



**First Peoples Development Inc.
Sub-Agreement Holders
Annual General Meeting**

“ISET Capacity Building”

**October 24, 2019
Clarion Hotel & Suites
1445 Portage Ave., Winnipeg, MB
Manitoba Room**

Day One Attendance

1. Berens River First Nation – Wayne Berens
2. Birdtail Sioux First Nation – Roxanne McKay
3. Brokenhead Ojibway Nation – Adolph Bittern
4. Canupawakpa Dakota Nation – Cheryl McGillivray
5. Canupawakpa Dakota Nation – Tanya Arthurson
6. Chemawawin Cree Nation – Felisha Munroe
7. Chemawawin Cree Nation – Rozina Bourassa
8. Dakota Tipi First Nation – Desmond Pashe
9. Ebb & Flow First Nation – Russell Mousseau
10. Ebb & Flow First Nation – Keenan Mousseau
11. Fisher River Cree Nation – Stephanie Cochrane
12. Keeseekoowenin Ojibway Nation – Tina Blackbird
13. Keeseekoowenin Ojibway Nation – Kim Burns
14. Lake Manitoba First Nation – Vincent Paul
15. Long Plain First Nation – Erin Myran
16. Nisichawayasihk Cree Nation – Chief Marcel Moody
17. Nisichawayasihk Cree Nation – Leonard Linklater
18. Nisichawayasihk Cree Nation – Amanda Spence
19. Nisichawayasihk Cree Nation – Danielle Moose
20. O Chi Chak Ko Sipi First Nation – Trevor McDonald
21. O Chi Chak Ko Sipi First Nation – Darryl McDonald
22. O Chi Chak Ko Sipi First Nation – Russ McDonald
23. O Pison Na Piwin Cree Nation – Fran Spence
24. O Pison Na Piwin Cree Nation – Yvonne Michelle
25. Peguis First Nation – Pam Favel
26. Peguis First Nation – Alana Cochrane
27. Pinaymootang First Nation – Ethel Anderson
28. Pine Creek First Nation – Councillor Cindy McKay
29. Pine Creek First Nation – Shawn Brass
30. Rolling River First Nation – Kaylea Amyotte
31. Roseau River First Nation – Marcel Sennie

32. Roseau River First Nation – Mary Sparks
33. Roseau River First Nation – Laura Patrick
34. Sagkeeng First Nation – Wendy Chevretils
35. Sandy Bay Ojibway Nation – Cathy Spence
36. Skownan First Nation – Sheryl Nepinak
37. Swan Lake First Nation – Joanne McKinney
38. Tootinaowaziibeeng Treaty Reserve – Jacqueline Ironstand-Bird
39. Tootinaowaziibeeng Treaty Reserve –
40. Waywayseecappo First Nation – Carol Tanner
41. Waywayseecappo First Nation – Jackie Tanner
42. Waywayseecappo First Nation – Miranda Mecas

FPDI Staff Attendance:

43. Joan Harris-Warren – Executive Director
44. Alexis Nelson – Executive Assistant
45. Barb Moran – Director of Administrative Services
46. Jeanine Michell – Administrative Assistant
47. Tahnee Parisian – Administrative Assistant
48. Florentino Cinco – Finance Director
49. Julie Parenteau – Program Officer
50. Theresa West – Assistant Program Officer
51. Derek Ross – Project Coordinator
52. Abe Courchene – Program Coordinator
53. Evan Colgan – Program Coordinator

Guests/ Presenters Attendance:

54. Sandy Jackson – Facilitator
55. Clarence Nepinak – Elder
56. Barbara Nepinak – Elder
57. Kelly Bilakwa – Service Canada, Senior Program Development Officer
58. Michelle Keller – Service Canada, Senior Program Development Officer
59. Andrea Canada – Office to Advance Women Apprentices Canada, Project Coordinator

Day One – October 24, 2019

The facilitator went through the Agenda of both days - October 24-25, 2019

9:30 a.m. Opening Prayer

The meeting opened at 9:35 a.m. with opening prayer by Elder Barb Nepinak.

Review of Agenda for October 24, 2019

The Facilitator went through the Agenda for both days. The Agenda and other meeting information were included in the meeting packages that were provided to attendees at sign in. USB's that contained were handed out to Employment & Training and their financial staff.

