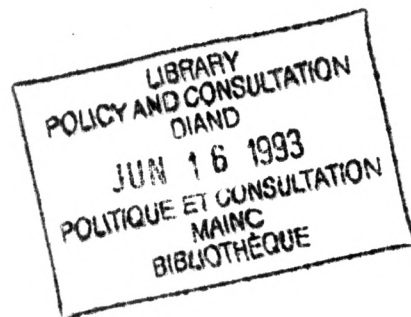


E92  
I673  
1987  
c.1



Briefing Package re: Bill C-31  
supplied by Director, Membership  
and Entitlement Directorate

1987

E92  
I673  
1987  
c.1



**M E M B E R S H I P**  
 (Incl. C-31 Reinstatement)

LEGISLATIVE MANDATE  
 (S.5-16 incl.)

Indian persons entitled to status under the Indian Act are listed in the Indian Register and in band lists maintained by the department. Entitlement to such registration is governed by S.6 and S.7, and S.12 as amended in 1985 (Bill C-31) to accommodate the reinstatement of those who had previously lost status through statutory provisions in force at the time.

The department's "registrar" responsibilities serve both legal and vital statistics functions. Population is a key element of the data base used to determine annual funding allocations to bands.

Further to listing of qualified registrants in the Indian Register, there may be registration by band membership as governed by S.11. Persons who are not entitled to band membership, but who are entitled to Indian status, are then registered on a departmental general list.

With the C-31 amendments, bands can now elect to control their own membership and establish their own membership codes. DIAND has thus acquired an additional registry responsibility for these membership codes.

PROBLEM DEFINITIONS

1. Future Data Base Confusion

LRT no longer records the status Indian population by band lists in those cases where bands choose to maintain their own membership codes. Indeed some such bands are refusing to provide the department with their lists. Nonetheless DIAND's Registrar must continue to record the names of persons in those bands on its Indian Register, but some bands may not refer persons for such registration.

Thus there is real prospect that the department register will not record future population changes for all bands. The practical consequence will be risk of reduced financial support to those non-cooperating bands--because band support budgetting is data-base fed. We can also expect that predictable drop-off in budget levels to be countered by criticism levelled at the department (however inappropriately).

Secondly, the accuracy of global statistics will suffer by failure of bands to feed in vital statistics on band membership changes, as this is likely to continue to be the prime source of information from which DIAND can determine status registrations. In any event this problem of statistics is more fundamentally compounded by the current refusal of about 20 bands to participate in Government census surveys.

Technically, the possibility also new exists of bands granting membership to non-Indian people. This is not entirely hypothetical, as it has been tried before for political purposes. It is worth noting that certain legal privileges of Indian status--tax exemption, border crossing to the USA, etc--could prove a tempting challenge for a non-status band member to attempt, to the future confusion of administrative centres in other federal and provincial offices. A major practical implication of membership being enlarged beyond legitimate status Indian people is the distorting effect on treaty benefits such as land entitlement and payments of treaty annuities.

## 2. Temporary Workload Bulge (C-31)

The reinstatement requirement involves a major log jam of 81,500 requests for information which are increasing by up to 100 a day. These need to be processed as expeditiously as possible because of political pressures to rectify an historical problem. This load on the registry will in turn radiate subsidiary bulges of work upon other parts of the department which have to cope with financial, administrative, and land-needs issues attendant upon the relatively abrupt 20 to 25% prospective increase in Indian clientele.

One organizational implication is to determine how best to institutionalize the data gathering and analysis, so as to optimally support planning requirement beyond registry and membership needs.

3. Research and Communications

Approximately 22,000 reinstatements have been processed (out of the 81,500, and growing volume of applications mentioned above). The task involves receipt and review of documentation. It also entails voluminous correspondence dealing with enquiries, clarifications, notifications, and other para-legal proceedings. Additionally, there is a high volume of correspondence, including parliamentary and media related, which ensure a continuing high profile to the work of this branch. 2,800 pieces of correspondence are processed through the directorate weekly. Correspondence "dockets" for ministerial attention are running at an average of 200 monthly.

The question arises as to whether this work can be better systematized, as by improved procedures. An improved WP system has been suggested as one current requirement. Whether the overall communications function itself might be integrated with other similar "production" capacity in the department is another issue to be considered.

4. Computerized Info System

Problems and possible changes referenced in the preceding paras may point toward need for improvement in the computerized data base used for the membership activity.

Any change contemplated should take account of a present peculiarity which probably warrants attention. LRT relies on two computerized data systems whose outputs do not reconcile. (One for Infian Register/Membership, the other for demographics).

Broader still, should the membership data base be integrated into a larger LRT (or departmental) data base?

POSSIBLE SOLUTIONS

"Membership" is a principal element of the overall vital statistics responsibilities of the department. Its current organizational and systems needs are skewed by current reinstatement loads temporarily addressed by a corresponding bulge in p/y's and other resources. (72 p/y's versus 23 p/y normal complement).

But any specific improvements that may be devised in systems, procedures, or mandate should also aim at improved efficiency in the handling of normal or expected future workloads. For example, a "normal" one year backlog in processing registrations is reported for the period prior to C-31. Thus the 23 p/y base and handling system was itself in need of review.

REFERENCE DOCUMENTS

.....

....

BILL C-31

ADMINISTRATIVE GUIDE TO  
MANAGEMENT OF INCREMENTAL  
PROGRAM FUNDING.

DECEMBER 1986

ADMINISTRATIVE GUIDE TO MANAGEMENT  
OF INCREMENTAL PROGRAM FUNDING (BILL C-31)

CONTENTS

<u>SECTION</u>	<u>PAGES</u>	<u>TOPIC</u>	<u>SUB-SECTIONS</u>
A	1-3	Policy and Authorities	1.1 Authorization 1.2 Spending Authority 1.3 Available Funds 2.1 Government Policy 2.2 Departmental
Policy			
B	4	Definitions and Terminology	
C	5-8	Process overview	1. Overview 1.2 Program Reserve 2. Responsibilities
D	9-10	Coding Conventions	1. Officers of Primary Interest 2. Coding Conventions
E	11-18	Administrative Procedure	1. Organization 2. Completion of forms 3. Transmittal of data to Headquarters
F	19-25	Fundable Services	

A POLICY AND AUTHORITIES

1. Authorities

1.1 Government authorization

Bill C-31, An Act to Amend the Indian Act, was passed by Parliament on June 28, 1985. Funds to make possible the provision of federally funded services to persons reinstated to Indian status or registered for the first time under the provisions of the Indian Act amendments were set aside as the result of a Cabinet decision (RD32-85) in 1985.

1.2 Spending authority

Treasury Board minute 800635 (February 6, 1986) approves the process by which the Department will access the special reserved fund for the program costs associated with the Indian Act Amendments. The Financial Administration Act and other regulations in effect respecting the administration of public funds apply to "C-31" funds.

1.3 Available funds

Cabinet and Treasury Board approvals identify a finite amount of funds, held in the Reserve for Statutory Overruns, to deal with the increased costs of providing services to individuals registered as Indians under the Indian Act Amendments. The estimated requirements of the Department and of the Department of Health and Welfare are included. There is no undertaking by Government to provide funds in excess of those already identified, and the Minister has been requested to make every effort to manage within existing approvals.



2. Policy

2.1 Government policy

2.1.1 It is government policy that individuals acquiring Indian status as the result of the Amendments to the Indian Act shall be eligible to the same privileges and benefits as all other status Indians, without discrimination or identification as a separate class of Indian beyond the initial period of needs assessment.

2.1.2 No overall expansion of the federal bureaucracy is to take place to administer the provision of services to an increased Indian population.

2.2 Departmental policy

2.2.1 Program eligibility criteria and budgetary limitations applying to the existing status Indian population will continue to apply to new registrants and their dependents.

2.2.2 With respect to bands, it is the intent that no band will be required to reduce its level of public service to existing populations as a consequence of the Indian Act amendments. At the same time, enrichment of existing service standards or norms under the umbrella of funds intended to cover the program requirements of an expanded population is not to be funded.

2.2.3 Band members or reserve residents who are not at the same time status Indians may be eligible to receive public services from the Band Council according to existing practices. Current policy respecting individual contributions and chargeback provisions to provinces will continue to apply where they are in place.

2.2.4 The Department will secure the funds necessary to provide services to the expanded Indian population to the extent that the needs can be supported and the government has made special provisions. Where services are normally provided by others (e.g. bands or tribal councils) the department's responsibility is to provide the funds to that organization, which in turn must arrange for the provision of services in accordance with its normal practice (or special procedures adopted to deal with this issue).

- 2.2.5 The Department will institute such procedures it considers necessary to ensure that funds provided for services to reinstated individuals result in the provision of services.
- 2.2.6 In some instances limited services are now being provided at federal expense to individuals who are not status but who live on reserve. Registration of these persons will not result in additional funding to bands to provide the same services.

B. Definition and Terminology

For greater clarity the following definitions apply throughout the manual.

- "Applicant" - the organization completing an "application for funding" in order to provide services to reinstated or newly registered individuals.
- "Recipient" - the organization to receive funds as the result of completing an application i.e. the "applicant" becomes the "recipient" of funds when the funding process is complete.
- "Recipient of Services" - the individual receiving the actual service (e.g. education, social assistance, garbage collection) for which funds have been provided.
- "Sponsoring Agency" - the organization responsible to deliver services to individuals ie. the "applicant".

C PROCESS OVERVIEW AND RESPONSIBILITIES

1. Overview

1.1 A schematic of the Department's process to access and account for funds is shown on page 6A.

1.2 The following narrative describes the process and key decision points. More detailed administrative instructions are contained in section D.

1.2.1 Program reserve

The Department, in each fiscal year of the implementation period, will establish a controlled program reserve at the national level. The amount of the reserve will be based on known ongoing and special requirements plus a contingency based on estimates of registrants. Each year a portion of the total will be allocated to Regions. In effect this will form a regional program reserve, to be accessed only for documented and approved purposes related to the program impact of Bill C-31.

1.2.2 Applications to access regional program reserves

The basic work instrument to be used to access the program reserve is the two part application form, IA 1397 and IA 1398. This form is to be completed by the organization (Band, Tribal Council, DIA Office) normally providing services to individuals. Application forms are the source document from which the Bill C-31 program funding database is constructed. Forms will be received by designated officials (Officers of Primary Interest) in each region, who will be responsible to

- ensure that program managers review and approve funding requests
- obtain certification of registration of individuals from Reserves and Trusts
- ensure that information is relayed to H.Q. for database purposes on a timely basis
- authorize release of funds from the program reserve
- act as a clearing house/co-ordinator for all aspects of program funding to meet requirements associated with new registrants.

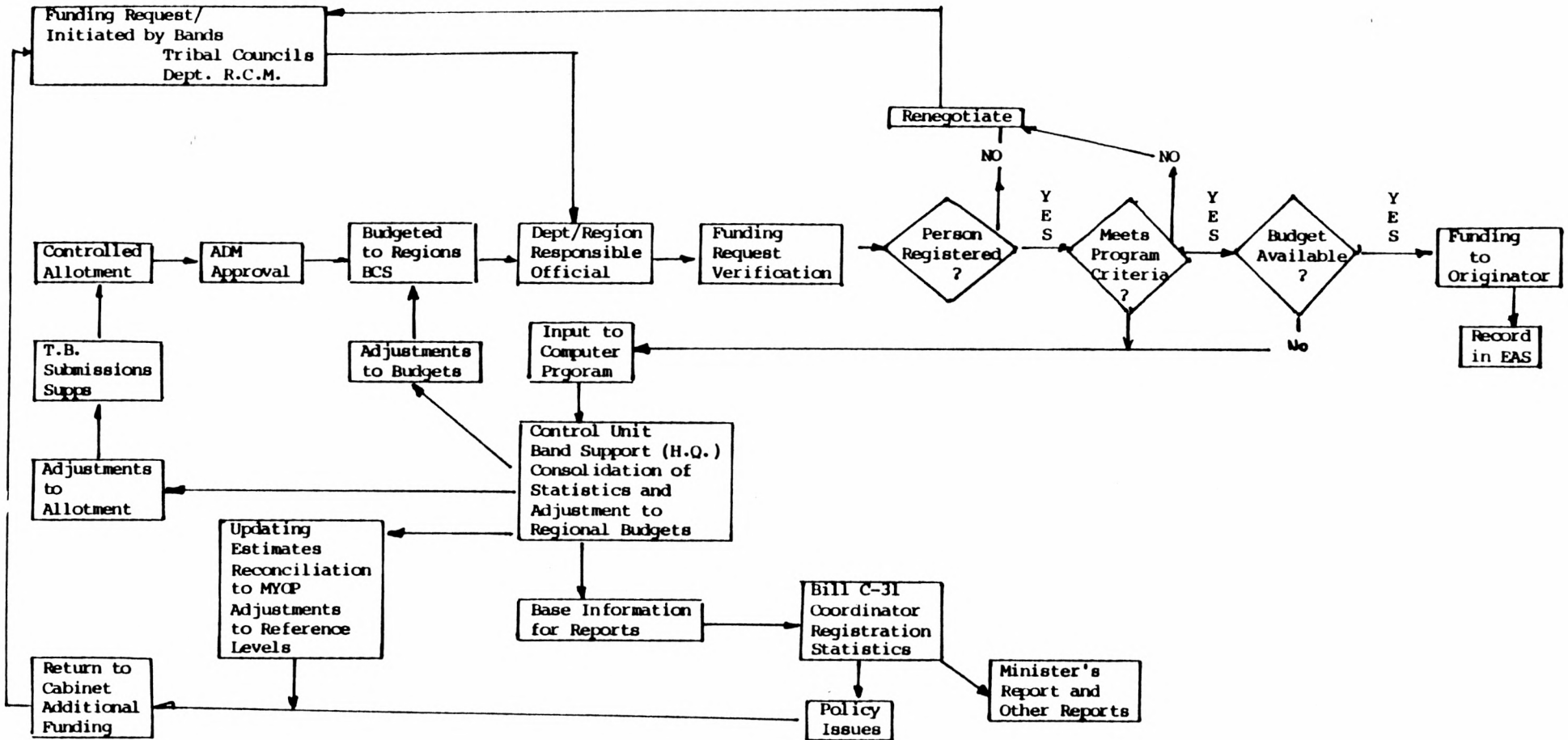
1.2.3 Controlled allotments - future years

The amount of controlled allotment for future years will be determined in negotiation with Treasury Board by Band Support (H.Q.) supported by H.Q. Finance Branch, and substantiated by the C-31 database.

1.2.4 Funding to applicants

The flow of funds to applicants will follow normal financial procedures using the B.C.S./E.A.S. systems. The transfer of funds to bands, Tribal Councils and other sponsoring agencies will be covered by a duly executed contribution agreement.

DIAND PROCESS  
BILL C-31 IMPLEMENTATION



2. Responsibilities

2.1 Needs identification

The primary responsibility for the identification of needs (i.e. additional funds) to provide services to an increased population rests with the organization which normally pays for the service. In the case of programs delivered by bands or tribal councils under contribution, they are responsible to apply to the department for the necessary funds. Where the department provides the service directly through grants to individuals, or indirectly through agreement with an institution (e.g. provincial school board) the responsibility centre (RCM) must identify its needs.

2.2 Application (completion)

Having identified needs, the responsible organization must make application for funds by using the approved forms.

2.2.1 Application (receipt)

Each region has identified an "Officer of Primary Interest" (O.P.I.) to receive applications completed by service delivery organizations. These officials are listed in Section D page 9.

2.2.2 Application (review)

The regional O.P.I. is responsible to ensure that every application is reviewed by the appropriate program managers on a timely basis.

2.2.3 Applications (approval)

Regional program Directors or their designates are responsible to approve funding requests within their own area of responsibility.

2.2.4 Release of controlled funds

The regional O.P.I. is responsible to approve the release of funds from the controlled program reserve to RCM budgets.

2.2.5 Commitment/payment/accounting

Responsibility Centre Managers and Finance Branch are responsible to ensure that the normal accounting procedures are followed respecting funds transferred to the program base from the controlled allotment.

2.2.6 Database maintenance

The regional O.P.I. is responsible to ensure that required documents and information are transmitted to Headquarters for inclusion of vital information in the national database.



D. CODING CONVENTION AND SAMPLES

1. The following list of Officers of Primary Interest is provided for information, and so regions can contact each other on matters of common concern. The list is current as of February 21, 1986.

<u>REGION</u>	<u>OPI</u>	<u>Phone Number</u>
Atlantic	Bob Campbell	(902) 667-3818
Quebec	Antonio Blouin (Band Support/ Capital Management)	(418) 648-7654
Ontario	Me1 Jacobs (Band Support/ Capital Management)	(416) 973-6516
Manitoba	Doug Wanamaker (Band Support/ Capital Management)	(204) 949-4905
Sask.	Me1 Smith (Band Support/ Capital management)	(306) 780-5975
Alberta	Jim Fleury Jr. (Band Support/ Capital Management) Clement Laframboise (Band Support/ & Capital Management)	(403) 420-2880
B.C.	Pat Yakura (Band Support/ Capital Management)	(604) 666-5181
Yukon	Francis Lamonte (Band Support/ Capital Management)	(403) 668-6474
NWT	John Ivey ( Act. Director Community Affairs )	(403) 920-8290
H.Q.	W. Van Iterson (Housing & Band Support) Mansel Barstow (Band Support) Claude Bost (Manager C-31 Program Funding)	(819) 994-3209 (819) 997-8321 (819) 9978329

2. Coding Conventions

The coding convention for sponsoring agencies is based on the cost centre codes in the Financial Management Manual. Because of particular needs to separate funding requirements into categories by applicant, the conventional 5 digit code has been changed for C-31 purposes only to an alpha-numeric designation, as follows:

HXXXX = Headquarters RCM  
RXXXX = Region (Director General)  
DXXXX = District (District Manager RCM)  
TXXXX = Tribal Council  
BXXXX = Band

e.g. Millbrook band = B0027  
D.O.T.C. = T2162  
Sioux Lookout District = D0494

E ADMINISTRATIVE PROCEDURES (DETAILED)

1. Organization

1.1 Officers of Primary Interest (O.P.I.)

Each region is to designate an "Officer of Primary Interest" who, in addition to his/her existing duties, will be responsible to the Director General of the region to:

- liaise with the H.Q. Officer of Primary Interest on all matters related to program funding to provide services to C-31 registrants
- disseminate information relating to the application process to potential applicants (ie. Band Councils, Tribal Councils and Departmental Responsibility Centre Managers).
- receive and collate completed application forms from all applicants in the region
- co-ordinate and facilitate the approval or renegotiation of funding requests by program managers
- authorize the release of funds from the C-31 regional reserve to the appropriate program budgets
- ensure that required information is forwarded to H.Q. for database purposes

1.2 Regional review groups or committees

It is recommended that an ad hoc committee be established within each region for the purpose of reviewing completed application forms. Such committees or working groups should include senior representatives of each funding program (Education, Social Development, Band Support/Capital Management, Housing, Economic Development) as well as the Director of Reserves and Trusts. Working groups should meet as required by the O.P.I. to review applications for funding.

2. Application forms

2.1 Responsibility for completion

The organization requiring the additional funds is responsible to complete applications in forms 1 & 2, and to forward the signed forms to the regional O.P.I. or, at the discretion of the region, to a designated official at the District level.

2.1.1 Any assistance required by Bands or Tribal Councils to complete applications should be made available from the Department by the O.P.I. and relevant program managers working in concert to address Band/Tribal Council requirements.

2.1.2 In order to avoid a work overload situation it is strongly recommended that applications from sponsoring agencies be submitted, at a maximum, once every 90 days (i.e. 4 times per year). Each application would cover needs identified for the delivery of programs to individuals becoming eligible for program services during the preceding 90 day period.

2.2. Form completion (guidelines)

The two application forms have been designed to make completion as simple as possible while remaining consistent with the Department's need to accumulate demographic and financial information to substantiate expenditures from the program reserve. Each application form has a "guideline for completion" as the cover sheet, designed to lead the applicant through the form step by step. For this reason the following narrative is intended to clarify for Departmental Staff any grey areas which are not covered by the instructions and explain why the information is required.

2.2.1 Form 1

Form 1 is intended to capture basic demographic information related to the individuals to whom services are to be provided. The listing of individuals is necessary only to ensure that (a) the people are in fact registered as the result of Bill C-31 and (b) funds are not made available to provide the same service to any individual more than once (ie. duplicate funding). It will be necessary to specify names only once - on the initial application - unless some service is missed on the initial application. The individual information (names, family I.D. and Band) is considered confidential and is required only for very specific purposes related to the funding process. Access to information banks which include personal information is restricted, and personnel are cautioned that it is considered inappropriate to discuss reinstated individuals and their dependents beyond the very limited circle of those who "need to know" for the purpose of validating the need for funds. Once the initial funding exercise is complete, reinstated individuals will not be distinguished from the total Indian population.

Non-personal information on the form is required to accumulate data on the need to provide funds for specified high-profile services. This data will be summarized and manipulated to form part of the report to Parliament on C-31 implementation and to establish trends as an aid in forecasting future requirements. Form 1 can also be a valuable aid to applicants in justifying their requirements on form 2.

2.2.2 Form 2

Form 2 is the financial part of the application, and is intended to reflect the cost to the applicant of providing public services to the individuals specified in Form 1, to the extent that they are provided to the present community members or, in the case of off-reserve services, to status Indians generally. New registrants must be eligible to receive services according to normal program criteria. In cases where bands deliver common services to all residents it is expected that band eligibility criteria will apply to new registrants on the same basis as to the existing band population.

2.2.2.1 Services to be provided

The services to be provided to new residents of band communities are those now provided to existing residents. The following codes are used for form 2 and the C-31 database only, and should not be confused with financial codes used for BCS and EAS systems.

Non-Recurring Costs

- 021 Lands, Estates & Membership
- 031 Litigation Support\*
- 049 Planning/Impact Studies
- 059 Housing (on-Reserve)
- 069 Education Capital (Minor)
- 079 Education Capital (Major)
- 089 Infrastructure Capital (Minor)
- 099 Infrastructure Capital (Major)

Sub-Total

On-Going Costs

- 101 Membership & Estates Admin.
- 110 Instruction Provincial Schools
- 111 Student Accommodation (Elm & Sec)
- 112 Student Transportation
- 113 Instruction Federal
- 114 Instruction Band Schools

- 115 Financial Assistance (Elm & Sec)
- 116 Counselling (Elm & Sec)
- 118 Instruction Post School
- 119 Financial Support Post School
- 120 Counselling Post School
- 122 University/College Preparation
- 123 Social Assistance (Basic)
- 124 Social Assistance (Special Need)
- 126 Child Welfare (Statutory)
- 127 Family Care Services
- 128 Adult Care
- 150 Band Support Funding
- 160 Infrastructure O&M
- 161 Education Facilities O&M

Sub-Total

Discretionary Costs

- 301 C-31 Administration\*
- 310 All Other Discretionary\*

Of all the services listed, three (031, 301 and 310) are available only on internal application by the Department.

2.2.2.2 Justification

The applicant, with departmental assistance if necessary, is responsible to justify why funds are required for each service related to the new registrants, and to substantiate the amount requested. Statements of justification may be very simple (e.g. "housing subsidy required for 3 families") or more detailed in the case of major capital where a project planning/approval process is normally required. Regional program managers should be consulted to determine whether supplementary back-up information is required for program purposes or as an aid to decision-making. It is recommended that the justification and financial sections of form 2 be completed by the applicant in consultation with appropriate program officials to facilitate speedy approval once requirements have been identified.

2.2.2.3 Funds requested

Sections 19 and 20 should be completed by the applicant on the basis of information contained in the justification section. The requirements indicated on each application form, if approved by program managers, will be consolidated into an ongoing statement of requirements for each individual applicant, which in turn will be used as the basis for allocation of the program reserve through the normal financial channels and processes.

It should be noted that it is not necessary to use a separate "Form 2" for each program, although applicants are free to do so if they wish. Activities to be funded do not have to be listed in any particular order so long as the financial code (Section 2.2.1) is reflected in Section 20.

2.2.3 Transmittal of forms

Once both forms have been completed in full, and signed by an authorized representative of the applicant, the pink (applicant) copy should be detached, and retained by the applicant for follow-up and record purposes. The remaining copies (white and blue) should be securely fastened together and forwarded to the Departmental official designated to receive applications.

2.3 Receipt of completed application forms

2.3.1 On receipt, all application forms must be date-stamped and forwarded without delay to the designated O.P.I. The O.P.I. will be responsible to maintain a register in which will be recorded key events related to each application. At a minimum the register must clearly indicate.

- the organization from which an application has been received
- the date received in the section
- any movement between sections
- date of approval
- date funds are released from the program reserve

2.4 Review and approval of application forms

2.4.1 The initial review, to be completed by the O.P.I., will ensure that all required fields in the form have been completed. Although it is hoped that the applicants will review this carefully before submitting, the Department should not delay processing where it can correct any omissions.

2.4.2 The first check to be made of the application is on form 1, where the list of registrants and dependents is to be cross-checked by the Director of Reserves and Trusts (or a delegated membership clerk) against the list of registrants provided from the H.Q. reinstatement unit. If, at this point, there is doubt as to whether or not any individual has been registered as a "Status Indian" the application should be discussed with the applicant and the situation resolved. It may be necessary for the regional Director of Reserves & Trusts to seek updated information from H.Q. Reinstatement Unit at this time.

2.4.3 Once the basic criteria have been met, the application for funding must be reviewed by the respective program managers. Managers must satisfy themselves that (a) the individuals to whom services are to be provided qualify under normal program criteria and (b) the amount requested in each fiscal year is reasonable and, where appropriate, in accordance with data-base funding formulae. At this time it may be necessary to renegotiate the request with the applicant, but this process should not prevent the approval of those portions of requests which are fully supportable. Managers who approve the requests listed in box 21 are, to all intents and purposes, giving their approval for expenditures under Section 27, F.A.A., and can be held accountable for their decision.

2.4.4 Once applications have been approved by program managers the O.P.I. may authorize release of funds from the program reserve by signing section 24 of form 2 and providing clear instructions to the Finance Branch.

2.5 Entry of information to database

Following the review and approval by program managers the O.P.I. will arrange for the forwarding of approved applications to H.Q. for inclusion in database, in accordance with Section 3. This step is essential to

- (a) justify and substantiate the expenditure of funds from the regional program reserve
- (b) substantiate replenishment of the regional reserve
- (c) collect information at H.Q. so that funds can be allocated to program bases for future years and any necessary reprofiling of the reserved funds be arranged with Treasury Board and the Department of Finance.

2.6 Funding to applicants

Regions may choose how they manage the actual flow of cash to the band or tribal council level by either:

- (a) allocating C-31 funds to RCM's within programs or districts or
- (b) designating the O.P.I. as the RCM for all programs.

In either event commitments and expenditures will be recorded by specific V.C.C.



- 2.6.1 At the beginning of each fiscal year commencing in 1986-87 and continuing through 1989-90, a program reserve will be established at the National level. From this reserve H.Q. will allocate a portion to each Region in a maximum of nine VCC's. For the 1986-87 fiscal year these are:

<u>PLANNING ELEMENT</u>	<u>VCC</u>	<u>DESCRIPTION</u>
Band Management	157	Bill C-31 - O&M expenditures
	355	Bill C-31 - Non Capital contributions
	395	Bill C-31 - Grants

<u>PLANNING ELEMENT</u>	<u>VCC</u>	<u>DESCRIPTION</u>
Capital Facilities	277	Bill C-31 - Vote 10 expenditures
	379	Bill C-31 - Capital contributions
Elementary Secondary Education	383	Bill C-31 - Grants
Post-Secondary Education	338	Bill C-31 - Grants
Social Services	394	Bill C-31 - Grants
Welfare Services	391	Bill C-31 - Grants

- 2.6.2 Regions will have the authority to manage C-31 funds within the normal parameters established for financial management. The special vote control codes will be used throughout the BCS/EAS system to ensure an audit trail from the program reserve to the applicant, whether the applicant is a band/tribal council or a part of the Departmental organization.

- 2.6.3 Headquarters will arrange for periodic review of BCS and EAS reports and their correlation to the drawdown on the program reserve. In some instances review may extend beyond the Department to the recipient level, where it may become necessary to provide further assurance to the minister that the services for which funds have been provided are being made available to new registrants. Other checks and balances will be put in place as necessary in the light of experience.

- 2.6.4 Recipients will be required to maintain records of the receipt and disbursement of "C-31" funds in their accounts to complete the audit trail.

3. Transmittal of information to H.Q.

3.1 Once a month, or when 10 applications have been approved at the Regional level, the O.P.I. is responsible to ensure that original, signed copies of all approved applications are batched in lots not exceeding 10 sets of approved forms 1 & 2, and are forwarded to the Director, Band Support Programs, Headquarters, attention to Manager, C-31 Program funding. The Director will arrange for inputation of data to the main C-31 database, and return copies of computer printouts, and transaction edits to the Region for their records.

3.1.1 The C-31 'batch control form' must be used by Regions to list key information respecting each application, (maximum of 10) included in the batch. Once the form has been completed in duplicate regions should assign it a chronological number designating the fiscal year and sequence. For example, the first batch in 1986-87 will be 86-87-01. Before mailing to H.Q., each batch must be recorded in a batch control log, which will record the date prepared, date mailed, and have space to record the date on which confirmation of entry to the database is received from H.Q. Copies of each batch must be kept on a file for use in the event transmitted forms go astray and for audit purposes until original material is received back from H.Q.

3.1.2 On receipt of batches at H.Q., the clerk designated to maintain the database will record the receipt of the batch in the H.Q. batch control register. At least once a week and more frequently if necessary depending on volume, applications will be keyed in to the C-31 database. Once information has been inputed, the computer operator will sign application form No. 2 in the space provided (Box 23).

As a secondary check on the accuracy of input, a different, designated clerk will check the computer printout against original application forms after each batch has been inputed. Errors will be corrected immediately.

3.1.3 Copies of inputed applications will be retained on a "C-31" file for each region in batch order and sequence, for future reference and audit. Original (signed) applications will be returned to the Region together with computer printouts and transaction edits. Mailing of completed batches will be recorded in the H.Q. batch control register.

3.1.4 On receipt of batches back from H.Q., the OPI will ensure entry of receipt to the regional batch control log, and will replace the copy of the batch previously retained with the original, signed application forms and printouts. Retention on file of original, approved applications is essential for subsequent audit.

- 3.1.5 Approximately once every 90 days, or if specifically requested by region, H.Q. will forward an updated regional summary to each region.
- 3.1.6 Unless the Manager, C-31 funding, is alerted to specific regional requirements the database constructed from approved applications will be the only criterion for adjustment of regional C-31 allocations and the movement of funds into program 'A' base for years following the year of application.
- 3.1.7 Headquarters will have the capacity, from the database, to produce custom reports or make specific enquiries. Regions requiring custom information not readily available on their own files should contact the Manager, C-31 program funding.

3.2 Batch control/database process flow-chart

<u>APPLICANT</u>	Completes forms 1&2 Retains <u>pink</u> copy
<u>DISTRICT (IF APPLICABLE)</u>	Recommends approval retains photocopy of application
<u>REGION</u>	Approves and funds, batches applications, forwards <u>white</u> (original) to H.Q. Retains blue copy.
<u>H.Q.</u>	Receives and logs batch, inputs to database, retains photocopy and copy printouts, returns original and original printouts to Region.
<u>REGION</u>	Records receipt Files <u>originals</u> returns copies of printouts, <u>blue</u> form, to applicant for info. (Through District if applicable).

3.3 Designated Central Registry File Nos.

The official CR file number for retention of approved applications is E-4200-15. (Indian Act Funding Application (C-31)).

F. Guideline on Fundable Services and Explanatory notes re coding of services

In order to ensure continuity of the C-31 data-base over the duration of the implementation period, specific C-31 identifier numbers have been assigned to significant planning variables as per the following schedule.

Non-Recurring

- 021 Lands, Estates & Membership
- 031 Litigation Support
- 049 Planning/Impact Studies
- 059 Housing (On-Reserve)
- 069 Education Capital (Minor)
- 079 Education Capital (Major)
- 089 Infrastructure Capital (Minor)
- 099 Infrastructure Capital (Major)

Ongoing

- 101 Membership & Estates Admin.
- 110 Instruction Provincial Schools
- 111 Student Accommodation (ELM & SEC)
- 112 Student Transportation
- 113 Instruction Federal
- 114 Instruction Band Schools
- 115 Financial Assistance (ELM & SEC)
- 116 Counselling (ELM & SEC)
- 118 Instruction Post School
- 119 Financial Support Post School
- 120 Counselling Post School
- 122 University/College Preparation
- 123 Social Assistance (BASIC)
- 124 Social Assistance (SPECIAL NEED)
- 126 Child Welfare (STATUTORY)
- 127 Family Care Services
- 128 Adult Care
- 150 Band Support Funding
- 160 Infrastructure O&M
- 161 Education Facilities O&M
- 301 C-31 Administration
- 310 All other Discretionary

Although virtually every Departmental service could be funded under a combination of the above planning variables some restrictions do apply in order to minimize the likelihood of misapplication of funds set aside for C-31 purposes.

Officers of Primary Interest and other program staff are expected to understand and abide by the following guidelines.

021 Lands, Estates and Membership

No funds are available under this variable, since no provision has been made to secure additional reserve lands. This coding will be used only if funds become available in future.

031 Litigation Support

Reserved for Departmental use only, this code is available to provide funding for Test Cases arising from Bill C-31. This coding will be used only if funds become available for this purpose in future. Decisions on funding for test cases will be made by Headquarters Reserves and Trusts.

049 Planning/Impact Studies

It is not expected that all bands will require funds to "study" the impact of C-31 on their communities. Where significant impact is expected as the result of a major population increase, officials should review each request carefully. Impact studies may be supported in situations where population increases approximate or exceed 25%. Although the cost of impact studies will vary somewhat, regions should consider a contribution for \$10-15,000.00 as a reasonable amount.

The funds are not intended to help the Band to find out how many people will be returning to the Reserve, but to make a impact study based on the number of applications made by individuals or families who want to return to live on the Reserve. The impact study should show a forecast of the growth of the Band's total membership as well as the on Reserve population increase.

It should also encompass the specific needs of the Band in the following areas:

- Housing Construction/Repairs
- Education Program
- Capital Facilities Development
- Operation and Maintenance of Capital Facilities
- Social Services Program
- Administration

Planning for capital facilities as the result of C-31 should be accommodated through minor capital (089) under which specific planning projects can be supported.

059 Housing (on-reserve)

It is not the Government's intention to provide new housing units specifically to C-31 registrants who choose to live on reserve. The Department is prepared, where insufficient

housing stock exists, to provide the applicable housing subsidy (either new units or renovations) including management support funding when the funds are transferred to and administered by the Band Council, according to the number of families which have clearly indicated their intent to move onto the reserve, in writing, and where the band council has accepted the responsibility to provide services to them. The actual allocation of units to 'new' families and 'old' families already on waiting lists is the responsibility of Band council.

In exceptional cases where bands have a long waiting list for housing, it is possible that it would take years of construction at the normal rate to accommodate existing band members, which may require special consideration to accommodate C-31. recipients. In cases where C-31 registrants cannot be provided with housing within 12 months of the time of funding being provided by INAC, it is recommended that additional housing funds be approved on the strength of a plan and undertaking submitted by the band council. Such a plan should show clearly that in accordance with it's normal Housing policy, the Band is prepared to provide housing assistance to C-31 recipients and the year of accommodating those recipients. Appropriate C-31 Housing funds could be provided based on the Band's plan in advance of the actual movement of C-31 Recipients onto Reserve.

Should the "C-31" families subsequently not move to the Reserve, the Band's Regular housing allocation should be reduced accordingly.

Housing Inspection Budget \$ 0.400 each per Housing Unit, can be transferred to the housing program for housing units which are not built under the C.M.H.C. 56.1 social housing program. The region will have to submit with their batch, one application form No. 2 with the following information:

name of the band  
number of housing units by band  
the band application number in relation with the housing units

#### 069 and 079 Education Capital

Departmental staff should examine requests for new or expanded educational facilities with great care, and ask themselves whether or not the requests are fully substantiated. For example, is it possible to accommodate a temporary 'bulge' in the student population in temporary facilities? If a new school is now in the planning stage should the design be re-visited and the Total Estimated Cost apportioned on the basis of relative numbers of "C-31" and "existing" student enrollment projections? Can a few more students be accommodated in existing facilities with little or no cost a part from new desks and chairs? Officials should be aware that

the total amount of funding for C-31 is not of sufficient magnitude to allow for the construction of an unlimited number of new facilities.

089 and 099 Infrastructure Capital

It is reasonable to assume that if new housing is constructed under the auspices of Bill C-31 funding that the Department should make funds available so bands can replenish their supply of serviced lots. At the same time, requests for funding to upgrade roads and other infrastructure should be viewed with healthy scepticism in order to avoid the risk of using the special funding for projects which would normally be included in the band's regular capital plan.

No consideration should be given to funding capital facilities which are not housing-related (e.g. community hall extensions, water system upgrading) unless it can clearly be shown that the additional pressure from an increased population will result in conditions posing a new and immediate threat to the health and safety of the population.

101 Membership and Estates Administration

Where bands are now funded for membership functions on a formula basis, the Department should provide additional funding in accordance with that formula. Bands which adopt their own membership code and subsequently require ongoing O&M funds to administer the code will be provided with contributions in accordance with the guidelines in effect. These guidelines are under development at this time, by Lands, Revenues and Trusts.

110 Instruction - Provincial Schools

It is probable that bands and the Department will be called upon to assume financial responsibility for the education of significant numbers of students (now a provincial responsibility) who acquire status for the first time under C-31. Unit costs quoted by Provincial agencies including school boards must be closely examined to ensure consistency with existing billings, and that C-31 funds are not being directed to program enrichment no matter how meritorious the case may be. Lists of students should be correlated to the Education database to avoid duplication of funding.

111 and 112 Student Services

Any additional funding to be provided should be in accordance with existing rates, and existing service standards. Regions should not provide, under C-31, funds for services not now available to the existing student body. Requests to purchase additional equipment (e.g. school buses) to handle an increased student body should be carefully reviewed to ensure that less costly alternatives do not exist, and that all requests for additional funds are fully supportable.

113 and 114 Instruction in Federal and Band Schools

Officials should recognize at the outset that the additional of a relatively small number of students to a Federal or band school may not have an identifiable impact on the total cost of operating the school. Each individual application for funds should be carefully scrutinized to ensure that requests are supportable and that extra funding is not provided to enrich the existing education program.

115 Financial Assistance (Elementary & Secondary)

Additional funding can be approved to assist students only up to the level of service now generally in effect for the existing student body. It is recognized that these standards may vary somewhat in different parts of the country, however, the Department's over-riding concern is to ensure that services received by "C-31" students are no different from those received by other Indian students attending the same school.

116 Counselling - Elementary and Secondary

Additional funds are to be provided for counselling services only when existing agreements provide for funding on a unit cost basis or when the increase in the student body is such that counsellor workload would be increased to the point where services to all students would be reduced to an unacceptable level.

118 and 119 Post-secondary Education

Funds to be provided either in the form of direct grants or contributions to bands must be fully supported by approved applications in accordance with the Post-Secondary Assistance Program. Regions will be required to maintain records justifying requests for funds in future years and will be audited as a secondary verification that students are in fact continuing beyond the initial year.

120 Counselling - Post-Secondary

Justification required to access additional funds to provide counselling services to post-secondary students is similar to requirements for elementary and secondary levels. Managers must be able to provide evidence of significant workload increase or the existence of a "Pre C-31" agreement to provide funds on a unit cost basis.



122 University-College Preparation

Funds are to be provided strictly in accordance with program guidelines and criteria.

123, 124, 126, 127 and 128 Social Assistance/Welfare Services

Funds accessed under the above are intended to provide essential services in accordance with program regulations currently in effect and standards currently maintained. Under normal circumstances additional costs will not be incurred for service delivery. An exception to this rule may apply when it can be demonstrated that increased workload at the band level requires additional funding to maintain basic SA and welfare services. Increased expenditure for non-essential welfare services such as day care and preventive community programs may be met from the allocation to "all other discretionary" (Code 310).

150 Band Support Funding

Additional Band Support Funding will be provided in accordance with the approved formula. Regions will be notified at specific intervals during the implementation period of when C-31 population and program increments are to be entered into the computerized database for the purpose of differentiating between normal program growth and growth as the direct result of C-31.

