

September 18 – 20, 2018 • Edmonton, AB

Human Resources Management for Indigenous Organizations

HEAR FROM EXPERIENCED LEADERS

Lori Craig, Human Resources Consultant,
THE HR GUIDE

Lorraine Cutarm, Director, Personnel,
ERMINEKIN FIRST NATIONS

Deborah Green, Founder and Owner,
CORPORATE CREE CONSULTING

Gerald D. Chipeur, QC, Partner,
MILLER THOMSON LLP

Trina Kondro, Lawyer,
EMERY JAMIESON LLP

Billie Fortier, Associate,
MLT AIKINS LLP

Colleen Verville, Partner,
MLT AIKINS LLP

Dwayne Eagle Child,
Occupational Health and Safety Officer,
BLOOD TRIBE DEPARTMENT OF HEALTH

Dawn Davis, Manager, Human Resources,
FORT MCKAY GROUP OF COMPANIES

Carmel Starlight, Human Resources Business
Partner, **TSUU T'INA FIRST NATION**

Gayle Desmeules, Principal, **TRUE DIALOGUE**

Linda R. Crockett, Founder and Executive
Director, **WORKPLACE BULLYING,
RESOURCES AND RECOVERY CENTRE INC.**

Gina Potts, Chief Operating Officer,
A3 LIMITED

Chris Hylton, Principal,
CG HYLTON & ASSOCIATES INC.

James Hart, Lawyer,
MEADOWS LAW

Carolyn M. Buffalo, Barrister and Solicitor,
Policy Analyst and Corporate Counsel,
YELLOWHEAD TRIBAL COUNCIL

Charlene Bruno, CEO and Founder,
BRUNO CONSULTING

Explore Practical Approaches to Optimizing Your Organization's Human Capital

- ✓ Understand what management expects from today's HR Managers – and deliver!
- ✓ Manage employee performance with clarity and direction
- ✓ Know how to have crucial but difficult conversations on sensitive issues with the confidence you need to be effective
- ✓ Adopt key HR policies for success
- ✓ Engage employees so your workforce is firing on all cylinders!
- ✓ Prevent the insidious effects of discrimination, bullying and cyber-bullying
- ✓ Identify and counter the pernicious dynamics of lateral violence
- ✓ Apply techniques and strategies (like mediation, restorative and circle processes) to minimize negativity and conflict
- ✓ Comply with complex human resources laws - or face the costly, time-consuming consequences of conflict and court dates
- ✓ Understand what you have to do to accommodate employees with addictions
- ✓ Know the law on marijuana in the workplace
- ✓ Comply with human rights, health, safety and privacy laws
- ✓ Develop and implement a targeted recruitment strategy to win best hires
- ✓ Do effective on-boarding and orientation for Indigenous and non-Indigenous employees joining your Indigenous organization
- ✓ Take steps to reduce absenteeism

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CONFIRMED SPEAKERS INCLUDE:



Gerald D. Chipeur, QC, Partner, Miller Thomson LLP- Gerry's practice over the last three decades has focused on the development of public policy and the removal of administrative red tape. As a trial and appellate lawyer, he has advocated for clients before courts in BC, Alberta, Saskatchewan and Ontario, including 22 matters before the Supreme Court of Canada.

Lori Craig, Human Resources Consultant, The HR Guide



Lori Craig is a certified Canadian Human Resources Practitioner (CHRP) with more than 25 years of human resources, organizational effectiveness, training, and development experience with a passionate focus on personal, interpersonal and organizational effectiveness. Lori has been recognized as a key contributor on the senior management team of an Alberta First Nations Administration, an international communications organization and has served as a Police Officer in the Calgary Police Service.

Linda R. Crockett, Founder and Executive Director, Workplace Bullying, Resources and Recovery Centre Inc.



Linda Crockett, MSW, RSW, Somatic Experiencing Trauma Therapist, is the founder of Alberta Bullying Research, Resources, & Recovery Center (ABRC). ABRC and associates offer resources to all Employers, Leaders, and Employees, First Nations and Metis Communities.

