

First Nations Governance, Administration and Management

Credit courses presented by
School of Public Administration
University of Victoria

and

The National Centre for
First Nations Governance

February – March 2008

NCFNG
NATIONAL CENTRE
FOR FIRST NATIONS
GOVERNANCE



CNGPN
CENTRE NATIONAL
POUR LA GOUVERNANCE
DES PREMIÈRES NATIONS

University
of Victoria



School of
Public Administration

January 2008

The National Centre for First Nations Governance and the University of Victoria's School of Public Administration are pleased to announce the delivery of two new courses for First Nations managers and administrators in February and March 2008. The courses are part of a pilot project for developing a credit Certificate in First Nations Governance, Administration, and Management. The pilot project is supported by the Ministry of Advanced Education's Aboriginal Special Projects Fund and by the Office of Indigenous Affairs at the University of Victoria.

The aim of the proposed Certificate in First Nations Governance, Administration, and Management is to provide the education, training and skills to further build and sustain real progress in First Nations governance. The first course, "Traditional and Contemporary First Nations Governance", will give participants an appreciation of the new governance realities in light of a changed legal landscape and the resulting opportunities and responsibilities that are now emerging. The second course, "First Nations Governance, Administration and Management", will provide a broad introduction to strategic management necessary to function within a governance context in First Nations communities.

The two five-day courses will be offered on-campus at the University of Victoria in the week of February 18 to 22, 2008 and in the week of March 17 to 21, 2008. Selected sessions in these courses may be held in First Nations communities in the Greater Victoria area. Instructors and guest speakers will include First Nations leaders and administrators. This intensive format will provide the opportunity for participants to gain new knowledge and skills, to work on projects that make a difference in their home communities and to network in a diverse and rewarding atmosphere.

We invite you to participate in this new and innovative project.

Satsan (Herb George)

President

National Centre for First Nations Governance

Evert Lindquist, Ph.D.

Professor and Director

School of Public Administration

A Pilot Project in First Nations Governance, Administration and Management

**Offered by
The School of Public Administration,
University of Victoria and the
National Centre for First Nations Governance**

Introduction: The National Centre for First Nations Governance and the UVic School of Public Administration would like to introduce a Certificate in First Nations Governance. With funds from the Aboriginal Special Projects Fund of the Ministry of Advanced Education, the School and the NCFNG have worked with a team of advisors and supporters to develop two pilot courses, which will be part of the foundation for the proposed Certificate. Over the next year, the School and the NCFNG will develop a proposal and implementation plan for an eight course Certificate. This university credit program will include courses that will address the knowledge and managerial skills that administrators in First Nations governments and organizations require to deliver services to First Nations Communities.

Frequently Asked Questions

Is there a description of the two pilot courses?

The following table outlines the course description, meeting times and locations of the courses. Instructors will be announced in January 2008.

Traditional and Contemporary First Nations Governance

Course Number: ADMN 470 S50: Contemporary Topics in Administration

Dates/times: Monday to Friday, 9 am – 4:30 pm, February 18-22, 2008.

Location: Arbutus/Queenswood Rooms, Cadboro Commons Building, UVic Campus

Description: the course consists of a broad introduction to First Nations governance arrangements past and present and what strategies are needed for communities to develop community specific governance systems that reflect the new reality in First Nations governance and administration.

Instructor: TBA

First Nations Governance, Administration and Management

Course Number: ADMN 470 S51: Contemporary Topics in Administration

Dates/times: Monday to Friday, 9 am – 4:30 pm, March 17-21, 2008.

Location: Haro Room, Cadboro Commons Building, UVic Campus

Description: this course consists of an in-depth preparation for the management and administration of organizational systems and dynamics related to governance within First Nations communities.

Instructor: TBA

What are the Objectives of the Pilot Courses?

We expect that learners will enroll in both courses and attendance at each day of class is required. In addition to attending the courses, learners will be assigned readings and written assignments, some of which may involve teamwork with fellow learners.

