

NASKAPI LOCAL MANAGEMENT BOARD
POLICIES AND PROCEDURES

March, 2003

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1.0 INTRODUCTION

The Naskapi Local Management Board (“NLMB”) was originally created by resolution of the Naskapi Nation Council (“Council”) on 19 November, 1991. Its existence was formalized on 11 June, 1997, when Council enacted *By-Law No. 146 Respecting the creation of the Naskapi Local Management Board*, pursuant to Section 40 of the *Cree Naskapi (of Québec) Act*. By-Law No. 146 was changed on four occasions to reflect various changes to it, and is now By-Law No. 239 *Respecting The Naskapi Local Management Board and Repealing By-Law No. 231* (Appendix A).

This document is designed for use by the NLMB and by Applicants for funding of training programmes and employability measures. It is intended to ensure the equitable and consistent processing of applications for financial assistance, to assist Applicants to prepare their application for financial assistance, and to help them understand how these applications will be processed.

2.0 MANDATE

The mandate of the NLMB is: to identify and prioritize the employment and training needs of eligible Naskapis and Native non-Naskapis (“Clients”); to recommend to Council the provision of financial assistance to meet those needs out of the budgets granted to it; to classify those needs into the format of the programmes developed pursuant to the *Regional Bilateral Interim Agreement on Human Resources Development for First Nations within Québec*; and to do all such other things that may be necessary or desirable to give effect to the foregoing.

3.0 FUNDING

The NLMB receives its funding annually from Human Resources Development Canada, via the Assembly of First Nations – Québec/Labrador Region. Budgets for Local Management Boards (“LMB”) in the Québec Region are calculated annually by HRDC-Québec and the Budget Committee of the First Nations Human Resources Development Commission of Québec (“FNHRDCQ”). They utilize a budget distribution model, based on several variables, to allocate the funds. Each year the FNHRDCQ conducts slippage exercises to reallocate funds not utilized by LMBs to other LMBs that are able to use additional funding.

The NLMB budget has the following six components:

- **Consolidated Revenue Funds (“CRF”):** these funds can be accessed by any person residing in the Kawawachikamach/Schefferville region (the “Region”) who is eligible to receive funding from the NLMB (See Appendix A);
- **CRF – Youth:** these funds can be accessed by any person between the ages of 15 and 30 years who is eligible to receive funding from the NLMB;
- **CRF Off-Reserve:** these funds are administered by the FNHRDCQ’s Urban Strategy. They can be accessed by any Naskapi beneficiary residing in the Province of Quebec, outside of land reserved for Indians, and who has been residing outside the Region, for a minimum of 90 consecutive days preceding their request for assistance;
- **Employment Insurance Funds (“EIF”):** these funds can be accessed by persons residing in the region who are eligible to receive funding from the NLMB and who are receiving, or who,

in the last three years, have either received or have been eligible to receive Employment Insurance benefits;

- **EIF Off-Reserve:** these funds are administered by the FNHRDCQ's Urban Strategy. They can be accessed by any Naskapi beneficiary eligible to receive EIF, residing in the Province of Quebec, outside of land reserved for Indians, and who has been residing outside the Region, for a minimum of 90 consecutive days preceding their request for assistance;
- **Youth Work Experience Programme ("YWEP"):** these funds are part of the First Nations and Inuit Youth Employment Strategy. They can be accessed to implement mentored employability measures for unemployed youth between the ages of 15 and 30 years for a period of six to nine months.

Eligible Applicants can apply for funding to obtain:

- training, i.e. institutional training, on-the-job training, or distance learning¹ ("training programmes"); or
- temporary employment to gain greater work experience ("employability measures").

Organizations can access the foregoing categories of funds in order to implement training programmes or employability measures for Clients.

4.0 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The NLMB comprises one representative from each of the following: Social Assistance Programme; Naskapi Development Corporation ("NDC"); Naskapi Management Services Inc., Naskapi Training Coordinator Programme; Economic Development and Outreach Programme; Naskapi CLSC; Jimmy Sandy Memorial School; Naskapi Nation of Kawawachikamach (the "Nation"); and the community.

The Economic Development and Outreach Officer, Social Assistance Programme Officer, and the Training Coordinator are *ex officio* members. The two community representatives, one male and one female, are elected for a two-year term at a duly convened Ordinary or Special Nation Meeting. The remaining members are appointed by their respective organizations for a two-year term.

Decisions are reached by consensus. If it is not possible to reach consensus, each member has one vote, except where there is a conflict of interest, in which case that member has no vote.

The mandate of the members is to: attend meetings; evaluate proposals; determine policy; travel to conferences, attend training programmes, seminars and workshops, and submit summary reports thereon to the Nation, NDC, and the NLMB.

¹ The NLMB will fund **only** the cost of books and tuition for Distance Learning training programmes.

