SOUTHERN FIRST NATIONS SECRETARIAT

ANNUAL REVIEW

2021-2022

WELCOME TO THE 2021-22 ANNUAL REVIEW

A Message from Our Executive Director and Board Chairperson

As we forged together through another year of uncertainty with the COVID-19 pandemic the SFNS team responded by offering a full suite of quality programs and services to our member First Nations. We settled into our "new norm" which meant we were as flexible and adaptable as necessary to meet the challenges faced by the pandemic. SFNS has been very cautious, and successful, in our approach to COVID-19 with the goal of protecting our staff, families, and communities. In recent months as the COVID climate started to shift for the better, staff began to meet in-person again which meant that friends and colleagues were reunited. It was refreshing to catch-up and to share a laugh with one another.

It's important to acknowledge that COVID-19 was a major influence in the past year but SFNS didn't allow it to define us. As you will see in this year's Annual Report publication, our staff have been busy and committed more than ever to providing the best service possible to our member First Nations. We were thankful to work along side an equally dedicated group of member First Nation staff who shared, collaborated and provided direction in many ways.

Below are some key highlights from the 2021-2022 fiscal year:

- Capacity Connect has had participation from 95 Ontario First Nations and organizations;
- 27 Capacity Connect webinars were hosted between March 2021- March 2022;
- SFNS' best attended webinar was called "Make the Leap to Remarkable!" and was an administrative professionals workshop that included one year of coaching for participants;
- Approximately 600 code inspections were conducted by the Tech Service department;
- Explored an e-commerce office supplies business partnership among SFNS member First Nations, with the feasibility study complete and business plan to be completed in fall 2022;
- Continued to develop the SFNS Economic Toolkit (sfnsgetset.com);

- 18 participants were trained in Indigenous Dispute Resolution over three days in August 2021;
- ISETP boasted over 183 clients served within our five member communities. 69% of these interventions resulted in employment/self-employment, 4% resulted in a client returning to school and 27% were ongoing into the next fiscal or more employable;
- In fall of 2021 Post-Secondary began using our new Outcomes Student Portal. Outcomes is a combination of an online application and a student portal;
- 361 students received Post-Secondary funding including 314 full-time and 47 part-time students;
- The LDCC First Nation Health Policy (including a Settler Land Acknowledgement) was reviewed by a working group over a series of six meetings held between September 2021 – January 2022; and
- $1,372 was raised at the 2nd Annual LDCC Golf Tournament (held at Deer Run Golf Course) to support Regional Youth Initiatives.

Board service can be a demanding role to fill and therefore we offer special acknowledgement to those who served on the SFNS Board of Directors over the last year. Thank you for your commitment to this organization - you are appreciated!

Without further delay, we are pleased to introduce to you SFNS' 2021-2022 Annual Review. We hope you will be as equally encouraged about our activities over the past year.

"If everyone is moving forward together, then success takes care of itself"- Henry Ford

Sincerely,

Jennifer Whiteye
Executive Director

Shawn Plain
Chairperson, SFNS Board of Directors

every **child** matters

Southern First Nations Secretariat

Vision

SFNS member First Nations are prosperous.

Mission

SFNS supports member First Nations by delivering quality programs and services that improve outcomes for their membership.

Guiding Principles

SFNS is an organization that respects equality and diversity in the services it provides. At the SFNS we strive for excellence in all that we do and are accountable to those we serve.

SFNS BOARD OF DIRECTORS

SFNS is run by a Board of Directors, with one member appointed by Band Council Resolution (BCR) from each member First Nation.

Shawn Plain, Chairperson

Marshall George

Warren Huff

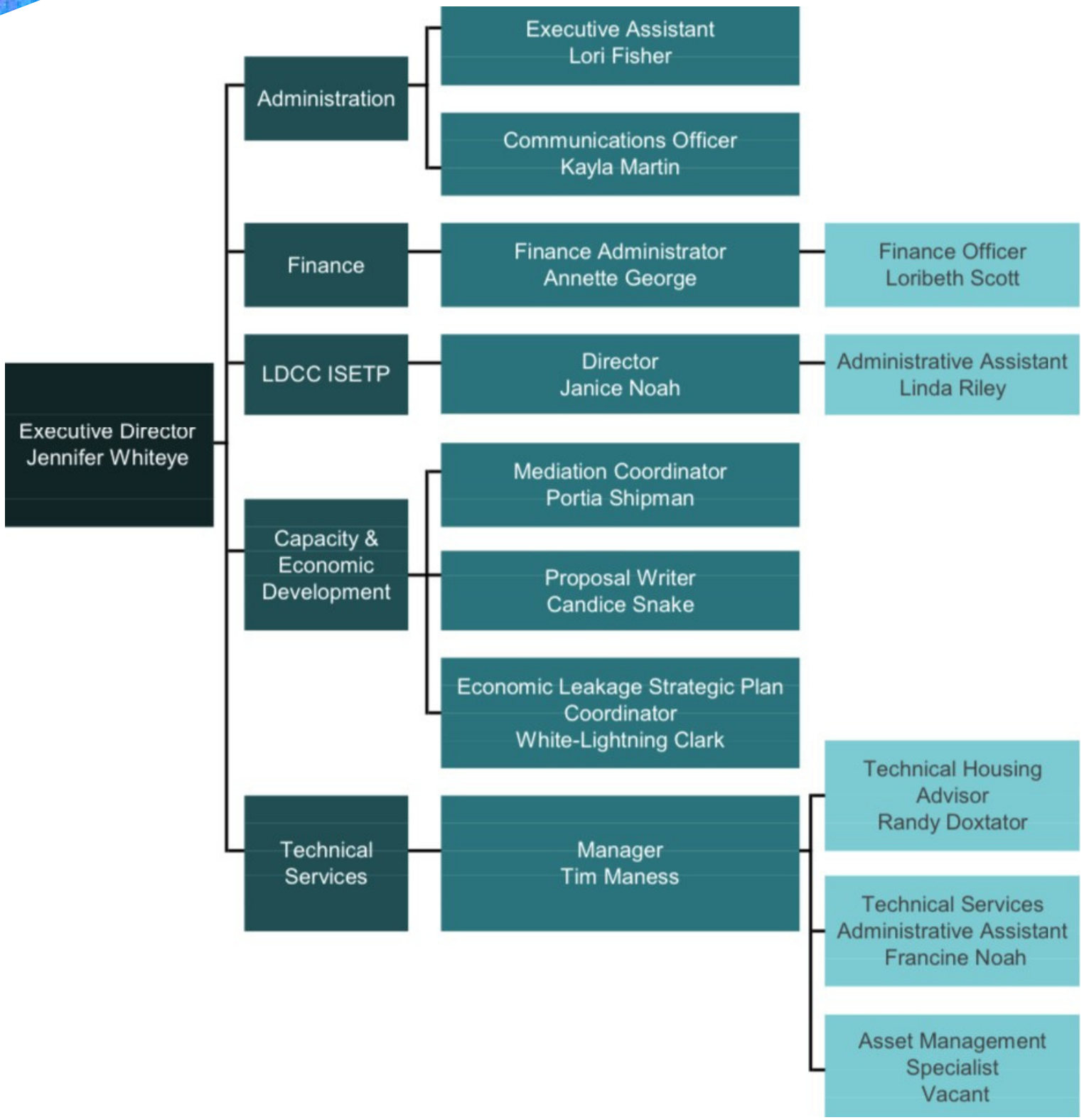
Sherry Huff

James Jenkins

Holly Elijah

As of September 15, 2022

SFNS ORGANIZATIONAL CHART



As of August 2, 2022

Auditor Letter

Tel: (519) 432-5534
Fax: (519) 432-6544
Toll free: (888) 275-4933
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BDO Canada LLP
633 Colborne Street
Suite 230
London ON
N6B 2V3

August 24, 2022

Southern First Nations Secretariat
22361 Austin Line
Bothwell ON N0P 1C0

Dear Mrs. Whiteye, Executive Director

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

During the course of our audit of the financial statements of Southern First Nations Secretariat for the year ended March 31, 2022, we did not encounter any significant matters which we believe should be brought to your attention.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication. We would like to express our appreciation for the cooperation and assistance which we received during the course of our audit from Annette George and Jennifer Whiteye.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

P. Scott McKay, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants

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Independent Auditor's Report

To the members of Southern First Nations Secretariat

Opinion

We have audited the consolidated financial statements of Southern First Nations Secretariat and its subsidiaries (the Group), which comprise the consolidated statement of financial position as at March 31, 2022, the consolidated statements of operations, accumulated surplus and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Group as at March 31, 2022, and its consolidated financial performance and cash flows for the year then ended in accordance with Canadian Public Sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Group's financial reporting process.

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Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

London, Ontario
August 24, 2022

Southern First Nations Secretariat
Consolidated Statement of Operations

For the year ended March 31	Budget 2022	2022	2021
Revenue			
Indigenous Services Canada	$11,958,762	$ 9,637,371	$ 9,035,963
Administration	14,000	65,964	72,227
Board Contribution	35,000	21,322	12,753
Canada Mortgage and Housing Corporation	8,000	6,908	10,173
Employment and Social Development Canada	2,768,531	3,137,151	2,371,038
Community contribution (PSSSP) (Note 6)	279,450	241,296	252,507
Golf tournament	-	15,920	-
Ministry of Indigenous Affairs	16,952	16,952	83,048
Ontario Health (West)	20,000	20,000	-
Interest	22,055	21,901	27,068
Other	41,495	38,845	650
Rental	44,940	44,940	44,940
Tecumseh Community Development Fund	-	-	19,999
	15,209,185	13,268,570	11,930,366
Operating expenses			
Administration - Schedule 1	1,908,227	1,585,835	1,628,969
Post Secondary Program - Schedule 2	9,730,802	8,006,268	7,509,269
Post Secondary General List - Schedule 3	78,247	173,678	77,889
Indigeneous Skills and Employment Training Program - Schedule 4	2,768,531	3,137,151	2,371,038
First Nation Inuit Youth Employment Strategy - Schedule 5	54,310	42,364	43,630
LDCC Regional Youth Initiatives - Schedule 6	-	14,548	-
First Nations Health Policy - Schedule 7	40,000	40,000	-
Mental Health Initatives - Schedule 8	16,952	16,952	83,048
Post Secondary Northern List - Schedule 9	726,451	169,076	109,568
	15,323,520	13,185,872	11,823,411
Annual surplus (deficit)	$ (114,335)	$ 82,698	$ 106,955

The accompanying notes are an integral part of these consolidated financial statements.

Southern First Nations Secretariat
Consolidated Statement of Financial Position

March 31	2022	2021
Financial Assets		
Cash	$ 4,434,109	$ 3,690,139
Portfolio investments	234,855	234,866
Accounts receivable (Note 2)	381,238	338,970
	$ 5,050,202	$ 4,263,975
Liabilities		
Accounts payable and accrued liabilities	$ 1,069,560	$ 1,047,499
Deferred revenues (Note 4)	2,711,180	2,004,243
Repayable funding (Note 5)	6,534	6,534
	3,787,274	3,058,276
Net Financial Assets	$ 1,262,928	$ 1,205,699
Non-Financial Assets		
Prepaid expenses	$ 331,112	$ 305,643
Accumulated Surplus	$ 1,594,040	$ 1,511,342

Commitments

On behalf of the Board:

_____ Director

_____ Director

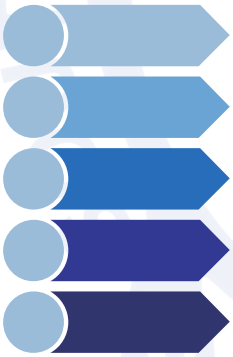
The accompanying notes are an integral part of these consolidated financial statements.

ADMINISTRATION DEPARTMENT

The Administration Department provides support services to member First Nations and SFNS departments through a range of daily activities from reception services, document support, IT support and the coordination of meetings and special events. Additionally, the Administration Department also provides support to the Board of Directors and the LDCC by planning and carrying out meeting logistics, ensuring quorum is met, recording meeting minutes, and ensuring that direct communication through Chiefs, Councils, Council Secretaries, and Band Administrators/Director of Operation is consistent. The Administration Department receives a variety of requests from member First Nations for document and template development, historical research, information on programming, and much more.

SFNS Mandate

SFNS delivers programs and services to our member First Nations in the following areas:



- Post-Secondary Funding & Support Services
- Economic & Capacity Development
- Employment & Training Support
- Financial Advisory Services
- Technical Services

Administration activities are on-going as program needs and requirements evolve. The service we provide is continuous and at a fast steady pace throughout the year.

As events and projects are flowed through the Administration Department, SFNS has the capacity and support of the entire staff in order to provide professional results.