The learning objectives for the two courses are for students to:

- Foster an appreciation of new governance realities for First Nations
- Reconcile traditional ways with modern governance approaches
- Identify essentials of effective governance
- Develop skills to manage and administer governance effectively
- Strategically approach issues of social and economic community development
- Encourage networks among participants and other First Nation leaders
- Focus on concrete community-oriented capacity building projects

Who should attend the courses?

If you are an administrator or manager in a First Nations organization or government, these courses will be relevant to the work you do on behalf of your community.

Where will the courses be held?

The courses will be offered at the UVic campus. Some classes may be held in First Nations communities in the Greater Victoria area. For a map and information about the Cadboro Commons Building, see <http://www.uvic.ca/buildings/com.html>

I've never been to the University of Victoria, how do I find my way around?

On the first day of class students will tour the campus and find out where the bookstore, cafeteria and other services are located.

This website will provide information, maps and directions to the UVic campus. Also, you'll find information about parking and the classroom location (Cadboro Commons Building).

<http://www.uvic.ca/maps/index.html>

Will I get university credit for taking the two pilot courses?

Yes, upon admission to UVic, you will receive credit upon successful completion of the course which are offered through the credit undergraduate program of the School of Public Administration, University of Victoria.

I'm interested in taking the courses, how do I apply?

In order to enrol in these two courses, learners must first be admitted to the University of Victoria. Because the course starts in mid-February the application and registration timelines have a short turn around time, so we urge you to complete the application and registration process as quickly as possible. If you have questions or require assistance please contact UVic. For contact information see the check list in this brochure.

- For an online application form, go to: <http://web.uvic.ca/adms/>
- To download and complete (by hand) a paper application for admission, go to: <http://registrar.uvic.ca/recruiting/documents/UVicApplicationForm.pdf>

Do I have to pay a fee for applying for admission to UVic?

Yes. The application fees are as follows for undergraduate admission:

- \$60 – If all transcripts come from institutions within Canada (includes applicants applying to attend UVic as a visiting student on a "Letter of Permission"*).
- \$100 – If any transcripts come from institutions outside of Canada (includes applicants applying to attend UVic as a visiting student on a "Letter of Permission"*).
- Note that the late application fee of \$35 will not apply to you.

Application fees are non-refundable and cannot be applied to tuition fees. Fees are subject to change without notice. Our online application form requires the use of one of the following credit cards: American Express, MasterCard, or VISA. Paper applications may be submitted with an American Express, MasterCard or VISA credit card number or with a cheque, money order, or bank draft. Cheques should be made payable to the University of Victoria. **DO NOT SUBMIT CASH.** The University cannot invoice for application fees.

Do I need to include transcripts with my application for admission?

Official high school and all post-secondary transcripts are required. Please ask the issuing institution to send your transcripts (two copies) directly to UVic Admissions. (Note: if you already hold a degree, high school transcripts are not required.)

Mailing address:

Undergraduate Admissions & Records
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2

Courier address:

Undergraduate Admissions & Records
University of Victoria
University Centre
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2

An admission decision cannot be made until your file is complete. You must be admitted before you can enrol in the two courses.

I'm not sure how to fill out the UVic Application for Admission form, what should I do?

The instructions on the form are easy to follow. For this section of the form, follow these instructions:

ACADEMIC INFORMATION (Refer to SECTION C for application and documentation deadlines)

When do you wish to begin attendance

September **January** May July Year **2008**

Are you applying for off-campus courses? **Yes** No

Are you planning to take UVic credit courses offered through Continuing Studies? Yes **No**

Are you intending to complete a UVic undergraduate degree?

Yes **No**

Are you applying as a Visiting Student on a "Letter of Permission"? Yes **No**

Name of institution leave blank

Do you have or will you have a previous degree by the time you begin attendance at UVic? Yes No

PROGRAM (Refer to SECTION D)

Choose a faculty and program of study selected from Section D and indicate your choice below.