4.1 Secretary:

The mandate of the Secretary is to assist the NLMB to: identify, implement, and administer training and employment initiatives; evaluate training and employment proposals; conduct community consultations; disseminate information to Clients; report to the NLMB and the Nation; liaise with the federal and provincial governments; and attend conferences and seminars.

The Secretary's responsibilities are to:

- 4.1.1 prepare operational plans, financial reports, and annual reports;
- 4.1.2 prepare meeting agendas, background materials and minutes, and to follow up to meetings;
- 4.1.3 assist interested Clients to complete the NLMB's *Application for Financial Assistance and Funding Contract* (the "Application") (Appendix B);
- 4.1.4 assist interested Clients to identify appropriate training programmes and employability measures;
- 4.1.5 administer the global budget and individual programme accounts;
- 4.1.6 propose training and employment initiatives to the Nation, NDC and the NLMB; and
- 4.1.7 represent the NLMB at meetings of the FNHRDCQ.

4.2 Training Coordinator (the "Coordinator"):

The mandate of the Coordinator is: to provide administration, supervision, and follow-up to training programmes and employability measures; to assess the training and employment needs of Naskapi organizations and eligible persons; and to encourage and promote training and employment among the Clients.

The Coordinator's responsibilities are to:

- 4.2.1 collaborate with the Secretary to prepare operational plans, financial reports, and annual reports;
- 4.2.2 collaborate with the Secretary to prepare meeting agendas, background materials and minutes, and to follow up on meetings;
- 4.2.3 assist interested Clients to complete their Application;

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- 4.2.4 collaborate with the Secretary to assist interested Clients to identify appropriate training programmes and employability measures;
- 4.2.5 conduct regular follow-ups to the Applicant's progress in the Training Programme/ Employability Measure he/she is participating in;
- 4.2.6 present progress reports to board members at every scheduled NLMB meeting on the progress of Participants in their respective training programmes;
- 4.2.6 identify the training and employment needs of youths relating to their present and future integration into the labour market;
- 4.2.7 develop and implement appropriate interventions to meet the needs identified in 4.2.5, such as organizing training programmes and employability measures;
- 4.2.8 keep post-secondary students who are attending educational institutions outside the community informed of summer employment opportunities at Kawawachikamach;
- 4.2.9 undertake any other tasks that may from time to time be assigned by Council or the NDC Board of Directors.

A copy of the Coordinator's job description is appended hereto as Appendix C.

5.0 ELIGIBILITY CRITERIA

- 5.1 Pursuant to Section 3.0 of By-law No. 253 (*Respecting the Naskapi Local Management Board and repealing By-law No. 239*), Applicants must be either: Naskapi beneficiaries residing in the Region; Native persons who are not Naskapi beneficiaries who have resided in Kawawachikamach for a minimum of twelve (12) consecutive months preceding their request for assistance; in the case of CRF- and EIF-Off-Reserve funding, Naskapi beneficiaries residing in the Province of Quebec, outside of land reserved for Indians; or organizations implementing training programmes or employability measures for Clients;
- 5.2 Due to the NLMB's limited budget, it funds only one training programme/employability measure per individual per fiscal year. If an individual's initial Application is refused, they may submit others;

There is no limit to the number of Applications submitted by organizations to the NLMB, in so far as the NLMB deems it reasonable and fair to other Applicants;
- 5.3 The NLMB will not consider Applications:
 - 5.3.1 from persons or organizations who have failed to reimburse it for expenses that it incurred that were in fact their responsibility;

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- 5.3.2 for retroactive financial assistance. For example, if an individual or organization submits an Application to the NLMB following the commencement of the training programme for which it is requesting funding, the NLMB will not consider the application;
 - 5.3.3 from persons who either quit an employability measure without a valid reason, were dismissed from an on-the-job training programme/employability measure, or were expelled from an institutional training programme at any time within the 12 months preceding their request;
 - 5.3.4 from persons who have failed to reimburse the NLMB **60% of all expenses incurred** for a previous institutional or on-the-job training programme funded by the NLMB which s/he voluntarily quit without a reason deemed valid by the NLMB;
 - 5.3.5 from persons who are applying for an institutional training programme that s/he has previously failed more than once;
 - 5.3.6 from persons who received funding for training from or through the NLMB or any other Naskapi organization in the preceding 12 months since the date of completion of said training, unless they have worked for a minimum of three months in a job related to the training that they received, and are requesting further training to upgrade the same or some closely related skill set;
 - 5.3.7 from persons residing in the Region who are eligible to receive funding from another organization for the training requested;
 - 5.3.8 from persons residing in the Region who are applying for funding to participate in adult education courses that are offered in the Region;
 - 5.3.9 from persons who are serving prison sentences;
- 5.4 The NLMB may, at its sole discretion, consider applications from persons who are:
- 5.4.1 serving sentences in a half-way house, whose place of residence is in the Region;
 - 5.4.2 required by a court to undertake community service activities, but only for training or employment that begins after the said activities have been completed in full.

