



**Minutes of the 2010 LGANT Annual General Meeting
Thursday, October 28, 2010
Genesis Group Training Centre, Yellowknife, NT**

Present:

Peter Groenen, SAO, Hamlet of Enterprise
Ian Freemantle, Town Manager, Town of Norman Wells
Deni Gaccione, Assistant Town Manager, Town of Norman Wells
Lena Egotak, SAO, Hamlet of Ulukhaktok
Joanne Reed, SAO Trainee, Whati Community Government
Jennifer LaFleur, CEO Trainee, Katlodeeche First Nation (Hay River Reserve)
Ruby Landry, Council Manager, Ka'a'gee Tu First Nation (Kakisa)
Diane Simba, Administrative Assistant, Ka'a'gee Tu First Nation (Kakisa)
Grant Hood, SAO, Town of Inuvik
Brad Carlson, SAO, Hamlet of Tulita
Albertine Canadien, Finance Comptroller, Hamlet of Fort Providence
Jackie Coulter, SAO, Hamlet of Sachs Harbour
Kowesa Etitiq, SAO Trainee, Hamlet of Sachs Harbour
Grace C. Angel, SAO, Wekweeti Community Government
Evelyn Storr, SAO, Hamlet of Aklavik
Debbie Gordon-Ruben, SAO, Hamlet of Paulatuk
Ruby Jumbo, Band Manager, Smbaa K'e Dene Band (Trout Lake)
Rebecca Murdoch, Finance Officer, Smbaa K'e Dene Band (Trout Lake)
John McKee, CAO, Hamlet of Fort Liard
Gina Potts-Alexis, Band Manager, Pehdzeh Ki First Nation (Wrigley)
Yvette Gonzalez, CEO, NWT Association of Communities

Associate Members:

Eleanor Young, Director Community Operations, Municipal and Community Affairs

Staff:

Brian Desjardins, Executive Director, LGANT
Chelsey Andrews, Program Design Analyst & Special Projects Coordinator, LGANT

Call to Order:

President John McKee called the meeting to order at approximately 9:05 a.m. on Thursday, October 28, 2010.

Approval of Agenda

Agenda was circulated to members in the AGM Packages.

MOTION TO ACCEPT THE AGENDA AS CIRCULATED

Moved by Ian Freemantle

Seconded by Grant Hood

All in Favour

Motion Carried

Welcome by President and Introductions

President McKee welcomed everyone to the AGM and thanked sponsors for their support. The AGM was represented by 23 community governments.

- Past year Board of Directors were introduced: Ian Fremantle of Norman Wells (Vice-President), Debbie Gordon-Ruben of Paulatuk (Director) Evelyn Storr of Aklavik (Director), Ruby Jumbo of Sambaa K'e (Director), and Yvette Gonzalez of NWTAC (Ex-Officio).
- Since last AGM the Association lost two Directors. Mr. Terry Testart who was elected last year as Treasurer, left his position as SAO for the community government of Behchoko. As well, Mr. John Holland resigned his position as Director for the association when he left the Town of Fort Smith. I understand that he is now the Director of Finance for the Town of Hay River.
- Wanted to recognize work done in coordinating a superb event by Executive Director, Brian Desjardins, and Chelsey Andrews, Program Design Analyst & Special Projects Coordinator.
- Round-the-table introductions followed by those in attendance.

President's Report: John Mc Kee

Highlights from the past year:

- The mission of the association is to promote the excellence and professionalism of municipal government administrators in the NWT and raise awareness of our key positions in our respective communities.
- Every year this meeting offers many professional development opportunities and is a great forum for discussing matters of common interest and importance, network, share ideas, and expertise.
- LGANT offers many professional development, networking and sharing opportunities
- The Association continues to focus on recruitment and retention of LGAs in the communities. Testament to this issue is the loss of Terry Testart, John Holland and that since last Christmas there has been 15 changes in LGAs.
- For the past few days, we've enjoyed some excellent speakers such as Keynote Speaker Michael Kerr, Jina Johnston-Hall from Squamish Nation, John Carter from Yellowknives Dene First Nation, Debbie DeLancey and more.