Opening Remarks – President's Speech

FPDI Board President – Ethel Anderson, Pinaymootang First Nation

Ethel reviewed FPDI's accomplishments for the previous year. Over the past year, there has been a tremendous amount of achievements with the Aboriginal Skills and Employment Training Strategy. FPDI and the Board of Directors look forward to the new Indigenous Skills and Employment Training program for First Nations people to gain more employment or seek further post-secondary education.

Many achievements and successes were mentioned through FPDI's proposal-based projects from 2018-2019 fiscal year. Projects which include: Licenced Practical Nursing, First Nation Youth Summit, Welding Program, Enbridge Welding Camps, Lake Manitoba Outlet Channel project and FPDI Robotics Lego EV3 Drone Program.

Another program that FPDI is looking into, is a plumbing/ pipefitting program, which will be community-based to start in January or February 2020. Employment & Training should contact FPDI if they are interested in hosting the program in their community.

Approval of SAH AGM Minutes from October 12, 2018

The minutes from the previous AGM were sent out with the notice and is available on the FPDI website for review prior to this meeting.

The Facilitator asked the voting representatives in attendance if there were any questions, or revisions in need for the minutes of October 12, 2018. There were none.

The approval of October 12, 2018 SAH AGM Minutes were by motion and show of hands. There were 16 voting representatives total in attendance.

Moved by: Ethel Anderson, Pinaymootang First Nation
Seconded by: Leonard Linklater, Nisichawayasihk Cree Nation

Accepted: 16
Declined: 0
Abstained: 0

All in favor: Carried.

The SAH AGM minutes of October 12, 2018 were approved October 24, 2019 with no revisions.

Presentation: Office of Advancement of Women Apprentices – Andrea Canada

The Facilitator introduced Andrea as the Project Coordinator for the Office to Advance Women Apprentices Manitoba. This office recently launched to promote the advancement of women in the skills construction trades in Manitoba. Andrea also teaches at the School of Continuing Education at the Red River College. Andrea serves on the Board of Directors of the Community Education Development Association of Winnipeg.

Andrea has been employed by Manitoba Hydro for the past 26 years and has been involved in the recruitment and retention of Indigenous employees in the trades and other Hydro careers. Formerly a training consultant for the Manitoba Construction Sector Council, facilitating Job Readiness training for Indigenous workers in northern Manitoba and she has also delivered training on behalf of Workplace Education Manitoba.

Ice Breaker

The Facilitator announced that in the spirit of Halloween, the attendees will be participating in an Ice Breaker game called “The Mummy Wrap”. The attendees were put into groups of five-to-six and each were given a roll of toilet paper. The groups each nominated one person to be the “Mummy”, whom will be wrapped in the toilet paper to create a “Mummy”. Only having several minutes to do this, the Elders were selected to choose the Winner.

Winners: Desmond Pashe, Dakota Tipi First Nation “The Mummy”
Miranda Mecas, Waywayseecappo First Nation “Wrapper”
Carol Tanner, Waywayseecappo First Nation “Wrapper”
Jackie Tanner, Waywayseecappo First Nation “Wrapper”

Health Break

The Facilitator informed the attendees that their workshop registrations were listed by the sign in table. Registrations were submitted prior to the meeting and were on a first come first serve basis. All other attendees were able to join any workshop with empty seats.

These workshops were designed as “refreshers” to the new ISET templates and information.

10:45 a.m. Workshop A – Finance Claims/ Reporting

Facilitated by Florentinco Cinco (FPDI) and Julie Parenteau (FPDI)

Participating Sub-Agreement Holders:

- Brokenhead Ojibway Nation
- Canupawkapa Dakota Nation
- Ebb & Flow First Nation
- Fisher River Cree Nation
- Keeseekoowenin Ojibway Nation
- Long Plain First Nation
- Pine Creek First Nation
- Sandy Bay Ojibway Nation
- Waywayseecappo First Nation

Q: How does Employment & Training know an expense is ineligible?

A: FPDI will contact you and inform you an expense is ineligible and ask you to refer to your “Guidelines of Eligible Expenditures” document.

