

**Kitselas Policy Manual
Policy Distribution**

Unit	Policy	Approved
Purpose	<ol style="list-style-type: none"> 1. To ensure all staff who are responsible for, or can assist other Staff members in carrying out the policy, have full knowledge of the Policy Document and have a clear understanding of its content. 2. To encourage staff in participating in the development of Band Policy. 3. To exercise transparency to the membership on all Band Policy matters. 	<p>Policy approved by KBC by Band Council motion March 16, 2009</p>
General	This policy applies when the Band Council has approved and date stamped a Policy Manual Document.	
Authority	<p>The authority comes from the, <i>Kitselas Reserve Lands Management Act June 19, 2005</i> in the following section:</p> <p>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.</p>	
Criteria	<p>The following is the criteria approved in this policy:</p> <ol style="list-style-type: none"> 1. Policy Document has completed a process of development and approval. 2. The Band Council has passed a motion at a Council meeting approving the Policy Document as Band Policy. 	
Policy Document Management	<ol style="list-style-type: none"> 1. After approval of the Policy document, it will be stamped with the “Registry of Kitselas Laws and Documents” stamp, dated and signed. 2. Copies will then be made for distribution, and the original Document kept at the Lands Office. 3. Policy Documents can be replace but not changed. Changes in policy must be reviewed and approved at a Band Council meeting and a new document created to replace the current policy. 	
Staff Responsibilities	<ol style="list-style-type: none"> 1. Each new approved Policy Document on all subject matters will be issued to all staff members at a Staff 	

	<p>meeting.</p> <ol style="list-style-type: none">2. Staff at the staff meeting will review and become fully familiar with the content and application of the policy.3. Staff will be responsible for maintain their own policy binders for reference.
Member communications	<ol style="list-style-type: none">1. A complete policy manual will be maintained at the reception desks of both offices and made available to any Band Member or any person requiring knowledge of Kitselas Policy.2. Posted on the web site.3. If the policy is relevant to Community members, the policy Document will be published in Canyon Current. Instructions to publish will be included in the approving motion of the Band Council.