

MRP Checklist: To Do & Consider	√	Date
<u>Preparation Phase</u>		
Decision		
Has Council confirmed through a BCR its commitment to draft an MRP Law?		
Have you projected all costs associated with this initiative?		
Have you determined the timing of the funding needs?		
Has a project leader been selected?		
Has a portfolio Councillor been assigned?		
Have the Terms of Reference been developed for the Committee?		
Have the principles on which law will be based been drafted?		
Have clear instructions been developed for legal counsel?		
Have you advertised for MRP Committee positions?		
Have the Committee members been selected?		
Have you selected a lawyer with relevant experience?		
Have you completed a retainer agreement with your legal counsel?		
Engagement		
Have you planned for the community meeting?		
Have you set an agenda for the meeting and arranged for the appropriate speakers?		
Have you thought of the questions that may be raised and prepared responses?		
What steps will you take to notify members of the Community Meeting?		
Does the date of the meeting conflict with any other activities involving the electors?		
Is your lawyer prepared to attend the meeting?		
Have you made arrangements to assist any members who may need help in attending the meeting?		
What process have you established for off-reserve members to ensure they are well informed?		

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Will you be holding another meeting off the reserve?		
Have you an idea of who may be opposed to the proposed laws and addressed their concerns?		
What steps will you take to notify members of the Community Meeting?		
Will you provide any incentives to encourage attendance at the meeting?		
Has at least one meeting been held on the reserve?		
Have minutes of the meeting been taken?		
Drafting the MRP Law		
Is your lawyer familiar with your FN set of values and principles?		
Have you provided clear instructions to your legal counsel??		
Have community members had an opportunity to comment on the draft MRP Law?		
Do you have an agenda for the meetings with legal counsel?		
Have minutes of the meeting been taken?		
Review of Draft		
Have you provided the C&C with an advance copy of the draft MRP law?		
Have you scheduled a meeting for review(s)?		
Will legal counsel be available to offer explanations?		
Have minutes of the meeting been taken?		
<u>Ratification Phase</u>		
Voters Lists Preparation		
Have you determined how many electors there are, on reserve and off reserve?		
Have you discussed the MRP project with the Membership Clerk?		
Have you an up-to-date address for all members?		

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If you have a Band website, have you set up a page where members can update their current information?		
Have you put a notice in your newsletter asking members to inform you of mailing address changes?		
Package Documents		
Have you identified who will write the required documents?		
Have you identified another person to edit it?		
Have you solicited input from the C & C?		
Have you reviewed and completed all the required components of the mail-out?		
1) The final draft of the proposed MRP Law		
2) Executive Summary on importance of MRP Law or cover letter from C&C		
Has the MRP Document been finalized and reviewed?		
Posting of Notice of Ratification		
Have the following documents been posted?		
Notice of Ratification		
MRP Draft Law		
Has the Voters List been posted?		
Have you arranged for someone to check periodically to ensure that all the documents listed above and the Voters List are still posted, up and until the Vote?		
Information Meeting		
Does the date of the meeting conflict with any other activities involving the electors?		
Have you identified or anticipated issues, questions or objections from community members?		
Does the date of the meeting conflict with any other activities involving the electors?		
Have you confirmed your lawyer's attendance at the attend the meeting?		
Have you made arrangements to assist any electors who may need help in attending the meeting?		

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Will you be holding meeting(s) off-reserve?		
Have you set an agenda for the meeting and arranged for the appropriate speakers?		
Have you thought of the questions that may be raised and prepared responses?		
Have you an idea of who may be opposed to the MRP Law and addressed their concerns?		
What steps will you take to notify electors of the Information Meeting?		
Will you provide any incentives to encourage attendance at the meeting?		
Has at least one Information Meeting been held on the reserve?		
Have minutes of the meeting been taken?		
Vote		
Is the vote date at least 6 weeks after the mail-out and the posting on Notice?		
Are the polling stations in well-known places, and easy to access?		
Are members of the project team available to assist the Electoral Officer on voting day, especially during voting hours of 9:00 a.m. to 8:00 p.m.??		
Is the Membership Clerk present to verify voter eligibility?		
Have the ballot boxes been examined, the form completed and witnessed?		
Have you volunteers available to assist elders and handicapped voters?		
Have the ballot boxes been examined, the form completed and witnessed?		
Successful Ratification		
Have the voting certifications been signed?		
If the vote was successful:		
Has COEMRP been notified?		
Has AANDC been notified?		
Has the provincial Attorney General been notified?		