



Application Form

for the Alternative Dispute Resolution Process

ALTERNATIVE DISPUTE RESOLUTION



MODE ALTERNATIF DE RÈGLEMENT DES CONFLITS

A process to resolve claims of physical abuse, sexual abuse and wrongful confinement, suffered at Indian residential schools.

If you would like more information about the Alternative Dispute Resolution Process, or related documents, please feel free to either check our website at www.irsr-rqpi.gc.ca or call us at the Indian Residential Schools Resolution Canada Help Desk at 1-800-816-7293.

CLASS ACTIONS AND OTHER OPTIONS

Alternative Dispute Resolution Process

In the Alternative Dispute Resolution Process, you can make a claim for compensation for sexual abuse, physical abuse or wrongful confinement you suffered at a residential school. In this process, wrongful confinement means being kept against your will and alone in a space where both the space and length of time were not appropriate for a child of your age at the time. It does not include a claim for being required to attend a residential school and not being allowed to leave when you wanted. To submit your claim to the government in the Alternative Dispute Resolution Process, you will have to complete and return the *Application Form* included in the *Application Package*. You can resolve your claim individually or as part of an established group.

Class actions

One of the other options for resolving your residential school claim is a class action. A class action is a single court claim for a number of individuals who share a common legal interest.

Please note that there are a number of **class action claims** being proposed before the courts in Canada. They make claims on behalf of former residential school students. For more information about how these class actions may affect you, and the types of claims they deal with, please see the *Notice of Class Actions* document included in this package.

Other options

There are other options available for you to resolve your claim, such as pursuing a court claim on your own and settling it outside of court, or getting a decision by a judge. Please see page 9 of this *Guide* for further information about all options available to you.

GETTING HELP AND SUPPORT

Getting counselling support

Throughout this Alternative Dispute Resolution Process, you will be asked to provide information and talk about the abuse you suffered at residential school. The *Application Form* asks you to write, in detail, about the abuse and how it has affected you. The content of this *Guide* and the accompanying *Application Form*, including descriptions of abuse, may disturb you.

If you feel anxious or unwell when you think about your residential school experience, or while you are filling out your *Application Form*, you may want to have someone with you or nearby for support, such as a family member, counsellor, traditional healer, Elder or someone else from your community. Ask for help if you need it. Also, take as long as you need to read the *Application Package* and to fill out the *Application Form*. There is no time limit for submitting your *Application Form*. You can apply at any time.

The Government of Canada will make counselling support available to help you throughout the Alternative Dispute Resolution Process. For more information, please see page 14 in this *Guide*. **At any time, please call our Help Desk at 1-800-816-7293 if you need help.**

Getting legal help

The government recommends that you hire a lawyer, given the legal issues involved in applying for and having your claim dealt with in the Alternative Dispute Resolution Process. Please see page 12 of this *Guide* for more information.

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A THE ALTERNATIVE DISPUTE RESOLUTION PROCESS

If you come across a word or term that you do not understand, please see the Definitions in the *Guide*, on pages 31-34. The Definitions explain words that have special meaning in this Alternative Dispute Resolution Process.

Introduction

Thank you for considering this Alternative Dispute Resolution Process as a way to resolve your residential school claim. The Government of Canada, through the Indian Residential Schools Resolution Canada department, developed this process with the benefit of ongoing advice from church organizations, Aboriginal organizations, former students and lawyers representing former students.

The government and participating church organizations want to give individuals another choice for the resolution of their residential school claims. The Alternative Dispute Resolution Process offers a timely and out-of-court way to resolve residential school claims, and also offers counselling support, as well as commemoration activities to recognize students and their residential school experiences.

In the Alternative Dispute Resolution Process, you can make a claim for compensation for sexual abuse, physical abuse or wrongful confinement you suffered at a residential school. Please note that wrongful confinement does not include a claim for being required to attend a residential school. See page 34 of the *Guide* for a definition of wrongful confinement.

What is in the Application Package

The *Application Package* for the Alternative Dispute Resolution Process contains the following documents:

- 1) *Application Form for the Alternative Dispute Resolution Process*;
- 2) *Guideto the Alternative Dispute Resolution Process*; and
- 3) *Notice of Class Actions*.

It is important that you read all documents before filling out the *Application Form*. The *Guide* is the document that tells you about the Alternative Dispute Resolution Process. It explains whether you can apply to resolve your residential school claim in this process, and helps you decide if this process is right for you. It also gives you information that is important for filling out the *Application Form*. The *Notice of Class Actions* tells you about the class actions being proposed in courts in Canada. These class actions make claims on behalf of individuals who attended residential schools.

There is an official document governing the Alternative Dispute Resolution Process. It is called *The Dispute Resolution Model for Indian Residential School Abuse Claims*.

It is available on the Indian Residential Schools Resolution Canada website at www.irsr.gc.ca/english/dispute_resolution.html, or by calling **1-800-816-7293**. If there are questions or uncertainty about the rules of the Alternative Dispute Resolution Process, *The Dispute Resolution Model for Indian Residential School Abuse Claims* will govern and take priority over this *Application Package*.

The *Application Form* is important - it is your claim

Complete all sections of the *Application Form* that apply to you by giving as much information and detail as possible. Be sure to read and sign the Declaration and Agreement at the end of the form. If your *Application Form* is not complete, we will ask you to provide more details, and it will delay the processing of your claim.

We will use the information you provide in this *Application Form*:

- to decide if your claim fits within this Alternative Dispute Resolution Process;
- to research your attendance at the school(s) and to find documents relating to your claim; and
- to help the decision-maker ask you questions about your residential school abuse and its effect on your life.

The information you provide on your *Application Form* is a very important part of what the decision-maker will consider when deciding whether or not to award you compensation, and if so, how much to award you. If there are differences between what you say in the *Application Form* and what you say at a hearing, these differences may hurt your claim, unless a reasonable explanation is offered, or it may delay your hearing. For these reasons, you should take care in completing the form.

What is in the *Application Form*

You begin the Alternative Dispute Resolution Process by filling out this *Application Form*, providing information about who you are, the residential school(s) you attended and information about your lawyer (if you have one) or court claim (if any).

You then have to identify which one of the following models your claim fits into.

Model A	Model B
<p>Model A is for:</p> <ul style="list-style-type: none"> a) claims of physical abuse that resulted in physical injuries that lasted more than 6 weeks and/or led to, or should have led to, hospitalization or serious medical treatment; b) claims of sexual abuse; or c) both. 	<p>Model B is for:</p> <ul style="list-style-type: none"> a) claims of physical abuse that did not result in physical injury lasting more than 6 weeks and did not or should not have led to hospitalization or serious medical treatment and that went beyond what would be considered acceptable discipline at the time you attended residential school. Acceptable discipline and improper purposes are dealt with in Appendix C on page 52 of the <i>Guide</i>; b) claims of wrongful confinement (as defined); or c) both.
<p>These types of claims are the only ones that will be considered in this Alternative Dispute Resolution Process. For claims that are not considered, see Section 2 on page 8 of the <i>Guide</i>.</p>	

Once you have identified either Model A or Model B for your claim, you tell us whether you want to proceed individually or as a member of an established group. For more information about how to proceed as a member of an established group, please see Appendix F on page 60 in the *Guide*.

Next, we will ask you to describe the abuse you are claiming for and give information about the person(s) you claim abused you and the effects of the abuse on your life. In the last part of this *Application Form*, you can provide comments about your claim that are not included elsewhere in the *Application Form*.

