



Southern First Nations Secretariat



Annual Review

Welcome to the 2016-17 Annual Review



Message from the Chairman

It has been another year, and we find ourselves moving forward in a good direction. This past year we have more meetings with the London District Chief Council (LDCC). We have done some strategic planning with their input. This is how the Southern First Nation Secretariat (SFNS) worked years ago. I personally have always wanted input from the LDCC, and this year it happened.

We the Board of Directors welcome input from Jennifer's Team Members. They are the backbone of the operation. I am always grateful for the work they do to make things happen seamlessly. I am happy to report the communities are quite eager to have BBQ's and information sharing at the community level.

As I have mentioned numerous times the LDCC is always welcome to attend any workshops, and more than welcome to attend any of the SFNS's board meetings.

In closing, I want to say a big *chi-miigwech* to Jennifer and her Team.

Lonnie Dodge
Chairman of the Board of Directors

Executive Director's Message

The 2016-2017 fiscal year has been a busy year for SFNS to say the least. Our successes over the year were made possible with the dedication of the entire SFNS staff and with the support of the Board of Directors and London District Chiefs Council.

Good governance was at the forefront of SFNS' capacity development work this year. In response to requests from our member First Nations, SFNS initiated a Strong Leadership through Strong Governance training series. With several Chiefs, Councillors, and First Nation staff in attendance, we hosted our first session entitled "Good Governance for Indigenous Boards and Councils".

The theme of strong governance also resonated through the joint efforts of the Board of Directors and LDCC who met in February of 2017 to discuss strategic planning. The work done independently by the SFNS and LDCC was reviewed and the creation of a framework for advancing collaborative themes began. The message was loud and clear that our joint efforts should focus on continuous improvement within the organization and for the betterment of our member First Nations, strong and transparent communication with all stakeholders, and to actively engage our youth population. With these principles in hand, SFNS continued to move forward confidently.

Stakeholder communication continued to be an organizational priority for SFNS. Twelve new editions of our eNewsletter were published which allowed all of our departments an opportunity to share current and relevant news and information. We saw our subscriber list continue to grow and were encouraged by an increase in member First Nations and other organizations who submitted articles to be included in our publication. If you have not had an opportunity to see our eNewsletter, please take a moment to join our mailing list by visiting our webpage and clicking on the subscription link.

At SFNS, we will continue to grow and respond to the ever-changing needs of our member First Nations to ensure that our programs and services are relevant today and in the future. Our resiliency is evident within this edition of the Annual Review where you will catch a glimpse of the exciting projects and results associated with the suite of programs and services that have been offered to our member First Nations. As a result, I am pleased to present the 2016-2017 Annual Review to our readership.

I hope that you enjoy this publication and are as enthusiastic as I am about the future of SFNS!

Jennifer Whiteye
Executive Director



Board of Directors

2016-2017

SFNS is run by a Board of Directors, with one member appointed by BCR from each member First Nation.



VISION

Southern First Nations Secretariat's commitment is to bridge programs and services based on common interests and needs achieved through collaborative relationships and partnerships.

MISSION

The Southern First Nations Secretariat is a transparent, consistent, and resourceful organization which is entrusted to address gaps identified by its member First Nations. SFNS efficiently delivers quality programs and services for enriched communities while respecting the diversity of our culture, our values, and our traditions.

GUIDING PRINCIPLES

Southern First Nations Secretariat is an organization that respects equality and diversity in the services it provides.

At SFNS we strive for excellence in all that we do and are accountable to those we serve.

Technical Services Department

Providing quality service in five key areas

The Technical Services Department of the Southern First Nations Secretariat (SFNS) consists of three full-time staff members. Support services were provided by administration staff as needed. During the spring and summer of 2016, the Department employed a student to assist with administrative duties and other tasks.

