

## **Request for Proposals**

### **Chief Electoral Officer - Referendum**

#### **Ktunaxa Nation Interim Citizenship Code**

The Ktunaxa Nation is located within the Southeast corner of BC in an area known as the East and West Kootenays. The Ktunaxa Nation is comprised of four Ktunaxa Indian Bands (Aqam, Tobacco Plains, Akisq̓nuk and Lower Kootenay) that are all within a few hours driving distance from the City of Cranbrook. The Ktunaxa Nation Council Government building (KNGB) is the main office of the Ktunaxa Nation Council (KNC), located in Cranbrook. Registered members of the Ktunaxa Nation are scattered throughout Canada, the US and abroad. The Ktunaxa Nation Council is currently working on compiling a contact list.

For the past year, the Ktunaxa Nation has been working on an Interim Citizenship Code which would set out the qualifications and other parameters for Citizenship within the Ktunaxa Nation. After a period of engagement, the Ktunaxa Nation Executive Council has given approval to move to ratification of that code through referendum.

The Ktunaxa Nation Interim Citizenship Code (KNICC) will be voted on by the registered status members with Band registration numbers that are associated with one of the four Ktunaxa Bands, on February 28, 2019. As this is not a Band referendum, it is not governed under the regulations prescribed by the Indian Act for referendum. The Ktunaxa Nation does not currently have regulations governing referenda and as such, best judgement and experience of the Chief Electoral Officer is being relied upon to ensure a transparent, fair and accessible process.

We are seeking the services of a Chief Electoral Officer to manage the referendum process as follows:

- A mail-out to all eligible voters at least 45 calendar days in advance of the referendum to ensure that all voters have received a copy of the Code and are aware of the date, times and polling station closest to them;
- Polling stations located at each of the four Ktunaxa Band offices as well at the KNGB. Remote voting will also be available through phone in ballots (with proper verification);
- Recruitment, training and oversight of the Deputy Electoral Officers. The Deputy Electoral Officers will in turn oversee the set up and operation of their respective polling stations including instructing and overseeing the polling station workers, and conducting the count and any procedural appeals or other such issues;
- Each polling station equipped with two polling station clerks and one scrutineer. Each of the polling station clerks and the scrutineers must receive training in advance of the referenda;
- The Chief Electoral Officer, with assistance from the Deputy Electoral Officers, will ensure that the polling station are properly set up and equipped with accurate and up-to-date voter's lists, privacy voting stations, ballots, and ballot boxes. The Chief Electoral Officer and Deputies will also conduct the count in the company of the scrutineer;

- In person voting will be done by paper ballot which will carefully and clearly state the question and the answer choices to ensure that there is no ambiguity in what choice the voter is making;
- The option of phone-in voting will be provided for those who cannot attend one of the polling stations in person;
- An arbitrator will be identified in the event that there is a challenge to the process;
- The final outcome will be posted and distributed for the information of voters and others who may have an interest in the outcome.

The Chief Electoral Officer is ultimately accountable for the delivery of a successful event. Duties include but are not limited to:

- Ensuring voters experience a fair and accessible referendum process;
- To plan, organize, implement and monitor all activities directly related to the referendum including the recruitment and training of electoral officials, registration of voters and ensuring polling stations are properly set up and adequately resourced and equipped;
- Establishing voting opportunities that ensure accessibility while maintaining the integrity of the process;
- recruiting and training of the Deputy Electoral Officers and ensuring the Polling Clerks and other officers, including the arbitrator, are recruited and properly instructed on their respective duties;
- Ensuring appropriate counting of votes and declaration of outcome;
- Preparing, certifying and distributing public notices including the final results of the referendum;
- Properly disposing of ballots within a reasonable time limit for allowing any call for a recount or other challenge, after the referendum;

KNC will provide supplies, administrative support and direct remuneration of officials related to the referendum.

The response to the RFP must include:

- a statement of qualifications, an outline of the proposed timeline and activities related to the preparation, execution and post referendum procedures;
- the all found costs related specifically to the duties and work of the Electoral Officer including out of pocket expenses such as travel, accommodation and meals where required.

The Chief Electoral Officer must be prepared to assume their duties in ample time to provide for proper preparation and execution of the referendum.

Deadline for receipt of RFP responses is Tuesday December 11<sup>th</sup> at 4:30 pm (mountain standard time) and should be sent via email to [rphillips@ktunaxa.org](mailto:rphillips@ktunaxa.org). For questions and clarification , please call 250-919-4618.

RFP – Interim Citizenship Referendum Chief Electoral Officer (December 2018)