



**KANESATAKE MOHAWK COUNCIL
CONSEIL MOHAWK DE KANESATAKE
RESOLUTION**

Chronological No. - <i>Numero chronologique</i>
File Reference - <i>N° de dossier</i> 0022.0910.00069

NOTE: The words "From Council", "Capital Revenue", which ever is the case, must appear in all resolutions requesting expenditures from Band Funds.
 NOTA: Les mots "Fonds de la Bande", "Revenu de Capital", quel que soit le cas, doivent apparaitre sur toutes les résolutions requérant des dépenses des Fonds de la Bande.

THE MOHAWK COUNCIL OF KANESATAKE
 LE CONSEIL MOHAWK DE KANESATAKE

PROVINCE **Quebec**

PLACE **Kanesatake Mohawk Territory**

NOM DE L'ENDROIT **5th August 2009**

DATE DAY-JOUR MONTH - MOIS AD 19 YEAR - ANNÉE

Current Capital Balance <i>Solde de capital</i>	\$ _____
Committed - <i>Engagé</i>	\$ _____
Current Revenue balance <i>Solde de revenu courant</i>	\$ _____
Committed - <i>Engagé</i>	\$ _____

DO HEREBY RESOLVE:
 DECIDE, PAR LES PRESENTES:

WHEREAS the Mohawk Council is the legal governing body for Kanesatake and its Territory.

THEREFORE LET IT BE RESOLVED THAT the Mohawk Council of Kanesatake hereby resolves that **Claire Amanda Simon** be authorized by the Indian and Northern Affairs Canada (INAC) to perform all Secure Certificate Status application processing and distribution duties as our Indian Registration Administrator representing our First Nation.

A quorum for this Council <i>Pour ce Conseil le quorum est</i>	
consists of <i>fixé à</i>	4
Council Members <i>Membres du Conseil</i>	

[Signature]
 Chief

[Signature]
 Grand Chief

[Signature]
 Chief

[Signature]
 Chief

..... Chief

..... Chief

FOR DEPARTMENTAL USE ONLY - RÉSERVÉ AU MINISTÈRE					
1. Band Fund Code <i>Code du compte de bande</i>	2. COMPUTER BALANCES - SOLDES DE'ORDINATEUR		3. Expenditure <i>Dépenses</i>	4. Authority acknowledged Indian Act 5:c <i>Art de la Loi sur les Indiens</i>	5. Source of Funds <i>Source des fonds</i> <input type="checkbox"/> Capital <input type="checkbox"/> Revenue - <i>Revenu</i>
	A. Capital	B. Revenue - <i>Revenu</i>			
6. Recommended - <i>Recommandable</i>		Approved - <i>Approuvable</i>			
Date	Recommending Officer - <i>Recommandé per</i>			Date	Approving Officer - <i>Approuvé par</i>

CONSENT AND AUTHORIZATION

(This declaration is mandatory for all criminal records checks and is used by the Federal Government of Canada for reliability assessment)

BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last Name) SIMON		Full given names (no initials) CLAIRE AMANDA		Family name at birth SIMON	
All other names used (i.e. Nickname) HANDY		Sex Male Female FEMALE		Date of Birth – YYYY-MM-DD 1966-12-31	
Residence		Home Address: 38 Rue des Pins, Oka, Qc		Home Telephone Number (450) 479-8386	
Apartment Number 38	Street Name DES PINS	Province Quebec	Postal Code J0V1E0		
City Oka					

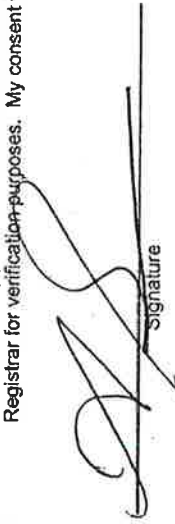
CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA

Have you ever been convicted of a criminal offence for which you have not been granted a pardon?		if yes, give details below (charges, name of police force, city, province/state, country and date of conviction)	
Yes	No		
Charge	Name of police force		
City	Province/State	Country	
Date of Conviction – YYYY-MM-DD			

Note: The existence of such record, provided it is declared, may not be an impediment to employment and each case will be judged on its own merit.

