

# governWISE Alliance

Ignite Action to Strengthen  
the Future



**governWISE**  
ALLIANCE





# Background

- Established in February 2021, the First Nations Financial Capacity Development Initiative, now known as "governWISE Alliance" is a division of Nokiiwin Tribal Council.
- Our **FREE services** are open to any of the 133 Ontario First Nations wanting to strengthen governance, build capacity and take control of their financial management and accountability systems.
- governWISE is funded by ISC, however we work on behalf of the First Nations we service.

*(Information gathered or obtained by governWISE Alliance while providing services to a Nation will not be shared with ISC or other parties without written consent).*



# Meet the Team



Shantelle Graham  
governWISE Manager



Jennifer Shaw  
Lead Finance Advisor



Katelyn Fletcher  
Curriculum Coordinator



Maddison Thomson  
Communications  
Coordinator



Peter Smith, CPA CA  
Finance Advisor



Dana Bridgeman Cross  
Human Resource Advisor



Lauren Williams  
Finance Advisor



Audrey Gilbeau  
Governance Advisor  
Nokiiwin Tribal Council



# 10 Core governance functions

1. Leadership
2. Membership
3. Planning & Risk Management
4. Community Involvement
5. Law Making
6. Financial Management
7. Human Resource Management
8. Information Management & IT
9. External Relations
10. Basic Administration

First Nation governance includes 10 core functions, the foundation upon which all other functions are built.

governWISE is currently actively working with over 65 Ontario First Nations in the various areas of governance, finance, human resources with many more accessing our free webinars.



# Events & Webinars

- governWISE Alliance delivers FREE, quick-hit webinars throughout the year. Training topics range from Finance, Finance software, Basic business communications and basic excel and MS office, financial literacy, conflict resolution and more!
- Our goal is to hold at least one large province wide workshop per year based on timely and relevant topics applicable to all Ontario First Nations.
- Webinar and workshop topics are based on suggestions of our membership and key-stakeholders.

## Recent Events

- Band Administration Fundamentals, Oct 22 – 24 2024, Winnipeg

## Upcoming Events

- The Journey Away from Lateral Violence – Winter, 2025, Thunder Bay



# Webinars

## Webinars – Recently Completed

- Sage 300 AP, Audit Prep
- HST/GST
- Introduction to Cybersecurity – 2 parts
- Personal & Corporate Taxes for First Nations
- Payroll Tax for First Nations
- Fire Season Tips
- Youth summer series

## Webinars – Upcoming

- Trauma Informed Workplace
- Roadmap to mental harm prevention
- Harnessing your Joint Health & Safety committees' greatness



# Resource Bank



- Our resource library continues to grow, here you will find training materials, tools and templates, videos from past workshops and more.
- If you don't see what you are looking for, don't hesitate to ask.
- We have also added a search bar to make it quick and easy for you to search by topic!



# Social Platforms & Mailing List

Follow us on Facebook,  
Instagram and LinkedIn



**governWISE Alliance**


60 likes • 91 followers

**Facebook**



governwisealliance

48 posts   42 followers   43 following

 [governwisealliance](#)

 [www.governwise.ca](http://www.governwise.ca) + 2

**Instagram**



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# Finance Support

1. Meet with Senior Management (Band Manager, Finance Manager) and Leadership to identify where your Community requires support.
2. Provide a targeted Capacity Development Program to finance staff, managers and Chief & Council to help improve financial reporting, accountability and transparency.
3. Provide training, assistance, assessments and support related to ISC reporting requirements to ensure funding continuity, and any other finance needs as identified.

Building capacity will assist in increased transparency and accountability amongst Leadership, staff and the community as a whole!



# Finance Support Steps

## DISCOVERY & INTAKE PROCESS

DISCOVERY & INTAKE PROCESS			
<b>INTRO</b>			
Introductory meeting held with Leadership via Zoom/Teams.  Briefing note will be prepared for presentation to Chief & Council, if required.  Letter of Comittment will be signed.  First Nation provides initial Discovery documents (ie. org chart or staff listing).	<b>IDENTIFY</b>		
	Discovery meeting held with Sr. Management team via Zoom/Teams; completion of an initial soft assessment.	<b>PLAN</b>	
	Questionnaires will be distributed to managers and program staff.	Workplan is developed based on findings, identified goals and support required and reviewed.	<b>EXECUTE</b>
	Identify goals and support required to meet the First Nation's goals.	Agreement is developed based on approved activities within the workplan.	
		Implement workplan and begin work on identified activities	Regular updates and progress reports are sent.