160 Infrastructure O&M

Funds accessed from 160 are intended to cover identifiable additional O&M costs generally incurred as the result of increases to the capital assets inventory due to new facilities constructed on the basis of "C-31" returnees. It is not expected that the addition of relatively small numbers of people to the resident population of any community will result in sharply increased demands for O&M funds, and managers should be guided accordingly.

161 Education Facilities O&M

As per the above paragraph, it is not expected that the addition of a relatively small number of students will have a serious funding implication except where new school facilities must be built. Any draw from the program reserve for facilities O&M must be fully substantiated.

301 C-31 Administration

Funds will be allocated by H.Q. to meet legitimate costs directly related to the implementation and ongoing maintenance of the C-31 data base management process. It is expected that the major if not only cost will be for extraordinary travel needs by the O.P.I. Regions should not use the funds available for the purposes of sponsoring band meetings or conferences, or to subsidise normal travel activities or administration budgets.

310 All Other Discretionary

The Department has calculated that, on an annual basis, it now spends approximately 400.00 per capita on-reserve population on purely discretionary items. In order to avoid a situation where the Department would be forced to cut such services because of an increased population base an amount of \$400 per capita will be allocated to the region's base for every "C-31" returnee. It is expected that regions will target these funds to provide discretionary services which are now, in some instances, available to community residents but not fundable through the 'significant C-31 planning variables'.

Monthly Stats. Chart

	Month	Working Days	Appl <sup>ns</sup> Rec'd	Reinstatements	Daily Average
1985	Sept.	19	5429	628	33
	Oct.	22	3777	662	30
	Nov.	20	3263	1111	55
	Dec.	18	2657	806	44
1986	Jan.	22	1921	1345	61
	Feb.	20	1915	886	44
	Mar.	19	1551	779	41
	Apr.	22	1905	866	39
	May	21	1490	1028	49
	June	20	1529	821	41
	July	22	1275	1037	47
	Aug.	21	1125	938	45
	Sept.	21	1320	1389	66
	Oct.	22	1232	1734	79
	Nov.	19	1065	2123	112
	Dec.	21	1166	1849	88
1987	Jan.	21	1101	1795	86
	Feb.	20	1139	2430	122

MEMBERSHIP AND ENTITLEMENT  
STATISTICAL REPORT ON BILL C-31  
WEEK OF FEBRUARY 23 TO FEBRUARY 27, 1987

APPLICATIONS:

- 290 applications were received for the period under review bringing the total number of applications received to 41,456. As a result of the names of children being included on these applications, it is estimated that over 80,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 3,038 pieces of correspondence were handled during the period under review. This represents 820 incoming and 2,218 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 42,784 searches into entitlement have been initiated since July of 1985
  - 22,414 searches have resulted in entitlement to Indian status being confirmed
  - 14,315 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 3,181 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 3,355 searches are now under review

The statistics in this field will be updated in the next quarterly report at the end of March 1987.

MEMBERSHIP CODES:

- Documents from 29 bands have been received concerning the control of membership lists
  - 4 have a band control
  - 3 have elected to leave band control with the department
  - 0 are under review by Legal Services
  - 15 are being forwarded to the Minister for a decision
  - 7 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Past and current initiatives taken by the directorate to ensure the applications for registration are processed in an efficient manner include:

- . bringing term employees on strength to complement existing staff
- . commencing a second shift in September 1986
- . organizing training sessions in the reinstatement process for new staff
- . establishing a word processing unit in the directorate to meet the increased output of reinstatement officers
- . establishing a system to control receipt, acknowledgement and assignment of documents such as marriage and birth certificates
- . toll free telephone hotline to answer requests related to Bill C-31.

Mrs. D.I. Jetté  
LR&T(Operations)  
March 2, 1987  
997-8274

L-10

MEMBERSHIP AND ENTITLEMENTS

STATISTICAL REPORT ON BILL C-31

WEEK OF FEBRUARY 16 TO FEBRUARY 20, 1987

APPLICATIONS:

- 307 applications were received for the period under review, bringing the total number of applications received to 41,166. As a result of the names of children being included on these applications, it is estimated that over 80,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 3,202 pieces of correspondence were handled during the period under review. This represents 829 incoming and 2,373 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 42,784 searches into entitlement have been initiated since July of 1985
  - 21,933 searches have resulted in entitlement to Indian status being confirmed
  - 14,315 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 3,181 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
- 3,455 searches are now under review

MEMBERSHIP CODES:

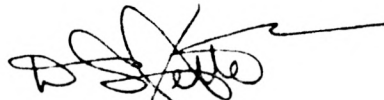
- Documentation from 29 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 0 are under review by Legal Services
  - 15 are being forwarded to the Minister for a decision
  - 7 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Individuals whose only entitlement to band membership on June 28, 1987 would be conditional on a band not having assumed control of their membership lists, will not be automatically added to the band's membership list if the band has submitted membership rules to the Minister which comply with section 10 of the Indian Act.

A legal opinion with respect to the Minister's authority under subsection 10(7) will be sought in the following cases:

- a) bands who submit membership rules prior to June 28, 1987 which are in direct contravention of section 10
  - can the Minister assume notice by the band, as stated in subsection 10(6), has not been given?
- b) band who submit membership rules prior to June 28, 1987 which comply with the requirements of subsection 10(1) but inadequately address a provision such as "acquired rights"
  - can the Minister assume notice by the band, as stated in subsection 10(6), has been given?



Mrs. D.I. Jetté  
LR&T(Operations)  
February 23, 1987  
997-8274

*Logan*

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF FEBRUARY 2 TO FEBRUARY 6, 1987

APPLICATIONS:

- 269 applications were received for the period under review, bringing the total number of applications received to 40,586. As a result of the names of children being included on these applications, it is estimated that over 80,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 2,300 pieces of correspondence were handled during the period under review. This represents 761 incoming and 1,539 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- 42,784 searches into entitlement have been initiated since July of 1985
  - 20,633 searches have resulted in entitlement to Indian status being confirmed
  - 14,315 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 3,181 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 4,655 searches are now under review




MEMBERSHIP CODES:

- Documentation from 29 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 7 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

- As a result of an increased output by the reinstatement officers there has been a need to request additional E.D.P. equipment to alleviate bottle-neck areas in the word processing unit and the reinstatement tracking system unit.
- Several copies of a form letter addressed to the Prime Minister complaining about delays in the reinstatement process have recently been received in the department. This may be the first indication of many such form letters being submitted to the department.
- There is indication that a number of bands may submit their membership rules to the department just prior to the June 28, 1987 date.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
997-8274  
February 9, 1987

~2~

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF JANUARY 26 TO JANUARY 30, 1987

APPLICATIONS:

- 270 applications were received for the period under review, bringing the total number of applications received to 40,317. As a result of the names of children being included on these applications, it is estimated that over 80,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 3,072 pieces of correspondence were handled during the period under review. This represents 1,123 incoming and 1,949 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 38,000 searches into entitlement have been initiated since July of 1985
  - 19,984 searches have resulted in entitlement to Indian status being confirmed
  - 13,370 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,037 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 4,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of April 1987.

MEMBERSHIP CODES:

- Documentation from 29 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 7 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on December 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 36% of registrations have been conferred band membership rights
- 64% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.



Mrs. D.I. Jetté  
LR&T(Operations)  
997-8274  
February 2, 1987

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF JANUARY 19 TO JANUARY 23, 1987

APPLICATIONS:

- 270 applications were received for the period under review, bringing the total number of applications received to 40,047. As a result of the names of children being included on these applications, it is estimated that 80,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 2,145 pieces of correspondence were handled during the period under review. This represents 997 incoming and 1,148 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 38,000 searches into entitlement have been initiated since July of 1985
  - 19,330 searches have resulted in entitlement to Indian status being confirmed
  - 13,370 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,037 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
- 4,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of April 1987.

MEMBERSHIP CODES:


- Documentation from 29 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 7 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on December 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 36% of registrations have been conferred band membership rights
- 64% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
997-8274  
January 26, 1987

20

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF JANUARY 12 TO JANUARY 16, 1987

APPLICATIONS:

- 303 applications were received for the period under review, bringing the total number of applications received to 39,777. As a result of the names of children being included on these applications, it is estimated that over 80,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 2,434 pieces of correspondence were handled during the period under review. This represents 886 incoming and 1,548 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 38,000 searches into entitlement have been initiated since July of 1985
  - 18,923 searches have resulted in entitlement to Indian status being confirmed
  - 13,370 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,037 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
- 4,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of April 1987.

