



Moose Cree First Nation

**ONTARIO FIRST NATIONS LIMITED PARTNERSHIP
(OFNLP)
POLICY**

FINANCE AND ADMINISTRATION
COMMITTEE

Amendments approved by
Moose Cree First Nation Chief and Council
on October 28th, 2021
Motion # 2021-07-216

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Ontario First Nations Limited Partnership (OFNLP) Policy

1.0 Objective

As mandated by Chief and Council, the Finance and Administration Committee is responsible for overseeing funds received from the Ontario First Nations Limited Partnership (OFNLP) Agreement that was signed by the Moose Cree First Nation (MCFN).

2.0 Purpose

2.1 The purpose of the OFNLP funds is for Ontario First Nations to allocate funds for capital and/or operating expenditures, with respect to the following five (5) components identified within the OFNLP Revenue Agreement:

- i) Community Development
- ii) Health
- iii) Education
- iv) Economic Development
- v) Cultural Development

Applicants must **SELECT ONE** component that relates to their application. Applicants that select more than one component will not be considered.

2.2 Ensure equitable, accountable and fair consideration is given to all applications. The following allocation formula is to be utilized: A minimum of twenty percent (20%) of OFNLP Funds is to be allocated to each of the five (5) components. Should there be any surplus of funds remaining in any of the above-mentioned components, the funds will be distributed amongst the other components at the discretion of the Finance and Administration Committee. Furthermore, to ensure proper reporting, monitoring and ongoing evaluation, that funding allocations be distributed in a timely manner.

2.3 To assist with management of the OFNLP fund and Administration expenses, the Finance and Administration Committee will allocate ten percent (10%) of the monthly revenue received from Ontario First Nation Limited Partnership to the Administration department.

2.4 To plan for long term growth, capacity building, and unforeseen dispositions the Finance and Administration Committee will apply ten percent (10%) to the Replacement Reserve. The Finance and Administration Committee will deal with situations as they arise on a case by case basis.

2.5 Eligible applicants for OFNLP funding are:

- Moose Cree First Nation;
- Affiliated Organizations;
- A recognized community organization comprised of MCFN membership.

- i) Applications submitted by an employee on behalf of a Moose Cree First Nation department must include a letter of support from the Director or designate;
- ii) Applications submitted by a Director on behalf of a Moose Cree First Nation department must include a letter of support from their respective committee;
- iii) Applications submitted by Moose Cree First Nation affiliated organizations must include a letter of support from an authorized representative of that entity.
- iv) All other applications submitted do not require a letter of support.

2.6 To ensure fairness, no member will personally benefit from OFNLP funds.

2.7 An applicant or designate may be requested to attend an OFNLP meeting to make a presentation to the Finance and Administration Committee to address questions regarding their application.

2.8 Ensure the following additional criteria are met when reviewing applications for OFNLP funds.

i. Budget; (Appendix B)

ii. Workplan (Appendix C)

iii. Proposal and/or Business Plan (if applicable);

iv. Moose Cree First Nation Departments must adhere to the Financial Policy;

v. All other applicants must provide three quotations, if proposal involves purchasing equipment, supplies or services over \$2,500.00.

vi. Letters of support – Section 2.5 (i - iv)

vii. Contact information (Name, address, phone, email address)

3.0 Accountability

The Finance and Administration Committee, for the purpose of this policy, is accountable to:

- a) Moose Cree First Nation Chief and Council;
- b) The Ontario First Nation Limited Partnership, through MCFN Chief and Council;
- c) The Moose Cree First Nation Membership.

4.0 Timeline Call for Applications

There shall be two calls for the OFNLP applications:

- a) The first business day of June and ending on the last business day of June at 12:00 p.m.
- b) The first business day of November and ending on the last business day of November at 12:00 p.m.

Step 1: The Director of Finance or designate will stamp the date and time upon receipt of an application and forward an acknowledgement letter to the applicant.

