

OBJECTIVES & GOALS

1978-79



ALBERTA REGION

INDIAN & INUIT AFFAIRS

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OBJECTIVES & GOALS

1978 - 79

ALBERTA REGION

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INDIAN AND INUIT AFFAIRS PROGRAM

OBJECTIVE

In co-operation with Indian people to innovate, support and encourage co-ordinated activities whereby the Indians of Alberta may achieve their cultural, economic and social aspirations within Canadian society.

INDIAN AND INUIT AFFAIRS PROGRAM

SUB-OBJECTIVES

To ensure that lawful obligations under Treaties and other agreements are met.

To assist Indian people to preserve and develop their cultural heritage and to express their cultural identity.

To foster the development of self-reliance in the administration of Indian communities through advice, financial support and other assistance.

To provide educational facilities and services designed to advance the cultural aspirations of Indians and to assist them in achieving, as individuals, equality of opportunity and self-fulfilment in relation to other Canadians.

To assist Indian communities to utilize, as determined by them, their collective resources for the creation of optimum employment and income for individual members.

To assist in the improvement of housing and related physical amenities, and the provision of adequate social services in the Indian communities.

INDIAN AND INUIT AFFAIRS PROGRAM

ALBERTA REGIONAL THRUST

1978 - 79

Employment

Local Government

Economic Development

OVERVIEW

Employment:

1. The thrusts in the area of employment consist of:
 - (a) the development of program strategy that can effectively co-ordinate and take advantage of departmental, federal and provincial agency programs for employment, job creation and job maintenance for the Indians of Alberta;
 - (b) the development of the capability and the strategies to take advantage of jobs that already exist or are being created as a result of the growth of the Alberta economy.

Local Government:

1. The thrust in the area of local government consists of:
 - (a) supporting Indian self-government;
 - (b) increasing the amount of input of Indians in the process of Departmental budgeting, establishing goals and objectives, determining Regional/District organization and identifying the long-run direction of the Department in Alberta through well-defined consultation processes.

INDIAN AND INUIT AFFAIRS PROGRAM

Economic Development:

1. The thrusts in the area of economic development consist of:
 - (a) improving the quality of project development and loan administration capability;
 - (b) increasing the emphasis on the creation of Indian businesses as a means of strengthening Indian participation in the mainstream of the Canadian economy, creating jobs, and creating economic infrastructure on reserves;
 - (c) increasing the capability of Indians to effectively utilize their reserve land-base for agricultural development.

LOCAL GOVERNMENT

Program Description

The Local Government Group develops Indian people individually and in their communities, through the process of community development by supporting and encouraging evolving forms of community government, and supporting the physical improvements of communities.

LOCAL GOVERNMENT

1. To foster and support the development of Band self-government by:
 - (a) conducting a local government workshop for LGA's and CIO's in September 1978;
 - (b) conducting quarterly on-the-job workshops under the direction of LGA's and CIO's for the benefit of Band Councils, Band administrations and Departmental staff;
 - (c) recommending to the Man Year Review Committee that one local government man year in each District be committed to the employment and on-the-job training of a 'native' LGA;
 - (d) classification of Band administrations in terms of available managerial resources, managerial potential and identification of related training requirements by September 1978.

2. To improve program delivery by:
 - (a) recommending the co-ordinated functioning of Band administration with that of Departmental administration by means of "District Committees" comprised of Band Councils, Band Managers and District office personnel. These committees to be in place by June 1978, in keeping with the Program Planning and Review Process;
 - (b) recommending and assisting the Bands and District offices in the developing of 5-year forecasts by October 1978;
 - (c) participating in the development and implementation of a Regional Housing Council by June 1978;
 - (d) providing interpretation and monitoring of the housing and infrastructure programs for the benefit of all District offices and Band administrations by June 1978;
 - (e) liaising with the Indian Association's Policing Committee and assisting them, as required, in their negotiations with the Province;
 - (f) providing training courses to Band Constables through R.C.M. Police, Edmonton. Two courses per year. First course by October 31, 1978;
 - (g) encouraging and assisting Bands to take over administration of Departmental programs;
 - (h) assisting Bands to obtain funding from other sources for their Capital programs.

LOCAL GOVERNMENT

3. To assist in the development of Band administrations by:
 - (a) providing advice and guidance to Bands and District offices concerning the development of political and operational policies, guidelines and regulations to improve the functioning of local government in its broadest sense;
 - (b) identifying Band Staff Training requirements by July 1, 1978.
4. To develop a Capital Management System by:
 - (a) identifying needs and establishing priorities;
 - (b) identifying sources of funding to implement the projects selected;
 - (c) assessing the Band functional requirements or expectations from the project;
 - (d) liaison or in co-operation with Policy, Planning and Evaluation (Community Planner) to ensure that Capital projects proposed for the community are consistent with (whenever possible) an approved Reserve plan.

Projects considered under Canada-Alberta Subsidiary Agreement:

- (a) by liaison with and assisting Bands with their development of a 5-year (long-range 78-82) plan, and also to identify priorities and immediate projects ('78) for implementation under the Canada-Alberta North Agreement, by June 1978.

LOCAL GOVERNMENT - 701

APPROVED MAN-YEARS

Director General - Alberta Region	D. Nicholson	SX-2	07232
Director of Operations	J. Tully	SX-1	27099
A.R.D. Local Government	D. Clark	PM-7	27113
Secretary to A.R.D.	D. Hughes	SCY-3	27002
Regional Local Government Officer	P. Swartman	WP-5	27079
Administrative Officer	J. Cranston	AS-2	27008
Local Government Clerk	(Vacant)	CR-3	27040
Regional Community Improvement Officer	A. Emery	WP-5	27112
Regional Community Improvement Officer	A. Cottrell	WP-4	20242

RECOMMENDED: _____ DATE: _____

APPROVED: _____ DATE: _____

OBJECTIVES & GOALS

1978-79

ALBERTA REGION

LOCAL GOVERNMENT

O & M TARGET ALLOCATION

1978-79

1100 - Administration	60.2
1200 - Social Development	20590.0
1400 - Band Management	1930.1
1700 - Community Improvement	964.6
Total Local Government	<hr/> 23544.9

SOCIAL DEVELOPMENT

Program Description

Social development of Indian people, individually and in their communities, and providing and arranging for the provision of social services to those in need.

