

PROGRAM

Wednesday, February 25

- noon to 6 pm **[Imperial Ballroom 5/7/9]**
Exhibitor set up
- 4 pm to 8 pm **[Ballroom Foyer]**
Registration
- 6 pm to 8 pm **[Imperial Ballroom 5/7/9]**
Opening Reception

Thursday, February 26

- 8 am **[Stephen Room]**
Sunrise Ceremony
- 8 am to 7 pm **[Imperial Ballroom Foyer]**
Registration
- 8 am to 9 am **[Imperial Ballroom 5/7/9]**
Continental Breakfast with Exhibitors

- 9 am to 10 am **[Imperial Ballroom 4/6/8]**
Prayer
 - Elder Tom Crane Bear, Siksika Nation

Welcome by Conference Co-Chairs:

- **Donna Morin, CAFM**, Financial Officer, Peter Ballantyne Child and Family Services Inc. and Chair, AFOA Canada
- **Romeo Crow Chief, CAFM**, President, AFOA Alberta and AFOA Canada Board Member

Introduction

- **Jason Goodstriker**, AFN Regional Chief, Alberta

Keynote Speaker

- **National Chief Phil Fontaine**, Assembly of First Nations

- 10 am to 10:30 am **[Imperial Ballroom 5/7/9 and Foyer]**
Networking Break

- 10:30 am to 12 pm **[Imperial Ballroom 4/6/8]**

Plenary - "Update on Legislation and Financial Institution Initiatives"

Legislation to create a First Nations Tax Commission, a First Nations Financial Management Board, a First Nations Statistics Institute and a First Nations Finance Authority has been stalled due to timing and changes in government leadership. The new leadership appears to be intent on approving legislation to support the First Nations Fiscal Institutions.

This plenary will provide an update and discuss potential impacts on those involved with financial management and administration in First Nations. How will they affect you? How will they affect your First Nation? What will these institutions do? How will these institutions help you manage your First Nation's resources? This plenary session will feature senior leaders of each of the four institutions and an opportunity for questions from the audience.

Moderator

- **Ernie Daniels, CAFM**, Incoming President and Chief Operating Officer, AFOA Canada

Speakers

- **Harold Calla, CAFM**, Advisory Panel Chair, First Nations Financial Management Board
- **Chief Strater Crowfoot**, Siksika First Nation, and Chair, Indian Taxation Advisory Board
- **Alfred Linklater**, Executive Director, First Nations Statistics
- **Deanna Hamilton**, President & Chief Executive Officer, First Nations Finance Authority

12 pm to 12:20 pm **[Imperial Ballroom 5/7/9 and Foyer]**
Refreshment Break

12:20 pm to 1:30 pm **[Imperial Ballroom 4/6/8]**
Luncheon
AFOA Ontario and AFOA Canada Memorandum of Understanding Signing Ceremony

1:30 pm to 4:30 pm **Concurrent Workshops**

Workshop A **[Imperial 2/3]**
“Effective Financial Management and Governance”
This workshop looks at how financial management, strategic planning and governance fit together. In order to effectively govern our communities, we must forge a strong relationship between financial management, planning and governance. How can the financial manager, Chief and Council develop the necessary relationships and what must happen? This workshop will review the roles and responsibilities of each and some of the better communications and policy practices that help the relationship grow. Participants will have an opportunity to review and discuss best practices, policies, and other "Toolbox" type assistance to support a strong relationship between financial management and governance.

Moderator

- **Don Connor**, Director of Business Development and Admissions, CGA-Alberta

Speakers

- **Chief Strater Crowfoot**, Siksika First Nation, and Chair, Indian Taxation Advisory Board
- **Charles Pratt**, Director, School of Business and Public Administration, First Nations University of Canada
- **Norman Brennand**, Field Manager, Indian and Northern Affairs Canada (INAC)

Workshop B **[Bannerman/Walker Room]**
“Understanding the Audit Process”
This workshop is for those that want to understand more about the annual audit or are considering improvements in the audit preparation process to reduce fees, timing or sharing information with the community. How can you make improvements? How does an audit work? What are your roles and responsibilities in an audit? How can you make the audit a successful process? How can you learn from the audit? The answers to these questions and more will be discussed at this session.