Finally, there is a **Declaration and Agreement** which you are asked to sign to confirm that you understand the process, give your permission to the government to research your claim, and confirm that the information you give is true and accurate to the best of your knowledge.

By signing, you agree not to share or discuss the information provided by the government, any participating church organization, witnesses and person(s) you claim abused you, including the information shared during your hearing. You also agree to allow the government or any participating church organization to use any information you provide in this process in any court claim brought against them outside of this process. In the **Declaration and Agreement**, the government commits to paying any final compensation award made to you in this Alternative Dispute Resolution Process which is within the Compensation Rules.

Getting help filling out the *Application Form* and understanding this process

You may choose whether or not you want a lawyer to represent you throughout the Alternative Dispute Resolution Process. The government recommends that you hire a lawyer, given the legal issues involved in applying for the process and having your claim dealt with in the process. If you decide to hire a lawyer to represent you throughout the entire process, and your claim is successful, an amount towards the costs you will have to pay your lawyer will be paid by the government. If you do not hire a lawyer to represent you in this entire process, you will still have to get independent legal advice from a lawyer about what it means to sign the Release later on in the process.

If you do not have a lawyer, individuals have been trained to help applicants fill out the *Application Form*. These individuals work for local organizations and do not work for the government. For more information about getting help to fill out the *Application Form*, please call the Help Desk at **1-800-816-7293**. If you decide to have someone help you fill out the *Application Form*, it is important that he or she complete question 16, Section 1, on page 2 of the *Application Form*.

B HOW THE ALTERNATIVE DISPUTE RESOLUTION PROCESS WORKS

Stage 1 Application

You complete the *Application Form* and send it to the government department, Indian Residential Schools Resolution Canada.

Stage 2 Eligibility

You are accepted into the Alternative Dispute Resolution Process or, if you are not eligible, you are told the reason. You may be able to provide more information or re-submit your *Application Form*. If you are accepted into the Alternative Dispute Resolution Process, the government will sign the **Declaration and Agreement** in your *Application Form* and return it to you or your lawyer.

Stages 3 to 5 Research and Exchange of Information

The government and any participating church organization research your claim. You may have to provide documents depending on your claim. You and others involved in your claim share information. The government tries to find the person you claim abused you, so that he or she may be given a chance to answer to your claim. All participants can identify witnesses. An independent decision-maker receives all information relating to your claim before the hearing.

Stage 6 Hearing

You, the government, and any participating church organization attend a hearing. You can describe your residential school experience, then the decision-maker will ask you questions. Witnesses, person(s) you claim abused you and experts may give information to the decision-maker and answer questions.

Stages 7 to 9 Decision

You or your lawyer receive the decision from the decision-maker.

Possible decisions and options

No compensation is awarded.

You can use other options to resolve your claim.

Compensation is awarded.

You accept the compensation. You have to obtain a *Certificate of Independent Legal Advice* and sign the Release.

You refuse the compensation. You can use other options to resolve your claim.

Whether you are in Model A or Model B, you can ask that the decision be reviewed by a second decision-maker. The government can also ask the Chief Adjudicator to review the decision. The second decision will replace the first one. The options above are the same whether or not the decision is reviewed. For more information about the different rights of review, please see Stage 8 on page 29 of this *Guide*.

To access counselling support, call the Help Desk at 1-800-816-7293.



PROTECTION OF YOUR PERSONAL INFORMATION

Definition of personal information

Personal information means information about an identifiable person that is recorded in some way. Some examples of personal information include name, age, income, medical records and school attendance. Information given about another person is that other person's personal information.

How your personal information is treated

Level of security

Your *Application Form* will be treated with care and confidentiality by the government. This means that security rules are in place to make sure that your *Application Form* is protected. "Protected B" is the level of security used by government for sensitive and personal information. Once completed, your *Application Form* will be treated as a "Protected B" document.

Privacy and information laws

- The *Privacy Act* is the federal law that controls the way the government collects, uses, shares and keeps your personal information. The *Privacy Act* also allows individuals to access personal information about themselves.
- The *Access to Information Act* is the federal law that provides access to government information, but protects certain kinds of information, including personal information.
- Subject to the *Access to Information Act*, the *Privacy Act* and any other applicable law, or where your consent to share information has been obtained, personal information about you and other individuals identified in your claim will be dealt with in a private and confidential manner. In certain situations, the government may have to provide personal information to certain authorities. For example, in a criminal case before the courts, the government may have to provide information to the police if they have a search warrant. Another example is where the government has to provide information to police or other authorities if it becomes aware that a child is currently in need of protection. The government will also share this personal information with those involved in the resolution of your claim, as set out in the section "Sharing your personal information with others" on the next page.
- You can find more information about these laws on the Internet at: www.privcom.gc.ca and www.infocom.gc.ca.

Collection of personal information by the government

Personal information in your *Application Form*, and all documents gathered for your claim are collected **only** for the purpose of operating and administering this Alternative Dispute Resolution Process, and for resolving your residential school claim.

Use of your personal information by the government

The government will review the personal information you provide in your *Application Form*, and all documents gathered for your claim, to assess whether your claim can be processed in this Alternative Dispute Resolution Process. If your application is accepted, the government will use the information as the basis of its research to check your attendance at the residential school(s) and to find documents relevant to you and your claim. Please see Appendix E of the *Guide*, on page 58 for information about these documents.

If you later decide to pursue a residential school court claim, all information and documents about your claim (including your *Application Form*), may be used by the government in a future court claim.

Sharing your personal information with others

If a church organization is participating in the resolution of your claim, the government will share some of your personal information with church representatives on a confidential basis. Please see the details about sharing your information with church organizations on page 15 of the *Guide*.

If you decide to ask for counselling support and give your permission, the government department, Indian Residential Schools Resolution Canada, will provide information to another government department, Health Canada, about your participation in this Alternative Dispute Resolution Process so that you can receive counselling support.

If the person you claim abused you is found, the government will share with him or her some of the personal information you have provided, including details of any claims made against him or her. This needs to be done so the person is given a chance to answer to your claim. Some of your personal information will also be shared with witnesses participating in the resolution of your claim. Only information needed to answer to your claim will be provided to witnesses or the person(s) you claim abused you, unless you ask that it be shared. For example, the government will not share information that identifies your address.

The government will also share personal information with the decision-maker before the hearing, so he or she can learn about your claim, question you and other witnesses, and decide whether to award you compensation and, if so, how much.

Keeping your records

The *Privacy Act* requires that the government keep your personal information for at least two years. Currently, government practice is to keep this information in the National Archives for 30 years, but this practice can change at any time. Only the National Archivist can destroy government records.

D APPLICATION FORM

General directions

Before filling out the Application Form, please remember to:

- **Review** the entire Application package. Take as long as you need to read the Application package and to fill out the *Application Form*.
- **Check** whether you can participate in the Alternative Dispute Resolution Process (see page 8 in the *Guide*).
- **Identify** whether Model A or Model B is most appropriate for your claim. You cannot participate in both processes. See pages 18 – 21 of the *Guide* for more information.
- **Consider** having someone with you or nearby for support, such as a family member, counsellor, traditional healer, Elder or someone else from your community.
- **Consider** hiring a lawyer to represent you in the Alternative Dispute Resolution Process.

