

**2008 – 2009**

**Guide for  
Group IAP Application**

**Independent Assessment Process (IAP)**

## Guide to Preparing Your Group Application

### Introduction

This guide provides information to assist you in completing the IAP Group Application. If you have any questions after reviewing the material, please do not hesitate to contact the **local office (information at back of guide)**

### Background

The Group Independent Assessment Process (IAP) provides an option for individuals who have come together to support each other in the resolution of their claims of sexual or physical abuse, to go through the process together as an established group.

Each group member must still apply individually to be accepted into the IAP as a claimant in exactly the same manner as any survivor seeking access to the IAP and each will have their own individual hearing.

The IAP adjudication process is a difficult process to go through as claimants will need to explain to an adjudicator what happened and answer questions on their experience and abuses at Indian Residential Schools.

Funding for group activities that support claimants as they go through the adjudication process is provided through an agreement with an incorporated organization or entity designated by the group to manage their Group IAP initiative. Group members identify the type of support they need to facilitate their healing and reconciliation journey.

The application form was developed to make the process as clear and as easy to complete as possible. This Guide also includes sample forms and information that will assist you in the application process. If you have any questions while completing the application, staff at the Indian Residential Schools Adjudication Secretariat would be happy to help you.

For further information, you can:

- 1) Phone : 306-790-4607
- 2) Email : [groupiap@iap-pej.ca](mailto:groupiap@iap-pej.ca)
- 3) Fax us at: (306) 790-4800
- 4) Visit our website at: <http://www.iap-pej.ca>
- 5) Or write to us at:

Indian Residential Schools Adjudication Secretariat  
Group IAP Unit  
1975 Scarth Street  
Regina, Saskatchewan  
S4P 2H1

## Objective

The Group initiative of the IAP is to provide a process by which individuals with commonalities such as school or community and a desire to proceed through the IAP together can do so as a group.

The Group initiative expects to achieve the following outcomes:

- that group members, and their family members will provide mutual support to each other through the claims resolution process;
- appropriate mental or emotional health supports will be accessed by the claimants and by family members providing supports to claimants
- claims will be resolved as expeditiously as possible

## Funding

Funding will be provided to the eligible recipient through a contribution Agreement. An amount up to but not exceeding \$3,500 may be paid to the recipient for each group member admitted into the IAP process, as set out in the approved contribution agreement in total.

## Eligible Recipients

Eligible Participants: Individuals with potentially compensable IAP claims may apply to be identified as a group to resolve their claim. Individually, each group member must apply to be accepted into IAP as a claimant by the IAP Secretariat in exactly the same manner as any survivor seeking access to the IAP. In addition, the group as a whole must apply to be accepted.

Eligible Recipients: Eligible recipients are incorporated groups (public or private organization, or entities formally established by a survivor group) designated by eligible participants to manage and administer their Group IAP initiative.

## Application Requirements

A group must be incorporated, and designated by its eligible members to manage and administer their group IAP project. A resolution proposal must be submitted to the IAP Secretariat. All individual members' application must be admitted into the IAP process to be an eligible funded group member.

A Group will be accepted as an eligible recipient in the group process if the applications of the individual group members are admitting into the IAP and their proposed resolution plan demonstrate the following:

- The group is established, with evident stability and decision-making capacity;
- Issues raised in individual members' applications are similar enough to make proceeding together reasonable;
- Members are already providing each other with support in connection with their experiences, or have a clear plan and realistic capacity to do so; and
- The group has a clear plan to achieve resolution of their claims for themselves.

Once a group has been accepted as an eligible recipient, and they have created or designated an eligible recipient, that eligible recipient must provide a resolution proposal that will serve as the basis for a contribution agreement with the IAP Secretariat. The resolution proposal will:

- List the names of its members;
- Show the name and contact information of the Coordinator;
- A detailed description and costing of the proposed group initiative and activities;
- Include a proposed budget

## Eligible Activities

- Administering the Group;
- Hiring and training facilitators, paraprofessionals, or community elders;
- Acquiring relevant resource materials and equipment;

- Holding workshops for members and their family members relevant to supporting members through the process of resolving their claims, and to dealing with settlement money; and
- Engaging and training community members or relatives of the participants who may wish to support the survivor at home.

