

PROPOSAL FOR KAPACHEE TRAINING CENTRE FOR
THE SOUTHEAST AREA ECONOMIC DEVELOPMENT
CORPORATION:

- by THE KAPACHEE CENTRE
BOARD

JAN. 27, 1984.

TABLE OF CONTENTS

1 Project Title
11 Background
111 Organizational Operation
1V Purpose of the Project
V Project Activities
1V Staff for the Operation of the Centre
11V Training Resources
111V Economic Benefits
1X Social Benefits
X Budgets
 A) Three Year Cost Flow Projections

APPENDICES

Appendix A - Kapachee Bylaws.

1 Project Title

Kapachee Training Project.

1.1 Background

For some years now there has been concern in the native community that native people do not have the same access to jobs and economic opportunities as other people in the province. To try to change this situation the Association and its locals began to embark on a program of encouraging the training of native people back in the 1960's. The major resources for training programs has been the NRIM program which was instituted in the late 1960's. After almost ten years of this program native people were dissatisfied with the results and began to look for alternative ways of training their people. One way was to begin to develop training which was controlled by local native organizations and which was established specifically to meet the needs of local native people.

In fort Qu'Appelle this strategy began to develop in 1975 when the southeast area had its offices in an old high school which was also being used for upgrading classes. The southeast area therefore organized and implemented several classes in that centre. However, without a facility of their own it was not feasible to begin to embark on any meaningful native program.

Therefore, in 1977, the southeast area incorporated the Kapachee Centre and purchased the facility that is presently occupied by the centre with the help of a mortgage from Central Mortgage and Housing Corporation. The reasons for obtaining the centre was to have a facility where ongoing training programs could be carried out and where enough native students from the area could be brought together to make it feasible to hold training courses specifically for native people.

The facility was a three bedroom house with a large garage in the back yard. The garage has been converted into classroom space as well as the basement of the house. In addition the upstairs rooms in the house can accommodate up to ten students.

The original purchase price of the house was estimated at \$77,722.00. The mortgage negotiated on the house was set at \$74,150,.00. The southeast area's equity in the centre was \$3,275.00. The present value of the facility has been recently evaluated by an appraiser and is estimated to be worth \$103,730.00.

111 Organizational Operation

The southeast area set up a separate Board under bylaws established for the operation of the Kapachee Centre. The organization was incorporated as a non-profit association under the Societies Act of Saskatchewan. For details see attached Appendix B - Bylaws. The present Board of the centre consists of the following: Eva Peter

Darryl Desjarlais

Maryann Cameron

Adeline Klyne

Barbara Hitchens

During the first several years of operation the southeast area used the basement of the house for its offices. It housed its various programs in the basement and this, plus income from special projects and from the training programs themselves, provided sufficient income to enable the Kapachee Board to operate the centre and keep up mortgage payments. However, as the demand for more classes developed it was decided that the nbasement of the house would have to also be used for a classroom. This, therefore, gave the centre three full-time classrooms but cut down on the amount of income available from the centre's rental. As well, pspecial start up assistance from Social Services came to an end and the centre then did not have enough income to provide core staff and at the same time maintain its mortgage and other operational material.

The centre then submitted a proposal to Special Arda for a three year plan to pay out existing mortgage and to hire 3 support staff, 1 caretaker and 1 cook After continious negotiations with Industry and Commerce the proposal was restruc tured to hire 3 student support staff and to payout the existing mortgage over a two year period with negotiations to take place to access future funding after th two years.

The centre operates three classes on a ten month a year basis. These classes included social work certificate program which is being credited by the univer- sity of Regina and has had native input into the cirriculum and a component of alcohol and social adjustment problems of native people. The centre also holds several upgrading classes which are operated on a regular basis. Other training in business management, mechanics, and carpentry which was linked to the house construction projects of the Southeast Area Development Corporation has also been provided. Plans in futrue are to conduct training in computer programming, busi- ness management, accounting and other trades which are part of the over all plan of the southeast area AMNSIS, and are presently being waited on, for a comitt ment for the proposals submitted.

The southeast area stretches from east of Regina to the Manitoba border and south from the U.S. border and north to Lestock and Raymore. In this area there are fourteen locals. The students for the classes are drawn from all the locals rather than just from the Fort QU'APPELLE area. It is in this way that the centre has been able to get enough students to make training in various trades feasible.

