

Band Member Request Procedure

1. Band Member Requests (“BMRs”) must be submitted to the Executive Assistant’s office at 135 Lakeshore Blvd., Neyaashiinigiing, Ontario, or electronically at executiveassistant@nawash.ca using the “2018 Debendaagzijig Ekwadweyig” Form. Copies of this form are to be kept at the reception desk.
2. Band Member Requests will be addressed during the Regular Day One Council Meetings, scheduled on the first Monday of every month. Emergency BMRs requiring immediate approval or action may be presented in other Council Meetings at the discretion of Chief and Council.
3. A complete Band Member Request must include:
 - i. Letter of request – issue/reason for the BMR
 - ii. Contact information – includes phone number, email, and mailing address
 - iii. Supporting documents – includes but not limited to quotes, invoices, images, correspondence, policies, contracts, etc.
 - iv. Consent to release information -- allows the BMR to be shared with relevant programs/departments
 - v. Band Member signature
4. Failure to submit a complete Band Member Request may result in the request being denied or tabled to a later Band Council meeting.
5. Band Member Request forms must be date and time-stamped by the reception desk after being received.

Debendaagzijig Ekwadweyig ~ Band Member Request Protocol
Band Council Resolution No. 557 – October 22, 2018

In order to accommodate you, the membership as well as better prepare Chief and Band Council, Administration and Programs, you are kindly requested to submit your letter of request into the Executive Assistant's office at 135 Lakeshore Blvd, Neyaashiinigmiing ON. N0H 2T0. executiveassistant@nawash.ca

Band Member Requests are then scanned and sent to Chief, Council and related program supervisor to pull all necessary information or documents relating to your request. The Program supervisor will then forward your request with all necessary documents or information to Chief and Council. You will be notified of the day your request will be coming to the table providing you leave a contact number. Day one is scheduled for the first Friday of each month and is specifically designated for Band Member Request. Ideally, your written request needs to be submitted at least 10 days prior to the first Friday of the month. Any emergency requests needing Chief and Council's approval or action will be at the discretion of the Chief and Council. All employment related topics/concerns will be directly sent to the Human Resource Department and will be (cc'd) carbon copied to Chief and Council. Human Resources will then investigate and forward a report to Chief and Council if required.

"Closed" requests can be marked on the envelope or letter. During a closed session, Chief and Council shall determine who attends the room during your request and minutes are not taken. Closed sessions will be called for the following reasons:

- *Legal Issues*
- *NCW/CAS/Band Rep. Matters*
- *Undesirables*
- *Personnel Matters other than financially related*
- *Individual Medical/Health Concerns*
- *Issues regarding 'Minors' who are Band Members*

Please ensure all of the following information is on your Band Member Request letter. A template including authorization to share your information has been made on the reverse side for your convenience.

- *Name and Band Number*
- *Date*
- *Mailing address*
- *Phone number*
- *Attach/enclose supporting documents to your request*

Attach extra sheets of paper if needed

CONSENT AND RELEASE OF INFORMATION

I, _____ hereby consent to the collection, disclosure and use of my personal information that is:

1. Relevant to my request to Chief and Band Council that will assist them in making an informed decision as it pertains to my Band Member Request dated _____.
2. The forwarding of my information to relevant programs within and outside of The Chippewas of Nawash that will provide further confirmation/verification of my information and/or my eligibility for assistance from Chief and Council.

Further, I authorize any discussion should the Executive Assistant's office require to do so with other programs, in order to gather/confirm/verify this information.

This authorization shall become null and void once Council has considered my Band Member request and arrived at a decision or I revoke such in writing with the Executive Assistant's Office.

Band Member Signature

Date

OFFICE USE ONLY

RECEPTION (INITIAL RECEIPT OF REQUEST)

TASK	COMPLETED
APPLICATION FORM	
CONSENT TO RELEASE	
PHONE NUMBER	
TIME AND DATE STAMP	

PLEASE DATE AND INITIAL EACH TASK

CONTROL

EXECUTIVE ASSISTANT'S OFFICE	DATE	INITIAL
DATE RECEIVED		
PROGRAM CONSULTATION -LIST BELOW		
FILED WITH COUNCIL PACKAGE		
FOLLOW UP - BCR		

NOTES:

