



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Indian & Inuit Services

PROGRAMS AND SERVICES GUIDE



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I&IS OVERVIEW




The Indian and Inuit Services Directorate (I&IS) is part of Indian and Northern Affairs Canada (INAC) in the NWT Region. It is responsible for supporting First Nations and Inuit organizations in their initiatives to obtain control and accountability for the delivery of a variety of programs and services in their communities. The directorate assists First Nations and Inuit in achieving their vision and aspirations by fulfilling Canada's legal obligations and fostering capacity building.

The Directorate offers programs and services under the following divisions:

- Registration, Revenue and Band Governance
- Lands and Environment
- Field Services

This brochure presents a brief description of the individual and organizational programs and services offered through INAC's Indian and Inuit Services Directorate. If you would like more detailed information, please do not hesitate to contact us: 1-888-414-4340.



REGISTRATION, REVENUE AND BAND GOVERNANCE

This division of I&IS fulfills the Government of Canada's ongoing legal and legislative obligations to First Nation people.

This service is directly related to INAC's responsibilities under the *Indian Act* and includes:

- maintaining the Indian register
- assisting people who wish to apply for status Indian reinstatement under Bill C-31
- helping Bands establish their own membership rules
- maintaining adoption records
- issuing Certificate of Indian Status cards
- delivering annual Treaty Annuity Payments
- administering funds held in trust for individuals and/or Bands



The administration of estates, in accordance with the *Indian Act*, is contracted under formal agreement to the Government of the Northwest Territories Public Trustee. For more information on estates, please contact the Public Trustee's office at (867) 873-7464 or toll free at 1-866-535-0423.

Registration, Revenue and Band Governance

(867) 669-2619 or toll free at 1-888-414-4340



LANDS AND ENVIRONMENT

This division of I&IS offers support, advice and funding to First Nations, Tribal Councils and members regarding land management/administration and environmental protection.

Land and Environmental Management

Land and Environmental management includes administration and support services for land issues primarily on Reserve lands with the addition of the responsibility for records on IAB (Indian Affairs Branch) Lands and support to the land selection processes. These services include:

Off Reserve – (Indian Affairs Branch Lands (IAB) - Lands Set Aside)

- Maintaining records of IAB Lands
- Assisting with land and environmental management
- Providing assistance and research to First Nations with IAB Lands



On Reserve

- Managing designated lands
- Maintaining the Indian Lands Registry
- Authorizing on behalf of the First Nation, land instruments on designated lands
- Providing assistance with land use planning, by-law development and land-related processes
- Assisting with environmental assessments, designation votes, surveys and land applications on designated lands
- Submission of Order-in-Councils
- Additions to Reserve
- Ministerial Loan Guarantees
- Capacity building for land and environmental management
- Assisting with natural resource management on Reserve lands

General

- Assisting in the Treaty Land Entitlement, Comprehensive and Specific Claims and Self-Government lands selection processes.

Lands and Environment Funding Programs

Lands and Environment offer two distinct funding programs. The first is to support environmental stewardship. The second is to support economic development on Reserve lands.

Lands Environmental Action Fund (LEAF)

LEAF funding is provided to First Nations and Inuit Governments, organizations, communities and appointed representatives to address environmental concerns on the lands and support environmental stewardship capacity development.

Economic Development Funding

Economic development funding is provided to First Nations Band Councils on Reserve lands to prepare land for current and future economic development opportunities. This program has three project categories: Commercial Leasing, Additions to Reserve, and Survey Program.

Commercial Leasing

This funding is to support economic development on Reserve lands that have been designated by the First Nation for activities relating to commercial leasing. This funding is proposal-based.

- Designation votes
- Lot development – i.e.: access, surveys

Additions to Reserve

This funding is for new Reserves created under Treaty Land Entitlement Agreements. This fund enables First Nations to access funding for Land Use Plans, Comprehensive Community Plans and community consultation.

Survey Program

This funding is for external boundary maintenance, community-based interest, individual land holdings and capacity building. These funds are provided based on a ranking system and the First Nations proposals submitted each fiscal year.

Federal Contaminated Sites Management Program (FCSMP)

The FCSMP provides funding to First Nations, in partnership with the Federal Contaminated Sites Action Plan (FCSAP) Secretariat, for the assessment and remediation of qualifying contaminated sites on Reserve lands to reduce risks to human health and the environment.