6.0 SUBMITTING AN APPLICATION FOR FINANCIAL ASSISTANCE

- 6.1 Interested Clients who wish to participate in an on-the-job or institutional training programme², or an employability measure, must submit one copy of an Application either to the Training Coordinator at Naskapi Development Corporation, P.O. Box 5113, Kawawachikamach, Québec, G0G 2Z0, Telephone (418) 585-3082, Telecopier (418) 585-

² Institutional training programmes must be recognized and accredited by the Quebec Ministry of Education.

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3953, E-mail nlmb@naskapi.ca or to the Secretary at 5800 avenue Monkland, 2^e étage, Montréal, Québec, H4A 1G1, Telephone (514) 482-6887, Telecopier (514) 482-0036, E-mail calderhead@atmacinta.com .

Off-Reserve Clients can obtain an Application form at one of the four First Nations Human Resource Development Urban Service Delivery Points (“Service Centre”) commonly used by Naskapis, located in Montreal, Québec, Val d’Or, and Ottawa³ (See Appendix D for the coordinates of the Service Centres). The Service Centre staff are available to provide assistance to complete the Application and will send the completed Application to the NLMB for review. Applicants can also contact the Training Coordinator in Kawawachikamach, who will refer them to the nearest Service Centre or assist them, in collaboration with the Montreal Urban Strategy, should there be no Service Centre located in the area where the client resides.

The Application must be accompanied by the following documents:

- 6.1.1 a copy of a letter of acceptance from the potential employer or training institution;
 - 6.1.2 a description of the training programme/employability measure, or a course outline;
 - 6.1.3 proof of residence for Clients applying for Off-Reserve funding;
- 6.2 Interested organizations that wish to apply for funding for a training programme or employability measure can submit their Application to the Coordinator or to the Secretary at the coordinates specified in Section 6.1. The Application can be in the form of a letter dated and duly signed, and must include the following elements :
- Whether the Application is for on-the-job training or for an employability measure;
 - Location;
 - Number of participants;
 - Start date;
 - Duration;
 - Purpose (specifying the benefits the training programme/employability measure will bring to the needs of the individual and the community);
 - Breakdown of costs; and,
 - Contact Person;
- 6.4 The Coordinator and the Secretary are available to assist Applicants, free-of-cost, to complete the Application during normal working hours;
- 6.5 The Application and all supporting documents specified in Sections 6.1.1 and 6.1.2, must be submitted not less than five (5) working days prior to the next scheduled meeting of the NLMB. Applications tabled less than five (5) working days prior to the next scheduled

³ Applicants who use the Ottawa Service Centre must be residing in the Province of Quebec, such as Hull, in order to access the NLMB’s Off-Reserve funding.

meeting of the NLMB, will be tabled only at the NLMB's next meeting. A schedule of the NLMB meetings for the fiscal year can be obtained from the Coordinator. The Coordinator will also post that schedule in the Nation Office and the office of the NDC.

7.0 EVALUATING APPLICATIONS FOR FINANCIAL ASSISTANCE

- 7.1 The Coordinator will forward the Application and all supporting documents specified in Sections 6.1.1 and 6.1.2 to the Secretary;
- 7.2 In order to save time, and to avoid favouritism or exceptions, applications specified in Section 5.3 will not be tabled with the NLMB. Upon their receipt, the Coordinator will inform relevant Applicants in writing, citing the relevant provision of Section 5.3, that the NLMB will not consider the application;
- 7.3 The Coordinator will table applications specified in Section 5.4 at the next scheduled NLMB meeting. The NLMB will then decide whether to consider, approve, approve with modifications, or refuse such applications.
- 7.4 The Coordinator, after verifying that the Application and supporting documents are complete, will table them at the next scheduled NLMB meeting. Incomplete applications will be returned to the Applicant by the Coordinator, accompanied by a written explanation of the reason(s) for their return;
- 7.5 Applications will be reviewed in chronological order of receipt. They will be evaluated primarily on the basis of the following criteria:
 - 7.5.1 the relevance of the proposed training to the needs of the community;
 - 7.5.2 the Applicant's ability to complete successfully the proposed training programme, as demonstrated by the Application, their academic records, when applicable, and as determined by the NLMB;
 - 7.5.3 the Applicant's on-the-job or institutional training history within a period of 24 consecutive months preceding the application, as demonstrated by the Application, and as determined by the NLMB. For example, if, in the NLMB's judgement, an Applicant's performance in an on-the-job training programme funded by the NLMB or any other Naskapi organization was unsatisfactory, his/her application may not be viewed favourably;
 - 7.5.4 the Applicant's employment history within the twelve months preceding the application, as demonstrated by the Application and as confirmed by the NLMB. For example, if, in the NLMB's judgement, an Applicant's Employee Evaluation suggests a poor work ethic, his/her application may not be viewed favourably;
 - 7.5.5 such other factors as the NLMB considers relevant.

