to be trained and briefed on the Jurisdiction initiative, the agreements, and the law making protocol in detail. Their responsibilities include:</p> <ul style="list-style-type: none"> - Developing a detailed and individualized community ratification plan and timeline - Overseeing and coordinating the execution of the plan - Being a part of the hiring process for other staff members (support staff, elections officer) to complete various ratification activities in the plan - Overseeing the support staff - Chairing and coordinating Ratification Committee meetings - Clarifying information at every opportunity and responding quickly to questions or concerns 	<p>Ratification Coordinator Salary:</p>	
<p>Ratification Committee: To be comprised of members selected by chief and council (e.g. Ratification Coordinator, jurisdiction lead, support staff, elections officer, Chief and Council, Elders). The ratification committee will work to:</p> <ul style="list-style-type: none"> - Develop a TOR outlining: membership on the ratification committee and roles and responsibilities of committee members - Develop and publicize rules for the vote - Develop campaign strategy - Develop Q and As - Create and publicize the list of <u>eligible voters (unless this is being done by the elections officer)</u> 	<p>Number of meetings:</p> <p>Honouraria amount per meeting for non-staff members:</p>	

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<ul style="list-style-type: none"> - Review community engagement materials - <u>Determine question(s) to be included on ballot</u> - Coordinate polling - Publicize the results (online, in-person, through mail) - Provide direction to Ratification Coordinator and other staff. 		
<p>Community Engagement Support Staff: Support Staff to aid the Ratification Coordinator in completing the various tasks in the community ratification plan. These tasks include:</p> <ul style="list-style-type: none"> - Staff have to be trained and briefed on the agreements and all the information - Survey membership to find out how they would prefer to receive information (e.g. printed material, social media, etc.) - Staff have to create informational materials for the communities: <ul style="list-style-type: none"> o Videos, PPTs, Briefing Notes, etc. - Information has to be published/distributed: <ul style="list-style-type: none"> o Online through websites or email o Printed and mailed out o In-person presentations (must consider venue size, duration, and potentially multiple sessions). - Community members need to have a way to communicate (ask questions, get clarity, provide feedback) <ul style="list-style-type: none"> o Must be a way to oversee and confirm communications 	<p>Support staff salaries/honouraria:</p> <p>Community Engagement Materials: [First Nations to consider all applicable materials (e.g. extra printing, wed videos, website, etc.)].</p> <p>Extra printing and mailing of materials to avoid unnecessary in-person meetings</p> <p>Web video development and publication:</p>	
<p>Elections Officer and Electoral Support Staff: An elections officer must be hired to oversee the voting process. Various voting processes and options have to be made available to address both on and off-reserve membership and special considerations. The following voting activities are: [First Nations to consider]</p> <ul style="list-style-type: none"> - Identify staff and volunteers for polling locations and ballot collection - Establish a process and timeline for voting officer training - Establish a process for in-person voting - Establish process and timeline for advance voting - Establish process for online voting - Establish process for paper and/or mail-in voting 	<p>Elections officer salary/contract amount:</p> <p>Electoral support staff honoraria:</p> <p>Duration of voting period:</p>	

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<ul style="list-style-type: none"> - Establish process for telephone voting 		
<p>Voting Activities, Resources, and Materials: Additional costs include: [First Nations to review possible additional costs below and select and estimate costs for all that are applicable]</p> <ul style="list-style-type: none"> - In-person voting: [consider extra space for rent] - Mail-out ballot printing and postage fees: \$18 per eligible voter. - Online voting (software, website, etc.) - Staff to receive telephone voting calls and record votes. 	<p>Telephone, electoral staff support honoraria:</p> <p>Online Voting Costs: [First Nations to consider if this is applicable and associated costing (e.g. Website, contract, software, etc.)].</p>	
<p>Total Budget</p>		<p>[Note: this amount should be equal to the total Ratification amount in the offer document from Canada]</p>

