



Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada



# FIRST NATIONS NATIONAL REPORTING GUIDE

## 2003-2004

## VOLUME 2 - 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 Nations Funding Agreements (DFNFA).



Canada

# VOLUME II - REFERENCE

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# W H A T ' S N E W ?

## **TAB C - ENVIRONMENTAL ASSESSMENT**

Please Note: Due to legislative changes to the *Canadian Environmental Assessment Act* and the proposed Species at Risk Act, the Environmental Assessment Report will be subject to change during the fiscal year.

## **TAB E - EDUCATION REFORM**

Reporting for Education Reform activities (formerly under Gathering Strength) can now be found in the Elementary/Secondary section of the Education Program.

## **TAB F - FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY (FNIYES)**

A generic evaluation report has been designed for reporting on all youth employment activities. For specific activities, please refer to the program guidelines available from your regional FNIYES coordinator. Comprehensive evaluation reports will be available from your regional office for reporting on all youth employment activities as per the Terms and Conditions of the funding agreements for each program.

## **TAB G - SOCIAL DEVELOPMENT**

Effective September 28, 2001, DIAND's Comprehensive Funding Arrangement funding authority for Other Social Services was limited to Day Care under the 1965 Indian Services Welfare Agreement and the Alberta Administration Reform Agreement. All reporting is limited to day care activities under these two agreements.

## **TAB H - INDIAN GOVERNMENT SUPPORT**

- ▶ **New Form for Tribal Councils:** A new form has been developed for Tribal Councils to report to their member bands and to DIAND on the advisory services and programs they deliver. The Tribal Council Program Annual Report is similar to the one introduced in the spring of 2002. This report was developed in conjunction with regional DIAND officials with input from tribal councils. It standardizes existing reporting requirements which will assist in ensuring that the overall results of expenditures in terms of the efficiency and effectiveness of programs and services are clearly documented and reported. The report will also help Tribal Councils to assess their performance and compare with other Tribal Councils.
- ▶ **Continued Support for First Nation Administration:** To support the implementation of increased funding for First Nation administration by the equivalent of 5% of 2000-2001 Band Support Funding this year and in following years, an annual update to the Indian Government Support data is required. Current Indian Government Support data will contribute to determining the way in which this additional funding may be provided to First Nations. Funds may be provided as Band Support Funding if maximum funding levels based on the Band Support formula have not been reached. When funding is as the maximum defined by the formula, other local administration support such as Band Employee Benefits or Indian/Inuit Management Development funding may be used as applicable under current policy.



## **TAB J - ECONOMIC DEVELOPMENT**

- ▶ All programs except the Community Economic Development Program: to simplify reporting, data elements which DIAND collects through the application process (e.g. business ownership, location, description, expected sources and uses of funds) have been eliminated from the reports in this guide and reporting on long-term benefits has been streamlined.
- ▶ **Business Equity Programs (Opportunity Fund, Resource Acquisition Initiative, Major Business Projects Program):** regarding reporting of economic benefits, we are asking businesses to provide additional information on community members trained on the job; value of contracts awarded to or purchases made from community businesses; and value of payments to community governments through rents, royalties, taxes, etc. This information is readily available within the business. Reports are due (1) within three months after the first business year-end that includes the completion of the project work plan, and (2) two and four years after the due date of the first report, as required in the funding agreement
- ▶ **Resource Partnerships Program (RPP) and Regional Partnerships Fund (RPF)- Project Status Reports:** We are asking for progress reporting for projects underway, completion reports for projects that have just been completed, and community benefits reporting for projects that have been completed for at least a year. For 2003-2004 reports are due (1) within 120 days after the end of any fiscal year during which funds have been provided, (2) within 120 days after the end of the first fiscal year following the last fiscal year for which funds have been provided, and (3) within 120 days after the end of the third and fifth years following the last fiscal year for which funds have been provided if required in the funding agreement

## **TAB K - POLICING (SOLICITOR GENERAL)**

Reporting Requirements have been updated for First Nations that have agreements with the Solicitor General of Canada to provide policing services.

**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 Comprehensive Funding Arrangements (CFA), Alternative Funding Arrangements (AFA), Financial Transfer Agreements (FTA), 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 Volume I - Forms, Tab L - Annual Return Management Report,.

The FNNRG 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.

**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 and is divided into two volumes:

**Volume I: Forms** → contains all reporting forms and instructions by program reporting type.

**Volume II: Reference** → contains program overviews, key terms, reporting requirement summaries, and data element definitions.

**Data Element Definitions**

Many of the data element definitions 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. Included in the definitions is a 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. The **source** where the data element **originates** is also included. This helps clarify what documents to use when providing data and helps ensure that all First Nations provide DIAND data from a consistent source.

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

- ① as a quick reference for First Nations administrators who are already familiar with reporting procedures and the forms used; and
- ② as a background document for those First Nations administrators who are not familiar with reporting procedures or who need a refresher course.

Please **contact your DIAND regional office if you have any questions.**

Information is also available on DIAND's Internet Home Page at:

<http://www.inac.gc.ca>.

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## 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</b>	■	■	■
<b>Environmental Assessment</b>	■	■	■
<b>Lands and Trust Services</b> <b>Includes:</b> Land Management and Transfers, Indian Registry, Band Governance For Resource Access Negotiations (RAN) Program see TAB J - Economic Development	■	■	■
<b>Education</b> <b>Includes:</b> Elementary/Secondary and Post-Secondary Education, Cultural Centres	■	■	■
<b>First Nation &amp; Inuit Youth Employment Strategy Program</b>	■	■	■
<b>Social Development (<i>Reimbursement of actual eligible costs</i>)</b>	■		
<b>Social Development (<i>Multi-year Agreements</i>)</b>		■	■
<b>Indian Government Support</b>	■	■	■
<b>Capital:</b> - Operation and Maintenance of Infrastructure Assets and Facilities, - Community Capital Facilities Service Delivery (Including Housing)	■	■	■
<b>Economic Development</b>	■	■	■
<b>Other Program Reporting</b> - Policing (Solicitor General of Canada) - Health (Health Canada)	■	■ ■	■ ■
<b>Annual Return Management Report</b>		■	■

**If you have any questions, contact your DIAND regional office (*list is on page 9*).**

### WHY IS REPORTING NECESSARY?

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

First Nation administrations are responsible to their communities and members for their activities in band governance and for administering 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 a First Nation's rationale.

## INTRODUCTION

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

- ▶ 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
- ▶ expenditures are effectively 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, as well as for policy analyses.

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

All governments/governing bodies are required either by 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 DIAND's involvement. Fire losses, for example, must be reported to the appropriate authority and subsequently to Human Resources Development Canada (formerly Labour Canada). Reporting 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 especially critical for those programs and services that are discretionary, such as capital, housing, operations and maintenance funds. DIAND's ability to acquire funds on behalf of First Nations and to report on achievements depends largely on receiving quality program data.

### **Accountability**

All governing bodies are ultimately 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 both DIAND and First Nations to assess the results of program expenditures against operational, program and policy objectives. Accountability, through data collection processes, can provide a reporting framework for the long run. Although some information can be obtained from external sources such as Statistics Canada, First Nations are 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.

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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 programs 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; and
- ▶ the First Nation is making progress in resolving housing shortages.

### 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.

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.

Identifying trends, which are useful to both First Nations and DIAND, can only be detected by collecting 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 for First Nations or tribal councils, as well as for DIAND, in effectively administering and managing funded programs.

## FUNDING ARRANGEMENTS AND AUTHORITIES

The department, through the Transfer Payments Directorate, develops and maintains key generic funding agreement models for use with First Nation communities which have not entered into their own self-government agreements. These funding agreements require First Nations to adhere to a common set of accountability requirements which address areas of high risk through transparency, disclosure and redress policies, and emphasize local accountability for local decision making.

The generic funding agreements contain terms and conditions to manage the funding transferred in three ways:

- ▶ General -requirement for an audit; provision for access to records; provision for reporting and data quality; provision for default and remedial management; requirement for representation and warranties and indemnification, etc.
- ▶ Recipient specific - project specific requirements (for example, training, policy development or other capacity development activities).
- ▶ Program specific - minimum program delivery and reporting requirements.

If you have any questions regarding departmental funding agreements, please contact your DIAND regional office on page 9 or the Director, Transfer Payments, at 819-997-0667.



## INTRODUCTION

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### **Comprehensive Funding Arrangement**

The CFA is a program-budgeted funding agreement that DIAND enters into with Recipients for a one year duration and which contains programs funded by means of **Contribution**, which is reimbursement of actual expenditures; **Flexible Transfer Payment**, which is formula funded and surpluses may be retained provided terms and conditions have been fulfilled; and/or **Grant**, which is unconditional. For a generic template of the agreement in use (for reference and information purposes only) please see [http://www.ainc-inac.gc.ca/pr/pub/comp\\_e.html](http://www.ainc-inac.gc.ca/pr/pub/comp_e.html)

### **Alternative Funding Arrangements (AFA)**

AFAs establish a different relationship between the Crown and recipients than what 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 conventional “comprehensive funding arrangement”.

### **Financial Transfer Agreements (FTA)**

FTAs also establish a different relationship between the Crown and recipients than what exists under CFAs and AFAs. Specifically, FTA are funding mechanisms that define minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design and delivery and the management of funds. Recipients may reallocate funds between program areas and redesign programs to meet specific community needs. FTAs provide First Nations with the greatest flexibility.

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

The DFNFA is a block-budgeted funding agreement that DIAND enters into with First Nations and Tribal Councils for a five year duration. The DFNFA is a funding agreement which defines minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design and delivery and the management of funds. First Nations may redesign programs to meet specific community needs, subject to maintaining minimum delivery standards, and may reallocate funds between program areas. For a generic template of the agreement in use (for reference and information purposes only) please see [http://www.ainc-inac.gc.ca/pr/pub/fundi\\_e.html](http://www.ainc-inac.gc.ca/pr/pub/fundi_e.html)

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

The CFNFA is a block-budgeted funding agreement that DIAND and other federal government departments enter into with First Nations and Tribal Councils for a five year duration. The CFNFA is a funding agreement which contains a common set of federal government funding terms and conditions in the main body of the agreement, while schedules attached to the agreement contain terms and conditions specific to each federal department. The CFNFA defines minimum standards for a local accountability framework in order to transfer increased authority to First Nations over program design and delivery and the management of funds. First Nations may redesign programs to meet specific community needs, subject to maintaining minimum delivery standards, and may reallocate funds between program areas. For a generic template of the agreement in use (for reference and information purposes only) please see [http://www.ainc-inac.gc.ca/pr/pub/cana\\_e.html](http://www.ainc-inac.gc.ca/pr/pub/cana_e.html)