## Eligible Expenditures

Acceptable expenditures for the Group IAP initiative include disbursements for:

- Compensation for the group coordinator and administration support person;
- Travel, accommodation, transportation for the group coordinator and group members;
- Daily living allowance for the group coordinator and group members when required to travel;
- Training and professional development for the group coordinator and group family members who are providing support to group members; research and resource material;
- Community Elders, for a small gift, consistent with local cultural practices, offered in acknowledgement of their role;
- Expenses related to the holding of workshops, events and activities designed to help support group members through the process of resolving their claims;
- Fees related to the incorporation of the group;
- Administrative expenses of the Group IAP (i.e. rent; office supplies; equipment dedicated to the IAP; telecommunications; printing; community information initiatives, data collection, analysis and reporting; evaluation; and incremental fees for accounting and audit services directly related to the IAP).

## Guideline Assistance By Application Sections

### Step 1 - Application Information

**Box 1: Legal Name of Organization:** this is the incorporated name of the entity or the existing incorporated organization that will manage and administer the group initiative

**Box 2 - 5: Mailing Address:** Please provide the address where you wish to receive mail from us.

**Box 6, 7 & 10: Area Code/Telephone:** Please provide the number the contact person can be reached at Monday through Friday, during the day. If available, please provide cell phone number also.

**Box 8: Email Address:** If applicable, please provide us with email address of contact person.

**Box 9: Name of Contact Person:** Provide the name of the person who will be answering any questions we have about the proposal.

**Box 11 & 12: GST, HST or Rebate Number/Percentage Reimbursement:** If you are just now setting up and incorporating your organization for the group initiative you may need to register the entity with Canada Revenue. Information on how to do this or information on rebates can be found at:  
<http://www.cra-arc.gc.ca>

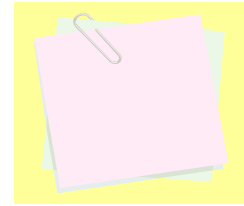
Recipients should contact Canada Revenue Agency to determine if the GST regulations are applicable to the organization.

**Box 13, 14 & 15 – Incorporation Information:** In order to be eligible for contribution funding, the organization or group members must be incorporated. Recipients of contribution funding must provide their incorporation number and date incorporated on the application. An incorporation number is the number assigned to an organization that registers it as a legal entity. A business can be incorporated municipally, provincially, nationally or internationally.

Applicants must also indicate what individuals in their organization have the legal authority to sign agreements, cheques, payment claims and reports. A specimen of their signatures and indication of how many signatures and in what combinations is required for each of the above documents. **Attached to this Guide is contact information for various locations on obtaining assistance in incorporating.**

Box 16, 17, 18 & 19: Provide the names and signatures of the executives (as set out in the incorporation documents) who can sign on behalf of the organization and identify the number and names of required for legal documents (i.e. contribution agreement, cheques)

Box 20 & 21– Other funding): Please note that the information being requested for box 20 and 21 is relevant to the organization (incorporated entity) not the individual(s). Any other funding from a Government of Canada department for the same activities must be identified.



## **Step 2 – Tell us about your Group**

Question 1: Primary work of organization, experience and skills:

- Background on any programs and services the organization offers (indicates previous experience)
- the organization's mandate
- the reasons that qualify you or your organization to undertake this project. This should include an indication of the expertise, skills, interest and experience (present and past) with such issues

Question 2: Coordinator and committee members' name

Question 3: Identify the commonalities of the group members. Example: attended same school, speak same language

Question 4: Provide brief information on how long has the group been together and, as a group how decisions are made. Example: Members vote and all members have to agree – consensus or decision is made by majority

## **Step 3 – Tell us about your Plan**

The proposal narrative must include a description of the questions below.

Question 1: Provide a description indicating how the members have supported each other; was there any specific activities or events.

Question 2: Explain as a group, how are activities/events or member needs identified or chosen. For example does the coordinator tell the group about planned activities and everyone just agrees or are choices offered. Do members contribute ideas?

Question 3: From discussions and planning the activities, you should have an idea of start and end date. Try and set realistic timelines for workshops, etc and include any projected start and end dates for any preparation time.

Question 4: In developing this section, clearly define the activities/workshops, the intent of the activities in supporting each other, how the activities address the needs of the individuals and the group as a whole. Researching, planning and discussions with group members will result in a well planned project.

