

# FIRST NATIONS NATIONAL REPORTING GUIDE 2000-2001

## VOLUME II -REFERENCE

**Applicable to Recipients funded under:  
Comprehensive Funding Arrangements (CFA);  
Alternative Funding Arrangements (AFA);  
Financial Transfer Agreements (FTA);  
Canada/First Nations Funding Agreements  
(CFNFA); and DIAND/First Nation  
Funding Agreements (DFNFA)  
*{unless otherwise specified}.***



# VOLUME II - REFERENCE

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# INTRODUCTION

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## PURPOSE OF THE NATIONAL REPORTING GUIDE

This Reporting Guide sets out the format and content of reports to be submitted by First Nations in accordance with DIAND Comprehensive Funding Arrangements (CFA), Alternative Funding Arrangements (AFA), Financial Transfer Agreements (FTA) and Canada First Nations Funding Agreements (CFNFA), and DIAND First Nations Funding Agreements (DFNFA). For a summary of reports to be submitted by AFA/FTA/CFNFA/DFNFA First Nations, please refer to Annual Return, Volume I: Forms, Tab L.

This Guide is to be used as a generic reference manual for DIAND's national program reporting requirements. Regional offices will provide the appropriate data collection forms, together with the applicable instructions, to meet their specific program reporting requirements.

### **This Guide is divided into two volumes:**

**Volume I: Forms** ° all the necessary reporting forms and instructions by program reporting type

**Volume II: Reference** ° a reference document that contains an overview of the program; key terms, a summary of reporting requirements, data element definitions and source, and reference to Volume I: Forms

### **The Guide is designed to work in two ways:**

- â as a quick reference for First Nations administrators who are already familiar with reporting procedures and the forms used; and
- ã as a background document for those First Nations administrators who are not familiar with reporting procedures or who need a refresher course.

Please see the section entitled HOW TO USE THIS GUIDE *{page 8}* for more details **or contact your DIAND regional office *{list page ?}* if you have any questions.** DIAND's Home Page is available at: <http://www.inac.gc.ca> on the Internet.

## INTRODUCTION

### WHO SHOULD USE THIS GUIDE?

This Guide is intended to be used by Indian, Inuit and Innu communities and their organizations that receive funds through various DIAND funding arrangements. Throughout the Guide, the terms "Indian" or "band" [as defined in the *Indian Act*] are used interchangeably with the term "First Nations."

PROGRAM	CFA	AFA	FTA/ CFNFA/ DFNFA
<b>Non-Registered On-Reserve Population [All Bands]</b>	#	#	#
<b>Environmental Assessment</b>	#	#	#
<b>Lands and Trust Services [Including Indian Registry]</b>	#	#	#
<b>Education</b>	#	#	#
<b>Youth Strategy Program</b>	#	#	#
<b>Social Development [Reimbursement of actual eligible costs]</b>	#	#	#
<b>Social Development [Multi-year Agreements]</b>		#	#
<b>Indian Government Support</b>	#	#	#
<b>Capital: Operation and Maintenance of Infrastructure Assets &amp; Facilities, and Community Capital Facilities Service Delivery [Including Housing]</b>	#	#	#
<b>Economic Development</b>	#	#	#
<b>Other Program Reporting</b> - Policing (Solicitor General of Canada) - Health (Medical Services Branch, Health Canada)	#	# #	# #
<b>Annual Return Management Report for Alternative Funding Arrangements (AFA) / Financial Transfer Agreements (FTA) / Canada/First Nations Funding Agreements (CFNFA) / DIAND/First Nations Funding Agreements (DFNFA)</b>		#	#
<b>Appendix A: Alternative Approaches to Data Collection</b> - Electronic Data Interchange (EDI) - Post Secondary Education (PSE) Data Acquisition Project with Statistics Canada	# #	# #	# #

If you have any questions, contact your DIAND regional office {list page 14}.

# INTRODUCTION

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## WHY IS REPORTING NECESSARY?

DIAND currently collects administrative, financial, economic and socio-demographic data. The collection of timely and complete program data are essential for DIAND, as well as for First Nations. The information collected benefits and assists both First Nations and DIAND in effectively fulfilling their respective obligations.

First Nation administrations are responsible to their communities and members for their activities in band governance and in the administration of services and programs. Consistent with self-government, First Nations have assumed greater responsibilities for program development and service delivery. As such, program data are an increasingly important tool supporting the decision making processes of individual First Nations. In effect, DIAND's rationale for program reporting is increasingly becoming First Nation's rationale.

For DIAND, the information received from First Nations are equally important. It is utilized to assess and report:

- < funds have been used for the purposes intended;
- < the terms and conditions of the funding arrangements have been met;
- < there is sound management and financial control ensuring essential services are being/have been delivered to members of First Nations;
- < overall results of expenditures in terms of the efficiency and effectiveness of programs and services are clearly documented and reported; and
- < the effectiveness of expenditures in meeting the objectives of Canada's Social Policies.

DIAND collects program data to support 1)statutory requirements, 2)accountability, 3)resource allocation, 4)operational requirements (administrative needs) and; 5) program planning, and for policy analyses.

### **Statutory or Other Government Requirements**

All governments/governing bodies are required by either law, regulation or sometimes policy to file reports from time to time on certain events such as births, deaths and conditions. DIAND is required by the *Indian Act* (Chapter 1, Section 1), for example, to record in the Indian Register the names of individuals who are registered under the *Act*. Data on the type of residence, age and location are also collected for policy purposes. They help determine where and what level of resources will be required to meet the needs of Canada's Registered Indian population. In other cases, the information is reported directly to the appropriate authority, without involvement by DIAND. Fire losses, for example, must be reported to the appropriate authority and subsequently to Labour Canada (formerly the Dominion Fire Commissioner). The reporting of information such as this is essential to plan future fire fighting and prevention strategies.

### **Resource Allocation and Performance Reporting**

Data collected from First Nations are also used to justify and defend DIAND's budget and current level of resources. DIAND must demonstrate that resources have been allocated to regions, and subsequently to First Nations, in a fair and equitable manner. This is

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especially critical for those programs and services which are discretionary, such as capital, housing, operations & maintenance funds. DIAND's ability to acquire funds on behalf of First Nations and to report on achievements depends largely on the receipt of quality program data.

### **Accountability**

All governing bodies are ultimately responsible and accountable to the members of the public they represent. Being accountable requires governing bodies to be answerable to their members for their decisions. First Nations have a responsibility to their members to make the most effective and efficient use of all funds allocated to the First Nation. Similarly, DIAND must demonstrate to the Canadian public, through the Minister, Parliament and agencies, such as the Auditor General of Canada, that all funds, including those allocated to First Nations, are being spent wisely and are achieving the desired policy objectives.

The collection of data from First Nations is, therefore, essential for either DIAND or First Nations to assess the results of program expenditures against operational, program and policy objectives. Accountability, also requires data collection processes which can provide a reporting framework for the long run. Although some information can be obtained from external sources such as Statistics Canada, First Nations remain the primary source of data on population, assets on reserve, education, social assistance and housing, etc. In addition, the data can also be used to compare against similar data collected for the rest of Canada by agencies such as Statistics Canada.

It is important that both First Nations and DIAND know, for example whether:

- < the elementary/secondary education graduation rate is increasing, decreasing or remaining constant; students in post-secondary education program are graduating, in which fields, etc.
- < the proportion of on-reserve residents on social assistance is increasing, decreasing or remaining constant;
- < the First Nation has implemented a maintenance plan to safeguard capital assets;
- < the First Nation is making progress in resolving its housing shortage; and

### **Program Planning/Policy Analysis**

First Nations and DIAND both have a stake in knowing whether funded programs and policies are having the desired effect and, if not, whether there is a need to devise other options to address the issues more adequately. Success or failure of policies and programs can, in many cases, only be judged by observing results and trends over time. Identifying trends which are useful to both First Nations and DIAND requires the collection of uniform and consistent data through time.

*For example, a declining graduation rate in elementary/secondary education may prompt First Nations and DIAND to undertake new policies to improve the retention of students in elementary/secondary education. Similarly, information indicating an increasing dependency on social assistance may prompt the introduction of special efforts to improve the local economy.*

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Identifying trends which are useful to both First Nations and DIAND can only be detected through the collection of uniform, consistent data. To accomplish this, it is imperative that all First Nations and administering authorities report the same information, at the same time and in the same format. If this is not done, the data could be disproportionate or unreliable.

### **Operational Requirements**

First Nations need to have information to inform their community members about the effectiveness of programs, as well as to be able to adjust the programs to meet the specific needs of their members more efficiently and effectively. Working in partnership with First Nations, DIAND tries to ensure that all the information identified and collected through this Guide is beneficial to First Nations or Tribal Councils, as well as DIAND, in effectively administering and managing funded programs.

### **FUNDING ARRANGEMENTS AND AUTHORITIES**

A funding arrangement is a document containing terms and conditions by which a transfer payment is made by the Government of Canada [through DIAND] for the delivery of programs and services by First Nations. Funding authorities are the rules set by the Treasury Board of Canada that DIAND must follow when providing funding for a particular program or service.

First Nations who have signed either a Comprehensive Funding Arrangement [CFA], an Alternative Funding Arrangement [AFA], a Financial Transfer Agreement [FTA] a Canada First Nation Funding Agreement (CFNFA) or a DIAND/First Nations Funding Agreement (DFNFA) with DIAND must use this Guide in meeting the Terms and Conditions associated with program reporting.

#### **Comprehensive Funding Arrangement [CFA]**

The CFA is the basic funding arrangement where First Nations are funded on a reimbursement basis. (*Also referred to in some regions as a master funding arrangement*). A CFA may contain one or more funding authorities, such as contribution, flexible transfer payment [FTP] or grant.

Contributions are a conditional transfer payment for a specified purpose that is subject to being accounted for or audited for the purpose of determining adherence to terms and conditions of payment and for which unexpended balances or unallowable expenditures are to be reimbursed to the Crown.

Flexible Transfer Payments (FTP) are a conditional transfer payment for a specified purpose for which unexpended balances may be retained by the Council, provided that the program terms and conditions have been fulfilled by the Council. Any deficit is the responsibility of the Council.

Grants are an unconditional transfer payment.



## **INTRODUCTION**

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### **Alternative Funding Arrangements [AFA]**

AFAs establish a different relationship between the Crown and recipients than that which exists under CFAs. Specifically, AFA recipients may reallocate funds between program areas and redesign programs provided:

- < minimum program requirements are met;
- < capital is expended for capital purposes; and
- < any capital project designated as mandatory is completed.

AFAs provide increased authority over programs and funds to First Nations than the conventional “comprehensive funding arrangement”.

### **Financial Transfer Agreements [FTA]**

#### **Canada/First Nations Funding Agreement [CFNFA] and**

#### **DIAND/First Nations Funding Agreement [DFNFA]**

FTAs/CFNFAs/DFNFAs also establish a different relationship between the Crown and recipients than that which exists under CFAs and AFAs. Specifically, FTA/CFNFA/DFNFA are funding mechanisms which define minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design & delivery and the management of funds.

Recipients may reallocate funds between program areas and redesign programs to meet specific community needs. FTAs/CFNFAs/DFNFAs provide First Nations with the greatest flexibility.

**If you have any questions regarding Funding Arrangements, please contact the DIAND regional office**

# INTRODUCTION

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## HOW TO USE THIS GUIDE

The Guide is organized to help you locate information on reporting guidelines, due dates, and procedures as quickly as possible.

**Data Definitions:** Many of the data definitions in this Guide have been clarified to provide clearer descriptions of what **should**, and **should not** be included in the data collection reports. *For example, definitions for nominal roll data on students who leave school have been revised to clearly outline the reasons for the student's departure from school.*

**Justification for Collecting Data Elements:** First Nations invest a great deal of time and effort to collect and process data that they provide to DIAND. Certainly, First Nations should know why each data element is needed. Accordingly, each section of the Guide includes information regarding the purpose of various data elements. *Using the data element "graduation" in post-secondary education as an example, the Guide states that this information is required to monitor the effectiveness and successes of the Post-Secondary Education Program.*

**Source:** The source is where the data **originates**. The source helps clarify what documents to use when providing data and it helps ensure all First Nations provide DIAND data from a consistent source.

**How the Guide works:** The Guide is divided into sections, each covering a specific program or activity area.

Each section contains:

- < Name and Overview of the program;
- < Key Terms;
- < Summary of reporting requirements and corresponding reference to Volume I:  
Forms
- < Data Element Definitions and source.

**If you have any questions, contact your DIAND regional office {list page 15}.**

# FIRST NATIONS DATA REPORTING SCHEDULE 2000-2001

CFA	AFA	FTA CFNFA DFNFA	Database /Program Reports (Summary)	Collection Period / Census Date for First Nations	DUE DATES First Nations to Regions	
<b>TAB B</b>	<b>NON-REGISTERED ON-RESERVE POPULATION (NRORP)</b>					
	#	#	#	NRORP Band Population Report (All Bands) - Sample only	December 31	February 15
	#	#	#	NRORP Collection Form ( <i>if new individuals are added</i> ) (All Bands)	December 31	February 15
	#	#	#	NRORP Certificate Form (All Bands)	December 31	February 15
<b>TAB C</b>	<b>ENVIRONMENTAL ASSESSMENT</b>					
	#	#	#	Environmental Compliance Report	Annually (previous fiscal year)	June 30
	#	#	#	CEAA: Environmental Assessment Report	Before start of any project with potential environmental impact	Contact Region
<b>TAB D</b>	<b>LANDS AND TRUSTS SERVICES</b>					
	<b>i. Land Management &amp; Transfers</b>					
	#	#	#	Quarterly Report on Rentals & Receivables	Annually or twice yearly	Contact Region
	#	#	#	Summary Report of Land Management Transactions	Project-by-Project	Contact Region
	<b>ii. Indian Registration</b>					
	#	#	#	Indian Registry Data Entry	Monthly	Contact Region
	#	#	#	Indian Register DataEntry - Miscellaneous Amendments	Monthly	Contact Region
	#	#	#	Indian Register Events Reports Summary	Monthly	Contact Region
	#	#	#	Certificate of Indian Status Register	Monthly	Contact Region
	<b>iii. Band Governance</b>					
	#	#	#	Electoral Officer's Report	Two weeks following every general election and by-election	Contact Region
	<b>iv. Resource Access Negotiations (RAN) Program</b>					
	#	#	#	Application Form (summary of project proposal)	Project-by-Project	Prior to funding consideration
	#	#	#	End-of-Project Report Form (project results)	Annually (previous fiscal year)	June 30

**TAB E**

CFA	AFA	FTA CFNFA DFNFA	Database /Program Reports (Summary)	Collection Period / Census Date for First Nations	DUE DATES First Nations to Regions
<b>EDUCATION:</b>					
<b>E1 - ELEMENTARY/SECONDARY EDUCATION</b>					
#	#	#	Nominal Roll Student Census Report	September 30	October 15
#	#	#	Annual Certification of Teachers and Curriculum	Annually beginning school year	Annually soon after beginning school year
#	#	#	Provincial-Territorial Educational Services Report	Annually	Set by Region
#	#	#	School Evaluation Report	Once every five years	Set by Region
<b>E2 - POST- SECONDARY EDUCATION (PSE)</b>					
#	#	#	Register of PSE <i>Students</i>	November 1	December 31
#	#	#	Register of PSE <i>Graduates/</i> Summary Total of PSE funded <i>Students</i>	Annually	December 31
#	#	#	Indian Studies Support Program (ISSP)	Annually	Set by Region
<b>E3 - CULTURAL EDUCATION</b>					
#	#	#	Cultural Education Annual Activity Report	Annually	Set by Region

**TAB F**

<b>FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY</b>					
#	#	#	Evaluation Report: Science & Technology Camp Program	Annually	September 30 (summer camps) and June 30 (camps held during school year)
#	#	#	Evaluation Report: Summer Student Career Placement Program	Annually	September 30
#	#	#	Evaluation Report: First Nations Schools Co-operative Education Program	Annually	June 30
#	#	#	Evaluation Report: Work Experience Program	Annually	June 30

**TAB G**

<b>SOCIAL DEVELOPMENT:</b>					
<b>G1 - Social Assistance</b>					
#			Social Assistance Monthly Reports	Monthly	Contact Region
	#	#	Social Assistance Annual Reports	Annually	May 31
<b>G2 - National Child Benefit (NCB)</b>					
#	#	#	National Child Benefit - First Nations Annual Report on Reinvestment	Annually (previous fiscal year)	Contact Region

**TAB G**  
continued

CFA	AFA	FTA CFNFA DFNFA	Database /Program Reports (Summary)	Collection Period / Census Date for First Nations	DUE DATES First Nations to Regions	
<b>G3 - Social Support Services: On a Reimbursement Basis through Comprehensive Funding Arrangements (CFA)</b>						
#			Child & Family Services Maintenance Monthly Report	Monthly	15 days after months end	
#			Child & Family Services Operational Report	Annually or Twice yearly	Contact Region	
#			Adult Services Monthly Report	Monthly	15 days after months end	
#			National Strategy for Integration of Persons with Disabilities Annual Report	Annually (previous fiscal year)	May 31	
#			Family Violence Projects Annual Report	Annually (previous fiscal year)	May 31	
#			Family Violence Shelters Annual Report	Annually (previous fiscal year)	May 31	
#			Community Social Services Annual Projects Report	Annually (previous fiscal year)	May 31	
#			Day Care Facilities/ Head Start Program Annual Report	Annually (previous fiscal year)	May 31	
<b>G3 - Social Support: Alternative Funding Arrangements (AFA)/ Financial Transfer Agreements (FTA) / Canada/First Nations National Funding Agreements (CFNFA) / DIAND/First Nations Funding Agreements (DFNFA)</b>						
		#	Child & Family Services Maintenance Monthly Report	<i>(Reporting is applicable only in cases when block funding for FTA/CFNFA/DFNFA pilot projects have been approved.)</i>	Monthly	15 days after months end
		#	Child & Family Services Operational Report		Annually or twice yearly	Contact Region
	#	#	Adult Services Annual Report	Annually (previous fiscal year)	May 31	
	#	#	National Strategy for Integration of Persons with Disabilities Annual Report	Annually (previous fiscal year)	May 31	
	#	#	Family Violence Projects Annual Report	Annually (previous fiscal year)	May 31	
	#	#	Family Violence Shelters Annual Report	Annually (previous fiscal year)	May 31	
	#	#	Community Social Services Projects Annual Report	Annually (previous fiscal year)	May 31	
	#	#	Day Care Facilities/ Head Start Program Annual Report	Annually (previous fiscal year)	May 31	

**TAB H**

CFA	AFA	FTA CFNFA DFNFA	Database /Program Reports (Summary)	Collection Period / Census Date for First Nations	DUE DATES First Nations to Regions
<b>INDIAN GOVERNMENT SUPPORT*</b> <span style="float: right;">*Only Where Applicable</span>					
<b>Band Support Funding (BSF) &amp; Tribal Council Funding*</b>					
#	#	#	Application for Grant: Band Support Funding and Tribal Council Funding*	Annually (previous fiscal year)	Contact Region
Tribal Council/Unaffiliated Large Band Advisory Services:					
#	#	#	Eligible Unaffiliated Large Band Advisory Services Annual Report*	Annually (previous fiscal year)	Contact Region
#	#	#	Program Activities Annual Report*	Annually (previous fiscal year)	Contact Region
<b>Band Employee Benefits Program</b>					
#			Application for Band Employee Benefits Funding (CFA only)	Annually (previous fiscal year)	May 31
#			List of Eligible Employees (CFA only)	Annually (previous fiscal year)	May 31
#	#	#	Pension Plan Funding Annual Report	Annually (previous fiscal year)	May 31
<b>Indian/Inuit Management Development [IIMD] Program</b>					
#	#	#	Funding Proposal	Project-by-Project	Contact Region

**TAB I**

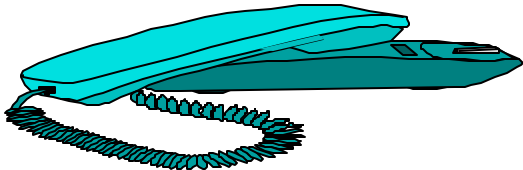
<b>CAPITAL</b>					
<b>C1 - Operation and Maintenance of Infrastructure - Assets and Facilities</b>					
<b>i. Fire</b>					
#	#	#	Fire Protection Services Summary Report	Annually (previous calendar year)	March 31
#	#	#	Fire Losses Annual Report	Annually (previous calendar year)	March 31
<b>ii. Housing and Infrastructure Assets</b>					
#	#	#	Housing Conditions Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Water Delivery System Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Sewage System Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Housing Totals Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Community Services Annual Report	Annually (previous fiscal year)	March 31
<b>iii. Schools</b>					
#	#	#	Schools Annual Report	Annually (previous fiscal year)	March 31