When filling out the *Application Form*, remember to:

- **Read first**
Read all questions and requests for information carefully before answering.
- **Use Black Ink**
Please type or use black ink pen.
- **Be complete**
Answer all of the sections of the *Application Form* that apply to you, to the best of your ability. **If you can't remember an exact date, you may provide an approximate time period. If a section or question does not apply to you or if you do not know an answer, please write *not applicable*, or *don't know*. Do not guess the answers, but provide as much detail as you remember.** If your *Application Form* is incomplete, you or your lawyer (if you have one) may be contacted for more details. This will delay the decision about whether your application is accepted into the Alternative Dispute Resolution Process.
- **Use extra paper if necessary**
If needed, extra copies of Sections 6 – 7 and Worksheets for the *Application Form* can be found at the end of the *Application Form*, in the Appendix. If you need more than those provided, you can make more copies. Use as many extra sheets of paper as you need to provide complete information about your claim. You may also use the Worksheets to write notes or draw diagrams or pictures that help explain your claim. For example, you can draw a diagram or map of where the abuse took place at the residential school.

After filling out the Application Form, also remember to:

- Review all of your answers in the *Application Form* to make sure they are as complete as possible.
- Complete the checklist in the Appendix of the *Application Form*.
- Make a copy of your *Application Form* for your records.
- Use the self-addressed envelope provided and send your *Application Form* to:
Indian Residential Schools Resolution Canada
P.O. Box 1550, Stn B
Ottawa, Ontario
K1P 1K7

Next steps

- **Gather your required documents**
If you identify Model A to resolve your claim, depending on the level of compensation you are claiming for, you may have to collect and submit the required documents listed in Appendix D of the *Guide*, on page 52. You do not have to submit the required documents with the *Application Form*, only later in the process, if you are accepted into Model A.
If you identify Model B to resolve your claim, you do not have to submit any documents, but you can submit some documents in support of your claim. See List 3 in Appendix D on page 57 of the *Guide* for a examples of documents.
- **Notify us of changes**
If you need to change any information in your *Application Form* after you have sent it, please inform the government department, Indian Residential Schools Resolution Canada, immediately of the changes, in writing. Examples of important changes include a change of address, a change of lawyer, new information about your claim, or if you want to leave a group and wish to proceed as an individual. If the government has questions and cannot locate you or your lawyer, your application will not move forward in the Alternative Dispute Resolution Process.

You can notify us of changes at the following address:

Indian Residential Schools Resolution Canada
P.O. Box 1550, Stn B
Ottawa, Ontario
K1P 1K7

Section 1 — Personal, family and community information

All applicants (individuals applying to the Alternative Dispute Resolution Process) have to complete this section. The information you provide here is needed to research your claim and school attendance records. Your identity and registration numbers are important to help us find your records and confirm your identity, especially if there were other students with your name or a similar name. Your contact information will allow us to communicate with you or your lawyer. If you have a lawyer, the government will communicate directly with him or her. Please tell us whenever there are any changes in the information you provide here.

1. Mr. Mrs. Ms. Miss

Current Last name

First name

Middle name

2. **Other names** you are known by

3. **Any other names** you may have been known by in residential school (for example, maiden names, nicknames)

4. **Current address**

Street and apartment number

P.O. Box or R.R. #

City/Town

Province/Territory Postal Code

5. **Mailing address** (if different)

Street and apartment number

P.O. Box or R.R. #

City/Town

Province/Territory

Postal Code

6. **Home phone** () _____

Other phone () _____

7. **E-mail address** (if you wish to use one)

8. **Where and how should we contact you** (for example, at work, home or by email, phone or fax, or through someone you know)

If you want to be contacted by phone, can we leave you a message?

Yes No

9. **Your birth date** (day/month/year)

10. Male Female

11. **Current First Nation or Band name** (if you are a member)

12. **Indian Registration (Status) Number or Inuit Disc Number, while at residential school** (if you had one)

Section 1 — Personal, family and community information

13. If you know your **residential school number(s)** and wish to provide it (them)

Student Number _____

School #1 _____

Student Number _____

School #2 _____

Student Number _____

School #3 _____

Other names your mother, father or guardian/caregiver may have been known by

Mother _____

Father _____

Guardian or caregiver _____

14. **Where you lived before attending residential school**

Community name _____

Province/Territory _____

15. **Mother, father or guardian/caregiver while you attended residential school** (Guardians may be traditional adoptive parents, extended family or members of your community)

Mother _____

Father _____

Guardian or caregiver (if you had one) _____

Relationship of guardian/caregiver to you (for example, aunt, grandmother, friend, etc.) _____

16. **If you are helping to fill out the form and you are not the applicant, please provide your:**

Name _____

Relationship to the applicant _____

Address _____

Phone Number () _____

Organization (if applicable) _____

17. The government will always deal with applications from people who are 70 years old or people in failing health as a priority. For failing health, a medical certificate is required to show that such that further delay would impair or impede your ability to participate in a hearing.

Are you in failing health? Yes No

Have you included a medical certificate with your application form? Yes No

A medical certificate is required to confirm failing health. Send the medical certificate to:

Indian Residential Schools Resolution Canada

P.O. Box 1550, Stn B

Ottawa, ON K1P 1K7

Section 2 — Previous or ongoing court claims and legal representation

All applicants have to complete this section. In this section, we ask if you have or had an existing residential school court claim and if you have a lawyer. Please note that if you have a lawyer, we will communicate directly with him or her. This is to respect the relationship that you have with your lawyer, and to make sure that your lawyer's ability to represent your best interests is not affected. This is a standard requirement across Canada for anyone who has hired a lawyer. If you change lawyers, please let us know in writing.

1. **I have started a court claim** against the Government of Canada or a church organization (or both) about residential schools.

Yes No (If No, go to Question 4)

If Yes, complete the following (please check with your lawyer for this information):

Case name

Province or territory where court claim was filed

Court file number

2. **I have settled the above court claim** or any other claim related to residential schools.

Yes No (If No, go to Question 3)

If Yes, did you settle with (check all that apply):

Government of Canada

Church

Other (specify):

If you have settled with the Government of Canada, you will not be eligible for this Alternative Dispute Resolution Process. (See page 9 in the *Guide* for more information.)

3. **The lawyer representing you in your court claim:**

Name of law firm

Lawyer's first name

Lawyer's last name

Address

City/Town

Province/Territory Postal Code

Phone () _____

Fax () _____

E-mail address (if known)

If you have a court claim you can still proceed through the ADR Process. If your application is accepted into the ADR Process, we will advise your lawyer that your court claim must be put on hold.

Section 2 — Previous or ongoing court claims and legal representation

If you answered Question 3 on the previous page, please skip Question 4.

4. **If you have not started a court claim,** do you have a lawyer for this Alternative Dispute Resolution Process?

Yes No

If Yes, complete the following:

Name of law firm

Lawyer's first name

Lawyer's last name

Address

City/Town

Province/Territory Postal Code

Phone () _____

Fax () _____

E-mail address (if known)

5. **Have you participated in an Alternative Dispute Resolution Pilot Project?**

Yes No

If Yes, please give the name of the Alternative Dispute Resolution Pilot Project

Section 3 — Residential school identification

All applicants have to complete this section. The information in this section allows us to research your residential school attendance. It also tells us if you were a residential school student, or if not, why you were on residential school property.

1. Check at least one box:
 - I lived at a residential school.
 - I did not live at the school but was allowed on school grounds for permitted school activities.
2. Check off the residential school(s) you attended, or where you were allowed to be on school grounds for permitted school activities. The list of residential school names below (List A) includes the most commonly-used names. However, there may be day schools that had the same names as the residential schools listed below. These day schools will not be dealt with in this Alternative Dispute Resolution Process. If the name of the residential school, as you remember it, is not listed, call us toll free at the Help Desk, **1-800-816-7293** to verify the residential school name and whether the school you attended can be dealt with in the Alternative Dispute Resolution Process.