Q: Do loans need to be coded?

A: No, loans do not need codes.

Q: ASET and ISET. Are the new guidelines any different from the previous agreement?

A: They are currently still the same in regards to eligible expenses.

Q: Are Job Creations capped at minimum wage?

A: Yes, they are meant for entry level positions. Wage Subsidy is where it can be higher.

Q: Can Employment & Training report quarterly instead of monthly?

A: Yes, reports can be submitted monthly or quarterly, it depends on the community.

10:45 a.m.

Workshop B – EI/ Section 25 Authority

Facilitated by Kelly Bilawka (Service Canada) and Abe Courchene (FPDI)

Participating Sub-Agreement Holders:

- Chemawawin Cree Nation
- Dakota Tipi First Nation
- Ebb & Flow First Nation
- Keeseekoowenin Ojibway Nation
- Nisichawayasihk Cree Nation
- Pinaymootang First Nation
- Peguis First Nation
- Roseau River First Nation
- Swan Lake First Nation
- Tootinaowaziibeeng Treaty Reserve
- Waywayseecappo First Nation

Q: What is the designated signing authority process?

A: Applicants must be an employee of FPDI's Sub-Agreement Holder. There are three levels of Section 25. FPDI's system has two.

Q: What classifies an insured participant?

A: As of April 2018 the definition has been expanded. Anyone that had paid into their EI premiums up to 5 years or EI earnings of \$2000.

10:45 a.m.

Workshop C – Annual Operating Plan

Facilitated by Theresa West (FPDI) and Derek Ross (FPDI)

Participating Sub-Agreement Holders:

- Lake Manitoba First Nation
- Nisichawayasihk Cree Nation
- O Chi Chak Ko Sipi First Nation
- O Pison Na Piwin Cree Nation
- Pine Creek First Nation
- Skownan First Nation

- All AOP's are started by Theresa, based on the previous fiscal years budget.

- If is up to the Employment & Training Coordinator to revise from that first budget, and plan for the whole fiscal year.
- The AOP can be adjusted as many times as needed (ideally August or September) based on Client Needs (some students may continue through to next fiscal year and Employment & Training needs to plan for that).
- Working together with finance department and daycare to prepare budget for current and the next fiscal year.
- Reminder to include wages in partnership funds for partnership development.
- Wage Subsidy: The Employer pays the participant their wages and makes the necessary deductions (EI), and then Employment & Training reimburses the Employer so that the participant gains hours for EI and this expense is shown in the budget.

Q: is Employment & Training able to purchase a work vehicle for clients?

A: This purchase would have to be listed as a “Capital Asset”, which has to be over \$5K in order to be eligible as a capital asset. A proposal would have to be completed and approved and must be exempt from the budget.

- Nisichawayasihk – the Employment & Training office rents a vehicle from Chief and Council, who initially purchased the vehicle, and these costs are listed in the expenditures as rentals.

Q: For group training, what is the minimum number of participants?

A: There has to be more than one participant in the same course/program to be considered group training.

The group discussed Group-based Training within their communities:

- O Pison Na Piwin First Nation: hosted a 5-day Security Guard Training, everyone who passed the exam were hired in different departments within the Band/ School.
- Nisichawayasihk Cree Nation: Carpentry training, partnered with Indigenous Services Canada for the tuition.

The group discussed Job Creations within their communities:

- Lake Manitoba First Nation: Woodcutting and Snow removal for the Elders. 10 employees and 60 Elders. No partners, only Employment & Training costs.

Q: How do you determine wages within Job Creation?

A: Job Creation is more than minimum wage; this is similar to participant allowances.

Q: What are the time frames for Job Creation?

A: Up to 12 months in total.

Q: Can the Employer be the First Nation (Chief and Council)?

A: Yes, this partnership is allowed – must have a signed contract between both parties.

The group discussed Youth Programs within their communities:

- Nisichawayasihk Cree Nation: youth are placed within the band departments (administration).
- Pine Creek First Nation: youth housing interns.

- Skownan First Nation: youth are placed in the daycare with the ECE workers, some youth are also placed in the business center or the gas bar, working with Elders or within community.

Q: Is there a list of private service providers available for Sub-Agreement Holders?

