



Beaverhouse First Nation

Appeal Body Naaknige **Rules and Procedures**

Version #	Implemented By	Revision Date (D/M/Y)	Approved by	Approval Date	Reason
Draft 1	Legal Counsel	11/02/2025			Initial draft
Draft 2-6	Legal Counsel	03/03/2025		11/03/2025	Revisions, Approval for Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band
Draft 7	Legal Counsel	11/03/2025		20/03/2025	Revisions

Example - Approved by:
Chief & Council

Example - Reasons:
Revisions
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PART 1 – PREAMBLE & TITLE

We are Beaverhouse First Nation (“BHFN”) - an Anishinaabeg-Algonquin people. We possess the inherent and inalienable right of *inaaknigewin*¹. This includes the right of *inaaknigewin*² and autonomy over ourselves, our community, and our Territory. Flowing from our inherent rights, we possess the jurisdiction to make BHFN *naaknigwenan*³ for the exercise and protection of our rights and the fulfillment of our responsibilities throughout our Territory. This jurisdiction has always been held by our people. It has never been surrendered or given up. It continues to inform how we live and relate to each other according to Anishinaabe Mino-Bimaadziwin, or “living the way of a good life.”

Council of BHFN deems it advisable, and in the best interests of Beaverhouse First Nation, through the enactment of the BHFN *Appeal Body Naaknige*⁴, to enact the said *Appeal Body Naaknige*⁵ and the following Rules and Procedures by which BHFN will work to resolve disputes in accordance with the principles of natural justice and which conforms to BHFN *Declaration of Rights* and the *Canadian Charter of Rights and Freedoms*.

PART 2 – INTENTION

1. The purpose of the *Appeal Body Naaknige*⁶ is to establish the Appeal Body, to set out the process by which appeals in BHFN shall take place, and to set out the principles Appeal Body Members shall uphold when making decisions.
2. The rules and procedures outlined herein are associated with the *Appeal Body Naaknige*⁷ and shall be applied and followed in accordance with the *Appeal Body Naaknige*⁸.
3. The *Appeal Body Naaknige*⁹ may be cited as the “BHFN Appeal Body Law.”

PART 3 - INTERPRETATION

4. In this document:

“Agreement for the Recognition of Beaverhouse First Nation as a Band” means the agreement between the Beaverhouse First Nation Secretariat and His Majesty the King in Right of Canada as represented by Indigenous Services Canada, for the purpose of formally

¹ *Inaaknigewin* means self-governance or self-government.

² *Inaaknigewin* means self-governance or self-government.

³ *Naaknigwenan* means laws.

⁴ *Naaknige* means the BHFN Appeal Body Law.

⁵ *Naaknige* means BHFN Appeal Body Law.

⁶ *Naaknige* means the BHFN Appeal Body Law.

⁷ *Naaknige* means the BHFN Appeal Body Law.

⁸ *Naaknige* means the BHFN Appeal Body Law.

⁹ *Naaknige* means the BHFN Appeal Body Law.

establishing a pathway by which Beaverhouse First Nation may be recognized as a band under the *Indian Act*;

“Appeal Body” means the decision-making body established under the *Appeal Body Naaknige*¹⁰;

“Appeal Body Advisory Council” means the group of persons who will appoint Appeal Body Members, and is comprised of:

- (a) a representative from each of BHFN’s core families; and
- (b) the BHFN Band Manager;

and which is shortened to the “Advisory Council”, from time to time;

“Appeal Body Coordinator” means a person responsible for the administration and coordination of the Appeal Body, as appointed by the Band Manager in accordance with BHFN hiring policies and procedures, as is in place, from time to time;

“Appellant” means an individual who submits an application for appeal, in accordance with the *Appeal Body Naaknige*¹¹ and associated rules and procedures;

“Band Council Resolution” means a resolution of Council approved by, and signed by, a quorum of Council, and accepted at a duly convened meeting of Council, and is shortened to “BCR”, from time to time;

“Band List” means a list of persons that is maintained under sections 8 and 11 of the *Indian Act* by the Department of Indigenous Services;