As was mentioned ten students can be accommodated in the centre. If there are more than this number of students in from the out-lying areas they are housed by other native families in the community.

IV Purpose of the Project

The purpose of this project is to train workers who will be employed in the various socail and business activities being carried out by the Southeast Economic Development Corporation. This Economic Development Corporation was established in 1981 specifically for the purpose of creating business and job oportunities in the southeast area.

The main limitation of any business activity to date has been the lack of trained and skilled workers for all aspects of business administration and hig skilled jobs. In order to carry out a successful program business will require workers who have training in the following areas:

- a) business management
- b) computer programming
- c) accounting

V Project Activities

Our plan is to organize our training programs using the Kapachee Centre so that it can be linked very closely to business needs for skill of which native people can be trained to be resourceful in their communities and allow them the skill of up comming shortages, forcast for trades set out by Federal and Provincial Gov't and private Industry.

The plan is to carry out a combination of in-classroom and on-the-job training. We will also make arrangments with the Apprenticeship Boards Universties and technical institutes for certified training to be provided at the centre for those people who are indentured apprentices in various trades.

We will organize our training program so that much of the classroom work for trades can be carried out at the Kapachee Training Centre which allows the students to take advantage of Technical and University training as close their own town or home as possible as not to put them in a major urban setting. We find that the students do well in a smaller training facility closer to family than they do in major centres away from home. This also allows students with in close driving distance of their homes time needed

to spend with familys. Unless needed for long term training, also we will be offering at least one upgrading class each year of the three year project to upgrade the education of workers who require some basic educational upgrading and must achieve a grade ten equivalency before they can become indentured apprentices.

VI Staff for the Operation of the Centre

The staff required for the operation of the centre include a cook and a janitor. These costs will be covered by income generated through the various training programs and by charging board and room. For details see the Budget and Three Year Cash Flow Projections.

In this project we are specifically requesting financial assistance to cover the salaries of a training co-ordinator, student counsellor, secretary, plus certain support costs which are necessary to operate the training program. For details of the overall capital costs and cash flow project: see attached Budgets.

We plan to employ the existing co-ordinator who has some background in education and training and who will be responsible specifically to co-ordinate the training activities of the centre. The students counsellor will be responsible for working with the students around personal and family problems, counsel them regarding school and training related problems, and provide them with a variety of other support. This could include assistance in organizing their work, improving their study habits and in making use of teaching and training resources to ensure that they succeed in these training programs.

The actual training courses themselves will be financed either with the use of Canada Manpower training funds or by using NRIM training funds. These training funds will cover the costs of the instructor, the costs of students board and room and make some contribution towards classroom costs. They, however, do not cover the costs of a training co-ordinator, student counsellor, and secretary, nor do they cover the administrative support costs necessary to maintain the centre.

It is our view that if this program is to be successful we must specifically during the course of this project, have this additional staff to carry on the functions which have been described above.

1. Training Co-ordinator - This person must have some background in education and some previous experience in carrying out and co-ordinating training programs. This person should have satisfactorily completed their

high school and have completed one or two years of training in an approved Teachers College or have an equivalent combination of training and experience.

The training co-ordinator will be responsible for the overall management and administration of the project and the training program. He/she will be responsible for planning the training schedule to fit each training need on projects delivered and to ensure that training activities are related to the actual on the job needs. The training co-ordinator will also ensure that the instructors are doing follow up training on the job to the classroom training, in such a way that skills and knowledge learned in the classroom are applied in the on the job situation.

2. Student Counsellor- The student counsellor should have also completed his/her grade 12, have some background and training in education or equivalent training and experience and have some experience in counselling and supporting native students. The responsibilities of a student counsellor are primarily to assist students with problems being experienced which effect their education and training program. These could include problems with study habits, problems adjusting to the classroom situation and problems in organizing ones work to ensure that assignments are done and that knowledge and skills are learned and are being applied in a constructive manner. The students counsellor will also be called upon to help people with a variety of personal and family problems which have some impact on the success of students training.

3. Secretary- The Secretary should have completed secretarial training and be able to carry out all of the necessary clerical functions such as keeping the books, managing financial records, taking care of payroll and banking, doing typing and filing, keeping student records, answering the telephone, and providing other related clerical functions.

All of the above staff should preferably be of native origin, should have a good understanding of native culture and of the problems which native people experience in obtaining an education and training.

