

Hiawatha First Nation PARTICIPATION POLICY



VISION STATEMENT

***"WE, THE MISSISSAUGI OF HIAWATHA FIRST NATION, ARE A VIBRANT, PROUD,
INDEPENDENT AND HEALTHY PEOPLE BALANCED IN THE RICHNESS OF OUR
CULTURE AND TRADITIONAL WAY OF LIFE"***

Approved by Council: Samuel Cass

Date: August 1, 2018

Motion #: 18.0801.13



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1.1 Participation Principles

Hiawatha First Nation Staff attempts to organize functions which meet the needs and interests of Hiawatha First Nation community members and which support the ongoing mental, educational, physical and social health of the community membership.

- Increasingly, Health Canada and other funding agencies through various programs, limit the amount of dollars available. Membership numbers and immediate family numbers continue to be on the increase.
- Hiawatha First Nation Staff will make every attempt to provide advance notice, via the Hiawatha First Nation monthly newsletter, in a fair and equitable manner, and will announce all/any functions where funding requirements/criteria differ from this policy. I.e.) Bus trips leaving the community in July will be announced in June and will include a specified sign-up time frame and cost to participants.
- Functions will support the concept of healthy growth and development.
- Organization of functions will attempt to be inclusive of family members and community members while respecting financial limitations.
- Monies coming into the community are frequently provided by funders based on status membership. Because of the diverse ethnic backgrounds of extended and immediate family members, Hiawatha First Nation Staff will make every attempt to include immediate family members whenever possible.
- Functions will not tolerate alcohol consumption or illegal drug use. At the discretion of the function organizer, any participant suspected to be under the influence of either, will be required to leave.
- Cost of functions may be shared between program dollars and participant fees.
- Participants attending and participating in all functions must conduct themselves in a respectful manner at all times.

2.1 Definitions:

- *Immediate Family Member*: refers to spouse, common law spouse, parent, brother, sister, half brother, half sister, and child(ren), including step children residing in the same household and having the same permanent mailing address as the Hiawatha First Nation citizen.
- *Extended Family Member*: refers to (great) grandchild, (great) grandparent, auntie, uncle, niece, nephew or cousin of a Hiawatha First Nation citizen.
- *Partner*: refers to a spouse or common law spouse of a Hiawatha First Nation citizen.
- *Hiawatha First Nation Employee*: refers to full time, part time, on-call, contract and seasonal staff employed by Hiawatha First Nation.
- *Alternate decision maker*: an adult who has legal decision making authority to sign on behalf of a minor child under 18 years of age.
- *Business Days* - consist of L.I.F.E. Services Centre regular office hours. (Monday - Thursday 8:30am - 4:30pm and Friday 8:30am - 2:00pm)

3.1 Scope of Functions:

Administration of the Participation Policy will include, but is not limited to the following:

- Women's Group (age 19 years and up)
- Men's Group (age 19 years and up)
- Grey Squirrels Group (age 50 and up)
- Dad's & Kids Group (Dad's and youth age 0-15yrs)
- Young Adults Group (age 18-35 years)
- Nannies at Noon/Night (Grandmother's and expectant Grandmother's)
- Making Memories (Grandparents and Grandchildren, 0-15 years)
- Youth Related Functions (Age 5-18 years based on function)
- NNADAP Nights at Youth Centre (Age 5-18 years)
- Child Development Training/Workshops

- Kitchen's - Men's/Community/Parents
- Natural Health Care and Deep Tissue Massage
- Chiropody Services
- Fitness Trainers
- First Aid & CPR training
- Traditional Programming

and all other events, services, and/or activities which have costs attached to carrying out the function, and which require advance sign-up.