SOCIAL DEVELOPMENT

1. To promote meaningful occupational opportunities consistent with the need and aspiration of the native people and to create an awareness of pre-employment counselling and of life skill components in employment projects by:
 - (a) participating in three Band Work Process, 15 WOP, 6 Canada Works, and 2 FLIP project submissions, and through representation on the Regional Employment Committee;
 - (b) referring 1,000 social assistance recipients to Band employment programs;
 - (c) providing earning incentives to all eligible employees and arranging for social assistance budget transfers to all legitimate job-creation projects consistent with departmental social assistance policy. To be implemented by June 30, 1978;
 - (d) establishing a measurement-support system which will:
 - i) identify the number of social assistance referrals to job creation projects;
 - ii) facilitate the social assistance budget transfers to legitimate job creation projects;
 - iii) assist in evaluating the impact on social assistance expenditures.To be completed by July 15, 1978.
2. To negotiate with the provincial Department of Social Services and Community Health for a review of long-term planning for the very large number of Indian children in care of the Director of Child Welfare and where it is the best interests of children, to arrange for return to their natural families and reserve communities by:
 - (a) initiating discussions with Band Councils and staff to enlist their support by October 1, 1978;

SOCIAL DEVELOPMENT

- (b) requesting provincial officials to identify a minimum of 75 children who could be returned to their natural parents and reserve communities and mobilizing resources in Indian communities for their placement and continued supervision by March 31, 1979;
 - (c) operating two group homes in each District and to develop a minimum of 70 additional foster home placements throughout the Alberta Region by March 31, 1979;
 - (d) to upgrade service provided by existing group foster homes by planning and implementing a training program by August 1, 1978.
3. To refine and monitor procedures in the administration of financial assistance and Child Welfare services to achieve standardization, equity, and consistency in program delivery by:
- (a) monitoring monthly and quarterly statistical reports;
 - (b) evaluating the Departmental GSA and Foster Home Programs to ascertain whether program objectives are being achieved and to make appropriate recommendations for change by December 1, 1978;
 - (c) reviewing and refining principles and practices related to the determination of administration and overhead costs in all Social Development Local Service Agreements to enable a more effective monitoring by February 1, 1978;
 - (d) analyzing the feasibility of a formal maintenance and recovery system by January 30, 1979.
4. To maximize resource allocation and measure program effectiveness by:
- (a) reviewing and evaluating the Preventive Social Service Program;

SOCIAL DEVELOPMENT

- (b) initiating an information and briefing meeting between District Superintendents of Social Development and Headquarters Evaluation personnel by April 30, 1978;
 - (c) completing a methodology analysis on one Day Care Centre in the Region by June 30, 1978;
 - (d) completing an interim report and analysis of the program by March 1, 1979.
5. To provide improved social service delivery through participation in tripartite and/or Federal/Provincial discussions by:
- (a) meeting with provincial and Band representatives every two months;
 - (b) assisting in the preparation of a draft agreement with the Blackfoot Band by December 30, 1978, and
 - (c) Blood Band by January 1, 1979;
 - (d) meeting with provincial officials quarterly.
6. To provide improved services by clarifying existing policy and regulations between Medical Services Branch, H & W, and Social Development, INA, by:
- (a) conducting in consultation with Medical Services Branch a full review of services by December 31, 1978, cataloguing services provided by the two departments by January 15, 1979;
 - (b) creating an on-going information exchange through quarterly meetings.
7. To identify the areas of concern and to improve Social Service Delivery at the Edmonton/Hobbema District by:
- (a) reviewing and analyzing the social service functions in the District and preparing a report with recommendations to the District Manager and Director of Operations by May 30, 1978.

SOCIAL DEVELOPMENT

8. To foster the effectiveness and efficient use of Indian employees and arrange for a staff development with departmental and Band employees in the field of social development (in co-operation with personnel and/or education) by:
 - (a) developing a written statement of plans and planning in association with social services training institutions, forecasting the need for Indian graduates of community college and universities by November 30, 1978;
 - (b) monitoring the Grant McEwan Social Services certification program and determining the feasibility of introducing a second year program for first year graduates by December 31, 1978;
 - (c) conducting workshops for the departmental and Band staff, two for the Region - one by November 30, 1978, and one by March 15, 1979.

SOCIAL DEVELOPMENT - 701

APPROVED MAN-YEARS

Director General-Alberta Region	J. D. Nicholson	SX-2	07232
Director of Operations	J. R. Tully	SX-1	27099
A.R.D. Social Development	R. Begieneman	WP-6	27110
Secretary	(Vacant)	SCY-3	27130
Administration Officer Social Development	L. Shirt	AS-2	27139
Supervisor Social Assistance	K. Syal	SCW-4	27077
Supervisor Child Welfare Program	C. Latham	SCW-4	27078

RECOMMENDED: _____ DATE: _____

APPROVED: _____ DATE: _____

1200
SOCIAL DEVELOPMENT

78/79 O & M TARGET ALLOCATION

April 21, 1978

	701	702	772	773	774	775	777	779	TOTAL	Original	Shortfalls
1210 Soc. Serv. Admin.	27.8	9.6	100.0	185.0	180.0	12.0	43.0	50.0	607.4	707.4	(100)
1220 Social Assistance	1,527.3	400.7	3,339.7	3,068.4	2,977.2	864.7	1,722.2	1,480.3	15,380.5	14,265.8	-
1230 Care of Adults	-	-	-	-	-	-	-	-	-	-	-
1240 Child Care	3,886.7	5.5	7.0	229.3	94.2	6.7	8.4	14.3	4,252.1	4,567.9	(315.8)
1250 Rehabilitation	-	-	-	-	-	-	-	-	-	36.6	(36.6)
1260 Other (P.S.S.)	14.0	5.8	40.0	36.0	26.0	10.0	28.0	40.2	200.0	644.7	(444.7)
1270 W.O.P.	150.0	-	-	-	-	-	-	-	-	150.0	-
	5,605.8	421.6	3,486.7	3,518.7	3,277.4	893.4	1,801.6	1,584.8	20,590.0	20,372.4	(897.1)

EDUCATION

Program Description

To assist Indian people in Alberta to meet their education needs through provision of educational facilities, services for the operation and maintenance of schools, student-support services, program planning, research, development and evaluation skills.

EDUCATION - Elementary and Secondary Education

1. To increase the degree of participation in Education by Indian people by:
 - (a) assisting in the transfer of education programs to eight Bands, as desired, so that transfers are accomplished in the simplest and most efficient manner;
 - (b) reviewing present procedures in communications by June 30, 1978, for the purpose of improving the exchange of information between Region and District;
 - (c) reviewing 65 tuition agreements with the Provincial School Boards and Indian Bands by March 31, 1979, to ensure that relevant programs are offered to Indian students;
 - (d) having five capital project briefs prepared for Treasury Board approval by February 15, 1979;
 - (e) analyzing the requirements for capital construction and renovation for the next five years by December 31, 1978, and developing a five-year capital program by March 31, 1979;
 - (f) establishing a Regional Policy for the staffing of teachers, teacher aides and counsellor aides by May 15, 1978, so that staffing procedures can be regularized and proceed more smoothly;
 - (g) undertaking an evaluation of principal and teacher evaluation procedures by August 31, 1978, to ensure that our current policy is meeting program needs;
 - (h) reviewing the Education Manpower utilization by April 30, 1978, and by developing a utilization plan by May 15, 1978.