# FIRST NATIONS DATA REPORTING SCHEDULE 2003-2004

TA B	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
<b>B</b>	<b>NON-REGISTERED ON-RESERVE POPULATION (NRORP)</b>					
				NRORP Band Population Report <i>(to verify and update individuals)</i> TPMS RR CODE: 0150	<b>December 31</b>	<b>February 15</b>
				NRORP Collection Form <i>(to add new individuals)</i> TPMS RR CODE: 0151		
			NRORP Certificate Form TPMS RR CODE:0152			
<b>C</b>	<b>ENVIRONMENTAL ASSESSMENT</b>					
	■	■	■	Environmental Compliance Report TPMS RR CODE: 0001	Annually (previous fiscal year)	June 30
	■	■	■	CEAA: Environmental Assessment Report TPMS RR CODE:0002 <b>Please Note:</b> Due to legislative changes to the <i>Canadian Environmental Assessment Act</i> and the proposed Species at Risk Act, the Environmental Assessment report will be subject to change during the fiscal year	prior to approval of any project with potential environmental impact	Contact Region
<b>D</b>	<b>LANDS AND TRUST SERVICES (Resource Access Negotiations (RAN) Program - see Tab J - Economic Development)</b>					
	<b>Land Management and Transfers</b>					
	■	■	■	Quarterly Report on Rentals and Receivables TPMS RR CODE: 0004	Annually or twice yearly	Contact Region
	■	■	■	Summary Report of Land Management Transactions TPMS RR CODE: 0003	Project-by-project	
	<b>Indian Registration</b>					
	■	■	■	Indian Registry Data Entry TPMS RR CODE: 0008	Monthly	Contact Region
	■	■	■	Indian Register Events Reports Summary TPMS RR CODE: 0007		
	■	■	■	Certificate of Indian Status Register TPMS RR CODE: 0012		
	<b>Band Governance</b>					
	■	■	■	Electoral Officer's Report (Section 74 bands) TPMS RR CODE: 0009	Two weeks following every general election and by-election	Contact Region
	■	■	■	Custom Election Report TPMS RR CODE: 0010		
	<b>E</b>	<b>EDUCATION</b>				
<b>E1 - ELEMENTARY/SECONDARY EDUCATION</b>						
■		■	■	Nominal Roll Student Census Report TPMS RR CODE: 0022	September 30	October 15
■		■	■	Annual Certification of Teachers and Curriculum TPMS RR CODE: 0023	Annually beginning school year	Annually soon after beginning school year
■				Provincial/Territorial Educational Services Report TPMS RR CODE: 0024	Annually	Set by Region
■		■	■	School Evaluation Report TPMS RR CODE: 0021	Once every 5 years	Set by Region
■		■	■	Education Reform - Evaluation Report (Only where applicable) Initial Report TPMS RR CODE: 0225 Final Report TPMS RR CODE: 0226	Annually	Initial: October 31 Final: July 31
<b>E2 - POST-SECONDARY EDUCATION (PSE)</b>						
■		■	■	Register of PSE Students TPMS RR CODE: 0030	November 1	December 31
■		■	■	Register of PSE <i>Graduates</i> /Summary Total of PSE Funded <i>Students</i> TPMS RR CODE: 0031	Annually	December 31
■		■	■	Indian Studies Support Program (ISSP) TPMS RR CODE: 0033	Annually	Set by Region
<b>E3 - CULTURAL EDUCATION</b>						
■		■	■	Cultural Education Annual Activity Report TPMS RR CODE: 0025	Annually	Set by Region
<b>F</b>	<b>FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY</b>					
	■	■	■	Evaluation Report  (summer activities) TPMS RR CODE: 0038 (summer employment) TPMS RR CODE: 0040 (school-based activities) TPMS RR CODE: 0035 (youth work experience) TPMS RR CODE: 0034	Annually	summer activities: September 15 school year activities: March 31
				Participant Evaluation Form	<i>not mandatory but used to determine whether programs meet participant needs</i>	

**FIRST NATIONS DATA REPORTING SCHEDULE 2003-2004**

TA B	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
<b>G SOCIAL DEVELOPMENT</b>						
<b>G1 - Social Assistance</b>						
■				Social Assistance Monthly Reports TPMS RR CODE: 0041	Monthly	Contact Region
	■	■		Social Assistance Annual Reports TPMS RR CODE: 0057	Annually	May 31
<b>G2 - National Child Benefit (NCB)</b>						
■	■	■		National Child Benefit (NCB) First Nations Annual Report on Reinvestment TPMS RR CODE: 0059	Annually (previous fiscal year)	Contact Region
<b>G3 - Social Support Services</b>						
■				Child and Family Services Maintenance Monthly Report TPMS RR CODE: 0045	Monthly	15 days after months end
■				Child and Family Services Operational Report TPMS RR CODE: 0047	Annually or twice yearly	Contact Region
		■		Child and Family Services Maintenance Monthly Report ( <i>Reporting is only applicable when block funding for CFNFA/ DFNFA pilot projects have been approved.</i> ) TPMS RR CODE: 0043	Monthly	15 days after months end
		■		Child and Family Services Operational Report ( <i>Reporting is applicable only when block funding for CFNFA/DFNFA pilot projects have been approved.</i> ) TPMS RR CODE: 0044	Annually or twice yearly	Contact Region
■				Adult Services Monthly Report TPMS RR CODE: 0050	Monthly	15 days after months end
	■	■		Adult Services Annual Report TPMS RR CODE: 0050	Annually (previous fiscal year)	May 31
■	■	■		National Strategy for Integration of Persons with Disabilities Annual Report TPMS RR CODE: 0051		
■	■	■		Family Violence Projects Annual Report TPMS RR CODE: 0048		
■	■	■		Family Violence Shelters Annual Report TPMS RR CODE: 0053		
■				Community Social Services Projects Annual Report (applies to CFA First Nations in <b>Ontario</b> and <b>Alberta</b> only) TPMS RR CODE: 0055		
■				Day Care Facilities/ Head Start Program Annual Report (applies to CFA First Nations in <b>Ontario</b> and <b>Alberta</b> only) TPMS RR CODE: 0046		
	■	■		Community Social Services Projects Annual Report TPMS RR CODE: 0055		
	■	■		Day Care Facilities/ Head Start Program Annual Report TPMS RR CODE: 0046		
<b>H INDIAN GOVERNMENT SUPPORT</b>						
<b>Band Support Funding (BSF)</b>						
■	■	■		Application for Grant Band Support Funding TPMS RR CODE: 0063	Annually (previous fiscal year)	Contact Region
■	■	■		Eligible Unaffiliated Large Band Advisory Services Annual Report TPMS RR CODE: 0061		
<b>Tribal Council Funding</b>						
■	■	■		Application for Grant Band Support Funding* ( <i>same form as that used for band support funding</i> ) <b>Only Where Applicable</b> TPMS RR CODE: 0062	Annually (previous fiscal year)	Contact Region
■	■	■		Tribal council program annual report TPMS RR CODE: 0064		
<b>Band Employee Benefits Program</b>						
■				Application for Band Employee Benefits Funding TPMS RR CODE: 0065	Annually (previous fiscal year)	May 31
■				List of Eligible Employees TPMS RR CODE: 0066		
■	■	■		Pension Plan Funding Annual Report TPMS RR CODE: 0068		
<b>Indian/Inuit Management Development (IIMD)</b>						
■	■	■		Program Proposal TPMS RR CODE: 0070	Project-by-project	Contact Region

**FIRST NATIONS DATA REPORTING SCHEDULE 2003-2004**

TA B	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions	
I	<b>CAPITAL</b>						
	<b>I1 - Operation and Maintenance of Infrastructure - Assets and Facilities</b>						
	<b>Fire</b>						
	■	■	■	Fire Protection Services Summary Report	TPMS RR CODE: 0101	Annually (previous calendar year)	March 31
	■	■	■	Fire Losses Annual Report	TPMS RR CODE: 0102		
	<b>Housing and Infrastructure Assets</b>						
	■	■	■	Housing and Infrastructure Assets Annual Report	TPMS RR CODE: 0108	Annually (previous fiscal year)	March 31
	<b>Schools</b>						
	■	■	■	Schools Annual Report	TPMS RR CODE: 0111	Annually (previous fiscal year)	March 31
	<b>Capital Assets</b>						
	■	■	■	Changes in Capital Assets Annual Report	TPMS RR CODE: 0103	Annually (previous fiscal year)	March 31
	■	■	■	Completed ACRS Project Annual Report	TPMS RR CODE: 0104		
	■	■	■	Asset Operation and Maintenance (O&M) Review Annual Report	TPMS RR CODE: 0112		
	■	■	■	Maintenance Management Plan Annual Report	TPMS RR CODE: 0105		
	<b>I2 - Community Capital Facilities Service Delivery (Including Housing)</b>						
	■	■	■	Community-Based Housing Plan Annual Report	TPMS RR CODE: 0123	Annually (previous calendar year)	March 31
	<b>Capital Projects:</b>						
	■	■	■	Progress Report on Capital Projects	TPMS RR CODE: 0120	Monthly	Set by Funding Agreement
	■	■	■	Certificate of Completion for Capital Projects	TPMS RR CODE: 0121	Project-by-project	90 days after completion
	■	■	■	Five Year Capital Plan <i>Annual Update</i>	TPMS RR CODE: 0122	Annually (previous calendar year)	March 31
J	<b>ECONOMIC DEVELOPMENT</b>						
	<b>Community Economic Development Program (CEDP)</b>						
	■	■	■	Economic Development Report	TPMS RR CODE: 0131	Annually (previous fiscal year)	June 30
	■	■	■	Economic Development Log - Part I		These log forms <u>are not</u> required for submission. They are meant to assist First Nations, Inuit and Innu complete the Economic Development Report.	
	■	■	■	Economic Development Log - Part II			
	<b>Opportunity Fund and the Resource Acquisition Initiative Program</b>						
	■	■	■	Project Status Report	TPMS RR CODE: 0132	Project-by-project	1, 2 and 4 years after 1 <sup>st</sup> business years end
	<b>Major Business Projects Program</b>						
	■	■	■	Project Status Report	TPMS RR CODE: 0133	Project-by-project	1, 2 and 4 years after 1 <sup>st</sup> business years end
	<b>Resource Partnerships Program</b>						
	■	■	■	Project Status Report	TPMS RR CODE: 0133	Project-by-project	1, 3 and 5 years after project startup
	<b>Resource Access Negotiations (RAN) Program</b>						
	■	■	■	End of Project Report Form (project results)	TPMS RR CODE: 0136	Annually (previous fiscal year)	June 30
	<b>Regional Partnership Fund</b>						
	■	■	■	Project Status Report	TPMS RR CODE: 0133	Project-by-project	1, 3 and 5 years after project startup

# FIRST NATIONS DATA REPORTING SCHEDULE 2003-2004

TA B	CFA	AFA	FTA CFNFA DFNFA	Database / Program Reports (Summary)	First Nations Collection Period / Census Date	DUE DATES First Nations to Regions
<b>K</b>	<b>OTHER PROGRAM REPORTING</b>					
			■	Policing (Solicitor General)	Contact Region	
		■	Health Services Reporting and Auditing Guidelines (Health Canada)			
<b>L</b>		■	■	ANNUAL RETURN MANAGEMENT REPORT	Contact Region	

## LIST OF DIAND REGIONAL OFFICES

<p><b>ALBERTA REGION</b>                      Indian and Northern Affairs Canada                      630 Canada Place                      970 Jasper Avenue                      EDMONTON AB T5J 4G2                      Tel: (780) 495-2773                      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 600                      1138 Melville Street                      VANCOUVER BC V6E 4S3                      Tel: (604) 775-5100                      Fax: (604) 775-7149</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                      Jacques-Cartier Complex                      320 east, St-Joseph Street                      Office 400                      QUEBEC QC G1K 9J2                      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) 669-2627                      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>	<p><b>NUNAVUT</b>                      Indian and Northern Affairs Canada                      Qimugjuk Building 969, PO Box 2200                      IQALUIT, Nunavut, X0A 0H0                      Tel: (867) 975-4503                      Fax: (867) 975-4560</p>

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

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

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**Note:** First Nations may update their non-registered on-reserve data through the NRORP web site. This web site may be accessed from DIAND's Electronic Service Delivery page at [http://www.ainc-inac.gc.ca/esd/index\\_e.html](http://www.ainc-inac.gc.ca/esd/index_e.html).  
Contact your regional DIAND office for further instructions.