**TAB I**  
continued

CFA	AFA	FTA CFNFA DFNFA	Database /Program Reports (Summary)	Collection Period / Census Date for First Nations	DUE DATES First Nations to Regions
<b>iv. Capital Assets</b>					
#	#	#	Changes in Capital Assets Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Completed ACRS Project Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Asset Operation & Maintenance (O&M) Review Annual Report	Annually (previous fiscal year)	March 31
#	#	#	Maintenance Management Plan Annual Report	Annually (previous fiscal year)	March 31
<b>C2 - Community Capital Facilities Service Delivery [Including Housing]</b>					
#	#	#	Community- based Housing Plan Annual Report	Annually (previous calendar year)	March 31
Capital Projects:					
#	#	#	Progress Report on Capital Projects	Monthly	Set by Funding
#	#	#	Certificate of Completion for Capital Projects	Project- by-Project	90 days after Completion
#	#	#	Five Year Capital Plan <i>Annual Update</i>	Annually (previous calendar year)	March 31
<b>TAB J ECONOMIC DEVELOPMENT</b>					
<b>Community Economic Development Program (CEDP)</b>					
#	#	#	2000-2001 Economic Development Report	Annually (previous fiscal year)	June 30
#	#	#	Economic Development Log - Part I	<b>These log forms <u>are not</u> required for submission. They are meant to be helpful to First Nations, Inuit and Innu peoples in completing the Economic Development Report. There are two suggested log forms to complete</b>	
#	#	#	Economic Development Log - Part II		
<b>Opportunity Fund and the Resource Acquisition Initiative Program</b>					
#	#	#	Project Status Report	Project-by-Project	12 months & 3 years after project startup
<b>TAB K OTHER PROGRAM REPORTING</b>					
#	#	#	Policing (Solicitor General)	Contact Region	Contact Region
		#	Health Services Reporting and Auditing Guidelines (Health Canada)	Contact Region	Contact Region
<b>TAB L ANNUAL RETURN [Fixed Volume (AFA/FTA/CFNFA/DFNFA) only]</b>					
	#	#	Management Report	Contact Region	Contact Region

# INTRODUCTION

## LIST OF DIAND REGIONAL OFFICES

<p><b>ALBERTA REGION</b>          Indian and Northern Affairs Canada          630 Canada Place          9700 Jasper Avenue          EDMONTON AB T5J 4G2          Tel: (780) 495-4088          Fax: (780) 495-3228</p>	<p><b>ATLANTIC REGION</b>          Indian and Northern Affairs Canada          40 Havelock Street          PO Box 160          AMHERST NS B4H 3Z3          Tel: (902) 661-6200          Fax: (902) 661-6237</p>
<p><b>BRITISH COLUMBIA REGION</b>          Indian and Northern Affairs Canada          Suite 500          1550 Alberni Street          VANCOUVER BC V6G 3C5          Tel: (604) 666-5171          Fax: (604) 666-2046</p>	<p><b>MANITOBA REGION</b>          Indian and Northern Affairs Canada          Room 1100          275 Portage Avenue          WINNIPEG MB R3B 3A3          Tel: (204) 983-2475          Fax: (204) 983-0861</p>
<p><b>ONTARIO REGION</b>          Indian and Northern Affairs Canada          Arthur Meighen Building          5th Floor          25 St. Clair Avenue East          TORONTO ON M4T 1M2          Tel: (416) 973-5282          Fax: (416) 954-4326</p>	<p><b>QUEBEC REGION</b>          Indian and Northern Affairs Canada          320 rue St-Joseph Est          Casier postal 51127          Comptoir postal G. Roy          QUÉBEC QC G1K 8Z7          Tel: (418) 648-3270          Fax: (418) 648-2266</p>
<p><b>SASKATCHEWAN REGION</b>          Indian and Northern Affairs Canada          2221 Cornwall Street, 5th Floor          REGINA SK S4P 4M2          Tel: (306) 780-5945          Fax: (306) 780-5733</p>	<p><b>NORTHWEST TERRITORIES REGION</b>          Indian and Northern Affairs Canada          PO Box 1500          YELLOWKNIFE NT X1A 2R3          Tel: (867) 920-8111          Fax: (867) 669-2703</p>
<p><b>YUKON REGION</b>          Indian and Northern Affairs Canada          Room 415C, 300 Main Street          Whitehorse YT Y1A 2B5          Tel: (867) 667-3380          Fax: (867) 667-3387</p>	



## **INTRODUCTION**

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### **LIST OF REGIONAL OFFICE CONTACTS**

**\*REGIONS TO INSERT LIST OF REGIONAL CONTACTS\***

# TAB B - NON-REGISTERED ON-RESERVE POPULATION (NRORP)

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## OVERVIEW

The purpose of the Non-Registered On-Reserve Population data collection is to help develop a common understanding of population trends in your community. Specifically, this initiative is aimed at collecting, consolidating, maintaining and sharing data on the non-registered individuals living on reserves/in communities.

Together with the Indian Register (IRS) data, a complete demographic picture will start to emerge and over time, trend analyses will help determine the magnitude and direction of reserve/community population growth.

Currently, the IRS only provides the “registered” segment of reserve/community populations, hence an incomplete understanding of demographic growth. Through this demographic data exchange initiative combined with IRS data, First Nations and DIAND will start developing a common understanding of possible demographic pressures faced by First Nations in their community.

The NRORP data will be collected as of December 31. Every year around November 1, Regional Offices will submit to Band Councils a list of non-registered individuals (the **NRORP Band Population Report**) based on the previous year’s data submissions. Band Councils are to use this list in compiling up-to-date data. At the same time, regions will send a copy of the **NRORP Certificate Form** and blank copies of the **NRORP Collection Form**.

It is First Nations’ responsibility to take the **NRORP Band Population Report**, verify that all the information is accurate and make changes where corrections are required, as well as identify which individuals should not be on the list (deceased, moved off reserve, now registered). In addition, First Nations are required to add to the **NRORP Collection Form**, non-registered individuals living on reserve who are not listed. By verifying, updating and adding to the original list provided, non-registered individuals who live on reserve will be counted (please refer to the definition for *Non-registered individuals* in the Key Terms section).

Please note that the above-noted procedures may change if First Nations are using Electronic Data Interchange (EDI) - see the **NRORP Data Handbook** for more information.

## KEY TERMS

### Count Date

The accuracy of statistics is greater when a single day is chosen on which representative data are collected. Information is considered accurate as of that day, and all subsequent changes will be recorded on the next population report. **The**

# NON-REGISTERED ON-RESERVE POPULATION (NRORP)

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**collection date for collecting the non-registered on-reserve population data is December 31 of every year.**

## **NRORP Band Population Report**

The ***NRORP Band Population Report*** lists non-registered individuals living on reserve based on previous year submissions. This list is provided by band and will be printed by the regional offices and sent to the respective band councils to use in compiling up-to-date data. {Refer to *First Nations National Reporting Guide: Volume I Forms for instructions and an example of this report*}.

## **NRORP Certificate Form**

The ***Non-Registered On-Reserve Population Certificate Form*** is completed by the authorized band official once the non-registered on-reserve population data are updated and ready to be submitted to DIAND. This will certify that the data are accurate and complete. {Refer to *First Nations National Reporting Guide: Volume I Forms for instructions and a copy of the Certificate*}.

## **NRORP Collection Form**

The ***Non-Registered On-Reserve Population Collection Form*** is used along with the Band Population Report. It serves to add non-registered individuals living on reserve/in the community who are not on the Band Population Report for that band. {Refer to *First Nations National Reporting Guide: Volume I Forms for instructions and a copy of the Collection Form*}

## **Non-registered Individuals**

Non-registered individuals for the purposes of NRORP are those who are not registered under the *Indian Act* and who ordinarily reside on reserve. Individuals awaiting registration while residing on reserve would also be included.

Generally, a place of ordinary residence is the place of habitation where a person usually sleeps and has his/her meals. A person who is temporarily away from the reserve for reasons of education, medical and seasonal work may also be considered a resident.

A person is considered an ordinary resident for NRORP purposes if he/she normally resides on reserve but is:

- 1) temporarily attending an educational institution and intends on returning to the community (e.g., individuals who go away to school and return home at the end of the school term);
- 2) employed seasonally or short term (e.g., people who work in the construction industry who are seasonally employed and would return home in the off-season);
- 3) in short-term institutional care (less than 6 months);
- 4) incarcerated for a short term (less than 6 months);
- 5) vacationing or visiting other reserves;

## NON-REGISTERED ON-RESERVE POPULATION (NRORP)

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- 6) temporarily hospitalized or convalescing;
- 7) a child in joint custody who spends half their time with an on-reserve parent;
- 8) living on the Canadian side of a reserve that crosses an international border;
- 9) serving in the military for a short duration (less than 6 months).

A person is not considered an ordinary resident if he/she is:

- 1) a worker who migrates to another location off reserve on a permanent basis;
- 2) a student who was not normally resident on reserve before leaving to attend an educational institution;
- 3) residing permanently in an institutional home off reserve;
- 4) incarcerated for an extended period of time (more than 6 months);
- 5) in the Canadian Forces resulting in an extended absence from the reserve (more than 6 months);
- 6) visiting the reserve for a short period of time;
- 7) residing in the United States or any country other than Canada;
- 8) a child in the custody of a parent who does not ordinarily reside on reserve;
- 9) a child in joint custody who spends more than half his/her time with the off-reserve parent;
- 10) living on the United States side of a reserve that is divided by an international border with Canada.

### **NOTES:**

*In cases where a community may have a significant non-Aboriginal component as a result of economic development projects (i.e. condominiums, cottages, trailer parks, all or some of which may be on leased lands), First Nations, for the purposes of NRORP will not be required to collect the population residing in these areas.*

*The term “living on reserve” for the purposes of NRORP includes but is not limited to reserve(s) as defined by the Indian Act, federal and provincial Crown Lands and LSAs (lands set aside for Indian use). For the Northwest Territories and Yukon First Nations, “Resident”, for the purpose of this exercise, is defined as a person actually living in the community. (For greater detail see the “Glossary of Terms” in Appendix 1 of the **Non-Registered On-Reserve Population Data Handbook**).*

*The NRORP data are NOT intended to be used to define on-reserve residency for specific purposes and programs. Each funded program activity has clear definitions for on- and off-reserve residency which may differ from the NRORP definition. For program funding purposes, the individual program activity definitions for residency will continue to apply.*

# NON-REGISTERED ON-RESERVE POPULATION (NRORP)

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<p><b>NRORP BAND POPULATION REPORT (ALL BANDS)</b></p> <p><b>Due</b> annually on February 15</p> <p>Volume I: Forms Tab B</p>	<p><b>NRORP COLLECTION FORM</b> <i>(if new individuals are added)</i> <b>(ALL BANDS)</b></p> <p><b>Due</b> annually on February 15</p> <p>Volume I: Forms Tab B</p>	<p><b>NRORP CERTIFICATE FORM</b> <b>(ALL BANDS)</b></p> <p><b>Due</b> annually on February 15</p> <p>Volume I: Forms Tab B</p>
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## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected. These data are important to First Nations for governance and community planning purposes. These data are also important to DIAND to better examine and address the potential demographic pressures faced by First Nations.

For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. For the Non-Registered On-Reserve Population data elements, the sources (where applicable) are noted in the following table.

Data Element	Description
<b>Band Number</b>	The number associated to a Band. <i>Source: Band Name System</i>
<b>Surname</b>	The individual's family name
<b>Given Name</b>	The individual's given name.
<b>Birth Date</b>	Give in the format: yyyy/mm/dd
<b>Gender</b>	Identified by either: M or F
<b>On Reserve (Y/N) ?</b>	Whether or not a non-registered individual is living on reserve ( <b>see non-registered individuals in Key Terms</b> ). <i>Source: Band</i>
<b>Reserve Number</b>	The individual's reserve number. <i>Source: Indian Lands Registry System and Regions</i>

## NON-REGISTERED ON-RESERVE POPULATION (NRORP)

Data Element	Description
<b>Notes</b>	a) Used to identify an individual who has moved off the reserve. b) Used to identify a newly registered or deceased individual. c) Also used to provide additional information, such as an individual's alias. <i>Source: Band</i>

*Note: Additional information on the NRORP data are found in the **Non-Registered On-Reserve Population Data Handbook**. Contact your regional DIAND representative for a copy of that handbook.*

## OVERVIEW

Under the *Canadian Environmental Assessment Act* [CEAA], an environmental assessment must be carried out for any project with potential impact on the physical, social and/or cultural environments. Components of environmental assessment include the environmental effects of a project; the possible effects of malfunctions or accidents that may occur in connection with a project; any cumulative environmental effects that are likely to result from the project in combination with other activities; the significance of the environmental effects; any measures that would mitigate or decrease these effects; the need for the project and any alternatives to it; effects of the project on sustainable use of renewable resources; follow-up requirements to monitor continuing environmental effects; and public comments and reactions to the project's environmental effects. **Environmental assessment is the analysis of the effects or changes that a project may have on the environment [or visa versa].**

## KEY TERMS

### Environmental Effect

Environmental effects are any change the project may have on the environment [and vice versa], as well as the effects of the changes on such things as health and socio-economic conditions; physical and cultural heritage; current traditional use of lands and resources; and sites of historical, archaeological or architectural significance.

### Environmental Assessment Matrix

A matrix is a tool commonly used in environmental assessment to assist in the analysis of the project. Various effects are arranged in a grid to show environmental interactions and to organize the information showing potential environmental effects.

### Follow-up Program

A follow-up program to verify the accuracy of the environmental assessment of a project and to determine the effectiveness of any measures taken to mitigate the adverse environmental effects of the project.

### Key Environmental Elements

Key environmental elements are the environmental parts or components that are identified as having scientific, social, cultural, economic or aesthetic value. These include ground and surface water; air quality; noise; land and soil; flora, fauna and the natural habitat; special places of cultural or heritage significance; health and safety concerns; socio-economic factors; and aesthetics or natural beauty.

**Mitigation** Mitigation refers to eliminating, lessening or controlling of the negative environmental effects of a project. This may include restoring environmental damage through replacement, compensation or other means.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<p><b>ENVIRONMENTAL COMPLIANCE REPORT</b></p> <p>DUE 90 days after the end of the fiscal year (June 30).</p> <p>Contact DIAND Regional Office</p>	<p><b>CEAA: ENVIRONMENTAL ASSESSMENT REPORT</b></p> <p>DUE before the start of any project with potential environmental impact.</p> <p>Volume I: Forms Tab C</p>
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First Nations councils must ensure that an environmental assessment process is followed for capital or other projects that have a potential environmental impact. Details of the process are available from your regional Department of Indian Affairs and Northern Development (DIAND) office and are outlined in the *DIAND Environmental Assessment Training Manual*. The following steps are followed in a typical environmental assessment:

- < Determine what elements of the proposed project should be included as part of an environmental assessment [also known as determining the scope of the project]. In some instances, two projects that are interdependent, linked or close to each other can be considered as part of one environmental assessment.
- < Assess the environmental effects. This involves describing the project, the existing environment and possible project-environment interactions.
- < Make an initial assessment of ways of mitigating or lessening the environmental effects, although mitigation measures can be more clearly defined as the assessment progresses.
- < Determine the significant environmental effects of the project, in order to demonstrate if the environmental effects are adverse and whether or not the adverse effects are significant or likely.
- < Based on all the above information, a detailed Environmental Assessment Report has to be prepared and submitted to DIAND. The report is reviewed and a decision is made, based on the available data. If there is uncertainty about the outcomes of the project or sufficient public concern, a referral may be made to the Minister for further assessment.



The Environmental Assessment Report should include:

- < a description of the project and the key environmental elements, a summary of the environmental effects [including cumulative effects] and an assessment of the significance of any adverse environmental effects;
- < a description of the measures proposed to lessen or mitigate any environmental effects;
- < comments received from the public, if applicable; and
- < a recommendation as to whether or not the project is likely to produce adverse effects, as well as a detailed rationale for this decision.

The report may also include information on the rationale for the project, alternatives to the project, records of consultations with expert federal departments and a description of any necessary follow-up programs. For more information, contact your regional DIAND office.

**FOR ENVIRONMENTAL ASSESSMENT DATA ELEMENTS, THE SOURCE IS AS PRESCRIBED IN THE *CANADIAN ENVIRONMENTAL ASSESSMENT ACT (CEAA)*.**

## OVERVIEW

### Land Management and Transfers

First Nations councils may be with or without delegated authority from the Minister to administer land transactions on designated and non-designated lands under sections 53 and 60 of the *Indian Act*.

First Nations councils **with** delegated authority must submit the following reports on land transactions:

- < A quarterly report includes a detailed listing of rents collected or receivable. Rents not yet paid should be shown as “aged receivables,” clearly indicating the amounts owing and the number of days since the last payment.
- < An annual summary of land transactions lists all activities such as rental agreements entered into and approvals for development of facilities.

Bands **without** delegated authority under the *Indian Act* are required to provide an annual report on land transactions administered for the previous year. For more details on reporting requirements and deadlines, contact the DIAND regional office.

### Indian Registration and Band Lists

The Indian Registry Administrator (IRA) is required to provide information at least on a monthly basis to assist DIAND in maintaining the accuracy of the Indian Registry **where First Nations have undertaken the Indian Registry program**. *The Indian Registry Reporting Manual* should be consulted for detailed instructions and information on reporting requirements. The Indian Registry Data Entry form and other forms (to provide amendments and summaries of Indian Registry data) should be used. Information requirements include up-to-date information on:

- < births;
- < age of majority;
- < marriages;
- < divorces;
- < confirmed deaths; and
- < any other additions or amendments to existing Indian Registry data.

### Certificate of Indian Status Register

The Indian Registry Administrator (IRA) is required to provide information in the Certificate of Indian Status Register at least on a monthly basis to assist DIAND in maintaining the accuracy of the Indian Registry **where First Nations have undertaken the Indian Registry program**. The Certificate of Indian Status Register form should be used.

Information requirements include up-to-date information on:

- < Responsibility Centre
- < Name, Surname
- < Registry Number

## LANDS AND TRUSTS SERVICES (Including the Indian Registry)

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- < Serial Number
- < Date Issued
- < Applicant's Signature
- < Applicant's Address
- < Who Issued the Certificate

### **Band Governance**

There are two distinct processes under which First Nations elect/select their council:

- a. those First Nations that have chosen to come under the provisions of section 74 of the *Indian Act* and the *Indian Band Election Regulations*; and
- b. those First Nations that carry out the election or selection of their council or representatives according to their own local system under custom.

**In the case a.**, a trained electoral officer must be appointed by the council to conduct the election and to report on the results.

A detailed Electoral Officer's Report must be submitted to the appropriate regional office of DIAND within two weeks of polling day. It should include:

- < the number of eligible voters;
- < the number of positions on the council and the date the new council is taking office;
- < the number of ballots printed as compared with the total used, spoiled, rejected or deemed void;
- < a breakdown of the number of ballots cast for each candidate;
- < the names of the elected candidates; and
- < an overview of the election process and any serious irregularity that occurred during polling.

For more information regarding the election process, the appeal mechanism and the reporting requirements, contact the DIAND regional office.

### **In case of b. above:**

- < a report from the newly elected/selected council or from the electoral officer should be sent to the appropriate regional office of DIAND, indicating who has been elected/selected to sit on council and the term of office.

## **KEY TERMS**

### **Land Management and Transfers**

First Nations with delegated authority must provide a detailed listing of rents collected or owing on a quarterly basis. All First Nations whether they are with or without delegated authority, are required to provide an annual report on the number and type of land transactions.

## **Indian Registration**

Indian registration and the maintenance of information for band lists includes information on so-called "tombstone" events in the First Nations communities, including births, deaths, marriages and divorces. Regular information is also needed on adoptions, transfer of child custody, name changes, age of majority and changes in the Indian Registry category. This information is required to update the Indian Registry as operated under the authority of the *Indian Act*.

## **Certificate of Indian Status (CIS)**

A Certificate of Indian Status, commonly known as a *Status Card*, is a document which verifies that the cardholder is a registered Indian. Certificates of Indian Status are usually issued by the region, district or band office charged with the maintenance of the Indian Register of the band list concerned.

## **Band Governance**

Band governance is concerned with the election of band chiefs and council members, as regulated under the *Indian Act*. A detailed report on election processes and results must be submitted by the electoral officer following any band election conducted under the electoral system of the *Indian Act*.

## **Resource Access Negotiations (RAN)**

The RAN program provides financial assistance for First Nation, Inuit and Innu communities to assist with resource-related negotiations.

The objective of the program is to assist First Nation, Inuit and Innu communities to:

- < access off-reserve natural resources, and ;
- < participate in the management of off-reserve natural resources
- < benefit from major projects through business, employment and other opportunities;
- < dispose of reserve natural resources;

through projects which are environmentally sound and consistent with community needs and the principles of sustainable development.

Eligible applicants include: Indian bands, Inuit and Innu communities and settlements, tribal councils and their institutions which have been mandated by their bands or communities to carry out activities on their behalf and which have a record of regular and acceptable reporting.

For further information on RAN program eligibility, level of funding, assessment criteria and reporting of results, please review the RAN Program Guidelines that are available at your DIAND regional office.