List A - Residential Schools

British Columbia Residential Schools

- | | |
|---|--|
| <input type="checkbox"/> Ahousat | <input type="checkbox"/> Lejac (Fraser Lake) |
| <input type="checkbox"/> Alberni | <input type="checkbox"/> Lower Post |
| <input type="checkbox"/> Cariboo (St. Joseph's, William's Lake) | <input type="checkbox"/> St. George's (Lytton) |
| <input type="checkbox"/> Christie (Clayoquot, Kakawis) | <input type="checkbox"/> St. Mary's (Mission) |
| <input type="checkbox"/> Coqualeetza | <input type="checkbox"/> St. Michael's (Alert Bay Girls' Home, Alert Bay Boys' Home) |
| <input type="checkbox"/> Cranbrook (St. Eugene's, Kootenay) | <input type="checkbox"/> Sechelt |
| <input type="checkbox"/> Kamloops | <input type="checkbox"/> St. Paul's (Squamish, North Vancouver) |
| <input type="checkbox"/> Kuper Island | |

Alberta Residential Schools

- | | |
|--|--|
| <input type="checkbox"/> Assumption (Hay Lakes) | <input type="checkbox"/> Morley (Stony/Stoney, replaced McDougall Orphanage) |
| <input type="checkbox"/> Blue Quills (Saddle Lake, Lac la Biche, Sacred Heart) | <input type="checkbox"/> Old Sun (Blackfoot) |
| <input type="checkbox"/> Crowfoot (Blackfoot, St. Joseph's, Ste. Trinite) | <input type="checkbox"/> Sacred Heart (Peigan, Brocket) |
| <input type="checkbox"/> Desmarais (Wabiscaw Lake, St. Martin's, Wabiscaw) | <input type="checkbox"/> St. Albert (Youville) |
| <input type="checkbox"/> Edmonton (Poundmaker, replaced Red Deer Industrial) | <input type="checkbox"/> St. Augustine (Smokey River) |
| <input type="checkbox"/> Ermineskin (Hobbema) | <input type="checkbox"/> St. Cyprian (Victoria Home, Peigan) |
| <input type="checkbox"/> Holy Angels (Fort Chipewyan) | <input type="checkbox"/> St. Joseph's (High River, Dunbow) |
| <input type="checkbox"/> Fort Vermilion (St. Henry's) | <input type="checkbox"/> St. Mary's (Blood, Immaculate Conception) |
| <input type="checkbox"/> Jousard (St. Bruno's) | <input type="checkbox"/> St. Paul's (Blood) |
| <input type="checkbox"/> Lac La Biche (Notre Dame des Victoires) | <input type="checkbox"/> Sturgeon Lake (Calais, St. Francis Xavier) |
| <input type="checkbox"/> Lesser Slave Lake (St. Peter's) | <input type="checkbox"/> Wabasca (St. John's) |
| | <input type="checkbox"/> Whitefish Lake (St. Andrew's) |

Section 3 — Residential school identification

Saskatchewan Residential Schools

- | | |
|--|---|
| <input type="checkbox"/> Beauval | <input type="checkbox"/> Prince Albert (Onion Lake, St. Alban's,
All Saints, St. Barnabas, Lac La Ronge) |
| <input type="checkbox"/> File Hills | <input type="checkbox"/> Regina |
| <input type="checkbox"/> Gordon's | <input type="checkbox"/> Round Lake |
| <input type="checkbox"/> Lac La Ronge (see Prince Albert) | <input type="checkbox"/> St. Anthony's (Onion Lake, Sacred Heart) |
| <input type="checkbox"/> Lebret (Qu'Appelle, Whitecalf, St. Paul's
High School) | <input type="checkbox"/> St. Michael's (Duck Lake) |
| <input type="checkbox"/> Marieval (Cowessess, Crooked Lake) | <input type="checkbox"/> St. Philip's |
| <input type="checkbox"/> Muscowequan (Lestock, Touchwood) | <input type="checkbox"/> Sturgeon Landing (replaced by Guy, MB) |
| <input type="checkbox"/> Onion Lake Anglican (see Prince Albert) | <input type="checkbox"/> Thunderchild (Delmas, St. Henri) |

Manitoba Residential Schools

- | | |
|--|--|
| <input type="checkbox"/> Assiniboia (Winnipeg) | <input type="checkbox"/> Guy (Clearwater, The Pas, formerly
Sturgeon Landing, SK) |
| <input type="checkbox"/> Birtle | <input type="checkbox"/> McKay (The Pas, replaced by Dauphin) |
| <input type="checkbox"/> Brandon | <input type="checkbox"/> Norway House (Teulon) |
| <input type="checkbox"/> Churchill Vocational Centre | <input type="checkbox"/> Pine Creek (Camperville) |
| <input type="checkbox"/> Cross Lake (St. Joseph's, Norway House) | <input type="checkbox"/> Portage la Prairie |
| <input type="checkbox"/> Dauphin (replaced McKay) | <input type="checkbox"/> Sandy Bay |
| <input type="checkbox"/> Elkhorn (Washakada) | |
| <input type="checkbox"/> Fort Alexander (Pine Falls) | |

Ontario Residential Schools

- | | |
|--|---|
| <input type="checkbox"/> Bishop Horden Hall (Moose Fort,
Moose Factory) | <input type="checkbox"/> Pelican Lake (Pelican Falls) |
| <input type="checkbox"/> Cecilia Jeffrey (Kenora, Shoal Lake) | <input type="checkbox"/> Poplar Hill |
| <input type="checkbox"/> Chapleau (St. Joseph's) | <input type="checkbox"/> St. Anne's (Fort Albany) |
| <input type="checkbox"/> Fort Frances (St. Margaret's) | <input type="checkbox"/> St. Mary's (Kenora, St. Anthony's) |
| <input type="checkbox"/> McIntosh (Kenora) | <input type="checkbox"/> Shingwauk |
| <input type="checkbox"/> Mohawk Institute | <input type="checkbox"/> Spanish Boys' School (Charles Garnier,
St. Joseph's) |
| <input type="checkbox"/> Mount Elgin (Muncey, St. Thomas) | <input type="checkbox"/> Spanish Girls' School (St. Joseph's,
St. Peter's, St. Anne's) |

Quebec Residential Schools

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Amos | <input type="checkbox"/> La Tuque |
| <input type="checkbox"/> Fort George (Anglican) | <input type="checkbox"/> Point Bleue |
| <input type="checkbox"/> Fort George (Roman Catholic) | <input type="checkbox"/> Sept-Îles |

Atlantic Residential Schools

- Shubenacadie

Nunavut Residential Schools

- Chesterfield Inlet (Joseph Bernier,
Turquetil Hall)

Section 3 — Residential school identification

Northwest Territories Residential Schools

- | | |
|--|--|
| <input type="checkbox"/> Akaitcho Hall (Yellowknife Vocational School) | <input type="checkbox"/> Fort Simpson (Bombas Hall) |
| <input type="checkbox"/> Aklavik (Immaculate Conception) | <input type="checkbox"/> Fort Simpson (Lapointe) |
| <input type="checkbox"/> All Saints (Aklavik) | <input type="checkbox"/> Fort Smith (Breyant Hall) |
| <input type="checkbox"/> Coppermine (Tent Hostel) | <input type="checkbox"/> Grollier Hall (Sir Alexander McKenzie Day School) |
| <input type="checkbox"/> Fort McPherson (Flemming Hall) | <input type="checkbox"/> Hay River (St. Peter's) |
| <input type="checkbox"/> Fort Providence (Sacred Heart) | <input type="checkbox"/> Stringer Hall |
| <input type="checkbox"/> Fort Resolution (St. Joseph's) | |

Yukon Residential Schools

- | | |
|--|--|
| <input type="checkbox"/> Carcross (Chooulta) | <input type="checkbox"/> Coudert Hall (Whitehorse Hostel/Student Residence - replaced by Yukon Hall) |
| <input type="checkbox"/> Yukon Hall (Whitehorse/Protestant Hostel) | |

List B - Possible Residential Schools

The schools listed below are not confirmed as federal government-run residential schools in all time periods that they operated. Some schools may also have been day schools in which some or all students did not stay overnight. Other schools may have been operated by a church organization or a province in certain time periods, and not controlled by the federal government.