“Band Manager” means the person responsible for the administration and management of the BHFN organization, including overseeing staff and the coordination of activities, or their designate from time to time;

“Beaverhouse First Nation” means the ancestors of Beaverhouse First Nation and its current members, and is shortened to “BHFN” from time to time;

“Beaverhouse First Nation Administration” means the BHFN organization overseen by the Band Manager, and includes all BHFN departments listed in section 18.5 of the *Appeal Body Naaknige*¹², and for greater clarity, excludes any and all decisions made directly by Council, and is shortened to “BHFN Administration” from time to time;

“Beaverhouse First Nation Code of Conduct” means guidelines, general rules of behaviour, and standards established in accordance with the BHFN *Election Law*, as well as any guidelines, general rules, or standards established by Council, from time to time, which governs the conduct of Council relating to their positions on Council, as well as the conduct of all members of BHFN, and is shortened to “Code of Conduct” from time to time;

¹⁰ Naaknige means the BHFN Appeal Body Law.

¹¹ Naaknige means the BHFN Appeal Body Law.

¹² Naaknige means the BHFN Appeal Body Law.

“Beaverhouse First Nation Governance Orientation Manual” means a document containing the governance model for Council, inclusive of all governance related policies, and is shortened to the “Governance Manual” from time to time;

“Beaverhouse First Nation Secretariat” means a body corporate duly incorporated and existing under the Ontario *Not-for-Profit-Corporations Act, 2010*, which was established for the purpose of negotiating, executing, and implementing the Agreement for the Recognition of Beaverhouse First Nation as a Band;

“Code of Ethics” means guidelines, general rules of behaviour, and standards established in accordance with Part 5 of the BHFN *Election Law* rules and procedures which govern the conduct of Council;

“Community Approval Process” means the *naaknige*¹³ which governs the ratification process by which BHFN *naaknigwenan*¹⁴ shall be made, and may be shortened to the “BHFN *Approval Law*”, from time to time;

“corrupt practices” means bribery, direct or indirect, or providing a financial or material incentive to an Eligible Voter in exchange for a vote;

“Council” means the Beaverhouse First Nation government; a body composed of those persons elected pursuant to the BHFN *Election Law*, and any associated rules and procedures, or regulations, adopted by BHFN, from time to time, and includes the Youth Representative and the Elder Representative in their advisory role to Council;

“Designated Public Locations” include:

- (a) Administration building;
- (b) official BHFN website (<https://beaverhousefn.com/>); or
- (c) any additional locations as deemed prudent.

“Eligible Voter” means a person who:

- (a) is a Member of BHFN; and
- (b) is at least eighteen (18) years of age on the date of any given election;

“Forms” means the forms referred to in these rules and procedures, for use with the *Appeal Body Naaknige*¹⁵ and that have been developed to meet the basic requirements of the described actions, and shall only be modified by adding, not removing, detail;

“Founding Members List” (or **“List”**) refers to the applicable lists of Founding Members confirmed by the Beaverhouse Leadership, by way of the band recognition process, and is limited to 1) an initial list of Members based on the Working Draft List, as determined after the first stage of the enrolment process (the “first founding members list”), and, as applicable, 2) the first founding members list as further amended by the addition of names as determined after the second stage of the enrolment process (the “second founding members list”);

¹³ *naaknige* means law.

¹⁴ *naagknigwenan* means laws.

¹⁵ *Naaknige* means the BHFN Appeal Body Law.

“Member” means an individual appointed to serve on the Appeal Body, as set out in the *Appeal Body Naaknige*¹⁶;

“Members List Sub Committee” means the subcommittee of the genealogy committee established by Beaverhouse Leadership to undertake, for the purposes of the Agreement for the Recognition of Beaverhouse First Nation as a Band, an ongoing review of the Working Draft List, and to identify any individuals who may have been missed by the genealogy committee in its genealogical research and to provide any comments on the Working Draft List to the genealogy committee for its consideration;

“oath” means a solemn affirmation; and

“Working Draft List” means the list maintained by BHFN, of individuals identified by the genealogy committee, whose lineage can be traced back to the five core clans/families of the historical BHFN community in the 1920s, which will be used and updated to determine founding member eligibility for the purposes of band recognition pursuant to the Agreement for the Recognition of Beaverhouse First Nation as a Band, and which will become the Founding Members List.