Key Areas of Service

1. Housing Inspection & Other Technical Advisory Services
2. Construction & Capital Planning
3. Training
4. Architectural Concept Drawings & Geographical Information System (GIS)
5. Annual Reports

How we improve

Our Technical Housing Advisor continues to update his knowledge by attending building code training courses, home maintenance courses, conferences and tradeshow.

The Department Manager is an active member of the Ontario First Nations Technical Services Corporation (OFNTSC) Board of Directors and Executive Committee. He attends these meetings to ensure SFNS's member First Nations have a strong voice in technical matters.

Most importantly, feedback we receive from our member First Nations allows us to seek ways to improve within our key areas of service.

What we do in the areas of service

- Inspections provided to our member First Nations through all phases of new construction and renovations of homes including preparing scopes of work, estimates and reviewing contractor's quotations to housing departments and homeowners.
- Provide advice on existing homes requiring renovations.
- Provide advice to Housing Departments on innovative construction materials, building code information, design, heating and ventilating, structural, etc.
- Provide advice to homeowners on the operation and maintenance of their homes.
- Prepare terms of reference for projects.
- Evaluate engineering/construction tenders/ proposals.
- Provide technical advice as a member of the project team.
- Architectural concept drawings for new house and building construction and renovations.
- Provide standardized architectural concept drawings for several house models as potential options.
- Prepare drawings for handicap ramps and utility layouts.
- Utilize GIS data for Canadian Environmental Assessment Agency (CEAA) environmental screening assessments.
- Share and present GIS data and mapping with other First Nations to support community planning.
- Update the GIS database by adding new features in accordance with standard formats and procedures.
- Coordinate data in the GIS database with the existing First Nation catalogued data.



Technical Services

2016-2017 Highlights & Accomplishments In Our Nations

A new small packaged water treatment plant & water distribution system for a member community.

A new water tower and expansion of an existing water distribution system.

A feasibility study for a new school or addition to an existing school.

Inspections included a road project, school roof, community centre, and public works building addition.

Asset Condition Reporting System (ACRS) reports completed.

Screened & interviewed candidates for several technical positions for member Nations.

Assessed the water & wastewater needs for four member Nations.

Coordinated the use of a \$14,200 training subsidy for our water/wastewater system operators.

Coordinated various training for ten participants from our member First Nations.

Coordinated two First Nation participants to attend OFNTSC's Emergency Response Plan training.

Assisted three member Nations with the annual FNIIP.

Assisted four member Nations in completing the Community Infrastructure & Housing Annual Report.

Assisted three member Nations in completing the Capital Projects Report.

LDCC ASETS

Aboriginal Skills & Employment Training Strategy

The Aboriginal Skills and Employment Training Strategy is the Federal government's successor strategy to the Aboriginal Human Resource Development Agreement (AHRDA). For over 20 years, First Nation members have counted on ASETS in their region to provide training, education, skill development, and employment opportunities.

ASETS came into effect on October 1, 2010 and expired March 31, 2015. We were granted our third one-year extension, bringing our expiry date to March 31, 2018.

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

- Aamjiwnaang First Nation
- Caldwell First Nation
- Chippewas of the Thames First Nation
- Chippewas of Kettle & Stony Point First Nation
- Delaware Nation – Moravian of the Thames
- Munsee-Delaware Nation

The LDCC ASETA department is responsible for overseeing the activities of the Sub-Agreement holders and ensuring that activities comply with the strategy/agreement. We provide support to each member Nation to ensure efficient and effective programming.

NINE PROGRAMS TO ASSIST CLIENTS

Aboriginal Skills
Training Option

Aboriginal
Employee Skills
Enhancement

Aboriginal Job
Creation
Partnership

Aboriginal Labour
Force Promotion
Option

Aboriginal Business
Incentive Program

Aboriginal Summer
Student
Employment

Aboriginal New
Start Program

Aboriginal Child
Support Initiative

Aboriginal
Community
Development
Program

LDCC ASETA

2016-17 Service Results

Over the last year, there were 503 clients served within our six member communities. 237 of these interventions resulted in employment/self-employment and 159 resulted in a client returning to school. These results are a reflection of the dedication of every E&T staff.



MINIMUM LEVELS OF SERVICE

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.

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. Once this is completed the Employment and Training Counsellor would determine which employability dimension to start the client intervention in: Career Decision Making, Skills Enhancement, Job Search, and Employment Maintenance. The client's Employment Action Plan determines what training program is suitable.

Finance Department

Providing support to member First Nations and SFNS Departments

MAJOR RESPONSIBILITIES

- Ensure money flows efficiently from funders through to member First Nations, Post-Secondary institutions and students, employees, and suppliers.
- Work with department managers and propose budgets for review by the Finance Committee and Board of Directors.
- Prepare quarterly financial reports for review by the Finance Committee and presentation to the Board of Directors.
- Through the Finance Committee (members listed below), ensure funds are invested appropriately.
- Annual audit preparation.

FINANCE COMMITTEE MEMBERS

Darlene Whitecalf - Chair

Jennifer Whiteye - Executive Director

Norman Thomas - Finance Administrator

WHAT WE DO

In addition to daily duties at SFNS, the Finance department continues to provide support to member First Nations. As in past years, SFNS has provided 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.

The program departments draft budgets, which are assembled by the Finance Department for a subsequent review by the Finance Committee, and presentation to the Board for final approval. As the year progresses, quarterly financial reports are prepared, with particular attention paid to the variance from budget. These important quarterly reports are finalized by the Finance Committee and presented to the Board for review.

SFNS has an ongoing Financial Services contract with a major First Nations Health Organization. The relationship continues to evolve and has proven to be beneficial for both parties.

ANNUAL AUDIT

The 2016-2017 Audit was completed by BDO Sarnia (previously Hazlitt, Steeves, Harris & Dunn). As expected, the audit ran smoothly and we are pleased with the results. The audit report is consolidated with our for-profit company, 2047353 Ontario Inc., according to International Financial Reporting Standards (IFRS) requirements. We are proud to present to you the findings of this year's review.

INDEPENDENT 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 Department.



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BDO Canada LLP
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Independent Auditor's Report

To the Members of
Southern First Nations Secretariat

We have audited the accompanying consolidated financial statements of Southern First Nations Secretariat which comprise the consolidated statement of financial position as at March 31, 2017 and the consolidated statement of revenue and expenditure, changes in members' equity, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector accounting standards for not-for-profit organizations and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of Southern First Nations Secretariat as at March 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector accounting standards for not-for-profit organizations. The financial statements of Southern First Nations Secretariat for the year-ended March 31, 2016 were audited by the firm Hazlitt Steeves Harris Dunn LLP whose practice now operates under BDO Canada LLP and who expressed an unqualified opinion on July 8, 2016.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Sarnia, Ontario
July 13, 2017

Consolidated Financial Statements

Financial Position & Statement of Revenue and Expenditure

SOUTHERN FIRST NATIONS SECRETARIAT

Consolidated Statement of Financial Position

As at March 31, 2017

	2017	2016
FINANCIAL ASSETS		
Cash	\$ 418,230	\$ 84,729
Short-term investments	2,058,216	2,317,640
Accounts receivable (Note 4)	80,239	46,208
	<u>2,556,685</u>	<u>2,448,577</u>
LIABILITIES		
Accounts payable and accrued charges	1,089,308	771,957
Deferred revenues (Note 5)	532,648	777,302
	<u>1,621,956</u>	<u>1,549,259</u>
CONTINGENT LIABILITY (Note 6)		
NET FINANCIAL ASSETS	<u>934,729</u>	<u>899,318</u>
NON-FINANCIAL ASSETS		
Tangible (capital) assets (Note 7)	4,339	9,139
Prepaid assets	313,759	309,632
	<u>318,098</u>	<u>318,771</u>
MEMBERS' EQUITY	<u>\$ 1,252,827</u>	<u>\$ 1,209,149</u>

APPROVED BY THE BOARD

 Director
 Director

STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position is also known as the Balance Sheet and provides a cumulative snapshot of the assets, liabilities, and members' equity of SFNS.