COMMUNICATIONS

Staff regularly correspond with a diverse network including Chiefs, Council Members, Political Assistants, Director of Operations/Band Administrators and program staff.

SFNS continually strives to improve communications to member First Nations through various means:

eNewsletter

Published bi-monthly containing updated program information, events, funding opportunities, and job postings.

2294 Subscribers

Website

Updated on a regular basis and contains relevant information for our member First Nations on all the programs and services offered by SFNS.

Social Media

SFNS has a Facebook, Twitter, and Instagram account, which are all updated with new and relevant information.

1611 Likes &1965 Followers

To join our e-newsletter visit www.sfns.on.ca and click the button that says "Join our Bi-monthly Newsletter Mailing List"

STAY CONNECTED, FOLLOW SFNS ACCOUNTS!

@SFNS1992

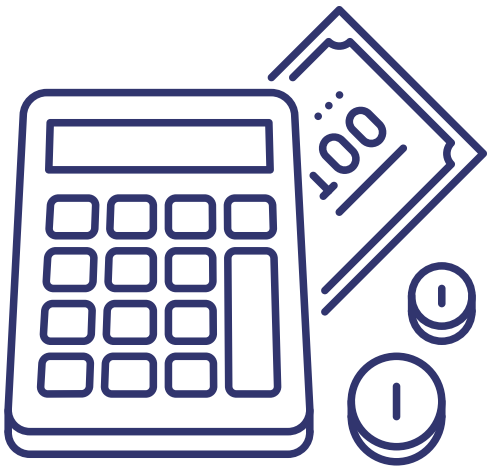
sfns_admin

Southern First Nations Secretariat - SFNS

FINANCE DEPARTMENT

Responsibilities

- Ensure money flows efficiently from funders through to member First Nations, Post-Secondary institutions and students, employees and suppliers.
- Work with Finance Committee, ensure funds are invested appropriately
- Prepare quarterly financial reports for review by the Finance Committee and presentation to the Board of Directors.
- Monthly financial reports are distributed to program Managers for review.
- Implementing and enforcing internal controls and procedures.
- Daily tasks including processing invoices/payments, bank deposits, processing staff payroll, and submitting pension and government remittances.
- Working with department managers, propose budgets for review by the Finance Committee and Board of Directors.
- Annual audit preparation.



Program Departments submit their draft budgets, which are assembled by the Finance Department for subsequent review by the Finance Committee and presentation to the Board of Directors for approval.

Throughout the year, quarterly financial reports are prepared with particular attention paid to any variance from the budget. The important quarterly reports are finalized by the Finance Committee and presented to the Board for review.

Support Services

An addition to ongoing day to day duties, the Finance Department continues to provide support to Member Nations. Due to COVID-19, travelling to the First Nations was not possible however contact is maintained through phone and email. As in past years, we will continue to provide support in various aspects including budget development, preparing cash flow forecasts, support for the annual audit process, preparing interim financial reports, interfacing with major funders, preparing HST rebate applications and assistance with Accpac initial setups.

FINANCE DEPARTMENT

Finance Department

Annette George, Finance Administrator
Loribeth Scott, Finance Officer

Finance Committee

Wahbuhnung Snake, Secretary/Treasurer
Jennifer Whiteye, Executive Director
Annette George, Finance Administrator

Annual Audit

The 2021-2022 Audit was completed by BDO. The audit report is consolidated with our for-profit company, 2047353 Ontario Inc., according to Canadian Public Sector accounting standards

Independant Auditor's Report

The function of the Independent Auditor's report is to outline the findings of the audit and provide an opinion on these findings. An unqualified opinion is best, and reflects the excellent work done by the SFNS Finance team.

The opinion of the auditor for the 2021-2022 audit states "the consolidated financial statements present fairly in all material respects, the consolidated financial position of the Group as of March 31, 2022 and its consolidated financial performance and cash flows for the year then ended in accordance with Canadian Public Sector accounting standards." (BDO)

LDCC ISETP Department

The Indigenous Skills and Employment Training Program (ISETP) is the Federal government's successor strategy to the Aboriginal Skills and Employment Training Strategy (ASETS). For over 20 years First Nation members have counted on these programs in their communities to provide training, skill development and employment opportunities.

ISETP is a new ten year First Nations distinct program and came into effect on April 1, 2019 until March 31, 2029.

The ISETP purpose and objective reads as "...help close the employment and earning gaps between Indigenous and non-Indigenous people," with "a stronger focus on training for higher quality, better paying jobs rather than rapid re-employment," as well as assisting "clients to gain greater skills and find jobs that will support their long-term career success."

(a) to support First Nations in developing employment skills by pursuing training for employment and long-term careers, and by recognizing their unique needs, with the ultimate objective of closing the employment, earning and skills gap between First Nations and non-Indigenous people; and

(b) to support and enhance capacity of First Nations service delivery organizations and structures to customize culturally-appropriate services to support their clients throughout the employment continuum by developing and improving skills and employment training.

ISETP Funding Agreement – April 1, 2019

There are currently 5 active sub-agreements held with the following member First Nations:

Aamjiwnaang First Nation

Chippewas of the Thames First Nation

Chippewas of Kettle & Stony Point First Nation

Munsee-Delaware Nation

Delaware Nation-Moravian of the Thames

LDCC ISETP Department

The LDCC ISETP department is responsible for overseeing the activities of the Sub-Agreement holders and ensuring that activities are in compliance with the main agreement held with Canada. We provide support to each member Nation to ensure efficient and effective programming.

Minimum Levels of Service

Often referred to as "soft services", Employment & Training offices are open to provide minimum levels of services to all clientele. Minimum levels of service are defined in the following two categories and do not incur a financial cost: Drop-in Clients and Service Needs Assessment. Over the 2021-2022 fiscal year Employment & Training staff have assisted approximately 80 clients per quarter with these types of services. Some examples of soft services are resume writing, interview skills, access to computers and internet, and access to resources and job boards.

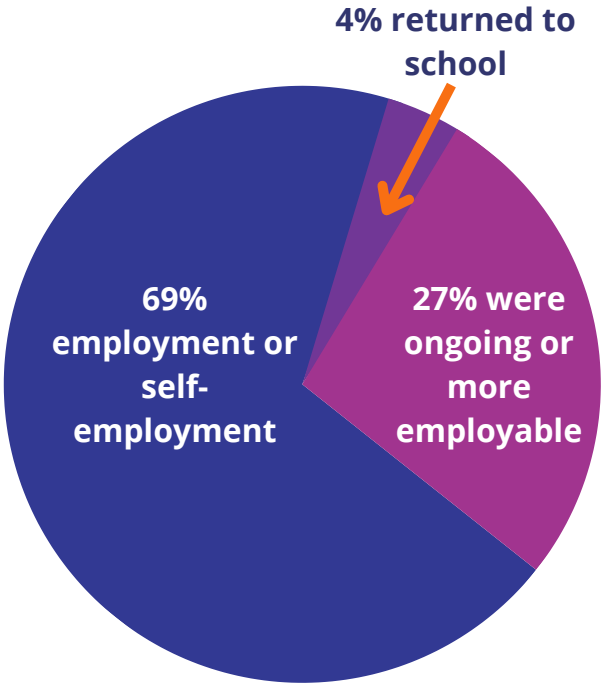
For clients who require more than the minimum levels of service, an Employment & Training staff member would undertake a client/needs assessment, creating an Employment Action Plan. The client's Employment Action Plan determines what training program is suitable.

The LDCC ISETP has seven programs designed to assist clients:

LDCC ISETP Department

Results

Over the last year, there were 183 clients served within our five member communities. 69% of these interventions resulted in employment/self-employment, 4% resulted in a client returning to school and 27% were ongoing into the next fiscal or more employable. Due to COVID-19, activities were reduced again this fiscal as the priority for the health and safety of staff and clients resulted in office closures/reductions across our communities and at SFNS.



The Employment & Training staff are to be commended for their flexibility and professionalism to ensure clients where able to continue with their interventions while navigating through the changing COVID restrictions and limitations. Staff provided all necessary supports to clients such as assisting with transition to online training, providing PPE and computer labs were accessible, while ensuring COVID-19 protocols were adhered to. These supports and client results demonstrate the dedication of each E&T staff.

The Fall Economic Statement 2020 announced new funding to invest in initiatives that focus on enhancing federal employment and training supports that target those facing barriers. A one-time investment into to the ISETP was received and fully distributed to our member communities.

These funds will enable E&T departments to focus programming on client needs, expanded activities to improve the outcomes of women, youth, persons with disabilities, as well as strengthening service delivery activities to provide strong programming through post-pandemic recovery.

Boozhoo,

My name is Linda Riley, I'm from Walpole Island First Nation. I have accepted the position of ISETP Administrative Assistant for the LDCC ISETP. I have approximately 25+ years of work experience in Employment & Training.

I have been involved in my community at various levels, always helping out when I can. I have worked at the SFNS in the past and I look forward to returning.

I am a mother of two children, 6 grandchildren, and one great-grandson. I am a second generation Residential School Survivor. I'm excited for this new challenge and I look forward to joining the team here.

FIRST NATION FINANCIAL CAPACITY DEVELOPMENT INITIATIVE

Established in February 2021, the 'First Nation Financial Capacity Development Initiative' now known as Capacity Connect, is a joint initiative between Nokiiwin Tribal Council and Southern First Nations Secretariat. Capacity Connect webinars and resources are available to all 133 Ontario First Nations wanting to take control of their financial management and accountability systems.

"Working Together to Achieve Financial Success"

Employees

Shantelle Graham,
Capacity Development Manager
Katelyn Fletcher,
Communications Coordinator

Highlights

In 2021/2022 Capacity Connect continued supporting First Nation finance personnel and leadership throughout the province of Ontario by offering webinars and resources through the www.capacityconnect.ca website. Webinars range from year-end preparedness, basic finance applications, ethics and understanding year-end audits. Certificates of completion are now offered for all participants in attendance. In 2022, sessions focused on new finance software (Sage 50 & Sage 300) providing valuable information on program navigation.

Capacity Connect staff participate in regular monthly meetings with ISC which provides visibility, opportunity for open dialogue, space to address actionable items, and is a valuable forum for sharing and learning from one another.

The 'Practical Applications for First Nations Finance' micro-certificate through Fanshawe College, are in the development stage with the module outline completed and the facilitator/curriculum writer secured. Development and implementation of the pre-requisite courses of modules 1.1 and 1 are expected to be completed in late summer or early fall 2022.

FIRST NATION FINANCIAL CAPACITY DEVELOPMENT INITIATIVE

Key Accomplishments

As the pandemic continued through 2022, Capacity Connect continued to support First Nations with:

- Virtual training webinars
- Email communications and social media posts related to financial capacity building
- Speed networking session where members could network with colleagues from across the province and share areas of expertise/skills in support of others

Through initiatives such as these, participants have openly shared, asked questions, suggested resources required and proposed new topics of discussion. Capacity Connect takes this feedback and responds quickly to meet participant needs.

Key Performance Metrics & Activities

- 277 total Capacity Connect participants
- 95 Ontario First Nation and organizations represented
- 27 webinars hosted between March 2021 - March 2022
- 9,443 website views recorded between March 2021 - March 2022
- Capacity Connect brand identity established
- Pay Equity Project (ongoing)
- Actively negotiated MOU's with Fanshawe College and the First Nations Financial Management Board

FIRST NATION FINANCIAL CAPACITY DEVELOPMENT INITIATIVE

Goals for 2022 - 2023

- [ ] Introduce a quarterly newsletter
- [ ] Hire Finance and Human Resource Officer support staff
- [ ] Continue to offer training webinars – including finance software, Excel, Microsoft Office
- [ ] Signed MOU's with Fanshawe College and First Nations Financial Management Board
- [ ] 'Practical Applications for First Nations Finance' Micro-certification launch of pre-requisite modules 1.1 - 1 (Summer/Fall 2022)
- [ ] Leadership Series to refresh the current ISC Governance Handbook from the community lens (Nokiiwin Tribal Council)
- [ ] Grow our resource page found on our website www.capacityconnect.ca
- [ ] Complete the pay equity project resulting in a resource for recruitment of various levels of finance staff in Ontario including job descriptions, qualifications and pay scale bands

Follow us on Facebook @ *capacity connect*

Join the mailing list
www.capacityconnect.ca

CAPACITY DEVELOPMENT

Workshop Summaries

Working Smart Meetings

17 Participants

April 8, 2021

SFNS partnered with Priority Management to offer the Working Smart series. Session participants learned how to plan, organize, and run a successful meeting but also learnt how to get the most out of the meetings attended. The session also reviewed how to design an effective agenda to increase accountability, how to keep a meeting on track and how to use a quick process to evaluate meeting success. The session had 17 participants.