- 7.6 if the request is for an Upgrading Programme, the following criteria must be met:
- 7.6.1 the Applicant qualifies for CRF- or EIF-Off Reserve funding;
 - 7.6.2 the Upgrading Programme is full-time, i.e. at least 16 hours of courses per week;
 - 7.6.3 the Applicant grants permission to the Coordinator to verify her/his academic records;
- 7.7 If, on the basis of the criteria listed in Sections 7.5 and 7.6, the NLMB considers two or more applications to be of equal merit, its decision will be made on the basis of such other factors as the NLMB considers relevant.

8.0 NOTIFYING THE APPLICANT OF DECISIONS

- 8.1 The Coordinator will inform the successful Applicant (the “Participant”) in writing of the decision of the NLMB not more than fifteen (15) working days following the date of the NLMB meeting at which his/her application was reviewed, indicating, with reasons, whether the request was approved, approved with modifications, refused, or deferred;
- 8.2 Where the decision of the NLMB approves an application either with or without modifications, unless the Participant has initiated the appeal procedure established by Section 13.0, the Participant must inform the Coordinator in writing not more than fifteen (15) working days after receiving the written notice of such decision contemplated in Section 8.1, that s/he is in agreement with it, failing which the Participant shall be deemed to have abandoned his/her Application, the said decision shall be deemed to be annulled and, if applicable, the approved funds will be reallocated;
- 8.3 If the Applicant believes that the decision contemplated in Subsection 8.1 or the conduct of the NLMB, the Coordinator, or the Secretary constituted an unfair application of the present policies and procedures, s/he may initiate the appeal procedure established by Section 13.0.

9.0 RELEASING FUNDS

- 9.1 The NLMB releases funds to Participants in the following manner:
- 9.1.1 if the training programme/employability measure is sponsored by the Nation, the NLMB places the participant(s) on the Nation’s payroll. The Nation’s payroll clerk issues the participant(s) with a pay-cheque once a week on the basis of a weekly attendance record from the institution/employer that is providing the training/employment. If the attendance record indicates the participant(s)’s absence from the training programme/employability, the Nation’s payroll clerk deducts his/her training allowance/salary accordingly;
 - 9.1.2 it arranges for direct payment to training institutions for the tuition/registration fees;
 - 9.1.3 if the training programme/employability measure is not sponsored by the Nation, the NLMB arranges for reimbursement to the sponsor of the training

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programme/employability measure on the basis of monthly progress reports and attendance records;

9.1.4 in the case of individuals, other than for local transportation, such as taxis, it arranges for direct payment to the suppliers of transportation.

9.2 Funds other than the training allowance/salary are **not** released directly to the participant, except when authorized by the NLMB on a case-by-case basis.

9.3 In the case of individuals, if the NLMB decides to release funds directly to the participant, s/he is required to submit to the NLMB invoices corresponding to his/her Application that account for the said funds prior to the release of said funds. The NLMB does not accept further requests from, or release training allowances/salaries to, individuals who fail to provide the said invoices.

In the case of organizations, if the NLMB decides to release funds directly to the organization, the appropriate invoices corresponding to their Application that account for the said funds are required prior to the release of said funds. The NLMB does not accept further requests from organizations who fail to provide the said invoices.

9.4 The Participant is responsible for all expenses other than tuition fees, travel costs, books and materials, and training allowance.

10.0 PERSONNEL POLICY

10.1 The Participant is subject to the Personnel Policy of the organization on whose payroll s/he is, unless indicated otherwise in writing by the relevant organization.

11.0 TRAINING ALLOWANCES

11.1 Institutional Training Programmes

The training allowance for participants in full-time institutional training programmes is 300\$ per week, plus an additional 10\$ per week for each dependent who is living with the Applicant and is under the age of 18 years, up to a maximum of 350\$ per week.

11.2 On-the-job Training Programmes

11.2.1 Under the CRF budget, the training allowance for participants in on-the-job training programmes is 10\$ per hour, plus an additional 10\$ per week for each dependent who is living with the Participant and is under the age of 18 years, up to a maximum of 400\$ per week;

11.2.2 Under the EIF budget, the training allowance for Participants in on-the-job training programmes is 413\$ per week.

11.3 Employability Measures

The minimum salary for Participants is 10\$ per hour, up to a maximum salary of 350\$ per week under the CRF budget, and 413\$ per week under the EIF budget.

