



SAIK'UZ FIRST NATION

COMMUNITY DELEGATE PROGRAM POLICY

April 2024

Page 1 of 8

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1. PURPOSE

To help encourage growth and healing, inspire leadership, and instill a sense responsibility amongst the Saik'uz community, Council have expressed a desire to invite both on- and off-reserve Members to conferences, tradeshows, gatherings, and other events as delegates. Additionally, Council have expressed a desire for equitable opportunities for its members, acknowledging and working to mitigate systemic, invisible, and other kinds of barriers.

2. DEFINITIONS

- a. **Band Office** means
 - i. The administrative building, centre, or member reception for Saik'uz First Nation.
- b. **Council** means
 - i. The elected leadership body of Saik'uz First Nation, consisting of Chief & Council, and responsible for representing the interests of Saik'uz First Nation and the Peoples of Saik'uz.
- c. **Delegate List** means
 - i. The list of community delegates as enrolled by Members.
- d. **Department Manager** means
 - i. The manager under whose department the proposed Event would best fit, as determined by the GM.
- e. **Event** means
 - i. A conference, forum, tradeshow, exhibition, or some other form of gathering that enables a transfer of knowledge, fosters collaboration, or encourages growth and healing.
- f. **General Manager (GM)** means
 - i. The individual responsible for overseeing Saik'uz First Nation's administration and that reports directly to Council.
- g. **Member** means
 - i. An individual, either on- or off-reserve, that is recognized as being part of the Saik'uz community, either by relation or as recognized by the Peoples of Saik'uz.
- h. **Program** means
 - i. The Community Delegate Program.
- i. **Program Manager** means
 - i. The staff member responsible for administering identified functions of the Program, as determined by the GM.
- j. **Saik'uz** means

- i. The greater collective of individuals, groups, and entities who identify as being from or associated with the Saik'uz community in a broader sense.
- k. **Saik'uz First Nation** (the "Nation") means
 - i. The administrative organization recognized as a First Nation as per the *Indian Act*.

3. SCOPE

This policy applies to the following:

- a. Members wishing to participate in the Community Delegate Program.
- b. the Nation staff attending conferences, forums, tradeshows, and other events.
- c. the Nation staff responsible for administering the Community Delegate Program.

4. POLICY ELEMENTS

- a. The Community Delegate Program provides opportunities for community members to attend Events that align with the Nation's strategic priorities, programs, and values.
 - i. Where appropriate, this may include Events that do not include staff.
- b. the Nation has three Community Delegate streams, as follows:
 - i. Oonudlooh (*I am going to lead*) - Future Leader
 - 1. Eligible Members must be between 13 – 26 years of age at the time of the Event.
 - ii. Whusnih (*I am wise*) – Wisdom Holder
 - 1. Eligible Members must be ages 60+ at the time of the Event.
 - iii. Ti Ghunli (*They watch over the path*) – Journey Steward
 - 1. Eligible Members must be between 27 – 59 years of age at the time of the Event.
 - 2. Eligible Members must be able to pass a criminal record check.
 - 3. The Journey Stewards will be tasked with providing care, comfort, and supervision to the Future Leader and Wisdom Holder delegates, as necessary.
- c. This policy seeks to absolutely mitigate effects of privilege of opportunity.
 - i. Any type of qualification filter is discouraged as such elements would create barriers based on prior experience.
 - ii. Selection should be based on lottery draw systems or similar methods that eliminate biases.
 - iii. The GM and Council reserve the right to disqualify Members from a delegate opportunity if deemed unfit for that event.
- d. The program should incorporate equitable access in all processes.
 - i. Where reasonable, measures should be taken to promote and provide materials across multiple formats to accommodate literacy and technology barriers.

- ii. If additional accommodations are required for interested members to participate, these requirements should be explored with the GM or designate, and not dismissed.
 - iii. Member information should be handled with security, privacy, and discretion.
 - iv. Members acting as delegates will be paid an honourarium as per the Saik'uz First Nation Honourarium Policy.
- e. The desired outcomes should focus on reversing the effects of inter-generational trauma on members' leadership and decision-making capacity.
- i. Decisions around the program should focus on delivering outcomes that accomplish the following:
 1. inspire leadership amongst Members;
 2. develop knowledge and community capacity;
 3. encourage community engagement and knowledge sharing;
 4. promote growth and healing;
 5. keep families together;
 6. support prevention efforts;
 - ii. The GM and Council reserve the right to restrict delegate opportunities to events that align with Saik'uz First Nation's strategic priorities, programming, or cultural values, where necessary.

5. PROCEDURE

- a. The Community Delegate Program will conduct one-month intakes three times per year.
- i. Intake windows will occur as per the following schedule each calendar year.
 1. January 1 – January 31
 2. May 1 – May 31
 3. September 1 – September 30
 - ii. The intake windows should be promoted via the following channels and schedules:
 1. Social Media
 - a. Once via permanent post when the intake window opens.
 - b. Once via permanent post when there is two weeks left in the window.
 - c. Once via permanent or temporary post on the last day left in the window.
 2. Community Message Boards
 - a. By poster for the duration of the intake window.
 3. Smoke Signals
 - a. The month prior to the intake window or the month of the intake window, depending on capacity and publishing schedules.

