

RESERVE LANDS AND ENVIRONMENT MANAGEMENT PROGRAM (RLEMP) FIRST NATION ENTRY REQUEST AND CAPACITY SELF-ASSESSMENT

PAW Number/Fiscal Year:
6978371 (2019-2020)

Purpose:

The self-assessment questionnaire will assess a First Nation’s eligibility and readiness to participate in the Reserve Lands and Environment Management Program and determine the First Nation’s capacity needs for managing land and natural resources activities under the Indian Act.

Generally, First Nations that would be considered RLEMP ready are those who:

- have a low General Assessment score;
- have not required expert resource support or a third party funding agreement manager or, if they have, can demonstrate effective measures taken to remedy the cause of the default;
- have provided the Department with consolidated audited financial statements in accordance with Canadian Accounting Standards;
- have or will be pursuing in the future economic development projects/activities; and
- have land management activity registered within the Indian Lands Registry.

Due Date:

Please contact your Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) [Regional Office](#).

Field Definitions:

Field	Definition
Section A Applicant/Contact Information	
Recipient Name	Name of First Nation/Tribal Council requesting entry.
Recipient Number	The number assigned to the First Nation/Tribal Council.
Contact	
Given Name Family Name Title Mailing Address (Number/Street/Apartment/P.O. Box) City Province/Territory Postal Code Telephone Number Facsimile Number Email Address	The name and contact information of the primary contact person in relation to the self-assessment. A valid postal code is in the upper case in the format A#A#A#. A valid telephone or facsimile number includes the 3 digit area code in the format ###-###-####. , A valid email address may be in upper or lower case in the format a@a.a.

Field	Definition
Section B Experience with Land Administration under the <i>Indian Act</i>	
Land Management	
1. What type of land management activities does your First Nation currently perform under the <i>Indian Act</i> ? Registered in the Indian Lands Registry?	<p>Confirm the types of land transactions/instruments that your First Nation is currently managing.</p> <ul style="list-style-type: none"> • Permits • Leases • Individual Land Holdings • Other (explain)
2. Does your First Nation currently have a land manager?	<p>Identify if your First Nation currently has an individual hired to perform land management activities on behalf of the First Nation.</p> <ul style="list-style-type: none"> • If no land manager, identify how the First Nation plans on managing land management activities (e.g., First Nation is in the process of hiring a land manager, or identify how outside expertise will be obtained and used). • If yes, identify.
3. Has your land manager completed and administered any land management activities in the past five years.	<p>Identify land management activities such as land transactions/instruments or other land related projects that the First Nation has been conducting in the past five years. Clearly identify the type and volume of activity that has been conducted.</p>
4. Other resources and/or expertise for managing land and environmental management activities	<p>Identify whether or not your First Nation has any outside resources being used to provide expertise or to manage land and environmental management activities.</p> <p>List the resources being used (for example, Tribal Council, law firm, consulting firm). A brief explanation and listing of current education and experience is required.</p>
5. Responding to land management enquiries	<p>Confirm whether or not your First Nation is currently has the knowledge and is able to respond to land management enquiries/questions.</p>
6. Negotiation of land transactions	<p>Confirm whether or not the First Nation is capable of completing the negotiation activities of land transactions. Examples would include:</p> <ul style="list-style-type: none"> • Ensuring fair market value; • Reviewing appraisal information; • Confirming if non-standard clauses within transaction templates require review by legal.
7. Use of standard forms, agreements and document templates	<p>Confirm whether or not the First Nation is using standard templates developed and approved by Crown-Indigenous Relations and Northern Affairs Canada for the creation of legal interests (land transactions) under the <i>Indian Act</i>.</p>

Field	Definition
8. Land office documentations	<p>Confirm whether or not your First Nation currently has in their possession: maps/plans for reserve lands, land management records outlining activities/interests held by First Nation members or on reserve lands. Confirm if the First Nation has adequate storage/filing systems for securing land management interests and documentation.</p> <ul style="list-style-type: none"> • Plans/maps • Land management records • Storage/filing system that is secure from fire and water damage and from theft or tampering
9. Indian Lands Registry System	<p>Confirm whether or not the First Nation has access to the Indian Lands Registry System (ILRS) and individual(s) with the knowledge to conduct research within the system.</p>
Environmental Management	
10. Environmental Manager	<p>Confirm whether or not the First Nation has an Environmental Manager or person(s) responsible for environmental management activities on reserve.</p>
11. Environmental Management Plan	<p>Confirm whether or not the First Nation has an environmental management plan/strategy (also known as Community Environmental Sustainability Plan or Environmental Management Action Plan) outlining the key environmental responsibilities, policies and processes of the community.</p>
12. Non-compliance of environmental terms and conditions	<p>Confirm whether or not your First Nation has a process/plan for managing non-compliance (breach) of environmental terms and conditions found within land transactions/instruments.</p>
13. Knowledge of environmental requirements	<p>Confirm whether or not your First Nation has the knowledge of environment requirements on reserve prior to the issuance of land transactions/instruments e.g., environmental assessments, environmental review process, etc.</p>
Section C Pursuing Economic Development Opportunities	
14. Land Use Plan	<p>Confirm whether or not your First Nation has a land use plan in place. Provide details related to the implementation plan, last approval date/update of plan and details related to resources used to implement the land use plan.</p>
15. Economic Development Plan	<p>Confirm whether or not your First Nation has an economic development plan in place. Provide details related to current and future economic development activities being pursued on reserve.</p>
16. Economic Development Officer	<p>Confirm whether or not your First Nation has an economic development officer.</p>
17. Economic Development Officer education/training	<p>Confirm whether or not the First Nation's economic development officer has received training/certification. Provide details concerning qualification, type of degree or certification.</p>

Field	Definition
Section D Conclusion	
Other Details	Provide a summary of any further information that relates to how the First Nation will be successful in the Reserve Lands and Environment Management Program (for example, future goals of the First Nation related to building capacity in land and environmental management and/or the First Nation's vision for future economic development on reserve).
Supporting Documents (if applicable)	
This table allows you to identify the supporting document(s) being submitted and the method of submission.	
Title	Enter the name of the supporting document.
Submission Method	<p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> - Attachment - Email - Facsimile - Mail - By Hand/Courier <p>If you select 'Attachment' as the submission method, an 'Attach File' button will appear. Selecting this button allows you to select a file that will be attached to the report. After attaching the file you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach File" button changes to "Remove File". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.</p>
Declaration	
Given Name Family Name Title Date (YYYYMMDD)	The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of Year-Month-Day.