Dawn Davis, Manager, Human Resources, Fort McKay Group of Companies



A Qalipu Mi'kmaq First Nation Band Member, Dawn moved to the Wood Buffalo Region in 2007 and immediately started working with the Fort McKay Group of Companies Human Resources Department. Dawn graduated with a Bachelor of Commerce Degree in 2004 from Saint Mary's University in Nova Scotia, with a double major in Human Resource Management and Marketing, along with a Certificate in Human Resources.

Gayle Desmeules, Principal, True Dialogue



Gayle Desmeules, member of the Métis Nation of Alberta, Q.Med, Master of Arts in Leadership and Training, provides interest-based mediation, and restorative facilitation training. Over 20 years experience building capacity within Indigenous communities to offer "appropriate" dispute resolution services in social services, justice, workplace and education settings.

Billie Fortier, Associate, MLT Aikins LLP



Billie Fortier assists Aboriginal communities and landowners with issues related to natural resource extraction, land development and industry partnerships. Billie has worked on regulatory and commercial litigation matters and on issues related to the duty to consult and Indigenous governance. She has assisted Indigenous organizations on jurisdictional issues and with drafting HR policies.

Deborah Green, Founder and Owner, Corporate Cree Consulting



Deborah Green (Gopher) is a proud Cree woman from the Kawacatoose and Piapot's First Nations in Saskatchewan. Deborah has 20 years' experience in Diversity and Indigenous Inclusion services and solutions. She identifies gaps, and develops solutions customized for clients. Deborah has developed and integrated workforce diversity strategies for hiring and developing diverse talent, fostering an inclusive work environment, and ensuring management accountability.

Chris Hylton, Principal, C.G. Hylton & Associates Inc.



Chris has been a consultant in Alberta since 1981 and has extensive experience in human resources and employee benefits. Chris has worked with many indigenous organizations across Canada improving organizational structure, strategic plans, human resources and employee benefits. Focused on plans that are customized for success with management and staff alike, including job descriptions, salary grids, performance plans, org charts, and HR policies.

Trina Kondro, Lawyer, Emery Jamieson

As an Aboriginal law practitioner with a particular interest in governance and policy development, Trina has drafted Election Laws, Membership Codes, and a wide range of bylaws and policies designed to meet the specific needs of First Nation communities. Trina's other practice focus is employment law and she has assisted employees and employers in all aspects of the employment relationship from conducting litigation and hearings to resolve employment related disputes to drafting executive employment agreements and comprehensive policy documents.

Gina Potts, Chief Operating Officer, A3 Limited

Gina is a member of the Alexis Nakota Sioux Nation, and fluent in Nakota. She has worked extensively with Indigenous people in the areas of; governance and senior management for program and community development, business and economic development, strategic initiatives and event management. Gina obtained her education from the University of Calgary and Grant MacEwan Community College. She is the founder of the Nikoodi Safety Association

Colleen Verville, Partner, MLT Aikins LLP

Colleen is called to the bar in Alberta and the North West Territories. She has appeared numerous times on behalf of clients before the following courts and tribunals: The Alberta Court of Queen's Bench and Alberta Court of Appeal, The Supreme Court of the Northwest Territories, The Federal Court and Federal Court of Appeal, Canada Labour Code Adjudications, Federal and Provincial Privacy Tribunals, The Alberta Human Rights Tribunal and The Canadian Human Rights Tribunal.



Carolyn M. Buffalo, Barrister and Solicitor, Policy Analyst and Corporate Counsel, Yellowhead Tribal Council

Carolyn Buffalo has been a member in good standing of the Law Society of Alberta since her call to the Bar in 1996. She has served on the legal team in the Victor Buffalo et. al. v Her Majesty the Queen case, a breach of trust case on Indian Monies and on the violation of Treaty No. 6 of 1876. She has served as Chief of the Montana Cree Nation and on Council. In addition, she has served on boards, tribunals.

