



Henvey Inlet First Nation Windfarm Legacy Trust Community and Expert Trustee Search

HIFN Council is seeking applications from members interested in acting as trustees of the proposed Henvey Inlet First Nation Windfarm Legacy Trust. If the Windfarm Legacy Trust proposal is approved by Community Approval vote on 13 December 2020, *two* Community Trustee positions and *two* Expert Trustee positions will be available. All appointments will be conditional on the vote outcome.

Trustee Role: Both trustee roles include but are not limited to the following:

- Working with the corporate trustee on the administration of the Trust in accordance with the provisions of the Trust Agreement;
- Engaging, having oversight and liaising with professional advisors including the investment consultant, investment managers, accountant;
- Participate in quarterly review and investment meetings, community meetings and update meetings with Chief and Council and the HIFN membership;
- Review and approve of disbursement of payments of capital and income to trust beneficiaries and other trust expenditures;
- Reporting to Chief and Council and members on the management of the trust including audited financial statement and other annual reports, estimates for Qualified Members, budget, compliance reports and progress towards trust goals and objectives;
- Review and understanding of financial reports and statements, investment concepts and reports;
- Ensuring deadlines are met including the annual trust tax filing, meeting dates, and reporting requirements.

Term: Either 2 years or 3 years initially to allow for staggered terms. Thereafter the term is for 3 years.

Time Commitment: Trustees would likely start in December 2020 or January 2021. Meetings usually last 2-3 hours and are generally scheduled Monday to Friday during the day and will be held on reserve in person, or by Zoom during COVID restrictions. Community meetings will be scheduled on evenings or weekends. More meetings are anticipated in the first year of the Trust's operation but on average will be 6 meetings per year. There is often more Information shared by both mail and email outside of regularly scheduled meetings. More time for review of audit and tax reporting is required February to April annually.

Compensation: All trustees will receive an honorarium (rates to be set by Chief and Council) and expenses on a per meeting basis, including preparation time.

Training: Orientation and training will be provided by TE Wealth. Online training required through the National Aboriginal Trust Officers Association will be provided by Lethbridge College. Additional training may be offered, for example on investments.

Community Trustee Requirements:

- ✓ HIFN member over the age of 18
- ✓ High school diploma or equivalent, or better
- ✓ Financial experience
- ✓ No bankruptcies, not in arrears to HIFN on any loans
- ✓ Criminal record check (initial plus annual renewal)
- ✓ Not a member of Council or an employee of HIFN

Expert Trustee Requirements:

- ✓ Members of Henvey Inlet First Nation preferred
- ✓ At least 18 years of age
- ✓ University degree in law, business, economics, or related disciplines
- ✓ Extensive trust management or related experience
- ✓ Certification as a trust professional or CFA by the Canadian Securities Institute or equivalent, preferred
- ✓ Criminal record check (initial plus annual renewal)
- ✓ Never bankrupt, no outstanding arrears to the First Nation
- ✓ Not a member of Council or an employee of HIFN

Skill sets that help in this role:

- ✓ Understands financial concepts including basic math skills, how to budget, and how to read a financial statement
- ✓ Understanding and interest in investment concepts including reading performance reports, knowing how stocks and bonds work
- ✓ Good decision making
- ✓ Good written and verbal communication skills including comfort presenting to Council and at Community Meetings
- ✓ Meeting/adhering to deadlines
- ✓ Working well with a team
- ✓ Being open to contact from MSIFN members who might have questions

Application Process: Submit your completed application form to TE Wealth no later than **14 December, 2020, at 4:30 pm**. Applications can be submitted via email to jjamieson@teic.com, by fax to (416) 368-9801 or in writing to TE Wealth, Attention: Jack Jamieson, 24 Queens Square, Suite 205, Cambridge, ON, N1S 1H6. Council will then conduct interviews and make the final decision on the Community and Expert Trustee appointments. We thank you in advance for your application. Please note that only applicants selected for interviews will be contacted.



**HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST
TRUSTEE APPLICATION FORM**

Full Name: _____

HIIFN Member Number: _____

Address: _____

Telephone #: _____ Email: _____

Check all that apply:

Canadian resident for tax purposes Senior (over 65)

Live on reserve Young Adult (under 30)

Live off reserve Adult

Level of Education: Secondary School Post-secondary school

Investment Knowledge: not much basic average experienced

Computer skills: not much basic average experienced

Presenting experience: uncomfortable not much comfortable experienced

Occupation (include what you did if now retired): _____

Experience serving on boards or committees or making decisions: _____

What other skills, education, work, financial or life experience do you have which would help you fulfil the role and responsibility of being a Trustee? _____

First Reference (not a family member) who can speak about your character and skills:

Name: _____

Contact Information (email/phone): _____

How long has this reference known you: _____

Second Reference (not a family member) who can speak about your character and skills:

Name: _____

Contact Information (email/phone): _____

How long has this reference known you: _____

Questions? Please contact Jack Jamieson: (416) 627-2928 or email jjamieson@teic.com