### OVERVIEW

The purpose of the Non-Registered On-Reserve Population data collection is to 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 giving an incomplete understanding of demographic growth. Through this demographic data exchange initiative combined with IRS data, First Nations and DIAND will begin to develop a common understanding of possible demographic pressures faced by First Nations in their communities.

The reporting of the non-registered population living in your community through the NRORP section of the FNNRG is voluntary. Participation however will help your community and the DIAND develop a better understanding of your community's population dynamics and potential future needs.

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 to compile 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**.

First Nations' are to review the **NRORP Band Population Report**, verify that all the information is accurate, make changes if required and identify which individuals should not be on the list (deceased, moved off reserve, now registered). In addition, First Nations are required to update the **NRORP Collection Form** by adding 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 established for the enumeration event. Information is considered accurate as of that day, and all subsequent changes will be recorded on the next population report. **The collection date for collecting the non-registered on-reserve population data is December 31 of every year.**

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

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### **NRORP Band Population Report**

The ***Non-Registered On-Reserve Band Population Report*** lists non-registered individuals living on reserve based on previous year submissions. This list is provided by the 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**

For the purposes the NRORP exercise, non-registered means those individuals who are not registered under the *Indian Act* and who ordinarily reside on reserve. Individuals awaiting registration while residing on reserve should 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;
- 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; and
- 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;



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

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- 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;  
and
- 10) living on the United States side of a reserve that is divided by an international border with Canada.

### NOTES:

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 (NRORP) Data Handbook at [http://www.ainc-inac.gc.ca/pr/pub/nrorp/hdbk\\_e.html](http://www.ainc-inac.gc.ca/pr/pub/nrorp/hdbk_e.html).

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 that may differ from the NRORP definition. For program funding purposes, the individual program activity definitions for residency will continue to apply.

In cases where a community has a significant non-Aboriginal component as a result of economic development (i.e. condominiums, cottages, trailer parks, all or some of which may be on leased lands), collection of NRORP data depends on the level of services received by the First Nations as outlined below:

First Nations should include individuals on the NRORP database who are living in these economic developments and are receiving or are eligible to receive direct services from the band. Direct services are defined here as social assistance or social support services (such as child and family services, adult care, etc), education and/or housing.

First Nations should not include individuals on the NRORP database who are living in these economic developments and are not eligible to receive the services listed above. Note: individuals should not be included if they are receiving indirect services from the band such as garbage collection and snow removal.

### WHAT NEEDS TO BE SUBMITTED AND WHEN?

<p><b>Non-Registered On-Reserve Population Band Report</b> <i>(to verify and update individuals)</i></p> <p><b>Due</b> annually on February 16</p> <p>Volume I: Forms Tab B</p>	<p><b>Non-Registered On-Reserve Population Collection Form</b> <i>(to add new individuals)</i></p> <p><b>Due</b> annually on February 16</p> <p>Volume I: Forms Tab B</p>	<p><b>Non-Registered On-Reserve Population Certificate Form</b></p> <p><b>Due</b> annually on February 16</p> <p>Volume I: Forms Tab B</p>
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## NON-REGISTERED ON-RESERVE POPULATION (NRORP)

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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 that derive specifically from the non-registered population on-reserve. *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 or view online at:*

[http://www.ainc-inac.gc.ca/pr/pub/nrorp/hdbk\\_e.html](http://www.ainc-inac.gc.ca/pr/pub/nrorp/hdbk_e.html)

Data Element	Description
<b>Band Number</b>	The number associated with 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(s) - including all given names, in full.
<b>Birth Date</b>	The individual's birth date, give in the format: yyyy/mm/dd
<b>Gender</b>	The individual's gender, identified by either M or F.
<b>On- Reserve (Y/N) ?</b>	This field is used for updating NRORP data from the previous collection period. Indicate "N" (off-reserve) if an individual was in previous NRORP data but has since moved off reserve, deceased or obtained Indian status since December 31 of the previous year. Please indicate the reason for the update in the "Notes" field. <i>Source: Band</i>
<b>Reserve Number</b>	The individual's reserve number. <i>Source: Indian Lands Registry System and Regions</i>
<b>Notes</b>	Since the previous collection period: a) To identify an individual who has moved off reserve b) To identify an individual who is deceased c) To identify an individual who has obtained Indian status d) To provide additional information, such as an individual's alias <i>Source: Band</i>

## ENVIRONMENTAL ASSESSMENT

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**Please Note:** Due to legislative changes to the *Canadian Environmental Assessment Act* and the proposed *Species at Risk Act*, the Environmental Assessment Report will be subject to change during the fiscal year.

### OVERVIEW

**An Environmental Assessment is the analysis of the effects or changes that a project may have on the environment (or visa versa).** Under the *Canadian Environmental Assessment Act* (CEAA), an environmental assessment is required before a *federal authority* (departments and agencies) exercises one of the following powers or performs a duty or a function in respect of a project, namely where a federal authority

- ▶ is the proponent of the project;
- ▶ provides financial assistance to enable a project to be carried out;
- ▶ sells, leases or otherwise transfers control or administration of land to enable a project to be undertaken;
- ▶ issues an authorization to enable a project to go forward.

### PURPOSE

The *Canadian Environmental Assessment Act* requires that environmental effects of every (EA) project be determined as early in the planning stages as practicable. Environmental assessments are a powerful tool to help decision-makers achieve the goal of sustainable development. It provides a systematic approach for identifying the environment effects of proposed projects. By identifying adverse environmental effect before they occur, EAs allow decision-makers to modify plans so that the effects can be minimized or eliminated.

### KEY TERMS

**Environmental Assessment**, in respect of a project, is an assessment of the environmental effects of the project that is conducted in accordance with Departmental Directive DD 20.3, CEAA and its accompanying regulations.

#### **Federal Authority**

Under the CEAA, a federal authority is;

- ▶ a federal Minister of the Crown,
- ▶ an agency or other body of the federal government that is ultimately accountable to Parliament through a federal Minister of the Crown,
- ▶ any federal department or department corporation set out in Schedule I or II to the *Financial Administration Act*;
- ▶ any other body prescribed in the regulations to the Act. This does not include Band Councils.

**Environmental Effects** are any change the project may have on the environment including any effect of any such change on health, socio-economic conditions, on physical and cultural heritage, of current uses of land and resources for traditional purpose by Aboriginal persons or on any structure, site or thing that is of historical, archeological, paleontological or architectural significance

A **Follow-up Program** verifies the accuracy of the environmental assessment of a project and determine the effectiveness of any measures taken to mitigate the adverse environmental effects of the project.

**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

## ENVIRONMENTAL ASSESSMENT

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

**Project**, in relation to a physical work, is any proposed construction, operation, modification, decommissioning, abandonment or other undertaking in relation to that physical work or any proposed physical activity not relating to a physical work that is prescribed or is within a class of physical activities that is prescribed pursuant to regulations made under paragraph 59(b)

**Public Registry** is a system for providing convenient public access to documents relating to an EA.

**Responsible Authority**, in relation to a project, is a federal authority that is required pursuant to subsection 11(1) to ensure that an environmental assessment of the project is conducted.

**Screening** is an environmental assessment that is conducted pursuant to section 18 and that includes consideration of the factors set out in subsection 16(1).

**Screening Report** is a report that summarizes the results of a screening.

### WHAT NEEDS TO BE SUBMITTED AND WHEN?

#### Environmental Compliance Report

DUE 90 days after the end of the fiscal year  
(June 30)

Contact DIAND Regional Office

#### CEAA: Environmental Assessment Report

DUE *before* the start of any federal project or any project with potential adverse environmental impacts

Volume I: Forms Tab C

First Nations councils must ensure that an environmental assessment process is followed for capital or other projects that have a potential adverse 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 the ways of mitigating or minimizing the adverse 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

## ENVIRONMENTAL ASSESSMENT

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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 or panel review.

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 minimize or mitigate any adverse environmental effects;
- ▶ comments received from the public, if applicable; and
- ▶ a recommendation on whether or not the project should proceed, 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.

### TRAINING AWARENESS SEMINARS

The Environment and Natural Resources Directorate (ENRD) has developed training and awareness seminars as a means of delivering important environmental information and knowledge to DIAND personnel, Band Councils, First Nations members, businesses and corporations

Training awareness seminars cover a variety of topics related to environmental issues. They include:

- ▶ Introduction to Community Planning
- ▶ Introduction to Environmental Management
- ▶ Introduction to Waste Management
- ▶ Introduction to Environmental Impact Assessment

A number of other training awareness seminars are in development. Contact your regional DIAND officer for more information.

**For more information** about all the environmental training seminars, videos or other DIAND environmental initiatives, please contact Colin Lachance, Director, ENRD, [lachancec@inac.gc.ca](mailto:lachancec@inac.gc.ca).

### DATA ELEMENTS DEFINITIONS AND SOURCE

**For Environmental Assessment data elements, the source is as prescribed in the *Canadian Environmental Assessment Act (CEAA)*.** The Act and Regulations as well as additional information can be found at the following online address: <http://www.ceaa.gc.ca>

Beyond the CEAA, you may want to consult the following sources:

- ▶ The Participant's Manual for Environmental Assessment (DIAND Environmental Assessment Training Manual)
- ▶ The Responsible Authority's Guide to the *Canadian Environmental Assessment Act*, prepared by the Canadian Environmental Assessment Agency.

## LANDS AND TRUST SERVICES

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### 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:

- ▶ an quarterly report that 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 that 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

Indian registration and the maintenance of information for band lists includes information on so-called "tombstone" events in the First Nations communities, including births, age of majority, confirmed 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*.

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.

#### Certificate of Indian Status Register

A Certificate of Indian Status, commonly known as a *Status Card*, is a document that 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.

The Indian Registry Administrator 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; serial number; date issued; applicant's signature; applicant's address; and who issued the certificate.

#### Band Governance

Band governance is concerned with the election of band chiefs and council members, as regulated either under Section 74 of the *Indian Act* or in accordance with a First Nations's custom election code.

The Council shall, in the year of a band council election appoint an electoral officer, in accordance with section 2 of the *Indian Band Election Regulations*, where the band is governed by the electoral provisions in section 74 of the *Indian Act*, or in accordance with the Council's custom election codes.