- Administering the group
- Hiring and training facilitators, para-professionals, or community elders;
- Acquiring relevant resource materials and equipment;
- Accommodations, meals and transportation costs for Group IAP members to participate in group functions related to issues for resolving their claim;
- Holding workshops for members and their family members relevant to supporting members through the process of resolving their claims, and to dealing with settlement money.

Question 5: What does the group want to accomplish from the activities; how will these activities/workshops assist the members in working towards the goal of a healthy and lasting resolution of their claims. What do the members want to achieve through the group process? These questions, when answered will help the group decide whether they accomplished their goals.

Question 6: Activities for participation and/or training of family members of group participants: What activities/workshops are going to focus on engaging and training community members or relatives of the participants who may wish to support the survivor at home; how will this be supported.

- List the activities/workshops and how each supports the goals of the group.
- What steps will be undertaken for each activity/workshop
- How much time is required for each stage - approximate start and end dates
- How will you check and consider the project's success or effectiveness

#### **Step 4: Funding Requested**

##### Detailed Budget

Eligible Expenditures: Acceptable expenditures for the Group IAP

- Salaries, wages and benefits for the group coordinator and administration support person;
- Travel; accommodation; transportation for the group coordinator and group members;
- Daily living allowance for the group coordinator and group members when required to travel;
- Training and professional development for the group coordinator and family members providing support to group members; research and resource materials
- Community elders, for a small gift, consistent with local cultural practices, offered in acknowledgement of the importance of their role;
- Expenses related to the holding of workshops, events and activities help to support group members through the process of resolving their claims;
- Fees related to the incorporation of the group
- Administrative expenses of the Group IAP (i.e. rent; office supplies; equipment dedicated to the IAP; telecommunications; printing; community information initiative; data collection, analysis and reporting; evaluation; and incremental fees for accounting and audit services directly related to the IAP

Your budget should be realistic and provide as much actual information and costs you can research. Expenditure items should be supported with a cost breakdown and proper justification. You must submit a detailed project budget that includes:

- Itemized fees and expenses; total cost of the project

Expenditures: The expenditure items described below are only a few of the expenditures identified that you may want to include in your proposed budget. Below each heading are some questions that you should think about and try to address when preparing your detailed budget:

*Salaries/Wages: Questions to consider*

Indicate the proposed salary you will be paying to the Coordinator and Administrative staff.

- ✓ Have you indicated part time or full time
- ✓ Have you explained the work they will be doing

- ✓ Have you indicated the number of staff?

Salary ranges for Group Coordinators are based on occupations that have similar roles and responsibilities. Suggested recommendation for base hours of work and wage is: 40 hours a week and a range for hourly wage of \$29.00 to \$35.00 in relation to the activities and responsibilities identified for the position in the Group Initiative Resolution Plan budget.

Salary ranges for Administrative staff are based on occupations that have similar roles and responsibilities. Suggested recommendation for base hours of work and wage is: 40 hours a week and a range for hourly wage of \$20.00 to \$25.00 in relation to the activities and responsibilities identified for the position in the Group Initiative Resolution Plan budget.

It is acceptable for Coordinators and Administrative staff to be “salaried” employees (i.e. hired by the recipient on a monthly salary) as long the hourly equivalent does not exceed the maximums referenced above.

#### *Professional/Consulting Services: Questions to Consider*

- ✓ Have you indicated who is providing the workshops – i.e. Financial workshop, (an organization, facilitator)?
- ✓ Have you obtained a quotation/estimate for the services to be provided?

#### *Office and Administrative Expenses:*

These items are to help you meet some of the overhead costs associated with the project and not reported elsewhere in the budget. Ensure you provide a cost breakdown of expenses (i.e. phone & fax, Internet services, photocopies, etc.)

#### *Rent/Meeting rooms: Questions to consider*

- ✓ Are you using temporary office space?
- ✓ Is there a lease?
- ✓ Room Rental for meetings and workshops– have you looked at the best economical and suitable location
- ✓ Equipment rental – is there a lease and for how long. Was this equipment required for the project? Did you seek quotes from other businesses or suppliers?

#### *Travel/Accommodations:*

‘Travel’ means reimbursement per km for coordinator and group members when use of their personal vehicle is required to carry out project activities.

‘Accommodation’ means hotel or private accommodations for coordinator and group members if overnight travel is required.