11V Training Resources

As indicated above we plan to tap Canada Manpower and the NRIM program specifically for the costs of carrying on training programs must be approved by the department of Continuing Education. These programs will then be contracted either through the Community Colleges that cover the Southeast Area or through contractual arrangements with Dumont Institute.

Qualified instructors will be employed to carry on all of the training programs. Wherever possible, we plan to obtain native instructors. However, native instructors are in short supply at the present time. There are discussions

7

going on regarding the possibility of Dumont Institute offering a one year training program, in conjunction with the University of Regina, to train some current native teachers as adult education instructors. It will also be necessary to consider the possibility of providing some training to qualified trades supervisors to function more effectively as adult instructors in the various trades. In some instances it may be possible to enter into contracts through Dumont Institute with the technical institutions to provide the people to teach these various trade skills.

111V Economic Benefits

The economic benefits of this training program could be considerable. It would enable native people to establish and operate an effective economic development corporation of their own. In the process it would provide native students with sub standard grades the opportunity to learn a high technology trade of which they would otherwise not have the opportunity. It would also provide an opportunity for native people to take advantage of stable jobs at a good income who do not now have employment which at this time are a considerable cost to the taxpayers. In addition the project would generate demand for various goods and services in the area. For example, the operation of the facility in Fort Qu'Appelle would require increased demand for food and other services to maintain the centre. Students would also be using recreation services in the community. As well, the income that is to be received by the various workers will be spent in all of the centres in the Southeast Area and will generate increased economic activity.

1X Social Benefits

The social benefits will also be considerable as native people improve their living circumstances and their income. They will be able to become more a part of regular community life. They will also have the income to support meaningful, constructive and healthy social and recreational activities. The social benefits will also accrue to the communities generally when native people become independent and self-sufficient, and begin to contribute to community life by taking part in various civic affairs and working as volunteers for the improvement and development of their communities.

Operating Budget for Maintenance of Facility

Year 1 1984 -85

Expenses: Salaries - cook	10,800.00	
- caretaker	10,800.00	
Staff Benefits -6%	1,300.00	

Total \$22,900.00

Food 15,000.00

Utilities & Maintenance 3,500.00

Total Expenses \$40,400.00

Income: Classroom rental (3x300x10 mths) 9,000.00

Room (8x100x10) 8,000.00

Extra income from meals (20x\$4x5 daysx52) 20,800.00

Misc income (classroom rental for workshops, meetings, etc.) 2,600.00

Total Income \$40,400.00

Year 2 1985-86

Expenses: Salaries - cook	11,700.00	
-caretaker	11,700.00	
Staff Benefits -	1,400.00	

Total 24,800.00

Food 16,500.00

Utilities & Maintenance 4,000.00

Total Expenses \$45,300.00

Income: Classroom Rental (3x350x10) 10,500.00

Room (8x110x10) 8,800.00

Meals (20x\$4.50 x5x52) 23,400.00

Misc. Income 2,600.00

Total Income \$45,300.00

Year 3 1986-87

Expenses: Salaries- cook	12,800.00	
-Caretaker	12,800.00	
Staff Benefits -	1,500.00	

9

Total	27,100.00
Food	18,000.00
Utilities & Maintenance	4,500.00
TOTAL EXPENSES:	<u>\$49,600.00</u>
<u>Income:</u>	
Classroom Rental (3x400x10)	12,000.00
Room (8x120x10)	9,600.00
Meals (20 x \$5 x 5 x 12)	26,000.00
Misc. Income	2,600.00
Total Income	<u>\$50,200.00</u>

KAPACHEE CENTRE STAFF BUDGET:

Year 1 1984-85:

<u>Salaries</u>		
Training Co-ordinator	\$24,000.00	
Student Councillor	\$21,000.00	
Secretary	\$15,000.00	
Staff Benefits	\$4,000.00	
Total	<u>\$64,000.00</u>	
Travel (800 x12)	\$9600.00	
Telephone(100 x 12)	\$1200.00	
Material & Supplies (250x12)	\$3000.00	
Equip. Rental (xerox, VTR ,Projector)	\$2400.00	
Total	<u>\$16,200.00</u>	
Consulting Fees	\$6,000.00	
Total	<u>\$86,200.00</u>	

