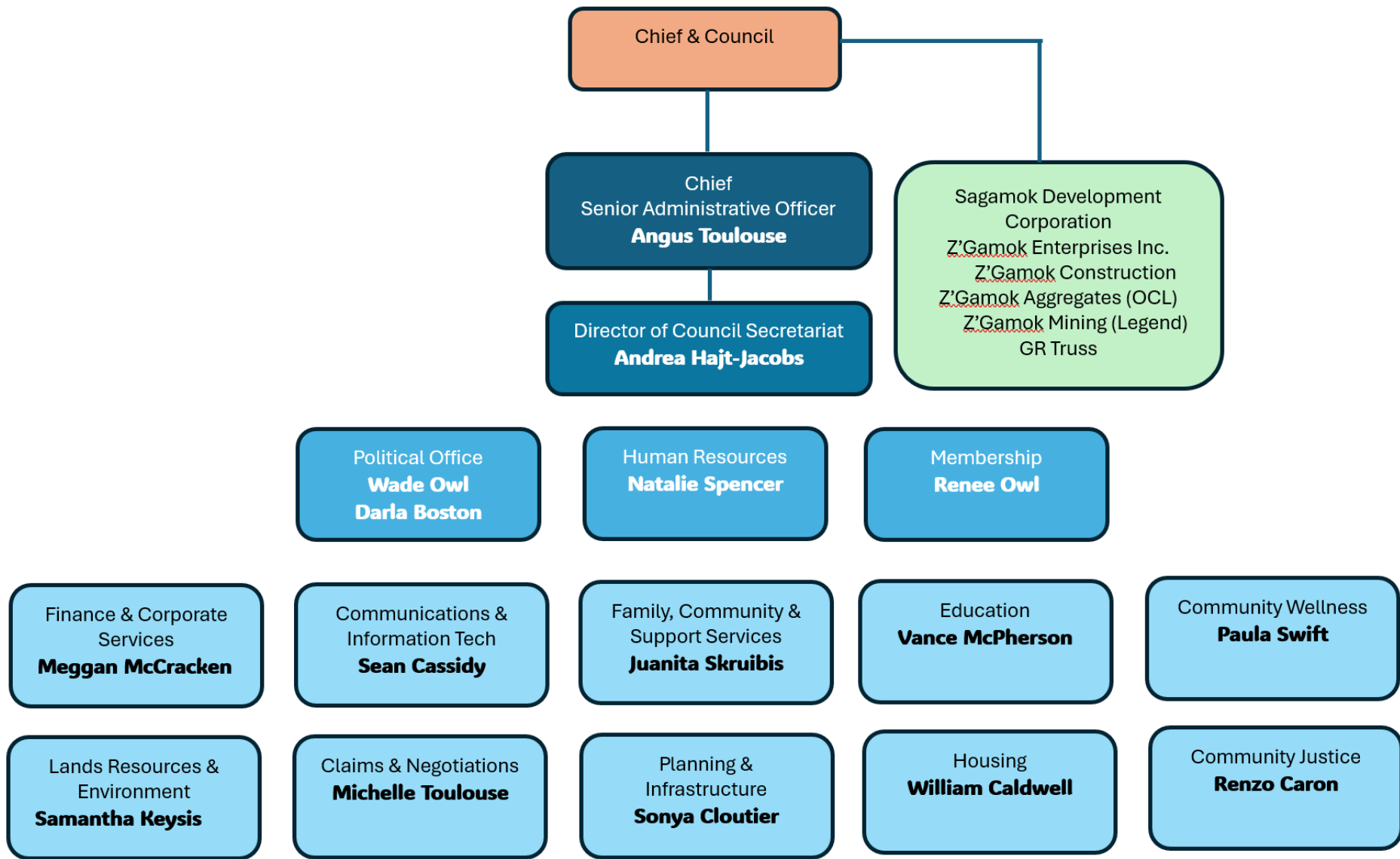


# Sagamok Administration and Council Secretariat





Chief  
Senior Administrative Officer  
**Angus Toulouse**

```
graph TD; A["Chief  
Senior Administrative Officer  
Angus Toulouse"] --> B["Director of Council Secretariat  
Andrea Hajt-Jacobs"]; B --> C["Political Office"]; B --> D["Human Resources"]; B --> E["Membership"];
```