‘Transportation’ means costs such as bus, taxi, ferry (i.e. means other than use of personal vehicle)

‘Daily living allowance’ means incidentals (up to the Treasury Board maximum of \$17.30 – April 2008 rate) when overnight travel is required.

To arrive at the costs for travel and accommodations you will need to have done some planning on where, when and how many meetings, workshops members will be attending.

- ✓ How many individuals will be travelling, how often, where to
- ✓ Is there accommodation costs and what is the cost

Travel and accommodations costs are based upon the Treasury Board Guidelines. The kilometer rates change throughout the year. The website for information in planning your budget for Travel, accommodation and meals is: <http://www.tbs-sct.gc.ca/tbs-sct/index-eng.asp>. If you do not have internet access, your Government representative will be able to assist you.

**NOTE:** Travel and meal allowances are not inclusive of support persons who attend meetings (unless for a specific workshop) during the period of the project.

The proposal should include:

- a detailed budget and monthly cash flow that links to the planned activities, includes the position(s) to be funded under the proposal, the salary dollars applied to each, and a breakdown of administrative expenses;
- budget notes that show how amounts were calculated;
- in cases where advance payments are required, an explanation of the need for advance funding;
- information on any other funds requested from other government departments for the proposed activity/activities, including the source of funds, and how they are to be applied against the budget

**NOTE:** The cash flow should be divided according to estimated monthly financial requirements of the planned activities and needs and not simply divided equally by number of months of your proposal.



**Have you answered all questions on the application? For your convenience a general Checklist follows.**

**Ensure your application has been signed, dated and, the proposal with a budget is attached prior to mailing/faxing to:**

IAP Group Unit  
Indian Residential School Adjudication Secretariat  
#100 1975 Scarth Street  
Regina, SK S4P 2H1

# TOOLS

## General Checklist

- Our group members have similarities (i.e. same community, school, etc) that enable us to work together and support one another.
- We have already been supporting each other or have a clear plan to do so throughout the resolution process
- We have discussed how we will make group decisions related to our resolution plan.
- Each member of the group has completed their individual application and completed Question 10, on page 5
- Each question has been completed on the application to the best of your ability
- The Coordinator is fully aware of the responsibilities of his/her position
- We have become incorporated or we have identified an existing incorporated organization that contribution funding can flow through.
- We (group members) have identified our needs and have discussed the activities, support, traditional and spiritual ceremonies and information sessions that we want to include in our resolution plan
- Resolution plan complete including budget and breakdown of expenses, activities and timeframes for when events/workshops are to occur
- Have any of the members who are elderly or in ill health been identified?  
(Consideration will be given to recommending an earlier hearing date)
- Coordinate a meeting date with Group Development Consultant and group members to introduce the members and the consultant and provide information on the Group IAP process

## Relevant Information You Should Know

### Contribution Agreement

If your application is approved to receive contribution funding, you will receive and be required to sign a formal agreement between you and the Indian Residential Schools Adjudication Secretariat. The agreement will specify the terms and conditions for the project, including the amount of funding that you will receive the conditions of payment, the activities that you plan to undertake, and the start date of the agreement.

It is important to note that costs incurred prior to the date of the approved and signed agreement will not be eligible for reimbursement.

In a contribution agreement, you are required to submit financial statements and progress reports in addition to a final report and financial audit. The dates for submitting these reports will be included in your contribution agreement.

### Proactive Disclosure

The Government of Canada proactively discloses the awarding of grants and contributions over \$25,000. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

Information on grants and contributions awarded will be posted on our Web Site. Every three months the information will be updated to include information on grants and contributions awarded in the previous fiscal year quarter.

### Monitoring/Reporting Requirements

In accordance with the contribution agreement, you will be expected to:

- Submit progress reports according to the dates set out in the contribution agreement
- Submit a final project report on what was done, after the funding period is completed. The date for the final report will be set in the agreement.
- The activities should be monitored through out the life of the contribution agreement to ensure that there has been some success achieved as a result of the funding

### Access to Information

The information provided in the application for funding and progress reports may be accessible under the Access to Information Act and the Privacy Act. It is important to note that personal information is protected under the Privacy Act and would not be disclosed. The designation PROTECTED (when completed) ensures that this information receives enhanced protection.

