



Acadia First Nation

Band Managers Report **AGM 2017**

Good Day to all Band Members. Please find attached a summary of the roles and responsibilities of the Band Manager and what has been the priorities for Acadia First Nation over the past 12 months.

The Band Manager is responsible for the management, administration and delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner.

The Band Manager is responsible for all financial transactions, programs and services created and implemented by the Band Council, and all staff. The Band Manager is responsible for managing up to twenty-six direct staff members and delivery of programs, services and businesses in the areas of capital, education, health, social services, culture, physical activity, fisheries, forestry, gaming, convenience stores, fuel operations, tobacco, day care, alcohol and drug counseling and pre-school. The Band Manager also acts as liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community. The Band Manager must ensure that anyone conducting business or programs in the community is responsible to the Band, any and all legislation, policies and procedures, and Band and community members. The Band Manager must provide records and documents to the relevant governments and agencies, when requested. He must also ensure that all business and operations are conducted in a responsible, confidential and ethical way.

Summary for 2016/ 2017

1. Management of all operations for the Acadia First Nation Band Programs, Services and Businesses

This year has seen strides in providing our management quality training in a number of areas. A focus has been placed on providing managers and directors and employees with training to allow them to conduct business in a efficient and effective manner while providing polite and considerate service to the band members of Acadia First Nation. Training has been provided in the following areas:

- a. First Aid Training
- b. WHMIS Training
- c. Respectful Communication / Workplace Training
- d. Performance Evaluation Training
- e. Fundamental skills for a successful Manager

- f. Policy Development
- g. Strategic Planning
- h. Progressive Discipline
- i. Conflict Resolution
- j. Coaching
- k. Social Media training

IN addition employees were also sent on training that was specific to their needs such as the Aboriginal Financial Managers Association workshop for our finance department. Many of these training workshops are provided through proposal / funding applications to federal departments.

2. Coordination and development and implementation of policies, procedures and programs

This year we have worked very hard to improve on our policy development through the expansion of our existing policies. These policies are being rolled out in the coming year and training will be provided on all of them to employees so that clear and consistent policies are followed across all communities. These policies will be uploaded to the websites once final approval is given by Chief and Council. Policies worked on in the past year are:

- a. Completion of the Finance Policy
- b. Human Resources Policy
- c. Business Operations Policy
- d. Operational Planning
- e. Strategic Planning
- f. Performance Evaluation Policies

3. Manage Financial Operations

This year we have worked very hard to expand the services offered to Acadia First Nation through opening discussions with the First Nations Financial Management Authority. This group will provide strong capacity development for our finance department while providing financially responsible options for Acadia First Nation to look at with respect to future economic development opportunities. This year Acadia First Nation received a Level 1 Certification under the FNFMA. Only 63 of the 650 Aboriginal communities across Canada have been able to reach this level of certification for financial responsibility.

4. Development of New Initiatives for AFN

In 2016/2017 funding was obtained to conduct a complete risk analysis for all AFN communities as it relates to Emergency Measures. Over the past year this was completed with members from each community as well as employees. A full vulnerability Risk assessment has been prepared. Due to the success in this area, further funding has been obtained to expand this for the development of Emergency Management Plans for all communities. This funding is being obtained in the coming weeks. Acadia First Nation is seeking persons who would be interested in working on the development of Emergency Management Plans for the various communities. Two or Three persons from each

community will be selected. The work will be conducted over the coming 2 years. There will be community meetings coordinated to further explain the process and seek the information required. There is an added interest in obtaining stories from any elder who wished to provide stories of their challenges associated to weather related challenges while growing up in the Acadia First Nations communities. Further information will be posted on the website.

5. Coordination of Economic Development Opportunities.

There has been substantial growth in the development of Economic Opportunities in the various communities. This is crucial for the long term growth and success of each community. The Economic Development team is presently working on the completion of a multi-use facility on Gold River. Through the hard work of the Ec. Dev Team as well as Chief and Council, funding was awarded in the amount of \$804000 from Indigenous and Northern Affairs Canada. Acadia was the only community in Atlantic Canada to receive this amount of funding in the past 12 months. This is due to the hard work and determination of the Chief Council and working group for this endeavor. There is presently discussions and planning ongoing for similar expansion of services in Yarmouth at the Winners World as well as planning for the newly purchased Oxbow Motel Property. In addition there will be expansion of services in the Hammonds Plains location now that this has been finally approved and has received Reserve status in July 2017.

6. Day to Day operations

I have worked very hard to be part of every community over the past 12 months. This is a challenge with all of the day to day operations presently on the go. One of my main responsibilities is to be a liaison for community members to the Council members as well as all departments presently managed by Acadia First Nation. I work very hard to return phone calls. I can always be reached at the main office in Yarmouth and if needed I will attend your area to address any needs that fall in my area of responsibility.

Sincerely
Lloyd Mac Dougall