Lands and Environment

(867) 669-2611 or toll free at 1-888-414-4340

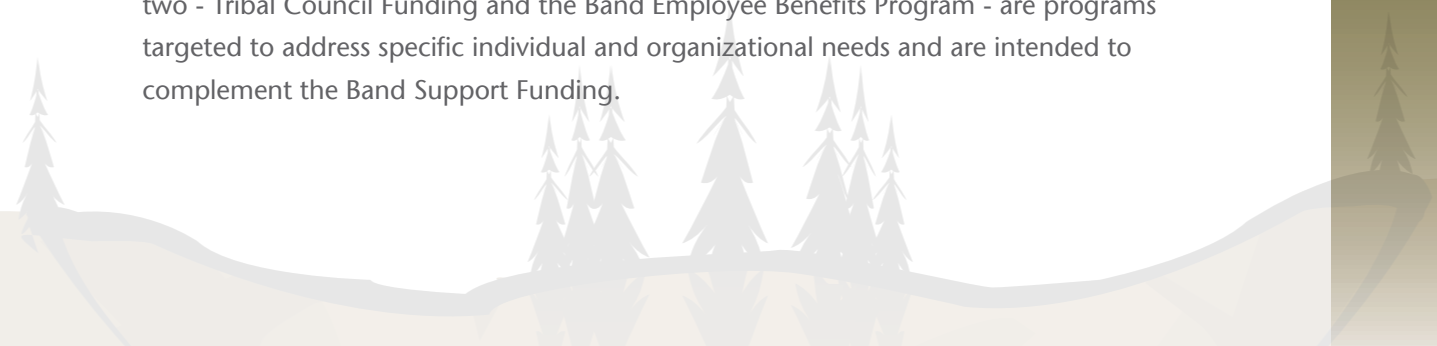
Email: LE_NTRegion@inac-ainc.gc.ca

FIELD SERVICES

This division of I&IS transfers money to First Nations and Tribal Councils for the delivery of programs and services in their communities. Field Services also coordinates the administration and management of funding arrangements between INAC and First Nations, Tribal Councils and other incorporated First Nation and Inuit organizations. Additionally, Field Services offers administration, guidance and support services to band councils and managers.

Indian Government Support

Three Indian Government Support programs for First Nations and their organizations make up INAC's principal governance and administrative support. The Band Support Funding Grant is available to all First Nations recognized under the *Indian Act*. The other two - Tribal Council Funding and the Band Employee Benefits Program - are programs targeted to address specific individual and organizational needs and are intended to complement the Band Support Funding.



Band Support Funding (BSF) Grant

This grant assists Band Councils to meet administrative costs associated with local government and the delivery of INAC-funded services. This support is intended to provide a stable funding base to facilitate effective community governance and the efficient delivery of services. Band Support Funding allows First Nation communities the flexibility to allocate funds according to their individual needs and priorities.

Tribal Council Funding

This program provides core funding to Tribal Councils for the delivery of shared programs and services to their member First Nations. Tribal Council Funding ensures First Nations have more decision-making power and control over the delivery of shared programs and services that were previously delivered by INAC.

Tribal Council Funding is provided to formally incorporated Tribal Councils and enables them to provide member First Nations with the following advisory services:

- Financial management
- Band governance
- Economic development

Band Employee Benefits (BEB) Program

The Band Employee Benefits Program provides funding for eligible First Nations or Tribal Councils to pay the employer's share of contributions to pension and benefit plans for eligible employees.

First Nations And Inuit Youth Employment Strategy

The First Nations and Inuit Summer Work Experience Program and the First Nations and Inuit Skills Link Program are two programs administered by INAC under the First Nations and Inuit Youth Employment Strategy (FNIYES).

First Nations and Inuit Summer Work Experience Program

The Program has the following objectives:

- To help youth acquire skills by providing wage subsidies for their summer work experience.
- To assist First Nations and Inuit secondary and post-secondary students to prepare for future entry into the labour market by helping them to obtain summer employment.
- To enable First Nations and Inuit youth to earn wages to help finance their post-secondary education.

Eligible Recipients

First Nations and Inuit Governments and organizations may submit proposals.

Eligible Participants

To be eligible, you must be:

- A First Nations or Inuit secondary or post-secondary student aged 15 to 30;
- Ordinarily resident on-reserve or in a recognized community or on community lands; and,
- Registered as full-time student during the preceding academic year and intending to return to school on a full-time basis in the next academic year.

First Nations and Inuit Skills Link Program

The program has the following objectives:

- To promote the benefits of education as key to youth's participation in the labour market;
- To support the development and enhancement of young people's essential employability skills, such as communication, problem solving and working with others;
- To introduce youth to a variety of career options; and,
- To help youth acquire skills by providing wage subsidies for mentored work experience; and/or for mentored school-based work and study opportunities.