EDUCATION - Continuing Education

1. Continue to increase opportunities for training in Social and Basic Adult Upgrading Programs at the community level by:
 - (a) supporting and exploring other alternatives for funding of on-Reserve training programs in Homemaking and Agriculture through negotiations for such services with the Alberta Department of Agriculture by June, 1978;
 - (b) reviewing revised Canada Manpower policies as they are implemented and ensuring that staff and Indian Bands are informed by May 31, 1978.
2. To further develop and implement a Local Government Training Program for Band Councils, Committees of Council and Band Staff through Band Staff Training Program by:
 - (a) establishing a Regional Staff Training Committee to review and approve all training submissions by April 30, 1978;
 - (b) establishing training priorities for each program section through consultation and discussion with Band Councils and training by September 30, 1978;
 - (c) completing a training program geared to train field staff in training techniques and delivery in the Band Training Program through the training of ten additional Life Skills Coaches for Reserve Communities by October 31, 1978.
3. Evaluate Continuing Education Programs and Services by:
 - (a) evaluating Morningstar, Maskwachees and I.S.U.P.S. Programs by December 31, 1978;
 - (b) evaluating counselling services to adult Indians enrolled in post-secondary and vocational programs by March, 1979;
 - (c) by assisting Headquarters in the development of a computer information system for recording training, employment and skill levels of the on-Reserve labour force.

EDUCATION

4. To facilitate the expansion of University and Professional Programs both on-campus and on-Reserve from an enrolment of 380 students by:
 - (a) discussion with Indian leaders, Provincial Departments of Education, Universities and Colleges to facilitate improved services to Indian people;
 - (b) establishing a Regional Workshop in March, 1979, whereby Band and Department counselling staff may improve their counselling skills;
 - (c) evaluation of special services provided to Indian students through universities and colleges by March, 1979.

EDUCATION - 701

APPROVED MAN-YEARS

Director General	J. D. Nicholson	SX-2	07232
Director of Operations	J. R. Tully	SX-1	27099
ARD-Education	N. Wasyliw	EDS-6	07140
Secretary	B. Benike	SCY-3	09401
Regl. Supt. Elementary- Secondary Education	H. Reid	EDS-4	06688
Education Counsellor	D. Yuen	EST-1	08484
Regl. Supr. Fed/Prov Agreements-Educ.	R. Pinney	EDS-3	27063
Asst. Supt. Elementary/ Secondary Education	W. Grant	EDS-3	27137
Regl. Educ. Program Evaluator	(Vacant)	EDS-2	27171
Regl. Supt. Continuing Education	F. Frey	EDS-4	06686
Secretary Cont. Educ.	(Vacant)	SCY-1	27070
Regl. Supr. Adult Educ.	H. Rodnunsky	EDS-3	08665
Regl. Training Facilitator	(Vacant)	PM-3	27960
Regl. Training Facilitator	W. Lavin	PM-3	27011
Regl. Training Facilitator	(Vacant)	PM-3	27133
Regl. Training Facilitator	(Vacant)	PM-3	27132
Admin. Officer-Education	G. Rollins	AS-2	27007
Education Clerk	L. Blackwood	CR-4	06683
Education Clerk	S. Fisher	CR-3	27026
Asst. Supt. of Education Research & Consult.	(Vacant)	EDS-4	27098

RECOMMENDED: _____ DATE: _____

APPROVED: _____ DATE: _____

EDUCATION

O & M TARGET ALLOCATION

1978-79

2100 - Cultural Development	36.0
2200 - General Administration	332.0
2300 - Education in Fed. School	2161.4
2400 - Education in Non-Fed.School	12105.4
2500 - Maintenance of Pupils	3885.7
2600 - Adult Education	325.0
2700 - Vocational Education	1970.0
2800 - Employment & Relocation	220.0
2900 - Student Residence	447.7
	<hr/>
Total Education	21483.2

EMPLOYMENT PROGRAM

Program Description

The Employment Program Group develops employment opportunities for Indian people living in Indian communities by providing training for required skills and to improve the communities' capacity to identify employment strategies and economic enterprises conducive to job creation.

EMPLOYMENT PROGRAMBand Work Process

1. Implement the Band Work Process in the Alberta Region with 5 Bands and continue with the Goodfish Lake Band during 1978-79 by:
 - (a) identifying and arranging for the utilization of external funding sources to support Band Work projects;
 - (b) utilizing funding to create not less than 2,000 man-months of employment;
 - (c) collaborating with LEAP and Canada Works to implement Band Work Processes jointly where possible;
 - (d) creating employment that will impact on 1,700 case welfare months;
 - (e) identifying and including in all BWP proposals the various training components;
 - (f) including through collaboration with E & I Life Skills training where feasible, desirable and possible;
 - (g) collaborating with and co-ordinating employment portions of all Departmental Programs;
 - (h) planning and developing with Band Councils, six (6) additional BWP strategies to be implemented during 1979-80;
 - (i) following up on progress of employment initiatives to provide for proper and timely evaluation.

EMPLOYMENT PROGRAMTraining on the Job

1. Utilizing Training on the Job during 1978-79 to employ 14 Indian candidates and provide training at the officer level thus creating an eligibility list for Indian employees during 1979-80 by:
 - (a) selecting candidates that are well motivated, enjoy good rapport with Band Councils and Associations and have sufficient academic levels to be successful in the TOJ Program;
 - (b) preparing logical and concise training plans that will carry a candidate from commencement of work to officer level or IERD level in one year;
 - (c) identifying positions at the officer level during the year and collaborating with personnel to move TOJ trainees from training positions to operational positions as they occur;
 - (d) registering all trainees with the office of Native Employment of the Public Service Commission.

EMPLOYMENT PROGRAMEmployment & Mobility Service

1. To provide a prompt, efficient service to Indians desiring employment away from their homes by:
 - (a) collaborating with Employment & Immigration Mobility activity and enriching their program when required;
 - (b) maintaining contact with Syncrude and other Oil companies and their various activities, sensitive to the needs of Indians in employment and relocation to areas of employment;
 - (c) advising Band Councils, Associations and individuals of the various Employment Assistance Programs available through this and other Federal and Provincial agencies;
 - (d) developing and maintaining good working relations with the Provincial Apprenticeship Board to assure that Reserve employees and individual project workers acquire credits towards journeyman trades qualifications.

EMPLOYMENT PROGRAMPetroleum Industry Developments

1. To facilitate the ability of the Bands adjacent to these developments and individual Indians from the Region to take advantage of employment opportunities as they evolve in these areas by:
 - (a) establishing and maintaining positive working relationships with the Bands, oil company officials and construction companies in the Cold Lake and Fort McMurray areas;
 - (b) keeping District Employment Officers advised of job opportunities in the Fort McMurray and Cold Lake areas;
 - (c) writing a Treasury Board Submission to expand the Syncrude Agreement to cover the Heavy Oil Development at Cold Lake, Alberta; or alternatively to seek Treasury Board approval for a similar agreement covering the Heavy Oil Development in the Cold Lake area.

FINANCE & ADMINISTRATION

Program Description

Provide financial and administrative support services to programs in the Alberta Region, financial advice and training to Band governments, ensure that financial, administrative authorities and policies are carried out.