Dwayne Eagle Child, Occupational Health and Safety Officer, Blood Tribe Department of Health Inc.

Dwayne is a proud member of the Blood Tribe (Kainai) Nation and has been working in the health care in both urban and in First Nations for over 12 years. Dwayne is with the Blood Tribe Department of Health Inc. as the Occupational Health and Safety Officer. Dwayne is developing, implementing and providing leadership in all aspects of OHS on-reserve.

James Hart, Associate, Meadows Law

James Hart is an associate with Meadows Law. He has worked at a regional mid-sized firm in Edmonton and at the College and Association of Registered Nurses on professional regulatory matters. James also worked in the in-house legal department of a large transit organization in Toronto called Metrolinx in the summer months after first and second year of law school.

Angela (Lafontaine) Sarsons, President, Collective Initiatives

A member of Moose Cree First Nation in Treaty 9 in northern Ontario. Angie has worked as a Band Manager, an Executive Director for health organizations and held the title of Director of Health for Moose Cree First Nation, successfully negotiating the first health transfer process in the Hudson Bay/James Bay region in Ontario. Angie obtained a Bachelor of Arts from the University of Waterloo and a Master's Degree in Leadership and Training from Royal Roads University, Victoria, BC.

Charlene Bruno, CEO and Founder, Bruno Consulting

Charlene Bruno is a member of the Samson Cree Nation in Maskwacis, Alberta and believes "Sharing her passion about connecting with people and helping them see new possibilities for the future." In 2008 she received her Bachelor of Commerce degree from the University of Alberta and started her own company Bruno

Human Resource Management for Indigenous Organizations

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EDMONTON, AB

DAY ONE PROGRAM AGENDA: TUESDAY, SEPTEMBER 18, 2018

8:00 – 9:00 Registration and Continental Breakfast

9:00 – 9:15

Welcome and Opening Remarks from the Chair
Chris Hylton, President, CG Hylton Inc.

9:15 – 10:15

Using Effective Policies for Predictability and Fairness in the Workplace

Chris Hylton, President, CG Hylton Inc.
Charlene Bruno, CEO and Founder, Bruno Consulting

- Purpose of policies and procedures
- What happens if your policies are not implemented and kept up-to-date
- How policies are developed and reviewed
- How to make sure your policies are enforceable
- Implementation
- Organizational climate and culture

10:15 – 10:30

Networking Break



10:30 – 11:30

Employment Law: Jurisdictional Issues and Latest Cases

Billie Fortier, Associate, MLT Aikins LLP

- How to identify whether federal or provincial law applies to your organization
- Review the jurisdictional differences between federal and provincial labour/employment law
- Identify the risks to your organization of an unclear jurisdictional understanding

11:30 – 12:30

Recruitment: Hiring and Onboarding

Deborah Green, Founder and Owner, Corporate Cree Consulting

- Targeted and strategic recruiting
- Ensuring a targeted demographic job description
- Strategic marketing (where to source for the people you need)
- Appropriate Interviewing, hiring, and onboarding
- Practices for promoting retention

12:30 – 1:30

Luncheon Break

1:30 – 2:15

Recruiting and Orienting Non-Indigenous Employees into Your Indigenous Culture

Carmel (Holly) Starlight, Human Resources Business Partner, Tsuu T'ina First Nation

- Worst and best case scenarios: orientation makes all the difference

- Adjusting to a workplace where many employees are related
- Traditional protocols and ceremonies
- Addressing elders

2:15 – 2:30

Networking Break



2:30 – 3:30

Best Practices in Compensation

Chris Hylton, President, CG Hylton Inc.