**WHAT NEEDS TO BE SUBMITTED AND WHEN?**

**LAND MANAGEMENT & TRANSFERS**

<p><b>QUARTERLY REPORT ON RENTALS AND RECEIVABLES</b></p> <p>DUE annually or twice-yearly; date, intervals and format set by DIAND regional office.</p> <p>Volume I: Forms Tab D</p>	<p><b>SUMMARY REPORT OF LAND MANAGEMENT TRANSACTIONS</b></p> <p>DUE on a project-by-project basis, date and format set by DIAND regional office.</p> <p>Volume I: Forms Tab D</p>
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**INDIAN REGISTRATION**

<p><b>INDIAN REGISTRY DATA ENTRY</b></p> <p>DUE monthly.</p> <p>Volume I: Forms Tab D</p>	<p><b>INDIAN REGISTER DATA ENTRY - MISCELLANEOUS AMENDMENTS</b></p> <p>DUE monthly.</p> <p>Volume I: Forms Tab D</p>	<p><b>INDIAN REGISTER EVENTS REPORTS SUMMARY</b></p> <p>DUE monthly</p> <p>Volume I: Forms Tab D</p>	<p><b>CERTIFICATE OF INDIAN STATUS REGISTER</b></p> <p>DUE Monthly</p> <p>Volume I: Forms Tab D</p>
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**BAND GOVERNANCE**

<p><b>ELECTORAL OFFICER'S REPORT</b></p> <p>DUE two weeks following every general election and by-election</p> <p>Volume I: Forms Tab D</p>
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**RESOURCE ACCESS NEGOTIATIONS (RAN) PROGRAM**

<p><b>APPLICATION FORM</b>          (Summary of project proposal)</p> <p>DUE prior to funding consideration.</p> <p>Volume I: Forms Tab D</p>	<p><b>END-OF-PROJECT REPORT FORM</b>          (Project Results)</p> <p>DUE June 30 for the previous fiscal year ending March 31.</p> <p>Volume I: Forms Tab D</p>
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## DATA ELEMENTS DEFINITIONS AND SOURCE

First Nations are advised to contact their DIAND regional office (See Tab A of this volume) for data element definitions that are required for administrative, accountability and operational purposes. For Indian Registration & Band lists please consult the *Indian Registry Reporting Manual*. For the Resource Access Negotiations (RAN) Program the source for the data elements is the RAN project proposal and related documents. For further information see the *RAN Program Guidelines*.

## OVERVIEW

The department's objective is to ensure that all eligible Indians and Inuit have access to a quality and range of elementary/secondary education programs and services that are relevant to the social, economic and cultural needs and conditions of the individual First Nations and communities being served and that are comparable to those provided by the provincial public education system; to encourage and support the educational and/or career development opportunities of Indians and Inuit through post-secondary education and to support Indians and Inuit in preserving, developing and expressing their cultural heritage and aboriginal language. The following programs contribute toward achieving this objective.

The Department of Indian Affairs and Northern Development (DIAND) provides funding for the provision of elementary/secondary education to eligible students, registered Indians residing on reserve, and Inuit. These include the provision of instructional services in federal schools, the reimbursement of costs for on-reserve students attending provincial schools and the provision of funding for instruction in First Nation schools and student support services including transportation, accommodation, guidance and counselling services and student financing. The Elementary/Secondary Program provides for the delivery of the education program to students from 4 year old Kindergarten through 12 (grade 13 in Ontario and secondary 5 in Quebec).

## KEY TERMS

### **Nominal roll student census**

The nominal roll system is an information database which provides a mechanism for the regions, districts and schools to undertake an annual census of Indian students living on reserve, and Inuit students, whose education is being funded by DIAND either directly or indirectly.

Educational assistance may be granted to non-Indians living on reserve if assistance is not available from municipal or provincial sources and provided such non-Indians fit into the "A to F" categories as described in the *Nominal Roll User Guide* and funding, in the opinion of the Minister of Indian Affairs and Northern Development, is justified.

### **Certification of teachers and curriculum**

School principals, in schools administered by First Nations must make an annual report giving the names of teachers and attesting to their teaching qualifications, as well as certifying that the curriculum used meets provincial or territorial educational standards.

## Provincial or territorial educational services

The Department and/or First Nation Councils negotiate agreements with provincial school authorities concerning the capital and tuition funds required to provide space and educational services for eligible Indian students. In these cases, school boards invoice First Nation Councils/DIAND for the cost of educational services to First Nation students.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<b>NOMINAL ROLL STUDENT CENSUS REPORT</b>	<b>ANNUAL CERTIFICATION OF TEACHERS AND CURRICULUM</b>	<b>PROVINCIAL- TERRITORIAL EDUCATIONAL SERVICES REPORT</b>	<b>SCHOOL EVALUATION REPORT</b>
<p>DUE annually on October 15, based on a census date of September 30</p> <p>See Volume I: Forms Tab E</p>	<p>DUE annually soon after beginning of school year. Contact DIAND regional office.</p> <p>See Volume I: Forms Tab E</p>	<p>DUE Annually for current school year (date set by DIAND regional office).</p> <p>See Volume I: Forms Tab E</p>	<p>DUE once every five years</p> <p>See Volume I: Forms Tab E</p>

First Nations are requested to provide a list of students registered in schools at the start of the school year so education funding requirements can be estimated by DIAND. All students not returning to school must also be reported with a reason and the destination for their departure. The following information are examples of what is to be included on the Nominal Roll Student Census form:

- < student identification, including the registration numbers and the full name of each student;
- < date of birth, gender, status code and grade; and
- < details of residence, accommodation, transportation arrangements, special education needs, extent of Indian language instruction, band of financial responsibility, band of residence and reserve of residence.

School principals in elementary and secondary schools on First Nations reserves are required to fill out and sign an Annual Certification of Teachers and Curriculum at the start of each school year. A separate certificate should be provided for each school that includes:

- < a list of all teachers and their qualifications, including the name of the educational institution where he or she obtained a teaching degree or certificate; and



## ELEMENTARY/SECONDARY EDUCATION

- < certification that all teachers and principals possess valid teaching certificates and/or permits, and that the school curriculum used in all grades meets the educational standards of the province or territory in which the school is located.

Provincial or territorial education services are provided in cases where First Nations students attend off-reserve schools. School boards invoice band councils for the cost of providing provincial or territorial educational services, and funds can be requested from DIAND to cover these costs on an annual basis. To verify how funds are spent and to request additional funds if necessary, band councils should provide:

- < copies of all school board invoices or bills for off-reserve educational services; and
- < a list of students attending provincial or territorial schools.

DIAND requires that band councils evaluate elementary and secondary educational services every five years. The evaluation must demonstrate that community and school objectives are being met. For more information on the evaluation process and requirements, contact the DIAND regional office. The main purpose of the evaluation is to:

- < review the school curriculum; and
- < assess the quality of instruction offered.

### DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. The various data elements are also required for accountability, resourcing and operational purposes. For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript.

Data Element	Description
<b>School Name (student attends)</b>	This information will allow DIAND to evaluate the number of students attending a school.  <i>Source: School Register</i>
<b>School Address</b>	<i>Source: School Register</i>
<b>School Type</b>	One of four categories: band operated, federally operated, provincially or privately operated.  <i>Source: Region</i>
<b>School Number</b>	<i>Source: Region and School Register</i>
<b>School Board Number</b>	<i>Source: Region</i>
<b>School Board Name</b>	<i>Source: Region</i>

Data Element	Description
<b>Student Identifier</b>	<p>The number assigned to the student which identifies the band number, family number and child position number. For registered Indian students, this is the Indian Registry number. For non-registered students, this number is an arbitrary, unique identifier assigned by the region.</p> <p><i>Source: Student's Status Card and School Register</i></p>
<b>Student Name (surname and given name)</b>	<p>Provide student's full name.</p> <p><i>Source: Student's Status Card and School Register</i></p>
<b>Date of Birth</b>	<p><i>Source: Student's Status Card or School Register</i></p>
<b>Status Code</b>	<p>Identifies the student's status as one of the following:</p> <ul style="list-style-type: none"> <li>1 - Registered Indians On reserve or Crown Land Indians</li> <li>2 - Other (Previously A-F Students)</li> <li>4 - Inuit</li> <li>6 - Children of government employees</li> <li>7 - Indians not yet registered but whose parents are registered</li> <li>8 - Reinstated Indians</li> </ul> <p><i>Source: Student's Status Card and School Register</i></p>
<b>Sex</b>	<p>This information is required for comparison purposes.</p> <p><i>Source: School Register</i></p>
<b>Grade</b>	<p>The grade in which the student is registered on the census date. This information is required to monitor the effectiveness of elementary / secondary funding as well as for comparison to the Canadian population.</p> <p><i>Source: School Register</i></p>
<b>Residence</b>	<p>Identifies the student's residency.</p> <p>This information is required for compliance to the program directives.</p> <p><i>Source: First Nation Residency Records</i></p>
<b>Accommodation</b>	<p>The type of accommodation provided to eligible students (i.e. room and board, private placement, etc.).</p> <p><i>Source: Application for Accommodation Assistance</i></p>

## ELEMENTARY/SECONDARY EDUCATION

Data Element	Description
<b>District of Financial Responsibility</b>	Region or district which is funding the student's education.  <i>Source: Region</i>
<b>Transportation</b>	Transportation of students while attending school (i.e., regular or special). Regular refers to daily busing, public transit and other means. Other refers to seasonal transportation, the transport of persons with disabilities, noon lunch and weekend transport.  <i>Source: School Register or Bus List</i>
<b>Special Education</b>	Services delivered to students with severe learning disabilities, emotional or physical conditions which require highly specialized and costly instructions and program material.  <i>Source: Medical Certificate/Assessment</i>
<b>Language(s) Spoken on School Entry, Language(s) of Instruction, Extent of Indian Language Instruction, Percentage of Indian Language Instruction</b>	Language(s) spoken on entry and language(s) of instruction, including Indian, English, French, Inuktituk or some combination of these. Extent of Indian language instruction and percentage of Indian language instruction in school. This information is required for administrative, operational and comparison purposes.  <i>Source: School Register</i>
<b>Band of Financial Responsibility</b>	Number of the band, tribal council or authority that is financially responsible for the education of the student, or would become responsible when the program is transferred. This information is required for administrative and operational needs.  <i>Source: School Register</i>
<b>Band of Residence</b>	Number of the band on whose reserve the student ordinarily resides. This information is required for administrative and operational needs.  <i>Source: First Nation Residency Records</i>

Data Element	Description
<p><b>Reserve of Residence</b></p>	<p>Number of the reserve on which the student ordinarily resides (LTS reserve number). This information is required for administrative and operational needs.</p> <p><i>Source: First Nation Residency Records</i></p>
<p><b>Leaver</b></p>	<p>The REASON and DESTINATION of a student who no longer attends the school.</p> <p><b>REASON:</b></p> <p><b>1 - Graduated</b> - student who has obtained the credits required by the province for secondary school certification.</p> <p><b>3 - Transferred to Another School</b> - student living on reserve, who has transferred to another school (i.e., federal/band/provincial or private) and is still funded by DIAND.</p> <p><b>4- Withdrew</b> - student who lives on reserve and is no longer attending school.</p> <p><b>5 - Moved Off reserve</b> - student who has moved off reserve and is no longer eligible for DIAND funding.</p> <p><b>7 - Deceased</b> This information is required to monitor the effectiveness of elementary / secondary funding as well as for comparability to the Canadian population.</p> <p><b>DESTINATION:</b></p> <p><b>0 - Employed</b></p> <p><b>1 - Still in School</b></p> <p><b>2 - Occupational Skills</b></p> <p><b>5 - Post-Secondary Education</b></p> <p><b>7 - Unemployed</b></p> <p><b>9 - Whereabouts unknown/deceased</b></p> <p><i>Source: School Register/Transfer Slip</i></p>

## OVERVIEW

The department's objective is to ensure that all eligible Indians and Inuit have access to a quality and range of elementary/secondary education programs and services that are relevant to the social, economic and cultural needs and conditions of the individual First Nations and communities being served and that are comparable to those provided by the provincial public education system; to encourage and support the educational and/or career development opportunities of Indians and Inuit through post-secondary education and to support Indians and Inuit in preserving, developing and expressing their cultural heritage and aboriginal language.

The post-secondary program supports the increased participation and success of registered Indians and Inuit in recognized post-secondary education programs. The program involves financial support for students enrolled in recognized university and college entrance preparation as well as recognized post-secondary programs, and funding to post-secondary institutions to support specialized programs for eligible registered/treaty Indian students.

Under the department's Post-Secondary Education Assistance Programs (Post-Secondary Student Support Program - PSSSP and University and College Entrance Preparation Program - UCEP) financial support is provided to eligible registered Indians and Inuits toward the costs of their Post-Secondary Education. Indian and Inuit organizations managing these programs are responsible for reporting on identified student data.

The Register of Post-Secondary Students provides an annual report to DIAND with the following information:

- < Indian Registry number and student's full name receiving post-secondary funding;
- < the number of the post-secondary institution attended by each student, the area of study, the length of the program, the current year of study and the qualification being sought;
- < whether or not a student is in attendance part-time or full-time.

Band councils must also submit an annual Register of Post-Secondary Graduates that gives a breakdown of students who have completed their studies in the past year. The report includes:

- < detailed student information on all graduates; and also identifies;
- < the actual total number of students who received post-secondary education funding in the previous year.

**The Indian Studies Support Program (ISSP)** contributes funding to Indian education organizations, Indian Post-Secondary institutions for the development and delivery of special programs for Registered Indians.

All Post-Secondary institutions receiving ISSP funding must submit an annual report.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<p><b>REGISTER OF POST-SECONDARY STUDENTS</b></p> <p>DUE annually on December 31, based on census date of November 1.</p> <p>Volume I: Forms Tab E</p>	<p><b>REGISTER OF POST-SECONDARY GRADUATES /SUMMARY TOTAL OF POST-SECONDARY FUNDED STUDENTS</b></p> <p>DUE annually on December 31</p> <p>Volume I: Forms Tab E</p>	<p><b>INDIAN STUDIES SUPPORT PROGRAM (ISSP)</b></p> <p>DUE annually date set by DIAND regional office.</p> <p>Volume I: Forms Tab E</p>
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## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected. The various data elements are required for accountability and resourcing purposes. For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript.

Data Element	Description
<b>Indian Registration Number</b>	As only registered Indian/Inuit individuals are entitled to PSE funding, this data element will confirm their registration.  <i>Source: Student's status card</i>
<b>Student's Full Name (first name &amp; surname)</b>  <b>Funding Recipient</b>	This information is required for administrative purposes to further identify the student. (Note: Birth date and gender are required for Inuit students)  <i>Source: Student's status card or Transcript</i>  The number of the funding organization which is responsible for managing the allocation of funds for this student. This information is required for administrative purposes to clearly identify the organization responsible for managing the allocation of funds for the student.  <i>Source: First Nation</i>
<b>Institution Number</b>	Number of institution as acknowledged by the list provided in the Post-Secondary Education User's Guide. It is that number which is also assigned by Statistics Canada. This information is required for administrative and operational needs.  <i>Source: PSE User's Guide (this guide may be obtained from the Regional office)</i>

Data Element	Description
<b>Graduation</b>	<p>Successful completion of post-secondary program from which the student is funded for. This information is required to monitor the effectiveness of Post-Secondary funding to First Nations, in comparison with other Canadians.</p> <p><i>Source: Transcript</i></p>
<b>Major Area of Study</b>	<p>The major area of study that the student is enrolled in. This information is required to monitor the effectiveness of Post-Secondary funding to First Nations, in comparison with other Canadians.</p> <p><i>Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution.</i></p>
<b>Qualification Sought</b>	<p>The type of degree, certificate or diploma sought by student. This information is required to monitor the effectiveness of Post-Secondary funding to First Nations, in comparison with other Canadians.</p> <p><i>Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution.</i></p>
<b>Length of Program</b>	<p>The duration of the program (in years) as determined by the institution, required to complete the program on a continuing full-time basis. This is not the time it takes for the student to complete the program. This information is required to monitor the effectiveness of Post-Secondary funding to First Nations, in comparison with other Canadians.</p> <p><i>Source: Transcript or institution</i></p>
<b>Current Year of Study</b>	<p>The year of study in which the student is currently enrolled in. This information is required to monitor the effectiveness of Post-Secondary funding to First Nations, in comparison with other Canadians.</p> <p><i>Source: Transcript.</i></p>
<b>Student Status</b>	<p>Whether the student is enrolled on a full-time or part-time basis. This information is required to monitor the effectiveness of Post-Secondary funding to First Nations, in comparison with other Canadians.</p> <p><i>Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution.</i></p>

## OVERVIEW

The Department provides financial assistance to Indian bands, tribal/district councils and Indian/Inuit non-profit corporations to preserve, develop, promote and express their cultural heritage, language, religion, philosophy institutions, inventions, art skills, instruments, and behaviours which distinguish one group from another. Cultural/Educational centres develop and operate cultural/educational programs for First Nation peoples to participate in and for the general public to experience.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<p><b>CULTURAL EDUCATION ANNUAL ACTIVITY REPORT</b></p>
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<p>DUE annually, date set by DIAND regional office.</p>
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<p>Contact DIAND regional office</p>
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# TAB F - FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

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## OVERVIEW

The Department of Indian Affairs and Northern Development's (DIAND) First Nations and Inuit Youth Employment Strategy is part of the federal government's Youth Employment Strategy Initiative. DIAND's strategy is designed to assist on-reserve First Nations and Inuit youth carve successful career paths for themselves. The goal of the strategy is to increase the number of young First Nations and Inuit youth who have access to work experience.

**The Science and Technology Camp Program** is part of DIAND's Youth Employment Strategy. This program promotes science and technology as career choices by supporting science camps which will provide on-reserve First Nations and Inuit youth with first-hand experience in various science and technology disciplines. Eligible youth are elementary or secondary students living on reserve or in recognized communities.

First Nations/Inuit may be required to provide information such as:

- < the education level of participants;
- < age of participants;
- < financial information;
- < duration of the camp(s); and
- < a short description of the project.

**The Summer Student Career Placement Program (SSCP)** is part of DIAND's First Nations and Inuit Youth Employment Strategy. This program focuses on youth by providing opportunities for career-related work experience and training to in-school First Nations and Inuit youth living on reserve or in recognized communities during the summer months. The overall purpose is to assist students in preparing for their future entry into the labour market. Registered full-time students from the preceding academic year who intend to return to school on a full-time basis in the next academic year are eligible.

First Nations/Inuit may be required to provide information such as:

- < the education level of participants;
- < age of participants;
- < financial information;
- < duration of the jobs; and
- < a short description of the project.

**The First Nations Schools Co-operative Education Program** is part of DIAND's First Nations and Inuit Youth Employment Strategy. This program funds on-reserve schools to establish or expand co-operative education programs. It provides opportunities for students in grades 7 through 13 to combine school-based learning with

# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

workplace/community experience. The overall purpose is to assist students in preparing for their future entry into the labour market.

First Nations may be required to provide information such as:

- < a short description of the program;
- < information on students who participated in the program;
- < information on the employers who participated in the program;
- < financial information; and
- < an assessment of the implementation and operation of the program.

**The Work Experience Program** is part of the DIAND's First Nations and Inuit Youth Employment Strategy. DIAND's program focuses on on-reserve First Nations and on Inuit youth in recognized communities who are out of school and unemployed by providing opportunities to increase their basic job skills and give them practical work experience that will increase their future employability while enabling them to contribute to their communities.

First Nations/Inuit may be required to provide information such as:

- < number of participants;
- < age and gender of participants;
- < type and duration of work placements;
- < financial information; and
- < a short description of the project.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<p><b>EVALUATION REPORT: SCIENCE AND TECHNOLOGY CAMP PROGRAM</b></p> <p>DUE annually: September 30 for summer camp and June 30 for camps held during the school year.</p> <p>Volume II: Forms Tab F</p>	<p><b>EVALUATION REPORT: SUMMER STUDENT CAREER PLACEMENT PROGRAM</b></p> <p>DUE annually, on September 30</p> <p>Volume II: Forms Tab F</p>	<p><b>EVALUATION REPORT: FIRST NATIONS SCHOOLS CO-OPERATIVE EDUCATION PROGRAM</b></p> <p>DUE annually, on June 30</p> <p>Volume II: Forms Tab F</p>	<p><b>EVALUATION REPORT: WORK EXPERIENCE PROGRAM</b></p> <p>DUE annually, on June 30</p> <p>Volume II: Forms Tab F</p>
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# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

## DATA ELEMENTS DEFINITIONS

The following tables describe the data to be collected and provide a justification for their inclusion.

### Science and Technology Camp Program

Data Element	Explanation
<b>Administering Organization, Name, Address, Contact Person</b>	Recipient name (band/ hamlet/ tribal council/other organization). This information is used for operational purposes.
<b>Number of Youth Participating</b>	The number of males and females taking part in the Science and Technology Camp program. This information is required for accountability purposes.
<b>Education Level of Participants</b>	The highest level of education achieved by the participants as of the previous June. This information is required for program assessment.
<b>Age of Participants</b>	The number of participants in each age category. This information is required for program assessment.
<b>Total Amount Spent on Program</b>	The total dollar amount spent on the program from all sources. This information is required for program assessment.
<b>DIAND Portion</b>	The DIAND portion of the total amount spent on the program. This information is required for program justification and accountability purposes.
<b>Duration of Camps</b>	The number of weeks of camp delivered under the program. This information is required for program assessment.
<b>Description of Activities</b>	A narrative describing the camps' activities. This information is required for program assessment.
<b>Participating Businesses and Organizations</b>	The identification of other businesses and organizations that worked with you on this program. This information is required for program assessment.

# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
<b>Feedback and Recommendations</b>	Suggested changes which DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.
<b>Evaluations of the Program from Participants</b>	Copies of any evaluations of the program completed by youth participants. This information is required for program assessment.

