



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Shadhäla yè Äshèyi kwädän

Registry Regulation

This is how we look after our important documents...

Approved by First Nations Council: February 22, 2022
Effective Date: February 22, 2022

Kaaxnox, Dän nätthe äda
Chief Steve Smith

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Champagne and Aishihik First Nations

Registry Regulation

The First Nations Council, consistent with their inherent right to self-government and the provisions of Champagne and Aishihik First Nations ("CAFN") Self-Government Agreement (s 21), and pursuant to the Government Administration Act, 2020 (ss. 54 and 55), makes the following Regulation:

1.0 Definitions

1.1 The following definitions apply in this Regulation:

Act	means the <i>Government Administration Act, 2020</i> , or the "GAA";
Citizenship List	means the list of all CAFN Citizens and this list is distinct from the <i>Shadhäla Äshèyi Dän</i> ;
Enrollment List	means the current and up to date list of everyone enrolled under CAFN (eligible for benefits under the Final Agreement) and is distinct from the <i>Shadhäla Äshèyi Dän</i> ;
Registrar or Clerk of the Central Registry	means the person appointed by the Chief to carry out the statutory duty to certify and keep safe official documents of the Government, to maintain the Citizenship List (see Definitions in the "Citizenship Code") and who is responsible for the management of the Registry (s. 55(2) GAA, 2020), and the term "Registrar" includes the "Constitutional Registrar" (s. 73, Constitution) unless a separate Constitutional Registrar is appointed by the First Nations Council; and
Shadhäla Äshèyi Dän	means the list of CAFN Ancestors passed under the <i>Äghaalän (My Relatives) Enrollment Act</i> .

2.0 Purpose

- 2.1 The purpose of this Regulation is to implement the GAA (s. 54, Registry of Laws) and to promote the centralized collection and retention of the following important documents in a secure location safe and protected from the elements:
- a. an original copy of all CAFN laws and regulations (s. 54(2), GAA);
 - b. a certified copy of the *Shadhäla Äshèyi Dän*;

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- c. originals of all leases, licences and other dispositions or authorizations relating to the use or occupation of Settlement Land as contained in any register of Settlement Land that may be created;
- d. recordings of minutes of regular meetings of the First Nations Council and resolutions passed by the First Nations Council;
- e. resolutions passed by the General Assembly;
- f. updated Citizenship and Enrollment Lists;
- g. signed originals of the Final Agreement, Self-Government Agreement and other intergovernmental agreements; and
- h. any other official documents and records of the Government that are designated by the First Nations Council to be deposited in the Register.

3.0 Location and Office Hours

3.1 The Registry shall be maintained in an office located at:

**HAINES JUNCTION
#1 Allen Place, P.O. Box 5310
Haines Junction, YT Y0B 1L0
(867) 634-4200;**

to be known as the Central Registry of the Champagne and Aishihik First Nations.

3.2 The Registry is open during regular office hours.

4.0 Examination of Register

- 4.1 Citizens and CAFN staff may request an appointment to attend the Registry during the regular Registry hours to inspect the Register and/or request an electronic image of any document in the Registry available to the public.
- 4.2 People who are not Citizens may make a written request to access documents in the Registry and may be granted access to such documents at the discretion of the Registrar in consultation with the First Nations Council.

5.0 Copies

5.1 On request, the Registrar may provide a copy, redacted copy and/or a certified copy of a document in the Registry to a Citizen or CAFN staff.



5.2 In relation to lists of Citizens that include names and or other personal information about Citizens, the Registrar may at their discretion, or on the advice of the First Nations Council, confirm a name on a list or show only the name requested, rather than provide the list itself.

6.0 Limitation on Activities

6.1 Neither the Registrar nor any Employee shall express an opinion about the interpretation of a document held in the Registry.

7.0 Application for Registration

7.1 To be accepted for registration in the Registry, a document shall be accompanied by an application containing the following information about the document:

- a. the type of document;
- b. the date the document was executed;
- c. whether or not the document is an amendment to or replaces another document;
- d. a list of any supporting documents accompanying the document submitted for registration; and
- e. any other information the Registrar may request.

7.2 Once complete, an application, including the document for registration and any supporting documents, must be submitted to the Registrar.

8.0 Process for Registration

8.1 When the Registrar receives an application for registration under section 7, the Registrar or an official designate, shall, before placing the document in the Registry:

- a. confirm that the document is one of those listed under s. 2;
- b. review the application for registration and confirm that it is correct and complete;
- c. sign and approve the application for registration and seal or stamp the document to be registered;



- d. if the document is an amendment to an existing law or regulation or a new law or regulation, the Registrar or designate shall:
 - i. ensure any copies or links to older versions of the law or regulation have been destroyed (where applicable);
 - ii. ensure the new or amended law or regulation is posted online on CAFN's official government website under CAFN laws and regulations; and
 - iii. distribute the new or amended law or regulation to CAFN directors and senior directors;
- e. make a note in the Register reflecting the addition of the document to the Registry, including the date and time of the registration of the document; and
- f. file the document appropriately in the Registry and place a scanned version of the document in the online version of the Registry, if appropriate.

8.2 The Registrar may reject an application for registration of a document, but the Registrar shall provide reasons for the rejection of the application to the applicant, and the applicant may resubmit the application for registration.

9.0 Central Registry of Yukon First Nation Laws

9.1 If a Yukon First Nation Register of Laws is established (s. 10, CAFN Self-Government Agreement), the Registrar shall work to ensure that the Central Register of Champagne and Aishihik First Nations and the Yukon First Nation Register of Laws are coordinated.