Jennifer Whiteye & Darlene Whitecalf

STATEMENT OF REVENUE AND EXPENDITURES

The Statement of Revenue and Expenditures is also known as the Income Statement and provides a summary of all departments and activities during the year that have resulted in revenues and corresponding expenditures.

SOUTHERN FIRST NATIONS SECRETARIAT

Consolidated Statement of Revenue and Expenditure

For the year ended March 31, 2017

	2017 Budget	2017 Actual	2016 Actual
REVENUE			
Deferred revenue, beginning of year	\$ 22,224	\$ 777,302	\$ 551,364
Administration	57,500	72,434	75,398
Board contribution - Schedule 2	10,000	14,117	47,656
Canada Mortgage and Housing Corporation	8,000	5,732	4,101
Employment and Social Development Canada	2,132,981	2,228,199	2,132,981
Ministry of Employment Workforce Development	-	91,000	-
Indigenous and Northern Affairs Canada	8,719,346	8,739,070	8,440,534
Interest	30,000	46,369	34,552
Legal Aid Ontario	10,000	10,000	10,000
Other	10,000	12,938	5,803
Rental	36,900	36,900	232,795
Sunco	50,000	50,000	-
Deferred revenue, end of year	-	(532,648)	(777,302)
	<u>11,086,951</u>	<u>11,551,413</u>	<u>10,757,882</u>
EXPENDITURE			
First Nations post-secondary program - Schedule 1	7,100,882	7,425,634	6,824,758
Administration - Schedule 2	1,733,331	1,631,127	1,650,312
Asset condition reporting system - Schedule 3	79,376	87,313	-
Aboriginal Skills and Employment Training Strategy - Central unit - Schedule 4	2,132,981	2,272,810	2,132,981
First Nations forestry training - Schedule 5	-	-	45,754
Summer work experience - Schedule 6	-	18,434	16,221
First Nations water training - Schedule 7	20,000	20,000	20,000
Roster conflict resolution - Schedule 8	30,000	13,289	11,766
First Nations skills link - Schedule 9	20,481	39,128	-
	<u>11,117,051</u>	<u>11,507,735</u>	<u>10,701,792</u>
EXCESS OF REVENUE OVER EXPENDITURE (EXPENDITURE OVER REVENUE)	<u>\$ (30,100)</u>	<u>\$ 43,678</u>	<u>\$ 56,090</u>

LOOKING AHEAD

The Finance team is confident that the year ahead will be one of continuous support and services to member First Nations.

Capacity Development

Helping member First Nations build on strong foundations

Throughout the last fiscal year, SFNS has focused on providing quality capacity development workshops, training and information sessions that meet the needs of our member First Nations.

With the support of the Aboriginal Economic Development Fund through Tecumseh Community Development Corporation, SFNS was able to pilot a Proposal Writer position. This one-year pilot is in effect from September 2016 to September 2017.

Having a Proposal Writer on staff was a valuable contribution to SFNS initiatives in the Capacity development field. This was mainly due to research done on appropriate funding sources and the writing of proposals on behalf of the organization to secure additional funding.

We are pleased to provide information on the following Capacity Development Initiatives that were achieved in the 2016-2017 fiscal year, below.