In this Alternative Dispute Resolution Process, the federal government is only resolving residential school claims and compensating for proven claims where it was responsible for residential or overnight schools.

The list of schools below show the most commonly-used names of the schools. If you attended one or more of these schools, please call the Help Desk at **1-800-816-7293** to see if your residential school claim can be dealt with in this process.

British Columbia

- | | |
|--|---|
| <input type="checkbox"/> Kitimaat (Elizabeth Long Memorial Home for Girls) | <input type="checkbox"/> Yale (All Hallows) |
| <input type="checkbox"/> Metlakatla | |

Alberta

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Grouard (St. Bernard's, Lesser Slave Lake) | <input type="checkbox"/> Sarcee |
| <input type="checkbox"/> McDougall Orphanage (replaced by Morley) | <input type="checkbox"/> Stoney Plain |
| <input type="checkbox"/> Red Deer Industrial (replaced by Edmonton) | <input type="checkbox"/> Sunchild |

Saskatchewan

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Battleford | <input type="checkbox"/> Montreal Lake |
| <input type="checkbox"/> Crowstand | <input type="checkbox"/> Muscowpetung |

Yukon Residential Schools

- | | |
|---|---|
| <input type="checkbox"/> St. Paul's Hostel (Dawson City Hostel) | <input type="checkbox"/> St. Agnes Hostel |
|---|---|

Section 3 — Residential school identification

Manitoba

- Fort Pelly
 Jack River

- Rupert's Land (St. Paul's)

Ontario

- Fort William (St. Joseph's)

Quebec

- Port Harrison

3. **If you lived in a residential school**, please give the information requested below for each school, beginning with the first school you attended. Add more pages if you went to more than three schools. Please indicate if you were there some years, but not others. Please provide any information you have about your attendance dates. If you do not remember the exact dates of your attendance, Indian Residential Schools Resolution Canada will use the dates you provide to research government files to locate your attendance records.

	School Name and Province or Territory	Dates attended	
		From	to
#1		_____ (month/year)	_____ (month/year)
#2		_____ (month/year)	_____ (month/year)
#3		_____ (month/year)	_____ (month/year)

4. **If you did not live at the school**, please give the information requested below for each school where you were allowed to participate in activities, beginning with the first school. Add more pages if you went to more than three schools.

	School Name and Province or Territory	Dates	Describe the activities at the school you were allowed to participate in
#1		_____ (day or month/year)	
#2		_____ (day or month/year)	
#3		_____ (day or month/year)	

PLEASE READ BEFORE TURNING THE PAGE

The following pages ask you for detailed information about the abuse you suffered at residential school. These questions may trigger certain memories and bring painful feelings. Because of this we suggest that you proceed slowly and that you are in a safe place when you look at and answer these questions.

On the next pages, you are asked:

- to describe the details of abuse that happened to you
- questions about the person(s) you claim abused you
- whether you reported the abuse
- questions about the effect the abuse had on your life

Please take as long as you feel you need to fill out the *Application Form*. There is no time limit for submitting your *Application Form* to the government.

The information you provide in this *Application Form* will be used:

- to decide if your claim fits within this Alternative Dispute Resolution Process
- to find documents relating to your claim
- to help the decision-maker ask you questions about your residential school abuse and its effect on your life
- by the decision-maker, along with other information you provide before and during your hearing, to decide whether or not to award you compensation, and if so, how much to award you

We recommend that you read and complete the following pages with a support person nearby, such as a family member, counsellor, traditional healer, Elder, or someone else you trust and feel comfortable with. If you feel anxious or unwell and need to talk to someone before, during or after reading or filling out the next sections, please call our Help Desk anytime at 1-800-816-7293. Counselling supports are offered throughout this process and are described on page 14 of the *Guide*.

Section 4 — Description of the abuse

All applicants have to complete this section. Here we ask you to describe any sexual abuse, physical abuse or wrongful confinement (as defined) that you experienced at residential school.

The information you provide in this Section will be used:

- to decide if your claim fits within this Alternative Dispute Resolution Process
- to help the decision-maker understand the events/abuse you experienced while at a residential school and its effect on your life
- as a very important part of what the decision-maker will consider when deciding whether or not to award you compensation, and if so, how much to award you.

You may attach any transcript of testimony you may have previously provided that describes the abuse. Please review the information in the transcript and ensure that it addresses all of the points below.

Use the blank worksheets in the Appendix if you need more space.

Please be as specific and detailed as possible and describe the following:

1. The sexual abuse, physical abuse or wrongful confinement (as defined) that you suffered. If you were abused more than once, and the abuse was similar or the same, describe the abuse only once.
2. If you were repeatedly abused, **how many times and over what period** of time these incidents occurred.
3. The **events surrounding** the abuse. (For example, what led to the abuse or what happened after the abuse took place?)
4. **When** each incident took place. (For example, how old were you? Which grade were you in? What was the approximate date? Which season was it?)
5. If you attended more than one residential school, at **which school** the abuse occurred.
6. **The location** where the abuse took place (for example, in the kitchen).
7. **All individuals involved** in the abuse. It is important that we are able to connect each individual you describe to each incident of abuse.
8. If you are claiming sexual abuse that was committed by another student, you must show that a staff person was aware of the abuse and that there was a pattern of abuse.
9. **Aggravating factors.** What other circumstances, if any, may have worsened the effects of the abuse, such as verbal abuse, racist acts, threats, violence, failure to provide care or emotional support, intimidation, inability to complain, humiliation, or degradation. (See both Appendix A on page 43 for Model A and Appendix B on page 49 for Model B, and the Definitions on page 31 in the *Guide* for further explanations).
10. **Any other important information** that will help the decision-maker understand the nature of your abuse.

If you do not know the answers to any of the points above, do not guess, but provide as much detail as you remember.

Section 5 — The appropriate process for your claim

All applicants have to complete this section. Please carefully read pages 18 – 21 of the *Guide* to fully understand the important differences between Model A and Model B. You will have to identify which process fits your claim. Although you may have suffered abuse described in both models, you cannot participate in both. If your application is not accepted in the model you have identified, you may be able to provide more information or re-submit your application within the other Model as long as it fits.