11.4 High School Upgrading Programmes

Under the CRF and EIF - Off Reserve budget, the training allowance for Participants in High School Upgrading Programmes is 200\$ per week, plus an additional 10\$ per week for each dependent who is living with the Applicant and is under the age of 18 years, up to a maximum of 250\$ per week.

12.0 TRAVEL POLICY

12.1 The NLMB will pay for the Participant's travel by the cheapest available means of transportation to the training institution or place of employment at the start of the training programme/employability measure, if the said programme is being offered outside the Kawawachikamach/ Schefferville region;

12.2 The NLMB will pay for the Participant's return travel by the cheapest available means of transportation from the training institution or place of employment at the end of the training programme/employability measure, subject to the conditions stipulated in Section 12.4;

12.2 If the duration of the training programme/employability measure is greater than six months, the NLMB will pay for a second return trip by the cheapest available means of transportation approximately at the mid-point of the training/employment;

12.3 The NLMB will not incur travel expenses for individuals accompanying the Participant, including the Participant's spouse and children;

12.4 The NLMB will not pay for the return trip if the Participant either quits the training programme/employability measure, is dismissed from an on-the-job training programme/employability measure, or is expelled from an institutional training programme;

12.5 The NLMB will not pay for travel within the Kawawachikamach/Schefferville region;

12.6 In the case of Participants accessing CRF- or EIF-Off-Reserve budgets, the NLMB will not pay for any travel expenses.

13.0 APPEAL PROCEDURE

13.1 Prior to initiating the appeal procedure that follows:

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- 13.1.1 an Appellant may request, in writing, not more than five (5) working days after receiving the written decision contemplated in Subsection 8.1, a meeting with the Coordinator to discuss the problem or grievance pertaining to the said decision;
 - 13.1.2 within ten (10) working days of receipt of said request, a meeting will be convened by the Coordinator between her/himself and the Appellant. Persons possessing information pertaining to the decision contemplated in Subsection 8.1 may be invited by the Coordinator or the Appellant to attend said meeting. The said meeting may be held by teleconference;
 - 13.1.3 if the said meeting does not resolve the problem, the Appellant may, at his/her discretion and within ten (10) working days of the said meeting, initiate the appeal procedure;
- 13.2 The appeal procedure is as follows:
- 13.2.1 the Appellant submits a written notice of appeal to the Nation Council in care of the Director General, with a copy to the Coordinator;
 - 13.2.2 within ten (10) working days of receipt of the said notice of appeal, the Nation Council reviews the Appellant's case and renders a decision, in writing, to the Appellant with a copy to the NLMB;
 - 13.2.3 if the Nation Council requires additional information to make a decision, it convenes, at its discretion and within five (5) working days following the review contemplated in Subsection 13.2.2, a hearing. The Appellant, the Coordinator, and the Secretary are invited to attend the said hearing. Persons possessing information pertaining to the decision contemplated in Subsection 8.1 may also be invited by the Nation Council or the Appellant to attend said hearing. The said hearing may be held by teleconference;
 - 13.2.4 the decision of the Nation Council is communicated, in writing, to the Appellant, with a copy to the NLMB, no later than twenty-five (25) working days from the date of receipt by the Director General of the notice of appeal;
 - 13.2.5 if the decision rendered by the NLMB is modified by the Nation Council, the NLMB will strive to correct any deficiencies in its Policies and Procedures that led to that decision. The Appellant will not, however, be entitled to any compensation or benefit.
- 13.3 Where the decision of Council on an Appeal approves an Application with or without modifications, the Applicant must inform the Coordinator in writing not more than fifteen (15) working days after receiving the written notice of such decision on the Appeal contemplated in Subsection 13.2, that s/he is in agreement with it, failing which the Applicant shall be deemed to have abandoned his/her Application, the said decision on the Appeal shall be deemed to be annulled and, if applicable, the approved funds will be reallocated.

14.0 APPENDICES

APPENDIX A

By-Law No. 253

(Respecting the Naskapi Local Management Board and Repealing By-Law No. 239)

**BY-LAW NO. 253
(RESPECTING THE NASKAPI LOCAL MANAGEMENT BOARD
AND REPEALING BY-LAW NO. 239)**

WHEREAS Human Resources Development Canada and the Assembly of First Nations - Québec/Labrador have executed the *Regional Bilateral Agreement on Human Resources Development for the First Nations within Québec* (hereinafter called the “Agreement”);

WHEREAS the Naskapi Nation of Kawawachikamach is party to the Agreement;

WHEREAS the Naskapi Nation of Kawawachikamach has the authority, pursuant to Section 1.16 of the Agreement, to mandate an organization to administer the budget allocated to it;

WHEREAS by By-law No. 146, the then Naskapi Band of Quebec created the Naskapi Local Management Board;

WHEREAS By-law No. 146 (Respecting the creation of the Naskapi Local Management Board) has been replaced, namely by the enactment of By-laws Nos 196, 204, 221, 231, and 239;

WHEREAS the Naskapi Nation of Kawawachikamach wishes to enact a new by-law respecting the creation of the Naskapi Local Management Board to reflect changes in the membership of the Naskapi Local Management Board;

NOW THEREFORE the Naskapi Nation of Kawawachikamach, acting through its Council, at a meeting of the Council held at the Village of Kawawachikamach on the 7th Day of July, 2003, hereby enacts the present By-law No. 253 respecting the Naskapi Local Management Board and Repealing By-law No. 239, pursuant to Section 40 of the *Cree Naskapi (of Quebec) Act*.