18 Participants

Working Smart Outlook

April 21 & 22, 2021

This session provided participants with the proven techniques for a total time-management solution. The session provided skills on how to integrate communications, tasks, activities, planning and apply the Working Smart method using Microsoft Outlook. The session had 18 participants.

Workshop Summaries

Working Smart Outlook (Make-up Session)

15 Participants

May 11 & 12, 2021

This session was offered as a refresher for those that attended the workshop previously or for those that registered but were unable to attend. Participants were also encouraged to invite their colleagues whom they thought would benefit from the session. The session had 15 participants.

Bill C-65 Information Session

6 Participants

August 30, 2021

SFNS hosted a regional information session on Bill C-65 with Workplace Safety and Prevention Services facilitating the session. We had 6 total participants who attended. Bill C-65 received Royal Assent on October 25, 2018 and became law on January 1, 2021. SFNS was able to secure proposal-based funding late in the fiscal year (21-22), through Indigenous Services Canada – Health Human Resources to conduct a regional project. The stages of this project include: Workplace Harassment & Violence Program Gap Analysis/ Program Development; Workplace Harassment & Violence Assessments; Written Reports (Harassment & Violence Program Gap Analyses, Program Development & Assessments); and Presentation of Findings. Work is ongoing.

Growcer Inc. Presentation

14 Participants

September 9, 2021

Nick Halverson and Branavan Tharmarajah from The Growcer Inc. presented at a regional info session SFNS hosted on September 14, 2021. We had 14 participants total attend the session. We discussed modular food solutions and the potential for year-round growing. The company was founded and based in Ottawa. This business opportunity can be viewed from a social and economic development lens. SFNS had interest because it was related to food sovereignty discussion and our Southern Indigenous Food Network discussions.

Workshop Summaries

5 & 12
Participants

Lateral Kindness

October 20 & 27, 2021

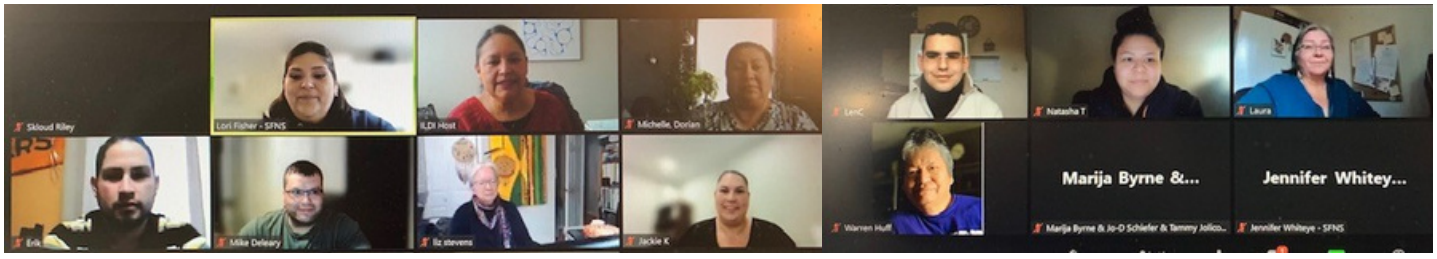
SFNS partnered with Shields Coaching and Consulting to host two sessions of Lateral Kindness. 5 participants joined session one and 12 joined session two. The focus of the workshops were to understanding lateral violence, lateral kindness, self-care, grounding, and ways to promote lateral kindness in the workplace and at home. The online interactive sessions had participants utilize self-reflection and discussion to examine the concepts of lateral kindness.

TCDC Women Entrepreneurship

18
Participants

November 18 & 19, 2021

Tecumseh Community Development Corporation in partnership with Southern First Nations Secretariat hosted the 2021 Indigenous Women in Business Symposium in London, Ontario at the Four Points by Sheraton. This was the first in-person Women's Symposium since the beginning of the COVID-19 Pandemic. Over the 2-day event, there were 18 registered participants, this was to be expected with the COVID-19 protocols put in place by the hotel and Ontario government at the time. Day one of the event opened with a beautiful and inspiring keynote presentation by Santee Smith. Breakout session topics covered were: Digital Marketing, Innovative Business & Wellness, Benefits, and Self Care. Day two consisted of the popular Discussion Panel which had strong Indigenous women in the arts & entertainment industry and ended with a Financial Planning workshop.



Workshop Summaries

22 Participants

Make the Leap to Remarkable!

November 29, 2021

SFNS held a virtual administrative professionals workshop facilitated by Rhonda Scarf from On The Right Track - Training and Consulting Inc. This interactive session had 22 participants. A few of the highlights from the session included:

- Boomers, Gen X, Millenials, and Gen Z explained
- Communication styles
- The top five skills that Administrative Assistants do that make them remarkable
- Top ten attributes that make Administrative Assistants remarkable
- Reviewed key performance indicators, objectives and key results
- What NOT to do at work

Each registered participant received a certificate and also received Rhonda Scarf as their coach for one year following the session.

Working Smart+ Teams

December 7, 2021

13 Participants

This session had a total of 13 participants for the full day of training. Upon completion of the training, participants understood the fundamental functions of Teams which includes how to create teams and channels, customize settings for a team, adding appropriate apps for each team, tracking the progress of tasks, and also how to use teams with your mobile phone.

12 Participants

Mental Health First Aid (Standard)

January 12 & 13, 2022

SFNS hosted a Mental Health First Aid (Standard) session with 12 participants completing the course. Participants learnt how to recognize signs a person may be experiencing a decline in their mental well-being, or a mental health or substance use crisis; to initiate conversations to encourage discussion about mental health or substance use problems; and to assist in a mental health or substance use crisis situation.

Workshop Summaries

Top Skills for Assistants & Admins

20 Participants

January 19, 2022

This session had a total of 20 participants in which the facilitator reviewed ways for participants to stay relevant and equipped for a rapidly changing workforce. Highlighted areas included: what has changed and what we need to do to stay relevant, what it means to be agile, push past our comfort zone and take on new roles/responsibilities that will increase our value to the organization, learn how to maximize our emotional intelligence and cognitive flexibility, and tips to bring back to our supervisors to keep them equipped and relevant too.

5 Participants

Mental Health First Aid (Supporting Youth)

January 25 & 26, 2022

This session had a total of 5 participants. The aim of Mental Health First Aid (MHFA) is to prevent mental health or substance use problems from becoming more serious and reduce the likelihood of secondary effects. The course is designed for adults assisting young people between the ages of 12 to 24. The course introduced participants to MHFA actions and the knowledge, attitudes and behaviours needed to recognize the signs that a young person may be experiencing a decline in their mental well-being or a mental health or substance use crisis. Participants practiced having conversations that encourage a young person to talk about a decline in their mental well-being, discuss professional and other supports that could help with recovery to improved mental well-being, how to reach out to these supports, assist in a mental health or substance use crisis, and check in with one's own mental well-being and take actions as needed.

Workshop Summaries

Customer Service for Non-Customer Service Professionals

20 Participants

February 2, 2022

This workshop marked our third session geared towards our member First Nation administrative staff. The session had 20 participants and was facilitated by Rhonda Scarf from On The Right Track. Participants reviewed and discussed how to be more approachable, new theories and techniques of quality customer service, active listening skills, and techniques on how to build rapport on the phone and in person.

Working Smart+ Teams

9 Participants

February 23, 2022

SFNS hosted a Working Smart + Teams session in December 2021 and the response was great! So we decided to host a second session on February 23, 2022 with 9 participants. Participants were also invited to a follow-up session on April 4, 2022 where they were able to ask any questions and discuss how they are finding working with MS Teams.

How Government Works

21 Participants

March 29, 2022

This was the first session in a two-day governance series. The facilitator was Jonathan Fleury from the Indigenous Leadership Development Institute. There was a total of 21 participants in attendance from our member First Nations. Participants reviewed and discussed in depth the Indigenous Government Systems: The Six Nations Confederacy; The Anishinaabe Clan System; and The Indian Act of 1867. In the afternoon participants reviewed the purposes of government, the Canadian Constitution, and why we need government, what can the government do, the types of government that exists in Canada today, and how decision making occurs at the federal, provincial, and local levels of government.

Workshop Summaries

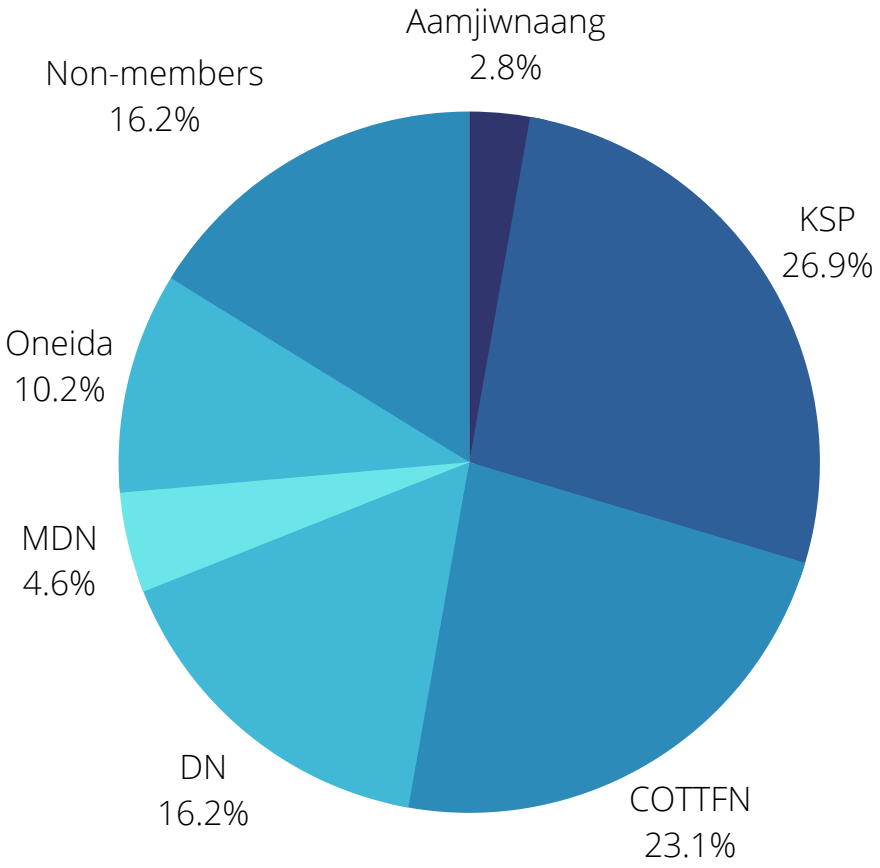
21
Participants

Government Requisites for Leaders

March 30, 2022

The second governance session was called “Government Requisites for Leaders”. 21 participants reviewed the different First Nation Legal environments which included reviewing the following items: Roles and Responsibilities of Chief & Council and Duties of Council Members (Duty of Care, Duty of Loyalty, Duty of Obedience). The importance of job descriptions was reviewed for Chiefs, Councillors, Band Administrators, Committees, and Portfolio Holders. This led into the review and discussion of the difference between governance and management decisions. The afternoon examined prevailing best practices among Indigenous leaders and communities with respect to issues such as development and implementation of by-laws, accountability and transparency, authority and responsibility. The session ended with reviewing professional communications and understanding workplace conflict and strategies to resolve conflict.

Workshop Participation by Nation



Roster for Mediation Services

Purpose/Mandate

- Restore peace and harmony to damaged relationships affecting the community;
- Defuse disputes before they become legal matters;
- Work with community members to address conflicts in a restorative manner;
- Increase the capacity of member First Nations to resolve disputes;
- Create a roster of appointed representatives who will be trained as facilitators to resolve disputes; and
- Provide training and ongoing support to the appointed facilitators

Service Overview

SFSN currently has a Roster of 3 ADR trained facilitators, representing 2 of our member First Nations. These trained individuals work with disputing parties to help guide them to a resolution that all parties accept.

SFNS coordinates and supports every request and the Mediation Roster.

2021-2022 Review

1
New Roster Member

12
Inquiries were received - inquiries were mixed of family disputes and workplace disputes

3
Mediation sessions were held - sessions were family disputes regarding child welfare

Indigenous Dispute Resolution Training

We hosted a Virtual Indigenous Dispute Resolution training in August 2021. We had 25 participants registered, with 18 completing all 3 days of training. This training was very cultural based, opening every day with a prayer in Haudenosaunee followed by sharing circle.

- Updated social media marketing plan to enhance program awareness.
- Due to COVID-19 pandemic our services have continued virtual. However, as restrictions had begun to lift through out the year, we've made clients aware of in-person availability if they preferred it.