### Getting Prepared for your Individual Hearing

Once Group participant's applications have been screened and all mandatory documents collected, discussions will begin on the readiness of the Group to proceed to their hearings. Each member of the Group have their own individual hearing date. Hearings are scheduled consecutively so group members may continue to provide support to each other as they move forward on reconciling their claims. Discussions on the Group's preferences on location and supports should begin early in the process. Most members may proceed with the same supports they have been working with.

Each individual receives their own decision. If an individual wishes to plan for future care, they are responsible for preparing and writing their own future care plan. In the past group members have requested that their decisions be send them within close proximity of each other. Individual members can discuss their preference with the Adjudicator at the time of their hearing.

## Health Canada Support Services

[www.healthcanada.gc.ca/irs](http://www.healthcanada.gc.ca/irs)

If you attended an Indian Residential School, you and your family may be eligible to receive health support services, such as:

- Counseling • Emotional Support • Cultural Support • Transportation

Some of the services Health Canada offers to IRS survivors are:

- Support services to include other resolution health alternatives
- Access to emotional health and wellness support services; cultural support; counseling
- Assistance with the cost of transportation to access the closest:
  - Professional counseling services not available in the home community and/or
  - Elder services not available in the home community

### FIRST NATIONS, NON-STATUS, INUIT, MÉTIS, NON-ABORIGINAL HEALTH CANADA TOLL-FREE INFORMATION LINES

Nova Scotia, New Brunswick, PEI Newfoundland and Labrador <b>1-866-414-8111</b>	Manitoba <b>1-866-818-3505</b>	British Columbia <b>1-877-477-0775</b>
Québec <b>1-877-583-2965</b>	Saskatchewan <b>1-866-250-1529</b>	Yukon <b>1-800-464-8106</b>
Ontario <b>1-888-301-6426</b>	Alberta <b>1-888-495-6588</b>	Northwest Territories and Nunavut <b>1-866-509-1769</b>

A Crisis Line is available to provide immediate emotional assistance and can be reached 24-hours a day, seven days a week: **1-866-925-4419**.

For more information on these health support services, please call toll-free the Health Canada office for your province or territory. Or visit our website: [www.healthcanada.gc.ca/irs](http://www.healthcanada.gc.ca/irs)

### Incorporation Contact Information

Province	Contact Information
<b>Alberta</b>	<p>Consumer Information – Service Alberta  <a href="http://www.servicealberta.gov.ab.ca/BizPaL.cfm">http://www.servicealberta.gov.ab.ca/BizPaL.cfm</a> (access to information for business information such as business licensing)  <a href="http://www.canadabusiness.ca/alberta/">http://www.canadabusiness.ca/alberta/</a> (all information provided for setting up a business)</p> <p><b>Address:</b>            100-10237 104 Street NW            Calgary, Alberta            Calgary: 403 221-7800  <u>Telephone Numbers</u></p> <p style="text-align: right;">250-639 5 Avenue SW            Edmonton, Alberta            Edmonton: 780 422-7722</p> <p>1 800 272-9675 TTY: 1 800 457-8466;</p>
<b>British Columbia</b>	<p>Ministry of Finance, Corporate &amp; Personal Property Registries            General Business Information:  <a href="http://www.gov.bc.ca/business/">http://www.gov.bc.ca/business/</a></p> <p>Specific Information regarding incorporation and setting up a business  <a href="http://www.bcbizpal.ca/">http://www.bcbizpal.ca/</a></p> <p>If you have any questions regarding government services available to help you start or expand your business, please contact Small Business BC by email at <a href="mailto:askus@smallbusinessbc.ca">askus@smallbusinessbc.ca</a> or call <b>toll-free at 1-800-667-2272 or 250-356-8626</b> and ask to speak to a service representative.</p>
<b>Manitoba</b>	<p>Business &amp; Corporate Inquiries</p> <p><a href="http://www.companiesoffice.gov.mb.ca">http://www.companiesoffice.gov.mb.ca</a>  <i>Business and Corporate Inquiries and Feedback</i>            Toll-free: 1-888-246-8353 (in Manitoba)            Fax: (204) 945-1459            Email: <a href="mailto:companies@gov.mb.ca">companies@gov.mb.ca</a></p> <p style="text-align: right;">Phone: (204) 945-2500            Address: 1010-405 Broadway            Winnipeg, MB R3C 3L6</p>
<b>Newfoundland Labrador</b>	<p>General Incorporation Information:  <a href="http://www.gs.gov.nl.ca/ccca/cr/corp-inc.stm">http://www.gs.gov.nl.ca/ccca/cr/corp-inc.stm</a></p> <p>Link takes you to Canada/Newfoundland and Labrador Business Service Network- Link  <a href="http://www.gov.nl.ca/doingbusiness">http://www.gov.nl.ca/doingbusiness</a>, click on Business Start up</p> <p><b>Walk-In:</b> 90 O'Leary Avenue, St. John's, NL Or visit one of the Business Service Network <a href="#">Sites</a> throughout the province</p> <p><b>Mail:</b> Canada/Newfoundland &amp; Labrador Business Service Centre            P.O. Box 8687, Stn. A            St. John's, NL, A1B 3T1</p> <p style="text-align: right;"><b>Phone: 709-772-6022; 1-888-576-4444; TTY: 1-800-457-8466</b></p>

