



First Peoples Development Inc.

**Sub-Agreement Holders Special Meeting
November 23rd & 24th, 2017**

Canad Inns Destination Centre
1034 Elizabeth Rd,
Winnipeg, Manitoba
Windsor Park

Day One Attendance

1. Birdtail Sioux First Nation – Chris Bunn
2. Birdtail Sioux First Nation – Doug Hanska
3. Brokenhead Ojibway Nation – Aliesha Desjarlais
4. Ebb and Flow First Nation – Jade Maud
5. Fisher River Cree Nation – Stephanie Cochrane
6. Fisher River Cree Nation – Jennine Thaddeus
7. Gambler First Nation – Nathan Tanner
8. Gambler First Nation – Darlene Tanner
9. Hollow Water – Furlon Barker
10. Keeseekoowenin Ojibway Nation – Tina Blackbird
11. Keeseekoowenin Ojibway Nation – Robyn Bone
12. Lake Manitoba First Nation – Vincent Paul
13. Lake Manitoba First Nation – Lisa Paul
14. Little Saskatchewan First Nation – Darrell Shorting
15. Long Plain First Nation – Lorraine Daniels
16. Long Plain First Nation – Shanlee Hammond
17. Nisichawayasihk Cree Nation – Leonard Linklater
18. O Chi Chak Ko Sipi First Nation – Ira Moar
19. O Chi Chak Ko Sipi First Nation – Patrick McKay
20. O Pipon Na Piwin Cree Nation – Nora Spence
21. Peguis First Nation – Pam Favel
22. Peguis First Nation – Alana Cochrane
23. Pinaymootang First Nation – Ethel Anderson
24. Pinaymootang First Nation – Mary Sumner
25. Roseau River Anishinabe First Nation – Marcel Sennie
26. Roseau River Anishinabe First Nation - Mary Sparks
27. Sagkeeng First Nation – Chief Derek Henderson
28. Sagkeeng First Nation – Wendy Chevrefils

29. Sandy Bay First Nation – Chief Lance Roulette
30. Sandy Bay Ojibway Nation – Cathy Spence
31. Sandy Bay Ojibway Nation – Joan Starr-Malcolm
32. Sandy Bay Ojibway Nation – Corilynn Mousseau
33. Sandy Bay Ojibway Nation – Stanley Starr
34. Sandy Bay Ojibway Nation – Jason Starr
35. Sioux Valley Dakota Nation – Diana Roulette
36. Skownan First Nation – Sheryl Nepinak
37. Southeast Resource Development Center – Patricia Dicks
38. Swan Lake First Nation – Joanne McKinney
39. Tootinaowaziibeeng Treaty Reserve - Chief Murray Clearsky
40. Tootinaowaziibeeng Treaty Reserve – Natalie Cloud

FPDI Staff Attendance:

41. Joan Harris-Warren, Executive Director
42. Alexis Nelson, Executive Assistant
43. Jeanine Michell, Administrative Assistant
44. Florentino Cinco, Finance Director
45. Barb Moran, Project Officer
46. Charles Blackbird, Program Officer
47. Julie Parenteau, Program Officer
48. Tammie Jonasson, FNICCI Coordinator

Guests/ Presenters Attendance:

49. Sandra Jackson, Facilitator
50. Barb Nepinak, Elder
51. Clarence Nepinak, Elder
52. Kelly Bilawka, Service Canada
53. Candice Snider, Service Canada
54. Jamie Sauliner, Working Warriors
55. Josh Giesbrect, Southern Chiefs Organization
56. Breena Owens, Band Manager Pauingassi First Nation

Day One – November 23rd, 2017

Facilitator went through the Agenda of November 23rd & 24th, 2017

1. Opening Prayer

The Meeting Opened at 9:45 a.m. with opening prayer by Elder Clarence Nepinak.

