Huu-ay-aht First Nations
Government Office: 170 Nookemus Rd, Anacla, BC
t: 250.728.3414 / 888.644.4555 f: 250.728.1222
Mailing Address: 3483 - Third Ave., Port Alberni, BC V9Y4E4
t: 250.723.0100 f: 250.723.4646
reception@huuayaht.org / www.huuayaht.org

HFN Executive Council Briefing Note on Strategic Planning and Budget Cycle Scheduling

Date: September 15, 2011

To: HFN Executive Council and Law Clerk

From: John A. Jack, Chair of Finance Committee

Issue

With the budget cycle's November 30 deadline quickly approaching, it would do us well to set aside at least two days for a session of strategic planning that would include a budget review.

Background

The HFN Financial Administration Act requires that a strategic plan be completed by November 30 of each fiscal year. This may simply be an update or reiteration of the previous year's strategic plan, but it needs to be done each year.

Considerations

Since this is the first year of an (almost) entirely new sitting government, it makes a certain kind of sense that the government may want to do a complete review of all HFN operations within its jurisdiction.

It would do each member of this government well to interact and communicate with each other and the administration well before the strategic planning session. This would speed up the process of decision-making by providing information that can be digested in time for the session.

Holding the session over a period of days would help the process from being too rushed and allow for the highly-detailed systems surrounding the organization's programs and services to be well-understood. Holding the session before November 19, 2011 would allow for one weeks' worth of time to create the document should any changes be made to the plan.

* This is an arbitrary date that takes writing time into consideration.

Options

1. Hold a strategic planning session before November 19, 2011.*

2. Hold a strategic planning session after November 19, 2011.*

Recommendations

The recommendation would be to hold a strategic planning session before November 19, 2011. This would allow for weeks' worth of time for members of government to consult with one another and the administration to do the necessary research and policy work to have an idea of what they want to keep and change. With the deadline being November 30, a strategic planning session before November 19, 2011 would allow for the document to be developed and completed with (at least) one week of time to do it.

Huu-ay-aht First Nations – Written Motion

(*Government Act*, s. 52)

For ease of reference, this motion may be referred to as:

Motion Regarding _____Strategic Planning and Budget Cycle Scheduling_____

Motion

Be it resolved that a strategic planning session involving Executive Council, the Ha'wiih Council, ~~HFN Directors~~ and any support identified and agreed upon by the Executive Director and the Chief-Councillor be held (on _____ / before November 19, 2011) for at least two concurrent days.

Oct. 11 & 12/11

Jeff + Connie to arrange venue

Follow-up action to be taken:

Date for completion of follow up action: _____

Appendices attached to Motion:

☐ Written report prepared by ____John A. Jack_____.

Note: Section 56 of the *Government Act* requires that the report on any substantive matter to be considered by Executive Council must be provided to Executive Council at least 4 working days in advance of its consideration.

☐ The following documents:

Note: Any documents or records referred to in the motion MUST be attached (*Government Act*, s. 52(5)).

_____

_____

_____

_____

Introduced by: John Jack

Executive Council member

Huu-ay-aht First Nations – Record of Motion

If passed, becomes

Record of a Resolution of Executive Council

(Sections 52 and 53, *Government Act*)

Motion

Introduced by:

John A. Jack — Executive Council member

Finance — Councillor's portfolio (if applicable)

Sept. 15/11 — Date

John Jack — Signature of Councillor

Decision to be made:

Adopt or reject motion regarding:

Strategic Planning and Budget Cycle Scheduling, attached.

Record of decision:

☑ Adopted by consensus **OR**

☐ Recorded vote called by _____ (Executive Council member)

Record of vote:

Councillors in Favour:	Councillors Opposed:	Abstentions:

Resolution Number

☐ Did not pass

☐ Passed by Executive Council

Resolution #: 2011-59

Date effective: _____

Sept. 15/11 — Date

_____ — Signature of Chair