<p><b>New Brunswick</b></p>	<p>Service New Brunswick  <a href="http://www.snb.ca/e/0001e.asp">http://www.snb.ca/e/0001e.asp</a></p> <p>Hours of Operation Mon. to Fri. 8:30 a.m. to 8 p.m., Saturday 9 a.m. till 1 p.m. Site has addresses of offices located in Towns/Cities in New Brunswick</p> <p>General Inquiries TeleServices: Within North America: 1-888-762-8600 (no charge dial)</p>
<p><b>North West Territories</b></p>	<p>General Information  <a href="http://www.canadabusiness.ca/nwt/index.html">http://www.canadabusiness.ca/nwt/index.html</a></p> <p><b>Canada Business -- Northwest Territories</b>  P.O. Box 1320 7th Floor, 5201 - 50th Avenue Yellowknife, Northwest Territories X1A 3S9  <b>Tel.:</b> 867-873-7958 <b>Toll Free:</b> 1-888-576-4444 <b>TTY:</b> 1-800-457-8466 (for the Deaf or hard of hearing) (8:30 AM to 6:00 PM, Eastern Time)</p>
<p><b>Nova Scotia</b></p>	<p>Canada/Nova Scotia Business Service Centre  1575 Brunswick Street Halifax, Nova Scotia B3J 2G1  Fax: 902-426-6530 E-mail: <a href="mailto:cbns@canadabusiness.ca">cbns@canadabusiness.ca</a> Web site: <a href="http://www.canadabusiness.ca/ns">http://www.canadabusiness.ca/ns</a></p> <p>Telephone: 902-426-8604 Toll-free (information): 1-888-576-4444 TTY Toll-free (hearing impaired): 1-800-457-8466</p> <p><b>Aboriginal Business Service Network</b></p> <p>The Aboriginal Business Service Network (ABSN) builds on the structure of existing Canada Business service centers located across the country which provide free-of-charge access to government information on business programs, services and regulations. These resources are tailored to meet the unique requirements of Aboriginal clients.</p> <p>There are two Halifax County sites:</p> <p>Mi'kmaq Native Friendship Centre  Telephone: 902-420-1576 Fax: 902-423-6130 Toll-free (information): 1-888-576-4444 (Canada Business) E-mail: <a href="mailto:glodetrish@hotmail.com">glodetrish@hotmail.com</a>  Web site: <a href="http://www.canadabusiness.ca/ns/absn">http://www.canadabusiness.ca/ns/absn</a></p> <p>Indian Brook First Nation  Telephone: 902-758-2049 Fax: 902-758-2017 Toll-free (information): 1-888-576-4444 (Canada Business) E-mail: <a href="mailto:davidnevin@rushcomm.ca">davidnevin@rushcomm.ca</a>  Web site: <a href="http://www.canadabusiness.ca/ns/absn">http://www.canadabusiness.ca/ns/absn</a></p>