## Summer Student Career Placement Program

Data Element	Explanation
<b>Administering Organization, Name, Address, Contact Person</b>	Recipient name (band/ hamlet/ tribal council/ other organization). This information is used for operational purposes.
<b>Number of Youth Participating</b>	The number of males and females taking part in the First Nations and Inuit Summer Career Placement program. This information is required for accountability purposes.
<b>Education Level of Participants</b>	The highest level of education achieved by the participants as of the previous June. This information is required for program assessment.
<b>Age of Participants</b>	The number of participants in each age category. This information is required for program assessment.
<b>Total Amount Spent on Program</b>	The total dollar amount spent on the program from all sources. This information is required for program assessment.
<b>Federal Portion</b>	The portion of the total amount spent on the program which was contributed by DIAND. This information is required for program justification and accountability purposes.
<b>Amount Put Directly into the Hands of the Participants</b>	The portion of the total amount spent on the program which was distributed to the youth participants in the form of wages. This information is required for program assessment.
<b>Wage Rate Paid to the Participants</b>	The hourly rate of pay received by the youth. This information is required for program assessment.

# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
<b>Duration of Jobs</b>	The number of hours per week and number of weeks of work created. This information is required for accountability purposes and for program assessment.
<b>Description of Activities</b>	A narrative describing the work-related activities the participants experienced. This information is required for program assessment.
<b>Participating Businesses and Organizations</b>	The identification of other businesses and organizations that worked with you on this program. This information is required for program assessment.
<b>Feedback and Recommendations</b>	Suggested changes which DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.
<b>Evaluations of the Program from Participants</b>	Copies of any evaluations of the program completed by youth participants. This information is required for program assessment.

## First Nations Schools Co-operative Education Program

Data Element	Explanation
<b>Administering Organization, Name, Address, Contact Person</b>	Recipient name (band/ hamlet/ tribal council/ other organization.) This information is used for operational purposes.
<b>Number of Youth Participating</b>	The number of males and females taking part in the First Nations Schools Co-Operative Education Program. This information is required for accountability purposes.
<b>Education Level of Participants</b>	The highest level of education achieved by the participants as of the previous June. This information is required for program assessment.
<b>Age of Participants</b>	The number of participants in each age category. This information is required for program assessment.
<b>Total Amount Spent on Program</b>	The total dollar amount spent on the program from all sources. This information is required for program assessment.

# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
<b>DIAND Portion</b>	The portion of the total amount spent on the program which was contributed by DIAND. This information is required for program justification and accountability purposes.
<b>Duration of Placements</b>	The number weeks of work experience created under the program. This information is required for accountability purposes and for program assessment.
<b>Description of Activities</b>	A narrative describing the work experience and career development activities the participants took part in. This information is required for program assessment.
<b>Participating Businesses and Organizations</b>	The identification of other businesses and organizations that worked with you on this program. This information is required for program assessment.
<b>Feedback and Recommendations</b>	Suggested changes which DIAND or the administering organization could make to improve the program. This information is required for program assessment.
<b>Evaluations of the Program from Participants</b>	Copies of any evaluations of the program completed by youth participants. This information is required for program assessment.

## Work Experience Program

Data Element	Explanation
<b>Administering Organization, Name, Address, Contact Person</b>	Recipient name (band/ hamlet/ tribal council/ other organization.) This information is used for operational purposes.
<b>Number of Youth Participating</b>	The number of males and females taking part in the First Nations Youth Work Experience Program. This information is required for accountability purposes.
<b>Education Level of Participants</b>	The highest level of education achieved by the participants as of the previous June. This information is required for program assessment.
<b>Age of Participants</b>	The number of participants in each age category. This information is required for program assessment.

# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
<b>Total Amount Spent on Program</b>	The total dollar amount spent on the program from all sources. This information is required for program assessment.
<b>DIAND Portion</b>	The portion of the total amount spent on the program which was contributed by DIAND. This information is required for program justification and accountability purposes.
<b>Total Directly in the Hands of Participants</b>	The portion of the total amount spent on the program which was distributed to youth participants in the form of wages. This information is required for program assessment.
<b>Duration of Jobs</b>	The number of work placements created which lasted 6, 7, 8, or 9 months. This information is required for accountability purposes and for program assessment.
<b>Description of Activities</b>	A narrative describing the work-related activities the participants experienced. This information is required for program assessment.
<b>Participating Businesses and Organizations</b>	The identification of other businesses and organizations that worked with you on this project. This information is required for program assessment.
<b>Feedback and Recommendations</b>	Suggested changes which DIAND or the Aboriginal administering organization could make to improve the program. This information is required for program assessment.
<b>Evaluations of the Program from Participants</b>	Copies of any evaluations of the program completed by youth participants. This information is required for program assessment.



**OVERVIEW**

First Nations people, like other Canadian citizens, are responsible for managing their own affairs and maintaining themselves to the extent that their resources permit. Some individuals and families are unable to provide for themselves and their dependents. Situations therefore exist in which assistance must be available to community members in need. Social Assistance is one type of income-supplement to eligible persons. Other income supports include Old Age Security, Child Tax Benefits, etc.

Social Assistance provides for financial benefits and services to First Nations individuals and families who are in need. Need is determined by the application of a needs test and other eligibility requirements. The purpose of the program is to enable individuals and families to maintain health, safety, dignity and family unity.

In some cases, specialized employment and training counselling services are offered by First Nation councils for social assistance recipients to assist them to find employment, and some First Nations may offer work opportunity projects to further assist recipients to gain employment experiences.

First Nations councils are expected to administer social assistance funds to provide for basic and special needs in the community according to regional social assistance policy and procedure directives. They may also be asked to participate in program reviews from time to time according to the Department of Indian Affairs and Northern Development (DIAND) policy. More detailed information on policy directives and program review requirements can be obtained from the DIAND regional office.

**WHAT NEEDS TO BE SUBMITTED AND WHEN?**

First Nations councils are required to submit either monthly or annually (**depending on the funding arrangement**) Social Assistance Program Reports that provide statistics on social assistance expenditures and participants.

First Nations funded on a **reimbursement** basis:

First Nations funded through **fixed volume Alternative Funding Arrangements (AFA)**:

First Nations funded through **fixed volume Financial Transfer Agreements (FTA); Canada/First Nations Funding Agreements (CFNFA); and DIAND/First Nations Funding Agreements (DFNFA)**:

**SOCIAL ASSISTANCE MONTHLY REPORT**

This report will vary from region to region. Please contact your regional office for more details

Volume I: Forms Tab G

**SOCIAL ASSISTANCE ANNUAL REPORT**

**DUE annually on May 31** for the previous fiscal year ending March 31

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**SOCIAL ASSISTANCE ANNUAL REPORT**

**DUE annually on May 31** for the previous fiscal year ending March 31

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**DATA ELEMENTS DEFINITIONS AND SOURCE**

This table describes the data to be collected and provides a justification for their inclusion. Source documents (i.e., documents, usually maintained by First Nations, required to collect and back-up the data reported) are also identified.

<b>Data Element</b>	<b>Description</b>
<p><b>Number of Families</b></p>	<p>Refers to the annual monthly average of the number of eligible families receiving social assistance by reason for requiring assistance. (Total annual social assistance cases divided by 12, where the cases are expressed in full monthly equivalents, e.g., count the case if the recipient is receiving social assistance for more than 14 days otherwise do not count the case. Note: Exceptional circumstances do not apply to this definition. Please contact your regional office and note accordingly in the submission.)</p> <ol style="list-style-type: none"> <li>1. Employable</li> <li>2. Unemployable - Single Parent</li> <li>3. Unemployable - Disabled</li> <li>4. Unemployable - Other</li> </ol> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>
<p><b>Number of Persons in Families</b></p>	<p>Refers to the annual monthly average of the number of heads of households and dependants receiving social assistance by reason for requiring assistance. (Total annual social assistance cases divided by 12, where the cases are expressed in full monthly equivalents, e.g., count the case if the recipient is receiving social assistance for more than 14 days otherwise do not count the case. Note: Exceptional circumstances do not apply to this definition. Please contact your regional office and note accordingly in the submission.)</p> <ol style="list-style-type: none"> <li>1. Employable</li> <li>2. Unemployable - Single Parent</li> <li>3. Unemployable - Disabled</li> <li>4. Unemployable - Other</li> </ol> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>

Data Element	Description
<b>Number of Singles</b>	<p>Refers to the annual monthly average of singles receiving social assistance by reason for requiring assistance. (Total annual social assistance cases divided by 12, where the cases are expressed in full monthly equivalents, e.g., count the case if the recipient is receiving social assistance for more than 14 days otherwise do not count the case. Note: Exceptional circumstances do not apply to this definition. Please contact your regional office and note accordingly in the submission.)</p> <ol style="list-style-type: none"> <li>1. Employable</li> <li>2. Unemployable - Single Parent</li> <li>3. Unemployable - Disabled</li> <li>4. Unemployable - Other</li> </ol> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>
<b>Number of CMHC housing units on-reserve</b>	<p>Refers to the total actual number of CMHC housing units on reserve.</p> <p><i>Source: First Nation Housing Inventory List or equivalent</i></p>
<b>Number of housing units occupied by SA recipients</b>	<p>Refers to the annual monthly average number of housing units on-reserve where rent is reimbursed by DIAND to social assistance recipients by type of housing unit. (Total annual number of housing units divided by 12).</p> <ol style="list-style-type: none"> <li>1. CMHC (Ministerial guaranteed housing)</li> <li>2. Non-CMHC (All other)</li> </ol> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>
<b>Total annual rent expenditures funded to SA recipients (\$000)</b>	<p>Refers to the total annual rent expenditures funded (only funds that are reimbursed by DIAND) to social assistance recipients by type of on-reserve housing unit.</p> <ol style="list-style-type: none"> <li>1. CMHC (Ministerial guaranteed housing)</li> <li>2. Non-CMHC (All other)</li> </ol> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>
<b>Number of housing units for which fuel/utilities were paid</b>	<p>Refers to the annual monthly average number of housing units on-reserve for which fuel/utilities were paid. (Total annual number of housing units divided by 12).</p> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>

Data Element	Description
<b>Total fuel, utilities and other shelter expenditures (\$000)</b>	<p>Refers to the total annual fuel, utilities and other shelter expenditures (only funds that are reimbursed by DIAND) to social assistance recipients.</p> <p><i>Source: Budget and Decision Forms or First Nation equivalent.</i></p>
<b>Number of person-months of employment created</b>	<p>Refers to the <u>total number of person-months</u> (eg. 2 people x 10 month project = 20 person months of employment created) of training and/or employment under Social Assistance Transfer (e.g., Work Opportunity Program and/or ICHRS) for Social Assistance recipients (DO NOT count beneficiaries). This information is required for accountability and policy and planning purposes.</p> <p><i>Source: Social Assistance Transfer Project Report.</i></p>
<b>Total number of dollars transferred to S.A.T. initiatives (\$000)</b>	<p>Refers to the total annual amount of funds transferred from Basic Needs to Social Assistance Transfer initiatives. This information is required for accountability and resourcing purposes.</p> <p><i>Source: Social Assistance Transfer Project Report.</i></p>
<b>Number of projects</b>	<p>Refers to the annual total number of social assistance work/training projects approved. This information is required for resourcing and policy purposes.</p> <p><i>Source: Social Assistance Transfer Project Report.</i></p>
<b>Number of children</b>	<p>Refers to the average monthly number of children out of parental home (COPH) for AFA and non-AFA funding. (One child for one month equals <i>1 child month</i>. Number of children months divided by 12 equals the average number of children out of parental home). This information is required for resourcing and policy purposes.</p> <p><i>Source: Budget and Decision Forms or First Nation equivalent</i></p>

# TAB G2 - SOCIAL DEVELOPMENT: National Child Benefit (NCB)

## OVERVIEW

The **National Child Benefit (NCB)** is a national initiative aimed at preventing and reducing the depth of child poverty in Canada. It was initiated in July 1998\* and is comprised of the following components:

- < an increase in the federal Canada Child Tax Benefit with the addition of the National Child Benefit Supplement for low-income families with children;
- < in most provinces, territories and First Nation communities, adjustments to social assistance payments to low income families with children equal to the amount of the increase in the National Child Benefit Supplement; and,
- < use of offset social assistance dollars by provinces, territories and First Nations to fund reinvestment programs for low income families with children.

It is expected that First Nations will develop reinvestment programs and services that meet the broad requirements set out in the Regional Management Framework for the National Child Benefit in First Nations.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

First Nations councils funded through Comprehensive Funding Arrangements (CFA) are required to submit *monthly* data in accordance with regional requirements. Both CFA and fixed volume First Nations are to submit *annual* National Child Benefit Reinvestment Reports that provide statistics on expenditures, participants and projects. For further information please contact your regional office (Tab A of this volume).

First Nations funded social assistance on a **reimbursement basis (CFA):**

First Nations funded social assistance through **fixed volume Alternative Funding Arrangements (AFA):**

First Nations funded social assistance through **fixed volume Financial Transfer Agreements (FTA); Canada/First Nations Funding Agreements (CFNFA); and DIAND/First Nations Funding Agreements (DFNFA):**

<p><b>NATIONAL CHILD BENEFIT FIRST NATIONS ANNUAL REPORT ON REINVESTMENT</b></p> <p>This report will vary from region to region. Please contact your regional office for more details Volume I: Forms Tab G</p>	<p><b>NATIONAL CHILD BENEFIT FIRST NATIONS ANNUAL REPORT ON REINVESTMENT</b></p> <p><b>DUE annually on May 31</b> for the previous fiscal year ending March 31</p> <p>Volume I: Forms Tab G</p>	<p><b>NATIONAL CHILD BENEFIT FIRST NATIONS ANNUAL REPORT ON REINVESTMENT</b></p> <p><b>DUE annually on May 31</b> for the previous fiscal year ending March 31</p> <p>Volume I: Forms Tab G</p>
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\* Due to the implementation of the provincial family policy in 1997, reinvestment funds of First Nations in the Quebec Region have been accruing since December 1, 1997.

## SOCIAL DEVELOPMENT: National Child Benefit (NCB)

### DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. As well source documents (i.e., documents, usually maintained by First Nations, required to collect and back-up the data reported) are also identified.

Data Element	Description
<b>First Nation name</b>	Refers to the name of the First Nation or Agency responsible for administering the NCB reinvestment program(s). This information is required for accountability purposes.  <i>Source: Band Name System</i>
<b>First Nation number</b>	Refers to the First Nation's or Agency's number. This information is required for accountability purposes.  <i>Source: Band Name System</i>
<b>For the fiscal year</b>	Refers to the year for which the report is being made. This information is required for accountability purposes.  <i>Source: First Nation or Agency</i>

#### 1. REINVESTMENT FUNDS

<b>Name of reinvestment Program Developed [New or Continuing]</b>	Refers to the name of the program and whether the program is new or continuing from the previous year. Type of reinvestment programs include child nutrition programs, readiness to learn programs, income support programs for families with children, earned income supplements for families with children, improved benefits for families on social assistance and other social services for low income families with children, such as child care, that support attachment to the workforce or alleviate poverty.  <i>Source: First Nation or Agency</i>
<b>Annual amount of reinvestment fund</b>	Refers to the funds available for NCB reinvestment programs. An NCB reinvestment fund is the money made available through the adjustment to social assistance payments in relation to the increased Canada Child Tax Benefit (National Child Benefit Supplement).  <i>Source: Regional NCB Reinvestment Framework</i>

## SOCIAL DEVELOPMENT: National Child Benefit (NCB)

Data Element	Description
<b>Purpose of program</b>	Refers to a short description highlighting the objectives for each program.  <i>Source: First Nation or Agency</i>
<b>Results or accomplishments of program</b>	Refers to a description of the results or accomplishments of the program as compared to the original objectives and whether the original purpose was met and which activities were successfully carried out.  <i>Source: First Nation or Agency</i>

### 2. NUMBER OF FAMILIES AND CHILDREN BENEFITING UNDER REINVESTMENT PROGRAMS

<b>Number of families</b>	Refers to the number of families who benefited from the NCB reinvestment program(s).  <i>Source: First Nation or Agency</i>
<b>Number of children under 18</b>	Refers to the number of children under the age of 18 who benefited from the NCB reinvestment program(s).  <i>Source: First Nation or Agency</i>

### 3. DESCRIPTION OF REINVESTMENT PROGRAMS

<b>List of reinvestment program(s) developed and estimated funding allocation</b>	Refers to the type and number of reinvestment program(s) developed, such as child/day care, child nutrition (e.g. school lunches), early child development, income supplements, employment supplements, improved benefits for families receiving social assistance or employment training.  <i>Source: First Nation or Agency</i>
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## OVERVIEW

Social support services are offered to community members to help them cope with problems that affect their social and emotional well-being. Services may include child protection and family counselling, adult care programs for people who are ill, or have a disability and for the elderly; shelters for victims of family or domestic violence; and other special community social support projects.

## KEY TERMS

### Child and Family Services

Child and family services usually include programs such as counselling and education to prevent family breakdown and the removal of children from their homes; child protection, foster care and adoption; and placements for children in group homes, institutions or special counselling programs. The circumstances under which child protection becomes necessary are defined through provincial or territorial legislation.

First Nations councils are required to submit monthly or annual reports on child and family services that provide details on child protection activities including:

- < the number of children in care at the end of the month and the type of care placement, whether foster home, group home or other institution; and
- < the number of days in care for each child, the daily costs and the total monthly cost for each placement.

Along with the monthly report, administering agencies are required to submit invoices for special purchase items for children.

An annual or twice-yearly report on child and family services is also required in the regions. Contact the DIAND regional office for more information about reporting requirements for the operation of child and family services. Periodic reports on child and family services include the following:

- < a list of the services provided to prevent children from coming into care as well as the number of families participating in these services and the total number of children served;
- < a list of local groups providing the services to prevent children from coming into care, such as family services and Native elders' committees;
- < the number of public education and information sessions such as workshops and seminars, held on child and family welfare issues;
- < a list of all the child protection services offered for children in care as well as children under legal supervision orders in their own homes; and
- < the number of families and children affected by protection services, and the number of foster and adoption homes used over the last year.



Regions may also require documentation on each child to confirm eligibility for maintenance funding as per DIAND authorities [i.e., status Indian with on reserve residence status at the time of apprehension].

### **Adult Care**

Adult care services are provided by First Nations councils and are intended to give support to families in situations where individuals need special help due to age, illness, or disability. Services include institutional care, foster care and in-home care (primarily homemaking/home management, non-medical care) for the elderly and to those who are ill, or have disabilities.

First Nations councils are required to provide a monthly or annual report on adult care services that outlines:

- < the number of adults using special care services, including in-home care, institutional care or foster care;
- < a list of adults in institutional care;
- < details on the type and length of placement; and
- < the cost of adult care services.

Along with the monthly report, administering agencies are required to submit invoices for special purchase items for adult care.

First Nations communities that undertake special programs to promote the integration of persons with disabilities are required to submit a yearly report to DIAND outlining their activities and accomplishments [National Strategy for the Integration of Persons with Disabilities]. For more information see below and/or contact the DIAND regional office.

### **National Strategy for the Integration of Persons with Disabilities**

Since the start of the National Strategy for Integration of Persons with Disabilities [NSIPD] in 1991, DIAND has provided funds to First Nations to help them recognize and address the issues faced by on-reserve persons with disabilities.

First Nations receiving funding under the Strategy are required to submit yearly reports that give:

- < the name of the project and a short description that outlines the purpose, planned activities, schedule, required resources and accomplishments. The report should also indicate if the project is achieved in collaboration with other federal or provincial departments or other organizations.

### **Family Violence**

Since the first Family Violence Initiative in 1988, DIAND has funded the operation of various types of emergency and transitional shelters for victims of family and domestic violence on First Nations reserves. First Nations councils that receive funding under the Family Violence Initiative and related programs are required to submit yearly reports that include the following information:



- < The name of the project and a short description that outlines the original purpose, planned activities, schedule and required resources. Administering agencies should indicate if the project involved the establishment or operation of an emergency shelter under the Project Haven initiative, the payment of funds to provincial or private sector agencies for emergency shelter use by First Nations individuals and children, or the establishment of second-stage transitional housing units.
- < A short description of project outcomes and accomplishments for the last fiscal year, should include the number of clients using the project.

An audited year-end financial statement is also required to show the total costs. Future allocations of family violence initiatives are dependent on the documented need for services. For more information on funding requirements and reporting guidelines, contact the DIAND regional office.

### **Other Social Services:**

**Community Social Service Projects** which is a regionally sponsored activity whereby funding is provided to First Nation communities for assessing and planning the operation of social services. Information requirements are regional specific - contact the regional DIAND office.

### **Day Care Facilities/Head Start Program**

Prior to the implementation of Human Resources Development Canada's (HRDC) Day Care Program, DIAND funded a number of Day Care Facilities on reserve in British Columbia, Alberta and Ontario regions and a Head Start Program in the Atlantic region. DIAND continues to fund these programs today. First Nation organizations receiving funding from DIAND for these programs report the following program information on an annual basis:

- < Band Name and Number;
- < Address of Centre(s)/Program(s) and Number of Spaces funded by DIAND;
- < Total Number of Children in the Centre(s)/Program(s) during the year.