MEMBERSHIP CODES:

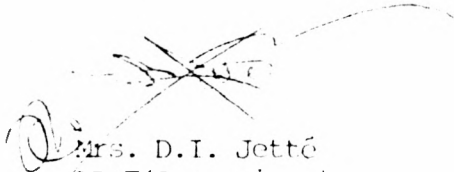
- Documentation from 29 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 7 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on December 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 36% of registrations have been conferred band membership rights
- 64% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
997-8274  
January 19, 1987

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF JANUARY 5 TO JANUARY 9, 1987

APPLICATIONS:

- 245 applications were received for the period under review, bringing the total number of applications received to 39,475. As a result of the names of children being included on these applications, it is estimated that over 75,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 1,537 pieces of correspondence were handled during the period under review. This represents 643 incoming and 894 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 38,000 searches into entitlement have been initiated since July of 1985
  - 18,577 searches have resulted in entitlement to Indian status being confirmed
  - 13,370 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,037 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 4,000 searches are now under review



The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of April 1987.

MEMBERSHIP CODES:

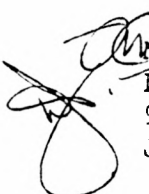
- Documentation from 28 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 6 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on December 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 36% of registrations have been conferred band membership rights
- 64% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
953-1010  
January 12, 1987

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF DECEMBER 29, 1986 TO JANUARY 2, 1987

APPLICATIONS:

- 113 applications were received for the period under review, bringing the total number of applications received to 39,230. As a result of the names of children being included on these applications, it is estimated that over 75,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 1,142 pieces of correspondence were handled during the period under review. This represents 274 incoming and 868 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 35,000 searches into entitlement have been initiated since July of 1985
  - 18,204 searches have resulted in entitlement to Indian status being confirmed
  - 12,000 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,500 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 5,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of December 1986.

MEMBERSHIP CODES:

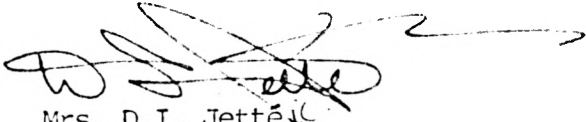
- Documentation from 28 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 6 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on September 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 31% of registrations have been conferred band membership rights
- 69% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
953-1010  
January 7, 1987

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF DECEMBER 22 TO DECEMBER 26, 1986

APPLICATIONS:

- 210 applications were received for the period under review, bringing the total number of applications received to 39,117. As a result of the names of children being included on these applications, it is estimated that over 75,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 1,580 pieces of correspondence were handled during the period under review. This represents 477 incoming and 1,103 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 35,000 searches into entitlement have been initiated since July of 1985
  - 18,013 searches have resulted in entitlement to Indian status being confirmed
  - 12,000 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,500 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 5,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of December 1986.

MEMBERSHIP CODES:


- Documentation from 28 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 3 have elected to leave band control with the department
  - 6 are under review by Legal Services
  - 9 are being forwarded to the Minister for a decision
  - 6 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on September 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 31% of registrations have been conferred band membership rights
- 69% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
IR&T(Operations)  
953-1010  
January 7, 1987

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF DECEMBER 15 TO DECEMBER 19, 1986

APPLICATIONS:

- 318 applications were received for the period under review, bringing the total number of applications received to 38,907. As a result of the names of children being included on these applications, it is estimated that over 75,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 2,612 pieces of correspondence were handled during the period under review. This represents 713 incoming and 1,881 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 35,000 searches into entitlement have been initiated since July of 1985
  - 17,903 searches have resulted in entitlement to Indian status being confirmed
  - 12,000 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,500 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 5,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of December 1986.

MEMBERSHIP CODES:


- Documentation from 23 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 2 have elected to leave band control with the department
  - 3 are under review by Legal Services
  - 8 will require a caution being provided to bands on acquired rights provisions
  - 6 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on September 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 31% of registrations have been conferred band membership rights
- 69% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
953-1010  
December 22, 1986

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF DECEMBER 8 TO DECEMBER 12, 1986

APPLICATIONS:

- 287 applications were received for the period under review, bringing the total number of applications received to 38,589. As a result of the names of children being included on these applications, it is estimated that over 75,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 2,398 pieces of correspondence were handled during the period under review. This represents 714 incoming and 1,684 outgoing pieces of correspondence.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 35,000 searches into entitlement have been initiated since July of 1985
  - 17,484 searches have resulted in entitlement to Indian status being confirmed
  - 12,000 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,500 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 5,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of December 1986.



MEMBERSHIP CODES:


- Documentation from 23 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 2 have elected to leave band control with the department
  - 3 are under review by Legal Services
  - 8 will require a caution being provided to bands on acquired rights provisions
  - 6 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on September 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 31% of registrations have been conferred band membership rights
- 69% of registrations will be dependent upon a band assuming control or the Registrar automatically adding them to the membership list he is maintaining after June 28, 1987.

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

  
Mrs. D.I. Jetté  
LR&T(Operations)  
953-1010  
December 15, 1986

MEMBERSHIP AND ENTITLEMENT

STATISTICAL REPORT ON BILL C-31

WEEK OF DECEMBER 1 TO DECEMBER 5, 1986

APPLICATIONS:

- 252 applications were received for the period under review, bringing the total number of applications received to 38,302. As a result of the names of children being included on these applications, it is estimated that over 75,000 requests for registration to Indian status are now on hand.

CORRESPONDENCE/ENQUIRIES:

- A total of 2,675 pieces of correspondence were handled during the period under review. A more accurate account of incoming and outgoing correspondence will be provided in the next report.

We continue to receive an average of 100 calls per day on the telephone hot lines. The queries range from status of application to services available to registered Indians on and off reserve. More precise statistical data will be provided in the next report.

SEARCHES INITIATED:

- Over 35,000 searches into entitlement have been initiated since July of 1985
  - 16,946 searches have resulted in entitlement to Indian status being confirmed
  - 12,000 searches resulted in requests for supporting documentation
    - birth registrations
    - marriage certificates
    - change of name certificates
  - 2,500 searches have been completed but did not result in registration to Indian status
    - unable to substantiate entitlement in accordance with the Indian Act
    - duplicate application
    - already in the registers
  - 5,000 searches are now under review

The statistics in this field can only be updated on a quarterly basis. The next quarterly report being the end of December 1986.

instated  
TOTAL

MEMBERSHIP CODES:

- Documentation from 23 bands have been received concerning the control of membership lists
  - 4 have assumed control
  - 2 have elected to band control with the department
  - 3 are under review by Legal Services
  - 8 will require a caution being provided to bands on acquired rights provisions
  - 6 have been submitted in various stages of draft form only and will not be brought to the Minister's attention.

GENERAL:

Based on September 1986 quarterly report

- 45% of registrations are restorations
- 55% of registrations are first generation descendants
- 31% of registrations have been conferred band membership rights
- 69% of registrations will be dependent upon a band assuming control or the registrar automatically adding them to the membership list he is maintaining after June 28, 1987

As a result of normal population growth and Bill C-31, the Indian population has increased from 350,000 in June of 1985 to 379,000 at the end of November 1986.

Encl. 8



Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada

DEC - 3 1986

Floater  
R.L. McCaw  
F.J. Singleton  
G. Swan  
R.A. Hodgkinson  
L. Clow  
D.I. Jetté

Your file    Vues référence

Our file    Révisé (Révisé)

December 2, 1986

*03:12:86*

Directors  
Lands, Revenues and  
Trusts (Operations)

Organization Charts

Mr. Goodwin has approved the Organization Charts for  
Lands, Revenues and Trusts (Operations), and I am  
enclosing a copy for your area.