Dispute Resolution Support - Mediation Services

- Partnership with Legal Aid Ontario
- \$20,000 over two years
- Hosted Intermediate & Advanced Training Sessions
- Twelve participants received Advanced Certification
- Six Roster Members secured

"Strong Leadership Through Strong Governance" Training Series

- Targeted at First Nation leadership (Chiefs, Councils, Directors of Operation/Band Administrators)
- Hosted Good Governance for Indigenous Boards & Councils
- Three additional sessions to be hosted in the 2017-18 Fiscal include:
 - Ethical Decision Making & Collaborative Communication
 - How Government Works
 - Strategic Planning in First Nation Communities

Other Capacity Development Workshops & Information Sessions

- Hosted a Legal Aid Ontario Regional Information Session
- Hosted a Performance Measurement Workshop facilitated by OMAFRA
- Hosted an Information Session facilitated by the Canadian Executive Services Organization (CESO)

Online Resources Available for Member First Nations

- SFNS purchased online resources for member First Nations to access with the support of our trained Proposal Writer. Benefits of using these services include targeting the right audience, knowing the right amount to ask for, and writing skills.
- Foundation Search is an online database which highlights essential information for over 10,000 Canadian Foundations
- Big Online contains funding information on foundations, corporations, and matching programs, as well as writing tools and client support to help maximize the benefits.

Economic Development

Regional Economic Leakage Study

How much do we spend and where do we spend it?

PURPOSE

The purpose of the Regional Economic Leakage Study is to help determine how much member First Nations' governments spend outside of their communities, and how to recapture it in order to enhance their economies and well-being.

Identifying leakage allows communities to:

- Develop strategies to share costs, resources, and services.
- Enhance local First Nations' procurement and employment.
- Develop and grow local First Nations' businesses targeted to meet market needs.
- Create programs to educate and train community members for local opportunities.



AREAS OF HIGH LEAKAGE

- Construction
- Telecommunications & IT
- Legal
- Accounting
- Consulting

POSSIBLE REASONS

- Cost of Equipment/Technology
- Specialized Skill Set
- Close Proximity to Urban Center
- Average Transaction costs 3x as much externally

YOUTH ASSET MAPPING

Youth Asset Mapping Training was a valuable component of the project, which took place in December of 2016, with participation from fourteen youth representing five member First Nations. On the second day of the session, four Elders/Knowledge Keepers representing four of the seven communities participated in the session held at the SFNS office.

SFNS will conduct Phase 3*, which will include the development of:

1. An online economic development toolkit.
2. A regional strategic action plan.

* Activities not completed within Phase 2 (due to short timeframe remaining after approval) will be 2017-2018 priorities.

SFNS and/or member Nations may choose to pursue a Phase 4, which would focus on business and/or household leakage.

PHASE 1

SFNS received funding late in the 2015-2016 fiscal year through INAC's Lands and Economic Development Service Program (LEDSP) to complete Phase 1, which focused on the completion of a Scoping Study.

Phase 1 was completed between January and May of 2016 in collaboration with our seven member First Nations. The resulting Scoping Study proposed a design for the Leakage Project, including a research framework, report outline, and next steps.

PHASE 2

Phase Two of the Regional Economic Leakage Study received funding approval in October of 2016, also through LEDSP. Phase Two of this project included conducting the actual Economic Leakage Study, based on the Scoping Study.



Post-Secondary Department

Servicing Aamjiwnaang First Nation, Caldwell First Nation, Chippewas of Kettle & Stony Point First Nation, Munsee-Delaware Nation, and Oneida Nation of the Thames

150
Male



333
Female

483
Funded
Students

The Post-Secondary department had a very successful 2016-2017. With four education counsellors, an Executive Assistant, an administrative support clerk, and a funded mentored student (six months), the staff was able to carry out quality and effective day-to-day activities for member First Nations and funded students.

These statistics highlight information on funded students and are inclusive of the Nations listed above.

Where Are We Studying?