Director of Council Secretariat  
**Andrea Hajt-Jacobs**

Political Office

Human Resources

Membership

Sagamok Administration and Council Secretariat

# Political Office



# Political Office

- ▶ Administrative Support
- ▶ Meeting Coordination
  - Chief & Council
  - Management Teams
  - Partnerships
  - Political Affiliations
- ▶ Event Coordination
- ▶ Community Engagement
- ▶ Financial Assistance Application Support
- ▶ Collaborative & Quality Management

# Highlights 2024–2025

- ▶ RHT Engagements – April, May 2024
- ▶ RHT Disbursement Poll – June 2024
- ▶ RHT Per Capita Distribution – August 2024
- ▶ Elections – August 2024
- ▶ Council Orientation & Strategic Planning – November 2024
- ▶ ISO Recertification – November 2024
- ▶ Trust Distribution Policy Working Group
- ▶ Monthly Elder's Forums

# Priorities

- ▶ Trust Distribution Policy Engagements
  - Urban (Sudbury, Toronto, Ottawa, Sault Ste Marie)
  - In Community (General, Elders, Youth, Staff)
  - Online (Kinaweya)
- ▶ Constitution Planning
  - Framework Development
  - Community Engagement
- ▶ Capacity Building
  - Leadership Capacity Development
  - Management Capacity Development
- ▶ Emergency Management & Preparedness
- ▶ Departmental Collaboration

Sagamok Administration and Council Secretariat

# Membership





# Membership

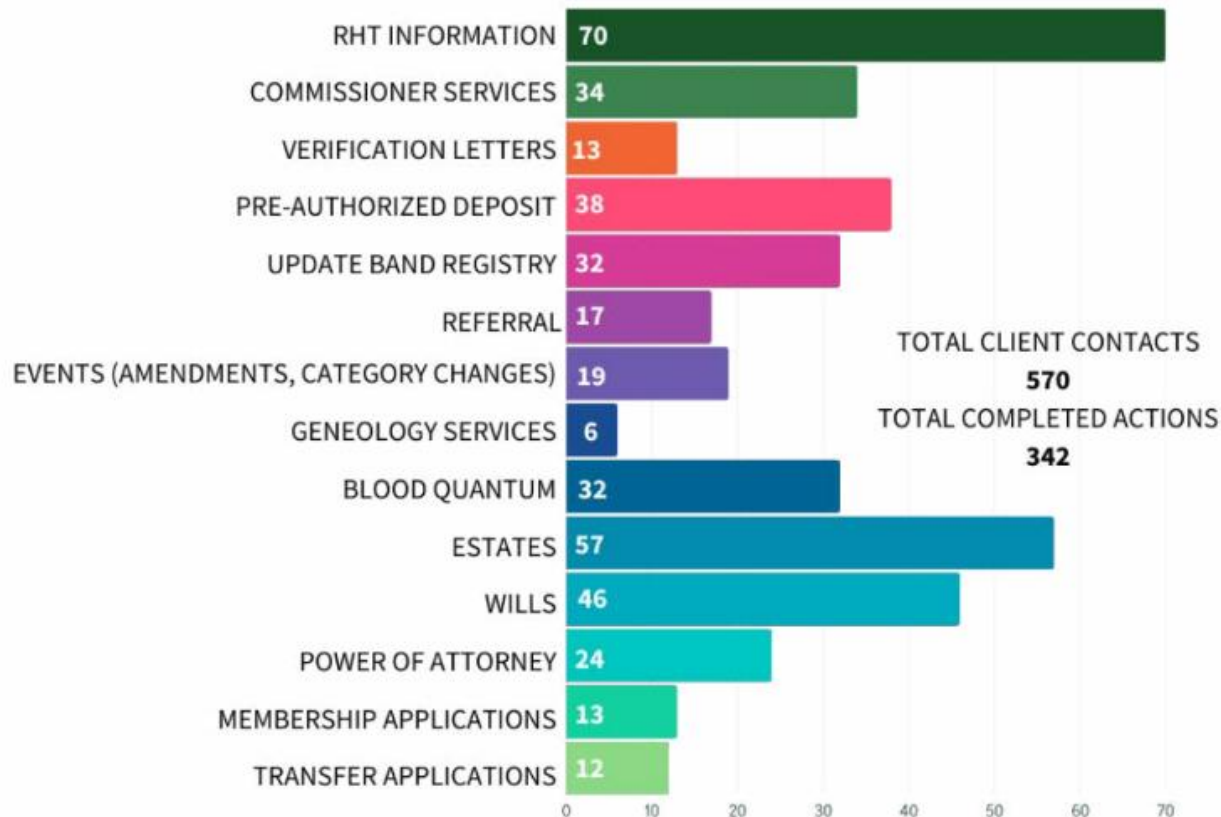
- ▶ Membership
- ▶ Indian Registration
- ▶ Status Cards
- ▶ RHT PCD Application Support & Verification
- ▶ Blood Quantum Letters
- ▶ Commissioner of Oaths
- ▶ Estates Management Support
- ▶ Recording of Life Events
  - Location Changes
  - Marriages, Births, Deaths