Based on the description of the abuse you provided in the previous Section, you must identify whether your claim should proceed through Model A or Model B

Please check a box to show the type of claim you are making:

- claims of physical abuse that resulted in physical injuries that lasted more than 6 weeks and/or led to, or should have led to, hospitalization or serious medical treatment
- claims of sexual abuse
- or both.
- Model A**

You now have to complete:

- Section 6** Information about the person(s) you claim abused you
- Section 7** Information about reports of abuse
- Section 8** Resulting physical harm (if this applies to you)
- Section 9** Emotional, mental or psychological effects of abuse (if this applies to you)
- Section 10** Education and work history (if this applies to you)
- Section 11** Future care (if this applies to you)
- Section 13** Further comments (if you have any)
- Section 14** Declaration and Agreement

OR

Please check a box to show the type of claim you are making:

- claims of physical abuse that did not result in physical injury lasting more than 6 weeks and did not or should not have led to hospitalization or serious medical treatment and that went beyond what would be considered acceptable discipline at the time you attended residential school. Acceptable discipline and improper purposes are dealt with in Appendix C on page 52 of the *Guide*
- claims of wrongful confinement
- or both.
- Model B**

You now have to complete:

- Section 6** Information about the person(s) you claim abused you
- Section 7** Information about reports of abuse
- Section 12** Physical abuse and wrongful confinement information
- Section 13** Further comments (if you have any)
- Section 14** Declaration and Agreement

Section 5 — The appropriate process for your claim

Group Process

Whether you apply to the Model A or Model B process, you may choose to proceed through the Alternative Dispute Resolution Process as a member of a group if your group is accepted. If you want to settle your claim within an established group, please complete the questions below. For detailed information and a list of the requirements to participate as part of a group process, see Appendix F, on page 60, in the *Guide*.

If you are a member of an established group, please identify:

Name of the group coordinator _____ Phone () _____

Address and e-mail (if known) _____

Name of group (if the group has a name) _____

Name of group lawyer (if known) _____

If you later change your mind about wanting to proceed with a group, you will have to let us know in writing.

Section 6 — Information about the person(s) you claim abused you

All applicants have to complete this section. On this page we ask you for information about the person you identify as being responsible for abusing you. If there is more than one person, please fill out a separate section for each person. You can use the extra copies in the Appendix of this form.

You might not remember the name of the person(s) who abused you, but we will need enough information about the person so that we can carry out research to identify this person. **If not enough information is provided to reasonably identify the person, we may not be able to resolve your claim.**

If the person(s) you claim abused you participate(s) in your claim, **you will not have to come face to face with them if you do not wish to.**

1. **Identity of the person you claim abused you:**
Last name

First name

2. **Other names** this person may be known by

3. Is the person still alive?
 Yes No Don't Know
If No or Don't Know, go to Question 6.
4. **Address** of the person (if known)

5. **If you don't know the person's address**, but know someone who may know where the person is, please give this person's name and where he or she can be contacted.

6. The person you identify as your abuser was:
 School Staff **Student** **Other**
 If you checked the School Staff box, what was the person's job (for example, teacher, dormitory supervisor, kitchen worker)?

 If you checked the **Other** box, why was the person at the school, if you know?

7. **Please give a physical description** of the person as you remember him or her, including any distinguishing features. Examples include information about the person's height, weight, age, race, hair, eyes, clothing, an accent when speaking, particular facial expressions or odour.

8. For each of the incidents of abuse you are claiming this person committed, please describe **when and where the incidents took place**. Please provide as much information as you can remember (for example, the time of day, was it a weekday or weekend, what grade were you in, was it during the holidays, what room or place did the abuse take place).

9. If you attended more than one residential school, **at what school did this person abuse you?**

10. Has this person been accused in a criminal case or been under police investigation in relation to a residential school?

Yes No Don't Know

11. **If you described more than one person as your abuser in Section 4 of this form, please identify which abuse this person was responsible for.**

Section 7 — Information about reports of abuse

All applicants have to complete this section. This page asks you for information about any report you may have made to school, church or government authorities about your abuse while at the residential school. If you reported it to more than one person, please fill out a separate section for each person. If you need more pages, please use the extra copies in the Appendix of this form. If you told someone other than an authority, you may consider calling them as a witness.

1. While you attended residential school, did you report the abuse or wrongful confinement to:
 - a school authority** (for example, a principal, dormitory supervisor or teacher);
 - a church authority** (for example, a bishop, reverend, priest or minister, nun or other member of clergy);
 - a government authority** (for example, an Indian agent, a school inspector or a police officer).

If No, please tell us why you did not report the abuse, then go to Section 8

2. What is the name of the person you told?

3. What was the person's job?

4. Was that person working at the school?
 Yes No
5. How can the person be contacted (if you know)?

6. When did you report the abuse? Immediately or later? Please explain.

7. How did you report it? For example, did you report it directly or did someone else report it?

8. Did any authorities question you about the abuse after it happened?
 Yes No
9. Please give a **physical description** of the person you reported it to, as you remember him or her. Examples include information about the person's height, weight, age, race, hair, eyes, clothing, an accent when speaking, particular facial expressions or odour.

10. Did the person to whom you reported the abuse take any action in response to your complaint? Yes No Don't Know
If Yes, please describe the actions the person took in response to the complaint.

Section 8 — Resulting physical harm

You have to complete this section if:

- you identified **Model A** in Section 5 of this *Application Form* and
- you **suffered harm to your body** (whether as a result of physical abuse or sexual abuse).

This section asks you about the harm to your body that you may have suffered as a result of the abuse you experienced at residential school. Your answers will help the decision-maker to better assess any harm caused by the abuse, and how much compensation to award if your claim is proven. Please read Table 1 on page 45 of the *Guide* for more details on this type of compensation. Use the blank worksheets in the Appendix if you need more space.

1. Please describe **any harm to your body** caused by the abuse you suffered at residential school. If you described more than one incident of abuse in **Section 5**, tell which incident caused the particular harm.

2. After each incident of abuse, **how long** did it take your body to heal (for example, how long did it take for bruises to disappear, bumps to go down, scratches to heal, etc.)?

3. Did you suffer any **visible disfigurement**, for example, a scar, burn, or other marks as a result of your residential school abuse?

 Yes No Don't Know

If Yes, please give details, including how long it lasted.

4. Did you suffer a **physical disability (handicap)** as a result of your residential school abuse? For example, did you need help with basic functions (seeing, hearing or physical movements)?

 Yes No Don't Know

If Yes, please give details, including how long it lasted.

Section 8 — Resulting physical harm

5. Did you **lose consciousness** at the time of the abuse?

Yes No Don't Know

If Yes, please give details, including **how long** you were unconscious.

6. Did you suffer any **broken bones** as a result of your residential school abuse?

Yes No Don't Know

If Yes, please give details.

7. Is the harm to your body **permanent**?

Yes No Don't Know

If Yes, please give details.

8. **How often** do you, or did you, suffer the effects or symptoms of the physical harm?

For example, daily, once a month, every 3 or 4 years?

9. Did you receive any **care or treatment** for the physical harm suffered as a result of your residential school abuse?

Yes No Don't Know

If No, and you would like to explain why you did not receive treatment, use this space.

Section 9 — Emotional, mental and psychological effects of abuse

3. Has a medical or counselling professional told you that you have an emotional, mental or psychological **illness, unwellness, or disorder**?

Yes No Don't Know

If No, go to Question 5.

4. **What** did the medical or counselling professional say you suffer from?

When did the medical or counselling professional tell you (for example, what month or season and year)?

What is the medical or counselling professional's **name** and what **kind** of professional is he or she (for example, a family doctor, psychiatrist, psychologist)?

5. What have been the **effects on your daily life**, if any, of the abuse you experienced at the residential school? (For example, have you suffered from nightmares?)

6. Have you received any **treatment, counselling, or traditional healing support** for emotional, mental or psychological problems that were caused by abuse at residential school?