FINANCE & ADMINISTRATION

1. Provide District and Regional Managers with a consistent concise assessment of each Band's financial operation by:
 - (a) establishing reporting standards for Bands' financial statements to enhance comparability by May 31st, 1978;
 - (b) providing Managers with current accurate information as to Program resources transferred by May 15th, 1978 for the 1977-78 fiscal year and by May 15th, 1978 for the 1978-79 fiscal year and on-going as required.
2. Establish financial control over budget allocations to enable Managers to quickly assess their financial position by:
 - (a) formally recording budget allotments and commitments;
 - (b) providing reports and analysis by June 30th, 1978, depending upon program capability of BCS (as a minimum, manual reports will be prepared if BCS does not have the capability by that date).
3. Maintain and control cash allotments in the Region for appropriations, band funds, liability and asset codes on an on-going basis by:
 - (a) determining appropriate cash flows required;
 - (b) maintaining ledgers of all cash transactions;
 - (c) ensuring proper legal certification can be given under Section 26 of the Financial Administration Act;

FINANCE & ADMINISTRATION

4. Provide technical advice on financial management to all Districts to ensure compliance with financial and administrative policies by:
 - (a) developing guidelines and regional policies; several policies relating to contract administration, financial administration, issuing of certificates and manual accounting systems will be developed by September 30th, 1978;
 - (b) carrying out audits and reviews of District operations by December 31st, 1978;
 - (c) setting standards and policies for service and other type contracts by September 30th, 1978;
 - (d) holding training seminar for junior support staff relating to general office outlines, systems and procedures by January 30th, 1979;
 - (e) establishing an internal audit team so far as adherence to regulations and procedures in material management contracting and general administration, including crown-owned accommodation by October 1st, 1978.

FINANCE & ADMINISTRATION

APPROVED MAN-YEARS

Director General	J. D. Nicholson	SX-2	07232	
Reg'l Financial Advisor	H. W. Allen	FI-6	27010	Acting
Secretary	S. Serediak	SCY-3	04634	
Sr. Financial Officer	H. W. Allen	FI-4	04260	
Key Punch Operator	(VACANT)	DA-PRO-3	27179	
Encoder Terminal Operator	(VACANT)	DA-CON-2	27180	
Encoder Terminal Operator	(VACANT)	DA-CON-2	27181	
Sr. Accounts Clerk	A. Bliault	CR-5	05907	
Reg'l Accounts Clerk	R. Souldre	CR-4	06684	
Pre-Audit Supervisor	(VACANT)	CR-4	27062	
Pre-Audit Clerk	B. Kennedy	CR-3	02126	
Pre-Audit Clerk	J. Woytowich	CR-3	06398	
Pre-Audit Clerk	D. Saldat	CR-3	27003	
Pre-Audit Clerk	T. Tymofichuk	CR-3	27027	
Accounts Clerk	S. Howe	CR-3	27182	Term
Accounts Clerk	L. Sides	CR-3	27178	Term
Financial Control Officer	H. Peden	FI-2	27037	
Internal Control Clerk	M. Schwartz	CR-3	27104	
Band Budgets & Stat.				
Super.	E. Slaney	CR-5	02218	
Welfare Stats. Clerk	C. Trachuk	CR-3	27016	
Welfare Stats. Clerk	G. Lavery	CR-3	27035	
Welfare Stats. Clerk	H. Fennema	CR-3	27066	
Fin. Plan. & Analysis				
Officer	D. Leduc	FI-2	07147	
Budget Analysis Officer	D. Hirsch	FI-1	27065	
Est. Control Clerk	R. Almonte	CR-5	27111	
Fin. Services Clerk	J. Fussell	CR-5	27013	
Clerk Typist	L. Lindberg	CR-2	27069	
Sr. Admin. Officer	D. Rajotte	AS-4	27087	
Records Supervisor	H. Sasyn	CR-4	27009	
Sub Registry Supervisor	D. Elder	CR-4	20098	
Central Registry Clerk	L. Waquan	CR-2	09399	
Central Registry Clerk	R. Soulodre	CR-2	27108	
Central Registry Clerk	D. June	CR-2	27153	
Central Registry Clerk	M. Schuster	CR-2	27154	
Admin. Officer	D. Williams	AS-2	05771	
Clerk Typist	D. Nelson	CR-3	27075	
Reg'l Office Recept.	(VACANT)	CR-3	27107	
Head Contracts & Admin.	A. Matthews	AS-4	27039	
Admin. Clerk	(VACANT)	CR-3	27135	
Contracts Administrator	S. LeBlanc	AS-1	27134	
Reg'l Material Mgmt.				
Officer	I. Galvin	PG-2	27060	

RECOMMENDED _____

DATE: _____

APPROVED _____

DATE: _____

FINANCE & ADMINISTRATIONO & M Targets

3100 - General Administration	\$147,500.00
3200 - Support Services	\$538,300.00
3500 - Financial Services	\$ 45,900.00

LANDS, MEMBERSHIP & ESTATES

Program Description

The function of the Regional Lands, Membership & Estates Program is to identify, record and protect the interest in "Lands to which Indian people are entitled"; to carry out the detailed administration of the Estates of Deceased and Mentally Incompetent Indians; and to identify those people entitled to Registered Indian Status.

These responsibilities are carried out by ensuring adherence to wishes of the Band; provisions of the Indian Act; Departmental Policy; and the requirements of the law. More and more our Program Staff act in an advisory role to the Bands, so that the wishes of the Band will more frequently fall within parameters set by the other three constraints.

LANDS, MEMBERSHIP & ESTATES

1. To ensure Treaty and other obligations are met insofar as they relate to land matters.
2. To ensure fulfillment of statutory responsibilities under the Indian Act with regard to the administration and management of Indian lands.
3. To design and establish the infrastructure for a functioning, efficient and productive Regional Lands, Membership and Estates Program by:
 - (a) determining the precise form of the organization at all District levels by May 30, 1978;
 - (b) determining the precise parameters of the Program's functional responsibilities (June 30, 1978);
 - (c) completing the staffing transfers (and/or recruitment) necessitated by (b) above (August 30, 1978).
4. Bring to a conclusion a number of long-outstanding but unresolved problems within the Region by:
 - (a) pursuing the re-establishment of the tripartite committee concept; with the goal being to bring to a conclusion or establish the framework for the conclusion of:
 - i) the several Treaty entitlements in Alberta (April 1, 1979);
 - ii) the remote communities' claims (January 1, 1979);
 - iii) the Enoch/Redwood Meadows situation (January 1, 1979).
5. Improve the efficiency of the Program, enhance our service to the Bands and ensure greater personalized involvement of individual Registered Indians by:
 - (a) reducing turn-around time to 21 days for all standard documentation inputs from Districts (to 30 days by July 1, 1978; 21 days by December 1, 1978);
 - (b) assuming the total Estates function decentralization responsibilities (by July 1978).

ORGANIZATION & MAN-YEAR REQUIREMENTS

1978-79

ALBERTA REGION - 701

LANDS, MEMBERSHIP & ESTATES

Director General-Alberta Region	D. Nicholson	SX-2	07232
Director of Operations	J. Tully	SX-1	27099
A.R.D. Lands, Membership & Estates	W. Thrall	PM-6	27000
Land Documents Secretary	(Vacant)	SCY-2	27068
Land, Membership & Estates Administration Officer	G. Lorimer	AS-2	27172
Membership Administrator	Requested		
Clerk Typist	Requested		
Head, Land Titles, Records Surveys and Estates	D. Killips	AS-4	27034
Land Records Officer	B. Charchun	AS-2	27088
Land Records Clerk	M. Dunlop	CR-4	27067
Regional Estates Officer	C. Snider	PM-3	27138
Head, Land Transactions	R. Turcotte	AS-4	27032
Land Transactions Officer	A. Prochnau	AS-2	27109
Land Transactions Officer	(Vacant).	AS-2	27086
Land Transactions Specialist	L. MacPherson	CR-5	27106
Land Transactions Specialist	G. Bolton	CR-5	27174

MAN-YEARS		
ESTABLISHED 78/4/1	CHANGES 1978	REQUIRED 79/4/1
1	1	1
2	2	2
3	3	3
	4	4
	5	5
4	6	6
5	7	7
6	8	8
7	9	9
8	10	10
9	11	11
10	12	12
11	13	13
12	14	14

PERSONNEL

Program Description

The Personnel Division provides the Director-General, Alberta Region, with a full range of personnel support services which, internally, include Human Resource Management with its significant components of staffing appraisal, training and manpower planning, Classification and Compensation, Staff Relations and Safety Administration and Pay & Benefits.

