

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,
ERMINESKIN 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

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

INFONEX
Professional Development

REGISTER TODAY!

CALL 1.800.474.4829 • Fax 1.800.558.6520 • www.infonex.ca

Human Resource Management for Indigenous Organizations

September 18 – 20, 2018
EDMONTON, AB

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. He has engaged in advocacy on a diverse range of legal issues and his legal scholarship includes over 100 articles on legal topics such as the Constitution, Indigenous law, employment and labour relations. He is frequently invited to appear as an expert witness before Senate and House of Commons committees studying legislative proposals.



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. She has experienced more than 45 countries in her passion for travel and cultural appreciation.

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. She went on to study Indigenous Leadership and Management, is a member of the Canadian Aboriginal Human Resources Management Association, and also continues to study the ever-changing Human Resources field.



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. Her approach focuses on building social capital: levels of trust, mutual understanding, shared values, and behaviour that strengthens relationships making collaborative action and problem-solving possible. As a researcher, Gayle designed a family group conference model to empower families to make decisions for the safety and care of a child/youth at-risk, which is published by the Centre of Excellence for Child Welfare and used in many Child and Family Services agencies across Canada.



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. She is a member of the Métis Nation of Alberta. Billie has appeared before the Alberta Court of Queen's Bench and the Provincial Court of Alberta and has experience in regulatory proceedings before the Alberta Utilities Commission and the Alberta Energy Regulator.



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. Her expertise is in relationship building, HR Initiatives, Strategy Framework & Policy, and training. 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. Deborah has an extensive network of diversity organizations and contacts within Canada in all industries, private sectors, public, non-profit and government organizations.



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 organization structure, strategic plans, human resources and employee benefits. Services have 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, lead facilitator 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, which is dedicated to the safety and wellbeing of Indigenous businesses and people in the workplace. Gina believe that collaboration and networking are essential tools for business success.



Colleen Verville, Partner, MLT Aikins LLP

Colleen is called to the bar in Alberta and the North West Territories. However, as some of her clients are deemed federal employers, she practises all across Canada. 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.

Human Resource Management for Indigenous Organizations

September 18 – 20, 2018
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

9:15 – 10:15

Using Effective Policies for Predictability and Fairness in the Workplace

Colleen Verville, Partner, MLT Aikins LLP

- 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

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

3:30 – 4:15

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

James Hart, Lawyer, Meadows Law

- Overview of privacy law and legal requirements
- 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, Band 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

Register Now!

Call 1.800.474.4829

Fax 1.800.558.6520

WWW.INFONEX.CA

Human Resource Management for Indigenous Organizations

September 18 – 20, 2018
EDMONTON, AB

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
Lori Craig, Human Resources Consultant, The HR Guide

9:15 – 10:00

Role, Responsibility and Tools of Today's HR Manager

Lori Craig, Human Resources Consultant, The HR Guide

- 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 peopleworkplaces
- 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
- Cocktail Reception
- Luncheon
- Breakfast
- 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.

EDMONTON, ALBERTA
EVENT LOCATION: EDMONTON, ALBERTA

Human Resource Management for Indigenous Organizations will be held at a convenient downtown location in Edmonton. Detailed venue information will be forthcoming as it becomes available.

Human Resource Management for Indigenous Organizations

September 18 – 20, 2018
EDMONTON, AB

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
Lori Craig, Human Resources Consultant, The HR Guide

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

Best Practices in Compensation

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

- 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, updated annually
- Internal equity vs. external equity
- Position classification through the National Occupational Classification system
- Position classification through the National Occupational Classification (NOC) system
- Do you have a salary grid? Advantages, annual updates, transparency
- 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

3:00 – 4:00

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
- What organizations can do to instill healthier working environments
- Lateral kindness and respect - as organizational core values

Human Resource Management for Indigenous Organizations

September 18 – 20, 2018
EDMONTON, AB

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 _____

Address _____

City _____ Province _____ Postal Code _____

Telephone () _____ Ext _____ Fax () _____

Email Address _____

2 SELECT YOUR PREFERRED PAYMENT METHOD

EARLY-BIRD RATES AVAILABLE UNTIL JULY 20, 2018

All prices are subject to GST	GROUP OF THREE OR MORE	GROUP OF TWO	ONE REGISTRANT
One Conference Day	\$899 per person	\$999 per person	\$1,199
Two Conference Days	\$1,499 per person	\$1,599 per person	\$1,799
Three Conference Days	\$1,999 per person	\$2,099 per person	\$2,299

REGULAR FULL PRICE

All prices are subject to GST	GROUP OF THREE OR MORE	GROUP OF TWO	ONE REGISTRANT
One Conference Day	\$999 per person	\$1,099 per person	\$1,299
Two Conference Days	\$1,699 per person	\$1,799 per person	\$1,999
Three Conference Days	\$2,299 per person	\$2,399 per person	\$2,599

Please charge to my: VISA MasterCard Cheque enclosed, payable to INFONEX

Cardholders Name: _____

Card Number: _____ Exp. Date: _____ / _____

CVV/CSC: _____ Signature: _____

Please check box if you are GST/HST exempt Exemption # _____

Please sign to finalize this registration and to confirm acknowledgment of our cancellation policy.

Signature of Attendee: _____


Name of Approving Manager: _____

Signature of Approving Manager: _____

Financial Officer Responsible for Billing: _____ Phone: _____

3 SEND US YOUR REGISTRATION


GST/HST No. R134050012

 **FAX:** 1.800.558.6520

 **EMAIL:** register@infonex.ca

 **TELEPHONE:** 1.800.474.4829

 **WEBSITE:** www.infonex.ca

 **MAIL:** INFONEX INC.
360 Bay Street, Suite 900
Toronto, Ontario M5H 2V6

LOCATION:

Human Resource Management for Indigenous Organizations will be held at a convenient downtown location in Edmonton. Detailed venue information will be forthcoming as it becomes available.

YOUR REGISTRATION INCLUDES:

Registration fees include all course materials, continental breakfast, lunch, and refreshments. **Parking and accommodation are not included.**

SPONSORSHIP, EXHIBITION, AND PROMOTIONAL OPPORTUNITIES:

Increase your visibility with Aboriginal HR professionals at *Human Resource Management for Indigenous Organizations*. A limited number of sponsorship options are available.

Contact our sponsorship department by telephone at 1.800.474.4829, ext. 224, or by email at sponsorship@infonex.ca.

CANCELLATION POLICY:

Substitutions may be made at any time. If you are unable to attend, please make cancellations in writing and email to register@infonex.ca or fax to 1-800-558-6520 **no later than September 4, 2018**. A credit voucher will be issued to you for the full amount, redeemable against any other INFONEX course and which is valid for twelve months (one year) from the date of issue.

Registrants who cancel after **September 4, 2018**, will not be eligible to receive any credits and are liable for the entire registration fee.

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

DISCOUNT CODE: 1305-W

INFONEX
Professional Development