# Service Stats

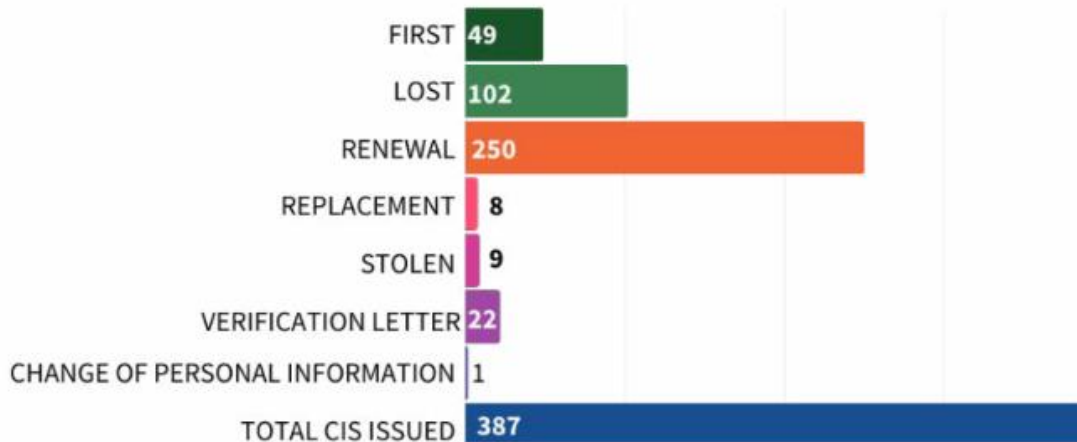
According to the Sagamok Band Registry at year-end, March 31, 2025, there were a total of **3279 registered with Sagamok Anishnawbek**