This year, in accordance with nationally set priorities, special emphasis will be given to the increased recruitment of Natives and the identification and development of high potential women into and within the Administration and Foreign Service and comparable categories.

Externally, the Division will endeavour to provide Bands, on request, with advice and assistance in the development of personnel policies, classification plans and relevant salary data.

PERSONNEL

1. To increase the number of Native employees in the Alberta Region with potential to occupy middle and senior level management positions in a planned and systematic manner by:
 - (a) analyzing each employee group to determine number of Natives present by June 30th, 1978;
 - (b) determining career paths and feeder groups to the Administration and Foreign Service and comparable categories and potential opportunities for Native recruitment into each by June 30th, 1978;
 - (c) by establishing targets based on these feasibility studies, by June 30th, 1978;
 - (d) by re-describing these positions so that they contain such content that will ensure staffing with Native employees by June 30th, 1978;
 - (e) describing, classifying, recruiting and establishing a Regional Native Employment Co-ordinator by July 1st, 1978;
 - (f) establishing with the PSC, separately, if co-ordination is not feasible, an inventory of potential Native employees, ranked and identified by potential, by December 31st, 1978.
2. To establish and offer a personnel consulting service to Bands for the establishment or revision of Band personnel policies and administration by:
 - (a) accumulating several formats of job descriptions and organization structures in order that Band Management may adopt a suitable classification plan, by June 1st, 1978;

PERSONNEL

- (b) accumulating policies on all aspects of personnel administration in order for Bands to consider adopting similar versions for their own use, by June 1st, 1978;
 - (c) accumulating up-to-date and relevant salary data to either apply to new plans or to revise existing plans, by June 1st, 1978.
3. To increase the number of women employed in the Alberta Region at the middle management level in a planned and systematic manner and to establish a climate conducive to all women developing their full career potential by:
- (a) conducting management awareness courses containing details of the Department's EOW plans and the roles expected of all managers, by June 1st, 1978;
 - (b) analyzing each employee group to determine numbers of women present, by June 30th, 1978;
 - (c) determining career paths and feeder groups into the middle management ranks, by June 30th, 1978;
 - (d) by establishing targets based on these studies, by June 30th, 1978;
 - (e) identifying high potential women employees presently on staff and following through in the areas of career development and training, by March 31st, 1979 (second year, five year plan);
 - (f) assisting the Regional EOW Co-ordinator in the preparation of information materials and program content, by September 1st, 1978.

PERSONNEL

APPROVED MAN-YEARS

Director General	J. D. Nicholson	SX-2	07232
Reg'l Personnel Advisor	D. G. Gilbert	PE-5	04175
Secretary	A. Fenwick	SCY-3	00898
Staff Relations & Accident Admin.	R. Steele	PE-3	04178
Staff Relations Clerk	N. Haylow	CR-3	27036
Reg'l Manpower Resources Admin.	S. Best	PE-3	04177
Human Resources Clerk	(VACANT)	CR-4	27059
Staffing Officer	V. Olive	PE-2	09315
Staffing Assistant	M. Sinclair	CR-4	27124
Staffing Support Clerk	L. Holman	CR-4	27001
Staffing Clerk	J. Donald	CR-3	27176
Reg'l Class. & Comp. Admin.	R. Dupres	PE-3	27103
Class. & Compensation Clerk	A. Krisch	CR-4	27081
Personnel Services Sup.	J. Tracz	AS-2	01461
Personnel Services Clerk	R. Kirk	CR-4	09400
Personnel Services Clerk	D. Glassman	CR-4	20144
Personnel Services Clerk	C. Bregg	CR-4	04352

RECOMMENDED _____

DATE: _____

APPROVED _____

DATE: _____

OBJECTIVES & GOALS

1978-79

ALBERTA REGION

PERSONNEL

O & M TARGETS

3600 - Personnel Services

\$144,600.00

ENGINEERING & ARCHITECTURE

1. To provide a complete record of all physical development on all reserves and carry out, by consultation with Indian people, Program and District Managers, engineering designs for all capital developments on reserves by:
 - (a) designing the following capital projects:
 - Sunchild Lagoon
 - Kinuso Water Treatment Plant
 - Fox Lake Sewage System
 - DREE/Northland Program
 - (b) preparing physical plans for the following:
 - Cold Lake Band Hall Site
 - Cold Lake Townsite - Land Use Program
 - Fort Chipewyan & Subdivisions
 - Kehewin Townsite
 - Utikima Townsite
 - Fox Lake Band Office Siting
 - Louis Bull Acreage Subdivision
 - Driftpile Group Home Site
 - Cold Lake Town/Band Land Development (Reserve 149A)
 - Cold Lake Core Area Site Development
 - Saddle Lake School Addition Site
 - Driftpile Commercial Complex Site
 - Assumption Townsite Expansion
 - Beaver Lake Townsite Development

ENGINEERING & ARCHITECTURE

- (c) completing site record drawing programs for the following:

Fox Lake Reserve
Sunchild O'Chiese Reserves
Utikima Reserves
Wabamun Reserve
Fort MacKay Reserve
Blackfoot Townsite
Saddle Lake Reserve
Goodfish Lake Reserve

Architectural Services Section

1. Prepare architectural designs consultation with Indian people, Program and District Managers which reflect the people's needs and aspirations and which are within Departmental budget and policy requirements by:

- (a) preparing project briefs and designs for the following projects:

4 classroom extension - Sunchild O'Chiese Reserve
3 classroom addition - Peigan Reserve
Design gymnasium - Ermineskin Reserve
6 classroom & gymnasium - Gooderham
Design of gymnasium - Alexis Reserve
Group Home - Driftpile Reserve
School extension - Saddle Lake Reserve
Saddle Lake Teacherages - Saddle Lake Reserve
Assumption Renovations & Additions - Chateh
Cold Lake Band Hall - Cold Lake Reserve
Frog Lake Fire Hall
Gymnasium/Recreation Centre - Sucker Creek Reserve

ENGINEERING & ARCHITECTURE

- (b) up-dating technical literature;
- (c) assisting Districts and Band Councils with designs for any new capital projects.