CONSENT AND VERIFICATION (To be signed by the applicant)

I, the undersigned, do consent to the disclosure of the preceding information for its subsequent verification and/or use in an investigation for the purpose of providing a criminal record check to qualify to provide the services of a Secure Certificate of Indian Status Processing Officer. I also consent to the disclosure of my personnel information to INAC Security, First Nation / Tribal Councils and INAC's Indian Registrar for verification purposes. My consent will remain valid for the duration of my services as an IRA.

 Signature

2009/07/02 Date (Y/M/D)

Once completed, this form is to be submitted in a SEALED ENVELOPE, addressed to the authorized official.



ACCESS

User ID
Type
Clearance
START date
End date

**APPROVAL TO ACCESS AND USE INFORMATION
INDIAN REGISTRATION SYSTEM**

COPIES
Registrar
Information Unit
Region
Chief & Council
Supervisor
User

Privacy Statement by User

I do hereby acknowledge that I, Amanda Simon, have or seek electronic access to, or have in my possession or seek to have in my possession, information from the Indian Registration System (IRS) that is personal information, as defined under Section 3 of the Privacy Act, which remains the property of Indian and Northern Affairs Canada (INAC). Without a prior written authorization from the Registrar or from the person(s) to whom the information relates, such information can be viewed only by me.

I shall store all such personal information in a cabinet or container or secure room to which only I shall have access. Information that is in electronic form shall not be stored on a computer hard disk (unless access to that computer is limited to me), but stored on a removable disk, clearly marked "Protected A" and stored in a locked container that is accessible only by me.

I acknowledge that my role as Membership / Landst. Estates, is the sole reason for my access to and use of personal information from the IRS; and that such use must be in accordance with the Policies on Indian Registration and any relevant IRS User Manual, and is limited to the following functions:

Signature

Date 2009/07/02

Privacy Statement by Supervisor

I do hereby acknowledge that I, Chief Sheila Bouspiel, as the immediate supervisor of the above-named person in the above-described role, am similarly bound by the above-described conditions in relation to the personal information that I acknowledge is the property of INAC. Further, I shall ensure that the above-named person abides by the conditions set out above, and shall notify the Registrar without delay of any changes affecting this approval, including all personnel changes affecting the role of either the above IRS user or me.

Signature

Date July 2/09.

Privacy Statement by Registrar

The above-named user is hereby authorized to access the IRS for the purpose(s) set out above, beginning from the date set out below until further notice. This approval may be revoked by me or by INAC at any time without prior notice. The only additional condition to this access is as follows:

Signature

Date

Secure Certificate of Indian Status (SCIS) Secure Processing - Terms & Conditions

In order to protect the integrity of both the Indian Register and the Secure Certificate of Indian Status (SCIS), we, First Nation of Isanehtatule, (hereinafter the "FN") do hereby agree to ensure the duties associated with the secure processing and distribution of the new SCIS, are carried out.

As a prerequisite to being provided with the required IRS/SCIS access, equipment and peripherals required to carry out these duties, the Kanehsatule FN agree to the following terms and conditions;