To find out if mediation is right for you
Contact our Roster for Mediation Services Coordinator, Portia Shipman at mediation@sfns.on.ca

SFNS ECONOMIC LEAKAGE STUDY

Background

In 2015, SFNS member First Nations expressed interest in collaborating on an economic development project to strengthen the regional First Nations' economy. In response, since 2016, SFNS has worked with the consulting support of SISCO to manage this project. We have taken a community-based partnership approach collaborating with a working committee of representatives of member First Nations' leadership and administration (working in economic development), as well as Elders and Youth Community Research Assistants. In 2019, we developed a strategic plan with the working committee, Elders, and youth to address leakage, and we have since been implementing it.

Youth Asset Mappers

Key Findings

In 2019, the Regional Economic Leakage Study found that SFNS and its member First Nations spend over $250 million a year externally, including $50 million (87%) at the First Nations government level and $200 million (81%) at the household level. The study highlighted many areas of high spend externally, including office supplies and paper /stationery, $361,968 annually (SISCO, 2020).

Community Impacts

Since 2019, we have been implementing the strategic plan that came out of this work through three sub-committees: 1) SFNS Post-Secondary Education Collaborative, 2) Cost Sharing Circle, and 3) the Business Partnerships Committee (BPC).

Some of our key achievements from the project to date include:

- Employing, training, and mentoring more than 20 youth members of SFNS First Nations;
- Contributing to initiatives in local Post-Secondary institutions that serve students from member First Nations, through action planning with the SFNS PSE Collaborative;
- Exploring an e-commerce office supplies business partnership among SFNS member First Nations, with the feasibility study complete and business plan to be completed in fall 2022; and

SFNS ECONOMIC LEAKAGE STUDY

Developing the SFNS Economic Toolkit (SET) (sfnsgetset.com), to address our economic leakage, including a business directory, skills and job bank, business viability tool, asset mapping tool, and capacity development tool.

Feasibility Study

From February 2021 to May 2021 SFNS conducted a feasibility study with the support of Sisco and in collaboration with the Business Partnership Committee.

Our original focus was to conduct a feasibility study for an Office Supplies Warehouse at a proposed site. However, when we learned that the original concept would not be feasible at this location, we decided to "pivot". With the support of the Business Partnerships Committee (BPC), we developed an additional feasibility options analysis to examine, compare and contrast the feasibility of three additional office warehouse business concepts, including:

1. A conventional office supplies warehouse retailer at a different location or with a discounted rate for a percentage of the space at the proposed location;
2. An e-commerce franchising partnership with an existing Indigenous-owned online office supplies retailer; and
3. A new e-commerce office supplies business.

Analysis determined that two of the three options are feasible, but ultimately recommends consideration of the e-commerce partnership. This option has significant revenue potential without the high costs and risks associated with starting a new brick-and-mortar or ecommerce office supplies company. Benefits include First Nation community job creation, leakage recapture, business development and First Nation community economic development.

A briefing note was prepared for Chief & Councils to provide background and context on our work and included a request to present. Presentations were also made to any committee as deemed appropriate by the BPC members.

Presentations were made to KSPFN and Aamjiwnaang Chief & Councils (separate meetings) on November 1, 2021. Presenters include Ashley Sisco, Russel Evans (Sisco), and Steven Vanloffeld (owner of eSupply). The purpose of the presentations were to:

1. Share a proposed Office Supplies E-Commerce Franchise business partnership that has been recommended by the SFNS Business partnerships Committee; and
2. Determine whether Chief & Council would like to further explore the potential partnership through a business plan.

Both Chief & Councils supported moving to the Business Plan phase. Subsequently Eeliinaapeewi Lahkeewiit Chief & Council passed a motion on November 16th, 2021 to acknowledge the SFNS briefing note and feasibility study as well as express support for the Business Plan phase.

SFNS ECONOMIC LEAKAGE STUDY

Business Plan

Starting in March 2022, Sisco moved forward by working with the Business Partnerships Committee to develop a business plan for an e-commerce office supply business partnership.

SFNS Leakage Study Committee Background

The SFNS Economic Leakage Working Committee is a group representing SFNS' six member First Nations and its role is to oversee the SFNS Regional Economic Leakage Project and has done so since 2016. In 2019, the SFNS Economic Leakage Working Committee established that there was a need to create the SFNS Business Partnerships Committee, Cost Sharing Circle, and Post-Secondary Education Collaborative. The members developed these committees when the project found that **SFNS' six member First Nations spend about $250 million externally annually** ($50 million at the First Nations government level and $200 million at the household level) **and over $40 million externally annually on education.** Partnering for resource sharing is a tradition we have engaged in among our First Nations and communities since time immemorial, is integral to the revitalization of our traditional economy and advantageous to us in the capitalist economy.

Cost-Sharing Circle

Purpose: We have **come together to purchase goods and services as a group** of First Nations at a discounted rate as one strategy to reduce economic leakage (spending outside of our communities) and strengthen our regional First Nations economy in southwestern Ontario.

Business Partnership Committee

Purpose: We have come together to **develop business partnerships among our First Nations and with external businesses** as one strategy to reduce economic leakage (spending outside of our communities) and strengthen our regional First Nation's economy in southwestern Ontario.

The Cost-Sharing Circle (CSC) and Business Partnership (BPC) have organically grown into one group (with overlapping members) with a focus this fiscal year on the feasibility and business plan preparation.

Progress

Virtual meetings were held over the 2021-2022 fiscal year as follows:

SFNS ECONOMIC LEAKAGE STUDY

- May 13, 2021: We had representation from COTTFN, Aamjiwnaang, KSPFN and TCDC. We heard presentations on the findings for group purchasing potential for office supplies, accounting (audit), and group benefits (health and dental). The group agreed to further pursue discussion on office supplies and to add IT purchases and cleaning supplies to this list. The group determined that further research was needed for the office supply warehouse feasibility study on ecommerce, negotiating lease terms, and including a comparison (on/off reserve).
- June 9, 2021: We had limited representation with TCDC and Aamjiwnaang in attendance. We heard a report back and discussed next steps on the cost sharing options in office supplies, janitorial and technical equipment, as well as block plan options for group benefits.
- July 15, 2021: We had four communities (COTTFN, Aamjiwnaang, MDN, and KSPFN) and TCDC present. The working group met Steve Vanloffeld, owner of eSupply and he presented on the franchising opportunity.

Post-Secondary Education Collaborative

Purpose: We have a shared commitment and responsibility to prioritize the needs and interests of aspiring, former and current PSE students who are members of SFNS First Nations. We agree to work together toward our shared goal of supporting local First Nation post-secondary education (PSE) students to ensure they have a safe, positive, and successful PSE experience.

Progress

- On June 4, 2021 SISCO facilitated a Post-Secondary Action Planning session with members and partners of the SFNS PSE Collaborative. During the meeting, Ashley presented the key themes that emerged from a focus group she facilitated with SFNS post-secondary students, representing a cross-section of member PSE institution. In response to the Collaborative's request for a student driven framework, the action planning template below is based on the following themes identified by the SFNS post-secondary student focus group participants.

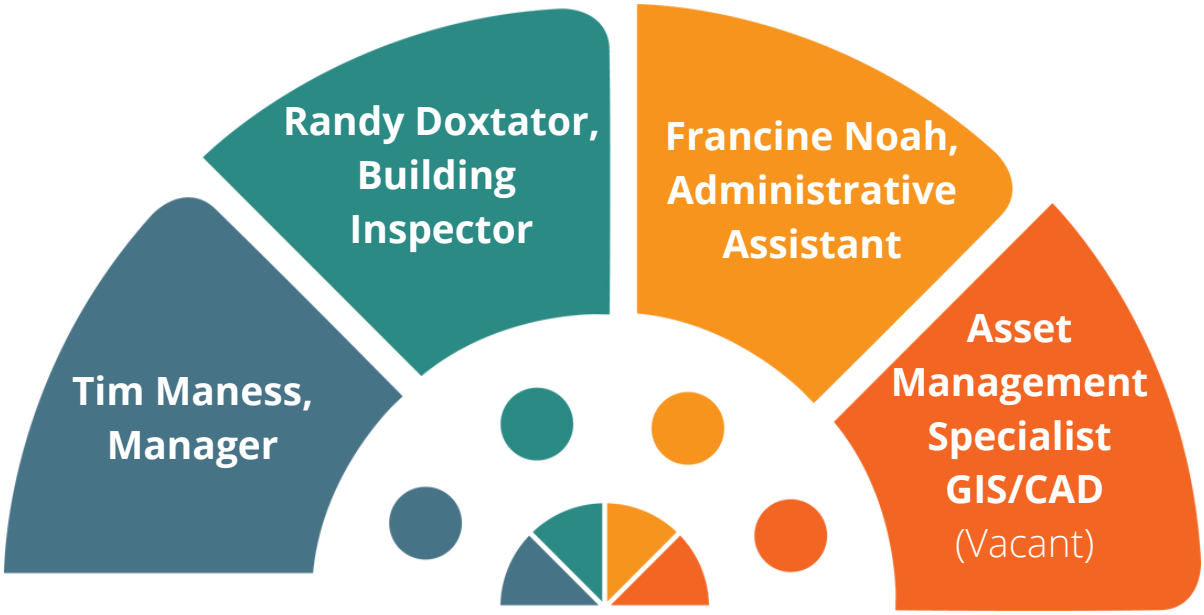
1. Indigenous voice and influence
2. Indigenous spaces
3. Indigenous research
4. Indigenous faculty and staff
5. Indigenous programs and services
6. Indigenous data
7. Indigenous engagement
8. Anti-colonial training

SFNS ECONOMIC
LEAKAGE STUDY COMMITTEES

- Delaware Nation, COTTFN, and Aamjiwnaang Post-Secondary staff were invited to a special meeting to discuss them joining the Post-Secondary Education Collaborative. During this meeting we provided a background on the initiative and brought reps up to date on our activities. DN and COTTFN reps in attendance were very interested in the initiative and will be included in all PSE info moving forward.
- August 25, 2021: The purpose of the meeting was to engage member institutions in an action planning session, based on a framework informed by SFNS member First Nation post-secondary students. We started the meeting with a host spotlight, SFNS PSE Program Review & Plan presentation. We conducted an institutional update (action plan framework) jam board exercise and ended the meeting with a closing circle. There were 12 participants who joined the meeting. On October 15, 2021 we hosted a "Catch Up Meeting" for those members who couldn't attend the August meeting. There were 9 participants that joined this meeting.
- December 2, 2021: The meeting started with a host spotlight–Western Indigenous Language Revitalization and their Identification Guidelines projects. We moved into an institutional update (action plan framework) jam board exercise and ended the meeting with a closing circle. There were 13 participants who joined the meeting.
- March 2, 2022: The purpose of the meeting was to engage member institutions in an action planning session, based on a framework informed by SFNS member First Nation Post-Secondary students.

Post-Secondary Education Collaborative Signing Ceremony in August 2020

TECHNICAL SERVICES DEPARTMENT



Support services were provided to the department by SFNS administrative staff as needed.

Technical Services Staff

In the beginning of the 2021-2022 operational year, the Technical Services Department underwent an appointment of a new Department Manager. This appointment involved an extensive project briefing period in early May 2021 to ensure an efficient and effective transition of department responsibilities. During this transition existing projects were sorted, First Nation project teams were updated, key ISC project specialists were conferred with, as well as other organizations such as OFNTSC.

The mission of the Technical Services Department continues to be the enhancement of critical infrastructure within member communities through the delivery of quality technical advisory services, while respecting the cultural integrity and uniqueness of each First Nation community.

Technical advisory services are provided in 5 key areas:

TECHNICAL SERVICES DEPARTMENT

Building and Housing Inspection Services

SFNS Building Inspector provides inspections for existing units, new construction, and renovation of on-reserve housing units. Building Inspector adheres to a schedule where they are in each member community at least once a week.