Construction & Maintenance Section

1. To provide a construction and maintenance engineering section for all capital projects and to develop and monitor a Fire Prevention and Construction Safety Program by:

- (a) completing the following capital day labour projects:

Standoff School Addition

St. Mary's School Addition

- (b) completing the following projects carried over from 1977-78:

Crowfoot School Addition (DPW)

Ermineskin School Addition (deficiencies)

Boiler Repairs - Upper Hay River School

Installation of a Generator - South Tall Cree

Teacherage - Upper Hay River (deficiencies)

Roads - Childs Lake & Tall Cree (deficiencies)

Flood Control & Playground - Driftpile School
(deficiencies)

Water Treatment Renovations - Driftpile School
(deficiencies)

Relocate School - Goodfish Lake Reserve (no budget)

Portable Classrooms - Saddle Lake Reserve (deficiencies)

Cold Lake School Addition (DPW)

Relocate Fuel Oil Storage Facilities - Bishop Piche

Municipal Services - Frog Lake School (DPW)

ENGINEERING & ARCHITECTURE

- (c) completing the following 1978-79 Capital Programs:

Sunchild Lagoon
Kinuso Water Treatment Plant
Whitefish Lake Water System
Saddle Lake Teacherages
Kehewin Multi-Plex
Fox Lake Sewage System
Assumption Addition & Renovations (DPW)
Saddle Lake School Additions (40%)

- (d) completing the following tasks for the Regional Maintenance Project:

complete assets inventory
inspection and assessment of all facilities
preparation of a 5-Year Maintenance Budget
maintenance program development
complete maintenance program - Fort Chipewyan,
i.e. school and related facilities (providing
funds are allocated by Education Program)
develop a Mobile Maintenance Crew for High Level District
provide Maintenance Advisory Services to all Districts
inspect, report and correct Glu-Lam beam failures

- (e) improving the Region's Fire Prevention and Construction Safety Programs by:

1. completing on-site inspections of all Major Capital projects by October 31st, 1978;
2. arranging on-site construction safety and first aid seminars for any Major Capital Projects by day labour to be completed by March 31st, 1978;
3. providing training seminar on Construction Safety and Fire Prevention by August 31st, 1978.

ENGINEERING & ARCHITECTURE

- (f) co-ordinating the Region's Fire Prevention Program by:
1. conducting Volunteer Fire Department training seminars for the following:
 - Paul Band
 - Stoney Band
 - Blackfoot Band
 - Four Bands - Hobbema
 - Sturgeon Lake Band
 - Blood Band
 - Peigan Band
 - Sunchild O'Chiese Bands
 - Assumption Band
 - Alexander Band
 - Alexis Band
 - Bigstone Band
 2. preparing a 5-year program Capital and O & M;
 3. establishing three (3) fire control officers and one (1) fire training officer in the Region;
 4. conducting a fire prevention program in all schools;
 5. inspecting, testing and servicing all fire protection systems in schools;
 6. carrying out established capital program, i.e. installation of smoke detectors, siren systems, fire extinguishers, etc.;
 7. arranging fire protection contracts with adjacent municipalities for the following:
 - Cold Lake Reserve
 - Pigeon Lake Reserve
 - Kehewin Reserve
 - Bushe River Reserve
 8. arranging fire protection contracts for Bands to service adjacent municipalities:
 - Alexander Reserve
 - Alexis Reserve
 - Pauls Reserve
 - Four Band Hobbema Reserves

ENGINEERING & ARCHITECTUREArea Engineering

1. To ensure that all capital and operation and maintenance projects, undertaken by District or Band Councils, have the proper Engineering input by:
 - (a) developing good working relationships with District offices and Band Councils within their geographic areas;
 - (b) providing engineering consultant advisory services to every Band Council;
 - (c) ensuring that all Capital Projects undertaken by the District or Band is properly engineered;
 - (d) assisting in the preparation of all budgets both Capital and O & M.

Administrative Services Section

1. To provide an administrative service which is consistent with Departmental Policies and Procedures and to develop and monitor internal work flow systems by:
 - (a) developing work flow administrative process by September 30th, 1978;
 - (b) finalizing the development of a technical library by July 31st, 1978;
 - (c) developing a capital reporting system which will provide Program Managers with current project status by October 31st, 1978.

ENGINEERING & ARCHITECTURE

APPROVED MAN-YEARS

Director General	J. D. Nicholson	SX-2	07232	
Director of Operations	J. R. Tully	SX-1	27099	
Reg'l Eng. & Arch. Advisor	S. Kolomyjec	ENG-5	19512	
Secretary	(VACANT)	SCY-3	05777	
Head, Plan Development	J. Gregg	ENG-5	27042	
Physical Planner	P. Hecht	AR-4	27051	
Sr. Site Technologist	D. McConkey	ESS-8	27085	
Survey Technologist	D. Edwards	ESS-7	27120	
Survey Technologist	R. Danner	ESS-7	27121	
Head, Project Developmt.	V. Maybroda	AR-5	27083	
Sr. Architect	(VACANT)	AR-4	27117	
Architectural Designer	(VACANT)	ESS-8	27119	
Architectural Technologist	G. Jacobs	ESS-6	27123	
Sr. Pollution Control Engineer	B. Bishop	ENG-4	27118	
Civil Draftsman	G. Hewitt	DD-5	27041	
Mechanical Engineer	L. Karaim	ENG-4	27122	
Area Advisor	(VACANT)	ENG-4	27043	
Area Advisor	(VACANT)	ENG-4	27052	
Area Advisor	(VACANT)	ENG-4	27053	
Head Const. & Maint.	B. Lackey	ENG-5	09422	
Sr. Construction Eng.	(VACANT)	ENG-4	27054	
Sr. Construction Technologist	L. Garth	ESS-9	06390	
Fire Prevention & Construction Safety Officer	A. MacBride	GT-5	27044	
Reg'l Fire Inspector	(VACANT)	GT-1	27149	
Reg'l Fire Inspector	(VACANT)	GT-1	27150	
Reg'l Fire Inspector	(VACANT)	GT-1	27151	
Fire & Safety Inspector	(VACANT)	GT-3	27152	
Sr. Maintenance Eng.	A. Barker	ENG-4	27143	
Secretary	G. M. Hale	SCY-3	05777	Acting

IERD

Jr. Survey Technologist	M. Vickers	ESS-4	21938	
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RECOMMENDED _____

DATE: _____

APPROVED _____

DATE: _____

ENGINEERING & ARCHITECTURE

O & M TARGETS

3800 - Engineering Services

\$159,700.00

ECONOMIC DEVELOPMENT

Program Description

The Economic Development Group provides a balanced program of human and economic development by assisting Indians in developing and expanding economically desirable, long-term employment opportunities; assists Indian communities to formulate and implement economic development plans to participate effectively in the broader economic community.

ECONOMIC DEVELOPMENTAdministration

1. To develop and maintain the administration of the Regional Economic Development Program by:
 - (a) establishing annual objectives and goals for the program with involvement of District personnel, Senior Management, IAA;
 - (b) completion of an organizational review, which includes analysis of functions and manpower requirements, by August 1st, 1978;
 - (c) increasing District and Regional staff levels to authorized manpower level of 52; current level is 60% to increase to 80% by August 1st, 1978 and to reach 100% target by January 1st, 1979;
 - (d) holding a minimum of eight (8) District Superintendents' conferences before April 1st, 1979;
 - (e) reviewing and implementing changes required in Economic Development administrative systems to improve information storage and retrieval by September 30th, 1978;
 - (f) co-ordinating the implementation of the nationally designed Economic Development Information System when it becomes operational;
 - (g) separation of the loan function from the project development and review function at Regional level by June 1st, 1978 at District level after organizational review;
 - (h) providing an economic development officer on a secondment basis under the Syncrude Agreement on request;
 - (i) establishing Regional standards of project development, investment strategy, priority setting, performance factors against which we can monitor the program by February 1979.

