

The *Policy respecting Publication in the First Nations Gazette, 2019* provides a process for the publication of laws, by-laws, codes and other enactments (referred to as “enactments”) that are not signed by Chief and Council. The Policy requires that the enactment:

- be certified as a true copy of the original enactment;
- include confirmation that it was duly approved in accordance with the First Nation’s requirements; and
- include the date on which the enactment was approved.

The purpose of these requirements is to protect the integrity of the *First Nations Gazette* by ensuring that enactments published in Part II of the *First Nations Gazette* are duly enacted by a First Nation.

There are two steps to the process for submitting an enactment that is not signed by a First Nation’s Council:

1. CREATE A CERTIFIED TRUE COPY

A person authorized by the First Nation must create a certified true copy of the original enactment. A certified true copy is a reproduction of the original document that is certified to be a genuine reproduction of the original.

The person authorized by the First Nation to create the certified true copy does not need to be a lawyer or notary. For example, it could be the First Nation’s law registrar or clerk, legal counsel, Chief, councillor, administrator or another employee.

In order to create a certified true copy, the following wording should be used:

“I hereby certify that this document is a complete and true copy of the original document consisting of _____ pages.

Certified this _____ day of _____, 20_____, by:

Signature: _____ Name & Title: _____”

2. FILL-OUT THE SUBMISSION FORM

Using the submission form, the person submitting the enactment for publication must:

- confirm the date on which the enactment was approved;
- confirm that the enactment was duly approved in accordance with the First Nation’s requirements;
- provide confirmation that the person who created the certified true copy has been authorized by the First Nation to do so; and
- date and sign the submission form.

Note: *The Managing Editor may request additional information or documentation to support the request for publication.*

FNG SUBMISSION FORM FOR ENACTMENT THAT IS NOT SIGNED BY CHIEF AND COUNCIL

To: Managing Editor, FNG

Date: _____

Re: Request for Publication of an enactment not signed by Chief and Council

Please find enclosed a certified true copy of _____ for publication in the First Nations Gazette.

I confirm that:

1. The enclosed enactment was duly approved on _____, in accordance with the approval requirements set by the First Nation.
2. The person who has certified the enclosed document as a certified true copy of the enactment, [name], [title], has been authorized by the First Nation Council to provide the certified true copy on behalf of the First Nation.

I have been duly authorized by the First Nation Council to confirm the matters set out in this document.

Dated the _____ day of _____, 20 _____.

Signature: _____ Name & Title: _____