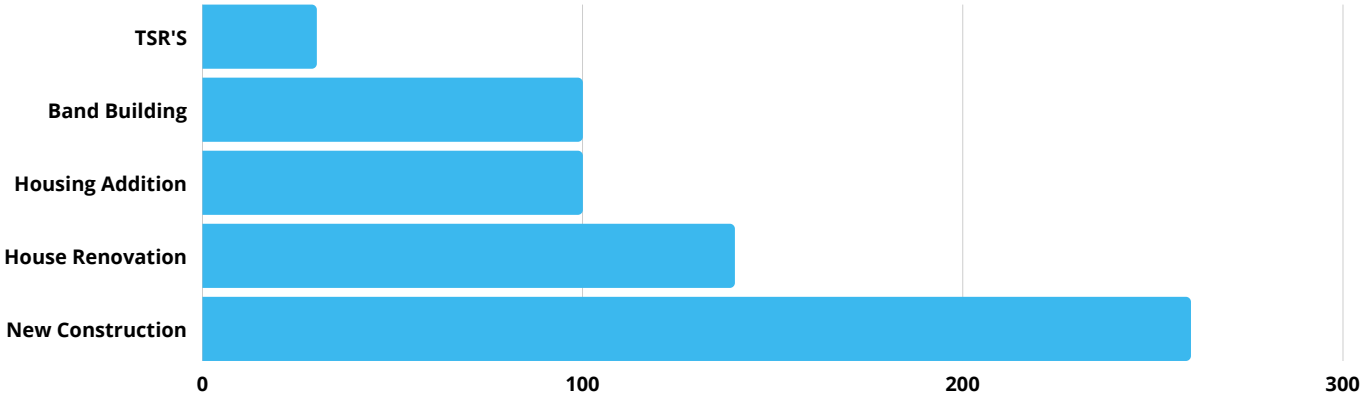
Inspection services include:

- Inspector provides advice to contractors during the construction process.
- Inspector provides advice to homeowners for the operation and maintenance of their homes.
- Inspector assists with housing policy reviews and provided recommendations to improve processes related to housing programs.
- Completion of code inspections on new homes and renovations funded through First Nations programs, financial institutions and homeowner funded builds. Inspections also include Band buildings, such as administration buildings, community centers, and schools, where input is provided on items such as roof repairs, accessibility upgrades, and other renovation work. Included in inspections are written scopes of work, cost estimating and reviewing contractor quotes. **Approximately 600 inspections completed.**

In 2021-22, SFNS was in the third year of OFNTSC subcontract agreement to deliver CMHC inspection services (Technical Service Requests) to member communities for sect 95 builds, RRAP Residential and Disable, Emergency Repair Program (ERP) and Physical Condition Reviews (PCR) inspections.

A total of 30 Technical Services Requests (TSR) inspection reports were completed in 2021-2022 fiscal year and a total of $6,926.56 invoiced to CMHC for services provided. It is projected 2022-23 will see an increase in TSR's due to inspection deferrals carrying over from 2021-22.

Type of Inspection



TECHNICAL SERVICES DEPARTMENT

Computer Aided Design Services

The GIS/AutoCAD position (Asset Management Specialist) is currently posted in hopes of filling the position. It should be noted these services are not dormant within the department. GIS/AutoCAD applications are regularly utilized and have shown to be useful tools in preliminary project planning and cost estimating. GIS has assisted in completing the annual FNIIP submission, including providing project UTM coordinates, legal land parcel description and project area mapping. This information can help illustrate current and past land use, as well as distances to sensitive features such as water and cultural areas. Other GIS projects have included utility service layout, hydrology mapping, and land use mapping.

The preparation of scale drawings in AutoCAD format has assisted community members in planning and cost estimating new home builds, renovations, and additions. Design drawings submitted with applications have also assisted members in successfully advancing through the funding application approval process. Several years of operation of AutoCAD within the SFNS organization by capable staff has established a considerable library of digital block file drawings, which provide historical data and starting point in creating new drawings. Digital CAD files are also accessed from online resources as needed, such as Geomatics Canada, Ontario Provincial Standards Drawings (OPSD), and Autodesk CAD blocks.

Concept Drawings Created by Tech Services

The following highlights approx. 48 plans completed in 2021-22.

GIS (Project area site plans, infrastructure mapping, land use mapping)	**10 completed**
Deck and Handicap ramp layouts, accessibility renovations	**18 completed**
Concept designs for band buildings/additions/renovations	**8 completed**
Concept drawings for new housing units/multiunit and housing addition/renovation	**12 completed**

Capital Project Assistance

The Technical Services Department has completed activities to support Capital Projects within member Nations, including preparing draft TORs, RFPs, preparation of concept designs, mapping, and providing input at project team meetings.

TECHNICAL SERVICES DEPARTMENT

Some of these projects included:

- Upgrades to Water Supply project
- MTSA pursuance for water supply to community water distribution systems
- A Cultural Centre Design Study project team
- Multiunit Housing development project team
- Development of draft TOR for a Solid Waste feasibility study
- Development of draft TOR for a wastewater feasibility study
- Development of draft RFP for engineering a recreation trail network and harvesting area
- Assist with application documents such as Project Approval Requests (PAR) and Capital Facilities and Maintenance Program Minor Capital Application (MCA)

Ontario First Nations Technical Services Cooperation (OFNTSC) Capital Project Assistance

Capital project planning, development of Terms of References (TORs) and Request for Proposals (RFPs) commonly receive additional technical assistance and resources from OFNTSC engineering staff, as well as other professional organizations as requested, to ensure a multifaceted input approach to high-cost value projects.

Training/Capacity Development

In 2021-22, Technical Services Department completed several activities related to training to foster capacity development within communities. SFNS has coordinated the following workshops.

Land Use Planning Workshop and follow up session	**7 attended**

Activities included ½ day presentation on Land Use planning and open discussion related to Land Use Planning activities. A consensus among attendees was that having a Land Use Plan in place can be advantageous and cost effective for long term community planning.

Information Session on MOECP recycling and transition to producer run services	**1 attended**

Presentation, Q and A session with MOECP staff regarding transition of blue box recycling services to waste producer responsibility. Interested FN staff unable to attend session were forwarded applicable information and contact info.

HR workshop for housing managers	**1 attended**

SFNS supported a FN staff member to attend a 3-day virtual Human Resource Management Workshop for Indigenous Communities, presented by Infonex Professional development.

TECHNICAL SERVICES DEPARTMENT

Shared Path Consultation Initiative Information and GIS Mapping Sessions	1 attended
Virtual sessions were organized by SFNS and Shared Path Consultation Initiative to discuss Indigenous-municipal relationships and First Nation treaty mapping using virtual GIS shared land map.	

Training/Capacity Development

In addition to supporting member First Nation training opportunities, Technical Services Dept. staff regularly attends training to improve technical skills and stay informed of latest technology in the field. Building Inspector regularly updates knowledge through building code training courses and workshops. GIS and AutoCAD training seminars are regularly completed by Technical Services Manager to improve skills and remain proficient in use of most recent software.

Other Capacity Development Initiatives by the TS Department have included:

- Technical Services Manager has served on technical hiring committees for positions with our member nations
- Manager of Technical Services Department sits as a member of Ontario First Nation Technical Services Corporation (OFNTSC) Technical Advisory Committee, as well as a voting member of OFNTSC's Annual General Assembly. A total of 5 OFNTSC virtual meetings were attended throughout 2021-22.
- As part of SFNS mandate to promote future capacity, the TS Dept. promotes initiatives to encourage First Nation youth in pursuing science, technology, engineering, and math (STEM) careers, with activities such as providing input on STEM challenges for elementary student activities. Member Nation youth councils have attended virtual workshops and seminars related to housing and infrastructure, with the goal of having them experience the engineering discipline, while also providing input from a youth perspective on technical issues facing communities.

Annual Reporting

SFNS has assisted in completion of the following reports in 2021-22

- Assistance in FNIIP and ISC Environmental Review- Project descriptions
- Community Infrastructure and Housing Annual Reports
- Technical Services department assists with coordinating the triennial Asset Condition Reporting System (ACRS) reporting, where professional engineering services are retained every 3 years to monitor O&M performance of ISC funded assets and to identify asset deficiency levels.

ACRS is the primary inspection tool used by ISC in planning, budgeting, and funding allocation of on-reserve funded assets. Last updated in 2019, the next ACRS reporting cycle is anticipated to occur in 2023.

Post-Secondary Department

Mission

The post-secondary department's mission is to assist eligible First Nation students in their pursuit of higher educational opportunities. We strive to enrich the experience of the learner by supporting and advocating while they are on their academic path to self-empowerment.

Goal

The goal of the post-secondary department is to continually increase the number of student graduates, while maximizing the limited funds in accordance with the funding guidelines, to enrich oneself, their family, and their Nations.

Objective

The post-secondary department objectives are to improve communication; develop learner skill sets; and strengthen partnerships for the continual success of our present and future generations in the following manner:

Improve Communication

1. Increase communication to and from students through student service contracts, social media and counselling sessions.
2. Strengthen communications with member First Nation Education staff and outside educational institutions through info sessions, annual open-house, and other outreach activities.

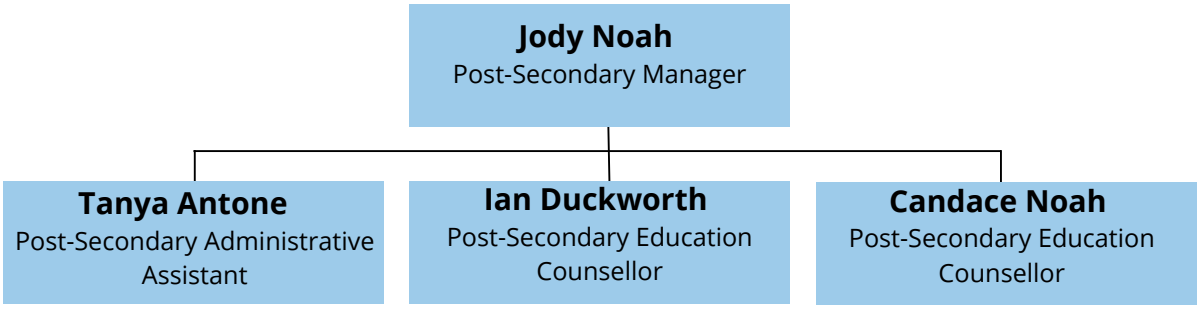
Develop Learner Skill Sets

1. To be responsible to learner needs by establishing rapport through a minimum of twice per semester counselling sessions.
2. Encouraging students to access educational institution supports that increase their skill set.
3. Locating and developing workshops for students to attain the necessary skills to be successful in their education.

Strengthen Partnerships

1. Develop partnerships with the five local Post-Secondary institutions by having representation on the Aboriginal Education Councils to advocate for learners and advise on initiatives, research, community resources, academic programming, and oversight of services.

Post-Secondary Team



Post-Secondary Department

From Left to Right:
Ian Duckworth, Tanya Antone, Laura Spero, Debbie Dolson, Candace Noah, and Jody Noah.

2021-2022 Review

1 Annual Policy Review

The Post-Secondary department held their annual policy review at Elmhurst Inn last October. We review our policy each year to ensure effectiveness and consistency with the Indigenous Services Canada National Guidelines. The Post-Secondary staff from Aajiwnaang, Chippewas of the Thames, and Eelunaapeewi Lahkeewiit are invited and together we share and provide updates. The revision in our policy was the increase in our living allowance.

2 Dadavan

Last fall we began using our new Outcomes Student Portal. Outcomes is a combination of an online application and a student portal. Students can complete a new application and upload their documents directly to the site. The portal was designed to meet the needs of our program and it has allowed us to streamline internal processes, organize information, and has the capability to gather data quickly. We can access the system remotely and it is our hope it provides a better student and staff experience by being more accessible and efficient.

3 ONECA Conference

In November, approximately 70 participants attended the annual in-person conference after 20 months of virtual meetings. The conference was held over three days and counsellors from across the province met in Sault Ste. Marie to attend workshops and presentations. During the 2021-2022 year I was the District Rep for the London Region. Part of this role is attending regular board meetings, participating in professional development meetings, and hosting district meetings.

Post-Secondary Department

4 Post-Secondary Review

Our department initiated the task of a program review in late 2020 with a document and data review, staff interviews, student focus groups, and a student survey. The review was completed in May 2021. The intent was to evaluate, review, and improve our internal processes for a more efficient and effective program for our students and communities.

Program Highlights

- Overall students are satisfied with SFNS's Post-Secondary Program
- 51% are VERY SATISFIED and 38% are SATISFIED
- Customer Service/Friendliness 4.2 out of 5
- Meetings with Post-Secondary counsellors at schools 4 out of 5
- SFNS Staff Program/Service Knowledge 3.94 out of 5
- Communications 3.8 out of 5

Program Impacts

- Increased confidence, pride, positivity, empowerment, and healing
- Discovery of passions in education and life
- Career development and employment opportunities
- Financial stability and self sufficiency
- Enhanced relationships through friendships created and the ability to support a family
- Survey respondents said they gained cultural knowledge, knowledge in their field of study and a range of life and professional skills

5 Wellness Check-In

We value our students' voices and we listened to their suggestions after our first post-secondary review. They wanted more mental health check-ins, and together our team came up with some ideas to address the need. We hosted our first Wellness Check-In during the month of December. Students joined us virtually for a welcome, round table, and some game show trivia. Our session scheduled for spring was rescheduled.