Where the Council is governed by the electoral provisions in section 74 of the *Indian Act* and controls its own membership pursuant to section 10 of the *Indian Act*, provide to the electoral officer the voters list, a certified copy of the Band List and the last known addresses of all off-reserve members at least **seventy-nine (79) days** prior to the scheduled election.

## LANDS AND TRUST SERVICES

Where the Council is governed by the electoral provisions in section 74 of the *Indian Act* and does not control its own membership pursuant to section 10 of the *Indian Act*, provide to the electoral officer a copy of the Band List and the last known addresses of all off-reserve members at least seventy-nine (79) days prior to the scheduled election.

For the **Resource Access Negotiations Program** see Tab J - Economic Development.

### WHAT NEEDS TO BE SUBMITTED AND WHEN?

LAND MANAGEMENT AND TRANSFERS		BAND GOVERNANCE	
<b>Quarterly Report on Rentals and Receivables</b> DUE annually or twice-yearly; date, intervals and format set by DIAND regional office  Vol I: Forms Tab D	<b>Summary Report of Land Management Transactions</b> DUE on a project-by-project basis, date and format set by DIAND regional office  Vol I: Forms Tab D	<b>Section 74 Electoral Officer's Report</b> DUE two weeks following every general election and by-election  Vol I: Forms Tab D	<b>Custom Election Code Custom Election Report</b> DUE two weeks following every general election and by-election  Vol I: Forms Tab D
INDIAN REGISTRATION			<b>RESOURCE ACCESS NEGOTIATIONS (RAN) PROGRAM</b> See Tab J - Economic Development
<b>Indian Registry Data Entry</b> DUE monthly  Vol I: Forms Tab D	<b>Indian Register Events Reports Summary</b> DUE monthly  Vol I: Forms Tab D	<b>Certificate of Indian Status Register</b> DUE Monthly  Vol I: Forms Tab D	

### 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 and Band lists, please consult the *Indian Registry Reporting Manual*.

# EDUCATION

**Please note that the Education chapter is divided into three sections:**

<b>ELEMENTARY/SECONDARY EDUCATION</b> .....	<b>section 1</b>
<b>POST-SECONDARY EDUCATION</b> .....	<b>section 2</b>
<b>CULTURAL EDUCATION</b> .....	<b>section 3</b>

For an overview of the Education programs and data collection exercises, as well as for definitions of data elements, please refer to Volume II: Reference, Tab E.

Additional information can be obtained from your DIAND regional office.  
(Tab A of this volume)



## ELEMENTARY/SECONDARY EDUCATION

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### WHAT'S NEW

Reporting for Education Reform activities (formerly under Gathering Strength) can now be found in the Elementary/Secondary section of the Education Program.

### OVERVIEW

The Department of Indian Affairs and Northern Affairs' (DIAND) 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.

DIAND provides funding for the provision of elementary/secondary education to eligible students, registered Indians residing on reserve, and Inuit. These instructional services in federal schools, the reimbursement of costs for on-reserve students attending provincial and private schools and 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** is delivered to students from 4-year-old Kindergarten through grade 12 (grade 13 in Ontario and secondary 5 in Quebec).

**Education Reform** resources are used to improve the quality of education in First Nation schools and the academic achievement of First Nation students. In consultations, the Chiefs' Committee on Education (CCOE) of the Assembly of First Nations (AFN) and Indian and Northern Affairs Canada (INAC) identified four priority areas for resources in a national allocation methodology. The priorities are:

- ▶ strengthening management and governance capacity;
- ▶ improving the quality of classroom instruction;
- ▶ increasing parental and community involvement in education; and,
- ▶ aiding the School-to-Work transition for First Nation Youth.

In general, initiatives delivered by organizations are of two types. The school-based type provides programs and services that are part of day-to-day operations, including instructional services, administrative support, curriculum adaptation, technology acquisition and maintenance, aboriginal language and culture instruction and after-school programs.

The second type of initiative provides programs and services to a group of schools. This includes programs and services such as program adaptation, curriculum design, special education support (i.e., psychological services, subject area specialists), research, school evaluation, library services and administration.

### KEY TERMS

#### **Nominal roll student census**

The nominal roll system is an information database that 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.

## ELEMENTARY/SECONDARY EDUCATION

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### 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?

<p><b>Nominal Roll Student Census Report</b></p> <p>DUE annually on October 15, based on a census date of September 30 See Volume I: Forms, Tab E</p>	<p><b>Annual Certification of Teachers and Curriculum</b></p> <p>DUE annually soon after beginning of school year. Contact DIAND regional office See Volume I: Forms, Tab E</p>	<p><b>Provincial-territorial Educational Services Report</b></p> <p>DUE annually for current school year (date set by DIAND regional office) See Volume I: Forms, Tab E</p>
<p><b>School Evaluation Report</b></p> <p>DUE once every five years (date set by DIAND regional office). See Volume I: Forms, Tab E</p>	<p><b>Education Reform Initial Evaluation Report Sections 1 through 10</b></p> <p>DUE annually, on October 31 for the current school year. See Volume I: Forms, Tab E</p>	<p><b>Education Reform Final Evaluation Report Updated Sections 1 to 9 (as necessary) Revised Section 10, Section 11</b></p> <p>DUE annually, on July 31 for the completed school year. See Volume I: Forms Tab E</p>

First Nations are 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 the reason for and the destination of their departure. The following information are examples of what to include 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
- ▶ 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

## ELEMENTARY/SECONDARY EDUCATION

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 required for accountability, resourcing and operational purposes. For some data, the source is a formal document such as a completion certificate or a school register.

#### Elementary/Secondary Education

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: School Register</i>
<b>Student Identifier</b>	The number assigned to the student that 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. <i>Source: Student's Status Card and School Register</i>
<b>Student Name (surname and given name)</b>	Provide student's full name. <i>Source: Student's Status Card and School Register</i>
<b>Date of Birth</b>	<i>Source: Student's Status Card or School Register</i>
<b>Status Code</b>	Identifies the student's status as one of the following: 1 - Registered Indians On-reserve or Crown Land Indians 2 - Other (Previously A-F Students) 4 - Inuit 6 - Children of government employees 7 - Indians not yet registered but whose parents are registered 8 - Reinstated Indians <i>Source: Student's Status Card and School Register</i>
<b>Sex</b>	This information is required for identification and comparison purposes. <i>Source: School Register</i>
<b>Grade</b>	The grade in which the student is registered on the Nominal Roll census date. This information is required to monitor the effectiveness of elementary/secondary funding as well as for comparison to the Canadian population. <i>Source: School Register</i>
<b>Residence</b>	Identifies the student's residency (Student's parents' residence, ordinarily living on reserve). This information is required to ensure compliance to the

## ELEMENTARY/SECONDARY EDUCATION

Data Element	Description
	program directives. <i>Source: First Nation Residency Records</i>
<b>Accommodation</b>	The type of accommodation provided to eligible students (i.e., room and board, private placement, etc.). <i>Source: Application for Accommodation Assistance</i>
<b>District of Financial Responsibility</b>	Region or district that 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 that 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, Innuktituk 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.
<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>
<b>Reserve of Residence</b>	Number of the reserve on which the student ordinarily resides (LTS reserve number). This information is required for administrative and operational needs. <i>Source: First Nation Residency Records</i>
<b>Leaver</b>	<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>

## ELEMENTARY/SECONDARY EDUCATION

### Education Reform

Data Element (Section #)	Description
<b>Funding Recipient (1)</b>	Education authority or other organisation (1). This information is used for operational purposes.
<b>Name, phone number and e-mail address of contact person (4).</b>	The person who is the most familiar with the project (4). This information is used for operational purposes.
<b>Project Goals and Objectives (5)</b>	Expected results or achievements toward which the project is aimed. This information is required for project assessment. It provides First Nation project managers with a tool to maintain activities aligned with the project objectives.
<b>Target Clientele (6)</b>	The identification of the participants taking part in the project. This information is required for program assessment.
<b>Gathering Strength Priority (7)</b>	<p>The priorities are:</p> <p><i>Strengthening management and governance capacity</i> – Projects that facilitates the expansion of the managerial role, strategic planning, policy development and research.</p> <p><i>Improving the quality of classroom instruction</i> – Projects that deal with programs and services for children with special education needs; Projects including research, design and implementation of programs to ensure the preservation and diffusion through school curricula of Aboriginal culture, history, language and dialects. Projects to support the installation, upgrading and maintenance of information technology systems. Professional Development and training to education professionals, managers and stakeholders. Student retention and achievement projects. Projects contributing to the improvement of student achievement and commitment towards educational pursuits.</p> <p><i>Increasing parental and community involvement in education</i> – Projects to support strategies aimed at increasing parental and community involvement in First Nation education.</p> <p><i>Aiding the School-to-Work transition</i> – Projects to ease the transition from school to work and enabled the appointment of qualified individuals to vital positions in the communities.</p>
<b>Type of project and duration (8)</b>	<i>Direct services provided to students</i> refer to projects in which students are directly involved in the activities or benefit directly from the services. <i>Development or enhancement of organizational capacity to deliver services</i> refer to projects that provide tools or skills to the organization or its member to increase or improve the services. This information is required for program assessment.
<b>Partners (9)</b>	The identification of other organizations or businesses that work with you on this project. This information is required for project assessment.
<b>Amount invested in the project (10)</b>	For the initial report (due October 31), fill in the amount planned to be spent on the project. For the final report (due July 31), fill in the amount actually spent on the project. This information is required for program justification and accountability purposes.
<b>Evaluation of the program (11)</b>	Identify if the project attained its goals and objectives. Justify your answer with a brief project description and examples of activities or successes. This information is required for project assessment.

## POST-SECONDARY EDUCATION

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### OVERVIEW

The Department of Indian Affairs and Northern Development's (DIAND) aims 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 Education Students provides an annual report to DIAND with the following information:

- ▶ Indian Registry number, date of birth, gender 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; and
- ▶ whether or not a student is in attendance part-time or full-time.

Band councils must also submit an annual Register of Post-Secondary Education 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
- ▶ 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 and Indian post-secondary institutions to develop and deliver 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 PSE Students</b></p>  <p>DUE annually on December 31, based on census date of November 1</p>  <p style="text-align: right;">Volume I: Forms Tab E</p>	<p><b>Register of PSE Graduates / Summary Total of PSE Funded Students</b></p>  <p>DUE annually on December 31</p>  <p style="text-align: right;">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 style="text-align: right;">Volume I: Forms Tab E</p>
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## POST-SECONDARY EDUCATION

### 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 university transcript.

Data Element	Description
<b>Indian Registration Number</b>	Because only registered Indian and eligible Inuit/Innu 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 and surname)</b>	This information is required for administrative purposes to further identify the student. <i>Source: Student's status card or transcript</i>
<b>Date of Birth Gender</b>	This information is required for administrative purposes (Note: Birth date and gender are required for all students.) <i>Source: Student's status card or transcript</i>
<b>Administering Organization</b>	The number of the funding organization that 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 per the list of Post-Secondary Institutions provided by your regional office. This information is required for administrative and operational needs. <i>Source: Institution File</i>
<b>UCEP</b>	This information is required to better identify programs.
<b>Graduation</b>	Successful completion of post-secondary program from which the student is being funded for. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. <i>Source: Transcript</i>
<b>Major Area of Study</b>	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. <i>Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution</i>
<b>Qualification Sought</b>	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. <i>Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution</i>
<b>Length of Program</b>	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. The duration of the program cannot exceed 5 years. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. <i>Source: Transcript or institution</i>
<b>Current Year of Study</b>	The year of study in which the student is currently enrolled. The year of study in which the student is currently enrolled cannot be greater than the duration in years of the program. This information is required to monitor the effectiveness of post-secondary funding to First Nations, in comparison with other Canadians. <i>Source: Transcript</i>
<b>Attendance</b>	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. <i>Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution</i>

## **CULTURAL EDUCATION**

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### **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?**

**Cultural Education Annual  
Activity Report**

DUE annually, date set by DIAND  
regional office.