**Original Signed by  
Original signé par  
A. MARTINES**

A. Martines (Mrs.)  
Chief, Administration Support  
Lands, Revenues and  
Trusts (Operations)

c.c. Madeleine Leclaire  
Gilles Vaugeois (Personnel)

Doc. 642  
Diskette: 8

Canada

LANDS, REVENUES AND TRUSTS (OPERATIONS)  
MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART

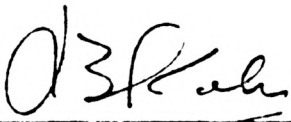
Director General, Lands, Revenues and Trusts (Operations)	21118	EX-3
Director, Membership & Entitlement	60721	SM(EX-1P)
Administrative Officer	NEW	AS-1(P)
Secretary	NEW	SCY-02(P)
-----		
Registrar	05999	PM-6
Manager, Statistics	09473	ES-5
Manager, Dockets & Special Projects)	21978	PM-5
Manager, Policy, Liaison & Training	21612	PM-5
Manager, Systems & Services	21960	PM-5
Manager, Entitlement	NEW	PM-5

Authorized Person-Years: 3 (14)

Authorized Positions: 3 (112)

DEC 1 - 1936

Effective Date



R.B. Kohls  
Director General  
Lands, Revenues and  
Trusts (Operations)



Donald K. Goodwin  
Assistant Deputy Minister  
(Lands, Revenues and Trusts)

LANDS, REVENUES AND TRUSTS (OPERATIONS)  
MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART

Page 2 of 7

Director, Membership & Entitlement	60721	SM(EX-1P)
Registrar	05399	PM-6
Deputy Registrar	99007	PM-5(P)
Protest Officer	NEW	PM-3(P)
Registrar Clerk	NEW	CR-4(P)
Secretary	05984	SCY-02
Manager, Statistics	09473	ES-5
Computer Programmer	NEW	CS-2(P)
Statistics Clerk	21302	CR-3(-4P)
A/Manager, Dockets & Special Projects	21978	PM-5
Docket Officer	21988	PM-2(P)
Correspondence Officer	21987	PM-2
Clerk-Typist	NEW	CR-4(P)
A/Manager, Policy, Liaison & Training	21616	PM-5
Special Advisor & Head Special Services	07358	PM-4
Senior Training Officer	07337	PM-4
Training Officer	21846	PM-2(-3P)
Liaison Officer	NEW	PM-2(P)
Clerk	NEW	CR-4(P)

Authorized Person-Years: 17

Authorized Positions: 19

DEC 1 - 1986

Effective Date

*R.B. Kohls*

R.B. Kohls  
Director General  
Lands, Revenues and  
Trusts (Operations)

*Donald K. Goodwin*

Donald K. Goodwin  
Assistant Deputy Minister  
(Lands, Revenues and Trusts)

MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART

Director, Membership & Entitlement	60721	SM(EX-1P)
A/Manager, Systems & Services	21960	PM-5
Entitlement Advisory Specialist	T 21809	PM-2(-3P)
Funding Officer	21962	AS-2
A/Head, Registration Unit	T 21805	CR-5
Head, Registration Unit*	05403	CR-6
Registration Clerk	05405	CR-4
Registration Clerk	05466	CR-4
Registration Clerk	20152	CR-4
Registration Clerk	20153	CR-4
Registration Clerk	05413	CR-4
A/Registration Clerk	T 21903	CR-4
Junior Registration Clerk	21902	CR-3
	T 21834	CR-3
Head, Geneological Research	05467	SI-2
Research Clerk	02892	CR-4
Office Composing Equipment Operator	21206	OCE-2(P)
Office Composing Equipment Operator	00134	OCE-2
Office Composing Equipment Operator	05479	OCE-2
Office Composing Equipment Operator	T NEW	OCE-2
Office Composing Equipment Operator	T NEW	OCE-2

**MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART**

A/Head, Intake Unit	21088	CR-5
Registration Clerk	99772	CR-4
Intake Clerk	T 21063	CR-2
Intake Clerk	T 21156	CR-2
Band File Management Clerk	T 20923	CR-3(-4P)
Acknowledgement Clerk	NEW	CR-3(P)
Computer Input Clerk	21850	CR-2(-3P)
Administrative Clerk	21817	CR-3
Records Clerk	T 62141	CR-3

Authorized Person-Years: 22

Authorized Positions: 29

DEC 1 - 1986  
Effective Date

*R.B. Kohls*

R.B. Kohls  
Director General  
Lands, Revenues and  
Trusts (Operations)

*Donald K. Goodwin*

Donald K. Goodwin  
Assistant Deputy Minister  
(Lands, Revenues and Trusts)



MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART

Director, Membership & Entitlement	60721	SM(EX-1P)
Manager, Entitlement	NEW	PM-5(P)
A/Supervisor, Entitlement(B.C. and NWT)	21859	PM-3
Entitlement Officer	21129	PM-2
Entitlement Officer	20157	PM-2
Entitlement Officer	T 21796	PM-2
Entitlement Officer	21844	PM-2
Entitlement Officer	21848	PM-2
Entitlement Clerk	NEW	CR-4(P)
Supervisor, Entitlement (Alberta and Manitoba*)	21841	PM-3
A/Supervisor, Entitlement (Alberta and Manitoba)	21630	PM-3
Entitlement Officer	T 21793	PM-2
Entitlement Officer	T 21792	PM-2
Entitlement Officer	T 21994	PM-2
Entitlement Officer	SAPP 30016	PM-2(WP2)
Entitlement Officer	T 21705	PM-2
Entitlement Clerk	NEW	CR-4(P)
Supervisor, Entitlement (Saskatchewan and Alberta*)	21858	PM-3
A/Supervisor, Entitlement (Saskatchewan and Alberta)	07355	PM-3
Entitlement Officer	21842	PM-2
Entitlement Officer	T 21789	PM-2
Entitlement Officer	T 21810	PM-2
Entitlement Officer	T 21738	PM-2
Entitlement Officer	T 21392	PM-2(P)
Entitlement Clerk	NEW	CR-4(P)

MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART

Y	A/Supervisor, Entitlement (Ontario and Yukon)	NEW	PM-3
	Entitlement Officer	20673	PM-2
	Entitlement Officer	T 21791	PM-2
	Entitlement Officer	21845	PM-2
	Entitlement Officer	21847	PM-2
	Entitlement Officer	T 21784	PM-2
	Entitlement Officer	21293	PM-2(P)
	Entitlement Clerk	NEW	CR-4(P)
	A/Supervisor, Entitlement (Quebec)	21841	PM-3
	Entitlement Officer	T 21812	PM-2
	Entitlement Officer	21056	PM-2
	Entitlement Officer	T 21327	PM-2
	Entitlement Officer	T 21992	PM-2
	Entitlement Officer	21849	PM-2
	Entitlement Clerk	NEW	CR-4(P)
	A/Supervisor, Entitlement Night Shift (No.1)	21628	PM-3
	Entitlement Officer	21843	PM-2
	Entitlement Officer	T 21794	PM-2
	Entitlement Officer	T 21993	PM-2
	Entitlement Officer	T 21995	PM-2
	Entitlement Officer	T 21996	PM-2
	Entitlement Officer	T 21997	PM-2
	Entitlement Officer	T 21998	PM-2

LANDS, REVENUES AND TRUSTS (OPERATIONS)  
MEMBERSHIP & ENTITLEMENT  
ORGANIZATION CHART

A/Supervisor, Entitlement Night Shift (No.2)	21618	PM-3
Entitlement Officer	21795	PM-2
Entitlement Officer	T 21707	PM-2
Entitlement Officer	T 21733	PM-2
Entitlement Officer	T 21336	PM-2
Entitlement Officer	T 21736	PM-2
Entitlement Officer	T 21737	PM-2
Entitlement Officer	-T 21999	PM-2
Entitlement Clerk	NEW	CR-4(P)
Supervisor, Entitlement Adoption Unit	20244	PM-2(-3P)
Adoption Officer	NEW	PM-2(P)
Adoption Officer	NEW	PM-2(P)
Adoption Clerk	01718	CR-4
Clerk	05402	CR-5

Authorized Person-Years: 12

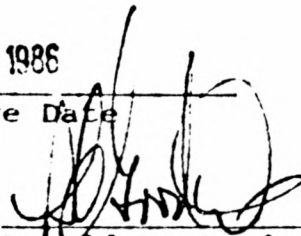
Authorized Positions: 61

DEC 1 - 1986

Effective Date



R.B. Kohls  
Director General  
Lands, Revenues and  
Trusts (Operations)



Donald K. Goodwin  
Assistant Deputy Minister  
(Lands, Revenues and Trusts)