5. The division of these rules and procedures into parts, sections, paragraphs, subsections, and clauses, and the insertion of headings and subheadings are for convenience of reference only and shall not affect the legality or interpretation of these rules and procedures.
6. Unless otherwise specified, words in the singular include words in the plural and words in the plural include words in the singular. Unless otherwise specified, the use of “they” or “their” includes all sexes, social genders, and gender identities.
7. When calculating time, a reference to a number of days between two events is calculated by excluding the day on which the first event occurs and including the day on which the second event occurs. Any reference to days will mean calendar days, and is inclusive of Saturdays, Sundays, and any holidays, unless otherwise identified.

PART 4 – RECRUITMENT OF APPEAL BODY MEMBERS

Appeal Body Advisory Council

Purpose and Mandate of Appeal Body Advisory Council

8. The mandate of the Advisory Council shall be to appoint Members who meet the criteria in section 8.4 of the *Appeal Body Naaknige*¹⁷, to evaluate Members throughout their term(s) of service, to review any complaints regarding Members, and to remove or discipline Members in accordance with these Rules and Procedures.

¹⁶ Naaknige means the BHFN Appeal Body Law.

¹⁷ Naaknige means the BHFN Appeal Body Law.

9. All members of the Advisory Council shall serve for a term of at least 3 years.
10. For greater clarity, the first members of the Advisory Council shall serve on the Advisory Council for at least four (4) years, following the *Appeal Body Naaknige*¹⁸ coming into force.
11. An Advisory Council member may resign if they send a written notice to all other Advisory Council members and the Band Manager, providing sixty (60) days' notice of their resignation.
12. The Advisory Council must be comprised of the representative positions from each of BHFN's core families and the Band Manager, as outlined in section 6.3 of the *Appeal Body Naaknige*,¹⁹ at all times.
13. If the family representative positions outlined in section 6.3 of the *Appeal Body Naaknige*,²⁰ are not filled, the Advisory Council shall continue their work without a representative in that position, and shall keep the vacant position open, until another family representative steps forward to fill that position.

Appointment of Members of the Advisory Council

14. Pursuant to section 6.1 of the *Appeal Body Naaknige*,²¹ within seven (7) days of the Naaknige²² coming into force, the Band Manager, or their designate, shall post a public notice communicating that the Advisory Council will be established within thirty (30) days of the Naaknige²³ coming into force, in the Designated Public Locations and on the BHFN Members-only website, outlining:
 - (a) the role of the Advisory Council;
 - (b) the representative positions for each core BHFN family;
 - (c) the deadline for core BHFN families to put forth a nomination for their representative; and
 - (d) the length of terms for each representative position.
15. Within twenty-one (21) days of the law coming into force, pursuant to section 14 of these Rules and Procedures, core BHFN families will submit one (1) nomination for their representative position on the Advisory Council to the Band Manager, in writing.

¹⁸ Naaknige means the BHFN Appeal Body Law.

¹⁹ Naaknige means the BHFN Appeal Body Law.

²⁰ Naaknige means the BHFN Appeal Body Law.

²¹ Naaknige means the BHFN Appeal Body Law.

²² Naaknige means the BHFN Appeal Body Law.

²³ Naaknige means the BHFN Appeal Body Law.

16. Within seven (7) days of receiving the nominations from the core BHFN families, pursuant to section 15 of these Rules and Procedures, the Band Manager shall appoint one (1) representative from each of the core BHFN families to the Advisory Council.
17. Whenever there is a vacant Advisory Council member position, the Band Manager, or their designate, shall post a public notice, in the Designated Public Locations and on the BHFN Members-only website, outlining:
 - (a) the vacant representative position(s) for each core BHFN family;
 - (b) the deadline for core BHFN families to put forth a nomination for the vacant representative position; and
 - (c) the length of terms for each of the vacant positions.
18. The public notice seeking Advisory Council members shall be posted at least six (6) months before the end of the term of service for the Advisory Council member(s), or at least twenty-five (25) days prior to the effective date of an Advisory Council member's resignation.
19. For greater certainty, the process for identifying who will be put forth in a nomination to be a core BHFN family representative shall be entirely determined by the members of each core BHFN family.
20. For the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band and the interim Advisory Council, pursuant to section 6.2 of the Naaknige²⁴, sections 14-19 of these Rules and Procedures shall not apply.
21. For the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band and the interim Advisory Council, pursuant to section 6.2 of the Naaknige,²⁵ the core family representatives who were appointed to the Members List Sub Committee shall be appointed as the interim Advisory Council, by way of Band Council Resolution.

