



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Executive Director Report
October 2016**

Prepared by: Trudy Warner

Date: November 4, 2016

Department	Executive Director
Team members	Donna Tourand, Kim Chretien, Cynthia Rayner, Stephen Rayner, Kathy Waddell, Marleen Nookemus
Function / service	<p>Administer government finances and operations</p> <p>Ensure the efficient and effective operation of government</p> <p>Establish and implement administrative policies, practices and procedures necessary to effectively implement Huuayaht laws, government policies, programs, contracts and agreements entered into on behalf of the Huu-ay-aht</p> <p>Administer human resource policies</p> <p>Provide Executive Council and committees with the Information and advice needed to fulfill their roles under Huu-ay-aht law</p> <p>Ensure that decisions of Executive Council are implemented</p> <p>Supervise and manage government employees</p> <p>Hold government contractors accountable for meeting their contractual obligations</p> <p>Perform any other duties and responsibilities assigned to the Executive Director by Executive Council or the Legislature or required under Huu-ay-aht law</p>
Link to 5 pillars	<p>Our people will be free from the negative effects of colonization.</p> <p>Our children will grow up safe, healthy and connected to our home and culture/values.</p> <p>Our home will be safe, healthy, appealing place where half of our people choose to live.</p> <p>Our land will provide sustainable wealth that respects Huu-ay-aht values of conservation.</p> <p>Our economy will operate sustainably, is the major employer in the region and the major source of revenue for the Nation</p>

Link to strategic plan

- To ensure that all five priorities in the strategic plan are implemented

Applicable motions to this department implemented since last EC meeting

- As per the provided summary of motions

Key accomplishments / activities this month

- Began orientation with HGB CEO (meeting)
- Continued to support transition of LNG Coordinator activities
- Facilitated discussions between Executive Council and the Senior Management Team (SMT) on initiatives as appropriate
- Weekly meetings with Chief Councillor
- Develop a schedule for SMT to meet following every Executive Council meeting to do a follow up
- Develop and distribute monthly calendar to AGO and Executive Council
- Facilitate discussion to support Our Journey, Our Choice, Our Future project
- Facilitate discussions to begin Social Services project
- Met with individuals regarding a harassment complaint
- Facilitated several discussions between citizens and staff regarding citizens requests



huu ay aht

ANCIENT SPIRIT, MODERN MIND

To: Huu-ay-aht Executive Council
From: Trudy Warner, Acting Executive Director (AED)
Date: November 4, 2016
Re: Draft 1 AED Change Management Plan

Background

As part of my commitment to Executive Council on September 12, 2016 I have captured below initial thoughts about a change management plan (also referenced in the past as a “transition plan”). Some of these activities have been started, others I request your input and support on.

Observations

Citizens and staff have experienced a significant amount of change in the last two years. Change is external - transition is internal. Change is constant; managing change is critical to individual and organization health and performance. Having a strength based, solution oriented mind-set with clarity of expectations and scope of practice is essential.

Proposed Plan

Individuals	Teams	Organization
<ol style="list-style-type: none"> 1. AEC communicating and working with an open-door approach to all – ongoing 2. Open lines of communications where appropriate – to ensure clarity on expectations in a transparent way – ongoing 3. Cultural support – as needed 4. Individual coaching – as needed 5. Professional development (admin, writing including grammar, funding access and writing) AED by Dec. 2016 6. Protocol around emerging citizen requests (AED, EC) by March 31, 2017 	<ol style="list-style-type: none"> 1. Support EC, HC to implement visions, define and implement plans – (AED, CFO) ongoing especially budgeting process 2. A collaborative “team” approach to internal communication – this includes having face-to-face conversations to build a foundation - ongoing 3. Cultural support – as needed 4. Team coaching (to create a common language) – ongoing 5. Utilizing facilitators where appropriate – as needed 	<ol style="list-style-type: none"> 1. Fill HC Assistant position (HR, Tyii) by November 18, 2016 2. Confirm all job descriptions and evaluations are in place (AED) by December 31, 2016 3. Confirm understanding of and agreement to organization values (ED, EC, HC) by January 31, 2017 4. Confirm organization structure (ED, EC, HC) by March 31, 2017 5. Ensure org structure and associated policies regulations are in place and understood amongst EC, staff (AED, EC) by March 31, 2017 6. Build the 2017/18 Budget Act (EC, HC, C'ttees', AED, SMT) by January 31, 2017