Moderator/Speaker

- **Alex Sawchuk, CAFM**, Band Financial Advisor, Yellowhead Tribal Council

Speakers

- **Brian Callander**, Partner, BDO Dunwoody LLP
- **Shiraz Bandali**, Manager, Band Audits and Allegation, Indian and Northern Affairs Canada

Workshop C **[Imperial Ballroom 1]**
“Understanding Financial Statements and Budgets – For Non-Financial Managers”
This workshop is for non-financial managers or those planning on becoming a financial manager. This workshop will help Chief and Council members, program managers and others gain an understanding of financial statements and the role they and financial management policy and practices play in supporting effective decision-making.

Moderator

- **Darlene Lafontaine, CAFM**, Financial Advisor, Wabun Tribal Council and AFOA Canada Board Member

Speakers

- **Mark Deblois**, Partner, KPMG
- **Robert Jensen, CAFM**, Audit Manager, EPR Gordon C. Ferguson & Co.

Workshop D

[Stephen Room]

“Managing Your Human Resources - What You Need to Know”

Effective human resource management is key to organizational success. What are the best practices around human resource management? This workshop will cover the basics: hiring; pay and benefits; layoffs and termination; training and development; employee and labour relations; occupational health and safety, and HR planning.

Moderator

- **Randell Glen Morris**, Vice-President, Academics, Saskatchewan Indian Institute of Technologies and AFOA Canada Board Member

Speakers

- **Kathy Gaudry**, Partner, Higgins International Inc.
- **Jennifer Young**, Senior Consulting Manager, Grant Thornton LLP

6 pm to 7 pm

[Imperial Ballroom 5/7/9 and Foyer]

Reception

7 pm to 11 pm

[Imperial Ballroom 4/6/8]

CAFM Convocation and Banquet / Awards Ceremony

- **Red Thunder Dance Troupe**

Opening Remarks

- **Brent Walker**, Partner - National Office, BDO Dunwoody LLP

2004 Excellence in Leadership Award

Presenter

- **Charlie Alexander**, Vice President, North American Agent Operations, The Document Company, Xerox

CAFM Presentations

- **Ernie Daniels, CAFM**, Incoming President and Chief Operating Officer, AFOA Canada
- **Donna Morin, CAFM**, Financial Officer, Peter Ballantyne Child and Family Services Inc, and Chair, AFOA Canada

Entertainment

- **Don Burnstick**, Comedian

Don Burnstick is a Cree from the Alexander First Nation located outside of Edmonton, Alberta.

Friday, February 27

8 am

[Stephen Room]

Sunrise Ceremony

- **Elder Tom Crane Bear**, Siksika Nation

8 am to 4 pm

[Imperial Ballroom Foyer]

Registration

8 am to 9 am

[Imperial Ballroom 5/7/9 and Foyer]

Exhibits Open / Continental Breakfast

8:15 am to 9:15 am

[Imperial Ballroom 2/3]

Annual General Meeting

9:15 am to 10 am

[Imperial Ballroom 4/6/8]

Prayer

- **Elder Tom Crane Bear**, Siksika Nation

Welcome

- **Marilyn Osecap**, Director of Economic and Community Development, Federation of Saskatchewan Indian Nation and Chair, AFOA Canada
- **Romeo Crow Chief, CAFM**, President, AFOA Alberta and AFOA Canada Board Member

Plenary - “Accountability: A Reflective Perspective”

Information and discussions on accountability have been on many agendas in recent years. Chief Shade will share his perspective on accountability realities and next steps.

Introduction

- **Brent Walker**, Partner - National Office, BDO Dunwoody LLP

Keynote Speaker

- **Chief Chris Shade**, Blood Tribe

10 am to 10:20 am

[Imperial Ballroom 5/7/9 and Foyer]

Networking Break

10:20 am to 12 pm

Concurrent Sessions

Session 1

[Stephen Room]

“Fraud and Internal Controls”

This session will be of interest to those that want to understand more about the issue of fraud and how internal controls and related practices can reduce the risk of fraud occurring. A good internal control system ensures that an organization's assets are safeguarded by fraud, theft, misuse and waste. It ensures financial records are accurate and reports produced are reliable and timely. And, it ensures economic, efficient and effective management. Speakers at this session will discuss how to implement effective internal controls and prevent fraud.

Moderator

- **Norman G. Grdina, CAFM**, Partner, Morrow & Co. Certified General Accountants

Speakers

- **Shannon Ryhorchuk**, Partner, PriceWaterhouseCoopers
- **Chad Cretney**, Senior Manager, PriceWaterhouseCoopers

Session 2

[Imperial Ballroom 2/3]

“Finding and Obtaining New Funding Opportunities”

Often the key to success in implementing community or organizational plans is linked to finding and obtaining financial resources. There are many government programs and sources from non government organizations that you need to be aware of and determine if there is a relationship to your strategy and supportive action plans. This session will review some of the available financial resources. Participants will be asked to share experiences with the sources.