Yes No Don't Know

If No and you wish to explain why, write in the space provided here.

If Yes, when was the last time you received medical treatment?

Section 9 — Emotional, mental and psychological effects of abuse

7. Considering the harm you have described in this section, please review the level of harms described in the “Levels of harm and compensation points” section of the Compensation Rules in Table 2, on page 46 of the *Guide*, and then answer this question: Are you claiming compensation for harms at (check only one box):

Level 1 Level 2 Level 3 Level 4 Level 5

If you are claiming compensation for harms listed at levels 3, 4 or 5, you will have to obtain and submit required documents later in this process. If you are claiming compensation for harms listed at levels 4 or 5, the decision-maker may order an expert assessment unless all parties agree that it is not necessary.

Section 10 — Education and work history

You have to complete this section if:

- you identified **Model A** in Section 5 of this *Application Form* and
- you are asking for compensation for **loss of opportunity**.

Loss of opportunity may include not being able to complete an educational program because of the effect of the abuse you suffered at residential school. The abuse may also have affected the level and type of jobs you have had to date. This information will help the decision-maker assess whether you should receive compensation for loss of opportunity. Please see pages 43 and 48 of the *Guide* for more details on this type of compensation. Use the blank worksheets in the Appendix if you need more space.

For each chart in this section, if you don't know specific dates or amounts, say "approximately" and answer the best you can.

Are you asking for compensation for loss of opportunity? Yes No

If no, skip to Section 11, page 30.

1. Please give details of your **formal education**, including residential school education, beginning with the first school you attended. Include any education that you started, even if you did not complete it. Also include any courses you applied for but were not accepted into.

School, college or university attended	Dates		Level reached or diploma obtained
	from	to	

2. Have you had trouble beginning or completing an education program because of your residential school abuse?

Yes No Don't Know

If Yes, please explain how this abuse has affected your ability to begin or complete an education program.

Section 10 — Education and work history

7. In the past, have you ever felt that you were not working at your full capacity because of the effects of your residential school abuse?

Yes No Don't Know

If Yes, please explain.

8. Has there been an education or employment goal that you could have reasonably obtained, but did not? Please explain.

9. Considering the education and work history you have described in this section, please review the “Resulting loss of opportunity and compensation points” section of the Compensation Rules in Table 4 on page 47 of the *Guide*, and then answer this question: Are you claiming compensation for loss of opportunity at (check only one box):

Level 1 Level 2 Level 3

If you are claiming compensation for loss of opportunity at levels 2 or 3, you will have to obtain and submit required documents later in this process.

Section 11 — Future care

You have to complete this section if:

- **you identified Model A in Section 5 of this *Application Form* and**
- **you are asking for compensation for the cost of your future care.**

In this section, you are asked for information about any plans you may have or want for future treatment, counselling, or other support to help you deal with your residential school experience. Your answers will help the decision-maker assess whether you should be compensated for future care costs and, if so, by how much. Please read page 46 and Table 5 on page 47 in the *Guide* for more details on this type of compensation. Use the blank worksheets in the Appendix if you need more space.

You can answer questions 2, 3 and 4 now or at a later date if you do not have the information now. In all cases, this section must be submitted at least 2 weeks before the hearing.

You may want to talk to your medical or counselling professional before you fill out this section.

Are you asking for compensation for the cost of your future care? Yes No

If no, skip to Section 13, page 34.

1. Do you have a treatment plan to help you deal with your residential school abuse?
 Yes No

If No, go to Question 4.

If Yes, who developed or helped you develop your treatment plan? Examples include a doctor, psychologist or psychiatrist, specialist, therapist, counsellor, Elder or family member.

2. Please give the details of your treatment plan, or attach a copy. If you have started your treatment, what treatment do you receive? How often do you see the person who is helping you? What is the estimated length of treatment? Where do you go for your treatment? Does your treatment plan include medication you were prescribed?

Section 12 — Physical abuse and wrongful confinement information

You have to complete this section **only if you identified Model B** in Section 5 of this *Application Form*.

The decision-maker will have to decide whether what was done to you was acceptable discipline, or whether it went beyond what was acceptable and reasonable at the time you attended residential school and according to the standards defined in this process. Please see Appendix C on page 50 of the *Guide* for an explanation.

1. In your opinion, why was physical force applied to you, or why were you confined? (Wrongful confinement in this process does not include being required to attend the residential school. Please see the definition at page 34 of the *Guide*.) Did the person who applied physical force or who confined you give you a reason?

If you described more than one experience of abuse in Section 4, answer this question for all experiences of abuse.

2. **How long** did each incident of physical force or wrongful confinement last (for example, 10 minutes, 1 hour, 2 hours)?

3. If you were wrongfully confined, please provide details of **where it happened**.

4. Did the physical force or confinement **cause any harm** to your body? Yes No
If Yes, describe the harm.

Section 14— Declaration and Agreement

Please read this Declaration and Agreement carefully. It is a document **you will have to sign** to:

1. confirm that you understand this Alternative Dispute Resolution Process as described in this Declaration and Agreement and the *Guide*;
2. give your permission to the government to research government records for your case;
3. confirm that all the information you give in this application form is true and accurate to the best of your knowledge;
4. agree to keep the information that participants share or discuss during your hearing confidential; and
5. agree to allow the government or any participating church organization to use any information you provide in this process in any court claim brought against them outside of this process.

To better understand this section, we suggest that you review all parts of the application package, especially the *Guide*.

Declaration

By signing this declaration, I confirm each of the following statements:

1. My information and records

I understand that government staff will review my *Application Form*, and that they may ask me for more information.

I have read or had explained to me and understood the section on the protection of my personal information on page x of this *Application Form*.

I give my permission to the National Archives of Canada, Indian and Northern Affairs Canada and any other federal government department having records relevant to my claim to share them with the government department, Indian Residential Schools Resolution Canada, including the documents listed as examples in Appendix E on page 58 of the *Guide*. This permission will allow the government to research my claim. I understand that if I do not give this permission, my claim cannot proceed through the Alternative Dispute Resolution Process.

I understand that my personal information will be shared with the decision-maker and any participating church organizations involved in the resolution of my claim in this Alternative Dispute Resolution Process. I understand that records containing my personal information, including the details of any claim of abuse and wrongful confinement, may be shared with the person(s) I claim abused me. I also understand that my personal information may be shared with witnesses participating in the resolution of my claim. I acknowledge that any information that refers to, or identifies my address and that is not needed to respond to my claim, will not be released to any person(s) I identify as having abused me or any witnesses, unless I want it to be shared.

Section 14— Declaration and Agreement

2. The appropriate process for my claim

I understand that I will have to identify **either** Model A or Model B. I have read or have had clearly explained to me the details of Models A and B on pages 18 - 21 of the *Guide*.

3. If my application is not accepted

I understand that if my *Application Form* is **not accepted** for the Alternative Dispute Resolution Process:

- I will be told why;
- I will have a chance to provide more information about my claim;
- I can re-submit my *Application Form* within a different Model if my claim fits that Model; and
- I will have the right to make a claim in court or continue my existing court claim. Even if my *Application Form* is not accepted, I understand that all documents or records submitted to the government will be kept for the period of time required by the *Privacy Act*, the *National Archives of Canada Act* and government records policy, where applicable.

