



# GUIDE TO WRITING AND FILING A BRIEF

DESIGN OF A PROGRAM  
TO PROVIDE PUBLIC SUPPORT  
FOR MEMBERS OF FIRST NATIONS  
AND INUIT OF QUÉBEC



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# FOREWORD



This Guide presents the main structural elements you should include in your brief. It also specifies how to file a brief, as part of the process leading up to the drafting of a new program of public support for members of First Nations and Inuit in Québec.

A brief is a document that sets out the opinion of its author, whether an individual or an organization, concerning the themes of the consultation. Although the decision on what to include in the brief is left to the author, this Guide sets out the structural elements required for this type of document.

It is important to note that the filing of a brief is a way to propose ideas that the government may then include, or not include, in the program. There are several obstacles that may prevent the implementation of the ideas presented following a call for briefs. Government responsibilities, budgetary constraints, laws, fairness, and many other factors can limit the number and type of ideas selected for implementation. The author of a brief must be aware that the ideas presented in the brief are important for the government, but that there may be limits on the government's ability to implement them.

## **This Guide has seven sections:**

- ◆ Who can file a brief?
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## WHO CAN FILE

## A BRIEF?

This call for briefs concerns the design of a support program for members of First Nations and Inuit in Québec. It is addressed, primarily, to the members of Indigenous communities of Québec, their political leaders, the managers and administrators of Indigenous enterprises and organizations<sup>1</sup>, and all other stakeholders in the economic, social or community development of Indigenous communities in Québec. A brief is a document that contains suggestions about ways and approaches for governance or partnering regarding public financing of various development initiatives by the Government of Québec.

However, this call for briefs is not an opportunity to present a request for funding for a specific project.

The ideas put forward by stakeholders for the development of Indigenous communities of Québec may refer to existing Québec government programs, but are not limited to those programs. Other recommendations concerning the current support provided for the economic, social or community development of Indigenous communities, enterprises and organizations may be made in the documents filed under this call for briefs.

The Québec government reserves the right to retain only the suggestions that are feasible given the limits and constraints it faces.

1. "Indigenous organization" means any non-profit organization with a board of directors composed of a majority of people with valid status and/or a staff made up of a majority of people with valid status and/or offering services only or mostly to people with valid status. "Indigenous enterprise" means any corporation with economic goals effectively controlled by a majority of people with valid status.





## OBJECTIVES OF THE DESIGN PROCESS

### FOR THE NEW PROGRAM

- ◆ Give all stakeholders in the economic, social and community development of Indigenous people in Québec an opportunity to give their opinion on the best way to follow-up on the Aboriginal Initiatives Fund III, which expires on March 31, 2022.
- ◆ Identify trends in the needs and interests of Indigenous communities in Québec in connection with their economic, social and community development.
- ◆ Collect new ideas on ways to better support Indigenous development in Québec in the economic, social and community spheres.





## SPECIFIC OBJECTIVES

### OF THIS CALL FOR BRIEFS

- ◆ Provide input as the Québec government begins to design a new program to support economic, social and community development for members of First Nations and Inuit.
- ◆ Identify ways to improve the current financial support program, the Aboriginal Initiatives Fund III.
- ◆ Define the limits and constraints facing the Québec government in the implementation of a new program to support Indigenous development.
- ◆ Through the implementation of a new program to support economic, social and community development for Indigenous people, ensure that government actions are coherent and in keeping with other existing policies, strategies, action plans and programs.





## LIMITS AND CONSTRAINTS

## AFFECTING THE DESIGN

## OF ALL SUPPORT PROGRAMS

- ◆ Government budget limits.
- ◆ Current laws and regulations of Québec.
- ◆ Limits flowing from intergovernmental responsibilities for Indigenous people.
- ◆ Complementarity of actions by the Québec and Canadian governments.
- ◆ Limits on the role played by the Québec government in economic, social and community development in communities.
- ◆ Need to ensure coherency between the programs, policies, strategies and action plans implemented by various Quebec government departments and public organisations.
- ◆ Fairness between Indigenous and non-Indigenous people.
- ◆ Compliance with the rules on accountability and the sound management of public money.





## SUGGESTED STRUCTURE

### FOR THE BRIEF

The brief should follow the outline presented in this Guide, and be no more than fifteen pages long. It must, at the very least, contain:

- ◆ a title page;
- ◆ a short presentation of the organization or person filing the brief;
- ◆ a summary;
- ◆ elements relating to the themes addressed.

#### 5.1 Title page

The title page must present the title of the brief, the name and full contact information of the person or organization filing the brief, and the date of filing.

#### 5.2 Short presentation of the organization or person filing the brief

This section contains a short description of the organization or person filing the brief, covering the following points:

- ◆ confirmation that the brief is filed by an individual, or on behalf of an organization;
- ◆ if applicable, the type of organization concerned (group, organization, enterprise, association, other);
- ◆ the sector (economic, social or community) in which the person or organization is active;
- ◆ the community or territory in which the person or organization is active.



### 5.3 Summary

The summary of the brief should be no longer than one, 8½" x 14" page. It must set out the key ideas in the brief, along with the main recommendations.

### 5.4 Elements relating to the themes addressed

In this section, the author can address some or all of the themes listed in the call for briefs.

#### **THEME 1 : Solutions to improve the Aboriginal Initiatives Fund III (AIF III):**

- ◆ Special agreements with communities (economic development and community infrastructure components)
- ◆ Documents required when filing a request for funding
- ◆ Processing of requests for funding
- ◆ AIF III components and categories
- ◆ Project eligibility criteria
- ◆ Eligible project costs
- ◆ Percentage of public financial support for projects, and funds provided by the promoter
- ◆ Accountability requirements
- ◆ Support from staff members at the Secrétariat aux affaires autochtones (SAA)
- ◆ Other aspects of the AIF III



**THEME 2 : Solutions for meeting the needs of Indigenous communities  
in the area of economic, social and community development:**

- ◆ Needs not being met
- ◆ Needs met in part
- ◆ Needs met, but that may, or have changed
- ◆ Other problems and topics to be considered in the design of a new program

**THEME 3 : New ideas for public support for Indigenous development:**

- ◆ Economic aspects
- ◆ Social aspects
- ◆ Community aspects
- ◆ Other aspects





## PROCEDURE

## FOR FILING THE BRIEF

### 6.1 Filing of a brief

All organizations and individuals must file their brief with the Secrétariat aux affaires autochtones of the Québec government not later than May 28, 2021, using the address [prochain.programme.saa@mce.gouv.qc.ca](mailto:prochain.programme.saa@mce.gouv.qc.ca).

The contents of a brief may not be altered once it has been filed. All or part of the brief may be made public.



## FURTHER

## INFORMATION

Website of [Secrétariat aux affaires autochtones](http://www.saa.gouv.qc.ca)  
or [prochain.programme.saa@mce.gouv.qc.ca](mailto:prochain.programme.saa@mce.gouv.qc.ca)





*Secrétariat  
aux affaires  
autochtones*

Québec 