Appeal Body Members

Notice of Vacancies

22. Whenever there is a vacant Appeal Body position, members of the Advisory Council shall post a public notice, in Designated Public Locations and on the BHFN Members-only website, outlining:
 - (a) the selection criteria for Appeal Body Members;
 - (b) the deadline to apply;

²⁴ Naaknige means the BHFN Appeal Body Law.

²⁵ Naaknige means the BHFN Appeal Body Law.

- (c) the process to apply;
 - (d) the number of vacancies; and
 - (e) the length of terms for each of the vacant positions.
23. For the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band, pursuant to section 7.5 of the *Appeal Body Naaknige*²⁶, the interim Advisory Council shall post a public notice to the Designated Locations, within ten (10) days of the interim Advisory Council being established.
 24. For the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band, the application deadline for appointing Members to the Appeal Body, shall be submitted to the Advisory Council within seven (7) days from the date the public notice is posted, in accordance with section 23.
 25. Notwithstanding sections 23-25 of these Rules and Procedures, the public notice seeking Members to the Appeal Body, pursuant to section 22 of these Rules and Procedures, shall be posted at least six (6) months before the end of the term of service for Members, or at least twenty-five (25) days prior to the effective date of a Member's resignation.
 26. The public notice to recruit the first Members, as set out in section 22, shall be posted within fourteen (14) days of the Advisory Council being established, with the exception of sections 7.5 and 7.6 of the *Appeal Body Naaknige*,²⁷ and sections 23-25 of these Rules and Procedures.
 27. For greater clarity, as set out in paragraph 22(a) of these Rules and Procedures, the Appeal Body shall refer to the criteria outlined in section 8.4 of the *Appeal Body Naaknige*,²⁸ for the purposes of posting a notice of vacancy.
 28. In accordance with paragraph 22(b) of these Rules and Procedures, the deadline to apply for a position on the Appeal Body shall be at least thirty (30) days after the public notice has been posted.
 29. In accordance with paragraph 22(b) of these Rules and Procedures, the Advisory Council must appoint Members within fourteen (14) days of the deadline set out in the public notice.

Evaluation and Removal of Appeal Body Members

30. Each year, the Advisory Council shall undertake an evaluation of each Member to ensure that each Member is living by the principles, and meeting expectations, as set out in the *Appeal Body Naaknige*²⁹ and the BHFN *Declaration of Rights*, as may be applicable to the Appeal Body Members.

²⁶ Naaknige means the BHFN Appeal Body Law.

²⁷ Naaknige means the BHFN Appeal Body Law.

²⁸ Naaknige means the BHFN Appeal Body Law.

²⁹ Naaknige means the BHFN Appeal Body Law.

31. If a Member is found to have breached the *Appeal Body Naaknige*,³⁰ these Rules and Procedures, the BHFN *Declaration of Rights*, or any other naaknige³¹, as may be applicable to the Appeal Body, at the Member's evaluation, as set out in section 30, the Advisory Council shall remove the Member from their position.
32. For greater certainty, such breaches, as identified in section 31, may result in the Advisory Council removing the Member at any time over the course of the Member's term, and not just at their annual evaluation.