4.1 Eligibility:

In order for a person to be eligible to participate in functions organized by Hiawatha First Nation Staff, the person must:

- Be a Hiawatha First Nation citizen, or
- Be the spouse residing on a permanent basis with a Hiawatha First Nation citizen or be the child(ren) of a Hiawatha First Nation citizen, or
- Be the partner residing on a permanent basis with a Hiawatha First Nation citizen for a minimum of 6 consecutive months, or
- Be the step-child(ren) of the Hiawatha First Nation citizen, not living in the home permanently, where entry/admission fees are paid by parent at the time of registration.
- Be the parent attending an event with an eligible minor child or a minor child attending with an eligible parent.
- A copy of valid CPIC with a Vulnerable Sector Check is required for all volunteers attending outings with a vulnerable population. Example: Children, youth, seniors;

4.2 Expectations:

- **Unacceptable conduct:** It will be at the discretion of the function organizer(s) or designate to address unacceptable conduct up to and including removal from the function. Follow up communication will take place between the appropriate Manager and the function organizer(s). Any exclusions from future functions or corrective behaviours will be communicated in writing back to the participant within 5 business days.

4.3 Exceptions:

- Whenever possible, any event with no cost incurred per person or space limitation will be inclusive of the participation of those residents living full time on Hiawatha First Nation territory and to Hiawatha First Nation employees.
- Traditional, cultural and ceremonial functions will welcome extended family and community member(s) participation. When individual gift costs are involved, such costs must be paid by the extended family and/or community member prior to the registration deadline.
- Where vacancies cannot be filled with eligible participants, consideration will be given to Hiawatha First Nation employees and/or their immediate family member(s). Fees/costs not already paid will be covered by the participant or adult parent.
- Hiawatha First Nation employees who are not citizens of the community are eligible to access the gym facilities by paying a required fee of \$20.00 per month. This excludes access to personal fitness trainers.
- Non citizens living in Hiawatha First Nation on a permanent basis are eligible to access the gym facilities by paying a required fee of \$20.00 per month. This excludes access to personal fitness trainers.
- Be a minor child living permanently with a Hiawatha First Nation citizen who has the alternative decision making authority, or have legal custody of the minor child (any child under 18 years of age).

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- The surviving spouse of a Hiawatha First Nation citizen living on reserve on a permanent basis may access eligible activities.
- If an extended family member has legal custody or decision making authority of a minor they must identify what role they will maintain with the minor to determine their eligibility for activities. (e.g.) Parent/Grandparent
- Recognizing that from time to time there may be extenuating circumstances, and where it is possible to promote family time, the Manager of Health & Social Services may approve exceptions while ensuring eligibility is adhered to. Approval of Manager will have to be sought prior to start date of activity.
- Services may approve exceptions while ensuring eligibility is adhered to. Approval of Manager will have to be sought prior to start date of activity.
- Participation in all cooking classes (Community, Men's and Parents) will be limited to one class per month, per person. Those wishing to attend more than one class may have their name placed on a wait list should an additional space become available. The Health and Social Services Manager has the right to give opportunity to involve all members.
- Children who live part-time with a parent in the community can be registered by the community parent.

4.4 Participant Fees:

Functions requiring participant fees will be announced in the monthly newsletter/flyer and fees will be paid and collected as per announcement.

5.1 Registration:

- All functions will be posted on the Hiawatha First Nation Website and Facebook Page, in the Hiawatha First Nation newsletter, or in a separate flyer distributed throughout the community.

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- All functions will be on a first come first served basis by registering in person or by phone.
- Only people living in the same household on a permanent basis and having the same mailing address as the person making the registration can be registered. Other family members living in separate homes must sign up their own household family members. Eligible participant child(ren) who has/have reached 18 years of age and who still live in his/her parents home will be responsible for their own sign-up/registration.
- Registration deadlines, times, and dates announced will be adhered to strictly and fairly.
- Registrations will **not** be accepted by phone message, e-mail, FAX, text, or other than as announced in the newsletter or flyer. Note: Registrations will be made by speaking to the “receptionist of the L.I.F.E Services Centre” and/or designate.
- Non-Hiawatha citizen employees are eligible to register by being placed on a Non-Hiawatha citizen Employee Waiting List, and can participate where/when space allows and when a Hiawatha citizen or eligible participant has not taken that space by the registration deadline.
- 25% of eligible spaces will be set aside for off-reserve citizens and their eligible family members.
- Vacancies will be filled from the existing “citizens and eligible participants” waiting list, and if space allows from the Non-Hiawatha citizen Employee Waiting List.