# Audit Preparation Support

1. Support and assistance throughout the audit process including: communications with leadership, liaison with your auditor, mentoring staff and training tailored to the needs of the First Nation.
2. Support and assistance in preparing and compiling audit working papers and reconciliations, with emphasis on ensuring understanding by your Finance team, while minimizing auditor involvement and time requirements.
3. Working together with your finance team and leadership to ensure a better understanding of the audit process and work to develop the framework to follow for future years.



# Human Resources Support

## Recruitment Support

- Provide draft job descriptions and job postings as reference guides
- Provide interview questions, onboarding checklists
- Salary guidance and sample grids aligning with industry standards
- Support the recruitment and retention strategy, ensure Indigenous talent is attracted and retained

## General Support

- Assessing and evaluating HR departments policies, procedures and practices,
- Developing or updating policies and procedures,
- Develop organizational charts, workplans and performance evaluation templates,
- Health & Safety resources and training,
- Assistance with Federal and Provincial legislation requirement and updates,
- Provide support and recommendations on employee relations and grievances,
- Support performance management with development of an evaluation tool.



# Governance Support

Support is provided through;

- Assessment and Strategic Planning,
- Policy Development and Legal Compliance,
- Capacity and Leadership Development,
- Community Engagement and Consultation,
- Council Planning and decision-making,
- Performance Evaluation and Accountability,
- Partnership building and advocacy





# Challenges and Solutions

First Nation challenges	governWISE solutions
<b>ISC reports overdue – resulting in funding halts.</b>	<ul style="list-style-type: none"><li>• Best Practices for ISC reporting training.</li><li>• Sorting tool to simplify.</li><li>• GCIMS portal access support/training</li><li>• Training, guidance, and support for department managers</li><li>• Conduit between First Nation and ISC to resolve, clarify missing reports and questions.</li></ul>
<b>DPMP Support</b>	<ul style="list-style-type: none"><li>• Developed de-escalation template sections (finance, governance, IT) to itemize priorities and costs.</li><li>• Ongoing capacity development webinars excel, SharePoint, MS teams, budgeting.</li><li>• Finance assistance and back-office support alongside RAAs, liaise with consultants for Sage software upgrades and training.</li><li>• Conduit between First Nation and ISC with ISC to identify priority needs, resolve questions/concerns.</li></ul>



<b>First Nation challenges</b>	<b>governWISE solutions</b>
<b>Year-end Audits</b>	<ul style="list-style-type: none"><li>• Assistance with audit preparation including working papers, and reconciliations.</li><li>• Liaise with with audit firm – mentor and train staff through back-office support.</li></ul>
<b>Emergency Management Support</b>	<ul style="list-style-type: none"><li>• Provided support during ISC Q&amp;A sessions with EMAP organizations.</li><li>• Liaise with ISC to clarify requirements, proposals, and reporting requirements on behalf of First Nations</li></ul>



# Customized Workshops

Customized Training is available for delivery onsite in your community or at an alternate location of your choice.

- Workplan Development
- Building a Budget
- Microsoft Excel (participants must have their own laptops)
- Lateral Violence
- Human Resources topics
- Governance topics
- Youth workshops: employment readiness and financial literacy





# Testimonials

I wanted to thank you for your sessions on HST/GST. We have realized we are not as familiar as we should be with this!

Finance Manager

Thank you for the presentation on ISC reporting. We have many overdue reports and hope you can help further assist our senior managers in getting caught up!

Executive Director

I wanted to thank you for delivering some helpful webinar! I appreciate they are geared toward the work done on a First Nation, it's nice to have this resource.

Executive Director

During the short time you were here the impact you had some of the staff was great! You enlightened them on where their program funding came from and what their obligation was to report on. Once again thank you and we look forward to working with you again!

Chief



# Miigwech



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