ESTABLISHMENT OF THE NASKAPI LOCAL MANAGEMENT BOARD

1. There is hereby constituted a committee bearing the name “Naskapi Local Management Board” (hereinafter called the “Board”).

OBJECTIVES OF THE BOARD

2. The objective of the Board is to develop training programmes and employability measures, and to administer the funds allocated to the Naskapi Nation of Kawawachikamach pursuant to the Agreement.

MANDATE OF THE BOARD

3. The Board is mandated to do the following: identify and prioritize the employment and training needs of Naskapi beneficiaries residing in the Kawawachikamach/Schefferville region, of Native persons who are not Naskapi beneficiaries who have resided in Kawawachikamach for a minimum of twelve (12) consecutive months preceding their request for assistance, and of Naskapi beneficiaries residing in the Province of Quebec, off any land reserved for Indians; recommend to Council the provision of funding to meet those needs out of the budgets granted to it; format those needs into the format of the

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programmes developed pursuant to the Agreement; and all such other things that may be necessary or desirable to give effect to the foregoing.

COMPOSITION OF THE BOARD

4. The Board is composed of representatives from Naskapi socio-economic, cultural, and educational organizations and from the community at large. The Board numbers ten (10) members. Five members are appointed, two members are elected, and three members are *ex officio*.

5. The following organizations each appoint one (1) member to the Board: Naskapi Nation of Kawawachikamach; Naskapi Development Corporation; Naskapi Management Services Inc.; Naskapi CLSC; and Jimmy Sandy Memorial School.

6. The persons holding the following positions are *ex officio* members of the Board: Training Coordinator; Social Assistance Officer; and Economic Development and Outreach Officer.

7. In addition, two (2) community representatives between the ages of 18 and 30 years, one (1) female and one (1) male, elected at a duly convened Ordinary or Special Band Meeting, will also sit on the Board.

ELIGIBILITY FOR MEMBERSHIP

8. Any person who is eighteen (18) years of age or older is eligible for membership. In the case of the community representatives, any member of the Nation who is between the ages of 18 and 30 years and resides in the Kawawachikamach/Schefferville region is eligible to be a member of the Board.

9. No person is eligible to be appointed or elected as a member of the Board if, within the three (3) years preceding her or his appointment or election, as the case may be, s/he has been convicted of a criminal offence.

TERM OF OFFICE

10. Appointment or election to the Board is for a term of three (3) years. Members may be re-appointed or re-elected.

VACANCY

11. A person ceases to be a member of the Board prior to the expiry of her/his term of office immediately on the occurrence of one of the following events:

- (i) should s/he die or resign;
- (ii) should s/he be convicted of a criminal offence;
- (iii) should s/he have been absent from three (3) consecutive meetings of the Board otherwise than by reason of illness attested to by a health professional;
- (iv) in the case of the appointed members, should s/he be dismissed as a member of the Board by the organization that appointed her or him;
- (v) in the case of the *ex officio* members, should s/he cease to hold the office in virtue of which s/he is a member;

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- (vi) in the case of the elected representatives, should s/he cease to reside in the Kawawachikamach/Schefferville region;
- (vii) should s/he be dismissed as a member of the Board by Council.

12. In the case of the appointed members, the organizations appointing members to the Board shall fill the vacancy so occurring on the Board for the remainder of the term of the former member, except if the member has been dismissed by Council, in which case, Council shall so fill the vacancy.

13. In the case of the *ex officio* members, the person assuming the relevant office, or any other person appointed by Council, shall fill the vacancy so occurring on the Board.

14. In the case of the elected members, Council shall, by resolution, decide whether an election shall be held to fill the vacancy so occurring on the Board for the remainder of the term of the former member. In the event that Council decides not to hold an election, Council shall, by resolution, fill the vacancy so occurring on the Board for the remainder of the term of the former member.

QUORUM

15. The quorum for the meetings of the Board is a majority of the members.

CHAIRPERSON

16. The members of the Board shall select a chairperson from among themselves.

DECISION-MAKING

17. All decisions shall be made by consensus. Consensus shall be deemed to be achieved when all members agree with a decision, or when those in disagreement are able to withhold their opposition and support that decision publicly. In instances when consensus cannot be reached, a decision will be taken by majority vote.