2. Opening Remarks

President's Speech

FPDI Board President – Ethel Anderson, Pinaymootang First Nation

The Board President welcomed everyone to the meeting. The “President’s Speech” was included in the Sub Agreement Holders meeting packages. The President informed Members/ guests that the Board of Directors reviewed and updated the FPDI By-Law No.1 this year which will be reviewed in Day two of the SAH meeting. Pitblado Law will be present and available to answer questions or concerns that anyone has regarding the By-Law. The President also updated Members that a new agreement will be introduced by Employment and Social Development Canada for April 2019. The President gave a brief update of the 2017 FPDI accomplishments. The President thanked everyone for attending the meeting.

Ice Breaker – Sandra Jackson, *Facilitator*

The Facilitator, Sandra warmed up the meeting by asking Members to participate in a group activity. She assigned Members into three groups: “Popeye”, “Betty”, and the “Wolves”. Sandra then began to tell a story and when she mentioned either of those names, the participants assigned to the name would stand and make a noise when the name of their group was called. When the wolves were called, Members had to do a wolf whistle, when Bettys were called, they had to make the noise “boop boop de doop” with hip action, and when Popeye was called, they had to stand up and wave arms around and say “well, blow me down”. It was rather a noisy, but fun icebreaker to get everyone out of their comfort circle and warmed up for the meeting.

3. Intake Process Presentation

Leonard Linklater - Nisichawayasihk Cree Nation Employment and Training Coordinator. Atoskiwin Training and Employment Centre (ATEC) Intake Education to Training Pathways partners with Medicine Lodge Treatment Centre for the first part of their intake assessment referred to as “SASSI” (Substance Abuse Subtle Screening Inventory), to help identify individuals who have a high probability of being diagnosed with any type of substance-use disorder and help those people with the appropriate intervention, treatment and recovery as needed. Those who are not considered high risk after the SASSI assessment have the option of speaking with one of the three in-house therapist’s available to staff and clients. After the SASSI assessment, the clients are to take an online career questionnaire to see which career best suits their personality, based on their answers. Clients are then partnered with a Career Coach to help them plan various pathways to meet the requirements needed for their desired career path, this includes Social Job Readiness, Essential Skills Upgrading and Training, Literacy and Essential

Skills, Adult Basic Education (Grade level 7-10), Mature Student Diploma Program, and Access to all Post-Secondary, Technical Training and Industry Programs.

Health Break

4. Service Canada Presentation

Kelly Bilawka, Senior Program Development Officer, Citizen Services & Program Delivery Branch.

Power Point Presentation:

- AOP, Targets & Results, Reporting, Travel & Travel Expenses, Capital Costs.
When is Capital Eligible? When Capital Costs Are Not Eligible.

Targets and Results are recorded on your Annual Operating Plan. All AOPS need to be pre-approved by FPDI, with expenses approved prior to purchase. What you report, affects how FPDI receives funding. ***“The more you report the more funding you receive.” - Kelly Bilawka***

All reporting should be submitted monthly and accompanied by the following:

- A Signed Claim Form and Activity Report
- An updated Forecast of Project Expenditures (FPE)/ Cash flow
- Updated General Ledgers (GL's) or equivalent (e.g. a financial report with transaction-level details.)
- Copies of Invoices for Capital Expenditures
- Identify that uploads of clients (ARMS) and results of data have been uploaded; correction of any errors.

FPDI reviews the Claims to verify against the supporting documentation. FPDI then ensures that the costs claimed are reasonable, eligible, and in accordance with the Annual Operation Plan for that fiscal year and the Guideline on Eligible Expenditures. FPDI ensures that the proper expenditure coding has been applied.

All 34 Sub Agreements are then rolled into one Claim to Service Canada.

All Travel Expenses need a Travel Claim and other supporting documentation (i.e.: Agenda, purpose, receipts.) All Travel Expenses must be within Treasury Board rates. Meal receipts are not required but per diems should be reflective of meeting times. Incidentals are only eligible on overnight stays.

Question: *“If a Community spends more on travel from what is submitted in the AOP, do they get reimbursed?”*

Answer: *“No, they must adjust their AOP if more expenditures are needed in certain areas.”*

Question: What is the maximum travel rate?

Answer: It depends where you're traveling, always refer to the Treasury rates.
A Capital Cost, under ASETS is any single or composite asset with a purchase value of more than \$5000.00.