FACULTY OF Human and Social Development

PROGRAM Undeclared

What are the application deadlines?

The deadline to apply is **Friday, January 31, 2008**. If applying after this date, please contact Alison DuBois, Project Coordinator, School of Public Administration at 250-721-8638 or procoord@uvic.ca.

I was a UVic student before and would like to register for these courses, what do I need to do?

To reinstate your students status, complete an application to re-register, in addition to the Notification of Intent to Apply form. For the re-registration form, go to:

<http://web.uvic.ca/reco/>

Once you've applied, you can check the status of your application using WebView, the online student records system. You will need your Social Insurance Number or the UVic student number you received during the application process to check your application status.

(<https://isisweb.uvic.ca/~zzsyst01/ugdoc.html>)

What are the tuition costs for participating in the courses?

The tuition fee for each course is \$449.10, so the cost for both courses is \$898.20. Upon admission to UVic, but before you can be formally registered in the courses, a \$200 non-refundable tuition deposit must be paid to UVic Accounting. The deposit will be applied to your tuition fees, but is not refundable if do not register or if you drop the course(s).

Do I have to pay for any course materials?

For the two pilot courses, the University will cover the costs of the course materials (printing, copyright fees). However, if you enrol in future courses, you should expect to pay \$100-200 per course for materials.

What does my employer need to know in order to pay my tuition?

You can either pay tuition yourself or your employer or sponsor can pay fees on your behalf.

You must make arrangements to have a signed *Authorization to Invoice* form sent to:

Tuition Payments
Accounting Services
PO Box 3040, Stn CSC
University of Victoria
Victoria BC V8W 3N7

Will any tuition costs be covered by the National Centre for First Nations Governance or the School of Public Administration?

You or your employer should expect to pay for all tuition and travel and accommodation costs. However, the University and the National Centre for First Nations Governance are in the process of seeking other funding sources to support student tuition, but we cannot guarantee such funding.

What about accommodations and travel arrangements?

You will need to discuss travel and accommodation arrangements with your

employer or sponsor. For each course please budget for 5 or 6 nights in a Victoria area hotel, plus meals. The University will host at least one lunch during each course, but otherwise you should budget for lunches and refreshment breaks as well. See <http://www.hellobc.com/enCA/RegionsCities/Victoria.htm> for information on local hotels.

Can I park on campus?

User-pay parking is available in all main campus lots Monday to Saturday.

At the Ian Stewart Complex and University Centre parkade, pay parking is in effect 24hours per day 7 days a week, including Sunday.

- Day and hourly parking permits are available from dispensers at a rate of \$1/hour to a maximum of \$6/day.
- Dispensers for day permits are conveniently located in all numbered lots outside Ring Road, including the Ian Stewart Complex lot. They accept quarters, \$1 coins, \$2 coins, VISA and Mastercard.
- Day permit holders can park in any General Parking stall indicated by the blue signs.
- Parking meters are available in most lots. They accept \$1 and 2\$ coins and quarters.

What if I'm coming to campus by bus?

- UVic has excellent bus service. For routes and maps, go to <http://www.uvic.ca/maps/busroutes.html>.

Check list – for UVic Admission and Registration in First Nations Governance courses

To ensure that you've followed the steps required to qualify you for enrolment in the courses, we hope you will find this check list helpful.

- Submitted application for admission form and application fees to UVic Admissions Office by Jan. 31/08
- Requested official high school transcripts (not required if you have a degree already)
- Requested official post-secondary transcripts
Note: to be considered official, transcripts must be sent directly from the issuing institution to UVic Admissions
- Submitted Notification of Intent form to School of Public Administration, UVic (see inside back cover)
- Received admission confirmation from UVic Admissions
- Submitted Authorization to Invoice form to UVic Accounting (for tuition fees)
OR
- Paid \$200 tuition deposit (required in order to register for courses)
- Contacted Project Coordinator, School of Public Administration to request registration in ADMN 470 S50 and S51 (note that staff will register on your behalf, once you are eligible – you do not have to do this via Webreg.)
- Made travel and accommodation arrangements in Victoria for February 18-22 and March 17-21.