Contact DIAND regional office



# FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

## What's New

A generic evaluation report has been designed for reporting on all youth employment activities. For specific activities, please refer to the program guidelines that will be available from your regional FNIYES coordinator on or before April 1, 2003. Comprehensive evaluation reports will also be available on or before April 1, 2003 from your regional office for reporting on all youth employment activities as per the Terms and Conditions of the funding agreements for each program.

## OVERVIEW

The Department of Indian Affairs and Northern Development's (DIAND) First Nations and Inuit Youth Employment Strategy (FNIYES) is part of the federal government's Youth Employment Strategy (YES).

The overall objectives of the FNIYES are to assist First Nations and Inuit youth living on-reserve or in recognized communities to stay in school, broaden their perspectives on career options, and to gain the skills and work experience necessary to make a successful transition from school to work.

For each FNIYES funded activity, First Nations and Inuit communities/ organizations are required to provide information such as:

- ▶ a short description of the program;
- ▶ skills learned by participants;
- ▶ list of employers/organizations participating;
- ▶ comments/ success stories written by participants;
- ▶ total number of participants,
- ▶ number of participants with disabilities;
- ▶ age of participants;
- ▶ secondary or post-secondary student
- ▶ financial information; and
- ▶ an assessment of the implementation and operation of the program.

## WHAT NEEDS TO BE SUBMITTED AND WHEN?

<b>Evaluation Report(s)</b>
For summer activities: September 15 For other activities: March 31
Vol I: Forms Tab F

## DATA ELEMENT DEFINITIONS

The following tables describe the data to be collected and justify their inclusion.

Data Element	Explanation
<b>Name of First Nation/ Community/Organization, Address, Contact Person</b>	Name and contact information of group receiving funding. This information is used for operational purposes.
<b>Description of Activities</b>	A narrative describing the activity. This information is required for program assessment.

## FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY

Data Element	Explanation
<b>List of employers / organizations who participated in this activity</b>	A general list of all participants who assisted students in learning skills. This information is required for program assessment and accountability purposes.
<b>What skills did participants learn?</b>	A short description of the skills participants learned through participating in the activity. This information is required for program assessment.
<b>Comments/ Stories from Participants</b>	Comments and/ or success stories written by at least two participants, either students or employers. Copies of Participant Evaluation Forms completed by participants can also be included. This information is required for accountability purposes.
<b>Total Number of Participants</b>	The total number of males and females taking part in the activity. This information is required for accountability purposes.
<b>Number of Participants with physical and/or learning disabilities</b>	The total number of participants with physical and/or learning disabilities. This information is required for accountability purposes and program assessment.
<b>Number of participants who completed the activity</b>	The total number of participants who participated in the activity from beginning to end. This information is required for accountability purposes and program assessment.
<b>Age Range of Participants</b>	The number of participants in each age category. This information is required for program assessment.
<b>Secondary or Post-Secondary Student</b>	Secondary includes grades 9 to 13 and post-secondary includes attendance at an accredited post-secondary institution. This information is required for program assessment.
<b>Total Amount Spent on Activity</b>	The total dollar amount spent on the activity from all sources. This information is required for accountability purposes.
<b>DIAND Portion</b>	The DIAND portion of the total amount spent on the activity. This information is required for program evaluation and accountability purposes.
<b>Other sources</b>	The portion of the total amount spent on the activity by other sources. This information is required for program evaluation and accountability purposes.
<b>Total Amount spent to support access for disabled persons</b>	The portion of the total amount spent on the activity to support access for people with physical and/or learning. This information is required for program evaluation and accountability purposes.
<b>Feedback and Recommendations</b>	An assessment of the implementation and operation of the activity, including suggested changes that DIAND or the Aboriginal administering organization could make. This information is required for program assessment.

## **SOCIAL DEVELOPMENT**

**Please note that the Social Development chapter is divided into three sections:**

<b>SOCIAL ASSISTANCE</b> .....	<b>section 1</b>
<b>NATIONAL CHILD BENEFIT (NCB)</b> .....	<b>section 2</b>
<b>SOCIAL SUPPORT SERVICES</b> .....	<b>section 3</b>

## SOCIAL DEVELOPMENT: Social Assistance

### 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 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 find employment. Some First Nations may offer work opportunity projects to further assist recipients 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 social assistance on a **reimbursement** basis:

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>Social Assistance <u>Monthly</u> Report</b> This report will vary from region to region. Please contact your regional office for more details Volume I: Forms Tab G</p>	<p><b>Social Assistance <u>Annual</u> Report</b> DUE annually on May 31 for the previous fiscal year ending March 31 Volume I: Forms Tab G</p>	<p><b>Social Assistance <u>Annual</u> Report</b> DUE annually on May 31 for the previous fiscal year ending March 31 Volume I: Forms Tab G</p>
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### DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies their inclusion. 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
<p><b>No. 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>Source: <i>Budget and Decision Forms or First Nation equivalent</i></p>



## SOCIAL DEVELOPMENT: National Child Benefit (NCB)

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### 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 (NCB) 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</p> <p style="text-align: center;">Volume I: Forms Tab G</p>	<p><b>National Child Benefit (NCB) First Nations Annual Report on Reinvestment</b></p> <p>DUE annually on May 31 for the previous fiscal year ending March 31</p> <p style="text-align: center;">Volume I: Forms Tab G</p>	<p><b>National Child Benefit (NCB) First Nations Annual Report on Reinvestment</b></p> <p>DUE annually on May 31 for the previous fiscal year ending March 31</p> <p style="text-align: center;">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 justifies 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>
<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, 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>

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

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### **WHAT'S NEW**

Effective September 28, 2001, DIAND's Comprehensive Funding Arrangement funding authority for Other Social Services was limited to Day Care under the 1965 Indian Services Welfare Agreement and the Alberta Administration Reform Agreement. All reporting is limited to day care activities under these two agreements.

### **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.

#### **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 your 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:



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

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- ▶ 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.

### **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. 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

### **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 depend on the documented need for services. For more information on funding requirements and reporting guidelines, contact the DIAND regional office. To obtain further information on family violence, including the Family Violence Initiative, please contact the National Clearinghouse on Family Violence at the following address:

#### **National Clearinghouse on Family Violence**

Health Canada, Health Promotion and Programs Branch, Health Issues Division  
7<sup>th</sup> Floor, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario K1A 1B4  
tel(613)957-2938 or 1-800-267-1291, fax (613) 941-8930, TTY(613) 952-6396 or 1-800-561-5643  
Internet Homepage: <http://www.hc-sc.gc.ca/nc-cn>

### **Other Social Services:**

- ▶ **Community Social Service Projects** 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, please 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

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

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; and
- ▶ 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 from First Nations- funded social support services **on a reimbursement basis.**

<p><b>Child and Family Services Maintenance Monthly Report</b> DUE monthly, 15 days after month end  Volume I: Forms Tab G</p>	<p><b>Child and Family Services Operational Report</b> DUE annually or twice yearly  Volume I: Forms Tab G</p>	<p><b>Adult Services Monthly Report</b> DUE monthly, 15 days after month end  Volume I: Forms Tab G</p>
<p><b>National Strategy for Integration of Persons with Disabilities Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>Family Violence Projects Annual Report</b>  DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>Family Violence Shelter Annual Report</b>  DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>

**Note: These annual reports apply to First Nations which are funded on a reimbursable of actuals basis in Ontario and Alberta only.**

<p><b>Community Social Services Projects Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>Day Care Facilities/Head Start Program Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>
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The following reports are required from First Nations- funded social support services through **fixed volume Alternative Funding Arrangements (AFA).**

<p><b>Adult Services Annual Report</b>  DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>National Strategy for Integration of Persons with Disabilities Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>Family Violence Projects Annual Report</b>  DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>
<p><b>Family Violence Shelters Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>Community Social Services Projects Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>	<p><b>Day Care Facilities / Head Start Program Annual Report</b> DUE May 31 for previous fiscal year ending March 31  Volume I: Forms Tab G</p>

## SOCIAL DEVELOPMENT: Social Support Services

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

<p><b>Child and Family Services Maintenance Monthly Report</b> <i>Reporting is applicable only in cases when CFNFA / DFNFA pilot projects have been approved</i> DUE 15 days after month end Volume I: Forms Tab G</p>	<p><b>Child and Family Services Operational Report -Reporting</b> <i>is applicable only in cases when CFNFA / DFNFA pilot projects have been approved</i> DUE annually or twice yearly Volume I: Forms Tab G</p>	<p><b>Adult Services Annual Report</b>  DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G</p>
<p><b>National Strategy for Integration of Persons with Disabilities Annual Report</b> DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G</p>	<p><b>Family Violence Projects Annual Report</b>  DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G</p>	<p><b>Family Violence Shelters Annual Report</b>  DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G</p>
<p><b>Community Social Services Projects Annual Report</b> DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G</p>	<p><b>Day Care Facilities / Head Start Program Annual Report</b> DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab G</p>	

### DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies 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 AND FAMILY SERVICES : MAINTENANCE</b>	
<b>Administering First Nation or Child and Family Services Agency</b>	Refers to the name of the administering First Nation or Child and Family Service Agency providing service. This information is required to assess performance and to allocate funds. Name of FN or CFS Agency providing service. <i>Source: First Nation or CFS Agency</i>
<b>Arrangement No.</b>	Refers to the funding agreement number. This information is required for accountability purposes. <i>Source: Funding Arrangement</i>
<b>Band No.</b>	Refers to the beneficiary's (child) band number. This information is required for accountability purposes. <i>Source: Indian Registry System</i>
<b>Beneficiary's Name</b>	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. <i>Source: Indian Registry System</i>
<b>Beneficiary's Status No.</b>	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. <i>Source: Indian Registry System</i>
<b>Beneficiary's Gender</b>	Refers to the gender of the child who has been placed in the care of an agency. This information is required for accountability. <i>Source: Indian Registry System</i>
<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>

## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<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: 02420 - Institutional Care (children) 02421 - Foster Home (children) 02422 - Group Home (children) *Definitions are listed below. This information is required for accountability and resource allocation. <i>Source: First Nation or CFS Agency</i>
<b>02420 - Institutional Care</b>	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. <i>Source: First Nation or CFS Agency</i>
<b>02421 - Foster Care</b>	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. <i>Source: First Nation or CFS Agency</i>
<b>02422 - Group Homes</b>	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. <i>Source: First Nation or CFS Agency</i>
<b>Date of Placement</b>	Refers to the start date of the child's placement in care by an agency. This information is required for accountability and resource allocation. <i>Source: First Nation or equivalent CFS Agency form</i>
<b>Date of Departure</b>	Refers to the discharge date when the child will no longer be under agency care. This information is required for accountability and resource allocation. <i>Source: First Nation or equivalent CFS Agency form</i>
<b>Daily Rate</b>	Refers to the daily rate for service provided. This information is required for accountability and resource allocation. <i>Source: First Nation or equivalent CFS Agency form</i>
<b>Special needs</b>	Refers to money allocated to cover expenses required due to a specific problem. Expense can include special clothing or travel expenses. This information is required for accountability and resource allocation. <i>Source: First Nation or equivalent CFS Agency form</i>
<b>No. 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>

## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<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 needs). 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 AND 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>No. 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>No. 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>
<b>No. 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>No. 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>No. of Public Information / Education Workshops</b>	Refers to the number of public information/education workshops provided by First Nation or CFS Agency. This information is required to assess performance and for resource allocation. <i>Source: First Nation or CFS Agency</i>
<b>No. 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>No. 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 No.</b>	Refers to the funding arrangement number. This information is required for accountability purposes. <i>Source: Funding Arrangement</i>
<b>Band No.</b>	Refers to the beneficiary's (adult) band number. This information is required for accountability purposes. <i>Source: Indian Registry System</i>
<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 No.</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>

## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<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. <i>Source: Indian Registry System</i>
<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 No.</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: 02440 - In-Home Care Services 02441 - Institutional Care Type I 02442 - Institutional Care Type II 02443 - Foster Care This information is required for accountability and resource allocation. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>2440 - In-Home Care Services</b>	Homemaking and personal care services (non-professional and non-medical) provided to an individual who still resides at home. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Institutional Care</b>	Funding for care in <b>Type I</b> and <b>Type II</b> 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.
<b>2441 - Institutional Care: TYPE I</b>	"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".
<b>2442 - Institutional Care: TYPE II</b>	"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". <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>2443 - Foster Care</b>	Care provided in a family setting by persons who are not immediately related to the individual requiring the adult foster care. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Date Beginning Placement</b>	Refers to the start date when the adult was placed in care. 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. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Date of Departure</b>	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. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Daily Rate</b>	Refers to the daily rate for service provided. This information is required for accountability and resource allocation. <i>Source: Adult Care Placement Form or First Nation equivalent</i>

## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<b>Special needs</b>	Refers to money allocated to cover expenses required due to a specific problem. Expense can include special clothing or travel expenses. This information is required for accountability and resource allocation. <i>Source: First Nation or equivalent CFS Agency form</i>
<b>No. of Days</b>	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. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Total Amount</b>	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 needs". This information is required for accountability and resource allocation. <i>Source: Adult Care Placement Form or First Nation equivalent</i>
<b>Total Expenses</b>	Summary of the "Total Amount". This information is required for accountability and resource allocation. <i>Source: Adult Care Placement Form or First Nation equivalent</i>

## FAMILY VIOLENCE: PROJECTS

Data Element	Description
<b>First Nation Name</b>	Refers to the name of the First Nation overseeing the project. This information is required for accountability purposes. <i>Source: Indian Registry System</i>
<b>First Nation No.</b>	Refers to the First Nation's number This information is required for accountability purposes. <i>Source: Indian Registry System</i>
<b>Name of Project (New or Continuing)</b>	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. <i>Source: First Nation or Agency Annual Report</i>
<b>Purpose of Project</b>	Refers to a description about the original project as well as the project's specific objectives. This information is required for accountability purposes. <i>Source: First Nation or Agency Annual Report</i>
<b>Activities</b>	Refers to a description about the project's planned activities. This information is required for accountability purposes. <i>Source: First Nation or Agency Annual Report</i>
<b>Schedule</b>	Refers to a description about the project's activities time frame or schedule. This information is required for accountability purposes. <i>Source: First Nation or Agency Annual Report</i>
<b>Resources</b>	Refers to a description about the project's resources required to carry out each activity. This information is required for accountability purposes. <i>Source: First Nation or Agency Annual Report</i>
<b>Results or Accomplishments of Project</b>	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. <i>Source: First Nation or Agency Annual Report</i>

## FAMILY VIOLENCE: EMERGENCY SHELTERS

Data Element	Description
<b>First Nation Name</b>	Refers to the name of the First Nation funded/overseeing the project. This information is required for accountability purposes. <i>Source: Indian Registry System</i>
<b>Band No.</b>	Refers to the First Nation's band number. This information is required for accountability purposes. <i>Source: Indian Registry System</i>
<b>Name of Shelter</b>	Refers to the name of the emergency shelter. This information is required for accountability purposes. <i>Source: First Nation or Agency Monthly Summary Report</i>

## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<b>Project Haven</b>	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. <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Funding</b>	This information is required for policy purposes. <i>Source: Shelter Financial Records</i>
<b>Shelter Operator</b>	Refers to the Administering organizations that runs the shelter. This information is required for policy purposes.
<b>Shelter Services</b>	<p>Identifies the services provided by the shelter as outlined by the Statistics Canada Transitional Survey. Required for policy and accountability purposes.</p> <p><b>Transition Home\Shelter:</b> Short or moderate term (1 day to 11 weeks) secure housing for abused women with or without children or youth.</p> <p><b>Second Stage Housing:</b> Long-term (3-12 months) secure housing for abused women with or without children.</p> <p><b>Safe Home Network:</b> Subsidiary very short term (1-3 days) housing for abused women with or without children, in private homes.</p> <p><b>Satellite:</b> Short (3-5 days) secure respite (temporary relief) for abused women with or without children. These shelters are usually linked to a transition home or another agency for administrative purposes.</p> <p><b>Women's Emergency Shelter:</b> Short-term (1-21 days) respite (temporary relief) for abused women with or without their children.</p> <p><b>Emergency Shelter:</b> Short-term (1-3 days) respite (temporary relief) for a wide population range, not exclusively abused women. May provide accommodation for men as well as women. This type of facility may accommodate residents who are not associated with family violence but are without a home due to an emergency situation (e.g., eviction for non-payment of rent). Other than residential (room and board) services, these shelters offer few additional client services.</p> <p><b>Rural Family Violence Prevention Centres:</b> Alberta only. Short (1-10 days) secure respite (temporary relief) for abused women with or without children.</p> <p><b>Interim Housing:</b> Manitoba only. Subsidized housing for abused women and their children (1 week to 6 months) provided through Manitoba Housing. There are no funding or staffed positions for this type of housing.</p> <p><b>Family Resource Centre:</b> An Ontario government initiative, which provides services that are identical or similar to transition homes. Must at least provide a residential service.</p> <p><b>Other:</b> Includes all other residential facilities offering services to abused women with or without children. These services may not be exclusive to abused women. Includes Women's Resource Centres (residential only), mental health shelters.</p>
<b>Total No. of units</b>	Refers to the total number of units in each emergency shelter. This information is required for accountability purposes. <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total No. of beds for all units</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 No. 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 No. of families receiving shelter</b>	Refers to the actual 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 No. of women and children receiving shelter</b>	Refers to the actual 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>



## SOCIAL DEVELOPMENT: Social Support Services

Data Element	Description
<b>Total No. of bed nights spent in shelter</b>	Refers to the actual number of nights that family members remained in the shelter and required a bed during the year. This information is required for accountability purposes. <i>Source: First Nation or Agency Monthly Summary Report</i>
<b>Total No. of persons receiving information or counselling but who do not stay overnight</b>	Refers to the actual 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>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>
<b>If the shelter opened during this fiscal year</b>	
<b>Actual or estimated start-up date</b>	Refers to the actual or estimated start-up/operating date of the emergency shelter. 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 setting up the shelter.</b>	Refers to the one-time cost associated with setting up 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 No. of day care centres or programs funded by DIAND</b>	Refers to the total number of operating day care facilities or Head Start Programs that are funded by DIAND. This information is required for accountability purposes. <i>Source: First Nation</i>
<b>No. of day care places funded by DIAND</b>	Refers to the total number of day care or Head Start places that 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>No. of children served in day care during year</b>	Refers to the total annual number of children placed in day care facilities or a Head Start program(s) during the year. This information is required for accountability purposes. <i>Source: First Nation</i>

## INDIAN GOVERNMENT SUPPORT

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### WHAT'S NEW

#### **New Form for Tribal Councils**

A new form has been developed for Tribal Councils to report to their member bands and DIAND on the advisory services and programs they deliver. The *Tribal Council Program Annual Report* is similar to the *Tribal Council Program Report* introduced in the spring of 2002. This report was developed in conjunction with regional DIAND officials with input from their respective tribal councils and standardizes the existing reporting requirement. This will assist in ensuring that the overall results of expenditures in terms of the efficiency and effectiveness of programs and services are clearly documented and reported as well as help Tribal Councils to assess their performance and compare with other Tribal Councils.

#### **Continued Support for First Nation Administration**

To support the implementation of increased funding for First Nation administration by the equivalent of 5% of 2000-2001 Band Support Funding this year and for the following years, an annual update to the Indian Government Support data is required. Current Indian Government Support data will contribute to determining the way in which this additional funding may be provided to First Nations. Funds may be provided as Band Support Funding **if** maximum funding levels based on the Band Support formula have not been reached. When BSF is at the maximum defined by the formula, other local administration support such as Band Employee Benefits (BEB) or Indian/Inuit Management Development (IIMD) funding may be used as applicable under current policy.

### OVERVIEW

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

**Tribal Council Funding** is provided to formally incorporated Tribal Councils for advisory services (financial management, band government, economic development, community planning, technical services and associated administrative costs) to the tribal councils' member bands. With a mandate from their First Nation membership, Tribal Councils may also deliver programs and services, following established program requirements. Please note that Tribal Council Funding allocations remain frozen at 1996-1997 levels unless the Tribal Council undertakes a completely new function funded by DIAND or changes membership composition.

**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 of advisory services in the specified professional areas described in the Band Advisory Funding Policy.

**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 band support funding and 2% of the administration portion of the tribal council funding formula.

**Band Employee Benefits Program (BEBP):** band councils or tribal councils 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) Qualifying First Nations May also receive 2% of the eligible employee salary component for "other employee benefits". 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

## INDIAN GOVERNMENT SUPPORT

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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 DIAND's regional offices. 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.

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 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.

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 that aim to encourage and sustain 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, 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

#### Tribal Council Funding Program

The **full-time equivalent (FTE)** assigned to projects is calculated by determining the length of time an employee works on each project, to the maximum numbers of days as per their employment contract.

Example: 1 FTE equals 250 days/year<sup>1</sup>

The employee works on a specific project<sup>2</sup> 150 days/year

Then the calculation would be  $150/250 = .6$  FTE for that project

This calculation can be used to determine the staff budget used for various projects.

Example: .6 FTE worked on a project

1.0 FTE is paid \$20,000 per year

Then the calculation would be  $.6 \times \$20,000 = \$12,000$  and

\$12,000 was used for this project from the TC staff budget.