Capital Costs are Eligible when submitted for approval PRIOR to purchase: also when:

- It is part of the AOP;
- It is deemed eligible; and,
- It has prior written approval from Service Canada

All Capital Requests must be submitted with 3 quotes, completed Approval forms, and the Disposition of Assets forms.

All Capital Costs are deemed NOT Eligible if for the purchase of land or buildings, and the construction of buildings except for repairs or renovations to support the participation of persons with disabilities, or the construction or renovation of child care facilities in accordance with provincial territorial standards and building codes.

Lunch Break 12:00pm – 1:00pm

5. Communities At-Risk Success Story

Breana Owens – Band Manager, Pauingassi First Nation

Breana introduced herself and stated her community. Breana was a former participant of the Communities At-Risk program which began early 2016 and began with basic mentoring for on-the-job training. Upon completion of the program, Breana began working as an assistant to the Band Manager at Pauingassi First Nation Band Office in October of 2016. When the vacancy for the Band Manager Position opened up, Breana was given the opportunity to apply and has been successfully working in the position since that time.

The Communities At-Risk Program assisted several SAH communities who had identified specific programs and staff resources aimed at the eligible activities that target their At-Risk Youth. The activities ranged from increasing Mandatory Action planning, increased assessment, mentoring, and funding for specific group programming, targeting youth within their communities.

6. Sandy Bay Meat Processing Facility Presentation

Cathy Spence, Sandy Bay Employment and Training Coordinator

The Sandy Bay Meat Cutting Project started serendipitously while Chief Lance Roulette was at a Conference in Ottawa discussing training, then ESDC with the Minister Mihychuk, discovered that only two woman were previously trained in the industry. The Minister suggested Sandy Bay should do a Meat-Cutting Trades-Training Pilot.

After 3 years of planning, the project was ready to start with partners, FPD, Sandy Bay Chief and Council, the Income assistance department, Sandy Bay Mini Learning Centre, ASETS, Service Canada and HyLife Foods.

Sandy Bay Meat Processing Facility cuts & packages meat and distributes the meat packages used for training to low income families in the community.

HyLife conducted the initial interviews with the first cohort of women and found the most qualified candidates for the program. After numerous meetings and extensive research, the Project was able to locate all the necessary equipment needed to get started. Sperling Industries was contracted to build the training site which is now called the “Crane Building.”

After the first cohort of 14 women successfully completed the training and received their certificates, some of them were able to secure long term employment within HyLife and Maple leaf. There was also mention of interest from Sobeys.

Sandy Bay First Nation continues to train and HyLife continues to interview trainees for employment.

7. Working Warriors & Southern Chiefs Organization Partnership Presentation

Jamie Sauliner, Working Warriors & Josh Giesbrect, Southern Chiefs Organization

Working Warriors has a software company that is in the process of creating a National Skills Inventory of Indigenous People and assets related to economic development. Working Warriors is partnering with the Southern Chiefs Organization and working together on Job Creation for Indigenous People. Southern Chiefs Organization is the Largest Employer of Indigenous Peoples in Canada. SCO currently has INAC funding for youth employment and have 12 Youth employed.

Working Warriors is currently working on a program that focuses on the barriers that First Nations people face in the work force. This program was started 3 years ago to get a better understanding of the workforce as Working Warriors is expecting to have 500-700 jobs available for Indigenous peoples in 2018.

Question: *“How does the training assessment work?”*

Answer: *“The assessment starts with an interview, then by identifying the gaps in education and work experience, followed by a 5 day training course for work force and missing skills.”*

Health Break

8. FPDI Marketing Tool Kit Presentation

Barb Moran – First Peoples Development Inc., Project Coordinator

Barb provided a brief description of the Marketing Tool Kit. The Marketing Tool Kit was created as a guideline to SAHs for creating promotional items such as websites, brochures, and even logos. The Marketing Tool Kit was originally started by Darrell Phillips and was finalized by FPDI after his passing. This Tool Kit is available in the meeting packages and will also be available on the FPDI website.

9. Day One Closing Prayer by Elder Clarence Nepinak.

Meeting Adjourned 2:05 p.m.