1. The *First Nation* will:
 - a. Provide internet connectivity at the FN office for use in accessing the IRS/SCIS;
 - b. Ensure that only SCIS-certified IRAs will utilize the SCIS equipment and/or process SCIS applications;
 - c. Ensure that, with the exception of IRAs, no one outside of INAC-recognized officials will have any access to the computer system, the computer and associated SCIS equipment;
 - d. Provide each IRA's Letter of Agreement to INAC prior to the IRA commencing his/her duties;
 - e. Be responsible for all associated fees/costs for internet access, IRA fingerprints (if required) and secure storage container (as defined below);
 - f. Grant access, during regular business hours and without prior notification, to INAC Security Officers to locations used for SCIS processing. The purpose of these visits will be to verify the secure storage of equipment and the adherence to SCIS policies and procedures;
 - g. In the event that we cease to administer the Indian Registry Program on behalf of INAC, return to INAC all records pertaining to the program. We agree NOT to retain any copies of these records;
 - h. At the time of installation of the SCIS equipment in the Kanehsatule FN office, provide to the INAC representative for immediate pick up and return, all old paper-laminated, All-In-One, and pilot CIS materials as available;
 - i. If the National Mobile Application Centre Team (NAT MAC) is scheduled for processing at a local FN venue, individual(s) who can ensure security will be supplied to assist the NAT MAC team.
2. The FN acknowledges that any IRA's employed by them must abide by the following conditions, and further acknowledges that failure to do so may result in their inability to process SCIS applications:
 - a. All IRA's will:
 - i. Successfully undergo all required SCIS-related training courses and updates;
 - ii. Obtain INAC certification as a SCIS Processing Officer;
 - iii. Complete required criminal record checks;

- iv. Have received both FN and INAC's Indian Registrar's approval in order to proceed in the required duties associated with processing SCIS applications;
- v. Sign a Letter of Agreement (blank form attached) which will remain in effect for the duration of his/her employment as an IRA;
- vi. Annually meet the standards and follow the directives as set by the Indian Registrar;
- vii. Comply with all security policies and processes related to the SCIS;
- viii. Obtain appointments as Commissioners for the taking of Oaths (CFO) in order to certify true copies of documents and witness Statutory Declarations for Lost or Stolen Cards. In the event that there is no IRA who is a CFO available, the FN will ensure there is an alternate CFO able to commission documents as required;
- ix. Immediately inform INAC's Regional Manager of any security issues that arise by completing a SCIS Incident Report ;
- x. Follow the secure processes as outlined in Chapter 3 of the Indian Registration Policies, and the Indian Registration Training Manual, as amended from time to time;
- xi. Safeguard any personalized SCIS received at the FN office whenever not in use by the SCIS Processing Officer in accordance with section 2 b-iv below.
 - i. All IRAs, as users of IRS/SCIS, shall practice the following physical safeguards:
 - i. Access to personalized SCIS, the IRS/SCIS computer system and all further information relating to the Indian Register will be limited to the IRAs.
 - ii. If any information pertaining to the Indian Register is received in any other electronic format, it will not be stored on a computer hard disk unless access to that computer is restricted to the IRA. Any such information will be stored on a removable disk, marked "Protected" and stored in the secure storage container accessible only by the IRA.
 - iii. Personalized cards and cancelled/returned cards shall be safeguarded as **sensitive assets** [compromise could reasonably be expected to cause a serious injury to private or non-national interests – The SCIS is considered a sensitive asset as it concerns the eligibility for social benefits or the determination of benefit levels and could be used for criminal purposes (e.g., false identity, impersonation, crossing borders)] until the card is in the hands of the cardholder.
 - iv. Physical Storage: A "Lock up" condition is necessary and has to include an appropriate 'secure storage container'. During working hours, a 'secure storage container' is defined as a specific locked room (office) or a locked desk drawer that is set aside for work related to the handling of the SCIS. The SCIS could raise a certain level of interest by personnel without the need-to-know. Only those with a need-to-know have access to the room or desk drawer. The card can be left in the locked room or the locked desk drawer when the SCIS PO has left the office for short periods of time (ie. coffee, washroom, or lunch breaks). During silent hours a 'secure storage container' is defined as any totally enclosed container designed to resist force and attacks; e.g. a safe, security cabinet, strongbox, vault or secure room.

