

**Kitselas Policy Manual**  
**Band Council Resolutions (BCRs)**

Unit	Policy	APPROVED								
<b>General</b>	This policy deals with the preparation, presentation and management of Band Council Resolutions (BCRs).	Approved by BCR: LMO- 2011-08-15- 01								
<b>Authority</b>	The authority comes from the <i>Kitselas Reserve Lands Management Act</i> , K.B.C. 2005-01 in the following section:  3.3 Through this Act, the First Nation will exercise its inherent right of self-government and provide for governance that is accessible, stable, effective, accountable and transparent.									
<b>Criteria</b>	The following are the criteria approved in this policy: <ol style="list-style-type: none"> <li>1. BCRs presented to Chief and Council are drafted in the approved format;</li> <li>2. BCRs presented to Chief and Council contain a decision, who will implement the decision and identify how the decision will be implemented;</li> <li>3. BCRs presented to Chief and Council will identify their chronological number, file reference and date of signing; and,</li> <li>4. Three (3) original BCRs are to be signed by Chief and Council.</li> </ol> <p>Nothing in this policy prevents the drafting, preparation, presentation and approval of a BCR during a Chief and Council meeting.</p>									
<b>BCR Decisions</b>	The Chief and Council maintain the right to do any of the following: <ol style="list-style-type: none"> <li>1. Approve and sign the BCR as presented; or,</li> <li>2. Table the recommendation presented in the BCR until the next meeting by motion; or,</li> <li>3. Send the recommendations presented in the BCR back for more information by motion; or,</li> <li>4. Reject the recommendation(s) presented in the BCR by motion.</li> </ol>									
<b>BCR Chronological Numbering</b>	Each BCR will have a chronological number such as the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chief and Council:</td> <td>CHF-YYYY-MM-DD-#</td> </tr> <tr> <td>Committee to the Council:</td> <td>CTT-YYYY-MM-DD-#</td> </tr> <tr> <td>Communications:</td> <td>COM-YYYY-MM-DD-#</td> </tr> <tr> <td>Education:</td> <td>EDU-YYYY-MM-DD-#</td> </tr> </table>	Chief and Council:	CHF-YYYY-MM-DD-#	Committee to the Council:	CTT-YYYY-MM-DD-#	Communications:	COM-YYYY-MM-DD-#	Education:	EDU-YYYY-MM-DD-#	
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Education:	EDU-YYYY-MM-DD-#									

Employment:	EMP-YYYY-MM-DD-#
Finance:	FIN-YYYY-MM-DD-#
Health:	HEA-YYYY-MM-DD-#
Housing:	HOU-YYYY-MM-DD-#
Lands Management Office:	LMO-YYYY-MM-DD-#
Public Works:	PBW-YYYY-MM-DD-#
Resource Department:	RES-YYYY-MM-DD-#
Senior Administrator Office:	SAO-YYYY-MM-DD-#
Social:	SOC-YYYY-MM-DD-#
Treaty Office:	TRE-YYYY-MM-DD-#

**BCR File References**

BCRs require a file reference. The file reference is linked to the filing system within the originating department.

BCRs must comply with the correct format prior to filing and storing.

**BCR Storing**

One original Master Copy of an approved and signed BCR will be filed in the Lands Management Office.

One original of an approved and signed BCR will be stored in the originating department's referenced file.

One original of an approved and signed BCR will be provided to a third-party as required.

Should a third-party not require the third original of an approved and signed BCR, it will be stored with the Master Copy in the Lands Management Office.

**BCR Procedures**

Should procedures be needed to carry out this policy, they must not conflict with this policy.

**BCR Format**

Upon the approval of this policy, each new BCR will be presented to Chief and Council in the following format on legal-sized paper:

Chronological No.:	DEP-YYYY-MM-DD-#
File Reference:	

**BAND COUNCIL RESOLUTION**

The Council of the:	<b>KITSELAS BAND NO. 680</b>
Agency:	<b>BC REGION</b>
District:	<b>NORTHWEST</b>
Province:	<b>BRITISH COLUMBIA</b>
Place:	<b>TERRACE</b>
Date:	<b><u>Month, DD, YYYY</u></b>

WHEREAS ; and,

THEREFORE BE IT RESOLVED THAT:

\_\_\_\_\_  
Chief Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

A quorum of this Council is:\_\_\_\_\_