Charlene Bruno, CEO and Founder, Bruno Consulting

- Importance of having a well-constructed, properly administered pay and classification plan
- Updating the job description, signed off by the employee and the supervisor
- Including goals and objectives in the job description.
- Internal equity vs. external equity
- Position classification through the National Occupational Classification (NOC) system
- Jobs are grouped based on the type of job duties, and the work a person does
- Do you have a salary grid? Advantages, annual updates.
- Do you need a salary survey? What is your salary target? Who are your competitors?
- Maintaining the system, transparency, updating
- Value of linking classification systems, compensation plans and performance evaluation

3:30 – 4:15

Privacy and Confidentiality in the Workplace: Rights and Wrongs in Keeping Confidences and Maintaining Privacy

James Hart, Lawyer, Meadows Law

- What it means in practice
- Complexity of the problems when the workplace includes multiple family and community relationships
- What does a privacy and access to information compliance policy look like?
- What your privacy policy should contain
- Ensuring employees understand their obligations
- Ensuring you, as an employer understand your obligations

WHO SHOULD ATTEND THIS EVENT

- Band Managers, Brand Administrators, Executive Directors
- Chiefs and Councillors
- HR Managers, Officers, Clerks, Assistants and Administrators
- Directors, Managers, Supervisors, and Clerks of Finance
- Directors of Operations
- Personnel Officers, Personnel Designates
- Community Health Professionals
- Social Workers and Assistants
- Consultants
- Education Directors
- Health Directors and Assistants
- Directors of Support Services and Staff

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DAY TWO PROGRAM AGENDA: WEDNESDAY, SEPTEMBER 19, 2018

8:00 – 9:00 Registration and Continental Breakfast

9:00 – 9:15

Welcome and Opening Remarks from the Chair
Chris Hylton, President, CG Hylton Inc.

9:15 – 10:00

Role, Responsibility and Tools of Today's HR Manager

Angie Sarsons, President/CEO, Collective Initiatives

- Human resources as a strategic business partner
- The key components of an effective human resources team
- Tools to enable your 'best practice'

10:00 – 10:50

Human Rights in the Indigenous Workplace

Trina Kondro, Emery Jamieson LLP

- Overview of the human rights legislation applicable to Indigenous people workplaces
- What constitutes discrimination in the workplace, and what doesn't?
- Update on new developments in family status and medical marijuana
- In-depth look at policies that address medical marijuana in the workplace

10:50 – 11:10

Networking Break



11:10 – 12:10

Principles of Termination and Constructive Dismissal

Gerald D. Chipeur, QC, Partner, Miller Thomson LLP

- Are you under the Canada Labour Code or provincial legislation?
- How to effectively manage dismissals within your organization
- What is proper "notice"?
- What about Employment Standards?
- What constitutes constructive dismissal and how to avoid it
- When can an employee be terminated for just cause?

12:10 – 1:10

Luncheon Break

1:10 – 2:00

Managing Accommodation and Addiction

Trina Kondro, Lawyer, Emery Jamieson LLP

- Duty to accommodate and dealing with disabilities such as addiction
- What are an employers' obligations when addiction is based on disability, performance is affected, or there are safety considerations?
- When failure to accommodate amounts to discrimination
- Tools for identifying addiction in the workplace
- Best practices for drug and alcohol testing

- Options available for accommodating addiction disorders
- Recreational and medicinal marijuana in the workplace
- Impact of cannabis on both safety and non-safety sensitive positions
- The need to update relevant policies when cannabis is legalized

2:00 – 2:45

Performance Management

Lorraine Cutarm, Director, Personnel, Ermineskin First Nations

- Aligning employee activities and achievement to organizational goals
- Ongoing communication, feedback, dialogue and coaching
- Organizational climate and culture
- Preventing gossip that can have a toxic effect in the workplace

2:45 – 3:00

Networking Break



3:00 – 4:00

Managing Absenteeism

Carolyn M. Buffalo, Barrister and Solicitor, Policy Analyst and Corporate Counsel, Yellowhead Tribal Council

- Understanding the actual cost of absenteeism
- Legal costs associated with absenteeism
- Impact on personnel policies and their enforcement
- Effect of absenteeism in the workplace: secondary and tertiary costs

SPONSORSHIP AND EXHIBITION OPPORTUNITIES

If you would like to increase your visibility with health and safety professionals and HR executives, you need to be at *Human Resources Management for Indigenous Organizations*. A limited number of sponsorship options are available.