- v. Dial lock combinations must not be hidden on the premises nor stored in the same room as the secure storage container and they should not identify the cabinet to which they provide access.
- vi. At no time shall the IRS and any related documentation and SCIS be left unattended.
- vii. All SCIS shall be tracked for inventory purposes.
- viii. Any deactivated SCIS that are received by the IRA must be forwarded to INAC's Monitoring & Compliance Unit in Headquarters;
- ix. Transmission by mail: A sealed envelope with return address clearly marked must be sent via first class mail.

3. The FN further acknowledges;

- a. In instances where the IRA is not following the security aspects of processing applications, the said IRA will lose his/hcr authority as a SCIS Processing Officer. In this event, the FN will be unable to process SCIS applications until such time as changes are implemented so as to ensure the issue will not reoccur.
- b. The sharing of user IDs or non-secure storage of materials and equipment related to the SCIS shall result in loss of IRA privileges relating to the SCIS including access to IRS.
- c. In the event any SCIS equipment is lost, stolen or damaged, the FN is responsible for repairing or replacing such equipment. Failure to do so will result in the FN being unable to process SCIS applications.

We, First Nation of Nanahsatake, the undersigned, understand, agree and consent to the above. (Signatures are required of OIR recognized Chiefs & Councils.)

 (Signature)	<u>Sohenisse Nibbles Grand Chief</u> (Print Name & Title)	<u>Sept 24 / 09</u> (Date)
 (Signature)	<u>Sonya Gagnier</u> (Print Name & Title)	<u>Sept 24 / 09</u> (Date)
 (Signature)	<u>Gordie Oke</u> (Print Name & Title)	<u>Sept 24 / 09</u> (Date)
 (Signature)	<u>Michelle Lamouches, Chief</u> (Print Name & Title)	<u>Sept 25 / 09</u> (Date)

_____ (Signature)	_____ (Print Name & Title)	_____ (Date)
_____ (Signature)	_____ (Print Name & Title)	_____ (Date)
_____ (Signature)	_____ (Print Name & Title)	_____ (Date)

IRA Letter of Agreement between INAC and IRA

I, Amanda Simon (name) will fulfill the duties of IRA, as set out below, to the best of my abilities.

1. I will comply with all of INAC's SCIS policies and secure processing procedures as amended from time to time. I acknowledge receipt and understanding of these existing policies and procedures and promise to familiarize myself with any amendments to them, forthwith after receipt of such amendments.
2. I understand and agree that;
 - a. All information received by me in the process of performing my IRA duties are subject to the *Privacy Act* and remain the property of INAC. Without the prior written authorization of INAC or of the person to whom the information relates, this information can only be viewed by myself and may only be used for the purposes of maintaining the Indian Register or processing SCIS applications on behalf of INAC;
 - b. My network and application accounts bind my activities on the INAC network to me personally;
 - c. I am responsible for always protecting my password in accordance with section 3 below; and
 - d. I am not authorized to learn or use another's password and undertake not to do so.
3. As a user of the IRS/SCIS, I agree to practice the following physical safeguards:
 - a. Electronic Access, Transmission and Storage
 - i. I do hereby acknowledge that I have, or seek electronic access to, or have in my possession, or seek to have in my possession, information from the Indian Registration System that is personal information as defined under Section 3 of the *Privacy Act* which remains the property of Indian and Northern Affairs Canada (INAC). Without prior written authorization from the Indian Registrar or the person(s) to whom the information relates, such information can be viewed only by me.
 - ii. In order to protect the personal information held within the IRS, I agree that I am aware of, and will fulfill, my responsibilities as a SCIS Processing Officer in accordance with the *Privacy Act*;
 - iii. I will ensure that any electronic information received by me pertaining to the Indian Register will not be stored on a computer hard disk unless I have sole access to that computer. If others have access to the said computer, I will ensure that the information is stored on a removable disk marked 'Protected' and ensure that it is kept in the secure storage container as defined in the Ts & Cs section 2 b iv, accessible only by me; and
 - iv. I acknowledge that my role as IRA/SCIS Processing Officer is the sole reason for my access to, and use of, personal information from the Indian Registration System. I acknowledge that such use must be in accordance with the policies of the Indian Registration Program and any relevant IRS/SCIS user manuals and is limited to the following functions:
 1. Processing SCIS applications; and
 2. Processing life events (if access to do so has been granted to me by the Indian Registrar).