Department Law Clerk / Administrative Services Manager

Team members Kim Chretien, Coraleah Johnson, Nicole Otte, Helen Robertson, David Powell

Function / service Legal Assistance and Administrative Functions

Link to 5 pillars Our people will be free from the negative effects of colonization

Our children will grow up safe, healthy and connected to our home and culture/values.

Our home will be safe, healthy, appealing place where half of our people choose to live.

Our land will provide sustainable wealth that respects Huu-ay-aht values of conservation.

Our economy will operate sustainably, is the major employer in the region and the major source of revenue for the Nation

Link to strategic plan

- Providing a transparency to citizens whenever possible
- Ensuring an efficient administrative process is in place
- Conveying Executive Councils resolutions to appropriate staff in a timely manner
- Filing systems is accessible to both AGO / PAGO for current and historical records

Applicable motions to this department implemented since last EC meeting

- Executive Councils reports to be published online
- Government to Government Agreement correspondence with Maa-nulth
- Human Resources Policy Reg. to be furthered by Legal Counsel
- Provide updates to the summary of motions and provide to appropriate staff

Key accomplishments / activities this month

- Working with Brent Lehmann on the Government to Government agreement wording
- Updating and creating a more user friendly Summary of Motions
- Setting up the registry in Anacla
- Providing support to Legal Counsel where required
- New file cabinets have arrived to house the Public Registry Documents
- Working with the Legal Counsel on a Legal Training Workshop

Department	Community Services
Team members	Kathy Waddell, Coral Johnson, Brent Ronning, Sherri Cook, Judy Johnson, Cory Howard Jr, Clara Clappis, Tanya Dudoward, Chelsie Titian, Cheryl Thomas, Heather Thomson, Brittany Johnson, Edward Johnson Jr, Rebecca Henn, Falicia Dennis, Kristen Young
Function / service	Community Services provides the Nation's citizens with a variety of programs and services aimed at citizen wellness and development.
Link to 5 pillars	<p>Our people will be free from the negative effects of colonization.</p> <p>Our children will grow up safe, healthy and connected to our home and culture/values.</p> <p>Our home will be safe, healthy, appealing place where half of our people choose to live.</p>

Link to strategic plan

- Healthy, proud, and self-reliant citizens make up the fabric of a strong HUU-AY-AHT First Nations.
- Citizens have voiced the desire for access to programs, services, and opportunities to participate actively in the HUU-AY-AHT community.
- By embracing ʔuuʔaʔuk, and fostering growth and capacity building in our citizens, we will ensure the success of our people, families, and Nation for generations to come.

Applicable motions to this department implemented since last EC meeting

- Canoe Project Motion: be it resolve to approve option one in the July 8th 2016 report on the canoe carving project and to authorize and direct the executive director in consultation with Sheila Charles and Trevor Cootes to implement the project and further investigate other funding sources for this project. **Project placed on hold until April 2017.**
- Be it resolved that the Executive Council approve the 2015-16 HFN Consolidated Financials with amendments made as agreed. - Communications to work w/ Robert and Derek on wording for webpage to accompany the audit publishing. **Audit posted without letter due to time constraints.**
- Executive Council approves the appointment of a Citizen Development Review Officer – **In process.**
- Municipal Alcohol Policy grant submitted. **Expected to hear back by November 14.**

