STANDARD OPERATING PROCEDURES (SOP) POLICY	

Policy Type:	Governance	**Initially Approved:**	01/26/2026 BCM WFN 25/26-01-284
Policy Sponsor:	Executive Director	**Last Revised:**	01/26/2026
Primary Contact:	Executive Director	**Review Scheduled:**	01/2027
Approver:	Chief and Council BCM WFN 25/26-01-284		

1. Purpose

The purpose of this policy is to establish a consistent and transparent approach to the development, approval, implementation, and maintenance of Standard Operating Procedures (SOPs) within Wahnapitae First Nation (WFN).

This policy ensures that WFN operations are guided by clear, standardized, and accountable processes that reflect the community's governance practices, values, and commitment to service excellence.

2. Scope

This policy applies to all WFN departments, programs, and staff who develop, implement, or maintain SOPs.

It governs the creation, format, approval, review, and storage of all SOPs used to guide WFN operations and service delivery.

3. Definitions

Standard Operating Procedure (SOP):	A written document that describes the specific steps required to carry out a task or process consistently and effectively.
Template:	The approved WFN format used for all SOPs.
Owner:	The individual or department responsible for developing, maintaining, and updating a specific SOP.
Review Cycle:	The established time period (typically every 12 months) for reviewing and updating an SOP to ensure continued relevance and accuracy.

4. Principles

a) SOPs shall support WFN's mission, values, and governance framework.
b) SOPs must be clear, practical, and aligned with approved WFN policies.
c) SOPs are considered controlled documents and may only be issued, revised, or rescinded through the process described in this policy.
d) All employees are responsible for following the SOPs relevant to their duties.

5. Development and Approval Process

a) Each SOP shall be developed using the approved WFN SOP Template.
b) The responsible department drafts the SOP in consultation with relevant stakeholders and submits it to the Executive Director for review.
c) Final approval of new or substantially revised SOPs rests with the Executive Director or Chief and Council, as appropriate.
d) Once approved, SOPs shall be dated, numbered, and stored in the designated central repository.
e) The most current version shall always be accessible to relevant staff.

6. Review and Revision

a) All SOPs shall be reviewed at least annually or sooner if operational changes, legislation, or policy updates require revision.
b) Minor administrative updates (e.g., formatting or contact information changes) may be made with approval from the Executive Director.
c) Major revisions must follow the full review and approval process described in Section 5.
d) Superseded SOPs shall be archived and retained according to WFN's document management procedures.

7. Training and Implementation

a) Departmental supervisors shall ensure that all employees receive training on relevant SOPs.
b) New employees shall be introduced to applicable SOPs as part of orientation.
c) Compliance with SOPs is mandatory; failure to adhere may result in corrective action in accordance with WFN's personnel policies.

8. Document Control

a) Each SOP shall include:
- Title and reference number
- Effective date and revision date
- Approval authority
- Responsible department

b) SOPs shall be version-controlled and protected from unauthorized alteration.
c) Only the latest approved version of each SOP may be used in practice.

9. Roles and Responsibilities

Executive Director:
- Oversees the development and approval process for all SOPs.
- Ensures SOPs align with organizational policies and strategic direction.

Department Leads:
- Draft and maintain SOPs for their areas of responsibility.
- Ensure staff are trained and comply with applicable SOPs.

Employees:
- Follow approved SOPs in performing duties.
- Report outdated or unclear SOPs to their supervisor.

10. Review and Amendment

This policy shall be reviewed annually, or sooner if required.

Minor or administrative amendments that do not alter the policy's intent may be approved by the Executive Director without requiring formal review by Chief and Council.

11. Revision History

Date: (mm/dd/yyyy)	**Motions**