Reappointment of Members

33. Where the Advisory Council determines that a Member satisfies the requirements outlined in section 30 of these Rules and Procedures, the Advisory Council may ask the Member to return for another term.
34. For greater certainty, as long as the Member has not served the maximum number of terms on the Appeal Body, as set out at Part 7 of the *Appeal Body Naaknige*,³² the Member may agree to the re-appointment, and the Advisory Council shall confirm the same.
35. Where a Member has served the maximum number of terms on the Appeal Body, as set out at Part 7 of the *Appeal Body Naaknige*,³³ the Member will not be re-appointed, and the Advisory Council will declare the position vacant, and sections 22 and 26-29 of these Rules and Procedures shall apply.
36. For greater clarity, where the Advisory Council must appoint a new Member to a vacant position, the Advisory Council shall make every reasonable effort to ensure the Member is appointed as close to the end of the term of the Appeal Body Member who previously served in the vacant position, to ensure as much continuity as possible.
37. For greater certainty, Members appointed for the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band, as set out in section 7.5 of the *Appeal Body Naaknige*³⁴, may apply, and if successful, be appointed for any future vacant Member positions once their term expires.
38. For greater certainty, any Member appointed for the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band, may apply for a Member position in accordance with section 14, while serving their term as set out in section 7.6 of the *Appeal Body Naaknige*.³⁵

PART 5 – Appeal Process for Appellants

³⁰ Naaknige means the BHFN Appeal Body Law.

³¹ naaknige means law.

³² Naaknige means the BHFN Appeal Body Law.

³³ Naaknige means the BHFN Appeal Body Law.

³⁴ Naaknige means the BHFN Appeal Body Law.

³⁵ Naaknige means the BHFN Appeal Body Law.

Timelines for Appeals

39. Appellants must submit a written application (Schedule B) that includes:
- (a) The Appellant's name, address, email address, and telephone number;
 - (b) The Appellant's grounds for the appeal based on the law, policy, or procedures in place at the time of the appeal, and as set out at sections 44-48 of these Rules and Procedures; and
 - (c) Any relevant supporting evidence or materials.
40. A written application submitted in accordance with section 39 will constitute and form the record for the Appeal Body's decision-making process.
41. An Appellant may not submit more than one appeal relating to the same ground(s) of appeal.

Election Appeals

42. In order to submit an appeal regarding an election, the Appellant must follow the process set out in the *Election Law* rules and procedures, as may be applicable.

Ratification Vote Appeals

43. In order to submit an appeal regarding a Ratification Vote, the Appellant must follow the process set out in the *Community Approval Process* rules and procedures, as may be applicable.

Grounds for Appeal

44. Appellants may submit an appeal regarding the conduct of a member of Council if the Appellant has reasonable grounds for believing that:
- (a) there was a violation of the Code of Ethics by a member of BHFN Council;
 - (b) there was a violation of the Code of Conduct by a member of BHFN Council;
 - (c) there was a violation of the Oath of Office by a member of BHFN Council;
 - (d) there was a violation of the BHFN *Declaration of Rights*;
 - (e) there was a violation of the Canadian *Charter of Rights and Freedoms*;
 - (f) a member of BHFN Council has participated in corrupt practices; or
 - (g) a member has taken part in any related misconduct outlined in the Governance Orientation Manual.

45. Appellants may submit an appeal regarding a decision made by BHFN Council if the Appellant has reasonable grounds for believing that:

- (a) there was a violation of Conflicts of Interest guidelines;
- (b) there was a violation of the BHFN *Declaration of Rights*;
- (c) there was a violation of the Canadian *Charter of Rights and Freedoms*;
- (d) there was a violation of BHFN policies or procedures in the decision-making process; or
- (e) a member of the BHFN Council has participated in corrupt practices.

46. Appellants may submit an appeal regarding a decision made by BHFN Administration if the Appellant has reasonable grounds for believing that:

- (a) there was a violation of the BHFN *Declaration of Rights*;
- (b) there was a violation of the Canadian *Charter of Rights and Freedoms*;
- (c) there was a violation of BHFN policies or procedures in the decision-making process; or
- (d) a member of the band administration has participated in corrupt practices.

Election Appeals

47. Appellants may submit an appeal regarding elections on the grounds set out in the *Election Law* rules and procedures, as may be applicable.

Ratification Vote Appeals

48. Appellants may submit an appeal regarding Ratification Votes on the grounds set out in the *Community Approval Process* rules and procedures, as may be applicable.