Eligible Recipients

First Nations and Inuit Governments and organizations may submit proposals under the Program.

Eligible Participants

To be eligible, you must be:

- A First Nations or Inuit secondary or post-secondary student aged 15 to 30; and,
- Ordinarily resident on-reserve or in a recognized community or on community lands.

Education

University and College Entrance Preparation Program (UCEP)

This program provides funding for registered Indian and Inuit individuals to enrol in post-secondary courses that will prepare them to enter a college or university program. Students are eligible for tuition, books and living allowance for a lifetime maximum of ten months and in some circumstances are also eligible for a travel allowance.

For more information about UCEP eligible programs and courses, or if you are interested in applying, please call (867) 669-2506 or toll free at 1-888-414-4340.

Other Programs

Aboriginal Representative Organisations Program (AROP)

AROP enables representative organizations (example: Dene Nation) to speak for their members on consultation initiatives that help define and facilitate the way Aboriginal organizations work with the federal government.

Professional and Institutional Development Program

The Professional and Institutional Development Program funds enable First Nations and Inuit organizations to develop strong and sustainable governance structures. Through this funding, INAC supports the capacity development of First Nations and Inuit and assists with policy and program development initiatives.

Support Services

Field Services offers administration, guidance and support services to band councils and managers. These services include: Chief and Council Orientation; Financial Management Workshop; and, Band Manager Orientation.

Chief and Council Orientation:

This orientation is a session that provides an overview of the roles and responsibilities of elected councils. Topics include:

- Governance Best Practices
- Accountability
- Governance and Administration
- Financial Obligations
- External Relationships (with INAC and other governments)
- Band Council Composition
- Legal and Fiduciary Obligations

Financial Management Workshop:

This workshop provides band staff with an introduction to good financial management practices. Topics include:

- The Budgetary Cycle
- The Planning Cycle
- The Accountability Cycle

Band Manager Orientation

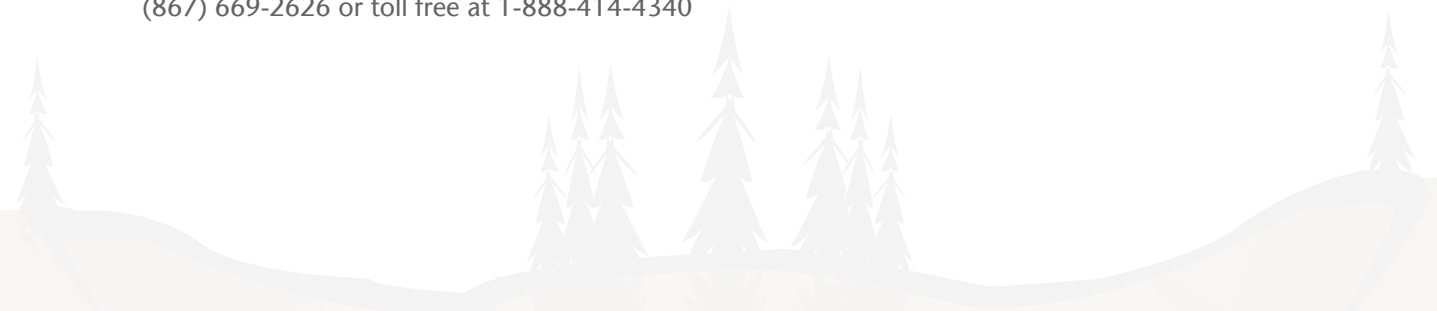
This orientation is a session with supporting reference materials for new band managers.

Topics include:

- Key Roles and Responsibilities
- Programs and Services
- Administration and Management
- Human Resources Management
- Funding, Reporting and Financial Management
- Leadership
- Legislation, Codes, By-Laws and Policies
- Community Planning and Strategic Management
- Training and Educational Needs
- Contacts, Resources and References

Field Services

(867) 669-2626 or toll free at 1-888-414-4340



For further information please contact:

Indian and Northern Affairs Canada
Indian and Inuit Services

Box 2760
Yellowknife, NT X1A 2R1
Tel: (867) 669-2617
Fax: (867) 669-2711

Toll free: 1-888-414-4340
Website: <http://nwt-tno.inac-ainc.gc.ca>

Registration, Revenue and
Band Governance

Tel: (867) 669-2619

Lands and Environment

Tel: (867) 669-2611

Field Services

Tel: (867) 669-2626