Notes:

1. The maximum # of days per year will vary per employee contract.
2. As indicated in the Tribal Council report, specific projects would include:
  - ▶ Advisory Services: (Band Government, Financial Management, Economic Development, Community Planning, Technical Services, Other);
  - ▶ Program Service Delivery; and
  - ▶ Tribal Management, Administration and General Development

## INDIAN GOVERNMENT SUPPORT

**Aboriginal Head Start On Reserve:** Health Canada program serving the developmental needs of pre-school children living on reserves.

**Aboriginal Business Canada:** An Industry Canada program aimed at promoting the development of business opportunities for Aboriginal Canadians.

**Atlantic Canada Opportunities Agency (ACOA):** Industry Canada initiatives to promote economic development and job creation in Atlantic Canada.

**Advisory Services:** As identified in the INAC Tribal Council Policy and Procedures Directives, including, band government, financial, management, economic development, community planning, and technical services.

**Aboriginal Human Resource Development Strategy (AHRDS):** Human Resources Development Canada.

**Capital Financing:** Funding to identify, plan, design, construct, renovate or purchase assets for education, housing, or community infrastructure purposes, where such assets have a life of more than one year and are not held for resale.

**Community Economic Development Organization (CEDO):** Part of DIAND's Community Economic Development Program.

**Certification:** Formal recognition of the completion of a program of study or training or credentials to practice, usually granted by colleges, universities or other institutions (i.e., management accountant associations).

**Canada Mortgage and Housing Corporation (CMHC)**

**Comprehensive Community Plan:** An integrated development strategy that considers all dimensions of the community, including its social, cultural, human and natural resources.

**First Nations Policing:** Solicitor General Canada initiative to support the establishment and operation of First Nation police forces on reserve.

**National Native Alcohol and Drug Abuse Program (NNADAP):** Health Canada alcohol and drug prevention programming.

**Remedial Management Plan:** A plan developed and approved by the Minister which reflects decisions and measures which are necessary to remedy a default under a funding arrangement with a First Nations or Tribal Council.

**Western Economic Diversification Canada (WD):** Industry Canada strategy supporting the development of new business ventures in Western Canada.

**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 may be provided funding 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. Costs of employees of a Child Welfare Agency are included in the calculations of Child Welfare "Operations"

An **Eligible Employee** is one who is performing services of a "public" nature, funded by DIAND, HC or other government departments and whose salary is derived from DIAND, HC or some other funding source.

### WHAT NEEDS TO BE SUBMITTED AND WHEN?

BAND SUPPORT FUNDING		TRIBAL COUNCIL FUNDING	
Band Support Funding Application for Grant	Unaffiliated Large Band Advisory Services: Annual Report	Band Support Funding Application for Grant (only where applicable)	Tribal Council Program Annual Report
DUE annually	DUE annually	DUE annually	<i>NEW FORMAT</i> DUE May 31 for previous fiscal year ending March31
Contact Regional Office	Contact Regional Office	Contact Regional Office	Volume I: Forms Tab H

## INDIAN GOVERNMENT SUPPORT

BAND EMPLOYEE BENEFITS PROGRAM (BEBP)			IIMD PROGRAM
<b>Application for Band Employee Benefits Funding (CFA only)</b> DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab H	<b>List of Eligible Employees (CFA only)</b> DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab H	<b>Pension Plan Funding Annual Report</b> DUE May 31 for previous fiscal year ending March 31 Volume I: Forms Tab H	<b>Indian/Inuit Management Development (IIMD) Program Funding Proposal</b> DUE on a project-by-project basis Volume I: Forms Tab H

### DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected and justifies 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 sources for all data elements are the pension plan and employee payroll documents kept by First Nation band officials.**

#### 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>CCRA Registration Number</b>	The number assigned by Canada Customs and Revenue Agency (CCRA) following approval under the <i>Income Tax Act</i> .
<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.
<b>Program</b>	Program area where individual is employed.
<b>Source of Salary</b>	Source of individual's salary, such as DIAND, Health Canada or some other funding source.
<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.

# **CAPITAL**

**Please note that this chapter is divided into two sections and separated by coloured paper**

**OPERATION AND MAINTENANCE OF INFRASTRUCTURE -  
ASSETS AND FACILITIES ..... section 1**

**COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY  
(INCLUDING HOUSING) ..... section 2**

For an overview of the Capital program and data collection exercise, as well as for definitions of data elements, please refer to Volume II: Reference, Tab I.

Additional information can be obtained at your local DIAND regional office (See Tab A of this volume).

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

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**Note:** First Nations may update their housing data and access previous years data through the Housing & Infrastructure Assets web site. This web site may be accessed from DIAND's Electronic Service Delivery page at [http://www.ainc-inac.gc.ca/esd/index\\_e.html](http://www.ainc-inac.gc.ca/esd/index_e.html). Contact your regional DIAND office for further instructions.

#### OVERVIEW

The Operation and Maintenance of Infrastructure Program is one component of DIAND's strategic objective to assist First Nations to build 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 that 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 that 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 the results of asset inspections that 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. For those communities operating under the new **Housing Policy**, housing funding can be used for a wide-range of activities including new construction, renovations, administration, insurance, training, debt servicing and maintenance.
- b. **Housing Subsidy Funding to First Nations** for constructing and renovating on-reserve housing.
- c. **Capital Construction Funding:** for planing, designing, constructing and maintaining education and other community facilities.
- d. **Facilities Maintenance Funding** for assisting First Nations with the cost of operating and maintaining educational facilities and other community infrastructure facilities.
- e. **Funding for Advisory Services and Program Support**
  1. Housing Management
  2. Band Community Housing Planning
  3. Technical Assistance for Housing
  4. Training
  5. Housing Inspections
  6. Maintenance Management
  7. Fire Safety

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

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#### KEY TERMS

##### FIRE

**Fire Protection** means the protection of life and the safety of persons and property from fire. It includes everything relating to preventing, detecting, containing and extinguishing fires and alerting people to fire's presence. The following definitions are used in conjunction with fire protection services:

- ▶ **Suppression**, commonly referred to as fire fighting, refers to extinguishing and controlling 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 and 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, about 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.

##### HOUSING AND INFRASTRUCTURE ASSETS (H&IA)

Information is required annually from First Nations about changes in housing, housing infrastructure and community services. 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 (CMDDB). The regional offices of DIAND will provide a copy of the previous year's report to bands for corrections and additions. Please note that housing must, at a minimum, meet National Building Code standards. The following definitions are used in conjunction with H&IA:

- ▶ 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 needing 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 that require replacement, minor and/or major renovations, indoor plumbing; and/or the number of adequate housing units.
- ▶ **Water Servicing** identifies types of water delivery systems used by the housing units on site.
- ▶ **Water Quality/Quantity** identifies quality and quantity of the water supply to housing units on site.
- ▶ **Sewage Servicing** identifies the sewage disposal systems used by the housing units on site.



## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

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- ▶ **Sewage Effluent** identifies whether sewage effluent from housing units on site is disposed of properly.

### 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). The following definitions are used in conjunction with H&IA:

- ▶ **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** is 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 a community's capital assets. 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.
- ▶ 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 DIAND's regional offices. 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 DIAND's regional offices.

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

#### 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		H&IA		SCHOOLS	
<b>Fire Protection Services Summary Report</b>  DUE March 31 for previous calendar year  Volume I: Forms Tab I	<b>Fire Losses Annual Report</b>  UE March 31 for previous calendar year  Volume I: Forms Tab I	<b>Housing and Infrastructure Assets (H&amp;IA) Annual Report</b>  DUE March 31 for previous year ending March 31  Volume I: Forms Tab I	<b>Schools Annual Report</b>  DUE March 31 for previous year ending March 31  Volume I: Forms Tab I		
CAPITAL ASSETS					
<b>Changes in Capital Assets Annual Report</b>  DUE March 31 for previous year ending March 31  Volume I: Forms Tab I	<b>Completed ACRS Project Annual Report</b>  DUE March 31 for previous year ending March 31  Volume I: Forms Tab I	<b>Asset Operation and Maintenance (O&amp;M) Review Annual Report</b>  DUE March 31 for previous year ending March 31  Volume I: Forms Tab I	<b>Maintenance Management Plan Annual Report</b>  DUE March 31 for previous year ending March 31  Volume I: Forms Tab I		

#### DATA ELEMENTS DEFINITIONS AND SOURCE

This table describes the data to be collected justifies their inclusion. The various data elements are required for administrative, accountability and operational purposes. For some data, the source is a formal document. *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:

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>No. 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>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

Data Element	Description
<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>

**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>No. of People Injured (divide into adults and children)</b>	<i>Source: Fire Incident Report</i>
<b>No. of Deaths (divide into adults and children)</b>	<i>Source: Fire Incident Report</i>
<b>No. of Buildings Damaged</b>	Used to maintain DIAND's knowledge base on capital assets on reserves. <i>Source: Fire Incident Report</i>
<b>No. 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:** Required for resourcing and policy purposes, this information is also used for long-term capital planning and reporting to Parliament, central agencies and DIAND's senior management.

#### Housing Conditions:

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>
<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>No. 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: <ul style="list-style-type: none"> <li>- extensive structural faults such as rotting or sagging foundations, faulty roof or chimney;</li> <li>- unsafe outside steps or stairways in need of replacement;</li> <li>- interior structural problems (e.g., falling plaster from walls and ceilings);and</li> <li>- defective plumbing and/or electrical wiring has to be replaced or upgraded.</li> </ul> <i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i>
<b>No. of Houses Requiring Replacement</b>	Refers to the number of housing units that: <ul style="list-style-type: none"> <li>- are no longer habitable as a result of, for example, fires or natural disasters, or;</li> <li>- 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.</li> </ul> <i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i>
<b>No. 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. <i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i>
<b>No. 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. <i>Source: Housing Inspectors Report/Band Housing Co-ordinator</i>

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

**Water Delivery Systems:** Number of houses receiving one of the following types of water delivery systems: *Source: Housing Inspectors Report/Band Housing Co-ordinator*

Data Element	Description
<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.
<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> , because the piping is only a service connection.
<b>Individual Well</b>	The number of housing units with water service provided by an <b>individual well</b> .
<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 pressurized system).
<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).
<b>Other</b>	The number of housing units with water service provided by other means.
<b>No Service</b>	The number of housing units with <b>no water service</b> .

**Water Supply:** Number of housing units with the following water supply categories:

*Source: Housing Inspectors Report/Band Housing Co-ordinator/ Environmental Health Officers*

Data Element	Description
<b>Category 1</b>	The number of housing units with a pressurized water supply that satisfies the health related requirements of the latest edition of the Guidelines for Canadian Drinking Water Quality and in volumes for various requirements of the DIAND Levels of Service Standard (LOSS).
<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 latest edition of the Guidelines for Canadian Drinking Water Quality.
<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.
<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 purposes.
<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> <b>NOTE: 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.</b>

**Sewage System:** Number of housing units with the following sewage system services:

*Source: Housing Inspectors Report/Band Housing Co-ordinator*

Data Element	Description
<b>Piped</b>	The number of housing units with waste water disposal provided by a piped system.
<b>Community Septic Field/Tank</b>	The number of housing units with waste water disposal provided by a <b>community septic</b> tank and field.

## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

Data Element	Description
<b>Individual Septic Field/Tank</b>	-The number of housing units with waste water disposal provided by an <b>individual septic</b> tank and field.
<b>Septic Truck</b>	--The number of housing units with waste water disposal provided by a <b>septic truck</b> .
<b>Other</b>	The number of housing units with waste water disposal provided by <b>other</b> means.
<b>No Service</b>	The number of housing units with <b>no waste water disposal service</b> .

**Sewage Disposal System** The number of housing units with the following sewage disposal categories:

Source: *Housing Inspectors Report/Band Housing Co-ordinator/Environmental Health Officers*

Data Element	Description
<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, the latest edition of the Guidelines for Effluent Quality and Wastewater Treatment at Federal Establishments and the DIAND Levels of Service Standard (LOSS), and does not constitute an environmental threat.
<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, the latest edition of the Guidelines for Effluent Quality and Wastewater Treatment at Federal Establishments and the DIAND Levels of Service Standard (LOSS), and poses a health or environmental threat.
<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> <b>NOTE: A sewage system should not be deemed inadequate due to poor operation technique, neglect or improper operation.</b>

#### Housing Units

Data Element	Description
<b>No. of Houses Completed</b>	The total number of housing units constructed during the reporting period. <i>Source: Completion Certificate</i>
<b>No. of Houses Used for Special Purposes</b>	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. 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. <b>Special Purpose</b> housing units are excluded from the <b>Total Units</b> count. <i>Source: Band Housing Authority/Band Housing Coordinator</i>
<b>No. 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>No. 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 No. 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>

#### Community Services

Data Element	Description
<b>Electrification</b>	<b>Electrification</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>



## OPERATION AND MAINTENANCE OF INFRASTRUCTURE

### Assets and Facilities

#### SCHOOLS

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

Data Element	Description
<b>Date of Last Fire Inspection</b>	<b>Inspection</b> refers to fire inspection services and 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. This inspection is usually carried out by a trained member of the community fire brigade or department. <i>Source: Fire Protection Specialist inspection reports</i>
<b>No. of Classrooms Used by Each Category</b>	<i>Source: Building Certificates/Log Books/ School Register</i>
<b>No. of Special Purpose Classrooms Available</b>	<i>Source: Building Certificates/Log Books/ School Register</i>

#### 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>	<i>Source: CAIS</i>
<b>Asset No.</b>	The four-digit number code assigned to all assets. <i>Source: Existing Assets - CAIS</i>
<b>Asset Extension No.</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 that corresponds to an asset class. <i>Source: CAIS</i>
<b>Sub-class</b>	Code A-Z that corresponds to the asset sub-class. <i>Source: CAIS</i>
<b>Reserve Name</b>	The name of the reserve where the asset is located. <i>Source for Old Assets: CAIS</i> <i>Source for New Assets: Band Administration</i>
<b>Quantity</b>	The 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 asset has been added, deleted, or modified. If so, provide details.

**OPERATION AND MAINTENANCE OF INFRASTRUCTURE**  
**Assets and Facilities**

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**Completed ACRS Project Annual Report:** This information is required for operational, resourcing, planning and accountability purposes. It is 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.

**Asset Operation and Maintenance (O&M) Review Annual Report:** This information is required for planning and accountability purposes. It is used to develop capacity building plans and responses to ministerial and public inquiries and to report 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.



# COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY (Including Housing)

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## 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 that 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:			
<b>Community -Based Housing Plan Annual Report</b>  DUE March 31 for previous calendar year  Volume I: Forms Tab I	<b>Progress Report on Capital Projects</b>  DUE monthly or as per funding agreement  Volume I: Forms Tab I	<b>Certificate of Completion for Capital Projects</b>  DUE within 90 days after capital project is completed  Volume I: Forms Tab I	<b>Five Year Capital Plan Annual Update</b>  DUE March 31 for previous calendar year Volume I: Forms Tab I

## 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. *For 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 table.

## COMMUNITY CAPITAL FACILITIES SERVICE DELIVERY (Including Housing)

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### CAPITAL PROJECTS

**Progress Report on Capital Projects over \$1 Million:** The following table describes what data are collected and explains 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>
<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, commission, continuing or start-up). Required for operational, resourcing and accountability purposes. <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>

## ECONOMIC DEVELOPMENT

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### WHAT'S NEW

**All programs except the Community Economic Development Program:** to simplify reporting, data elements which DIAND collects through the application process (e.g. business ownership, location, description, expected sources and uses of funds) have been eliminated from the reports in this guide and reporting on long-term benefits has been streamlined.

**Business Equity Programs (Opportunity Fund, Resource Acquisition Initiative, Major Business Projects Program):** regarding reporting of economic benefits, we are asking businesses to provide additional information on community members trained on the job; value of contracts awarded to or purchases made from community businesses; and value of payments to community governments through rents, royalties, taxes, etc. This information is readily available within the business. Reports are due (1) within three months after the first business year-end that includes the completion of the project work plan, and (2) two and four years after the due date of the first report, as required in the funding agreement

**Resource Partnerships Program (RPP) and Regional Partnerships Fund (RPF)- Project Status Reports:** We are asking for progress reporting for projects underway, completion reports for projects that have just been completed, and community benefits reporting for projects that have been completed for at least a year. For 2003-2004 reports are due (1) within 120 days after the end of any fiscal year during which funds have been provided, (2) within 120 days after the end of the first fiscal year following the last fiscal year for which funds have been provided, and (3) within 120 days after the end of the third and fifth years following the last fiscal year for which funds have been provided if required in the funding agreement

### OVERVIEW

The Economic Development Program includes the following:

- Community Economic Development Program**
- Major Business Projects Program**
- Opportunity Fund**
- Resource Acquisition Initiative**
- Resource Partnerships Program**
- Resource Access Negotiations**
- Regional Partnerships Fund**

#### **The Community Economic Development Program (CEDP)**

The CEDP assists First Nation, Innu and Inuit communities to develop community economic development plans; provide advisory services; plan business or resource development projects; provide contributions or repayable contributions to community businesses; take or hold equity positions in private or community enterprises; and provide job-related training, employment programs and management of financial and technical services.

#### **Major Business Projects Program (MBPP)**

The Major Business Projects Program provides financial assistance to eligible First Nation and Inuit businesses via their respective Community Economic Development Organization (CEDO). The recipient uses the funding to obtain conventional debt financing for business start-ups or a business expansion in order to pursue a major industrial, commercial or resource-based opportunity.

#### **Opportunity Fund (OF) and the Resource Acquisition Initiative (RAI)**

The Opportunity Fund provides financial aid in the form of matching equity funding. The objective is to use the funding to obtain conventional debt financing for business start-ups or for business expansion.

The Resource Acquisition Initiative helps communities to fund resource-sector and related business opportunities which may include acquiring natural resource permits and licences.

In both programs, eligible First Nation and Inuit businesses receive the funding through their CEDO.

## ECONOMIC DEVELOPMENT

### Resource Partnerships Program (RPP)

The Resource Partnerships Program co-funds activities leading to the creation of a joint working agreement. The goal is to obtain economic benefits from major regional resource development projects for First nation and Inuit communities.

### Resource Access Negotiations (RAN) Program

The Resource Access Negotiations 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;
- ▶ participate in the management of off-reserve natural resources;
- ▶ benefit from major projects through business, employment and other opportunities; and
- ▶ dispose of reserve natural resources

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

### Regional Partnerships Fund (RPF)

The Regional Partnerships Fund promotes First Nation and Inuit participation in, and expanded economic benefits from, major regional development initiatives by providing financial assistance for economic infrastructure such as roads.

### WHAT NEEDS TO BE SUBMITTED AND WHEN?

COMMUNITY ECONOMIC DEVELOPMENT PROGRAM (CEDP)	OPPORTUNITY FUND (OF)/ RESOURCE ACQUISITION INITIATIVE (RAI) /MAJOR BUSINESS PROJECTS PROGRAM (MBPP)	RESOURCE PARTNERSHIP PROGRAM (RPP)
<p><b>Economic Development Report</b> DUE within 120 days of the previous fiscal year ending March 31.</p> <p style="text-align: right;">Volume I: Forms Tab J</p>	<p><b>Project Status Report</b> DUE (1) within three months after the first business year-end that includes the completion of the project work plan, and (2) two and four years after the due date of the first report, if required in the funding agreement</p> <p style="text-align: right;">Volume I: Forms Tab J</p>	<p><b>Project Status Report</b> DUE (1) within 120 days after the end of any fiscal year during which funds have been provided, (2) within 120 days after the end of the first fiscal year following the last fiscal year for which funds have been provided, and (3) within 120 days after the end of the third and fifth years following the last fiscal year for which funds have been provided if required in the funding agreement.</p> <p style="text-align: right;">Volume I: Forms Tab J</p>
RESOURCE ACCESS NEGOTIATIONS PROGRAM (RAN)	REGIONAL PARTNERSHIP FUND (RPF)	
<p><b>End-of-Project Report Form (Project Results)</b> DUE June 30 for the previous fiscal year ending March 31</p> <p style="text-align: right;">Volume I: Forms Tab J</p>	<p><b>Project Status Report</b> DUE (1) within 120 days after the end of any fiscal year during which funds have been provided, and (2) within 120 days after the end of the first, third and fifth fiscal years following the last fiscal year for which funds have been provided.</p> <p style="text-align: right;">Volume I: Forms Tab J</p>	

## ECONOMIC DEVELOPMENT

### 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 the Major Business Projects Program (MBPP), the Opportunity Fund (OF), the Resource Acquisition Initiative (RAI), Resource Partnerships Program (RPP), Resource Access Negotiations (RAN) Program, and the Regional Partnerships Fund (RPF), see the instructions accompanying the required reports.

### COMMUNITY ECONOMIC DEVELOPMENT PROGRAM (CEDP) 2003-2004 Economic Development Report

Data Element	Description
<b>A. IDENTIFICATION AND AGREEMENT TYPE</b> <i>Source: DIAND funding arrangement and First Nation records</i>	
<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>B. FINANCIAL SUMMARY - Revenues</b> <i>Source: First Nation financial statements</i>	
<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 2003-2004.
<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 (e.g., 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>B. FINANCIAL SUMMARY - Expenditures/Investments</b> <i>Source: First Nation's financial records</i>	
<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 for the recipient for economic development initiative.

## ECONOMIC DEVELOPMENT

Data Element	Description
<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.
<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 that expanded or were 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 that 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 that 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.
<b>Total Number of Resource- Related Projects Assisted</b>	The number of resource-related projects that received technical support and the number of jobs created through these projects. Also the total indirect funds levered by the recipient that 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 that received technical support and the number of jobs created through these other related activities the recipient is involved in, which meet the above criteria.

## **OTHER PROGRAM REPORTING (Including Policing and Health Transfer Services)**

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### **WHAT'S NEW**

Reporting Requirements have been updated for First Nations that have agreements with the Solicitor General of Canada to provide policing services.

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

**Alternative Funding Arrangement (AFA)**

**Fixed Volume Financial Transfer Agreement (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.

For more details on reporting requirements and deadlines see Volume I - Forms, Tab K or contact your DIAND regional office (See Tab A of this volume).

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### **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 see Volume I - Forms, Tab K or contact your DIAND regional office (Tab A of this volume).