Post-Secondary Department

6 Indigenous Education Council/Aboriginal Education Council

Our staff participates regularly on Aboriginal Education councils. The council's purpose is to strengthen relationships between communities and post-secondary institutions, ensuring communities have a voice in making institutional change, and ensuring a positive student experience. Our team sits on the following councils: Lambton College, Fanshawe College, Western University, University of Windsor, Wilfrid Laurier University and St. Clair College.

7 Sisco & RBC Emergency Assistance Fund

With the support of Sisco & Associates Consulting Services Inc and the Royal Bank of Canada, the post-secondary department has an emergency fund to assist students who may be at risk of discontinuing their school year. During the 2021 year we were able to help 19 students with financial assistance. If you would like to apply to the emergency fund, please contact the post-secondary department for more information.

Eligibility criteria for the bursary includes:

- Must be a current SFNS member First Nation Post-Secondary student.
- Must be experiencing financial need due to an emergency, including but not limited to:

- ☐ Family Emergencies (escaping domestic violence, critical illness or death of a loved one, separation or divorce)
- ☐ Health and wellness (including mental health and addiction emergencies), and
- ☐ Basic needs (funding for food, shelter, etc).

Anushiik, Megwetch, Yaw'ko to Sisco & Associates, and the Royal Bank of Canada for their genorisity in supporting our Post-Secondary students.

8 Annual Orientation Session

Last August our team hosted our annual orientation session. Unfortunately, this was our second year hosting it virtually. In the past we have hosted the session at Fanshawe College. We had six priority 3 students attend our virtual session. During the session we shared important program information, deadlines, and enjoyed ice breakers.

Post-Secondary Department

Electrical Techniques Program

In the spring of 2021, SFNS partnered with St. Clair College to offer an exciting opportunity to Indigenous women in the Electrical Techniques Program. The program funding was the result of a successful application with the Ministry of Colleges and Universities - Indigenous Targeted Initiatives Fund in creating a new and innovating experience for Indigenous learners.

The program was designed to provide an understanding of the basic theoretical and practical aspects of the electrical trade and to familiarize participants with the associated tools and materials. This was a great starting place for Indigenous women who might want to pursue an Electrician apprenticeship or entry-level positions in electrical skilled trades. Classes were a combination of online learning and hands-on, in-person labs at St. Clair College.

The Indigenous Skills and Employment Training Program (ISETP) and the Post-Secondary department assisted with intake and by providing financial and counselling supports throughout the program. To eliminate any financial barriers to access this educational opportunity, students were provided with a living allowance, travel allowance, electrical tools and equipment, instructional supplies, technology (laptops), textbooks, and tuition. In turn we had five successful Indigenous women from our local First Nations complete the program. In the end, the successful students received course credit achievement, grades, and ultimately, an Ontario College Certificate.

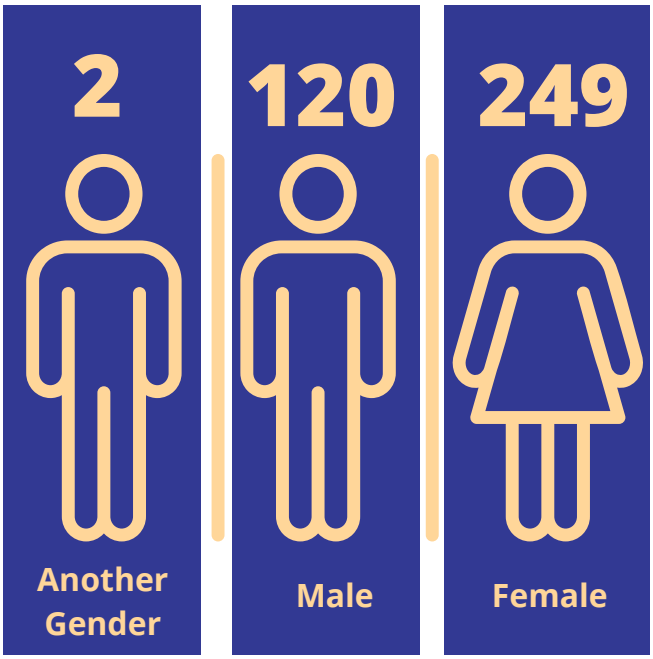
In celebrating the students and their successes they were acknowledged during a live streaming of the 54th Annual Convocation on the college's website and all social media platforms. SFNS and St. Clair College also hosted a Celebration of Success dinner for program partners and graduating students to celebrate the student's hard-earned success and achievements.

- 80% of students have expressed interest in enrolling in an apprentice program and training
- 60% of students have expressed interest in continuing their post-secondary education
- 80% of students have expressed that the program gave them the knowledge and skills needed to be successful in their future career
- Upon post-program completion, 80% of students have expressed that they were 'very likely' to recommend this program to a friend or colleague

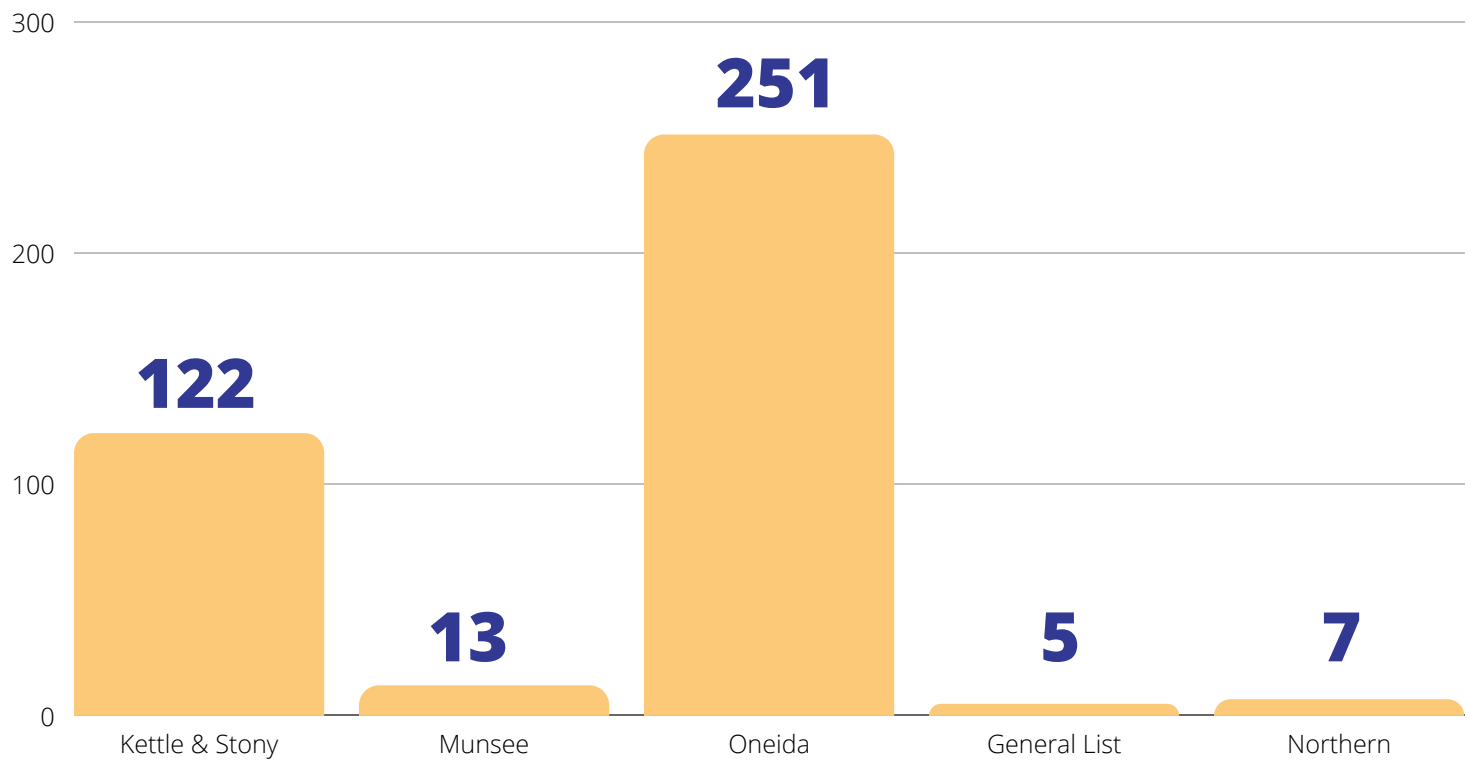
Post-Secondary Department

2021-2022 Statistics

- Total Students Provided Funded: 371
  - Full time Students: 332
  - Part time Students: 39