ECONOMIC DEVELOPMENTLoan Administration

1. To administer Regional loan activities and to implement project review and operational improvement in the administration and control of the Indian Economic Development loan fund by:
 - (a) implementing National loan guides by April 30th, 1978;
 - (b) developing and establishing procedures for project pre-screening and project funding approval by June 30th, 1978;
 - (c) holding Monthly Regional Loan Board Meetings for loan approvals;
 - (d) holding a training seminar for Regional Business Services Officers by August 30th, 1978;
 - (e) establishing a complete loan record at Region by July 30th, 1978;
 - (f) developing and implementing a concentrated program to review, revise terms, call and/or enforce delinquent loans, including the realization of security by September 30th, 1978 (the loan enforcement program to be on-going and includes new projects);
 - (g) reducing loan arrears by 30% by March 30th, 1979;
 - (h) reviewing and making recommendations on loan organizational structure of Region and Districts by June 15th, 1978;
 - (i) improving communication and co-operation with other lending agencies both private and governmental on an on-going basis.

ECONOMIC DEVELOPMENTProject Development

1. To increase the quality of project development and increase emphasis on the creation of Indian businesses as a means of strengthening Indian participation in the mainstream of Canadian economy, creating jobs and creating economic infrastructure on reserves, for primary, secondary and service industries by:
 - (a) creating monitoring guidelines by May 30th, 1978;
 - (b) co-ordinating and completing project reviews as received from Districts on an on-going basis;
 - (c) establishing monthly monitoring at Regional level of all projects in excess of \$100,000 and routine monitoring at District level of all projects, by September 30th, 1978;
 - (d) monitoring on site, all projects over \$100,000 semi-annually, including projects in stabilization process, covering:
 - Inventory
 - Security
 - Operational Performance
 - Financial Stabilityby November 1st, 1978 (this will establish a reporting and review system for all projects);
 - (e) providing technical assistance as required for new projects;
 - (f) reviewing major developments in Alberta and co-ordinating with Regional employment co-ordinator to take advantage of job opportunities;
 - (g) making the Syncrude Committee operational by September 1st, 1978;
 - (h) liaison with IOSEDC, IEF and other organizations involved in Economic Development to obtain management advice and financial support for Indian people as and when required;

ECONOMIC DEVELOPMENT

- (i) developing schedule of support activity for all projects by September 30th, 1978;
- (j) developing and implementing guidelines and policy for the use of Grants and Contributions by January 1st, 1979;
- (k) increasing agricultural expertise at District and Regional level through the defining of Agricultural Officer's positions and staffing by December 1st, 1978;
- (l) liaising with other government departments to assist Indian people obtain non-departmental advice for all projects especially agriculture by March 1st, 1979;
- (m) developing preliminary resource management plans for integrated resource development at the expressed wishes of individual Bands, specifically in agriculture and forestry, subject to the availability of qualified personnel by March 31st, 1979;
- (n) assisting Band Economic Development Committees with forestry and agricultural projects on an on-going basis;
- (o) establishing a project reporting and review system which will report financial, job creation and risk data by August 30th, 1978;
- (p) establishing quantitative project goals in terms of project name, employment creation and economic benefit by August 30th, 1978.

Program Development and Services

1. To develop and co-ordinate special programs and plan activities in the major resource areas including agriculture and forestry; to foster management of resource development so that the renewable resources are used to their utmost potential in keeping with the economic, social and environmental conditions on the Indian lands; to provide operating guidelines, policies and monitor economic development activities; to co-ordinate and direct advisory services by:

ECONOMIC DEVELOPMENT

- (a) increasing planning and program developmental capability in agriculture to establish a Regional Agricultural Information System and a Regional Agricultural Plan by Band in conjunction with Bands and the Indian Association of Alberta and to prepare the necessary documentation for the establishment of any programs required;
- (b) developing an initial appraisal of the potential of forestry; to establish priorities of development and investigation, and to recommend the allocation of manpower and financial resources;
- (c) establishing and maintaining a resource information system for Region including all feasibility studies, and land use inventories;
- (d) maintaining up-to-date knowledge of all regulations pertaining to resource development including environmental impact;
- (e) assisting in developing definition of the reserve potentials in terms of agriculture, forestry, wildlife, fishing, etc., for Economic Development Committees so that they do serious pre-investment thinking;
- (f) providing consultative and liaison services to the trappers and fishermen in the Reserves of Northern Alberta; it is estimated that some 100 trappers and 15 fishermen will seek this service in 1978-79 to carry out their activities on provincial lands;
- (g) providing educational training at the Indian Education Centre, the Lethbridge University, twice every year (1978-79), the training will be provided by our staff;
- (h) participating in extension work, training of native people and in gathering and supplying information on the extent and potential of resources;
- (i) providing assistance and support to Bands, in planning and developing a viable economic base in their committees by:
 - 1. decentralizing the monitoring of the BEDC program to the Districts by September 1st, 1978;

ECONOMIC DEVELOPMENT

2. providing funding for Economic Development officers and establishing or maintaining a minimum of 10 people by January 1st, 1979;
 3. maintaining the CESO program at 20 active volunteers by December 1978;
 4. ensuring co-ordination between the activities of the BED Committees, CESO co-ordinators and other departmental activities aimed at Band-level planning;
- (j) developing a strategy for supporting the Alberta Indian Arts and Crafts Society by September 30th, 1978;
- (k) developing and implementing a long-term budgetary planning process which meets Band and Departmental requirements for 1978-79 by December 1978;
- (l) reviewing and revising as necessary District project development budget before August 30th, 1978;
- (m) pre-programming 1979-80 activities for project development budget by December 15th, 1978;
- (n) monitoring program activities for adherence to policy guidelines and regulations and co-ordinates correction of deficiencies.

