

September 17, 18 & 19, 2019 • Vancouver, British Columbia

# Human Resources Management for Indigenous Communities

*Bringing Cultural Tradition into HR Methodology*

## YOUR FACULTY CONFIRMED PARTICIPANTS INCLUDE:

**Dena Zavier**

**Summit Vision Communication**



**Maxime Faille**

**Gowling WLG,  
Indigenous Law Group**



**Celeste Haldane**

**BC Treaty Commission**

**Kim Blanchet**

**Public Service Commission of  
Canada**



**Darwin Hanna**

**Callison & Hanna  
Indigenous Advocates**

**... and more**

Three days of expert advice from those working in and with Indigenous Communities

- Incorporate tradition in HR Management Approaches
- Position Indigenous women for management roles
- Hear best practices and good governance to achieve results
- Learn about compassionate leadership techniques
- Deal with lateral violence and bullying
- Explore conflict resolution techniques using traditional practices
- Hear about legal updates on managers and overtime requirements
- Insights into duty to accommodate substance use and mental health
- Manage Indigenous HR in urban environments
- Build healthcare HR capacities in your community
- Make the most of your HR Team and Resources



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# Human Resources Management for Indigenous Communities

September 17, 18 & 19, 2019 • Vancouver, British Columbia

## DAY ONE PROGRAM AGENDA: TUESDAY, SEPTEMBER 17, 2019

08:00 - 09:00 Registration and Continental Breakfast

09:00 - 09:10

### Welcome and Opening Remarks from the Chair

**Dena Zavier, Founder and HR Consultant for several Yukon First Nations , Summit Vision Communication**

09:10 - 10:00

### Compassionate Leadership - Supervising in an Environment Impacted by Intergenerational Trauma

**Dena Zavier, Founder and HR Consultant for several Yukon First Nations , Summit Vision Communication**

- Traditional vs. western organizational structures/processes
- Impact on employee performance
- Performance management: mediation vs. discipline
- Going beneath the obvious to address foundational issues around performance
- Difficult conversations - practical communication methods to get the desired results
- Techniques for harnessing the observer effect - the impact of noticing

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10:00 - 10:15 Networking Break

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10:15 - 11:15



### Trauma Informed Practice and Human Resources (Practice to Policy)

**Jason Walker, Clinical Director, New Horizons Indigenous Association**

- What is trauma informed practice
- Trauma and the brain
- Stress reactions in the workplace
- Strategies for wellness

11:15 - 12:15



### Indigenous Legal Considerations for Human Resources Management

**Darwin Hanna, Partner, Callison & Hanna Indigenous Advocates**

- Wrongful dismissal update
- Decision-Making & Fiduciary Duty of Council
- Conflict of Interest considerations

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12:15 - 13:15 Luncheon

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## DAY ONE PROGRAM AGENDA: TUESDAY, SEPTEMBER 17, 2019

13:15 - 14:00



### Case Study

#### **Taking on Lateral Violence**

**Jason Walker, Clinical Director, New Horizons Indigenous Association**

- What is lateral violence
- Prevention, Intervention, Postvention
- Implications and outcomes

14:00 - 14:45

#### **Culture Eats Strategy for Breakfast**

**Cori Maedel, CEO, Jouta Performance Group**

- Exploring the impact of HR not being aligned to your intentional organizational culture
- Integrating community culture into your organizational culture
- Creating policy within a cultural framework
- Managing within a cultural framework

14:45 - 15:15

#### **Recruitment of Indigenous People in the Federal Public Service**

**Soleil Dempsey, Manager of HR Operations, Public Service Commission of Canada**

**Kim Blanchet, Manager, Aboriginal Centre of Expertise, Public Service Commission of Canada**

- How recruitment in the federal public service works
- Learn about the Indigenous recruitment practices in the federal public service
- Various recruitment programs are available for Indigenous job seekers
- Best practices for promoting job opportunities to Indigenous Peoples

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15:15 - 15:30      Networking Break