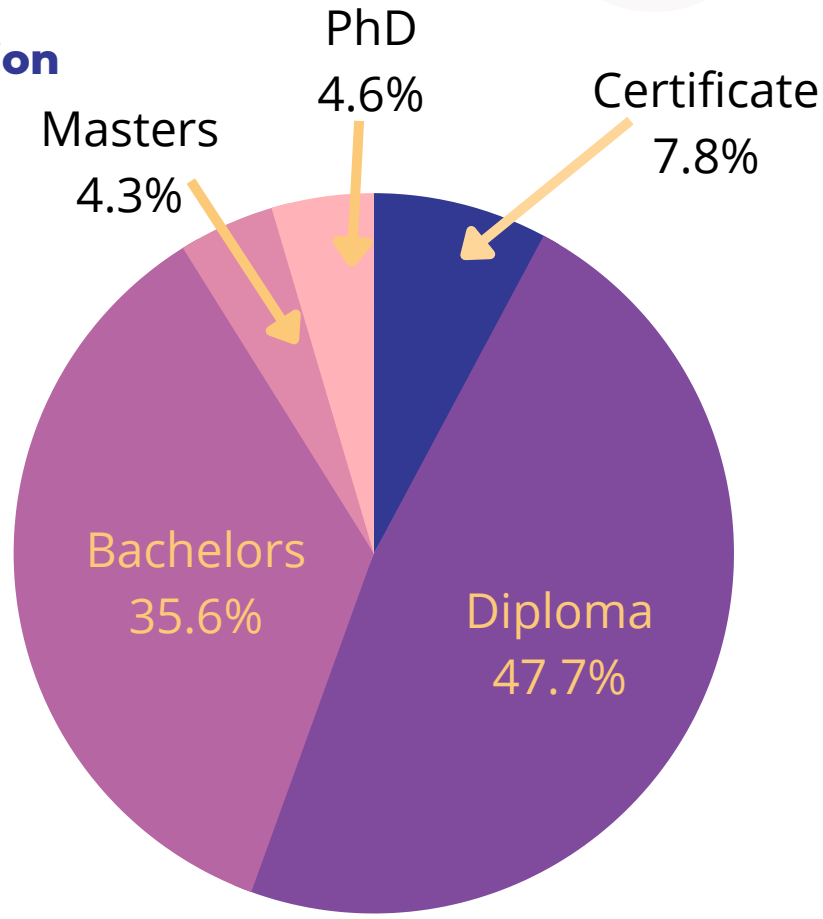


Funded Students Per Nation

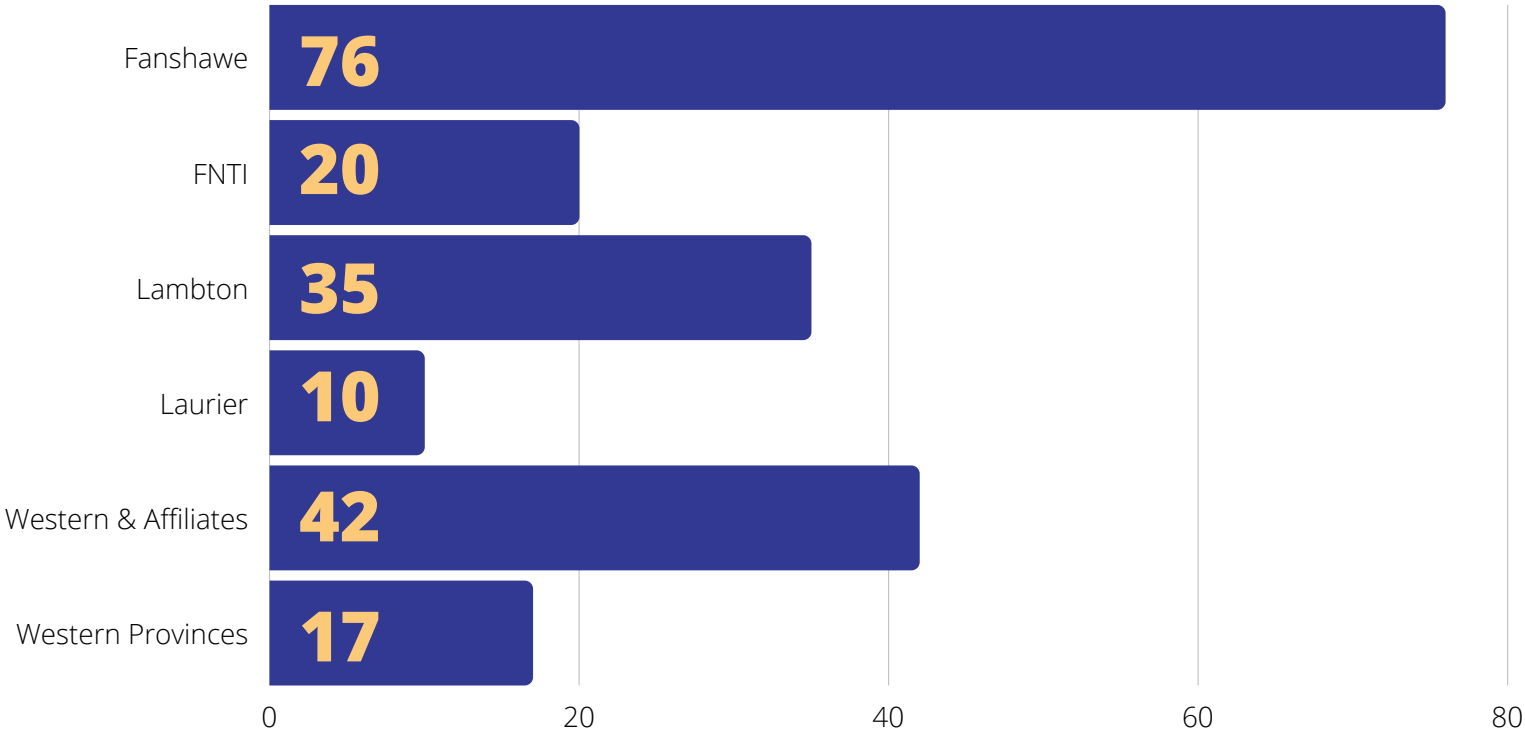


Post-Secondary Department

Level of Education

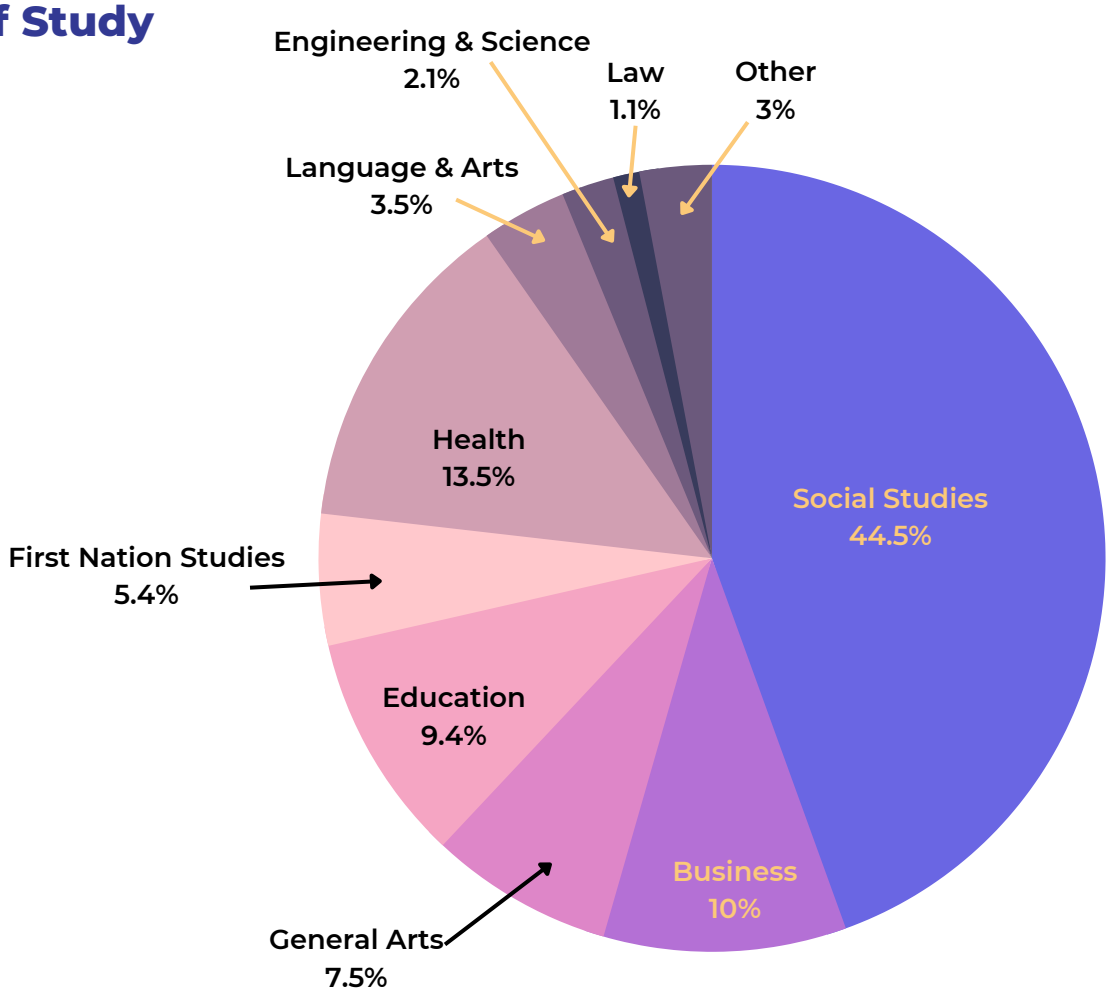


Schools with Highest Attendance

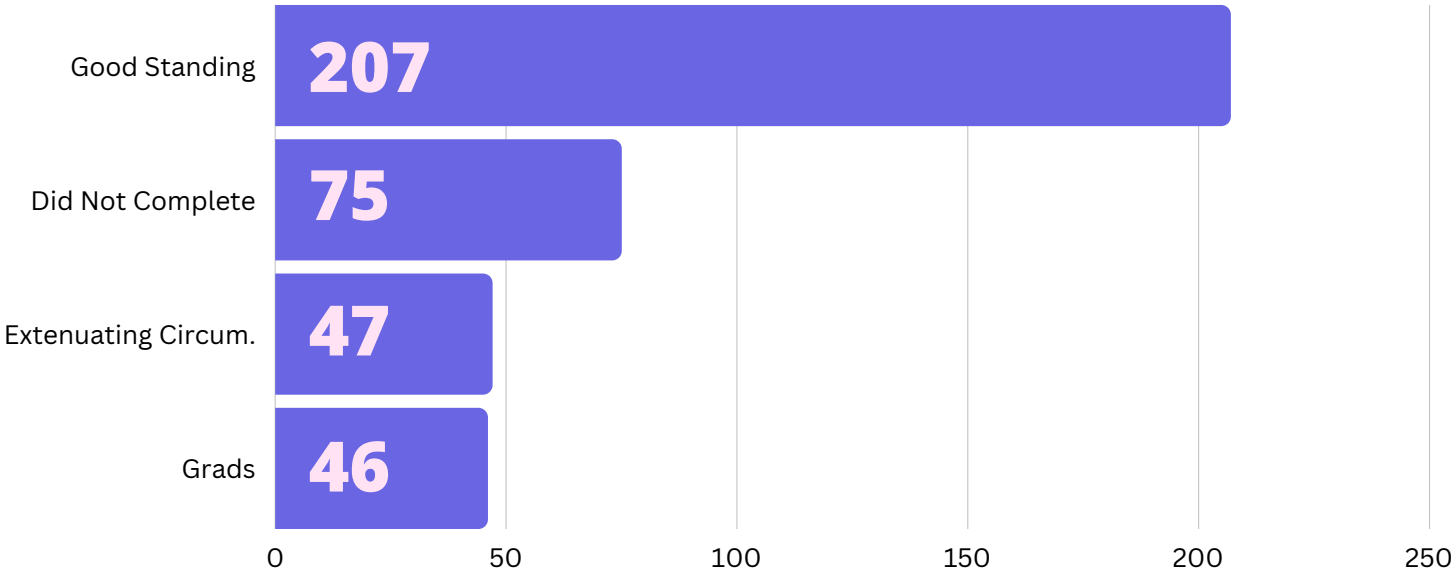


Post-Secondary Department

Areas of Study



Student Achievement



Graduates of 2022

Chippewas of Kettle & Stony Point First Nation

Callie Anstee - Fanshawe College
Lexus Bach - Humber Institute of Technology
Kristy-Lyn Braun - Fanshawe College
Hilary Bressette - Douglas College
Joel Bressette- Sprott -Shaw Community College
Kristen Bressette - Fanshawe College
Devin Chapdelaine - Fanshawe College
Courtney Crump - Fanshawe College
Alayna Lucas - Fanshawe College
Kasey Mcdonald - Fanshawe College
Stacey Romphf - Conestoga College
Angela Jacome - University of British Columbia
Holly Johnstone - Carleton University
Katelyn Fursman - St. Clair College
Nicole Gaskin - Fanshawe College
Aven George - Fanshawe College
Jason George - University of Toronto
Jordan George-Bonelli - Fanshawe College

Congratulations!

Graduates of 2022

Oneida Nation of the Thames

Michael Antone - Fanshawe College
Logan Blanchard - Laurentian University
Kanatahe'Le Brown - Huron University College
Barbara Cornelius - Fanshawe College
Stephanie Day - Simon Fraser University
Bridget Dockstader - Fanshawe College
Sage Doxtater-Gronert - New Mexico State University
Emily Doxtator - Fanshawe College
Bianca Elijah - Fanshawe College
Vanessa Field - Fanshawe College
Shaylyn George - St. Lawrence College
Marisa Geris - King's College
Jonathan Jamieson - Fanshawe College
Zachary John - Trent University
Brianne Kennedy - Fanshawe College
Riley Kennedy - University of Western
Danielle Labrie - Canadore College
Ann Leman-Viggers - Sheridan College

Congratulations!

Graduates of 2022

Oneida Nation of the Thames

Alisyn Ninham - Fanshawe College
Nolan Schuyler - Fleming College
Madison Sickles - Fanshawe College
Ryker Steuer - Fanshawe College
Tyler Summers - Fanshawe College
Andrew Vandenbusch - Fanshawe College

> “The horizon leans forward, offering you space to place new steps of change.”
>
> —Maya Angelou

Congratulations!

Workplace Violence & Harassment Project

Background

Bill C-65 received Royal Assent on October 25, 2018. However, it didn't become law until January 1, 2021. The goal of Bill C-65 is to strengthen laws on workplace harassment and violence prevention in federally regulated workplaces and federal workplaces.

On August 30, 2021 SFNS hosted a regional information session facilitated by WSPS re: Bill C-65. In addition, the onset of COVID-19 has created significant changes in how work is conducted in our member First Nations. Many employees are now working remotely (from home) and/or in organizational settings which are now completely transformed. Interactions with other employees and/or the general public have also taken on a new element of risk due to the pandemic. Specifically, the risks of violence, harassment and poor workplace mental health have dramatically increased.

SFNS asked WSPS for support to meet the obligations under Bill C-65 with the understanding that the best approach would be to build the capacity of our member First Nations and SFNS through this process. Through any project SFNS coordinates, we want the project to be cost efficient (ideally seeing reduced costs when doing it collectively), customized to the needs of each First Nation, and having the opportunity to incorporate the best practices from all First Nations who participate. We are pleased to partner with Munsee-Delaware Nation and Kettle & Stony Point First Nation who have expressed interest in participating in this important regional project.

Project Scope

SFNS was able to secure proposal-based funding ($90,200) late in the fiscal year (21-22), through Indigenous Services Canada – Health Human Resources to conduct this regional project.

The stages of this project include:

1. **Workplace Harassment & Violence Program Gap Analysis/ Program Development:**
   Upon completion of this project, each partner will be provided an executive summary and gap analysis report outlining areas of compliance or non-compliance with applicable legislation and/or areas where improvements were made to its written Workplace Harassment & Violence program. This report will include the review of all newly created program elements. Meaning, where it is found in the analysis that no documentation exists, but a program is legally required, WSPS will create the new documentation.

2. **Workplace Harassment & Violence Assessments:**
   We will be utilizing the criteria specified in the new Workplace Harassment & Violence Prevention Regulations SOR/2020-130 standard. With the guidance of the Project Team, WSPS will facilitate several harassment and violence prevention risk assessment focus group type sessions/virtual meetings with senior leaders and other key stakeholders of the respective organization/First Nations.

The goal of these sessions is twofold:

- To identify/update factors contributing to harassment and violence in the workplace; and
- To identify assessment resources required and places to visit for onsite (or through virtual means) verification activities (who to interview, what jobs to visit, etc.).

