



February 16, 2016

FEB 23 2016

**Directors
CARRIER SEKANI FAMILY SERVICES
987 4TH AVENUE
PRINCE GEORGE, BC, V2L3H7**

Subject: Results of the 2015-2016 General Assessment

To whom it may concern:

This letter and attached General Assessment Report provide the results of the General Assessment (GA) for your organization which was completed on January 8, 2016. The GA provides a standard process for assessing and identifying potential issues that may impact an organization's ability to deliver INAC funded programs and services. It generates specific risk ratings and scores in various subject areas, as well as an overall risk rating and an overall score.

This assessment was undertaken with the information available to INAC at the time; some of which may have been provided by your staff. We ask you to review the results of the General Assessment. If you have any additional information or documentation you think may affect the assessment result, please feel free to provide it for our further consideration, within 30 days of receipt of this letter.

Additional information on the General Assessment, including Frequently Asked Questions, is available on the INAC website located at: <https://www.aadnc-aandc.gc.ca/eng/1322761862008/1322762014207>.

For any additional information on your General Assessment results, please contact your Funding Services Officer.

Regards,

Wendy Rogers, Regional Director - Funding Services
British Columbia Region
Indigenous and Northern Affairs Canada

Enclosures: General Assessment Report

General Assessment Report

As Of 2016/02/03

Recipient: 8026 - CARRIER SEKANI FAMILY SERVICES

Assessment #: 1516-BC-000027
Approval Date: 2016/01/08

I-a) Organizational Risk Rating

Governance	Low
Planning	Low
Financial Management	Low
Program Management	Low
Overall	Low

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I-b) Organizational Risk Rating

Risk Factor	Consideration	Consideration Score	Risk Factor Score	Weight	Weighted Risk Factor Score
1. Governance	1.1 Capacity of Recipient (i.e. governing authority) to Transact Business	0	0.00	x 4 =	0.00
	1.2 Familiarity with Agreement	0			
	1.3 Management Framework for Program Management	0			
	1.4 Accountability to Service Population	0			
2. Planning	2.1 Strategic Plan	0	0.00	x 2 =	0.00
	2.2 Operational Plan and Budget	0			
	2.3 Business Continuity Plan	0			
3. Financial Management	3.1 Financial Position	0	0.00	x 3 =	0.00
	3.2 Financial Records and Reporting	0			
	3.3 Finance Function	0			
4. Program Management	4.1 Service / Project Delivery	1	0.25	x 5 =	1.25
	4.2 Service / Project Policies and Plans	0			
	4.3 Staff Capacity	0			
	4.4 Reporting	0			
Total					1.25

Rating: Low

II) Program Management Risk Rating

Program Weight	Consideration	4.1 Service / Project Delivery		4.2 Service / Project Policies and Plans		4.3 Staff Capacity		4.4 Reporting		Program Average	Program Risk Rating
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score		
1.0000	Social Development	1	1.0000	0	0.0000	0	0.0000	0	0.0000	0.25	Low
	Weighted Consideration Score		1.0000		0.0000		0.0000		0.0000		



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III) Key Findings and Recommendations

Risk Factor and Consideration	Rationale for Score	Recommendations to Mitigate Significant Risk
Form 1 (Organization Level)		
<p>1.1 Capacity of Recipient (i.e. governing authority) to Transact Business</p>	<p>- Other Organization holds a Province of British Columbia 'Certificate of Good Standing'. The recipient has the organization and management capacity to deliver the services.</p>	<p>- No action required</p>
<p>1.2 Familiarity with Agreement</p>	<p>- Other - Overall performance under existing agreements The organization has a stable and well functioning governance for purposes of managing the funding agreement. The board is comprised of one member from each First Nation they serve. There is generally consistency with members on the board, although there is some turnover.</p>	<p>- No action required</p>
<p>1.3 Management Framework for Program Management</p>	<p>- Other The organization has a strategy for ensuring the separation of governance and management functions, and the integrity of service delivery and there is evidence of its implementation. The organization has an Administrative Procedures Manual (inclusive of vacation and human resources policies, accounting practices, spending matrix, purchase orders). These items are accessible to the staff through sign-on of their website (www.csfs.org).</p>	<p>- No action required</p>
<p>1.4 Accountability to Service Population</p>	<p>- Other The organization meets basic requirements for accounting to the public; their organization profile document exists at (http://www.csfs.org/files/pdf_documents/CSFS-Company-Profile-Bo oklet.pdf).</p>	<p>- No action required</p>
<p>2.1 Strategic Plan</p>	<p>- Other</p>	<p>- No action required</p>

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	A strategic plan is in place to guide long-term development and set the context and priorities for operational plans and budgets.	
2.2 Operational Plan and Budget	- Other The organization has an annual operational plan and budget in-place.	- No action required
2.3 Business Continuity Plan	- Emergency management plan An Emergency Management Plan is in-place and periodically updated. The agency follows Ministry of Children and Families guidelines for business operations.	- No action required
3.1 Financial Position	- Annual audited financial statement or annual return - Results of Annual Audit Review Process The recipient is solvent.	- No action required
3.2 Financial Records and Reporting	- Annual audited financial statement or annual return - Other - Results of Annual Audit Review Process The organization's financial records and reporting meet Generally Accepted Accounting Principles.	- No action required
3.3 Finance Function	- Other The qualifications of the staff supporting the Finance function are appropriate to the value and complexity of the agreement. Director of Finance is a Certified Professional Accountant (CGA).	- No action required
Form 2 (Program Specific Level)		
Social Development		
4.1 Service / Project Delivery	- Compliance audits - Other - Program reporting	- No action required



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	<p>The organization has experience in managing federal funding agreements and they apply experience gained toward future management activities and performance. The recipient has received funding for similar types of services and has complied with agreement requirements.</p> <p>Carrier Sekani Family Services (CSFS) has been receiving operational funding since about 1992, and are currently operating under C4 delegation.</p> <p>They currently combine their Health Services along with Child and Family Services and operate a number of programs including patient liaison, addictions recovery, early childhood, HIV/AIDS prevention, home care, mental health, mobile diabetes, NIHB, nursing, telehealth, youth development bridging to employment, parent support child and youth group activities, lifeskills, advocacy, court supervision, cultural worker, men's groups, child welfare, family preservation and reunification, research and development, and family justice programs. Additionally, CSFS receives funding from Ministry of Children and Family Development (MCFD) of the Province of British Columbia for various contracted activities.</p>	
4.2 Service / Project Policies and Plans	<ul style="list-style-type: none"> - Compliance audits / Program evaluations - Other - Program reporting <p>The organization has a project and service delivery plan in place. The Agency follows Ministry of Children and Family Development Guidelines.</p>	- No action required
4.3 Staff Capacity	<ul style="list-style-type: none"> - Compliance audits / Program evaluations - Other - Program reporting <p>Qualified staff are in place to deliver services.</p>	- No action required
4.4 Reporting	<ul style="list-style-type: none"> - GCIMS status of reports <p>Reports are submitted on time and no concerns have been identified.</p>	- No action required

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Overall Recommendations

The Carrier Sekani Family Services follows Ministry of Children and Family Development guidelines. Staff are experienced and consistent. This organization has good governance, management and staff capacity.

The Agency serves the following eleven (11) First Nations:

- Burns Lake Band
- Cheslatta Carrier Nation
- Lake Babine Nation
- Nadleh Whut-en
- Nee Tahí Bhun Band
- Saik'uz First Nation
- Skin Tvee Band
- Stellat'en First Nation,
- Takla Lake First Nation
- Wet'suwet'en First Nation
- Yekooche First Nation