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15:30 - 16:30



#### **Preparing for Self-Governance: A Capacity Building Framework**

**Celeste Haldane, Chief Commissioner, BC Treaty Commission**

- HR planning supports good governance and needs a community-driven approach to ensure success
- The BC Treaty Commission has worked closely with numerous First Nations in BC to support capacity building and community engagement. This presentation will discuss the Treaty Commission's HR Capacity Tool and a four-phase process for HR planning that is applicable to all First Nations governments

16:30

**End of Day One**

# Human Resources Management for Indigenous Communities

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## DAY TWO PROGRAM AGENDA: WEDNESDAY, SEPTEMBER 18, 2019

08:00 - 09:00 Registration and Continental Breakfast

09:00 - 09:10

### Welcome and Opening Remarks from the Chair

**Dena Zavier, Founder and HR Consultant for several Yukon First Nations, Summit Vision Communication**

09:10 - 10:00

### Case Study

### Managers & Overtime and the Federal Law

**Diana Hamilton, Human Resources Manager, KFN Enterprises LP and Saskay Land Development LP**

- Examining a wage complaint from an ex employee manager
- Flipped rulings by the Federal Government Supervisor
- Managers were not actually managers in a First Nations Administrative Office
- The importance to have policies in place with regard to overtime
- Getting all staff including managers to take time in lieu of any time worked over and above the regular work day
- Time in Lieu Form

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10:00 - 10:15 Networking Break

10:15 - 11:15



### Developing Your Compensation Plan - Art & Science

**Jennifer Biddlecombe, Principal Consultant, Jouta Performance Group**

- What is total compensation?
- Start with your compensation philosophy
- Develop the structure
- Keep your plan current through effective policy
- The importance of communication
- Its coming... The Pay Equity Act for federally regulated employers

11:15 - 12:15

### Legal Overview - Essentials of the Duty to Accommodate

**Mitchell Couling, Principal, Barrister & Solicitor**

- Prohibition of Discrimination generally in employment under Human Rights Legislation
- Duty to Accommodate
- Employer and Employee Obligations
- Scope of Duty to Accommodate
- Undue Hardship Threshold
- Legal Test for Discrimination

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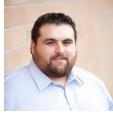
12:15 - 13:15 Luncheon

# Human Resources Management for Indigenous Communities

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## DAY TWO PROGRAM AGENDA: WEDNESDAY, SEPTEMBER 18, 2019

13:15 - 14:15



### **Managing and Accommodating Invisible Disabilities in the Workplace - A Community Based Approach**

**Adam Munnings, Founder & Indigenous Lawyer, Munnings Law**



**Jennifer D. Wiegele, Partner, Mathews, Dinsdale & Clark LLP**

Managing and accommodating employee mental health and/or substances issues present an increasing challenge in the contemporary workplace. Given the stigma surrounding such issues, it can be challenging to know when employees are struggling with mental health or substance issues and how to best manage and/or assist such employees. We will discuss the steps an employer should take when it suspects that, or is advised that, an employee has a mental health or substance abuse issue. We will learn what steps should be taken if an issue of accommodation or performance management arises and discuss traditional and contemporary approaches to addressing these issues in the workplace.

This seminar will use case studies, interactive discussions of fact patterns and group exercises to gain a deeper understanding of effective ways to manage and accommodate employees with mental health and/or substance abuse issues.

- Identify invisible disabilities and understand employer obligations such as the Duty to Enquire and the Duty to Accommodate;
- How to prepare requests for medical information and how to identify when you may require further medical information;
- To implement effective return to work arrangements, including drafting 3return to work agreements; and
- Skills and tools to effectively support and manage an employee in recovery once he or she returns to work.

