



## **LAC SEUL FIRST NATION**

### **COMMUNICATIONS POLICY**

**Communications Policy for Chief and Council**

These Policy and Guidelines for Chief and Council were passed during a duly convened meeting of the Lac Seul First Nation Council held on September 20th, 2024, and confirmed by BCR 24-45-20.

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## **CHAPTER 1: INTRODUCTION**

### **Purpose**

- 1** The purpose of this Communications Policy is to define protocols and practices for information gathering, knowledge sharing, empowerment, and decision-making at Lac Seul First Nation. This Policy aims to ensure that Chief and Council and Membership have regular, defined interactions and communication processes built on respect, trust, understanding and consensus.
- 2** The Communications Policy furthers Lac Seul First Nation’s Comprehensive Community Plan (2022) by improving communications between Chief and Council, Administration, and Members, and by growing off-reserve Members’ sense of inclusion and connection to the Nation.

### **Application**

- 3** This Policy applies to the Chief and Council of Lac Seul First Nation and to the members of Committees of Council.

### **Responsibilities**

- 4** All members of Lac Seul First Nation Council and Committees are required to comply with the Communications Policy.
- 5** The Governance Committee is responsible for periodically reviewing the Communications Policy to ensure effectiveness and making recommendations regarding proposed amendments to Council.

### **Review**

- 6** This Policy will be reviewed every three (3) years and may be amended from time to time.
- 7** Members are encouraged to provide feedback on the effectiveness of the communications activities of Council at the Annual General Meeting.

### **Approval & Amendment Dates**

- 8** This Policy was passed by the Lac Seul First Nation Council by BCR on September 20<sup>th</sup>, 2024.

## **CHAPTER 2: DEFINITIONS**

- 9** The following definitions apply in this Policy:

**10 “Annual General Meeting”** means a community meeting hosted by Council in January of each year to present the Lac Seul First Nation Annual Report and Audit.

- (1) **“Annual Report”** means the Lac Seul First Nation annual summary of activities and finances for the previous year.
- (2) **“Council”** means the elected Chief and Council of Lac Seul First Nation.
- (3) **“Committees of Council”** means a committee created by Council that comprises of individuals appointed from Council, Staff and Membership to provide oversight with respect to a particular aspect of LSFN governance and to make recommendations to Council on action items or strategic direction.
- (4) **“Holiday Feasts”** refers to events held in December each year by Lac Seul First Nation Administration and Council in Lac Seul communities and urban centres.
- (5) **“Livestream”** means a live broadcast of a meeting or event on any internet hosting platform.
- (6) **“LSFN”** means Lac Seul First Nation.

**11 “LSFN Website”** means the official website of Lac Seul First Nation, [www.lacseulfn.org](http://www.lacseulfn.org)

- (1) **“Member”** means a person whose name appears, or who is entitled to have their name appear, on the Lac Seul First Nation Band List, and Membership refers to Members as a collective.
- (2) **“Quarterly Community Meetings”** open to all Members and held quarterly in winter, spring, summer, and fall to cover matters of significant interest to Membership

**12 “Social Media Channels”** refers to an online (internet based) platform or medium through which individuals, businesses, and organizations can create, share, and interact with content in a social and interactive manner. Examples of social media channels include platforms like Facebook, X (Twitter), Instagram, LinkedIn, YouTube or others.

- (1) **“Special Community Meetings”** are meetings that are open to all Members and convened at the direction of Council for the purpose of addressing emergencies and other urgent or time sensitive matters.

### **CHAPTER 3: COMMUNICATION ACTIVITIES**

**13** Council will adhere to the following timetable and requirements for communications to Membership.

- 14** The communication activities described below should be in plain English.  
Anishinaabemowin translation should be added where possible to encourage and promote traditional language use.

<b>Activity</b>	<b>Communication Type</b>	<b>Content</b>	<b>Frequency</b>
<b>Annual General Meeting (January)</b>	Social Media channels (Facebook)	Date Reminders	30 days prior to meeting, then weekly reminders.
		Agenda	5 days before meeting
	LSFN website	LSFN Events page	30 days prior to meeting
		Agenda	5 days before meeting
	Posters	Date/Location	Holiday Feasts (Dec) and in Band Offices
Livestream	Preregistration information (required). Link sent to those registered	Information to register included with all postings and reminder communications.	
<b>Annual General Meeting Summary</b>	LSFN Website	Minutes posted	Within 2 weeks of meeting completion
<b>Annual Report (including Financial Statements)</b>	Printed copies	Report printed	Available in hard copy one week prior to Annual General Meeting at Band Offices
	LSFN website	Report posted	One week prior to Annual General Meeting

<b>Regular Council Meetings</b>  (Monthly open to all Members, rotating between each Community)	LSFN Website and/or Facebook	Date/Calendar	Annual meeting calendar posted in January
	Council Chambers	Agenda	Shared with Councillors 2 days before meeting. Filed in Council Chambers.
		Minutes	Reviewed and adopted at next meeting. Filed in Council Chambers.
<b>Committee Meetings</b>	LSFN Website and/or Facebook	Dates of meetings	2 weeks prior to meeting date
	Council Chambers	Minutes	Reviewed and adopted at next committee meeting. Filed in Council Chambers.
<b>Special Community Meetings or Consultations (open to all Members – emergencies, special topics)</b>	Social Media channels (Facebook)	Date Reminders	At least 30 days prior to meeting, with weekly reminders thereafter
	LSFN website	Date of meeting	At least 30 days prior to events page
		Agenda	2 days before meeting
	Livestream (recommended)	Preregistration information (required). Link sent to those registered.	Information to register included with all postings and reminder communications.
<b>General Online Posting</b>	<ul style="list-style-type: none"> <li>• LSFN Website</li> <li>• LSFN Facebook</li> <li>• LSFN Instagram</li> </ul>	Announcements or event information from Council or Committees sent to Communications Department	Ad hoc schedule for announcements. As soon as event information is confirmed, Council or Committee representative will send a request to Communications Department, minimum of 30 days prior to event.