- Exhibit Space
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- Conference Documentation

For more information or to check availability, contact our sponsorship department by telephone at 1.800.474.4829, ext. 224, or by email at sponsorship@infonex.ca. Choose to participate at this event and ensure your brand is front and centre at this great marketing opportunity.

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EVENT LOCATION: EDMONTON, ALBERTA

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Human Resource Management for Indigenous Organizations

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DAY THREE PROGRAM AGENDA: THURSDAY, SEPTEMBER 20, 2018

8:00 – 9:00 Registration and Continental Breakfast

9:00 – 9:15

Welcome and Opening Remarks from the Chair
Chris Hylton, President, CG Hylton Inc.

9:15 – 10:15

Managing Conflict in the Workplace: Facilitating or Mediating Resolution to Workplace Disputes
Gayle Desmeules, Principal, True Dialogue

- What is mediation?
- Why is it effective?
- How does it differ from restorative practice?
- When is it useful to inject restorative justice principles and traditional use of a circle process to address HR issues within Indigenous Organizations to resolve workplace conflicts?

10:15 – 10:30

Networking Break



10:30 – 11:15

Occupational Health and Safety in Indigenous Organizations

Dwayne Eagle Child, Occupational Health and Safety Officer, Blood Tribe Department of Health

- What law applies?
- Impact of your benefits agreement on what law applies
- Developing an OH&S policy
- Developing and implementing a safety management system
- The concept of due diligence
- The obligation to keep workers safe
- Accident and near-miss reporting
- The health and safety committee

11:15 – 12:15

How to Have Difficult Conversations

Dawn Davis, Manager, Human Resources, Fort McKay Group of Companies

- Why avoidance is not a solution
- What dynamics make these conversations difficult?
- Challenges and barriers to effective conversations
- Exploring what triggers you and the employee
- Dealing with strong emotions in the workplace
- Skills and techniques
- How do you know if you are getting through?
- Follow-up steps

12:15 – 1:15

Luncheon Break

1:15 – 2:00

Best Practices in Employee Engagement

Gina Potts, Chief Operating Officer, A3 Limited

- Investing in employee morale

- Creating the conditions for employee commitment
- The need for the employee to understand the purposes and objectives of the organization and his or her role in it
- The need for the employee to have a voice and receive feedback
- Importance of leadership
- Innovations and insights
- Helping the employee manage workplace changes

2:00 – 2:15

Networking Break



2:15 – 3:15

Cyber (and Other) Bullying and Harassment in the Workplace

Colleen Verville, Partner, MLT Aikins LLP

- Impact of bullying and harassment in the workplace
- Impact of the work culture and climate
- Boundaries between bullying and harassment and tough management in stressful times
- Risk factors
- Legislation
- Prevention and intervention
- Why you must have a specific policy on harassment and bullying
- Handling cyber-bullying

3:15 – 4:15

Understanding Lateral Violence in Indigenous Organizations

Linda R. Crockett, Founder and Executive Director, Workplace Bullying, Resources and recovery Centre Inc.

- What is lateral violence and what does it look like?
- Exploring root causes
- Identifying behaviours linked to lateral violence
- Impact and costs to Indigenous Organizations
- Leading the change: what organizations can do to instill healthier working environments
- Lateral kindness and respect - as organizational core values

4:00 End of Day Three

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REGISTER BY PHONE, ON-LINE, OR IN THESE 3 EASY STEPS!

1 PRINT YOUR NAME AND CONTACT INFORMATION

Mr./Ms./Mrs. _____ Title _____

Organization _____

Name of Approving Manager _____ Title _____

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Telephone () _____ Ext _____ Fax () _____

Email Address _____

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YOUR REGISTRATION INCLUDES:

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Confirmed registrants who do not cancel **by September 4, 2018**, and fail to attend will be liable for the entire registration fee.

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