## **WHAT NEEDS TO BE SUBMITTED AND WHEN?**

First Nations councils are required to submit either monthly or annual reports (depending on the funding arrangement and type of report) that provide statistics on social support services.

The following reports are required for submission from First Nations funded social support services **on a reimbursement basis**.

<b>CHILD AND FAMILY SERVICES MAINTENANCE MONTHLY REPORT</b>  DUE monthly, 15 days after months end.  Volume I: Forms Tab G	<b>CHILD AND FAMILY SERVICES OPERATIONAL REPORT</b>  DUE annually or twice yearly.  Volume I: Forms Tab G	<b>ADULT SERVICES MONTHLY REPORT</b>  DUE monthly, 15 days after months end.  Volume I: Forms Tab G
<b>NATIONAL STRATEGY FOR INTEGRATION OF PERSONS WITH DISABILITIES ANNUAL REPORT</b>  DUE May 31 for previous fiscal year  Volume I: Forms Tab G	<b>FAMILY VIOLENCE PROJECTS ANNUAL REPORT</b>  DUE May 31 for previous fiscal year  Volume I: Forms Tab G	<b>FAMILY VIOLENCE SHELTER ANNUAL REPORT</b>  DUE May 31 for previous fiscal year  Volume I: Forms Tab G
<b>COMMUNITY SOCIAL SERVICES PROJECTS ANNUAL REPORT</b>  DUE May 31 for previous fiscal year  Volume I: Forms Tab G	<b>DAY CARE FACILITIES / HEAD START PROGRAM ANNUAL REPORT</b>  DUE May 31 for previous fiscal year  Volume I: Forms Tab G	

## **SOCIAL DEVELOPMENT: Social Support Services**

The following reports are required for submission from First Nations funded social support services through **fixed volume Alternative Funding Arrangements (AFA)**.

### **ADULT SERVICES ANNUAL REPORT**

DUE May 31 for previous fiscal year.

Volume I: Forms Tab G

### **NATIONAL STRATEGY FOR INTEGRATION OF PERSONS WITH DISABILITIES ANNUAL REPORT**

DUE May 31 for previous fiscal year

Volume I: Forms Tab G

### **FAMILY VIOLENCE PROJECTS ANNUAL REPORT**

DUE May 31 for previous fiscal year

Volume I: Forms Tab G

### **FAMILY VIOLENCE SHELTERS ANNUAL REPORT**

DUE May 31 for previous fiscal year

Volume I: Forms Tab G

### **COMMUNITY SOCIAL SERVICES PROJECTS ANNUAL REPORT**

DUE May 31 for previous fiscal year

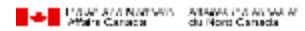
Volume I: Forms Tab G

### **DAY CARE FACILITIES / HEAD START PROGRAM ANNUAL REPORT**

DUE May 31 for previous fiscal year

Volume I: Forms Tab G

## SOCIAL DEVELOPMENT: Social Support Services



The following reports are required for submission from First Nations funded social support services through **fixed volume Financial Transfer Agreement (FTA), Canada/First Nations Funding Agreement (CFNFA) or DIAND/First Nations Funding Agreement(DFNFA)**.

<p><b>CHILD AND FAMILY SERVICES MAINTENANCE MONTHLY REPORT</b> <i>REPORTING IS APPLICABLE ONLY IN CASES WHEN FTA/CFNFA/DFNFA PILOT PROJECTS HAVE BEEN APPROVED.</i></p> <p>DUE 15 days after month's end</p> <p>Volume I: Forms Tab G</p>	<p><b>CHILD AND FAMILY SERVICES OPERATIONAL REPORT -REPORTING IS APPLICABLE ONLY IN CASES WHEN FTA/CFNFA/DFNFA PILOT PROJECTS HAVE BEEN APPROVED.</b></p> <p>DUE annually or twice yearly</p> <p>Volume I: Forms Tab G</p>	<p><b>ADULT SERVICES ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year</p> <p>Volume I: Forms Tab G</p>
<p><b>NATIONAL STRATEGY FOR INTEGRATION OF PERSONS WITH DISABILITIES ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year</p> <p>Volume I: Forms Tab G</p>	<p><b>FAMILY VIOLENCE PROJECTS ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year</p> <p>Volume I: Forms Tab G</p>	<p><b>FAMILY VIOLENCE SHELTERS ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year</p> <p>Volume I: Forms Tab G</p>
<p><b>COMMUNITY SOCIAL SERVICES PROJECTS ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year</p> <p>Volume I: Forms Tab G</p>	<p><b>DAY CARE FACILITIES / HEAD START PROGRAM ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year</p> <p>Volume I: Forms Tab G</p>	

## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. As well source documents (i.e., documents, usually maintained by First Nations, required to collect and back-up the data reported) are also identified.

Data Element	Description
<b>CHILD &amp; FAMILY SERVICES : MAINTENANCE</b>	
<b>Administering First Nation or Child &amp; Family Services Agency</b>	<p>Refers to the name of the administering First Nation or Child &amp; Family Service Agency providing service. This information is required to assess performance and to allocate funds.</p> <p>Name of FN or CFS Agency providing service</p> <p><i>Source: First Nation or CFS Agency</i></p>
<b>Arrangement Number</b>	<p>Refers to the funding agreement number. This information is required for accountability purposes.</p> <p><i>Source: Funding Arrangement</i></p>
<b>Band Number</b>	<p>Refers to the beneficiary's (child) band number. This information is required for accountability purposes.</p> <p><i>Source: Indian Registry System</i></p>
<b>Beneficiary's Name</b>	<p>Refers to the name of the child who has been placed in the care of the agency. This information is required for accountability and resource allocation.</p> <p><i>Source: Indian Registry System</i></p>
<b>Beneficiary's Status Number</b>	<p>Refers to the Indian Registry Number of the child placed in the care of an agency. This information is required for accountability and resource allocation.</p> <p><i>Source: Indian Registry System</i></p>
<b>Beneficiary's Gender</b>	<p>Refers to the gender of the child who has been placed in the care of an agency. This information is required for accountability.</p> <p><i>Source: Indian Registry System</i></p>

Data Element	Description
<b>Beneficiary's Date of Birth</b>	Refers to the child's date of birth. This information is required for accountability and resource allocation.  <i>Source: Indian Registry System</i>
<b>Name of Family or Institution</b>	Family's name if different than beneficiary's or the name of the institution responsible for the child. This information is required for accountability and resource allocation.  <i>Source: First Nation, CFS Agency or Indian Registry System</i>
<b>Beneficiary's Parent / Guardian Name</b>	Refers to the name of the child's parent/guardian. This information is required for accountability and resource allocation.  <i>Source: First Nation, CFS Agency, or Indian Registry System</i>
<b>Beneficiary's Parent / Guardian Residence - On-reserve (Y/N)</b>	Refers to the residency of the child's parent/guardian. This information is required for accountability and resource allocation.  <i>Source: First Nation or CFS Agency or Population Statistics Data</i>
<b>Beneficiary's Child and Family Service Status</b>	Refers to the child's CFS placement status: 1. (V)oluntary Care Ward 2. (T)emporary Ward 3. (P)ermanent (Crown) Ward  <i>Source: First Nation or CFS Agency</i>
<b>Type of Service</b>	Refers to the type of care, by code, in which the child is placed: Indicate type of care service by code: 3100-Institutional Care 3101-Foster Home 3102-Group Home *Definitions below  This information is required for accountability and resource allocation.  <i>Source: First Nation or CFS Agency</i>

Data Element	Description
<b>3100-Foster Care</b>	<p>Care provided in a family setting by persons who are not the parents of the child and where placement was made by an agency such as a Band, DIAND, or a Provincial Child Welfare authority. This includes care provided without reimbursement, but excludes care in a family where adoption is clearly the intent.</p> <p><i>Source: First Nation or CFS Agency</i></p>
<b>3101-Group Homes</b>	<p>Care provided to a small group of 5 to 10 children in a setting where normally the permanent full-time staff is a couple operating in a setting which provides a family atmosphere. Group homes serve the needs of those children who either do not require, or cannot use, the close relationships of a foster family. They do not include either subsidized foster homes used for emergency care or to keep a large family unit together or small residential units which are essentially institutional in nature.</p> <p><i>Source: First Nation or CFS Agency</i></p>
<b>3102-Institutional Care</b>	<p>Care provided in a setting where one or more groups of children occupy the premises and permanent full-time staff work on a shift basis. It may provide care and treatment for children with emotional problems. It is distinguished from a Group Home by the fact that permanent full-time staff work on a shift basis.</p> <p><i>Source: First Nation or CFS Agency</i></p>
<b>Date of Placement</b>	<p>Refers to the start date of the child's placement in care by an agency. This information is required for accountability and resource allocation.</p> <p><i>Source: First Nation or equivalent CFS Agency form</i></p>
<b>Date of Departure</b>	<p>Refers to the discharge date when the child will no longer be under agency care. This information is required for accountability and resource allocation.</p> <p><i>Source: First Nation or equivalent CFS Agency form</i></p>
<b>Daily Rate</b>	<p>Refers to the daily rate for service provided. This information is required for accountability and resource allocation.</p> <p><i>Source: First Nation or equivalent CFS Agency form</i></p>

Data Element	Description
<b>Special Funds</b>	Refers to other money allocated to cover such things as clothing and travel expenses. This information is required for accountability and resource allocation.  <i>Source: First Nation or equivalent CFS Agency form</i>
<b>Number of Days</b>	Refers to the total number of days in the month the child has been placed in the care of an agency. This information is required for accountability and resource allocation.  <i>Source: First Nation or equivalent CFS Agency form</i>
<b>Total Amount</b>	Refers to the total cost for the child's care (i.e., the number of days are multiplied by the daily rate then add special funds). This information is required for accountability and resource allocation.  <i>Source: First Nation or equivalent CFS Agency form</i>
<b>Total Expenses</b>	Refers to the Summary of the "Total Amount" by type of service. This information is required for accountability and resource allocation.  <i>Source: First Nation or equivalent CFS Agency form</i>

**CHILD & FAMILY SERVICES : OPERATIONS**

<b>List of Services Provided</b>	Refers to the Type of Service provided by the First Nation or the CFS Agency, such as Prevention, Protection, Adoption and/or Alternate Care. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>
<b>Number of Families Served</b>	Refers to the number of families who were served under the following types of services: prevention, protection, adoption and/or alternate care. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>
<b>Number of Children Served</b>	Refers to the number of children within the families served under the following: prevention, protection, adoption and/or alternate care. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>



Data Element	Description
<b>Number of local child and family service committees</b>	Refers to the number of local committees which deal with Child and Family Services. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>
<b>Number of Elders' Committees/ Consultations/Meetings</b>	Refers to the number of Elders' committees and the number of consultations and/or meetings held by Elders. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>
<b>Number of Public Information/Education Workshops</b>	Refers to the number of public information /education workshops provided by the or CFS Agency. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>
<b>Number of Foster Care Homes</b>	Refers to the Number of Homes providing Foster Care. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>
<b>Number of Adoption Homes</b>	Refers to the Number of Homes suitable for the placement of children for adoption. This information is required to assess performance and for resource allocation.  <i>Source: First Nation or CFS Agency</i>

**ADULT CARE**

Data Element	Description
<b>Administering First Nation or Services Agency</b>	Refers to the name of the administering First Nation or Agency providing the service. This information is required to assess performance and to allocate funds.  <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Arrangement Number</b>	Refers to the funding arrangement number. This information is required for accountability purposes.  <i>Source: Funding Arrangement</i>
<b>Band Number</b>	Refers to the beneficiary's (adult) band number. This information is required for accountability purposes.  <i>Source: Indian Registry System</i>

Data Element	Description
<b>Beneficiary's Name</b>	Refers to name of the adult placed in care. This information is required for accountability and resource allocation.  <i>Source: Indian Registry System</i>
<b>Beneficiary's Status Number</b>	Refers to the Indian Registry Number of the Adult in care This information is required for accountability and resource allocation.  <i>Source: Indian Registry System</i>
<b>Beneficiary's Gender</b>	Refers to the gender of the adult placed in care. This information is required for accountability and resource allocation.  <i>Source: Indian Registry System</i>
<b>Name of Family or Institution (if appropriate)</b>	Refers to the name of the family, if different than the adult in care or the name of the institution responsible for the adult. This information is required for accountability and resource allocation.  <i>Source: Adult Care Placement Form, Indian Registry System or First Nation equivalent</i>
<b>Date of Birth</b>	The beneficiary's date of birth. This information is required for accountability and resource allocation.  Source: Indian Registry System
<b>Parent / Guardian Name</b>	Refers to the full name of the parent/guardian. This information is required for accountability and resource allocation.  <i>Source: Adult Care Placement Form or Indian Registry System</i>
<b>Parent / Guardian Status Number</b>	Refers to the Indian Registry Number of the parent / guardian of the adult in care. This information is required for accountability and resource allocation.  <i>Source: Indian Registry System</i>
<b>Type of Service</b>	Refers to the type of service by code: 3115-In-Home Care 3116-Institutional Care 3118-Foster Care This information is required for accountability and resource allocation.  <i>Source: Adult Care Placement Form or First Nation equivalent</i>

Data Element	Description
<b>3115-In-Home Care</b>	<p>Homemaking and personal care services (non-professional and non-medical) provided to an individual who still resides at home.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>3116-Institutional Care</b>	<p>Funding for care in Type I and Type II institutions which may be located on reserve and off reserve. Individuals must be assessed according to provincial standards to determine the level of care required. Residents of institutions are generally elderly or with disabilities and in need of supervision and assistance.</p> <p>TYPE I:                      "is that required by a person who is ambulant and/or independently mobile, who has decreased physical and/or mental faculties, who requires primarily supervision and/or assistance with activities of daily living and provision for meeting psycho-social needs through social and recreational services. The period of time which care is required is indeterminate and related to the individual condition".</p> <p>TYPE II:                      "is that required by a person with a relatively stabilized (physical or mental) chronic disease of functional disability, who, having reached the apparent limit of his recovery, is not likely to change in the near future, who has relatively little need for the diagnostic and therapeutic services of a hospital but who requires availability of personal care on a continuing 24-hour basis, with medical and professional nursing supervision and provision for meeting psycho-social needs. The period of time during which care is unpredictable but usually consists of a matter of months or years".</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>3118-Foster Care</b>	<p>Care provided in a family setting by persons who are not immediately related to the individual requiring the adult foster care.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>

Data Element	Description
<b>Date Beginning Placement</b>	<p>Refers to the start date when the adult was placed in care.</p> <p>Note: For placements continuing from previous months, give the first day of the month as the first day of placement if the adult is still receiving services at time of the report, leave the departure date blank. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>Date of Departure</b>	<p>Refers to the date on which the adult was discharged or will no longer require services. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>Daily Rate</b>	<p>Refers to the daily rate for service provided. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>Special Fund</b>	<p>Refers to the money allocated to cover such things as clothing and travel expenses. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>Number of Days</b>	<p>Refers to the total number of days in the month that the adult has been in care. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>Total Amount</b>	<p>Refers to the total cost of care for each adult. Calculate the “total amount” by multiplying the total number of days by the daily rate and then adding any “special funds”. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>
<b>Total Expenses</b>	<p>Summary of the “Total Amount”. This information is required for accountability and resource allocation.</p> <p><i>Source: Adult Care Placement Form or First Nation equivalent</i></p>

## FAMILY VIOLENCE: PROJECTS

Data Element	Description
<b>First Nation Name</b>	<p>Refers to the name of the First Nation overseeing the project. This information is required for accountability purposes.</p> <p><i>Source: Indian Registry System</i></p>
<b>First Nation Number</b>	<p>Refers to the First Nation's number. This information is required for accountability purposes.</p> <p><i>Source: Indian Registry System</i></p>
<b>Name of Project [New or Continuing]</b>	<p>Refers to the project, such as a Project Haven emergency shelter or other type of emergency shelter. Other types of emergency shelters may include private or provincial agencies. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Annual Report</i></p>
<b>Purpose of Project</b>	<p>Refers to a description about the original project as well as the project's specific objectives. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Annual Report</i></p>
<b>Activities</b>	<p>Refers to a description about the project's planned activities. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Annual Report</i></p>
<b>Schedule</b>	<p>Refers to a description about the project's activities time frame or schedule. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Annual Report</i></p>
<b>Resources</b>	<p>Refers to a description about the project's resources required to carry out each activity. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Annual Report</i></p>

## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<b>Results or Accomplishments of Project</b>	<p>Refers to a description of the results or accomplishments of the project compared to the original project plan. Include information on whether the original purpose was met, which activities were carried out and any changes to the original schedule or resource requirements. Identify information on how many people benefited from the project, including the number of women and children who used the services provided. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Annual Report</i></p>

## FAMILY VIOLENCE: EMERGENCY SHELTERS

Data Element	Description
<b>First Nation Name</b>	<p>Refers to the name of the First Nation funded/overseeing the project. This information is required for accountability purposes.</p> <p><i>Source: Indian Registry System</i></p>
<b>First Nation Number</b>	<p>Refers to the First Nation's number. This information is required for accountability purposes.</p> <p><i>Source: Indian Registry System</i></p>
<b>Type of Emergency Shelter</b>	<p>Refers to the type of emergency shelter. It can either be Project Haven emergency shelter or an Other type of emergency shelter which is run by a private or provincial agency. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Monthly Summary Report</i></p>
<b>Name of Shelter</b>	<p>Refers to the name of the emergency shelter. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Monthly Summary Report</i></p>
<b>Actual or estimated start-up date</b>	<p>Refers to the actual or estimated start-up/operating date of the emergency shelter. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Monthly Summary Report</i></p>
<b>Total number of units in each shelter</b>	<p>Refers to the total number of units in each emergency shelter. This information is required for accountability purposes.</p> <p><i>Source: First Nation or Agency Monthly Summary Report</i></p>

Data Element	Description
<b>Total number of beds for all units in each shelter</b>	Refers to the total number of beds for all the units in each emergency shelter. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total number of Bands served by the shelter</b>	Refers to the total number of bands located in proximity to the emergency shelter where residents of the bands would normally use the shelter. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total number of persons receiving shelter [actual and projected]</b>	Refers to the actual and projected number of persons, including dependants, receiving shelter during the year. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total number of families receiving shelter [actual and projected]</b>	Refers to the actual and projected number of families receiving shelter during the year. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total number of nights spent in shelter [actual and projected]</b>	Refers to the actual and projected number of nights that family members remained in the shelter during the year. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total number of persons receiving information or counselling but who do not stay overnight [actual and projected]</b>	Refers to the actual and projected number of persons receiving information or counselling but who do not stay overnight during the year. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Start-up Cost: one-time cost associated with the setting up of the shelter.</b>	Refers to the one-time cost associated in the setting up of the emergency shelter. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>



Data Element	Description
<b>Total annual project costs</b>	Refers to the total annual operating costs required to operate the emergency shelter. This information is required for accountability purposes.  <i>Source: First Nation or Agency Monthly Summary Report</i>

**NATIONAL STRATEGY FOR THE INTEGRATION OF PERSONS WITH DISABILITIES**

Data Element	Description
<b>Name of Project (New or Continuing)</b>	Refers to the name of the project. Also indicate whether the program is new or continuing. This information is required for accountability purposes.  <i>Source: Yearly Report submitted by the First Nation</i>
<b>Costs</b>	Refers to the overall costs of the project. If the project is achieved in collaboration with other departments or organizations, this field will identify each partner's financial contribution. This information is required for accountability purposes.  <i>Source: Yearly Report submitted by the First Nation</i>
<b>Objective of the project</b>	Refers to the overall objectives of the project in terms of activities, schedules, resources, and other departments/organizations taking part in the project. This information is required for accountability purposes.  <i>Source: Yearly Report submitted by the First Nation</i>
<b>Results or Accomplishments of Project</b>	Refers to the results or accomplishments of the project as compared to the original project plan. Include information on whether the original purpose was met, which activities were carried out and any changes to the original schedule or resource requirements. This information is required for program justification and accountability purposes.  <i>Source: Yearly Report submitted by the First Nation</i>

**DAY CARE FACILITIES / HEAD START PROGRAM**

Data Element	Description
<b>Total number of day care centres or programs funded by DIAND</b>	Refers to the total number of operating day care facilities or Head Start Programs which are funded by DIAND. This information is required for accountability purposes.  <i>Source: First Nation</i>



## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<b>Number of day care places funded by DIAND</b>	Refers to the total number of day care or Head Start places which are funded by DIAND. This information is required for accountability purposes.  <i>Source: First Nation</i>
<b>Name of centre, address, etc.</b>	Refers to the complete mailing address of the day care facility or Head Start program. This should include the facility's or Program's full name, address and postal code. This information is required for accountability purposes.  <i>Source: First Nation</i>
<b>Number of children served in day care during year</b>	Refers to the total annual number of children placed in day care facilities or Head Start Program(s) during the year. This information is required for accountability purposes.  <i>Source: First Nation</i>

## OVERVIEW

Formula-based **Band Support Funding** is a grant to support chief and council allowances, travel expenses and First Nation government administration overhead costs.

**Tribal Council Funding** is provided to formally incorporated tribal councils for the provision of **advisory services** (financial management; band government support; economic development; community planning; and technical services) to the Tribal Councils' member bands.

