

EXECUTIVE COUNCIL MEETING

Thursday, March 13, 2014
Government Office, Port Alberni

Attendance: John Jack (Chair) Tom Happynook, Jack Cook, Charlie Clappis, Sheila Charles, James Edwards

Absent: Derek Peters, Jeff Cook

Resource: Deborah Smith, Deputy Law Clerk

MINUTES OF THE MEETING

1. CALL TO ORDER

The meeting was called to order at 10:08 am

2. AGENDA

MOTION:

THEREFORE BE IT RESOLVED THAT:

1. In the circumstances it is reasonably justified to add the proposed Agenda item to the Agenda for March 13, 2014 Executive Council meeting;
2. The Proposed Agenda Item is hereby added to the Agenda for the March 13, 2014 Executive Council Meeting; and
3. Executive Council approves the Agenda for the March 13, 2014 Executive Council meeting as amended.

Adopted by Consensus
Resolution #2014-054

3. NEW BUSINESS

a) *Travel Expenses Regulation Amendment*

Tom Happynook reviewed the briefing note.

There was extensive discussion regarding the amendment to the Travel Expense Regulation. It was agreed to revisit this amendment at a later date should incidentals become a problem.

MOTION:

BE IT RESOLVED THAT:

1. The proposed regulation is hereby presented to Executive Council; and
2. The proposed regulation is not approved.

Adopted by Consensus
Resolution #2014-055

b) *Purchasing Policy Amendment Regulation*

Tom Happynook reviewed the briefing note. This regulation does not come into force until the *Financial Administration Act Amendment Act* is approved at the next People's Assembly.

MOTION:

BE IT RESOLVED THAT:

1. The proposed regulation is hereby presented to Executive Council; and
2. The proposed regulation is hereby approved.

Adopted by Consensus
Resolution #2014-068

c) *Other Regulation Amendments*

John Jack, Chair of the Law & Policy Committee advised that the Law & Policy committee is responsible for overseeing the drafting of the Land Tax Regulation, Recognition of Citizenship and amendments to the Code of Conduct as per the January 16, 2014 drafting instructions. The amendments were to be provided to Executive Council at today's meetings. Due to scheduling conflicts the Law & Policy Committee has been unable to meet and fulfill its obligations to propose amendments.

BE IT RESOLVED that Executive Council accepts the verbal report provided by John Jack on the Law and Policy Committee.

Adopted by Consensus
Resolution #2014-056

d) *Budget / Financial Plan*

Tom reviewed the briefing note. Tom conveyed how pleased he was with the budget process this year; the Strategic Plan and Financial Plan are linked.

MOTION:

THEREFORE BE IT RESOLVED THAT:

1. Executive Council considers that in light of the special circumstance set out above a delay in consideration of the matter is not in the best interests of the Huu-ay-aht; and
2. Executive Council hereby waives the requirement(s) that the report regarding the Substantive Matters be delivered in writing four working days in advance of consideration.

Adopted by Consensus
Resolution #2014-057

James reviewed the Financial Plan and highlighted the following:

- All Revenues are confirmed.
- \$650,000 is the expected return from HDC.
- HDC dividend is not reflected.
- Average of 2% increase each year.
- Management Reserve represents “unknown unknowns”; Contingency is known unknowns.
- It was agreed that the surplus of will be put into the Contingency Fund & New Programs.
- Working on Cash Management Policy.
- Invest Wealth Fund is on track; higher than anticipated.
- There is a plan for a midyear review to look at the budget and re-profile.
- The material risk is that whatever decisions Executive Council makes in the next 6 weeks will have an effect on next year.

All minor changes were made in the live document by James Edwards, Executive Director.

James reviewed the Budget and highlighted the following:

- Crisis Grant Program - \$25,000; we need a policy and procedure to administer this program. This program would address emergencies such as roof repair. Envisioned as a benefit for citizens.
- Organizational Renewal of \$60,000 is for work to continue renewal strategy ie: culture and values; program alignment; employer of choice; staff workshop; year in review; breakout training on communication, conflict and anti-bully.
- There will likely be an increase in our benefits next year. Salary costs doe not include raises. Raises and/or bonus will be based on training and performance. Will be providing a framework for midyear performance evaluation that would come out early December. MNP is working on a framework to complete assessment.