A: Yes, FPDI can provide a list of service providers.

Lunch Break (12:00p.m. – 1:15p.m.)

1:30 p.m. Workshop A – Finance Claims/ Reporting

Facilitated by Florentinco Cinco (FPDI) and Julie Parenteau (FPDI)

Participating Sub-Agreement Holders:

- Chemawawin Cree Nation
- Nisichawayasihk Cree Nation
- Peguis First Nation
- Pine Creek First Nation
- Skownan First Nation
- Swan Lake First Nation
- Tootinaowaziibeeng Treaty Reserve

Q: Can Employment & Training carry-forward funds not spent from the previous month?

A: Yes.

Q: If Employment & Training hires Carpenters and they are expecting a higher wage, what should Employment & Training do?

A: Employment & Training can do a partnership with another business to top up the wages for the employees.

1:30 p.m. Workshop B – EI/ Section 25 Authority

Facilitated by Kelly Bilawka (Service Canada) and Abe Courchene (FPDI)

Participating Sub-Agreement Holders:

- Berens River First Nation
- Birdtial Sioux First Nation
- Brokenhead Ojibway Nation
- Canupawakpa Dakota Nation
- Dakota Tipi First Nation
- Ebb & Flow First Nation
- Fisher River Cree Nation
- Keeseekoowenin Ojibway Nation
- Pinaymootang First Nation
- Pine Creek First Nation
- Roseau River First Nation
- Sagkeeng First Nation
- Sandy Bay First Nation
- Tootinaowaziibeeng Treaty Reserve

Q: How does Employment & Training appeal an EI application?

A: The client would have to appeal the decision, not Employment & Training.

Q: If the client does not state why they quit their employment, what would Employment & Training put on the form?

A: Employment & Training is required to inform EI of this information, “Just Cause” is an option if the client does not have a reason.

1:30 p.m.

Workshop C – Annual Operating Plan

Facilitated by Theresa West (FPDI) and Derek Ross (FPDI)

Participating Sub-Agreement Holders:

- Fisher River Cree Nation
- Keeseekoowenin Ojibway Nation
- Lake Manitoba First Nation
- Long Plain First Nation
- O Chi Chak Ko Sipi First Nation
- O Pison Na Piwin Cree Nation
- Peguis First Nation
- Pine Creek First Nation
- Rolling River First Nation
- Roseau River First Nation

The group discussed Target Wage Subsidies within their communities:

- Sagkeeng First Nation: Partnering with Superstore, they pay the employees and make the necessary deductions and Employment & Training reimburses.

Q: For a self-employment course, is there living assistance available to clients for this?

A: Yes, but only *during* their training towards self employment (proposal writing or business writing course etc.)

Q: Can Employment & Training purchase training materials for clients to use for training?

A: It would have to depend on the type of materials required, these would have to be submitted and approved and reflected in the budget. Materials purchased shouldn't be the most expensive but they should be in good quality for clients. (i.e. Woodcutting – costs and supplies submitted in proposal and budget)

The group discussed Job Creations within their communities:

- Pinaymootang First Nation: Partnering with the Tribal Council, youth between the ages of 18-30 get work experience training with life support systems. Similar to FNJF, these youth (including high school students) work within the community, job shadowing. This will run through to March 2020. Necessary EI deductions so that clients collect enough hours to claim EI after the program. Also looking into getting a bachelor of education program on reserve and to partner with the school division so that teachers can be replenished once the current ones retire. Looking to train 30 for this. Currently looking at funding sources.
- Canupawakpa Dakota Nation: Seasonal Job Creation within the community, grass burning and lawn care.

- Dakota Tipi First Nation: Through the First Nation Youth Summit, hosted by FPDI, the youth are building an ice rink. Also, from the Hydro power outage, the youth did wood splitting for the community.

The group discussed Youth Programs within their communities:

- Sagkeeng First Nation: Partners with the school and INAC (proposal) for summer employment program.
- Ebb & Flow First Nation: School has applied for proposal program, Employment & Training supports program with top-ups.
- Berens River First Nation: Through different departments on the reserve, youth work with the welders and painters.

Day One closing: *the first day of sub-agreement holders meeting ended at 3:15 P.M.*

DRAFT