MEETINGS

18. The Board shall meet once every four (4) months or as required. Minutes of the meetings shall be taken by a secretary appointed by the Board from among its members. The meetings of the Board are not open to the public unless the Board decides otherwise. Notwithstanding that a meeting may not be open to the public, the Board may invite any persons it chooses to attend such meeting. Meetings may be held by teleconference.

RULES OF PROCEDURE

19. The Board may establish such rules of procedure for its meetings and functioning as it may decide, provided that they are not inconsistent with this by-law.

FISCAL YEAR

20. The fiscal year of the Board is 1 April to 31 March of the following year.

REPORTS

21. The Board will submit to Council:
- i) an operational plan, including monthly cash flow forecasts, prior to the start of each fiscal year;
 - ii) quarterly progress reports, including statements of revenues and expenses, and a descriptive analysis of the activities funded;
 - iii) an Annual Report, containing the information prescribed by Council, by 31 May of each year.

TRAINING PROGRAMMES - SPONSORSHIP

22. Each training programme will require a sponsor to administer it. The sponsor may be any organization or individual that is able to demonstrate to the satisfaction of the Board and Council an ability to administer a training programme.

FINANCIAL ADMINISTRATION

23. The Board may not make any expenditures from the budget that it administers on behalf of Council other than in conformity with the procedures of general application established by Council from time to time.

REMUNERATION

24. Those members of the Board who are unemployed or whose employers will not pay them for time spent attending meetings of the Committee will be entitled to receive 25.00\$ per session, up to a maximum of 250.00\$ per month. A “session” is a part of a meeting, and a day consists of three “sessions” corresponding respectively to the morning, or part thereof, the afternoon, or part thereof, and the evening, or part thereof. Those members employed by the Nation will be entitled to full pay while attending meetings of the Committee held during working hours and to 25.00\$ for sessions held outside normal working hours.

REPEALING BY-LAW NO. 239

25. By-law No. 239 is repealed by the present By-law No. 253, effective immediately.

APPENDIX B

Application for Financial Assistance

**NASKAPI LOCAL MANAGEMENT BOARD
APPLICATION FOR FINANCIAL ASSISTANCE**

Personal information

First Name _____ Last Name _____ S.I.N. ____ - ____ - ____
Address _____ Date of Birth Day/Month/Year Telephone (____)-____-____
_____ Marital Status _____ Spouse's Name _____
_____ Number/Age of Dependants _____
Beneficiary No. _____

Educational Information

Last Grade Completed Successfully _____ Educational Institution _____ Year Completed ____
Other Training: Certificate/Diploma/Degree
_____ Educational Institution _____ Year Completed ____
_____ Educational Institution _____ Year Completed ____
_____ Educational Institution _____ Year Completed ____

Employment/Training Status & History

1. Are you presently (circle one only):
(a) in training (b) employed; (c) unemployed; (d) receiving E.I. Benefits; (e) receiving social assistance.

If you are presently employed or in training , please provide the following information:

Employer/Institution _____ Type of Work/Training _____
Employment/Training Status: Full-time ___ Part-time ___ Permanent ___ Seasonal ___ Weekly Salary _____
Start Date Day/Month/Year Completion Date (if seasonal employment/training) Day/Month/Year

2. Employment History (most recent)

Employer _____ Type of Work _____
Employment Status: Full-time ___ Part-time ___ Permanent ___ Seasonal ___ Weekly Salary _____
Start Date Day/Month/Year Completion Date (if seasonal employment) Day/Month/Year
Reason for leaving _____

If applicable, please provide a copy of your Employee Evaluation

3. Training History (most recent)

Institution _____ Type of Training _____ Weekly Salary _____
Training Status (check one only) Full-time ___ Part-time ___ On-the-job ___
Start Date Day/Month/Year Completion Date Day/Month/Year Did you receive a diploma? Yes / No
Reason for leaving _____

If applicable, please provide a copy of your transcript and diploma

Request

Type (check one only): On-the-job ___ Institutional ___ Employability Measure ___

**Naskapi Local Management Board
Policies and Procedures**

Name of Employer/Institution _____
 Address of Employer/Institution _____ Telephone (____)-____-____
 _____ Telecopier (____)-____-____
 _____ Contact _____
 Duration (No. of weeks) _____ Start Date Day/Month/Year

Please provide copies of the following documents:

1. letter of acceptance from the employer/institution;
2. description of training programme/course outline/employability measure.

Why do you want to participate in the aforementioned training programme/employability measure?

Cost of Training/Employment:

| | | |
|-----------------------|--------|----|
| Tuition Fees | _____. | \$ |
| Materials | _____. | \$ |
| Transportation | _____. | \$ |
| Other (Specify) _____ | _____. | \$ |
| (A)TOTAL | _____. | \$ |

Please note, the Applicant is responsible for his/her food and lodging expenses.