ECONOMIC DEVELOPMENT

APPROVED MAN-YEARS

Director General	J. D. Nicholson	SX-2	07232	
Director of Operations	J. R. Tully	SX-1	27099	
Assistant Reg'l Director	H. Moore	CO-4	27116	Acting
Secretary	C. Ruehn	SCY-3	06395	Acting
Reg'l Agrologist	(VACANT)	CO-2	27184	
Industrial Projects Advisor	J. Ready	CO-2	27094	
Agricultural Projects Advisor	R. Hiller	CO-2	27097	
Forest Products Advisor	J. Jamieson	CO-2	27095	
Commercial Rec. Real Estate Advisor	(VACANT)	CO-2	27096	
Reg'l Business Ser. Mgr.	R. Lawrence	CO-2	04310	
Secretary	(VACANT)	SCY-2	27058	
Business Ser. Officer	B. Sorobey	CO-1	27048	
Business Ser. Officer	R. Stevenson	CO-1	27049	
Business Ser. Officer	(VACANT)	CO-1	27050	
Business Ser. Steno	(VACANT)	STN-1	27072	
Sr. Business Ser. Clerk	K. Edgar	CR-5	27056	
Jr. Business Ser. Clerk	A. Staniky	CR-3	27127	
Reg'l Supervisor Resource Mgmt.	F. Kennedy	CO-2	09398	Acting
Head, Land Property Mgmt.	(VACANT)	CO-1	27033	
Reg'l Forester-Resource Mgmt.	P. Kumar	FO-2	06384	
Assistant Forester	T. Kapp	FO-1	27146	
Supervisor Resource Planning	G. Roberts	ES-5	27082	
Reg'l Agriculture Program Manager	F. Kennedy	PM-4	06380	
Reg'l Wildlife Officer	E. Williams	CO-2	27030	
Development Officer	(VACANT)	PM-4	27141	
Development Secretary	C. Ruehn	SCY-2	27073	
Administration Officer	(VACANT)	AS-2	09421	
Business Service Steno	(VACANT)	STN-1	27071	
Special Projects Officer	(VACANT)	AS-2	27196	Term

RECOMMENDED _____

DATE: _____

APPROVED _____

DATE: _____

ECONOMIC DEVELOPMENTFinancial Resources

Total financial resources are:

<u>VCC</u>	<u>Activity</u>	<u>Name</u>	<u>Amount(000s)</u>	<u>Remarks</u>
01	5110	General Administration	165.5	
	5200	Development Services	100.0	
	5400	Business Services	140.0	
	5410-591	Syncrude	545.0	Training, etc.
	5660-582	CESO	55.0	
02	5110-030	Capital	797.0	
03	5110	Grants to Fairs	10.0	
	5420	IEDF Grants		No allocation yet
08	5110	Salaries	159.1	
	5210	Salaries	100.8	
	5320	Salaries	24.3	
	5410	Salaries	672.8	
13	5410-591	Syncrude	930.0	Development
	5420	IEDF Contributions		No allocation yet
	5660-583	BEDC	180.0	
23	5420	Stabilization		No allocation yet

POLICY, PLANNING AND EVALUATION

Program Description

The Policy, Planning and Evaluation Group provides a centralized core of planning, policy development, research and evaluation skills within the Alberta Regional office of DIAND to assist and support management in the development, achievement, evaluation and monitoring of goals and objectives; to provide Bands and the Indian Association of Alberta with planning support as a part of overall Departmental support leading towards the achievement of self-determination and to support and co-ordinate on a Regional basis activities that require planning.

POLICY, PLANNING AND EVALUATION

1. To develop and manage a strategic planning capability that includes an advisory policy planning function in support of management and a liaison function with the Indian Association of Alberta, skills in the development of program strategy, skills in program and policy research, and the ability to undertake program evaluation and monitoring by:
 - (a) developing a job description for the Regional Advisor, Policy, Planning and Evaluation, having the position classified and staffed by July 1st, 1978;
 - (b) developing a job description for a Strategic Planner, having the position classified and staffed by July 1st, 1978;
 - (c) developing a job description for a Statistician/Researcher, having the position classified and staffed by July 1st, 1978;
 - (d) developing a job description for a Secretary, having the position classified and staffed by April 28th, 1978;
 - (e) assisting the Director-General in the preparation of a statement of Regional Objectives and Goals for the 1978-79 year by mid-April 1978 and developing an organizational structure geared to achieve these objectives by August 1978;
 - (f) establishing, by May 1978, guidelines for work-load prioritization for the Policy, Planning and Evaluation Group so that staff resources are utilized fully, commensurate with the maintenance of a quality product and consistent with Regional priorities;
 - (g) establishing the framework for a Regional base-data system by September 1978 and working towards initial implementation by March 1979;
 - (h) undertaking an evaluation of the relationship between government policy and Regional programs by March 1979;

- (i) establishing firm communication and support links with the Policy, Research and Evaluation Group and Regional Planning Support Group in Ottawa by June 1978.
2. To develop and manage a community planning process that effectively co-ordinates and utilizes the Department's resources in support of local Band governments in their movement towards self-determination by:
- (a) reviewing the job description for the Community Planner and ensuring that it is consistent with the role of the Policy, Planning and Evaluation Group;
 - (b) developing a job description for a Planning Clerk, having the position classified and staffed by July 1st, 1978;
 - (c) undertaking a review of all Regional activities related to Band planning (ie: program planning and review process, Band Economic Development Committees, Canadian Executive Services Overseas, Band Work Process, etc.) and developing mechanisms for Departmental co-ordination of these activities by June 1978;
 - (d) developing a long-term community socio-economic planning process for the Northern areas by April 1978 that will be implemented through the Alberta-North Agreement;
 - (e) developing guidelines for the prioritization and use of contribution funds in support of Band planning activities.
3. To provide research, planning and co-ordination roles for the Director-General and the Bands of Alberta in specific activities/projects as required. These will include such things as the Alberta North Agreement, Alaska Highway Pipeline Development and the Cold Lake Heavy Oil development by:

- (a) developing a planning, management and implementation strategy in conjunction with the IAA and DREE for the Alberta-North Agreement and have the planning strategy implemented by April/May 1978, implementing the management process by June 1978, and seeking approval and proceeding with the implementation of specific projects by August 1978;
 - (b) developing a strategy for involving Alberta Indians in the planning process leading to the development of terms and conditions for the Alaska Highway Pipeline and for maximizing the mid-term and long-term benefits of the development to Indians of Alberta;
 - (c) developing a strategy for involving the Indians, in and adjacent to the Cold Lake Heavy Oil area, in the planning and implementation of strategies to maximize the benefits to Indians from heavy oil development.
4. To provide a secretariat function (research, liaison, identification of policy alternatives) to the Tripartite Committee by:
- (a) identifying by May 1979 in conjunction with the IAA the issues to be handled through the Tripartite discussions;
 - (b) providing, as needed, background research, identification of policy options, etc., appropriate to the resolution of issues, identified for Tripartite discussions;
 - (c) defining in consultation with the IAA the role of DIAND in the Tripartite Committee meetings.

APPROVED MAN-YEARS

Director General	J. D. Nicholson	SX-2	07232
Director of Operations	J. R. Tully	SX-1	27099
Reg'l Advisor, Policy, Planning & Evaluation	(VACANT)	ES-6	27186
Secretary	(VACANT)	SCY-3	27190
Strategic Planner (Economic)	(VACANT)	ES-5	27187
Statistician/Researcher	(VACANT)	SI-2	27191
Strategic Planner (Social)	(VACANT)	ES-5	27188
Community Planner	N. Burke	ES-5	27114
Community Planning Technologist	(VACANT)	EG-ESS-8	27057
Assistant Community Planner	(VACANT)	ESS-3	27028
Planning Clerk	(VACANT)	CR-4	27074

RECOMMENDED _____

DATE: _____

APPROVED _____

DATE: _____

POLICY, PLANNING AND EVALUATIONO & M TARGETS

3910 - Master Planning	\$ 8,000.00
1770 - Community Planning	\$161,400.00