<p><b>Nunavut</b></p>	<p>Canada-Nunavut Business Service Centre Inuksugait Plaza P.O. Box 1000, Station 1198 Iqaluit, Nunavut X0A 0H0 Tel: (867) 975-7860 Toll Free: 1-877-499-5199 Fax: (867) 975-7885 Toll Free Fax: 1-877-499-5299 Website: <a href="http://www.canadabusiness.ca/nunavut">http://www.canadabusiness.ca/nunavut</a> Email: <a href="mailto:cnbsc@gov.nu.ca">cnbsc@gov.nu.ca</a></p> <p>Canada-Nunavut Business Service Centre Siniktarvik Building Bag 002 Rankin Inlet, Nunavut X0C 0G0 Tel: (867) 645-5067; Toll Free: 1-877-499-5199 Fax: (867) 645-2346' Toll Free Fax: 1-877-499-5299 Web site: <a href="http://www.canadabusiness.ca/nunavut">http://www.canadabusiness.ca/nunavut</a> E-mail: <a href="mailto:cnbsc@gov.nu.ca">cnbsc@gov.nu.ca</a></p> <p>Canada-Nunavut Business Service Centre Hamlet of Cambridge Bay, Box 16 Cambridge Bay, Nunavut X0B 0C0 Tel: (867)-983-2337; Toll Free: 1-877-499-5199 Fax: (867)-983-2193; Toll Free Fax: 1-877-499-5299 Website: <a href="http://www.canadabusiness.ca/nunavut">http://www.canadabusiness.ca/nunavut</a> Email: <a href="mailto:cnbsc@gov.nu.ca">cnbsc@gov.nu.ca</a></p>						
<p><b>Ontario</b></p>	<p>Canada-Ontario Business Centre</p> <p><a href="http://www.canadabusiness.ca/ontario">http://www.canadabusiness.ca/ontario</a> In Person: Link for location nearest you: <a href="http://www.cobsc.org/en/locations.cfm">http://www.cobsc.org/en/locations.cfm</a></p> <p><b>Mail</b></p> <p>Canada-Ontario Business Service Centre (COBSC) 151 Yonge Street, Toronto, Ontario 3<sup>rd</sup> Floor M5C 2W7 <b>Fax</b> 416-954-8597</p> <p>Toll Free (in Ontario): <b>1-800-567-2345</b>; Local: 416-775-3456 TTY - Toll free number for people who are Deaf, deafened, hard of hearing, or who have a speech impediment: <b>1-800-457-8466</b> Our lines are open Monday to Friday (except holidays) between 8:30 am and 6:00 pm Eastern Time</p>						
<p><b>Prince Edward Island</b></p>	<p>Canada Business Centre – Prince Edward Island <a href="http://www.canadabusiness.ca/pe">http://www.canadabusiness.ca/pe</a> To register a provincial corporation, conduct a name search, or for more information, please contact Consumer, Corporate and Insurance Services Division of the <b>Office of the Attorney General at 368-4550</b>, or visit their office at 95 Rochford Street, 4th Floor Shaw Building, in Charlottetown, or visit the Web site at: at: <a href="http://www.gov.pe.ca/infopei/onelisting.php3?number=44662">http://www.gov.pe.ca/infopei/onelisting.php3?number=44662</a></p>						
<p><b>Saskatchewan</b></p>	<table border="0"> <tr> <td data-bbox="264 1104 730 1208"> <p><b>In Person:</b> #2 - 345 Third Avenue South Saskatoon, Saskatchewan <b>Internet:</b> <a href="http://www.canadabusiness.ca/sask">www.canadabusiness.ca/sask</a></p> </td> <td data-bbox="739 1104 1205 1208"> <p><b>Hours of Operation</b> 8:00 a.m. to 5:00 p.m. Monday to Friday <b>E-Mail:</b> <a href="mailto:saskatchewan@canadabusiness.ca">saskatchewan@canadabusiness.ca</a></p> </td> <td data-bbox="1213 1104 1955 1208"> <p><b>By Mail:</b> #2 - 345 Third Avenue South Saskatoon, Saskatchewan S7K 1M6</p> </td> </tr> <tr> <td colspan="3" data-bbox="264 1247 1955 1308"> <p><b>Phone:</b> 306-956-2323 or 1-888-576-4444 (Anywhere in Canada) <b>Fax:</b> 306-956-2328 <b>Text Telephone (TTY): For Hearing Impaired only</b> 1-800-457-8466 (Anywhere in Canada)</p> </td> </tr> </table>	<p><b>In Person:</b> #2 - 345 Third Avenue South Saskatoon, Saskatchewan <b>Internet:</b> <a href="http://www.canadabusiness.ca/sask">www.canadabusiness.ca/sask</a></p>	<p><b>Hours of Operation</b> 8:00 a.m. to 5:00 p.m. Monday to Friday <b>E-Mail:</b> <a href="mailto:saskatchewan@canadabusiness.ca">saskatchewan@canadabusiness.ca</a></p>	<p><b>By Mail:</b> #2 - 345 Third Avenue South Saskatoon, Saskatchewan S7K 1M6</p>	<p><b>Phone:</b> 306-956-2323 or 1-888-576-4444 (Anywhere in Canada) <b>Fax:</b> 306-956-2328 <b>Text Telephone (TTY): For Hearing Impaired only</b> 1-800-457-8466 (Anywhere in Canada)</p>		
<p><b>In Person:</b> #2 - 345 Third Avenue South Saskatoon, Saskatchewan <b>Internet:</b> <a href="http://www.canadabusiness.ca/sask">www.canadabusiness.ca/sask</a></p>	<p><b>Hours of Operation</b> 8:00 a.m. to 5:00 p.m. Monday to Friday <b>E-Mail:</b> <a href="mailto:saskatchewan@canadabusiness.ca">saskatchewan@canadabusiness.ca</a></p>	<p><b>By Mail:</b> #2 - 345 Third Avenue South Saskatoon, Saskatchewan S7K 1M6</p>					
<p><b>Phone:</b> 306-956-2323 or 1-888-576-4444 (Anywhere in Canada) <b>Fax:</b> 306-956-2328 <b>Text Telephone (TTY): For Hearing Impaired only</b> 1-800-457-8466 (Anywhere in Canada)</p>							