3.Written Reports (Harassment & Violence Program Gap Analysis, Program Development & Assessments):

Under the direction of the SFNS Project Team, the WSPS consultant(s) will review the existing documentation and information gathered through the gap analysis and assessment phases. This information will be used to supplement the existing program as well as to develop written reports for each of the three organizations. The reports will identify:

a. Areas of legislative compliance or non-compliance and/or areas where SFNS/MDN/CKSP's written Workplace Harassment & Violence program was either revised or newly created;
b. Factors that contribute to workplace harassment and violence;
c. Strengths and opportunities for improvement in reducing harassment and violence related risks; and,
d. Suggestions for additional preventive measures that may be required.

4.Presentation of Finding:

WSPS agrees to develop customized high-level presentations for SFNS, MDN and KSPFN. Where appropriate, these presentations will be delivered to the following audiences:

a. Southern First Nations Secretariat (overall findings)
b. Chief and Councils and Senior Staff (MDN and KSFNP only)
c. Staff Presentations to SFNS, MDN and KSPFN
d. Health & Safety Committee presentations to SFNS, MDN and KSPFN
e. First Nations Representatives of SFNS not participating in this project (will present overall findings to share best practices)

WSPS has worked extensively with First Nations and is a world leader in workplace mental health and COVID-19 risk mitigation. They are part of Ontario's Health & Safety system, have a reputation for working closely with its federal partners, and, as a not for profit, they operate on a strict cost recovery basis.

Next Steps

Project activities began in April 2022 with a target to have work complete by early 2023. The Project Team members are Deborah Antone, MDN; Michele Snake, MDN; Melissa O'Quinn, KSPFN; Alyson Smith, WSPS; Paul Mansfield, WSPS; Lori Fisher, SFNS and Jennifer Whiteye, SFNS. The Project Team meets bi-weekly to share any updates and to discuss next steps. We look forward to providing a full report in the 2022-2023 Annual Review.

LDCC First Nation Health Policy Update

Background

The First Nation Health Declaration and Policy were developed in response to Bill 74, The People's Health Care Act (2019) which was developed and enacted without formal consultation with First Nation communities. This act outlines the creation of a new health authority (Ontario Health) which required the dissolution and consolidation of various health agencies (LHINs, Cancer Care Ontario, and eHealth) into one agency. This legislation also sets out the creation of local health teams to be a single point of health care contact for patients. Without First Nations involvement or consultation in these changes, it has required communities to have to be in a state of response particularly as:

Ontario's health transformation began and continues to have limited regard for its impact on First Nation communities and their unique status, namely:

Ontario Health Team model assumes the existence of established/ equitable relationships between providers and First Nations	**Limited accountability or shared governance models currently exist between providers and First Nation communities**	**The transformation process has provided little or no opportunity for consultation with First Nation communities**

The London District Chiefs Council developed a **First Nations Declaration on Health** and endorsed the creation of the **Health Policy** to safeguard for First Nation inherent rights during this crucial transformation

The Policy is intended to inform health care providers of First Nations' rights, history, consultation expectations, and the First Nations Health Care and Coordination Model. The goal of the First Nation Health Declaration and Policy is to promote relationship building between health care providers and First Nations to collaboratively improve:

- Health outcomes for First Nation patients/ communities
- Access to services and traditional healing services
- Culturally safe care practices

Project Plan

The Southern First Nation Secretariat has been managing and overseeing the creation of the First Nation Health Policy from its inception. The development of the Policy has been undertaken in the following stages:

1. Project Scope
2. Research and Drafting of the Policy
3. Leadership Review
4. Educational Resources

LDCC First Nation Health Policy Update

A Year in Summary

The past year work has been focused on completing the content of the Policy and obtaining community input. The hope was to have a final version of the Policy including the Settler Land Acknowledgement completed before the summer of 2021. Unfortunately, the researcher hired to source the local treaty information for the Settler Land Acknowledgment had limited access to libraries or academic institutions due to COVID-19 restrictions delaying the compilation of research until the Fall of 2021.

Review Sessions

Six policy review sessions were held on September 22, 2021, September 28, 2021, October 5, 2021, October 12, 2021, October 19, 2021, and November 29, 2021 to thoroughly review the content of the Policy and to gather feedback and input. Appointed representatives from Oneida Nation of the Thames, Munsee-Delaware Nation, Chippewas of the Thames, Aamjiwnaang, Kettle and Stony Point, Caldwell, Delaware Nation, Walpole Island and members from the Niishdaa Youth Council participated in these sessions. Two additional sessions were held with the Niishdaa Youth Council (December 13, 2021) and Chief Sayers (December 10, 2021) to gather their unique perspectives on the Policy. All edits and revisions provided during the review sessions were completed in January 2022.

Cultural Connections

Participants reinforced through the review session that the Policy is more than a reference document, rather, it is a directional guide for reframing the dialogue and relationship with health care providers principled in the spirit and intent of the original treaties. It was also mentioned during these sessions that the cultural foundations of the communities are a critical and distinguishing feature that needs to be incorporated into the First Nation Health Declaration and Policy. Particularly, it was suggested that the Declaration should be translated into the LDCC communities' traditional languages to connect the words of the Policy to the spiritual identity of communities. Additionally, it has been requested once the Policy has been approved or endorsed by the LDCC Chief & Councils that a ceremony be undertaken to recognize the work of all the people and knowledge keepers who helped to develop the Declaration and the Policy. It is anticipated that the ceremony will be conducted prior to the Policy being formally released and shared with health care providers.

LDCC First Nation Health Policy Update

Community Presentations

Beginning in February 2022, requests were made of the First Nation Health Directors to begin scheduling presentations of the Policy with health staff, committees and Chief and Council. To aid in the scheduling process a briefing note, one-page background, a copy of the full draft policy, and high-level presentation of the Policy was shared with the First Nation Health Directors for distribution.

To date, presentations of the Policy have been provided to:

- Aamjiwnaang Health Committee (March 1, 2022) and to Chief and Council (May 9, 2022)
- Kettle and Stony Point Chief and Council (April 4, 2022)
- Oneida Health Staff (April 11, 2022)
- Munsee Delaware Nation Chief and Council (April 25, 2022)
- We are currently awaiting presentations to the remaining LDCC Chief & Councils. Our goal is for all presentations to be completed by the fall of 2022.

Policy Development

Over the past year, various meetings have been held to coordinate and/or communication the development of the Policy, including:

- Four meetings (August 4, 2021, August 26, 2021, September 27, 2021, and April 29, 2022) with the Technical Team (mainly composed of First Nation Health Directors) were held in addition to the six community review sessions.
- Eight meetings were held with the Southwest and Erie St. Clair Indigenous Health Committees to provide updates on the Policy and Land Acknowledgement.
- Annual report presentation to the SFNS Annual General Assembly (July 28, 2021).
- Sourcing and hiring a treaty researcher. Regular meetings to review research findings.
- Sourcing and hiring a graphic designer to format the Policy for improved readability and visual interest. Graphic design work to be completed by end of summer 2022.
- Monthly meetings between the consultant and the Southern First Nation Secretariat Executive Director to prepare and plan for meetings, presentations, and correspondence to communities and providers.

Correspondence

- Development of a recruitment flyer that the Technical Team could use to find suitable volunteer to sit on the Policy review committee.

LDCC First Nation Health Policy Update

- Preparation and development of a proposal (November 10, 2021) to support the formal implementation of the Policy focusing on translation of the Declaration into the traditional languages of the communities and development of training materials for health care providers. The proposal was submitted to the Anti-Racism and Anti-Hate grant but had not selected as part of the first round of grants. However, the proposal submission had been included for consideration in the second round of grants.
- Creation of a Policy synopsis (February 6, 2022) to directly outline the connection between the Policy to patient care. Synopsis shared with the London District Chiefs Council.
- Speaking notes for the London District Chiefs Council (March 28, 2022) to prepare for meeting with Ministry of Health Staff (Jillian Paul) outlining concerns with the health care transformation and the development of Ontario Health Teams.
- Development of two Policy overview presentations for health care providers (longer version March 31, 2021) and for Chief and Councils (shorter version April 1, 2022).
- A Call for Health Reform (April 20, 2022) letter to health care providers emphasizing the importance of improving First Nation patient experiences as a way of addressing systemic/discrimination towards First Nations patients and encouraging the adoption of the Declaration and Policy.
- Policy Update summarizing Policy progress from July 2021 - April 2022 provided to the Technical Team (April 26, 2022).

Policy Promotion

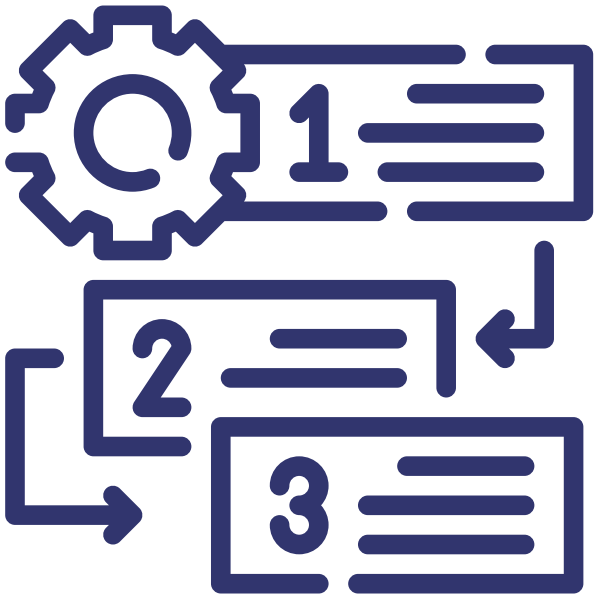
As part of the policy pre-implementation efforts, meetings and/or presentations have been held with various health care providers and leaders, including:

- Thames Valley Family Health Team (October 21, 2022)
- London Middlesex Ontario Health Team Lead (July 9, 2021, July 14, 2021, August 19, 2021 September 24, 2021, and November 4, 2021)
- Canadian Mental Health Association Lambton-Kent (August 20, 2021)
- Indigenous Cancer Care Team (April 13, 2022)
- Sarnia-Lambton Ontario Health Team (February 15, 2022)
- Chatham-Kent Ontario Health Team (July 15, 2021)
- Four meetings with the London Health Sciences Indigenous Care Team (October 7, 2021, January 31, 2022, March 11, 2021, April 25, 2022)
- Southern First Nation Secretariat Staff (April 22, 2022)

LDCC First Nation Health Policy Update

With the assistance of First Nation Health Staff and health care allies there is an increasing awareness of the Policy by health care providers. Health care providers are being encouraged to embrace the Policy as a foundation to building positive and cooperative working relationships with local First Nation communities. Further, there has been early discussion about sharing the Policy with senior health leaders within Ontario Health as a First Nation engagement model for Ontario Health Teams in Southwestern Ontario.

Next Steps



With the increased attention and guidance being given to the health care providers to develop working relationships with First Nations there is likely going to be increased demands on the First Nation Health Directors to respond to inquiries about the Policy or begin a consultation process. Prior to the release of the Policy, it is recommended that initial planning sessions be arranged to discuss:

- Development of communication processes and defined roles and responsibilities between the First Nation Health Directors and the Southern First Nation Secretariat.
- Determination of First Nation consultation processes for health care providers.
- Identify First Nation resourcing/supports needed to prepare for the implementation of the Policy.
- Establish processes between the First Nation Health Directors, Southern First Nation Secretariat, and Indigenous Health Planning committees to ensure clear and consistent messaging and communications.
- Prepare for the implementation of the First Nation Care and Coordination Model.

2nd Annual LDCC Golf Tournament

Southern First Nations Secretariat hosted the 2nd Annual LDCC Golf Tournament Benefiting Regional Youth Initiatives at the Deer Run Golf Course on September 24, 2021. The tournament was run as a 4-person scramble with men's, women's, and mixed division. Due to COVID-19 precautions and planning committee's desire to limit contact, there was no raffles for extra fundraising - only the sale of preordered mulligans at $5.00 each. We had 105 golfers in attendance and raised a total of $1372.00

Tournament Results

Best Scores

Men's Division:

Three Fires
Chris Plain
Carmen Rogers
Mike Jackson
Heath Kicknosway

Women's Division:

Noahs
Mel Noah
Joanna Noah
Janice Noah
Renee Noah

Mixed Division:

9Tee9 Problems
Jamie Doxtator
Trina McGahey
Willard Williams
Mark Lefevre

Contest Results

Closest to the Pin Doe 3:

Dan Smith
Waaseyaabinokwe

Closest to the Pin Fawn 8:

Heath Kicknosway
Lorraine Elijah

Longest Drive Buck 8:

Charlie Nicholas
Lorraine Elijah

Longest Drive Fawn 6:

Josh Noah
Leah Rogers

Thank You

to all of the participants and our sponsors!