- b. Physical Access, Transmission and Storage
 - i. Refer to section 2 b of the Ts & Cs.
- c. Disclosure of IRS/SCIS Information
 - i. I will not disclose information from the IRS/SCIS, including registry number, date of birth, etc, to anyone unless such disclosure is consistent with the *Privacy Act* and/or the *Indian Act* and its regulations. All further requests for IRS/SCIS information will be forwarded to the INAC regional office for response; and
 - ii. I will lock up all SCIS related materials in the approved secure storage container as noted in the Ts & Cs section 2 b iv, lock my workstation when I leave my desk and log off the IRS upon my departure.
- d. Password Protection
 - i. I will not share my password under any circumstances or leave it where unauthorized people can find it;
 - ii. I agree to change my password and notify INAC's Monitoring & Compliance Unit at Headquarters immediately if I suspect that my password has been compromised; and
 - iii. In the event that I cannot remember my password and wish to have it reset, I will contact my regional INAC registration authority the Services Center at 418-648-7678.
- e. Discovery of Unauthorized Use
 - i. As an IRS/SCIS user, I agree to notify the regional INAC registration authority of any unauthorized access, disclosure or misuse of the IRS information or SCIS of which I become aware. I will furnish full details of the incident immediately noting the corrective action taken to prevent a recurrence of the incident; and
 - ii. I understand that failure to report an incident and to take corrective action may result in the suspension of my privileges and access to the IRS while the required corrective actions are carried out.

f. I acknowledge receipt of [and training related to] the *Privacy Act* and *Indian Act* and regulations as required to carryout the functions noted above.

- 4. I agree to provide background information necessary to proceed with a reliability assessment for the purposes of qualification as a SCIS Processing Officer. I also consent to the disclosure of my personnel information including my photograph to both FN/TC and INAC's Indian Registrar for verification purposes. My consent will remain valid for the duration of my employment as an IRA.

I, the undersigned, UNDERSTAND, AGREE AND CONSENT TO THE ABOVE:

Date: July 2, 2009 Signed: [Signature]
 Office Location: Kanehsatake Print Name: Amanda Simon

Indian Registrar's Approval to Access and Use Information – Indian Registration System

The above named user is hereby authorized to access the Indian Registration System for the purposes under the agreement set out above, beginning from the date set out below until further notice. This approval may be revoked by me or by INAC at any time without prior notice.

Definition:

Personal Information - S. 3 of the *Privacy Act*.

"personal information" means information about an identifiable individual that is recorded in any form including, without restricting the generality of the foregoing,

- (a) information relating to the race, national or ethnic origin, colour, religion, age or marital status of the individual,
- (b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual by a government institution or a part of a government institution specified in the regulations,
- (f) correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to such correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual,
- (h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual by an institution or a part of an institution referred to in paragraph (e), but excluding the name of the other individual where it appears with the views or opinions of the other individual, and
- (i) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual,

The information you provide in this document is collected under the authority of the *Indian Act*, for the purpose of the administration of Indian Registration and provision of funding to process Secure Certificates of Indian Status applications through the Indian Registration System. Information on individuals is used by Indian and Northern Affairs Canada, Indian Registration and Band List employees who need to know the information in order to respond to the program requirements. We do not share the information you give us. The personal information will be kept indefinitely. Individuals have the right to the protection of, and access to, their personal information under the *Privacy Act* (<http://laws.justice.gc.ca/en/p-21/255104.html>). The information collected is described under the Personal Information Bank INA PPU 110 which is detailed at www.infosource.gc.ca.

Date: July 2, 2009

Signed: 

Office Location: Kanabosutuk Print Name: AMANDA SIMON