If you require assistance, contact:

Alison DuBois, Project Coordinator
School of Public Administration
PO Box 1700 STN CSC
University of Victoria
Victoria, BC. V8W 2Y2

Fax: 250-721-6218
Email: procoord@uvic.ca
Phone: 250-721-8638

Steering Committee

The pilot courses are overseen by a Steering Committee, which will also guide the development of the proposal for an 8-course credit Certificate in First Nations Governance at the University of Victoria. We hope to implement in the Certificate in 2008/09 academic year.

Steering Committee Members:

- Herb George (Satsan), President, National Centre for First Nations Governance; Steering Committee Co-Chair
- Dr. Evert Lindquist, Professor and Director, School of Public Administration; Steering Committee Co-Chair
- Mel Bevan, Chief Negotiator for the Kitselas Treaty team and Hereditary Chief; Member, Executive Council, Northwest Treaty Nations
- Jerry Fontaine, Director of Indigenous Initiatives, Algoma University
- Allan Claxton, Chief, Tsawout First Nation
- Fran Hunt-Jinnouchi, Director, Office of Indigenous Affairs
- Dr. Leslie Brown, School of Social Work and Associate Dean of Research, Faculty of Human and Social Development
- Dr. Mary Ellen Purkis, Dean, Human and Social Development

Working Group:

Representatives of the National Centre for First Nations Governance

- Jonathon Swanson, Director, Research
- Dawn Maracle, Director, Professional Development
- Sheldon Tetreault, Regional Manager, British Columbia
- Chris Robertson, Senior Advisor to NCFNG President
- Other NCFNG staff when their expertise is required

School of Public Administration, University of Victoria

- Thea Vakil, Strategic Coordinator
- Heather Kirkham, Program Manager
- Alison DuBois, Project Coordinator

Notification of intent to apply for UVic Admission and Registration in First Nations Governance courses

By February 1, 2008 — complete and submit
form by email, mail or fax to:

Alison Dubois, Project Coordinator
School of Public Administration
PO Box 1700 STN CSC
University of Victoria
Victoria, BC. V8W 2Y2

Phone: 250-721-8638

Fax: 250-721-6218

Email: procoord@uvic.ca

By notifying the Project Coordinator of your intent to enroll in the First Nations Governance courses, staff at the School of Public Administration can identify you as an applicant, monitor your admission status, and upon admission, assist you to register in the courses. Your notice of intent assists the University in planning for these courses. This is NOT an application for admission to UVic. For details on applying for admission to, see previous pages.

Contact Information

Name: _____
Surname Given Names

Home address: _____

Postal Code

Office address: _____

Postal Code

Daytime phone: _____ **Home Phone:** _____

E-mail: _____ **Fax:** _____

Name of Current Employer: _____

Position you hold: _____

Prior UVic Attendance

Are you a current or former UVic Student? ___ Yes ___ No

If 'yes', last session attended? _____ Student # _____

Program you were enrolled in? _____

Thank-you for interest in these pilot courses and for completing this notification that you have applied to UVic for admission. Admissions decisions cannot be made until Admissions receives all required documents, including an application form and official transcripts. You will be advised by mail or email on your admissibility, at which point you may register for the courses after paying the \$200 tuition deposit (or arranging for an authorization to invoice your employer or sponsor). For a check list of your application and registration process, see the previous page.

For program information, admissions, contact:

School of Public Administration
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2
Ph. 250-721-8638
Fax 250-721-6218
procoord@uvic.ca
<http://publicadmin.uvic.ca/>

For information about the co-sponsor, contact

National Centre for First Nations
Governance
British Columbia Regional Office & Corporate
Headquarters
Coast Salish Territory, Squamish Reserve in
West Vancouver
1006 – 100 Park Royal,
West Vancouver, BC V7T 1A2
Phone: 604-922-2052
<http://www.fngovernance.org/>