PART 6 – Operations of the Appeal Body

Appeal Body Member Responsibilities

Training

49. Appeal Body Members shall complete the following training in their first three (3) months of the start of their first term:

- (a) Conflict of Interest training, including familiarizing themselves with the BHFN Conflict of Interest Policy;

(b) Dispute Resolution training (including training on mediation, arbitration, and community dispute resolution); and

(c) Appeals training.

50. For the purposes of the Ratification Vote on the Agreement for the Recognition of Beaverhouse First Nation as a Band, appointed interim Members shall not be required to complete the training set out in section 49 of these Rules and Procedures, and shall instead complete training on Ratification Votes within twenty-one (21) days of being appointed.

Code of Conduct

51. All Members must abide by a Code of Ethics and Appeal Body Member Protocol, as set out in the Appeal Body Policy.

52. Members must attend, and meaningfully participate in, all hearings to which they are assigned.

Confidentiality

53. All Members shall treat the information in applications they review during their term with the utmost care and respect, and agree to not share any information with anyone who is not a Member, or the Appeal Body Coordinator.

Resignation

54. A Member may resign if they send a written notice to all Members and the Appeal Body Coordinator, providing sixty (60) days' notice of their resignation, including the reason for their resignation.

Conflicts of Interest

55. Members must announce to all other Members, and the Appeal Body Coordinator, any real or perceived conflicts of interest before they attend and participate in a hearing on an application, and must recuse themselves from reviewing the application where such conflict is present.

A conflict of interest includes, but is not limited to, situations where a Member is immediately related to the individual who has submitted the appeal, can personally benefit from the decision on appeal, or is in active conflict with the individual or the individual's immediate family.

Appeal Body Decisions and Written Reasons

56. Following a hearing, Members shall prepare their decision, with written reasons (using Schedule A), to meet the timelines noted in section 28 of the *Appeal Body Naaknige*.³⁶
57. Members may select one (1) or more Member among the three (3) Members who conducted the hearing to draft the decision.
58. If a decision was not made by consensus, the Member(s) who were not a part of the majority decision may write an additional set of reasons, as it relates to where there was disagreement.

Part 7 – Enforcement of the Appeal Body Naaknige³⁷

Imposition of a Fine

59. The Appeal Body may impose a fine on an individual, corporation, or organization that refuses to abide by one (1) or more of their decisions.
60. An individual or organization may be liable for a fine of not more than one thousand dollars (\$1000.00 CAD).

Part 8 – Amendments

Technical Amendments

61. Technical amendments to the *Appeal Body Naaknige*³⁸ may be made at the direction of the Band Manager or Council.

Substantive Amendments

62. The process for the development and passage of substantive amendments to the *Appeal Body Naaknige*³⁹ may be initiated by:
 - (a) a petition presented to Council, signed by at least twenty-five (25) per cent of BHFN members, and setting out the specific area in the *Appeal Body Naaknige*⁴⁰ proposed for amendment;
 - (b) a proposal by the Band Manager; or
 - (c) a proposal by Council.

³⁶ Naaknige means the BHFN Appeal Body Law.

³⁷ Naaknige means the BHFN Appeal Body Law.

³⁸ Naaknige means the BHFN Appeal Body Law.

³⁹ Naaknige means the BHFN Appeal Body Law.

⁴⁰ Naaknige means the BHFN Appeal Body Law.

63. The procedure for presenting a petition or proposal for an amendment to the *Appeal Body Naaknige*⁴¹, in accordance with section 62 of these Rules and Procedures, shall be as follows:

- (a) a notice of review shall be added to the agenda of a duly called Council Meeting;
- (b) Council shall be provided with a copy of the *Appeal Body Naaknige*⁴² in force at the time, for their review;
- (c) at the following, or a future, Council Meeting, a motion shall be put forward to either accept or amend the *Appeal Body Naaknige*⁴³; and
- (d) if the proposed amendment to the *Appeal Body Naaknige*⁴⁴ is accepted, a BCR shall be signed to reflect that decision.

⁴¹ Naaknige means the BHFN Appeal Body Law.