**Band Advisory Funding Policy:** Unaffiliated large First Nations (First Nations with an on-reserve registered population of 2,000 or more who are not now or who do not intend to be affiliated with a tribal council) are eligible to receive funding for advisory services to avail themselves with advisory services in the specified professional areas described in the Band Advisory Funding Policy.

**Band Support Funding or Tribal Council Funding** is money received by First Nations as a contribution toward overhead administrative costs of delivering programs and services funded by the Department of Indian Affairs and Northern Development (DIAND), including lands and trusts services; education; economic development; administration of social development; infrastructure and maintenance; major and minor capital projects; and band management. In the case of tribal councils, the contribution includes an allowance to provide advisory services to bands.

Band Support Funding and Tribal Council Funding can be used by First Nations to cover the overhead costs of basic services and programs including:

- < lands and trusts services;
- < education;
- < economic development;
- < administration of social development;
- < infrastructure and maintenance;
- < major and minor capital projects; and
- < band government.

### **NOTE:**

**Effective April 1, 1997, the band support and tribal council funding allocations have been frozen at 1996-1997 levels unless the band or tribal council undertakes a completely new function funded by DIAND.**

Some of these exceptions include:

- < New bands or tribal councils may be accommodated depending on specific situations. Eligibility for departmental funding will be calculated on the basis of the formula in effect in 1996-1997.

- < First Nations or Tribal Councils taking on continuing new responsibilities will have their eligibility for funding adjusted according to calculations based on modifications to the 1996-1997 data base.

The amount of information required for each of the exceptions noted above may vary from region to region. Contact your DIAND regional office for more information.

**Careers Initiative** is funding for First Nations to specifically assist them in managing their staff training and development portfolio. The funding is approximately 2% of total First Nation support funding and 2% of the administration portion of the tribal council funding formula.

**Band Employee Benefits Program [BEBP]:** band council or tribal council are eligible to receive funding to pay their share of the employer's pension plan or other benefits in accordance with the conditions and funding ceilings set by the Band Employee Benefits Program [BEBP].

For any DIAND-funded program under which First Nations employ continuing part-time or full-time staff, the band council or tribal council can apply for band employee benefits funding from DIAND. DIAND's policy states that bands and tribal councils are eligible to receive this funding to pay their share of the employer's pension plan or other benefits in accordance with the conditions and funding ceilings set by the Band Employee Benefits Program [BEBP].

Bands and tribal councils that apply for BEBP funding must refer to the appropriate guidelines for procedures and directives. These guidelines are available from the regional offices of DIAND.

The Application for Band Employee Benefits Funding includes the following information:

- < number of employees in each program area and their salaries;
- < amounts for employer and employee contributions for private pension plans and the Canada/Quebec pension plans; and
- < a breakdown of employer contributions according to the total benefits payable under DIAND-funded program activities. The total amount of employer contributions, if approved, will be covered by DIAND under the BEBP.

Each application for band employee benefits funding must be accompanied by a list of eligible employees for whom DIAND will pay the employer's share of benefits. The list of eligible employees shows:

- < the name and occupation of each employee;
- < the name of the program for which the employee works;
- < the source of the employee's salary;
- < the amount of the salary; and
- < the breakdown of contribution amounts for the employee and the employer in pension and group insurance plans.

## **NOTE:**

**Effective April 1, 1997, adjustments to The Band Employee Benefit [BEB] Program will be frozen at the 1996-97 funding levels with the following exception:**

adjustments for the legislated annual increase of 0.4% in the Canada/Quebec Pension Plans will be processed.

*It is important to note that there will be NO increase in departmental contributions to existing BEB plans if the proposed increase can be attributed to decisions that are solely within the sphere of the employer (such as salary increases to employees or increases in the number of employees in the workforce.)*

Applications for funding new benefit plans will continue to be accepted. However, funding for these new plans cannot be approved until the department has received confirmation from the Office of the Superintendent of Financial Institutions [OSFI] that the plan is deemed to be registered by both OSFI and Revenue Canada [Taxation]. Contact your DIAND regional office for more information.

**Indian/Inuit Management Development [IIMD]** is funding for projects aiming at encouraging and sustaining improved First Nation government management practices in order to utilize human and financial resources more effectively.

Programs and activities undertaken by First Nations to improve their management capacity, obtain management advisory support services, or develop improved management advisory support services, or develop improved management systems may be funded under the Indian/Inuit Management Development [IIMD] Program.

First Nations councils or governments who wish to apply for funding under the IIMD program need to prepare detailed project proposals that describe their training needs. Specifications for these funding proposals may vary from region to region. For more information on specifications and guidelines, please contact your DIAND regional office.

## **KEY TERMS**

### **Band Employee Benefits**

Band employee benefits include pension plans and/or group insurance plans (and may also include other optional benefits) offered to employees of First Nations or tribal councils. DIAND's policy stipulates that eligible First Nations and tribal councils can be granted funds to pay the employer's contribution for these benefits under the Band Employee Benefits Program [BEBP] up to specified limits. Employers can apply for this funding for all eligible employees (see below). BEBP funding does not cover pension plan costs for anyone providing services under a service contract, members of boards of directors, employees working on capital projects or anyone working for a revenue-generating organization.

# INDIAN GOVERNMENT SUPPORT

## Eligible Employee

An eligible employee is one who is performing services of a “public” nature, funded by DIAND and whose salary is derived from DIAND.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

### BAND SUPPORT AND TRIBAL COUNCIL FUNDING\*

\*only where applicable

<p><b>APPLICATION FOR GRANT: BAND SUPPORT FUNDING AND TRIBAL COUNCIL FUNDING *</b></p> <p>DUE Annually</p> <p><i>Effective April 1, 1997, the band support and tribal council funding allocations have been frozen at 1996-1997 levels unless the band or tribal council undertakes a completely new function funded by DIAND.</i></p> <p>Contact Regional Office</p>	<p><b>TRIBAL COUNCIL / UNAFFILIATED LARGE BAND ADVISORY SERVICES: ELIGIBLE UNAFFILIATED LARGE BAND ADVISORY SERVICES - ANNUAL REPORT*</b></p> <p>DUE Annually</p> <p>Contact Regional Office</p>	<p><b>TRIBAL COUNCIL / UNAFFILIATED LARGE BAND ADVISORY SERVICES: PROGRAM ACTIVITIES ANNUAL REPORT*</b></p> <p>DUE Annually</p> <p>Contact Regional Office</p>
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### BAND EMPLOYEE BENEFITS PROGRAM [BEBP]

<p><b>APPLICATION FOR BAND EMPLOYEE BENEFITS FUNDING (CFA ONLY)</b></p> <p>DUE May 31 for previous fiscal year ending March 31.</p> <p>Volume I: Forms Tab H</p>	<p><b>LIST OF ELIGIBLE EMPLOYEES (CFA ONLY)</b></p> <p>DUE May 31 for previous fiscal year ending March 31.</p> <p>Volume I: Forms Tab H</p>	<p><b>PENSION PLAN FUNDING ANNUAL REPORT</b></p> <p>DUE May 31 for previous fiscal year ending March 31.</p> <p>Volume I: Forms Tab H</p>
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### INDIAN/INUIT MANAGEMENT DEVELOPMENT [IIMD] PROGRAM

<p><b>INDIAN/INUIT MANAGEMENT DEVELOPMENT [IIMD] PROGRAM FUNDING PROPOSAL</b></p> <p>DUE on a project by project basis.</p> <p>Volume I: Forms Tab H</p>
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## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. The various data elements are required for accountability and resourcing purposes.

**For the Indian Government Support program [Band Employee Benefits] data elements, the source for the data elements is the pension plan and employee payroll documents, unless otherwise noted.**

### Band Employee Benefits Funding:

Data Element	Description
<b>Employer's Name</b>	Name of First Nation or tribal council providing employment.
<b>Fiscal Year</b>	The time between one yearly settlement of financial accounts and the next.
<b>Underwriter / Administrator</b>	The name of the underwriter, usually an insurance company.
<b>PBSA Number</b>	The five-digit number assigned by Office of the Superintendent of Financial Institutions [OSFI] when the plan is registered under PBSA.
<b>Revenue Canada Registration Number</b>	The number assigned by Revenue Canada Taxation following approval under the Income Tax Act.
<b>Funding</b>	Indicate whether funding is new or ongoing.
<b>Employee / Employer Data</b>	For each program listed provide the number of person years [PYs] and salary.
<b>Employer Contributions</b>	The employer contributions to pensions and CPP/QPP for each program listed.

### List of Eligible Employees:

Data Element	Description
<b>Employer Name</b>	Name of First Nation or tribal council providing employment
<b>Period</b>	Indicate fiscal year.
<b>Employee Name</b>	This information is required for accountability and resourcing purposes.
<b>Occupation</b>	Employee's occupation/job title.

## INDIAN GOVERNMENT SUPPORT

Data Element	Description
<b>Program</b>	Program area where individual is employed.
<b>Source of Salary</b>	Source of individual's salary, such as DIAND, Health Canada, etc.
<b>Salary</b>	The individual's salary in dollars. This information is required for accountability and resourcing purposes.
<b>Pension Plan Employee %__ Employer %__</b>	The percentage breakdown between employee/employer pension plan contributions.
<b>Group Insurance Employee %__ Employer %__</b>	The percentage breakdown between employee/employer group insurance contributions.

# TAB I1 - OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

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## OVERVIEW

The operation and maintenance of infrastructure program is one component of DIAND's strategic objective to assist First Nations in building healthy and sustainable communities. The objective of the program is to provide funding to assist First Nations to acquire, construct, operate and maintain basic community facilities and services such as water and sewage, roads, electrification, schools, community buildings and fire protection. The program ensures that these facilities and community services meet recognized standards and are comparable to the services provided to nearby communities by provincial and municipal governments.

**Capital Asset Management System (CAMS)** is an automated system which records information for the Operation and Maintenance of Infrastructure sub-activity. The Capital Asset Management System is comprised of three systems. They are the Capital Assets Inventory System (CAIS), Asset Condition Reporting System (ACRS) and Capital Management Database (CMDB).

**Capital Asset Inventory System (CAIS)** is a sub-system of CAMS which contains base level information on capital assets such as location of asset, asset type, asset quantity, year of construction, etc. It is also attached to a cost database which is updated yearly to reflect Consumer Price Index (CPI) changes. Combining CAIS and the cost database allows asset Operation and Maintenance (O&M) and replacement costs to be calculated.

**Asset Condition Reporting System (ACRS)** stores results of asset inspections which are carried out on 20% of the inventory annually. Asset remediation/recapitalization needs identified during inspections to correct deficiencies are also stored in the system.

**Capital Management Database (CMDB)** holds site level information on the adequacy of basic community services such as fire protection, solid waste disposal, road access and electrification. It also stores data on housing conditions and the adequacy of water and sewer services to the homes, both in terms of the delivery and the quality/standard of the services.

### Services Available:

- a. **Housing Subsidy Funding to First Nations** for the construction and renovation of on-reserve housing.
- b. **Capital Construction Funding:** to plan, design, construct and maintain education and other community facilities.
- c. **Facilities Maintenance Funding** is provided to assist First Nations with the cost of operating and maintaining educational facilities and other community infrastructure facilities.
- d. **Funding for Advisory Services and Program Support**
  1. Housing Management



# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

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2. Band Community Housing Planning
3. Technical Assistance for Housing
4. Training
5. Housing Inspections
6. Maintenance Management
7. Fire Safety

## KEY TERMS

### FIRE

**Fire Protection** means the protection of life and the safety of persons and property from fire, and it includes everything relating to preventing, detecting, containing and extinguishing fires and alerting persons to fire's presence.

The following definitions may be used in conjunction with fire protection services.

**Suppression**, commonly referred to as fire fighting, refers to extinguishing and controlling of fires.

**Prevention** refers to those activities carried out to prevent fires from occurring [e.g., participation of a community in fire prevention week, distribution of literature to homes, the inclusion of fire protection messages in the local media, fire prevention contests]. Note: Although they are closely related activities, the term "prevention" excludes the more specific definitions for "inspection" and "education."

**Inspection** refers to fire inspection services and is of two types. The first includes the periodic examination of buildings by a trained and qualified inspector to determine if construction maintenance and operation conform to applicable fire safety codes, standards and requirements. The second includes the inspection of homes and smaller buildings of simple design and construction. This inspection is usually carried out by a trained member of the community fire brigade or department.

**Engineering** includes the services of a qualified professional engineer to examine building plans and specifications; inspect building projects in progress; and/or participate in the takeover of a building to ensure the structure, services, fire detection and fire fighting systems conform to applicable drawings, specifications, codes, standards and regulatory requirements.

**Education** includes training programs designed to inform community members, normally children and seniors, on applicable fire protection matters including prevention and emergency response. The "Learn Not To Burn" curriculum is a typical example of the type of program included in a well-managed education plan.

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

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## HOUSING AND INFRASTRUCTURE ASSETS

Information is required from First Nations about changes in housing, housing infrastructure and community services. These data are provided to DIAND's regional offices once a year. This information is required to demonstrate a measure of progress and accountability to Parliament as well as for planning purposes to determine outstanding requirements. The data are used in the computerized Capital Management Database [CMDB]. The regional offices of DIAND will provide a copy of the previous year's report to bands for corrections and additions.

A **housing unit** is any self-contained dwelling unit on a reserve or settlement with at least one bedroom. It is considered to be a main residence, rather than a seasonal or vacation home, whether or not it is presently occupied or in need of renovation or repair. A housing unit can be a detached or semidetached house, a mobile home, a row house or a multi-unit residence such as an apartment, condominium, duplex or triplex, where each unit is counted separately.

**Special purpose units** are self-contained houses that provide on-site care facilities. Examples are: children's aid homes, halfway houses, shelters for homeless people, homes for single mothers, shelters for those experiencing family violence, homes for drug and alcohol rehabilitation programs, residences for physically or mentally disabled adults or children, and nursing homes.

**Community Services** identify the type of Electrical services, Road Access availability, Solid Waste Disposal services and Fire Protection services provided to the community.

**Housing Conditions** refer to:

- the number of housing units which require replacement, minor and/or major renovations, indoor plumbing and/or
- the number of housing units which are adequate

**Water Servicing** identifies the types of water delivery systems used by the housing units on the site.

**Water Quality / Quantity** are categories used to identify the quality and quantity of the water supply to the housing units on the site.

**Sewage Servicing** identifies the sewage disposal systems used by the housing units on the site.

**Sewage Effluent** consists of categories used to identify whether sewage effluent from housing units on the site is disposed of properly.

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

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## SCHOOLS

Information is required from First Nations concerning the number of classrooms and special purpose rooms in schools on the reserve. These data are used in the computerized Capital Assets Management System [CAMS]. The regional offices of DIAND will provide a copy of the previous year's report to bands for corrections and additions.

## CAPITAL ASSETS

Detailed information on changes in capital assets is required from First Nations each year to update the computerized Capital Assets Management System [CAMS].

**Capital Assets** are permanent resources in the community such as houses, schools, community buildings, roads, electricity, sewage disposal, water delivery systems and equipment. There are five categories of assets:

1. buildings;
2. utilities [includes water supply and disposal equipment such as water mains, community wells, hydro-electricity, street lights, diesel generators, landfills, refuse sites and incinerators];
3. grounds [includes grass, trees, sidewalks and parking compounds];
4. transportation [includes any form of transportation infrastructure such as roads, bridges, ditches, and ferries]; and
5. vehicles [includes fire, garbage, water and sewage trucks].

**Operation and Maintenance of Capital Assets:** the performance of work or services and the provision of materials and energy to ensure the day-to-day proper functioning of an asset (e.g., the work activities and associated chemicals and fuel to run a water treatment plant).

**Capital Funding** is any money that is received by First Nations to identify, plan, design, construct, renovate or purchase capital assets.

A **facility** is anything that is built or installed to serve a specific need in a First Nations community. For example, a recreation hall is a facility because it provides a place for people to meet. Facilities form part of the infrastructure of a community.

**Infrastructure** refers to capital assets that are long-term resources held in common for the benefit of the entire community. Infrastructure includes bridges, roads, wells, water and sewage systems and electricity.

**Capital Projects** involve the planning, building, renovation or improvement of the capital assets of a community. To receive funding for a capital project, First Nations must submit a project cost estimate, schedule and implementation plan according to the requirements of their funding arrangement. Reports are required for projects worth \$1 million and over.

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

A **capital plan** lists the capital projects over a five-year period. Capital plans give the estimated costs of new capital projects and show which projects are the most important. These projections should be updated every year to reflect any changes that take place.

## Reporting Requirements: Completed ACRS Project

First Nations are asked to provide information and assistance to inspectors contracted by the bands and/or tribal councils with DIAND funding who gather information on the condition of capital assets. Inspectors provide a report for the centralized Asset Condition Reporting System [ACRS]. They are usually provided in advance with summary information on existing assets by the regional offices of DIAND. This summary information includes asset numbers, extension numbers and the number of ACRS projects.

A report on the condition of capital assets is due once per year for each fiscal year. Details on reporting procedures and deadlines are available from the regional offices of DIAND.

## Reporting Requirements: Asset Operation and Maintenance (O&M) Review

First Nations are required to provide information on asset O&M effort as rated by inspectors through the ACRS process, or as rated annually by First Nations' maintenance personnel for asset groups that did not receive ACRS inspections. **This reporting requirement is applicable only to First Nations funded under CFA or First Nations funded under AFA but whose O&M budget is administered outside of the AFA agreement.**

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

FIRE	
<p><b>FIRE PROTECTION SERVICES SUMMARY REPORT</b></p> <p>DUE March 31 for previous calendar year</p> <p>Volume I: Forms Tab I</p>	<p><b>FIRE LOSSES ANNUAL REPORT</b></p> <p>DUE March 31 for previous calendar year</p> <p>Volume I: Forms Tab I</p>

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

## HOUSING AND INFRASTRUCTURE ASSETS (H&IA)

<p><b>HOUSING CONDITIONS ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>WATER DELIVERY SYSTEM ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>SEWAGE SYSTEM ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>HOUSING TOTALS ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>
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**(H&IA)  
continued**

## SCHOOLS

<p><b>COMMUNITY SERVICES ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>SCHOOLS ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>
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## CAPITAL ASSETS

<p><b>CHANGES IN CAPITAL ASSETS</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>COMPLETED ACRS PROJECT ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>ASSET OPERATION AND MAINTENANCE (O&amp;M) REVIEW ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>	<p><b>MAINTENANCE MANAGEMENT PLAN ANNUAL REPORT</b></p> <p>DUE March 31 for previous year ending March 31</p> <p>Volume I: Forms Tab I</p>
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# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. The various data elements are required for administrative, accountability and operational purposes.

For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. *For example, in Housing and Infrastructure, the source for data on the number of new housing units completed is a completion certificate signed by a qualified building inspector. This means data on the number of new housing units completed is gathered by counting the number of completion certificates. If 10 completed housing units are reported, there must be 10 completion certificates on file.* **For the Operation and Maintenance of Infrastructure (Assets & Facilities) program data elements, the source for the data elements is as noted on the following tables.**

### FIRE

**Fire Protection Services Summary Report:** The following table describes the data to be collected and provides an explanation for their inclusion. As well, a source has been identified to aid First Nations with the data collection.

Data Element	Description
<b>First Nation Name</b>	Allows DIAND to link the report to the First Nation.
<b>First Nation Population</b>	This information would be obtained from the population statistics count as of August 1. Required for administrative and operational purposes.  <i>Source: Population Statistics Policy</i>
<b>Number of Housing Units</b>	Number of self-contained dwellings with at least one bedroom. Considered to be a main residence (as opposed to a seasonal or vacation home). Required for administrative and operational purposes.  <i>Source: Band Manager / Band Administration</i>
<b>Provision of Fire Protection Services</b>	Whether the fire protection is provided by volunteer brigade or municipal agreement. Required for planning and accountability purposes.  <i>Source: Band Manager / Band Administration</i>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

### FIRE

**Fire Losses Annual Report:** The information listed below is required for statutory and operational purposes. It is collected to monitor the number of fires and resulting losses on a national level.

Data Element	Description
<b>Address</b>	<i>Source: Fire Incident Report</i>
<b>Number of People Injured (divide into adults and children)</b>	<i>Source: Fire Incident Report</i>
<b>Number of Deaths - Adult</b>	<i>Source: Fire Incident Report</i>
<b>Number of Deaths - Children</b>	<i>Source: Fire Incident Report</i>
<b>Number of Buildings Damaged</b>	Used to maintain DIAND's knowledge base on capital assets on reserves.  <i>Source: Fire Incident Report</i>
<b>Number of Buildings Destroyed</b>	Used to maintain DIAND's knowledge base on capital assets on reserves.  <i>Source: Fire Incident Report</i>
<b>Losses in Dollars</b>	Used to maintain DIAND's knowledge base on capital assets on reserves.  <i>Source: Fire Incident Report</i>

### HOUSING AND INFRASTRUCTURE ASSETS

**Housing Conditions Annual Report:** Required for resourcing and policy purposes. It is also used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management

Data Element	Description
<b>First Nation Name (Band Name)</b>	Official name of a First Nation and allows DIAND to identify the First Nation.  <i>Source: Band Council Resolution</i>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
<b>Reserve Name</b>	Official name of this site. It is the name used in the Department's Indian Land Registry System for this site.  <i>Source: Band Council Resolution</i>
<b>Number of Houses that Need Major Renovations because They Failed to Meet the National Building Code Standards</b>	This could include but is not limited to repairs to: - extensive structural faults such as rotting or sagging foundations, faulty roof or chimney; - unsafe outside steps or stairways in need of replacement; - interior structural problems (e.g. falling plaster from walls and ceilings); - defective plumbing and/or electrical wiring has to be replaced or upgraded.  <i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i>
<b>Number of Houses Requiring Replacement</b>	Refers to the number of housing units which: -are no longer habitable as a result of, for example, fires or natural disasters, or; - are declared unsafe or unfit for human habitation by a certified inspector because they no longer meet basic quality standards and cannot be economically renovated to an acceptable condition.  <i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i>
<b>Number of Houses Meeting the Minimum National Building Code Standards, but requiring Minor Renovation</b>	These are not renovations to fix structural defects but are normal preventive maintenance or repairs and upgrading such as replacing doors, windows, painting, etc. to maintain the useful life of the unit.
<b>Number of Houses requiring basic indoor plumbing facilities</b>	Refers to houses that do not have an indoor toilet, an assured supply of hot and cold running water, a bath or a shower.



# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

## HOUSING AND INFRASTRUCTURE ASSETS

**Water Delivery System Annual Report:** Required for resourcing and policy purposes. Used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management.

Data Element	Description
<b>Water Delivery Systems</b>	<p>Number of houses receiving one of the following types of water delivery systems:</p> <p><b>Piped</b> - The number of housing units with water service provided by a piped pressurized system. A <b>piped water</b> system has mains and should also have fire hydrants.</p> <p><b>Community Well</b> - The number of housing units with water service provided by a <b>community well</b>. Several housing units with pipes connected to a well should be considered as a <b>community well</b>, since the piping is only a service connection.</p> <p><b>Individual Well</b> - The number of housing units with water service provided by an <b>individual well</b>.</p> <p><b>Truck A</b> - The number of housing units with water services provided by a truck. The houses have plumbing and are equipped to accept the trucked water service (i.e., cistern and pressured system).</p> <p><b>Truck B</b> - The number of housing units with water service provided by a truck and stored in 45 gallon barrel drums. The truck water service is considered adequate, but the houses have not been plumbed to accept the service (i.e., cistern and pressurized system).</p> <p><b>Other</b> - The number of housing units with water service provided by other means.</p> <p><b>No Service</b> - The number of housing units with <b>no water service</b>.</p> <p><i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i></p>
<b>Water Supply</b>	<p>Number of housing units with the following water supply categories:</p> <p><b>Category 1</b> - The number of housing units with a pressurized water supply that satisfies the health related requirements of the</p>

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
	<p>Guidelines for Canadian Drinking Water Quality (5<sup>th</sup> Edition - 1993) and in volumes for various requirements of the DIAND Levels of Service Standard (LOSS).</p> <p><b>Category 1A</b> - The number of housing units with a pressurized water supply that SATISFIES the various requirements of the DIAND Levels of Service Standard (LOSS), BUT DOES NOT satisfy the health related requirements of the Guidelines for Canadian Drinking Water Quality (5<sup>th</sup> Edition - 1993).</p> <p><b>Category 2</b> - The number of housing units with a water supply that satisfies the health related requirements of the Guidelines for Canadian Drinking Water Quality, BUT DOES NOT satisfy the volume requirements of the DIAND Levels of Service Standard for adequate hygiene and safety purpose. Typically a Truck Water B service would be classified as a Category 2 service.</p> <p><b>Category 2A</b> - The number of housing units with a water supply that DOES NOT satisfy the health related parameters of the Guidelines for Canadian Drinking Water Quality, and DOES NOT satisfy the volume requirements of the DIAND Levels of Service Standard (LOSS) for adequate hygiene and safety purpose.</p> <p><b>Category 3</b> - The number of housing units with no service that meets water supply requirements. Note: <b>The number of housing units with no water servicing should be equal to the number of housing units classified as Category 3 for Water supply.</b></p> <p><b>Note:</b> <i>A water system should not be deemed inadequate because aesthetic objectives, as defined by the Guidelines for Canadian Drinking Water Quality, are exceeded. A water supply system should also not be deemed inadequate because of poor operator technique, neglect or improper operation.</i></p> <p><i>Source: Housing Inspectors Report/Band Housing Co-ordinator/ Environmental Health Officers</i></p>

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

## HOUSING AND INFRASTRUCTURE ASSETS

**Sewage System Annual Report:** Required for resourcing and policy purposes. It is also used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management.

Data Element	Description
<b>Sewage System</b>	<p>Number of housing units with the following sewage system services:</p> <p><b>Piped</b> -The number of housing units with waste water disposal provided by a piped system.</p> <p><b>Community Septic Field/Tank</b> -The number of housing units with wastewater disposal provided by a <b>community septic</b> tank and field.</p> <p><b>Individual Septic Field/Tank</b> -The number of housing units with wastewater disposal provided by an <b>individual septic</b> tank and field.</p> <p><b>Septic Truck</b> -The number of housing units with wastewater disposal provided by a <b>septic truck</b>.</p> <p><b>Other</b> -The number of housing units with wastewater disposal provided by <b>other</b> means.</p> <p><b>No Service</b> -The number of housing units with <b>no wastewater disposal service</b>.</p> <p><i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i></p>
<b>Sewage Disposal System</b>	<p>The number of housing units with the following sewage disposal categories:</p> <p><b>Category 1</b> -The number of housing units whose household sewage is discharged to a collection and/or treatment system that is consistent with provincial/territorial practice and the DIAND Levels of Service Standard (LOSS), and does not constitute an environmental threat.</p> <p><b>Category 2</b> -The number of housing units whose sewage is discharged to a collection and/or treatment system that is INCONSISTENT with provincial/territorial practice and the INAC</p>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
	<p>Levels of Service Standard (LOSS), and poses a health or environmental threat.</p> <p><b>Category 3</b> -The number of housing units with no service that meets sewage disposal requirements. Note: <b>The number of housing units with no sewage servicing should be equal to the number of housing units classified as Category 3 for sewage effluent.</b></p> <p><b>Note: A sewage system should not be deemed inadequate due to poor operation technique, neglect or improper operation.</b></p> <p><i>Source: Housing Inspectors Report/Band Housing Co-ordinator /Environmental Health Officers</i></p>

### HOUSING AND INFRASTRUCTURE ASSETS

**Housing Totals Annual Report:** Required for resourcing and policy purposes. Used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management.

Data Element	Description
<p><b>Number of Houses Completed</b></p>	<p>The total number of housing units constructed during the reporting period.</p> <p><i>Source: Completion Certificate</i></p>
<p><b>Number of Houses Used for Special Purposes</b></p>	<p>Refers to self-contained housing, used as a principal residence, which includes the number of on-site care services and facilities, related to residents' common physical, social and emotional condition or disability.</p> <p>Examples include Children's Aid Home, homes for ex-prisoners (halfway house), homeless persons shelter, unwed mothers home, victims of family violence home, alcohol and drug abusers home, physically or mentally disabled adults or children home, families of hospital patients residence and senior citizens' nursing home.</p> <p><b>Special Purpose</b> housing units are excluded from the <b>Total Units</b> count.</p> <p><i>Source: Band Housing Authority/Band Housing Coordinator</i></p>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
<b>Number of Houses Deleted</b>	The total number of housing units lost due to fire, natural disasters, etc. or demolished due to poor condition during the reporting period.  <i>Source: Band Housing Authority/Band Housing Co-ordinator</i>
<b>Number of Houses with Renovations Completed</b>	Refers to the total number of housing units renovated during the reporting period.  <i>Source: Band Housing Authority/Band Housing Coordinator</i>
<b>Total number of housing units on the reserve</b>	Refers to the <u>actual</u> total number of housing units on the reserve.  <i>Source: Band Housing Authority/Band Housing Co-ordinator</i>

### HOUSING AND INFRASTRUCTURE ASSETS

**Community Services Annual Report:** This information is required for resourcing and policy purposes. Used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management.

Data Element	Description
<b>Electrification</b>	<b>Electricifaction</b> is a field used to indicate the type/level of community electrification service provided to this site. Available choices are: 1 - <b>Grid</b> 2 - <b>Diesel Generated, Full Service</b> 4 - <b>Other Generated, Full Service</b> 0 - <b>No service</b> 3 - <b>Diesel Generated, Restricted Service</b> 5 - <b>Other Generated, Restricted Service</b> Note: Electrification service provided to the community and identified by codes 1, 2 and 4 are considered <b>adequate</b> ; those identified by codes 0, 3 and 5 are considered <b>inadequate</b> .  <i>Source: Band Housing Authority, Band Housing Co-ordinator, Band Directors of Public Works, Band Managers</i>
<b>Road Access</b>	<b>Road Access</b> refers to the adequacy of road access within this site. Available choices are: 0 - <b>Inadequate</b> 1 - <b>Adequate</b>  <i>Source: Band Housing Authority, Band Housing Co-ordinator, Band Directors of Public Works, Band Managers</i>
<b>Solid Waste</b>	<b>Solid Waste</b> is a field used to indicate the adequacy of the solid

# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
<b>Disposal</b>	<p>waste disposal facility used by this site. Available choices are:</p> <p>1 - <b>Adequate:</b> Household solid waste disposal is defined as adequate if the solid waste from the housing unit is disposed to a facility that is consistent with provincial/territorial practice and DRM 10-7/42 (under revision) and does not constitute a health or environmental threat.</p> <p>2 - <b>Inadequate:</b> Household solid waste disposal is defined as inadequate if the solid waste from the housing unit is disposed to a facility that is inconsistent with provincial/territorial practice and DRM 10-7/42 (under revision) and poses a health or environmental hazard.</p> <p>3 - <b>No Service Provided</b></p> <p><b>Note: A solid waste facility should not be deemed inadequate due to poor operator technique, neglect or improper operation.</b></p> <p><i>Source: Band Housing Authority, Band Housing Co-ordinator, Band Directors of Public Works, Band Managers</i></p>
<b>Fire Protection</b>	<p><b>Fire Protection</b> is a field used to indicate the adequacy of the fire protection service at this site. Available choices are:</p> <p>1 - <b>Verified:</b> Service which is <i>verified</i> by a site survey conducted by a fire protection specialist and which either:</p> <ul style="list-style-type: none"> <li>- meets Levels of Service Standard - Fire Protection Services (DIAND Corporate Manuals System, Vol. 1, Part 1-1, Appendix A) and is provided by a staffed and trained fire department; or</li> <li>- has a substitute mutual aid or Municipal Type Agreement which provides the required material and staff.</li> </ul> <p>2 - <b>Not Verified:</b> Service which:</p> <ul style="list-style-type: none"> <li>- is <i>not verified</i> by a site survey conducted by a fire protection specialist; and/or</li> <li>- does not meet Levels of Service Standard - Fire Protection Services (DIAND Corporate Manuals System, Vol. 1, Part 1-1, Appendix A) and/or</li> <li>- does not provide a staffed and trained fire department; and/or</li> <li>- does not have a mutual aid or Municipal Type Agreement to provide the required material and staff.</li> </ul> <p>3 - <b>No service provided</b></p> <p><i>Source: Fire Protection Specialist inspection reports</i></p>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
<b>Contract</b>	<p><b>Contract</b> is a field used to indicate if a fire protection contract or a mutual aid contract exists between this site and an outside agency. Available choices are: - YES - NO</p> <p>Note: If <b>Contract</b> equals <b>YES</b>, then the <b>Contractor</b> field <b>MUST</b> be filled in.</p> <p>Source: Fire Protection Specialist inspection reports/Band Director of Public Works/Band Administrator</p>
<b>Contractor</b>	<p><b>Contractor</b> is the name of the outside agency providing fire protection or mutual aid services to this site. Maximum number of characters allowed is 20.</p> <p>Note: If “<b>Contract</b>” equals <b>YES</b>, this section must be filled in.</p> <p>Source: Fire Protection Specialist inspection reports/Band Director of Public Works/Band Administrator</p>

### SCHOOLS

**Schools Annual Report:** This information is required for resourcing and policy purposes. Used for long-term capital planning and reporting to Parliament, central agencies and DIAND’s senior management.

Data Element	Description
<b>Number of Classrooms Used by Each Category</b>	Source: Building Certificates/Log Books/ School Register
<b>Number of Special Purpose Classrooms Available</b>	Source: Building Certificates/Log Books/ School Register

### CAPITAL ASSETS

**Changes in Capital Assets:** This information is required for operational, resourcing, planning and accountability purposes. It is also used to allocate resources, develop responses to ministerial and public inquiries, and to maintain DIAND’s knowledge base.

Data Element	Description
<b>Asset Name</b>	Source: CAIS
<b>Asset Number</b>	The four-digit number code assigned to all assets.  Source: Existing Assets - CAIS

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

Data Element	Description
<b>Asset Extension Number</b>	Indicates how many assets have the same asset number. Each will have a different extension number.  <i>Source for Old Assets: CAIS</i> <i>Source for New Assets: DIAND</i>
<b>Class</b>	Numeric code 0-9 which corresponds to an asset class.  <i>Source: CAIS</i>
<b>Sub-class</b>	Code A-Z which corresponds to the asset sub-class.  <i>Source: CAIS</i>
<b>Reserve Name</b>	The name of the reserve in which the asset is located.  <i>Source for Old Assets: CAIS</i> <i>Source for New Assets: Band Administration</i>
<b>Quantity</b>	0The quantity of the asset.  <i>Source for Old Assets: CAIS</i> <i>Source for New Assets: Band Administration</i>
<b>Capital Cost</b>	This includes the acquisition and construction cost.  <i>Source: CAIS</i>
<b>Description or Use of Asset</b>	This is in order to match the asset code to the asset.  <i>Source: CAIS</i>
<b>Category</b>	Five categories are available: A - Buildings B - Utilities C - Grounds D - Transport E - Vehicles  <i>Source: Capital Asset Inventory System</i>
<b>Status of the Asset</b>	Indicates whether the asset has been added, deleted, or modified. If so, provide details.



# OPERATION AND MAINTENANCE OF INFRASTRUCTURE - Assets and Facilities

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## CAPITAL ASSETS

**Completed ACRS Project Annual Report:** This information is required for operational, resourcing, planning and accountability purposes. Used to allocate resources, develop responses to ministerial and public inquiries, and to maintain DIAND's knowledge base.

Data Element	Description
<b>ACRS Project Number</b>	This is the number assigned to the project.
<b>Remarks</b>	Describe condition of the asset.

## CAPITAL ASSETS

**Asset Operation and Maintenance (O&M) Review Annual Report:** This information is required for planning and accountability purposes. Used to develop capacity building plans and responses to ministerial and public inquiries, and reporting to the Auditor General.

Data Element	Description
<b>ACRS O&amp;M Rating</b>	Rating of O&M effort by ACRS inspector.
<b>Annual O&amp;M Rating</b>	Annual rating of O&M effort by the First Nation's maintenance personnel
<b>Remarks</b>	Describe O&M effort rating of an asset group or of the entire site.

# TAB I2 - COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY [Including Housing]

## KEY TERMS

### Progress Report on Capital Projects

Regular progress reports are needed on capital projects undertaken by First Nations when funding is through a funding arrangement which requires progress reports. These are required for the cash management policy to ensure that further advances are justified. Progress reports usually must be received by DIAND for the next payment to be released.

### Certificate of Completion on Capital Projects

A Certificate of Completion showing that a capital project is finished must be completed at the end of every capital project. This is required before funding for operation and maintenance can be provided.

The Certificate of Completion should be filed with the overall project completion report within six months of project completion. It must be signed by the project manager after inspection by a CMHC-approved building inspector [for housing projects] or by another qualified inspection authority [for public buildings or facilities where public health and safety are involved].

Inspection reports or certificates by these authorities should be attached to the completion certificate.

### Five Year Capital Plan

First Nations are required to submit an annual update of their Five Year Capital Plan. This list provides a projection for upcoming capital projects and forms the basis for the region's capital funding in the following fiscal years.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

### COMMUNITY-BASED HOUSING PLAN

#### CAPITAL PROJECTS:

COMMUNITY -BASED HOUSING PLAN ANNUAL REPORT	PROGRESS REPORT ON CAPITAL PROJECTS	CERTIFICATE OF COMPLETION FOR CAPITAL PROJECTS	FIVE YEAR CAPITAL PLAN ANNUAL UPDATE
DUE March 31 for previous calendar year	DUE monthly or as per funding agreement	DUE within 90 days after capital project is completed	DUE March 31 for previous calendar year
Volume I: Forms Tab I	Volume I: Forms Tab I	Volume I: Forms Tab I	Volume I: Forms Tab I

# COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY [Including Housing]

## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and provides a justification for their inclusion. The various data elements are required for administrative, accountability and operational purposes.

For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. *For example, in Housing and Infrastructure, the source for data on the number of new housing units completed is a completion certificate signed by a qualified building inspector. This means data on the number of new housing units completed is gathered by counting the number of completion certificates. If 10 completed housing units are reported, there must be 10 completion certificates on file.* **For the Operation and Maintenance of Infrastructure program data elements, the source for the data elements is as noted on the following tables.**

## CAPITAL PROJECTS

**Progress Report on Capital Projects over \$1 Million:** The following table describes what data are collected and provides an explanation for their inclusion. As well, a source has been identified to aid First Nations with the data collection.

Data Element	Description
<b>Project Number</b>	Required for operational, resourcing and accountability purposes.  <i>Source: Project Proposal</i>
<b>Project Title</b>	Required for operational, resourcing and accountability purposes.  <i>Source: Project Proposal</i>
<b>Project Start Date</b>	Required for operational, resourcing and accountability purposes.  <i>Source: Project Manager</i>
<b>Progress Report for the Period</b>	Required for operational, resourcing and accountability purposes.  <i>Source: Project Manager</i>
<b>Completion Date</b>	Required for operational, resourcing and accountability purposes.  <i>Source: Project Manager</i>

# COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY [Including Housing]

Data Element	Description
<b>Work Progress Compared to Original Project Schedule (Time)</b>	Required for operational, resourcing and accountability purposes. To assess project schedule (time) performance.  <i>Source: Progress Report Form Sub-total</i>
<b>Work Done to Date (%)</b>	To report work progress (%) in each phase to date (design, construction, commissioning or start-up)  <i>Source: Project Manager</i>
<b>Work Planned to Date (%)</b>	To indicate work planned (%) in each phase by this date (design, construction, commissioning or start-up)  <i>Source: Project Proposal</i>
<b>Variance between Work Done and Work Planned to Date (%)</b>	To assess time performance and control project schedule.  <i>Source: Project Manager</i>
<b>Actual Expenditures to Date (\$)</b>	To report expenditures (\$) in each phase to date (design, construction, commissioning or start-up) Required for operational, resourcing and accountability purposes. Continuing or start-up)  <i>Source: Project Manager</i>
<b>Budgeted Expenditures to Date (\$)</b>	Required for operational, resourcing and accountability purposes. To indicate planned budget (\$) in each phase to date (design, construction, commissioning or start-up).  <i>Source: Project Proposal</i>
<b>Variance between Actual and Budgeted Expenditures to Date (\$ %)</b>	Required for operational, resourcing and accountability purposes. To assess cost and performance.  <i>Source: Project Proposal</i>
<b>Explanation of Variances between Planned and Completed Work. (time and cost)</b>	Required for operational, resourcing and accountability purposes. To assess time and cost performance and control cash flow accordingly.  <i>Source: Project Proposal</i>
<b>Source of Funds (for the capital project)</b>	Required for operational, resourcing and accountability purposes. To control cash flow.  <i>Source: Project Proposal</i>

## OVERVIEW

The Economic Development Program includes the following:

- Community Economic Development Program**
- Opportunity Fund**
- Resource Acquisition Initiative Program**

As a departmental funding requirement, all funding recipients are required to submit an annual Economic Development Report or a Project Status Report which outline in a quantitative and qualitative manner the performance results that have been achieved.

**The Community Economic Development Program (CEDP)** is DIAND's major economic development program, representing approximately 60% of DIAND's economic development program expenditures. The overall philosophy of CEDP is to encourage and establish community control over economic development.

CEDP is designed to provide long-term employment and business development opportunities to First Nations, Inuit and Innu by giving them the means to effectively manage skill development programs, economic institutions and business enterprises.

CEDP has two components for which funding is provided: **Community Economic Development Organizations (CEDOs)** and the **Regional Opportunities Program (ROP)**.

The annual Economic Development Report summarizes the results from these activities in the following areas:

- < training and employment;
- < business support;
- < resource management support; and
- < other economic development-related activities.

The objective of the **Opportunity Fund** is to provide "equity gap" funding to eligible recipients in order that they or one of their constituents can attract joint venture partners or secure conventional debt financing to take advantage of a business opportunity.

The **Resource Acquisition Initiative Program** objective is to assist First Nations, Inuit and Innu to establish viable resources businesses that will create employment and reduce social dependency through the acquisition of natural resource permits and licences, and/or funding resource sector and ancillary business opportunities.

## KEY TERMS

### **Community Economic Development Program**

The first component of CEDP is Community Economic Development Organisations. CEDOs are managed by and accountable to First Nations, Inuit and Innu communities, and assume the delivery of programs and services previously provided by the department.