4. If my application is accepted

If my claim is **accepted** for the Alternative Dispute Resolution Process, I understand that:

- the decision-maker will receive a copy of my *Application Form* and all information about my claim;
- if I have a court claim, I will have to put it on hold while my claim is in the Alternative Dispute Resolution Process and discontinue my claim if I accept a compensation award;
- to have my claim decided, I will have to go to a hearing and be questioned by a decision-maker about my claim. If there are differences between what I say in the *Application Form* and what I say at a hearing, these differences may hurt my claim, unless there is a reasonable explanation;
- I must prove my claim on a balance of probabilities standard in order to receive compensation. (For more information about this standard, please see Appendix G of the *Guide* on page 62);
- whether I am in the **Model A** or **Model B Process**, I can ask to have the decision reviewed by a second decision-maker. The second decision will replace the first one;
- I can accept or reject the decision. If I accept it, I have to provide a *Certificate of Independent Legal Advice*, then sign the Release before I can receive any compensation. By signing the Release I will be giving up my right to bring any court claims against the government and any participating church organization relating to my experience at a residential school, other than claims for loss of language and culture; and

Section 14— Declaration and Agreement

- If no church organization contributes to my compensation, I will only receive 70% of the compensation awarded by the decision-maker where the first proven incident of abuse happened before April 1, 1969. Where the first proven incident of abuse happened after April 1, 1969, I will receive 100% of the compensation awarded by the decision-maker, whether or not a church organization is involved in the resolution of my claim. I have read or have had clearly explained to me page 15 of the *Guide* about church organization involvement and the compensation that I may receive from the government and from a church organization.

5. Representation by a lawyer

I understand that the government has recommended that I hire a lawyer to represent me throughout the entire Alternative Dispute Resolution Process. If I hire a lawyer for my claim and receive compensation in this Alternative Dispute Resolution Process, the government will contribute to my legal costs. If I do not receive compensation, the government will not contribute to my legal costs.

Whether or not I have a lawyer in this process, I will, at a future date, have to submit a certificate from a lawyer confirming that I have had independent legal advice about what it means to sign the Release. The government will pay a lawyer of my choice a one-time fee for this service. I understand that this fee will not be paid a second time if I later change lawyers.

I have read or have had clearly explained to me page 12 of the *Guide* about payment of legal costs.

6. Group Process

If I wish to participate in this process as member of an established group, the government must receive relevant information about my group and all individual *Application Forms* from each member of my group before my claim will be dealt with. The government will then decide if my group is accepted. By notifying the government in writing, I may, at any time, ask to have my *Application Form* removed from the group process. If my *Application Form* has already been accepted into the process, it will then be dealt with as an individual *Application*.

Section 14— Declaration and Agreement

I confirm that I have carefully read or have had clearly explained to me the complete contents of the *Application Form*, the *Guide* including the Compensation Rules, and the *Notice of Class Actions*.

I confirm that my statements in this *Application Form* and Declaration and Agreement are true. I know that signing this Declaration and Agreement has the same effect as if I had made it under oath in court.

I agree, in consideration for having my abuse claims determined within the Alternative Dispute Resolution Process to which I am applying, and for the government's commitment to pay any award made to me which is within the Compensation Rules:

1. to respect the private nature of the hearing I will have in this process, I will not disclose any witness statement I receive or anything said at the hearing by any participant, except what I say myself; and
2. to allow the Government or any participating church to use any statement I make at the hearing, or evidence I use in the Alternative Dispute Resolution Process, in any proceedings I may bring against them outside this process.

Date _____

Witness

Claimant

In consideration of the above commitments made by the claimant, the government, represented by Indian Residential Schools Resolution Canada, agrees to pay any final award made to the claimant in this Alternative Dispute Resolution Process which is within the Compensation Rules.

Date _____

Witness

Resolution Manager

Note: If you are accepted into the Alternative Dispute Resolution Process, the government will sign above and return this Declaration and Agreement back to you or your lawyer.

APPENDIX

Checklist for completing the *Application Form*

- Have you read the *Guide*?
- Have you read the *Notice of Class Actions*?

Model A

Have you completed:

- Section 1** Personal, family, and community information
- Section 2** Previous or ongoing court claims and legal representation
- Section 3** Residential school identification
- Section 4** Description of the abuse
- Section 5** The appropriate process for your claim
- Section 6** Information about the person(s) you claim abused you
- Section 7** Information about reports of abuse
- Section 8** Resulting physical harm (if it applies to you)
- Section 9** Emotional, mental or psychological effects of abuse (if this applies to you)
- Section 10** Education and work history (if this applies to you)
- Section 11** Future care (if you are claiming it)
- Section 13** Further comments (if you have any)
- Section 14** Declaration and Agreement

Model B

Have you completed:

- Section 1** Personal, family, and community information
- Section 2** Previous or ongoing court claims and legal representation
- Section 3** Residential school identification
- Section 4** Description of the abuse
- Section 5** The appropriate process for your claim
- Section 6** Information about the person(s) you claim abused you
- Section 7** Information about reports of abuse
- Section 12** Physical abuse and wrongful confinement information
- Section 13** Further comments (if you have any)
- Section 14** Declaration and Agreement

- Have you kept a copy of your *Application Form* for your records?

Copy of Section 6 — Information about the person(s) you claim abused you

1. **Identity of the person you claim abused you:**

Last name

First name

2. **Other names** this person may be known by

3. Is the person still alive?

Yes No Don't Know

If No or Don't Know, go to Question 6.

4. **Address** of the person (if known)

5. **If you don't know the person's**

address, but know someone who may know where the person is, please give this person's name and where he or she can be contacted.

6. The person you identify as your abuser was:

School Staff **Student** **Other**

If you checked the School Staff box, what was the person's job (for example, teacher, dormitory supervisor, kitchen worker)?

If you checked the **Other** box, why was the person at the school, if you know?

7. **Please give a physical description** of the person as you remember him or her, including any distinguishing features. Examples include information about the person's height, weight, age, race, hair, eyes, clothing, an accent when speaking, particular facial expressions or odour.

8. For each of the incidents of abuse you are claiming this person committed, please describe **when and where the incidents took place**. Please provide as much information as you can remember (for example, the time of day, was it a weekday or weekend, what grade were you in, was it during the holidays, what room or place did the abuse take place).

Copy of Section 6 — Information about the person(s) you claim abused you

9. If you attended more than one residential school, **at what school did this person abuse you?**

10. Has this person been accused in a criminal case or been under police investigation in relation to a residential school?

Yes No Don't Know

11. **If you described more than one person as your abuser in Section 5 of this form, please identify which abuse this person was responsible for.**

Copy of Section 7 — Information about reports of abuse

1. While you attended residential school, did you report the abuse or wrongful confinement to:
 - a **school authority** (for example, a principal, dormitory supervisor or teacher);
 - a **church authority** (for example, a bishop, reverend, priest or minister, nun or other member of clergy);
 - a **government authority** (for example, an Indian agent, a school inspector or a police officer).

If No, please tell us why you did not report the abuse, then go to Section 8

2. What is the name of the person you told?

3. What was the person's job?

4. Was that person working at the school?
 Yes No
5. How can the person be contacted (if you know)?

6. When did you report the abuse? Immediately or later? Please explain.

7. How did you report it? For example, did you report it directly or did someone else report it?

8. Did any authorities question you about the abuse after it happened?
 Yes No
9. Please give a **physical description** of the person you reported it to, as you remember him or her. Examples include information about the person's height, weight, age, race, hair, eyes, clothing, an accent when speaking, particular facial expressions or odour.

10. Did the person to whom you reported the abuse take any action in response to your complaint? Yes No Don't Know
If Yes, please describe the actions the person took in response to the complaint.