⁴² Naaknige means the BHFN Appeal Body Law.

⁴³ Naaknige means the BHFN Appeal Body Law.

⁴⁴ Naaknige means the BHFN Appeal Body Law.

Part 9 – Coming into Force

65. These Rules and Procedures will come into force on the 20 day of March, 2025 after the *Appeal Body Naaknige*⁴⁵ has been made naaknige by way of Band Council Resolution.

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⁴⁵ Naaknige means the BHFN Appeal Body Law.

Schedule A: Template Written Decision of the Appeal Body

Beaverhouse First Nation Appeal Body

Citation: Appellant v. Respondent, Year-Appeal #

[NAME]

Appellant

[NAME]

Respondent

Decision of Beaverhouse First Nation Appeal Body

Heard by: [Name], [Name], [Name], [Name], [Name], [Name] and [Name] *(Include appropriate number based on who heard the appeal – First Name Initial followed by Last Name – ex. J. Smith)*

Decision of the Beaverhouse First Nation Appeal Body:

1. *Summary of Appeal in one (1) sentence*
2. *Cite jurisdiction of the Appeal Body to decide this appeal*

Preliminary Matters / Background

3.

Grounds of Appeal

4.

Remedy Sought

5.

Burden of Proof

6.

Issues

7.

Appellant's Evidence

8.

Respondent's Evidence

9.

Analysis

10.

Summary

11.

Decision

12.

Reasons of Different Member or Minority (as applicable) *(remove all below if not needed)*

Preliminary Matters / Background

1.

Grounds of Appeal

2.

Remedy Sought

3.

Burden of Proof

4.

Issues

5.

Appellant's Evidence

6.

Respondent's Evidence

7.

Analysis

8.

Summary

9.

Decision

10.

Dated: [DATE]

Name

Signed

Name

Signed

Name

Signed

Name

Signed

Name

Signed

Name

Signed

Name

Signed

DRAFT

Schedule B: Appeal Application Form**Beaverhouse First Nation
Appeal Application Form**

This form must be submitted to the
Appeal Body Coordinator

[NAME OF APPEAL BODY COORDINATOR]

[BHFN APPEAL BODY COORDINATOR MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS]

Contact Information

Full Name	
E-mail address	
Mailing Address	
Telephone Number	
Membership Number	

Grounds for Appeal

Please list the relevant grounds of appeal for your application, as may be applicable

Describe, briefly, the nature of the violation or infraction:

Mediation Services

You may choose to use mediation services instead of bringing your appeal to the Appeal Body. Mediation is a process to resolve a conflict where a mediator (acting as a neutral third party), supports the individuals involved in finding a collaborative, fair and just, resolution to their conflict. It is dependent on all parties being agreeable to mediation.

Do you wish to proceed with mediation services instead of going forward with an appeal hearing, should the other party/parties be agreeable also?

☐ **Yes**, I would prefer to use mediation services for my application.

**Note: If mediation fails, you may still bring forward your application to the Appeal Body.*

☐ **No**, I would prefer to bring my application to the Appeal Body.

**Note: if you select "No", you will not be able to use mediation services for your application after the Appeal Body makes a decision on your appeal.*

SWORN AFFIDAVIT

Dated for Reference the 3rd day of March 2025

I, _____, of _____, _____
 (Name of Appellant) (Place of residence) (Province)

SWEAR/AFFIRM AND SAY THAT:

1. I have personal knowledge of the grounds of appeal, the description of the violation or infraction, and the evidence attached to this affidavit, except where stated to be based on information and belief. "Based on information and belief" means what I believe to be true to the best of my knowledge and based on my experiences.
2. To the best of my knowledge, all the information and evidence included in this appeal is true, and all of the evidence attached is presentable at an appeal hearing.

SWORN/AFFIRMED BY: _____
 Name of Appellant

SWORN/AFFIRMED ON: _____
 Date Sworn/Affirmed

SWORN/AFFIRMED BEFORE ME

At _____, Ontario
 on _____, 20 _____

 Signature of Appellant Swearing/Affirming

 Commissioner of Oaths in and for Ontario,
 Justice of the Peace, or Notary Public