Knowing there are funds does not guarantee success. It is also important to understand how to successfully obtain the funds. A professional fundraiser will share practices on how to develop successful fundraising proposals.

Moderator

- **Norm Hotchkiss**, Director, Small Business Services, Export Development Canada

Speakers

- **John A. Phin**, Director, Corporate Development & Alliances, University of Alberta School of Business
- **Lorna Standingready**, Student, First Nations University

Session 3

[Imperial Ballroom 1]

“Records and Document Management”

This session will be of interest to individuals tired of working with systems that require spending a lot of time looking for information and re-doing work. Paper files, electronic files and shared drives are not always in sync and tools to capture and store information may not be taking advantage of technology. Improved records and document management practices can result in less downtime for new and current employees and can speed up and improve decision-making.

Moderator

- **Gloria Allen**, Executive Director, Ingamo Hall Friendship Centre and AFOA Canada Board Member

Speakers

- **Dennis Borynec**, Office Administrator, Assembly of First Nations
- **David Willey**, Director, Office of the Auditor General of Canada
- **Thomas Maracle**, National Manager, Aboriginal Community Relations, Xerox Canada Ltd.

Session 4

[Bannerman / Walker Room]

“Making Evaluations an Effective Management Tool”

Evaluation can be a useful management tool and a means of empowering individuals throughout the organization to excel – it need not be artificial, complicated or punitive. It can be used to promote success and demonstrate benefits to community members and funders.

This session will introduce a type of evaluation that can help staff members to both improve programming and their own personal effectiveness. This type of evaluation focuses on improvement rather than failures; on increasing our own effectiveness rather than satisfying funders; on making us better at what we do and supporting personal growth rather than being a punitive burden.

Moderator

- **Romeo Crow Chief, CAFM**, President, AFOA Alberta and AFOA Canada Board Member

Speaker

- **Ray Downie**, Principal, Broadview Applied Research Group Inc.

12 pm to 1:30 pm

[Imperial Ballroom 4/6/8]

Luncheon

Introduction

- **Doug Bourque**, Market Manager Aboriginal Banking, Royal Bank of Canada

Guest Speaker

- **Waneek Horn-Miller**, Activist, Olympic Athlete, Broadcaster and Motivational Speaker

1:30 pm to 3 pm

Concurrent Sessions

Session 5

[Bannerman / Walker Room]

“Community Planning”

This session will be of interest to community leaders or financial managers planning to promote or facilitate community planning. One of the most important roles of community leaders is to develop a vision and support strategy. Broad ownership of a community plan supports participation and reduces uncertainty around strategic intent. It also sets a basis for measurement and accountability. This increases the chances for successful implementation of the plan.

Financial management supports community planning, decision making and other related processes. This session will review key elements of community planning policies and practices and the involvement of financial management activities. Participants will share experiences and lessons learned.

Moderator

- **Tammy Drew, CAFM**, General Manager, Miawpukek First Nation and AFOA Canada Board Member

Speakers

- **Jim Pealow, CAFM**, Interim President and Chief Operating Officer, AFOA Canada
- **Chief Clarence Easter**, Chemawawin Cree Nation

Session 6

[Imperial Ballroom 2/3]

“Improving Financial Management and Accountability with the Financial Management Toolbox”

AFOA BC has developed a new financial management toolbox to help First Nations develop their own financial management and accountability regulations. The toolbox includes a manual on financial management policies and procedures, a focus on the strategic planning process and governance concepts and capacity building. This session will take a close look at the toolbox and its applications.

Moderator

- **Susan Wood, CAFM**, Finance Manager, Skidegate Band Council

Speakers

- **Clay Harmon, CAFM**, Chief Financial Officer, Penticton Indian Band
- **Mike Mearns, CAFM**, General Manager, AFOA British Columbia

Session 7

[Stephen Room]

“Communicating Effectively with Band, Council and Community”

Communication among all members of the Community – Band, Council, and community members - is essential to a well managed and well informed community. What information do key stakeholders in your community consider important? What is the best way to provide that information to them? How do you make information readily and easily accessible to help increase community awareness? What are some communities doing about improving communication now? These are some of the questions that will be addressed at this session.