Step 2: Following the closing date, the Director of Finance or designate, will review the applications to ensure applications meet all the criteria. Applications that do not meet all the criteria will not be considered.

Step 3: The Finance and Administration Committee will meet and review the applications.

Step 4: Applicants may be requested to attend a meeting with the Finance and Administration Committee to review their application.

Step 5: The Finance and Administration Committee will meet to make the final recommendations on the applications.

Step 6: Final recommendations will be forwarded to MCFN Chief & Council for approval by a motion.

Step 7: Upon receipt of the MCFN Chief & Council motion, the applicants will be notified by the Director of Finance or designate and funds will be distributed.

Step 8: All other applicants will be notified in writing by the Director of Finance or designate of reasons for non-approval of their applications.

5.0 Responsibilities of Finance and Administration Committee

The Finance and Administration Committee will be responsible and accountable to carry out the following duties to ensure that the applications for OFNLP funds are properly assessed and reviewed for recommendation to MCFN Chief and Council by:

- a) Reviewing applications biannually, subject to the availability of funds.
- b) Monitor and review ongoing OFNLP financial reports.
- c) Reviewing all requests for access to the OFNLP Replacement Reserve funds prior to being forwarded to MCFN Chief & Council.

6.0 Responsibilities of Director of Finance

The Director of Finance or designate, will be responsible for carrying out the following duties:

- a) Manage, monitor and evaluate the OFNLP budget on behalf of the Finance and Administration Committee.
- b) Receive applications.
- c) Acknowledge receipt of applications.
- d) Schedule all OFNLP meetings and presentations within thirty (30) calendar days after closing date.
- e) Inform the applicants in writing once MCFN Chief & Council approval is received.
- f) Ensure all applications that received funding allocations provide a written financial report to the Finance and Administration Committee on or before May 31st and October 31st until the project is completed. (Appendix F)
- g) Ensure the reporting requirements set out in this policy are adhered to.
- h) Maintain an archived list on all reviewed applications for each call, up to a maximum of five years.

7.0 Responsibilities of the Applicant

The applicant will be responsible and adhere to the following:

- a) Meet all the requirements when submitting applications for OFNLP funding.
- b) Submit financial reports to the Finance and Administration Committee on or before May 31st and October 31st. Additional documentation may be requested by the Finance & Administration Committee. (Appendix F)
- c) Ensure all funds are spent within twenty-four (24) months, upon receipt of disbursement. In addition, if there are any unspent funds after the twenty-four (24) months, the applicant is to return funds to the Moose Cree First Nation.
- d) Ensure funds are not used for any other purpose than those stated in the application.
- e) When requested, the applicant or designate will attend OFNLP meetings to address any questions regarding their application or financial report.
- f) Applicants are expected to respect the application process and refrain from approaching and inquiring about the status of an application to any member of the Finance & Administration Committee, Chief & Council, Executive Director, Associate Executive Director, Director of Finance and Finance department staff prior to receiving final approval from Chief & Council.

- g) Applicants that are unsuccessful are welcome to apply at the next call as per the OFNLP Policy.

8.0 Conflict of Interest

The Finance and Administration Committee and staff will adhere to the Conflict of Interest Guidelines as approved by Chief and Council.

9.0 Default

Default will constitute the following:

- a) Failure to report as required under Section 7.b. (Appendix F)
- b) Any report submitted by the applicant that is false and misleading in any manner.
- c) Failure to spend funds within twenty-four (24) months.

9.1 In the event a default occurs, the Finance and Administration Committee will request that the applicant return any unspent funds.

9.2 In the event a default occurs, the Finance and Administration Committee may exercise by written confirmation notice, immediately suspend any further funding considerations to the applicant's for a period of two (2) years.

10.0 Appeals

All decisions are final, appeals will not be considered because all funds have been allocated in the current call.

11.0 Amendment Process

The OFNLP Policy shall be reviewed by the end of January of each year by the Finance and Administration Committee and amendments shall be forwarded to MCFN Chief and Council for final approval.