14:15 - 15:15

### **Best Practices for Supporting an Employee's Recovery and Return to Work Following a Leave for Mental Illness and/or Substance Abuse**

- Preparing effective "Ulysees" agreements and Return to Work Agreements;
- Monitoring and Working with Employees once he or she is Back at Work; and
- Dealing with Relapses or Set Backs

15:15 - 15:30      Networking Break

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## DAY TWO PROGRAM AGENDA: WEDNESDAY, SEPTEMBER 18, 2019

15:30 - 16:30



### **First Nation Employee Income Taxation: a Guide for First Nation Employers and Employees**

**Maxime Faille, Partner, Gowling WLG, Indigenous Law Group**

- A brief history of the Indian Act Tax Exemption
- Legal update
- How to structure your operations to allow First Nation employees to be tax exempt
- Managing risk & uncertainty surrounding the tax exemption
- Managing re-assessments and disputes with CRA

16:30

**End of Day Two**

### **SPONSORSHIP AND EXHIBITION OPPORTUNITIES**

Increase your visibility with senior business strategy, technology, analytics, and business intelligence professionals at *Human Resources Management for Indigenous Communities*. A limited number of sponsorship options are available.

For more information or to check availability, contact our sponsorship department by telephone at 416.507.4202, or by email at [sponsorship@infonex.com](mailto:sponsorship@infonex.com).

# Human Resources Management for Indigenous Communities

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## DAY THREE PROGRAM AGENDA: THURSDAY, SEPTEMBER 19, 2019

08:00 - 09:00 Registration and Continental Breakfast

09:00 - 09:10



### **Welcome and Opening Remarks from the Chair**

**Kerry A. Jothen, CEO & Principal, Human Capital Strategies**

09:10 - 10:00



### **Indigenous Community Nation Building Through Effective Human Resources**

**Diane Carriere, President, Canadian Aboriginal Human Resources Management Association (CAHRMA)**

- Realities: human resource management IS different within Indigenous organizations than other Canadian workplaces due to location, cultural relevance and the communities socio-employment stories
- Economics: building strong Indigenous communities requires effective alignment at the forefront with the strategic alignment of leadership, economic development, and human resources that work together as one at the design table
- Leadership: HR is a core function & requires the support of leadership to deploy resources and be provided with a responsibility of trust to operate in the best interest of the employer
- Development: due to the specialization of their situations, Indigenous HR managers need their own 'space & place' to connect, network and share practices to maintain their motivation and stay 'sharp'
- Future: with the evolution of human resource practices and workplaces globally, the experiences and expertise among Indigenous approaches to HR, offer Indigenous agencies the opportunity to become the models of what it takes to operationalize truly inclusive workplaces

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10:00 - 10:15 Networking Break

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## DAY THREE PROGRAM AGENDA: THURSDAY, SEPTEMBER 19, 2019

10:15 - 11:15



### **Workplace Wellness**

**Kim Humphreys, President, Workforce by Design**

- Understand the components of a comprehensive *Workplace Wellness approach*, why it's important and how to achieve it in your workplace.
- Learn how to anchor *Workplace Wellness* in a relational worldview where everything is connected - using the concept of 'two-eyed seeing' to better understand where the best of Indigenous and western perspectives and practices are combined to maximize quality, benefit and unity.
- Understand what a Health and Safety Management System (HSMS) is - why it is important; how to use it as a framework to meet legal obligations and establish organization standards that exceed requirements; and, how and where to implement it in your organization

11:15 - 12:15



### **Strategic HR Planning, Strategy Development & Execution for Indigenous Communities**

**Kerry A. Jothen, CEO & Principal, Human Capital Strategies**

- Determining where you are, where you are going and how you are going to get there are critical questions to answer before Indigenous communities take action on HR and workforce priorities
- Working in a respectful, trusting way with Indigenous communities and taking the time to learn and understand their governance, history, language, culture are the first requirement in building capacity and an effective strategic approach to HR and workforce strategy
- Information - data and knowledge collection, information management and utilization - is a key part of Indigenous capacity building and HR and workforce strategy development. This has to be conducted in a culturally sensitive way, adhering to CAPTM principles
- Execution of Indigenous HR and workforce strategy requires a solid implementation plan that clearly articulates leadership, project management, roles, resources, timelines and phasing, monitoring and reporting, evaluation, etc. of the HR and workforce strategy
- Accountability for use of resources and results of HR and workforce strategy and execution are critical. Having a clear logic model, data tracking/monitoring/reporting procedures, clear, relevant KPIs, and reliable performance evaluation will give Indigenous governments', community members', funders' and partners' needs confidence in your accountability

