

WAHNAPITAE FIRST NATION

INCOMING/OUTGOING MAIL POLICY

Amended by Band Chief and Council Motion # BCM 19/20-07-78

At Chief and Council Meeting of: July 5, 2019

Adopted by Band Council Motion #BCM 18/19-01-131

At Chief and Council Meeting of: February 12, 2019

1.0 PURPOSE

To ensure confidentiality and promote trust, within our community and our members, that is done on a level of fairness and professional business ethics.

2.0 DEFINITIONS

Regular Mail: Means day to day operations mail.

Classified Mail: Means, mail addressed to Executive Director, Chief and/or Council, Finance Director, Health Director, Confidential, Private, Secret, Registered or Named.

Membership Mail out: Means, mass mailout to members.

Membership List: Means, membership list provided by Indigenous Services Canada for Band related purposes.

Sign Off Procedure: Means, the process of having addressed recipient sign received incoming mail.

3.0 POLICY AND PROCEDURES

3.1 All communications, files and any other papers coming to the Wahnapiatae First Nation Band Office will be received and acknowledged by Reception at the Reception Desk.

3.2 The Receptionist will then sort mail from Regular Mail and Classified mail.

- 3.3** The Receptionist will open envelopes, except those bearing classified mail.
- 3.4** The Receptionist will acknowledge all Regular Mail with date received, initial and log accordingly.
- 3.5** Classified Mail will not be opened but will be dated, initialed and logged on the envelope face, and proceed sign off procedure to named recipient.

4.0 MEMBERSHIP MAIL OUT

- 4.1** Membership mailouts include information distributed from Wahnapiatae First Nation Administration in the form of notices, audits, election/ratification/referendum votes to membership list.
- 4.2** Content or Mail out request not captured within this policy will not be approved nor permitted from Wahnapiatae First Nation Administration.

5.0 AMMENMENT CLAUSE

- 5.1** This policy may be amended from time to time by Chief and Council.