428

- Ontario

27

- Other Provinces

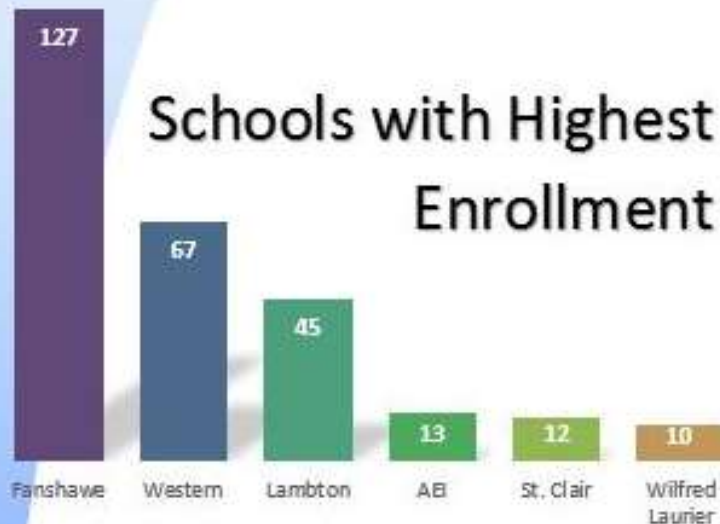
27

- USA

1

- Europe

Schools with Highest Enrollment



Top 5 Programs



Level of Study





Congratulations

to all graduates

(BASED ON GRADES SUBMITTED)

CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

Dale Bressette – Chemical Production
Engineering Technology, Lambton College

Dalton Bressette – Contemporary Law
Lambton College

Ember Chapdelaine – BA Journalism
University of Western Ontario

Shania Cloud – BA Criminology
Wilfrid Laurier University

Brooke George – Early Childhood Education from
Fanshawe College

Jason Wayne George – General Arts & Science
Lambton College

Kimberly George – Early Childhood Education
Lambton College

Letitia Greenbird – Early Childhood Education
Fanshawe College

Tamara Henry – Psychology
Carleton University

Shannon Jackson – Police Foundations from
Lambton College

William Milliken-Wentz – Golf Course Mgmt.
Fanshawe College

Carolyn Jane Manning – MA Education
University of Western Ontario

Michael Wilczynski – BA Business
Wayne State University

Alyssa Wolfe – TV Broadcasting
Fanshawe College

MUNSEE-DELAWARE NATION

Shawna Rose Barratt – Office Administration
Fanshawe College

Marley Fisher – BA Nutrition
Brescia University College

Katrina Richter – BA Psychology
Wilfrid Laurier University

AAMJIWNAANG FIRST NATION

Cara Ashley Adams – BA Mathematics
University of Western Ontario

Lauren Jewell – Emergency Telecommunications
Fanshawe College

Patrick Nahmabin – Business Admin. Resources
Fanshawe College

Angel Pedlar – General Arts & Science
Fanshawe College

Kierstynn Pettit – BA Biotechnology
Mohawk College

Timothy Pickett – BA Engineering
University of Ottawa

Carrie Plain – Recreation and Leisure
Algonquin College

Nicholas Rising – BA Psychology
Kwantlen University College

Nimki-Waasmokewe Walker – Game Programming
Fanshawe College

CALDWELL FIRST NATION

Matthew Watson – MA Science
University of Western Ontario

ONEIDA NATION OF THE THAMES

Bobbi Faye Antone – Early Childhood Education
Fanshawe College

Fredrick Blaisdell – BA Biology
Cornell University

Wanda Marie Cornelius – Classroom Assistant
Nipissing University

Kristy Dockstader – MA Medical Immunology
University of British Columbia

Michael William Dockstader – BA Law
University of Toronto

Joseph Alcide Dostator – Police Foundations
Fanshawe College

ONEIDA NATION OF THE THAMES

Angela Elijah – BA First Nation Studies
University of Western Ontario

Christopher George – Travel and Tourism
Seneca College

Hailey Greene – Emergency Telecommunications
Fanshawe College

Ashley Nicole Hill – BA Law-Articling
University of Toronto

Marshall Hill – MA Theory and Criticism
University of Western Ontario

Dakota Ireland – BA Sociology
University of Western Ontario

Brianne John – BA Psychology
University of Windsor

Anthony Johns – Film Production
Fanshawe College

Sandra Juutilainen – PHD Health Studies
University of Oula

Sonja Marsh – MA Counselling
University of Victoria

Lori Nicolas – BA Social Sciences
University of Western Ontario

Abi North – Graphic Design
Fanshawe College

Melissa Patriquin – MA Social Work
Wilfrid Laurier University

Christi-Ann Poulette – BA Nursing
Laurentian University of Sudbury

Kaitlyn Sherwood – BA
Guelph University

Derek Stacey – General Arts & Science
Fanshawe College

Terrilyn Summers – BA Education
State University of New York in Buffalo

Erin Walzak – BA Life Science
Arizona State University

Administration

Providing support to member First Nations and SFNS Departments

SFNS MANDATE

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

1. Post-Secondary Funding & Support Services
2. Technical Services
3. Employment & Training Support Services
4. Economic & Capacity Development
5. Financial Advisory Services

Support services to the member First Nations and SFNS Departments includes a range of daily activities from reception services, document support systems and IT support to coordinating meetings and special events. Additionally, providing administrative support to the Board of Directors and the LDCC in planning and carrying out meeting logistics, ensuring quorum is met for meetings, recording meeting minutes, and direct communication through Chiefs, Councils, Council Secretaries, and Band Administrators/Directors 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.

Monthly eNewsletter Subscribers



COMMUNICATION

SFNS continually strives to improve communications to member First Nations through various means, including monthly eNewsletter releases, the SFNS website, Facebook, and Twitter.

Each month, our eNewsletter includes updated program and event information, job postings, Post-Secondary student and youth highlights, news stories from our member First Nations, and much more.

The SFNS website is updated on a regular basis and contains relevant information for our member First Nations. It also contains an online portal for applying for Post-Secondary funding.

Many First Nations, First Nation organizations, businesses, and Post-Secondary institutions have reached out to us in order to share news or information with our member First Nations through these platforms.



Administration Department

keeping you connected

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.



ON-GOING ACTIVITIES

Administration provided support to the Executive Director by arranging meetings or events as set out by the Organizational Priorities and Work Plan for 2016-2017 Fiscal Year.

The SFNS Board of Directors met on a monthly basis (alternating months for regular meetings and Strategic Planning) and the LDCC met on a monthly basis.

Several training sessions and events took place in the 2016-17 fiscal year, in which the Administration Department played a direct role in coordination. These events included:

- Six BBQ/Information Sessions in member First Nations
- Intermediate & Advanced Mediation Training
- Legal Aid Ontario Information Session
- CESO Information Session
- Performance Measurement Workshop
- Good Governance Training

Marketing, registration, and follow-up was carried out through the Administration Department in order to maximize participation, obtain feedback, and make improvements for the future.



Board of Directors Strategic Planning Session

STRATEGIC PLANNING

The Administration Department was instrumental in carrying out the Strategic Planning Sessions for both the Board of Directors and the LDCC, as well as joint Planning Sessions. Support was provided to facilitators in ensuring discussions were captured to reflect the visions and missions of Southern First Nations Secretariat as an organization, as well as the LDCC

SFNS developed its Guiding Principles and Mandate in the 2016-2017 Fiscal Year. .



Southern First Nations Secretariat

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Staff

Executive Director
Jennifer Whiteye

Administration	Finance	Technical Services	Post-Secondary			LDCC ASETA	Capacity & Economic Development	
Manager Executive Assistant Nikki Orosz	Finance Administrator Norman Thomas Natasha Montano	Manager Paul Schisler	Manager Natalie Fletcher			ASETA Director Janice Noah	Proposal Writer Vacant	
Janitorial Services Anita Huff	Finance Clerk Samantha Noah	Technical Housing Advisor Randy Dostator	Environmental GIS/CAD Technologist Tim Maness	Executive Assistant Tanya Antone	Post-Secondary Counselor Don Satter	Post-Secondary Counselor Jody Noah	Post-Secondary Counselor Stephanie Stone	Administrative Assistant Rain Dostator

As of July 21, 2017

Excludes short-term contracts and Summer Students.