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12:15 - 13:15      Luncheon

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## DAY THREE PROGRAM AGENDA: THURSDAY, SEPTEMBER 19, 2019

13:15 - 14:15



### **Indigenous Recruitment & Retention**

**Michelle Amyotte-Kupusa, Director, Human Resources, FHQ Developments**

**Thomas Benjoe, CEO, FHQ Developments**



- Developing long-term economic independence
- Investing in profitable business ventures
- Advancing community economic development
- Remaining consistent with First Nation's Values

14:15 - 15:15

### **Supporting Apprentices within Indigenous Communities**

**Shannon Hanson, Apprentice Advisor, BC Industry Training Authority**

**Donna Anderson, Apprenticeship Advisor, Customer Experience, Industry Training Authority**

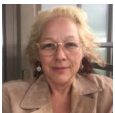
- The benefits of apprenticeship training in First Nation communities
- Understand how the trades training system works
- Aligning trades training opportunities with economic development
- Applying the community-based training model
- Collaborating with partners to train your local workforce

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15:15 - 15:30      Networking Break

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15:30 - 16:30



### **Indigenization and Enculturation: Creating and Bringing First Peoples Cultural Workshops Into Practice**

**Nedra Lee Prisk, First Nations Access Coordinator, Coast Mountain College**

- How to make an idea into reality
- Working with others to create your vision
- Dealing with negativity
- Finding the artist within you
- Finding balance

16:30

**End of Day Three**

# Human Resources Management for Indigenous Communities

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

### 1 PRINT YOUR NAME AND CONTACT INFORMATION

Full Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Register for  All Three Days  Day One  Day Two  Day Three

Name of Approving Manager \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Company's main line of business \_\_\_\_\_ Number of Employees \_\_\_\_\_

### 2 SELECT YOUR PREFERRED PAYMENT METHOD

**Early-bird Price Available until August 30, 2019**

Prices subject to GST / HST	Course for 1 Registrant	Course for Groups of 2	Course for Groups of 3 +
One Conference Day	\$ 1,099	\$ 899 each	\$ 799 each
Two Conference Days	\$ 1,699	\$ 1,499 each	\$ 1,399 each
Three Conference Days	\$ 2,499	\$ 2,299 each	\$ 2,199 each

#### Regular Full Price

Prices subject to GST / HST	Course for 1 Registrant	Course for Groups of 2	Course for Groups of 3 +
One Conference Day	\$ 1,299	\$ 1,099 each	\$ 999 each
Two Conference Days	\$ 1,999	\$ 1,799 each	\$ 1,699 each
Three Conference Days	\$ 2,599	\$ 2,399 each	\$ 2,299 each

\* Groups must register together at the same time to be eligible for group savings.

**Method of Payment:**  VISA  MasterCard  Cheque enclosed, payable to INFONEX Inc.

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

CVV / CSC: \_\_\_\_\_ Signature: \_\_\_\_\_

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

### 3 SEND US YOUR REGISTRATION

GST / HST No. R134050012

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**TELEPHONE:** 416.507.4203 (Leon) **MAIL:** INFONEX INC.  
330 Bay Street, Suite 1500  
Toronto, ON M5H 2S8

#### LOCATION:

Human Resources Management for Indigenous Communities will be held at a convenient location in Vancouver, British Columbia. 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 senior business strategy, technology, analytics, and business intelligence professionals at Human Resources Management for Indigenous Communities. A limited number of sponsorship options are available.

Contact our sponsorship department by telephone at 416.507.4202, or by email at sponsorship@infonex.com.

#### 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.com or fax to 1.800.558.6520 **no later than September 17, 2019**. 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 17, 2019**, will not be eligible to receive any credits and are liable for the entire registration fee.

Confirmed registrants who do not cancel by **September 17, 2019** and fail to attend will be liable for the entire registration fee.

**DISCOUNT CODE: 1339-LC**