1656 registered as on-reserve

1623 registered as off-reserve



## CERTIFICATES OF INDIAN STATUS (CIS) APRIL 1, 2024 - MARCH 31, 2025

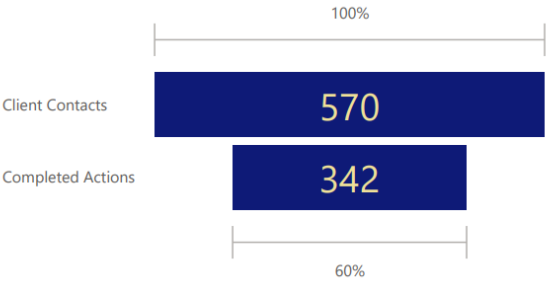




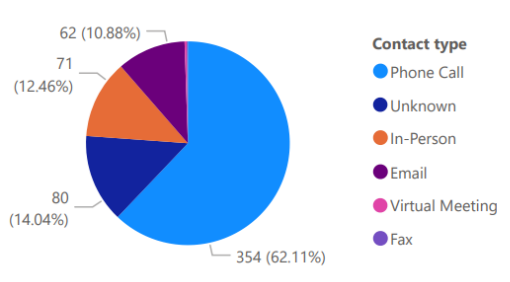
# MIRE Activity Overview Dashboard

A comprehensive overview of daily service delivery and client engagement.

## Service Engagement Summary



## Contact Type Breakdown



70  
RHT INFORMATION

57  
ESTATE

46  
WILL FORM

24  
POA FORMS

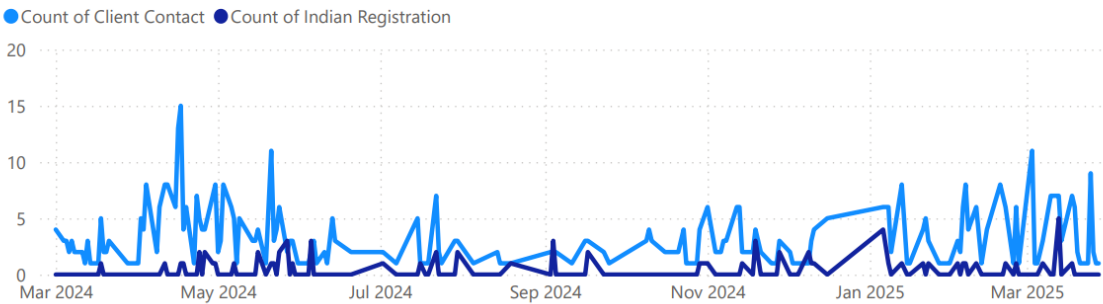
34  
COMMISSIONER SERVICES

13  
MEMBERSHIP APP

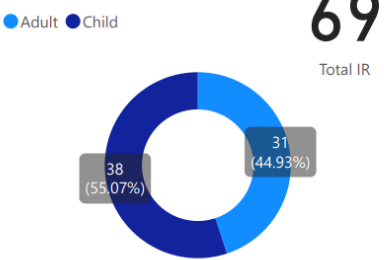
12  
TRANSFERS APP

3  
TREATY ANNUITY APP

## Clients Contacts and Indian Registration Trends over Time



## Indian Registration Diversity Breakdown



### Filters

ACTION COMPLETED

04/04/2024

01/04/2025

Contact Date

01/03/2024

28/03/2025

Year, Quarter, Month

- ☐ 2024
  - ☐ Qtr 1
  - ☐ Qtr 2
  - ☐ Qtr 3
  - ☐ Qtr 4
- ☐ 2025
  - ☐ Qtr 1
  - ☐ Qtr 2
  - ☐ Qtr 3
  - ☐ Qtr 4

is message

All

## MIRE Activity Breakdown

32 BLOOD QUANTUM	6 GENEOLOGY INFORMATION	19 EVENTS	17 REFERRAL	32 UPDATE BAND REGISTRY	13 VERIFICATION LETTER	38 PRE-AUTHORIZED DEPOSIT FORM
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# Priorities

- ▶ Membership Law Review & Amendments
- ▶ Wills & Estates Planning Sessions
- ▶ Genealogy & Family Trees
- ▶ Growth in Staffing