<p><b>Yukon</b></p>	<p><b>Canada-Yukon Business Centre</b></p> <p><a href="http://canadabusiness.gc.ca/Yukon">http://canadabusiness.gc.ca/Yukon</a></p> <p><b>Various Yukon Municipal locations:</b></p> <p><b>The Village of Carmacks</b> Box 113 Carmacks, Yukon YOB 1C0</p> <p>Phone: (867) 863-6271; Fax: (867) 863-6606  E-Mail: <a href="mailto:carmacks@northwestel.net">carmacks@northwestel.net</a>; Website: <a href="http://www.carmacks.ca">www.carmacks.ca</a></p> <p><b>City of Dawson</b> Box 308 Dawson City, Yukon Y0B 1G0</p> <p>Phone: (867) 993-7400; Fax: (867) 993-7434; E-Mail: <a href="mailto:paul.moore@cityofdawson.ca">paul.moore@cityofdawson.ca</a></p> <p><b>Town of Faro</b> Box 580 Faro, Yukon YOB 1K0</p> <p>Phone: (867) 994-2728; Fax: (867) 994-3154; E-mail: <a href="mailto:info@faroyukon.ca">info@faroyukon.ca</a>; Website: <a href="http://www.faroyukon.ca">www.faroyukon.ca</a></p> <p><b>The Village of Haines Junction</b> Box 5339, Haines Junction, Yukon Y0B 1L0</p> <p>Phone: (867) 634-7100; Fax: (867) 634-2008; E-Mail: <a href="mailto:vhj@yknet.ca">vhj@yknet.ca</a>; Website: <a href="http://www.hainesjunctionyukon.com">www.hainesjunctionyukon.com</a></p> <p><b>The Village of Mayo</b> Box 160 Mayo, Yukon Y0B 1M0</p> <p>Phone: (867) 996-2317; Fax: (867) 996-2907; E-Mail: <a href="mailto:mayo@northwestel.net">mayo@northwestel.net</a>; Website: <a href="http://www.yukonweb.com/community/mayo/">www.yukonweb.com/community/mayo/</a></p> <p><b>The Village of Teslin</b> Box 32 Teslin, Yukon YOA 1B0</p> <p>Phone: (867) 390-2530; Fax: (867) 390-2104; E-Mail: <a href="mailto:vteslin@northwestel.net">vteslin@northwestel.net</a></p> <p><b>Town of Watson Lake</b> Box 590 Watson Lake, Yukon Y0A 1C0</p> <p>Phone: (867) 536-7778; Fax: (867) 536-7522; E-Mail: <a href="mailto:twl@northwestel.net">twl@northwestel.net</a></p> <p><b>City of Whitehorse</b> 2121 Second Avenue Whitehorse, Yukon Y1A 1C2</p> <p>Phone: (867) 667-6401 Fax: (867) 668-8384 Website: <a href="http://www.city.whitehorse.yk.ca">www.city.whitehorse.yk.ca</a></p>
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