The Applicant hereby consents to the Training Coordinator and/or Secretary conducting the following:

- verification of her/his academic records, for institutional training programmes;
- regular follow-ups to her/his Training Programme/Employability Measure.

Date Day/Month/Year Signature _____

NLMB USE ONLY

| | | |
|--------------------------|----------|----|
| (A)TOTAL | _____. | \$ |
| Training/Employment Wage | _____. | \$ |
| Duration (No. of weeks) | x _____. | |
| (B)TOTAL | _____. | \$ |
| M.E.R.E. (B x 10%) | _____. | \$ |
| (C)TOTAL | _____. | \$ |
| TOTAL COST (A+B+C) | _____. | \$ |

Request Approved: (y)____; (n)____; Conditions/Reason (if not approved) _____

APPENDIX C
Funding Contract

FUNDING CONTRACT

Section 5.3.4 of the NLMB Policies and Procedures states that the NLMB will not accept applications from persons who have failed to reimburse it **60% of all expenses incurred** for a previous institutional or on-the-job training programme funded by the NLMB which s/he voluntarily quit without a valid reason.

Consequently, should you voluntarily quit the present institutional or on-the-job training programme without a reason deemed valid by the NLMB, you will be required to reimburse to the NLMB 60% of all expenses incurred for said training before you re-apply for NLMB funding.

You are, therefore, required to sign the present contract, agreeing to the foregoing.

I, _____, hereby agree to undertake to successfully complete the _____ Training Programme, and understand that, should I voluntarily quit said programme without a reason deemed valid by the NLMB, will take the necessary steps to reimburse the NLMB 60% of all expenses incurred before I re-apply for NLMB funding.

Participant Signature

Date

Training Coordinator Signature

Date

APPENDIX D

Job Description of the Training Coordinator

*Naskapi Local Management Board
Policies and Procedures*

POSITION:

Training Coordinator

LOCATION:

Naskapi Development Corporation Head Office

ACCOUNTABILITY:

Naskapi Local Management Board for her function, and Administrative Director of the Naskapi Development Corporation for administrative tasks.

BASIC FUNCTION:

The Training Coordinator will promote and administer the programmes funded by the NLMB and will work closely with the NLMB Secretary and the Economic Development and Outreach Officer. She will be in weekly contact with the training institutions where there are Naskapi trainees and with those where Naskapis plan to register. She will meet with Naskapis interested in undergoing training.

SPECIFIC RESPONSIBILITIES:

NLMB:

- Keeps informed of the training programmes available that could be useful to the community and its members;
- Processes training requests according to the procedures adopted from time to time by the NLMB;
- Assures the monitoring of the candidates undergoing training according to the guidelines established by the NLMB;
- Assumes responsibility for all the administrative aspects of the training/employment with the candidates, the sponsors, the employers, and the training institutions.

COMMITTEES AND MEETINGS:

- Calls meetings and participates in meetings;
- Prepares working documents, background information, activity reports, and budgets;
- Prepares minutes of the meetings;
- Participates in regional or national meetings, seminars, training sessions, or other events as may be determined by the NLMB from time to time;
- Participates in local or multipartite committees to promote employment and training.

TRAVEL:

The Training Coordinator will travel regularly to participate in meetings related to her work and as approved by the NLMB. She will also travel to undergo training and to update her knowledge on programmes available or any other area related to work.

MINIMUM REQUIREMENTS:

- College degree;
- Good communication skills in Naskapi, English and preferably French;
- Knowledge of and interest in adult education;
- Ability to motivate and encourage Naskapis in job training.

APPENDIX E

Urban Service Delivery Points

*Naskapi Local Management Board
Policies and Procedures*

Québec Service Centre

Coordinator: Claudia Gros-Louis
14 rue St-Amand
Loretteville, QC
G2A 2K9
Tel : (418) 845-5656
Fax : (418) 845-5757
E-mail : cgroslouis@qc.aira.com

Montreal Service Centre

Coordinator : Dolorès André
1255, Phillips Square, suite 1007
Montréal, QC
H3B 3G1
Tel : (514) 283-0901
Fax : (514) 283-0158
E-mail : dandré@jonction.net
For Joann Simon : jsimon@jonction.net

Val d'Or Service Centre

Coordinator : Louise Gosselin
633 3e ave., suite 2
Val d'Or, QC
J9P 1S7
Tel : (819) 874-6605
Fax : (819) 874-6606
E-mail : louise.gosselin@cablevision.qc.ca

Ottawa Service Centre

Coordinator : Linda Zaluska
Odawa Native Friendship Centre
12 Stirling ave.
Ottawa, ON
K1Y 1P8
Tel : (613) 722-3811
Fax : (613) 722-4667
E-mail : zaluska@odawa.on.ca