4. E-mail List of Subscribers
 - a. Once at the beginning of the intake window.
 - b. Once when there is two weeks left in the window.
- b. Members may enroll themselves or other Members by submitting Appendix A during an intake window.
 - i. The enrollment form should be made available through the following:
 1. digitally via the website or a link shared through social media.
 2. physically with printed copies available at the Band Office reception counter and other appropriate Nation-owned facilities.
 - ii. Where appropriate, staff may assist Members in completing enrollment forms.
 - iii. Completed enrollments forms should be submitted to the Band Office reception, either physically or digitally, and forwarded to the department manager.
 1. Where possible, submissions should be collected and submitted to the Program Manager in one batch at the end of the intake window unless otherwise requested.
 - iv. At the end of an intake period, new enrollments will be added to a spreadsheet document, referred to as the Delegate List, that will be maintained by the Program Manager.
- c. When an appropriate event for Community Delegates is identified, the Department Manager should be notified to select an appropriate assortment of delegates.
 - i. Events that are not tailored towards specific age groups should incorporate at least one delegate from each stream.
 - ii. Events that have multiple delegate opportunities for different streams should consider a minimum 1:4 ratio of Journey Stewards to other Community Delegates.
 - iii. Delegates will be selected via a lottery system.
 1. The lottery system should ensure fair participation by offering preference to nominees within a stream who have not yet participated as frequently as other nominees within said stream per calendar year.
 2. Preference may be given to Members who have family members that have already been selected for the same Event.
 3. Preference may be given to Journey Stewards that hold and can provide a valid Level 1 First Aid Certificate.
 - iv. If a Journey Steward is unavailable for the event, the selected Future Leader and Wisdom Holder must be able to care for themselves.
 1. Where necessary, the department manager may restrict the Future Leader position for an event to youth ages 18-26.

- v. The selected delegate should be contacted via their preferred methods of contact as soon as possible and must confirm availability to participate within two weeks of being contacted.
 - 1. When a delegate is unable to confirm availability to participate as required, the department manager will select another delegate until a delegate can be confirmed or the GM approves ceased efforts.
 - 2. Staff may exercise discretion on timelines where appropriate.
- d. Saik'uz First Nation staff will be responsible for registering the delegates and booking travel and accommodation.
 - i. When a Saik'uz staff member is also attending an event identified for Community Delegates, that staff member or Department Manager will be responsible for registering that event's delegates, booking their travel and accommodations, and submitting for their honourarium.
 - ii. When a Saik'uz staff member is not attending an event identified for Community Delegates, the Department Manager will be responsible for registering that event's delegates, booking their travel and accommodations, and submitting for their honourarium.
 - iii. Where necessary, staff should use the Saik'uz Cheque Requisition & Travel Claim Form as per the Saik'uz First Nation HR Policy, Section 5.4, to ensure that delegates are provided necessary resources for meals and travel for the duration of their trip.
 - iv. All accommodation reservations must be made with third-party authorizations to ensure that Community Delegates are able to access their accommodations upon arrival.
 - 1. Staff must ensure that reasonable limits are placed on 3rd party authorizations.
 - a. Accommodation limits should consider up to one additional night's stay to account for flight delays and cancellations.
 - 2. Staff are advised to provide copies of booking confirmations and to initial each confirmation once appropriate third-party authorizations are secured for the booking.

6. EXPECTATIONS

- a. All event registrations, bookings for travel and accommodations, cheque requisitions, and travel claims should be executed as per Saik'uz First Nation procurement standards, including appropriate record and submission of invoices and methods of payment. These may be requested by Saik'uz First Nation's Finance Department at their discretion.

- b. Saik'uz First Nation staff capacity and financial resources should be prioritized and respected above administration of the Community Delegate Program. When necessary, the GM may disqualify an Event for delegate opportunities or suspend the Community Delegate Program or Elements of this policy as they see fit.
- c. All community delegate enrollments and event requests should be processed efficiently and treated respectfully to encourage our Members' sense of leadership and initiative in growth and self-development.
- d. Community Delegates are expected to act within the interests of Saik'uz First Nation and are expected to act accordingly as delegates of Saik'uz First Nation so as not to draw negative attention or publicity to the Nation.

Adoption Date:

April 15, 2024

Next Review Date

April 9, 2025

APPENDIX A
ENROLLMENT FORM – COMMUNITY DELEGATE PROGRAM

FULL NAME: _____

OTHER NAME(S): _____ **CLAN:** _____

E-MAIL: _____ **PHONE:** _____

DATE OF BIRTH (YYYY-MM-DD): _____

IF UNDER 19 YEARS OLD

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

WHAT ARE YOUR AREAS OF INTEREST?:

HOW CAN YOU USE WHAT YOU LEARN WITHIN COMMUNITY?:

HOW CAN YOU SHARE WHAT YOU LEARN WITH COMMUNITY?:

SUBMIT TO BAND OFFICE AT 135 JOSEPH ST, VANDERHOOF, BC, V0J 3A1, OR AT BAND.OFFICE@SAIKUZ.COM