6.1 Limited Functions:

Chiropody Services: Only Hiawatha First Nation citizens living on or off community will be eligible to participate in this service. Priority will be given to citizens diagnosed with diabetes and all other eligible participants will be covered based on funding availability.

First Aid & CPR Training - Will be paid in full for Hiawatha First Nation citizens and for employees of Hiawatha First Nation who are required in the course of their employ to hold First Aid and CPR certification. All employees are encouraged to take the training in the First Nation when it is delivered in the community.

7.1 Cancellations:

- If a person signs up to attend/participate in a function which requires payment on behalf of participants, and then does not attend, other than in emergency situations the person will be required to pay the *per person cost* of the function (not including any bus cost). Participation in future functions will be restricted until Hiawatha First Nation has been reimbursed for the cost(s) associated *for all* cancellations other than emergency.
- Cancellations, other than emergency cancellations, require two business days advance notice of withdrawal. Less than two business days notice will result in required payment for direct costs with the exception of pre-paid events. If a person has signed up to attend/participate in a function and does not cancel as per the policy, he/she will be required to pay all applicable costs associated with their participation.
- It is the responsibility of the function organizer to send a letter stating the function was missed and the cost, within five business days following the missed function.
- EMERGENCY cancellations can be made by leaving a message on the phone of the Receptionist at the L.I.F.E. Services Centre. Verification of the emergency is required to be provided to the staff member organizing the event.
- Hiawatha First Nation reserves the right to cancel functions due to inclement weather, lack of interest, and for other reasons at the discretion of the staff person organizing the function and the appropriate Manager.

8.1 Filling Vacancies:

- The Receptionist or designate will make every attempt to fill vacancies created by cancellations. Receptionist of L.I.F.E. Services Centre or designate are the only people who can fill vacancies. If a person withdraws/cancels and the vacancy cannot be filled by the Receptionist or designate, the person must pay for the vacancy(ies) created (admission fees, direct function costs). Bus costs are excluded.
- Participants CANNOT fill a vacancy under any circumstances.
- To allow enough time to fill non-emergency vacancies/cancellations, two (2) business days notification of withdrawal/cancellation of participation is required. Less than two (2) business days of notice will result in required payment for direct costs.
- Cancellation of a pre-paid event that cannot be filled will result in the full payment by the participant.

9.1 Appeal Process:

- Any eligible participant wishing to appeal the requirement to pay, or conduct related outcome, will be given an opportunity to present their appeal, in writing, to the appropriate Manager. Appeals must be received within ten (10) business days after the function date.
- Minor children under 18 years of age may be accompanied by their eligible parent or legal guardian regarding the requirement to pay, or conduct related outcome.
- The appeal letter will be discussed by the appropriate Manager, and the Program Staff organizing or carrying out the function, and the participant if he or she chooses.
- Decisions of the appeal will be made in writing by the appropriate Manager or designate within 5 business days of receipt of the appeal letter, and will be final.

10.1 Policy Review and Change:

- This policy will be reviewed annually by the Health and Social Services Team. It will subsequently go to Council for approval, and is subject to change. Listed below are the dates of review and approval:
 - Approved at Council - September 14, 2005
 - Approved - November 15, 2006
 - Approved - October 2008
 - Approved with revisions - April 23, 2009
 - Approved with revisions - March 2011
 - Approved with revisions - March 31, 2012
 - Approved with revisions - April 26, 2012
 - Approved with revisions - June 11, 2013
 - Approved - November 12, 2014
 - Approved - February 10, 2016
 - Approved with revisions – November 23, 2016
 - Approved with revisions – August 10, 2017
 - Approved with revisions – November 27, 2017
 - Approved with revisions – August 1, 2018

11.1 Policy Distribution:

- A full policy will be posted annually on the Hiawatha First Nation Website, Facebook Page and distributed in the Hiawatha First Nation newsletter. Revisions to any portion of the policy that may occur throughout the fiscal year, will be communicated in the monthly newsletter.