Key accomplishments / activities this month

- Citizens receive support to be physically, spiritually, emotionally, and mentally healthy – implementing new program policy to support citizens. Researching playground equipment for Anacla - awaiting on Infrastructure to provide a drawing of the area to be used. Began working with NTC and Island Health to create better emergency/nursing services for Anacla.
- Increase high school completion and post-secondary education rates – Working with SD70 on LEA & to increase grade level (9) available at BCS. Afterschool club started up again.
- Promote secure employment of Huu-ay-aht citizens – Hired HFN citizen for Education department. Cultural Tourism program completed – excellent partnership project with Tseshaht. Working on MoU with JIBC for Emergency Management training. LNG Employment and Training Scoping team submitted proposal to Rob Botterell for use in negotiations.
- Support families to stay together – supported families through mediation and cultural planning. Culture nights for children in care restarted. 7 children brought to Anacla for visit home. Attended the First Nations Health Authority health caucus sessions – one day focus on children in care.
- Deliver regular cultural programming – HFN culture night started up again. Women's group in Anacla is active. Paawats – Clara & Edward supporting PA Paawats with culture & language. Planning for People's Assembly 2016.
- Teach children about Huu-ay-aht culture, values and expectations – Working with communications to begin video/digital storytelling project. Will be facilitating community workshops after People's Assembly.



Cultural Tourism Grads

Department	Economic Development
Team members	Cynthia Rayner, Ian Benoit
Function / service	Planning for new businesses, feasibility studies, business plans
Link to 5 pillars	Our economy will operate sustainably, is the major employer in the region and the major source of revenue for the Nation

Link to strategic plan

- Objective 1(b): Improve ease of transportation to and within Bamfield/Anacla.**
The Economic Development Department has submitted a proposal to the Island Coastal Economic Trust to receive matching funds required to begin and complete construction of a walking trail between Bamfield and Anacla.
- Objective 1(c): Conduct a feasibility study on revenue generation for property.**
The Economic Development Officer has ongoing/completed feasibility studies on the Motel, Rental Accommodations, The Kingfisher Lodge.
- Objective 1(d): Develop independent Huu-ay-aht owned businesses where financially feasible.**
The Citizens entrepreneurial fund has been established to help citizens acquire loans and grants required for the purposes of starting a business.
- Objective 2(a): Support the development of Kiix?in as a protected heritage site and premier cultural tourism destination.**
A draft general itinerary for a 4-7 day Huu-ay-aht experience tourism package has been developed. Travel to, and activities in Kiix?in are components of this itinerary.
- Objective 3(a): Provide funding and support for start-ups.**
See objective 1(d)
- Objective 3(b): Organize online and events based platforms for small business owners to sell their goods and services.**
Tables at seasonal craft and artisan fairs are being secured for citizen use.
- Objective 4(b): Continue exploring large scale capital projects on Huu-ay-aht territory.**
Funding proposals to the New Relationship Trust, and the Canada Clean Energy Initiative have been submitted to help finance stage 2 feasibility assessments for the Saria Run-of-River Project.
- Objective 4(c): Formalize the relationship between HFN and HDC.**
A Terms of Reference has been drafted for the "Working Better Together Team."

- **Objective 6(c): Explore aquaculture business opportunities including access to export markets.**
Research is being conducted on the viability of an HFN acquisition of aquaculture licenses pertaining to shellfish harvesting in Roquefeuille Bay.
- **Objective 6(d): Explore possibility of renewable energy projects within TSL.**
See objective 4(b)
- **Objective 6(e): Explore agriculture business opportunities on TSL.**
A proposal from Phytofarm Inc. to develop the Huu-ay-aht Alternative Wellness Treatment Plant is being considered.

Applicable motions to this department implemented since last EC meeting

- None applicable at this time

Key accomplishments / activities this month

- Criteria for Citizen Business development funding
Al Little and Ron Arcos would like to meet with EDC to give options. Will set date in December
- Sarita Run of the River project
Application to Rural Dividend was sent out Oct 31, 2016. The project assessment will not be finished in time to be passed by the People's Assembly
- Staff Housing Feasibility Study
Started on the feasibility. A draft will be ready for the Nov 2nd EDC meeting
- Marketing Strategy RFP/RFQ
Received Avenue PR's proposal
- ICET proposal application for the Bamfield Trail
Application is being reviewed to go to stage 2 at ICET
- Canadian Benthic Oyster Farm research
Meeting with NSDC, motion for EDO to do a feasibility study
- Huu ay aht Destination tour package
Brainstorming for ideas with Batstar, Tliishin, Wiisqi, and Ian
- Phytofarm – Medicinal Marijuana
Ian wrote briefing note for Nov EDC meeting
- Marketing HFN Artist
Plans to market HFN artists to galleries, gather info for bio's, create website link,