Moderator

- **Richard Sack, CAFM**, Financial Manager, Shubenacadie First Nation, Indian Brook and AFOA Canada Board Member

Speaker

- **Randall Swanson**, Director First Nations Aboriginal Services, Meyers Norris Penny

Session 8

[Imperial Ballroom 1]

“Using Technology to Enhance Financial Management”

There are a number of technology issues emerging with significant impact on financial management, and a wide variety of computer applications now available that are particularly useful to First Nations management and finance. Participants will hear about these issues and about accounting, database and other software packages that could contribute to management effectiveness.

Moderator/Speaker

- **Mark Fouad, CAFM** Program Coordinator, Yellowquill College

Speaker

- **Bob Belanger**, Strategic Business Development, Aboriginal Information Systems

3 pm to 3:15 pm

[Imperial Ballroom 5/7/9 and Foyer]

Networking Break

3:15 pm to 5 pm

Concurrent Forums

Subject Forum A

[Imperial Ballroom 2/3]

“Federal Government Initiatives – What’s New?”

As Aboriginals, our lives and jobs are impacted every day by new initiatives and developments emanating from the Federal Government. Whether it is land claims, governance legislation, internet interconnectivity strategies, business opportunities, taxation issues, human resource, education or health strategies. Whether the initiatives come from HRDC, Industry Canada, Heritage Canada, Industry Canada, Health Canada, Canada Customs and Revenue Agency, or the Department of Indian and Northern Affairs, they have a direct affect on our lives, on our jobs, on our community and on our families. This session will provide a glimpse into what we can expect from the Government of Canada in 2004/2005. There will be an opportunity for questions and answers from the audience following the speakers' presentations.

Co-Moderators

- **Linda Niro**, Regional Vice President, Western Canada, Export Development Canada
- **Marilyn Osecap, CAFM**, Director of Economic and Community Development, Federation of Saskatchewan Indian Nation and Chair, AFOA Canada

Speakers

- **Peter Dudley**, Project Manager, First Nations Public Sector Statistics, Statistics Canada
- **Robert Eyahpaise**, Director, Claims Centre Implementation, Indian and Northern Affairs Canada
- **Ian MacArthur**, Manager, Strategic Planning, Indian and Northern Affairs Canada
- **Petr Sops**, Director, Aboriginal Program Operations, Human Resources Development Canada
- **Donna Wuttunee**, Regional Director, Aboriginal Business Canada

Subject Forum B

[Stephen Room]

“Reporting to Federal Organizations – Easing the Burden”

“Reporting requirements must be overhauled so that they support meaningful accountability and serve the real needs of First Nation communities and governments” Auditor General of Canada, Sheila Fraser

Auditor General Sheila Fraser released her report on streamlining First Nations reporting to federal organizations in December 2002. In it she notes that many First Nations have to submit close to 200 reports a year to various federal organizations, and she provides a number of recommendations for improving the current system. What has been the response of the federal organizations involved? What progress has been made towards a solution to this problem? Representatives from the Auditor General of Canada, federal organizations and the Assembly of First Nations will discuss these issues with delegates. There will be an opportunity for questions and answers from the audience following the speakers' presentations.

Moderator

- **Keith Martell, CAFM**, Chairman, First Nations Bank of Canada

Speakers

- **Caroline Davis**, Assistant Deputy Minister, Corporate Services, Indian and Northern Affairs Canada
- **Joe Martire**, Principal, Office of the Auditor General of Canada
- **Fred Tolmie**, Chief Financial Officer, Assembly of First Nations

5 pm to 5:15 pm

[Imperial Ballroom 1/2/3]

Conference Wrap-Up and Draw for Prizes

Co-Chairs

- **Marilyn Osecap, CAFM**, Director of Economic Community Development, Federation of Saskatchewan Indian Nations and Chair, AFOA Canada
- **Ernie Daniels, CAFM**, Incoming President and Chief Operating Officer, AFOA Canada

Saturday, February 28

POST-CONFERENCE ACTIVITY

9 am to 5 pm

Workshop on Wheels

Enjoy a scenic drive to the mountains while viewing and discussing four management training videos - from the humour of Monty Python's John Cleese on meetings and decision-making, to informative videos on benchmarking and the balanced scorecard. Stop off and tour Morley and Sarcee, have lunch in Banff and enjoy the beauty of Lake Louise before returning to your hotel in time for dinner.

Note: If you are registered for this workshop, please present yourself in the front lobby of the Hyatt Regency Hotel at 8:30 on Saturday morning.

**Thank you to all moderators and speakers
for your time and for sharing your knowledge
with the participants at the conference.**