CEDOs can be created by any of the following groups: Tribal Councils, bands and Inuit and Innu communities. Tribal Councils, bands, Inuit and Innu communities are responsible for setting policies, retaining control over CEDO services and ensuring that quality of service and accountability are maintained.

The stated objectives of the CEDO program are to: assist in developing community economic strategic plans; provide advisory services; plan business or resource development projects; provide contributions, repayable contributions or loans to community members for training, business and/or resource development projects; take or hold equity positions in private or community enterprises; and provide job-related training, employment programs and management of financial and technical services.

The second, and relatively minor, component of CEDP is the Regional Opportunities Program (ROP) which for historical reasons is only funded in Saskatchewan, Ontario, Quebec, NWT and the Atlantic. The goal of ROP is to provide the means to take maximum advantage of regional-wide economic opportunities through: the establishment of sectoral development advisory and extension services; by accessing/participating in federal-provincial economic agreements; or by making use of the programs and services of the federal sector departments. ROP can also fund policy research projects which are specific to the region, through political treaty organizations.

Keeping accurate records of individual economic events throughout the year will help in preparing this annual report.

Detailed statistics on results for the current and upcoming fiscal years must be compiled in the following areas:

- < the number of training participants [whether or not they are social assistance recipients] and jobs obtained as a result of training;
- < total number of training days;
- < indirect training funds levered by the Community Economic Development Organization [CEDO];
- < number of existing/new businesses that received technical support;
- < the number of businesses started or expanded and the number of jobs created;
- < indirect funds levered by the CEDO to support business expansions and new business startups;
- < the number of resource projects that received technical support;
- < the number of jobs created as a result of financial or technical support for resource management;

- < indirect funds levered by CEDO to support Resource management activities;
- < the number of other economic development activities the recipient is involved in and the number of jobs created as a result of these activities; and
- < indirect funds levered by the CEDO to support other related activities.

Regional and national combined information will be made available for First Nations, Inuit and Innu use. Your DIAND regional office will provide you with the forms and additional information. A sample of this form is included in this Guide.

### **Maintaining accurate records**

To assist First Nations, Inuit and Innu peoples, an example of log forms *{which can be photocopied, modified and developed in electronic formats}* are also included in this document. The log forms are a means of recording the individual data and First Nations, Inuit and Innu peoples **do not need to submit** them with the Economic Development Report.

## **Project Funding and Investments**

Project funding and investments for economic development are contributions intended to support economic development in training and employment, business support, resource management support and other economic development related activities.

## **Training and Employment**

The key aspects of training and employment usually involve the transfer of concrete skills to increase employment options. Examples include courses in accounting, small business development, computers or other technical areas.

## **Business Support**

Business support includes providing repayable and non-repayable contributions, loans and/or technical support to new and existing First Nations, Inuit and Innu businesses. A "business" may be engaged in manufacturing, construction, transportation, agriculture, aquaculture or services. Key indicators for improved business support are increases in the number of new businesses, business expansions and jobs created.

## **Resource Management Support**

The resource sector includes mining, mineral extraction, forestry, sawmills, fishing, hydro generation, wind-power generation and tourism. Resource management for economic development involves financial or technical support to these sectors, including any activity related to co-management or resource access negotiation.

## **Other Economic Development-Related Activities**

This section should include activities such as winter road management [in regions where winter roads are operated as economic development activities]. Also include expenditures on seminars, conferences, consultant studies and other related economic development activities.

## Opportunity Fund/Resource Acquisition Initiative Program

Eligible projects are business/resource projects that will establish or expand a viable business which will create sustainable jobs, enhance community wealth and reduce social dependency.

Eligible recipients include First Nation, Inuit and Innu Community Economic Development Organizations (CEDOs) that:

- < have submitted an acceptable business plan;
- < can substantiate an opportunity to establish a viable business/resource business and demonstrate the need for an equity contribution to complete the financing package;
- < have the organizational development capacity with a proven record in business development; and
- < have a record of regular and acceptable reporting.

The total of DIAND's contribution can not exceed the recipient's equity contribution nor can the total of all federal departments' economic development contributions exceed 40 percent of the total project costs. Where the total federal contribution is between 25 - 40 percent the project assessment should demonstrate why the contribution, of this size, is being recommended.

Neither contributions from the federal government (excluding CEDO cash equity) and/or other assets without a readily marketable cash value shall be considered as the recipient's equity when calculating the eligible matching contribution portion.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

### COMMUNITY ECONOMIC DEVELOPMENT PROGRAM (CEDP)

#### 2000/2001 ECONOMIC DEVELOPMENT REPORT

DUE annually on June 30 for the previous fiscal year.

Volume I: Forms Tab J

### OPPORTUNITY FUND / RESOURCE ACQUISITION INITIATIVE PROGRAM

#### PROJECT STATUS REPORT

DUE 12 months & 3 years after project start-up

Volume I: Forms Tab J



## DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected. The various data elements are required for administrative, accountability and operational purposes.

For some data, the source is a formal document such as a completion certificate, a school register, or a university transcript. **For the Economic Development (CEDP) and the Opportunity Fund/Resource Acquisition Initiative Program elements, the source for the data elements is as noted on the following tables.**

### Community Economic Development Program (CEDP)

Data Element	Description
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#### A. IDENTIFICATION AND AGREEMENT TYPE

*Source: DIAND funding arrangement and First Nation records*

<b>Recipient Name</b>	Name of Recipient (band/tribal council/other organization).
<b>Contact</b>	The economic development contact person.
<b>Position</b>	The title of the economic development contact person.
<b>Recipient Number</b>	The band/tribal council/other organization identifier number used on the funding agreement.
<b>Agreement Type</b>	Funding Agreement/Arrangement is one of five types: 1 - Comprehensive Funding Arrangement (CFA) 2 - Alternative Funding Arrangement (AFA) 3 - Financial Transfer Agreement (FTA). 4 - Canada/First Nations Funding Arrangement (CFNFA) 5 - DIAND/First Nations Funding Arrangement (DFNFA)

#### B. FINANCIAL SUMMARY

*Source: First Nation financial statements.*

##### *Revenues:*

<b>DIAND, CEDP (CEDO/ROP)</b>	Funds provided by the Department of Indian Affairs and Northern Development Community Economic Development Program (CEDP) for community economic development and where applicable, the regional opportunities program.
<b>DIAND, OPP Fund/RAI</b>	This should include any Opportunity Fund and/or Resource Acquisition Initiative project funding provided by DIAND in 2000/2001.

## ECONOMIC DEVELOPMENT

Data Element	Description
<b>DIAND, Other (including RAN)</b>	Funds provided by other DIAND programs for purposes to be utilized for economic development initiatives. Also include funds provided by DIAND for Resource Access Negotiations.
<b>HRDC, Pathways</b>	Funds provided by Human Resources Development Canada for skills training and development.
<b>IC</b>	Funds provided by Industry Canada (eg: ABC (Aboriginal Business Canada program), FedNor, FordQ, WED, etc.) which flowed directly to the recipient for economic development program initiatives.
<b>Other Federal</b>	Funds provided by other federal agencies or departments.
<b>Provincial/Territorial/Municipal</b>	Funds provided by provincial, territorial or municipal sources for economic development program initiatives.
<b>Band Funds</b>	Funds transferred from trust funds or other First Nations/Inuit programs and entities excluding programs specifically mentioned above.
<b>Other</b>	Funds that are not included in any other category.

### B. FINANCIAL SUMMARY

*Source: First Nation financial statements.*

#### **Expenditures/Investments:**

<b>Administration/Operations</b>	Includes all expenditures for salaries, travel, rent, utilities, etc. for staff members directly employed in the delivery of the economic development program and services at the recipient for economic development initiative.
<b>Project Funding</b>	Includes expenditures on Administrative/operations, training and employment, business support, resource management support and other economic- development-related projects.

### C. STATISTICAL INFORMATION

*Source: First Nation Log Book (or equivalent documents)*

<b>Training and Employment Results</b>	Includes results relating to all people who were placed in training or employment as a result of training and employment activities. Training refers to practical education in some task and/or profession. A lack of training is the principal barrier to employability. Employment is a key barometer of economic development.
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Data Element	Description
<b>Number of People Placed in Training Programs</b>	The number of people placed in training programs, including: those employed at the time of training, unemployed and not in receipt of Social Assistance at the time of training and those in receipt of Social Assistance at the time of training.
<b>Number of People Continuing in Employment After Training</b>	The number of people who were employed at the beginning of training and remained employed after training was completed.
<b>Number of Unemployed People Placed in Employment After Training</b>	The number of people who were unemployed at the beginning of training, but secured employment after the training program ended.
<b>Number of Social Assistance Recipients Placed in Employment After Training</b>	The number of people who were recipients of social assistance when training began, but secured employment when the training was completed.
<b>Total Number of Training Days</b>	Total number of days devoted to training during the year for all those who participated in training programs.
<b>Business Support Results</b>	Includes results pertaining to First Nation, First Nation member and/or Inuit/Innu- owned and controlled businesses which are expanded or established during the year.
<b>Total Number of Businesses Assisted During the Year (Expansion)</b>	The number of existing businesses which received technical support. The number of existing businesses expanded and the number of jobs created through these expansions. Also the total indirect funds levered by the recipient which supported existing business to expand.
<b>Total Number of Businesses Assisted During the Year (new starts)</b>	The number of new businesses which received technical support. The number of new businesses established and the number of jobs created by new businesses. Also the total indirect funds levered by the recipient which supported the creation of these new businesses.
<b>Resource Management Support Results</b>	For this report, resource management includes activities in mining, mineral extraction, forestry, sawmills, fishing, hydro generation, wind power generation and tourism. All activity related to co-management or resource access negotiation should be included here.

Data Element	Description
<b>Total Number of Resource Related Projects Assisted</b>	The number of resource-related projects which received technical support and the number of jobs created through these projects. Also the total indirect funds levered by the recipient which supported resource related projects.
<b>Other Economic Development Related Activities</b>	Includes activities such as winter road management (in regions where these are operated as economic development activities). Also includes expenditures on seminars, conferences, consultant studies and other related development activities.
<b>Number of other Economic Development related activities</b>	The number of other economic development related activities which received technical support and the number of jobs created through these other related activities the recipient is involved in which meet the above criteria.

## Opportunity Fund / Resource Acquisition Initiative

Data Element	Description
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### Project Status Report

Source: Project Summary Report

<b>Applicant</b>	This is the name of the recipient that received an Opportunity Fund and/or a Resource Acquisition Initiative Program contribution.
<b>Address</b>	Current address of the funding recipient
<b>Contact</b>	The economic development contact person.
<b>Tel. Number</b>	Telephone number of the contact person.
<b>Fax Number</b>	Facsimile number of the contact person.
<b>Ownership</b>	Describe the ownership structure of the business entity, (i.e., percentage of Aboriginal/Non-Aboriginal ownership).
<b>Business Sector</b>	Identify the business sector in which the business is involved. (eg., Agriculture, Fishery, Forestry, Arts and Crafts, Tourism, Mineral/Mining, Oil and Gas, Trapping, Communication or Other).
<b>Business Location</b>	Describe whether the business is located on or off-reserve, or in an Inuit or Innu community

Data Element	Description
<b>Narrative Summary of Project Status</b>	Provide a brief description of the project and its current status

## Business Financial Information

Source: Audited Financial Statements

<b>Projected vs. Actual Sources of Funding</b>	Provide a comparative analysis of the projected and actual sources of project funding
<b>Projected vs. Actual Uses of Funding</b>	Provide a comparative analysis of the projected and actual uses of project funding
<b>Assessment of Key Business Elements</b>	<p><b>Provide a detailed assessment of the key business elements:</b></p> <ul style="list-style-type: none"> <li>&lt; business structure and ownership;</li> <li>&lt; organization, management, key personnel and labour force;</li> <li>&lt; administration, financial records and systems;</li> <li>&lt; markets/marketing plan;</li> <li>&lt; competition;</li> <li>&lt; production (if applicable);</li> <li>&lt; working capital;</li> <li>&lt; training requirements; and</li> <li>&lt; environmental screening and assessment.</li> </ul>

## Financial Ratios

Source: Audited Financial Statements

<b>Recipient Debt to Equity</b>	Debt ÷ Equity X 100 %
<b>Total DIAND (Opp. Fund/RAI) contribution to Recipient Equity</b>	DIAND contribution ÷ recipient's equity X 100 %
<b>Total DIAND (Opp. Fund/RAI) contribution to Total Project Costs</b>	DIAND contribution ÷ total project cost X 100 %

Data Element	Description
<b>Profitability:</b> (include ratios for operations, leverage and breakeven sales analysis)	Calculate appropriate business ratios

## Summary of Performance Objectives and Results

Source: Audited Financial Statements

<b>Number of Jobs Created</b>	Total number of new jobs (eg., Aboriginal, Non-Aboriginal, full-time, part-time) created by this business
<b>Number of Jobs Maintained</b>	Total number of jobs maintained (eg., Aboriginal, Non-Aboriginal, full-time, part-time) by this business
<b>Number of Jobs created for Aboriginals previously on Social Assistance</b>	Total number of new jobs (full-time, part-time) created for Aboriginals who were previously on social assistance
<b>Opportunity Fund/RAI Contribution Cost Per Job</b>	DIAND contribution ÷ number of new jobs created
<b>Impacts of training and management development</b>	Describe the impacts and effects that the training and management development of the project had on the business and the community .
<b>Assessment of other significant factors</b>	Describe: <ul style="list-style-type: none"> <li>&lt; the effects the project had on the community or the local business environment?</li> <li>&lt; how did the project contribute to the wealth creation and reduce social dependency?</li> <li>&lt; what effect did the project have on the community characteristics (e.g.: size, unemployment, social security dependency and employment opportunities)</li> <li>&lt; CEDO involvement</li> <li>&lt; previous Federal financial assistance</li> </ul>

## ECONOMIC DEVELOPMENT

Data Element	Description
<b>Project Report Recommendation</b>	Provide a recommendation on the project's "next steps"
<b>Project Status Report Completed by</b>	Sign, print your name, title and date the Project Status Report form

## **TAB K - OTHER PROGRAM REPORTING:**

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### **POLICING (SOLICITOR GENERAL)**

**Comprehensive Funding Arrangement (CFA)**

**Alternative Funding Arrangement (AFA)**

**Fixed Volume Financial Transfer Arrangement (FTA) /**

**Canada/First Nations National Funding Agreement (CFNFA) /**

**DIAND/First Nations National Funding Agreement (DFNFA)**

First Nations councils that have agreements with the Solicitor General to provide policing services on reserves are responsible for ensuring that policing meets provincial regulations and standards. As well, they must ensure that constables have appropriate provincial certification.

Band councils are required to submit an annual report on policing that includes:

- a list showing the number of constables employed; and
- the certification status for each constable.

The Solicitor General may also require other information. For more details on reporting requirements and deadlines, contact your DIAND regional office (See Tab A of this volume).

### **HEALTH (HEALTH CANADA)**

**Canada/First Nations National Funding Agreement (CFNFA)**

First Nations who have joint DIAND/Health Canada agreements are required to submit reports as outlined in the Health Services' Reporting and Auditing Guidelines (Health Canada) listed in Volume I: Forms, Tab K.

***Applicable to recipients funded under Canada/First Nations Funding Agreements (CFNFA), formerly Financial Transfer Agreements (FTA)***

For more details on reporting requirements and deadlines, contact your DIAND regional office (Tab A of this volume).



# TAB L - APPENDIX A: ALTERNATIVE APPROACHES TO DATA COLLECTION

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## 1. ELECTRONIC DATA INTERCHANGE (EDI)

Electronic Data Interchange (EDI) is about replacing onerous paper-based processes with automated systems. Consistent with the goal of increased transparency, EDI means a two-way sharing of electronic data between First Nations and the department.

The manual collection of data from First Nations presents a significant paper burden and workload on both First Nations and the department. In a single manual data collection exercise, the department sometimes prints hundreds of pages of data for an individual First Nation community to process. The First Nation must go through the paper, adding, deleting, and editing records by hand and then return an updated copy to the department. If hand writing cannot be read or if a photocopy is unreadable, departmental staff must perform a follow up. At the end of the process, First Nations are often left with a stack of hand-edited paper.

The burden of current data collection processes is one reason why reaching out to First Nations to establish an information partnership is a cornerstone of the department's Information Management Strategic Vision. This information partnership was endorsed by the Information Management Committee and the Deputy Minister in December 1996. Indeed, the department has made a public commitment to "extend DIAND's information infrastructure to First Nations to enable automated data collection and First Nations access to DIAND information".

Based on efficiencies for each database application, three technology options for EDI could be offered to all First Nations:

- Computer Diskette Interchange (CDI). The aim of CDI is to minimize the requirements and costs of technology for First Nations. To participate in CDI, a First Nation needs only a computer (PC) and "off-the-shelf" word processing/ spreadsheet/database software such as Word Perfect, Excel, Access or dBASE. First Nations need no existing electronic data to participate in CDI. The department will provide the data on diskette for electronic updating by First Nations (following existing data guides). First Nations will be encouraged to keep a copy of the electronic data for their own use.
- Internet File Interchange (IFI). Rather than updating a computer diskette or paper provided by the department, First Nations can securely exchange data over the Internet through file transfer processes.
- WebPage Data Interchange (WDI). First Nations can gain secure access to their data only from an Internet web site for online updating, producing reports and file download. In October, 1999, the ***Housing and Infrastructure Assets (H&IA) Web Site*** was introduced to First Nations for updating and accessing the Housing and Infrastructure

## APPENDIX A: ALTERNATIVE APPROACHES TO DATA COLLECTION

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portion of their Capital data via the Internet. In November/Decembre 1999, First Nations were introduced to a second Web Site - ***Non-Registered On-Reserve Population (NRORP) Web Site***, for updating and accessing their NRORP data. Work is also underway to provide First Nations with EDI options for the **Post-Secondary Enrolment** data. This third application is expected to be implemented in fiscal year 2000/2001.

The department's experience with EDI to date has demonstrated its potential to reduce workload and paper burden. Even with a basic exchange of computer diskettes, the process is far more simple and less time consuming than traditional data collection. Further, First Nations are not left with a stack of hand-edited paper. Instead, they have an electronic copy of their data which they can use to manage their affairs.

**For further information on Electronic Data Interchange (EDI), please contact your DIAND regional office.**

### 2. POST-SECONDARY EDUCATION (PSE) DATA ACQUISITION PROJECT WITH STATISTICS CANADA

DIAND is committed to involving the First Nations as full partners in the development of any new or alternative means for collecting data to ensure that their data requirements are met. DIAND has been working with Statistics Canada to see if the amount of the Post-Secondary Education (PSE) data currently reported to DIAND by First Nations could be reduced by collecting the data from Statistics Canada. In this endeavour, there is potential to reduce response burden and workload on First Nations.

#### **Why is Statistics Canada an alternative source of the data?**

Each year, First Nation administering organizations provide DIAND with a limited set of non-financial information regarding the PSE students that they have sponsored through DIAND's Post-Secondary Student Support Program (PSSP). The information includes the students name, gender, etc., as well as data describing their studies (see the Education Section, Post Secondary sub-section of this guide for an example of the data provided to DIAND). The department uses this information to address policy and operational issues, program evaluation under the PSSP and for statistical enquiries. First Nation administering organizations also use the PSE data to administer/manage the PSE program in their communities.

Much of the same personal information regarding First Nation PSE students are stored on Statistics Canada's databases. However, Statistics Canada gets the information from universities. In fact, the same PSE information is being collected twice by two different departments. Once by DIAND and once by Statistics Canada. Note, however, that the

## APPENDIX A: ALTERNATIVE APPROACHES TO DATA COLLECTION

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information collected by Statistics Canada does not identify aboriginal students nor any affiliation to their community.

DIAND would like to explore the possibility of eliminating this duplication. The idea is to get the PSE data from Statistics Canada rather than from the First Nation administering organizations. If this works, there is an opportunity to reduce the response burden on First Nations. Accordingly, DIAND would like to better understand the benefits and limitations of this data collection approach through a pilot project.

In collaboration with DIAND regions, Headquarters and participating First Nations two pilot projects were conducted in 1995 and 1996. While participation was lower than anticipated, the results of the pilots were encouraging - it was found that matching First Nation students with the Statistics Canada database was technically feasible. DIAND will continue to assess the merits of this project into the 2000-2001 year.

### **Who will participate in the pilot study?**

Your regional office will solicit participation from First Nations when another pilot project will be conducted. Participation in the pilot project is voluntary. If you agree to participate in the pilot, the process would be straight forward. Your PSE students would complete and sign a data/permission form which will be provided by the regional office. This is because the Statistics Act, which is the legislative authority under which the Statistics Canada obtains the information from the universities, contains strict confidentiality provisions that would require the explicit approval of individual students to release this information to DIAND.

The information provided on the forms will only be used to assess the feasibility of this project, is protected under the Privacy Act (e.g. any information concerning individuals is physically secured as well as prohibited for public release) and there will be no consequences if you or your PSE students refuse to participate. When the forms have been completed they can be sent to the DIAND regional office. The data/permission forms will be sent to Statistics Canada for a data match and exchange. The results of this data match and exchange will enable DIAND to examine the feasibility of implementing this alternative source of PSE data.

DIAND will continue to search for new and alternative approaches to data collection and in this regard, your support and involvement is very important and appreciated. Your regional DIAND office will contact you with further details on this initiative.