

BAND MANAGER REPORT

TO: Binche Whut'en Chief and Council
FROM: Kelley M. Williams, Band Manager
DATE: March 3, 2020

BINCHE WHUT'EN PRIORITY TASK LIST

Project	Responsibility	Status	Date	Expected Date
Election Code	D. Martinson	Complete	30.09.2019	
Health Department	K. Williams	Complete	extended	01.07.2020
Comprehensive Community Plan	K. Williams	RFP placed and awarded	In Progress	01.03.2021
Terms of Division	Chief and Council with Legal Support	In Progress		
Membership Code	D. Martinson	In Progress		
Bylaws (Tax etc.)	K. Williams	Review/Research	Complete	01.03.2020
Lease Agreements Lease Land and Water Line	AANDC Daryl Adam 604-364-2859	In Progress		31.08.2020
O & M - Solid Waste, Garbage Truck	K. Williams	Complete (awaiting agreement from GHD)	28.10.2019 Discussion and verbal agreement	01.05.2020
Nezul Be, JPRF Boards	K. Williams	Complete Letters sent Chief to appoint 2 elected official to the seat/alternate	29.10.2019	
Governance Policy	K. Williams	Complete	Amended – Final Draft	07.02.2020
Finance Policy	K. Williams	Complete		01.12.2019

PROGRAM REPORTS

Social Development

BRIEF: The Social Development program, has adjusted utility, rent and wood payments. The BDSW is aware of the challenge and will be following the program guidelines very closely to ensure our program audit does not result in Binche Whut'en being placed in a "pay back" position. Our internal audits continue to catch overpayments and 'shelter' maxing out

Health

BRIEF: The Health department has transitioned from the Tl'azt'en supported funding stream to Binche Whut'en program care and control. I have developed a very qualified team and have made an offer to the 'final' team member a CHR. We receive our full funding support for April 1, 2020.

Membership

BRIEF: No activity in February. Previous transfers may be processed in 6 – 8 months according to Stephen Chung of AANDC. Paul and I collected the member files from Tl'azt'en.

Operations

BRIEF: Ongoing O&M such as water, waste water, lagoon, garbage and grounds keeping and maintenance have been performed on a schedule and in good time. Operations also assists with housing, the staff hours are carefully captured so that housing repairs etc., are sent to the Binche Keyoh Society for payment and the band administration only pays out band O&M hours.

NEXT STEPS:

Solid Waste and Recycling

Awaiting GHD to present Binche Whut'en with a *Concept Memo* for consideration by January 2020. I have followed up and asked when we can expect this Concept Memo which will provide Binche Whut'en with:

1. A new custom outfitted garbage truck (F350 or F550) – 100% paid for
2. Custom trailer with hydraulic ramp – 100% paid for
3. Custom bins for curbside sort of recycling – 100% paid for
4. Training for staff members for 1 year – 100% paid for
5. Wages for staff members for 1 year – 100% paid for
6. Ongoing mentorship and support
7. After the first year we will work with Municipal Type Services (MTSA) in which 80% of wages and training for this program will be reimbursed.

O&M Staff Training

Public works staff member has completed the Small Water Systems training in Vernon and will have the opportunity to rewrite the exam which he just missed by 2 questions.

Lease Lands

BRIEF: Contacted Daryl Adam our assigned ISC contact in Lands and Lease Management. He will confirm if the work has started on the new leases. Requested the template so staff can get this process started. This request was refused and we will have to wait up to 8 months for ISC to complete this work.

Finance

BRIEF: I have secured a Finance Manager for the team, Norman Alexis comes to us with 10 years of experience and highly qualified. We have been awarded 19,000.00\$ to purchase the new Muniware software program and Norman and I are transitioning our accounts over with a targeted start up for end March.

Human Resources

In Camera Report as per the *PERSONAL INFORMATION PROTECTION ACT [SBC 2003] CHAPTER 63 (2019*