Year 2 1985-86

<u>Salaries</u>		
Training Co-ordinator	\$25,440.00	
Student Counsellor	\$22,260.00	
Secretary	\$15,900.00	
Staff Benefits	4,240.00	
Travel	\$10,176.00	
Telephone	\$ 1,272.00	
Material &supplies	\$ 3,180.00	
Equipt. Rental	\$ 2,544.00	
Consulting Fees	\$ 6,360.00	

Total \$91,372.00

Year 3 1986-87

Salaries: Training Co-ordinator \$26,712.00
Student Counsellor \$23,373.00
Secretary \$16,695.00
Staff Benefits \$ 4,452.00

Total \$71,232.00
Travel \$10,685.00
Telephone \$ 1,336.00
Material & Supplies \$ 3,339.00
Equipt. Rental \$ 2,672.00
Consulting Fees \$ 6,678.00

Total \$95,942.00

.....
APPENDIX B

BY-LAWS OF THE SOCIETY

FORT QU'APPELLE KA-PA-CHE CENTRE

OBJECTIVES OF THE SOCIETY:

1. Provide housing accommodations for students.
2. Provide this facility of accommodations at a reasonable rate.
3. To operated as an organization fo the Southeast Area Committee to further the objectives and interest of the Metis and Non-Status Indian people in the southeast area of the Association of Metis and Non-Status Indians.

AFFILIATION: This Society will be affiliated with the South East Area Committee of the Association of Metis and Non-Status Indians of Saskatchewan.

ARTICLE 1

MEMBERSHIP:

1. Any person may become a member of the Society upon application for membership, payment of the fee of \$5.00 and approval of his application by the directors of the Ka-pa-che Centre.
2. Any member may withdraw from the Society at any time by notice to the Society but upon withdrawal the member shall not be entitled to a refund of any portions of the fee that he may have paid.

ARTICLE 11

MEMBERSHIP FEES:

1. The membership fee shall be prescribed by the member in general meeting.

ARTICLE 111

DIRECTORS:

1. The directors shall consist of a President, Vice President,

and Secretary. Two members or such other number as may be determined from time to time by the Society in general meeting and in addition the immediate past president shall be a director ex officio.

2. Subject to Section 5, at the first annual general meeting of the Society and at each subsequent annual general meeting all the directors shall retire from office.
3. Directors retiring from office shall be deemed to hold office until the conclusion of the meeting at which they retire.
4. A retiring director shall be eligible for re-election.
5. The Society may by special resolution remove any director before the expiration of his term of office and may elect another person in his stead; the person so elected shall retire from office at the same time as the director whom he is replacing would have retired.
6. The directors may meet together for the dispatch of business, adjourn and otherwise regulate their meeting as they may determine.
7. Notice of a directors' meeting shall be given to the directors at least one week prior to the date of the meeting, provided however that the directors may meet on regular dates without notice or may, by unanimous consent, meet at any time or place without notice.
8. A majority of directors personally present shall constitute a quorum for the purpose of a meeting of the directors.

ARTICLE IV

OFFICERS:

1. The President shall preside at all general meetings of the Society and at all directors' meetings and he shall be ex officio a member of all committees.
2. The Vice President shall perform the duties of the President in his absence or inability to act.

3. The directors may appoint a secretary, a treasurer, or a secretary-treasurer and such other officers as may be required and shall assign duties to them.

ARTICLE V

GENERAL MEETINGS:

1. The annual general meeting of the Society shall be held in January of each year on a date to be fixed by the directors.
2. A special general meeting of the Society may be called by the President as and when he considers it necessary but he shall call a special general meeting when requested so to do in writing by at least five members.
3. Notice of a general meeting shall be given to the members by means of posters, advertisements or individual notices, as may be decided by the Society in general meeting, or by the directors.
4. Fourteen members personally present shall constitute a quorum at any general meeting of the Society.
5. Voting shall be by ballot in the case of election of officers and by show of hands in other cases except where a ballot is requested by a least three members.

ARTICLE VI

CUSTODY AND USE OF SEAL:

1. The seal of the Society shall be in the custody of the Secretary or such other person as may be designated by the directors and all papers or documents required to be sealed in the presence of the President and the Secretary or of such other persons as may be designated by resolution of the directors.

ARTICLE VII

AMENDMENT OF BYLAWS:

1. These bylaws may be amended only in the manner provided in The Societies Act.

ARTICLE VI11

WINDING UP:

1. Subject to Section 47 of The Societies Act, in the event of dissolution of the Society, its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as may be decided by the Society in general meeting.