Sagamok Administration and Council Secretariat

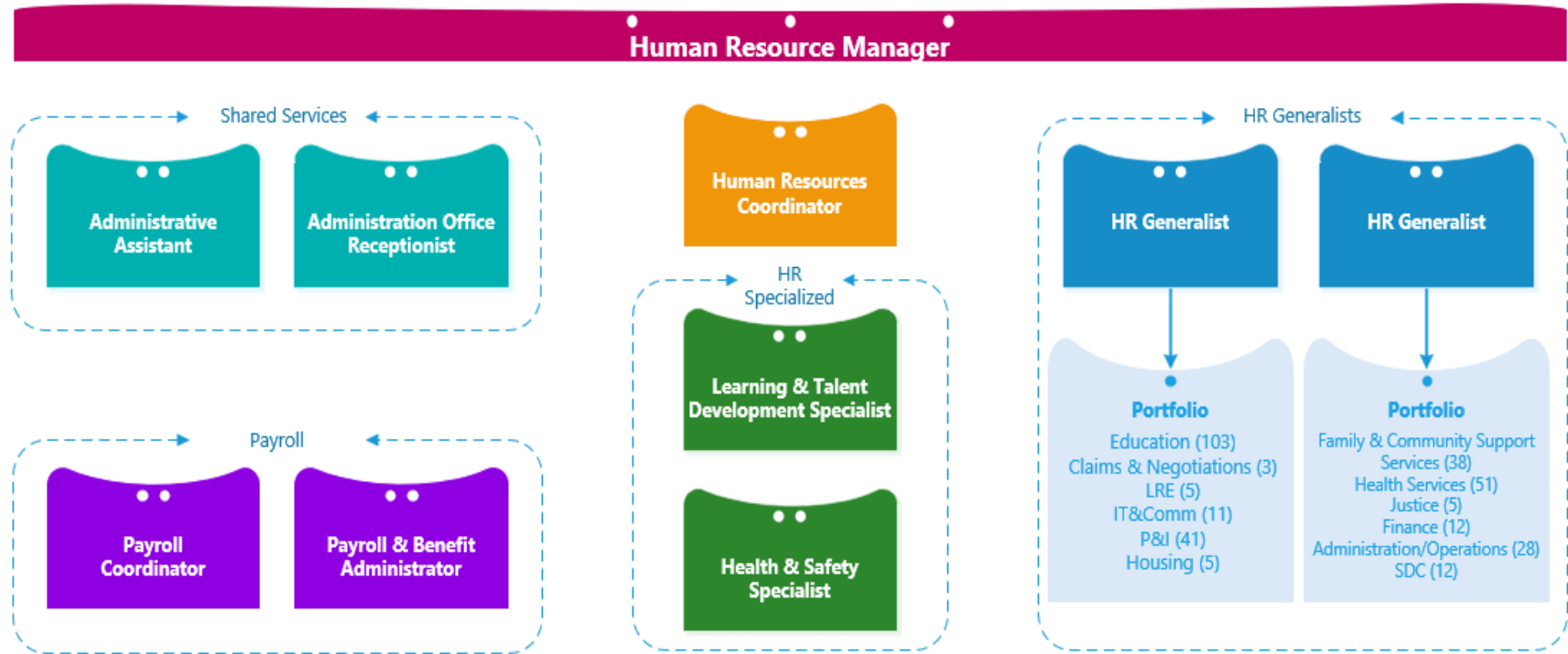
# Human Resources



# Human Resources

- ▶ Recruitment & Talent Acquisition
- ▶ Onboarding
- ▶ Health & Safety
- ▶ Payroll & Benefits
- ▶ Offboarding
- ▶ Human Resource Advice & Support
- ▶ Training & Development

# Human Resources



# Priorities



Enhance HR  
Capacity &  
Effectiveness



Staff Training  
Growth &  
Succession



Pay Equity &  
Competitive  
Compensation



Update HR  
Personnel Policy  
& Procedures



Strengthening  
Health & Safety  
Practices



# Finance, Corporate Services & Economic Development