- Gala Fundraiser for Nananiqsu
Planned for December – invite LNG, WFP, Meridian, Island Timberlands, PAPA, Probyn, etc.
- Broadband Internet – selling service to Bamfield and Anacla
Plans for a feasibility to gather costs and revenue.
- Kiixin Historical site
What is the next step?
- Huu ay aht Cultural Art Extravaganza – PAGO artist fair before Christmas
- Plans for Bamfield properties
Lot #5 to accommodate staff housing

Department	Lands Resource and Infrastructure
Team members	Charlie C., Rita J., Christine G., Amelia V., Stephen R
Function / service	NRT, Infrastructure and Engineering
Link to 5 pillars	<p>Our home will be safe, healthy, appealing place where half of our people choose to live</p> <p>Our land will provide sustainable wealth that respects Huu-ay-aht values of conservation.</p>

Link to strategic plan

- Improve telecommunications
- Develop the subdivision
- Improve Anacla road and trail infrastructure
- Ensure potable water in Anacla
- Build and improve sanitary sewer system for Anacla

Applicable motions to this department implemented since last EC meeting

- Letter drafted for fisheries has been finalized and signed, ready to hand delivered by director of government services
- Playground in Anacla, creating sketch to show locations of existing equipment, working to determine what portions will be removed.

Key accomplishments / activities this month (bulleted list please)

- Cemetery Expansion: construction will commence as soon as weather permits, everything is in place for project to commence
- Sewer Treatment Plant: Technology review in process, part of design stage, project on schedule for completion.
- Bamfield Anacla Trail: Grant application submitted, working to prepare required information for second phase of application.
- Internet Build: Construction delayed by TELUS, contractor is hopeful for construction to commence shortly, working with contractor to provide additional pole information as well as any other information which may be required.
- Inspections to the 3 CMHC houses, as well as work on repairs to CMHC houses
- Kiixin signage is in-hand and will be installed on site shortly, trail cameras are in place, photos to be reviewed again soon
- Fraser Sockeye: Dispute resolution process is now being negotiated at the Maa-nulth Treaty Society Board level, with updates coming to MFC members when available
- Calls made to all known wildlife harvesters to request harvest reports – very few citizens have been hunting
- Staff facilitated connection between local Guide Outfitter, Sean Lingl with Tayii Hāwīł ʔiis̓in to receive a gift of deer meat in gratitude for operating in our Hahoulthee

Department	Finance Department
Team members	Sergio Santamaria, Colleen Stephens, Donna Tourand and Sandra Young
Function / service	Financial management
Link to 5 pillars	<p>Our people will be free from the negative effects of colonization.</p> <p>Our children will grow up safe, healthy and connected to our home and culture/values.</p> <p>Our home will be safe, healthy, appealing place where half of our people choose to live.</p> <p>Our land will provide sustainable wealth that respects Huu-ay-aht values of conservation.</p> <p>Our economy will operate sustainably, is the major employer in the region and the major source of revenue for the Nation</p>
Link to strategic plan	Link indirectly to all

Applicable motions to this department implemented since last EC meeting

- Appoint Trustees to Huu-ah-aht Settlement Trust – in progress
- Accept Annual Report – complete – posted to web page and included in People's Assembly material
- Nominate auditor – complete – process completed according to FAA and nominated firm of BDO scheduled to attend 2016 People's Assembly for citizen questions
- Second quarter financial statements – complete – posted to web page and included in People's Assembly material

Key accomplishments / activities this month

- Provide extensive information to Hayes McNeill & Partners
- Provide updated budget vs expenditure information to all departments including LNG Negotiating Team
- Begin development of budget work-plan
- Planning for People's Assembly
- Completion of monthly and quarterly financial statements