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- Elder firewood has increased.
 - Food fish budget increased to \$77,500
 - Specific Claims Legal fees are not included in the budget. Recommend that it becomes an allocation from Contingency when we find out.

James advised that he is very confident in our ability to communicate and deliver on those activities in the Financial Plan. Administration is continually looking for ways to save money. We are aware that there isn't a lot more money we are just trying to do a lot more.

It was agreed that ACRD allocation would be increased by \$500.

Amendments:

- Increase Allocation for ACRD by \$500
- add Professional Development to ECDEV budget - \$4,000
- Remaining surplus to contingency
- Delete one travel
- Miscellaneous typos

MOTION:

BE IT RESOLVED that Executive Council approves the 2014/2015 Budget and Financial Plan with the amendments noted in the minutes of the EC meeting of March 13, 2014.

Adopted by Consensus
Resolution #2014-058

e) *Infrastructure List*

Charlie reviewed the briefing note.

MOTION:

BE IT RESOLVED that Executive Council:

1. approves that the following projects be put on the possible government infrastructure list:
 - a) Emergency Centre Upgrade
 - b) Anacla Administration office Electrical Upgrade
 - c) Pachena River Pedestrian Bridge
 - d) House of Huu-ay-aht Upgrade
 - e) Bamfield to Anacla Walking/Cycling Trail
 - f) Fisheries Building
 - g) Kii?in Project

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- h) Fire Protection Project
 - i) Cemetery
2. approves that the following projects be removed from the possible government infrastructure list:
- a) Anacla Road Upgrade

**Adopted by Consensus
Resolution #2014-059**

f) PAGO Office Space

James summarized the briefing note. There are no buildings suitable for purchase in Port Alberni. It is expensive and inconvenient but is feasible to operate out of Anacla.

MOTION:

BE IT RESOLVED THAT Executive Council approves that HFN will not pursue the acquisition of the current Port Alberni office building at 3483 3 Avenue.

**Adopted by Consensus
Resolution #2014-060**

As per the recommendation from Finance Committee, the original proposed motion (moved by Tom Happynook) for future PAGO office was to purchase land and build-to-suit office space in Port Alberni. Sheila Charles proposed an amendment that even though we are looking to build office space, Executive Council will continue to explore potential existing office space. Tom was not prepared to amend his original motion.

The proposed amendment to the motion was voted on and passed.

MOTION:

BE IT RESOLVED to amend the proposed motion.

**Adopted by Vote
Resolution #2014-061**

MOTION:

BE IT RESOLVED that Executive Council approves that the primary focus will be to purchase land and build-to-suit office space in Port Alberni;

BE IT FURTHER resolved that Executive Council will also continue to review any potential office space acquisitions.

**Adopted by Consensus
Resolution #2014-062**

MOTION:

BE IT RESOLVED that Executive Council approves that Agenda Items 3 (g) and (h) (k) will be tabled to the next Executive Council Meeting.

Adopted by Consensus
Resolution #2014-063

g) Tax Authority

Tabled until next Executive Council Meeting

h) Bill C3 (In Camera)

Tabled until next Executive Council Meeting

i) General Legal Counsel

James reviewed the briefing note. There was discussion about signing a two year contract instead of one year.

MOTION:

BE IT RESOLVED that Executive Council approves a one-year contract for general counsel with Ratcliff & Company and directs that the Executive Director, James Edwards sign the contract on behalf of Huu-ay-aht First Nations.

Adopted by Consensus
Resolution #2014-064

j) Contract for Engineering Services

James reviewed the briefing note. Executive Council was interested in the formulas used in the selection process. James will provide more details at the next Executive Council Meeting.

Action: James Edwards

MOTION:

BE IT RESOLVED that Executive Council approves the contract for Engineering Services to McElhanney as presented in the Briefing Note titled HFN Owner's Engineer and dated March 6, 2014, and directs the Executive Director, James Edwards to sign the contract on behalf of Huu-ay-aht First Nations.

Adopted by Consensus
Resolution #2014-065

k) NTC Funding – Flow Through Agreement

Tabled until next Executive Council Meeting

There being no further business the meeting adjourned.