- Great to see First Vice-President Jim Toye of Canadian Association of Municipal Administrators attend our AGM.
- Afternoon sessions will include NWT Association of Communities update, and MACA senior government officials including Minister Robert C. McLeod.
- Susan Christie, SAO for the Hamlet of Fort Providence will be recognized for receiving the 2010 Outstanding Local Government Administrator Award.
- Association grew from 32 to all 33 community government this past year.
- Extremely busy since last years' AGM.
- Added one more office space for our new Program Design Analyst and Special Projects Coordinator, Chelsey Andrews. She was hired in July and has been working on projects of the Public Service Capacity for Local Community Governments Initiative.
- Completed new business plan carrying the organization forward to 2014.
- Launching community sub-sites for each community government in the near future.
- Canadian Association of Municipal Administrators Conference Bursary was to be Debbie Gordon-Ruben of the Hamlet of Paulatuk. However, Debbie had to cancel her attendance and Ian Fremantle, Town Manager of Norman Wells, attended instead.
- Nearing completion of a new Local Government Administrators Essentials Workshop & Handbook program, Mentorship program, and SAO Pooling program.
- Since our last AGM, we have had three productive meetings of the Executive – one by teleconference and two face-to-face in Yellowknife. Meetings have ensured the progress of business plan.
- Nearing completion of a new Board Roles and Responsibilities Handbook - Board continues to be strong and committed
- As an Ex-Officio member, I participated in NWTAC board meetings throughout the year. Having members on each other's boards allows us to share information on governance and form strategic partnership with elected officials so we can get political support for our association
- Attended the 2010 NWTAC Annual General Meeting with our Executive Director and provided an update on activities of the Association.
- I attended the 2010 Canadian Association of Municipal Administrators Conference in Toronto. We had excellent representation including LGANT Vice President Ian Fremantle, and our Executive Director.
- Also represented LGANT this past year on the Fire Prevention Act Amendments Working Group. The working group was formed to discuss proposed amendments of the Fire Prevention Act to improve fire safety in the NWT.
- I have been involved on the Public Services Capacity Steering Committee. The Working Group has been meeting aggressively and continues to report frequently to the Steering Committee on programs.
- The newest group LGANT will be involved on with other members is the Partnership of Elected Leaders for Local Governance committee. This committee is the successor to the New Deal Working Group. MACA and NWTAC agreed to reaffirm the importance of collaboration through the establishment of this group for the consideration and analysis

of key issues affecting community governments within the NWT. More information to come.

- Express appreciation to our invaluable partners, the Department of Municipal and Community Affairs for their continued support of our Association.
- President's Report distributed to members.

Motion to accept the President's Report.

Moved by Evelyn Storr

Seconded by Ian Fremantle

All in Favour

Motion Carried

Adoption of the 2009 LGANT AGM Minutes

2009 LGANT AGM Minutes was circulated to members in the AGM Packages.

Motion to accept the Minutes of the 2009 Annual General Meeting

Moved by Debbie Gordon-Ruben

Seconded by Evelyn Storr

All in Favour

Motion Carried

Audited Financial Statements

2009-2010 LGANT Financial Statements ending March 31, 2010, was circulated to members in the AGM Packages.

Auditor Erik Bech from Avery, Cooper & Co. representative reviewed the audited financial statements for members.

- LGANT Accounting Policies & Procedures approved by Board of Directors and followed by the Executive Director.
- The Association is sitting strong financially with "excess of revenue over expenditures" due in large-part to funds received from MACA for the Public Service Capacity for local governments initiative.
- Funds is being spent as allocated" and LGANT has a clean audit report

Motion to accept Audited Financial Statement Statements

Moved by Ian Fremantle

Seconded by Ruby Jumbo

All in Favour

Motion Carried

Appointment of Auditor

Motion to appoint Avery, Cooper & Co. as auditors for 2010-2011

Moved by Grant Hood
Seconded by Ian Fremantle
All in Favour
Motion Approved

Review of the 2010-2011 Interim Variance Budget Report

2010-2011 Interim Variance Budget Report distributed to members in the AGM Packages. This was an information item only and no motion was required from members. The Board of Directors approves the budget.

Executive Director, Brian Desjardins updated members on LGANT's budget.

- LGANT operates on \$200,000 annually for "core operations" of the organization.
- LGANT received \$150,000 in core funding from MACA in two separate agreements for core operations.
- The Association used \$50,000 from deferred revenue (past year's surplus) to bring the total operations to \$200,000 as forecasted. Amount was approved by the Board.
- Salaries and benefits amount includes the Executive Director. The new Program Design Analyst & Special Projects Coordinator position falls under the separate Public Service Capacity for Local Community Governments Initiative Budget report.
- Membership dues increased due to new members joining.
- AGM registration and sponsorships up from last year. More sponsors secured.
- Variance report for core operations of the association shows that all accounts are within budget as allocated at the start of the year.
- The Public Service Capacity for Local Community Governments Initiative was provided as a separate budget report.
- LGANT takes lead on various projects underneath the Initiative to which the association receives funding directly for including Program Design Analyst wage & benefits, office lease for this position, LGA Handbook & Workshop development, targeted advertising/marketing program, brochure development, contracted services including HR Downloads and Civicjobs, recognition awards program, and professional development and training opportunities during the AGM.
- All funds spent are in-line with the budget allocated.

Bylaw Review

Association bylaws were distributed in delegate packages as an information item only. As stated in LGANT's Bylaws, the Association may make changes to the Bylaws only when enough notice has been given to members. As such, there was no need for review of the bylaws as membership did not request such in advance of the Annual General Meeting.

Executive Director Report

Updates and progress made in terms of finance & accountability, operations, and work-related travel highlights, since our last AGM:

- Audit was completed in July 2010. The Auditor was pleased with the bookkeeping.
- Financial statements were provided to funder Municipal and Community Affairs as per the Contribution Agreement guidelines.
- Two (2) Contribution Agreements with MACA for a total of \$150,000. Used \$50,000 from the associations deferred revenue.
- Completed a new LGANT Business Plan – Moving Forward – A Plan For 2011 and Beyond. The purpose of the new plan was to secure funding of \$200,000 annually from April 1 – 2011 to March 31, 2014, to compliment the life of the Public Service Capacity (PSC) Initiative. The plan was submitted to MACA who in-turn (and with their support), forwarded it to FMBS. I was informed by MACA that there was no appetite to increase core-funding from \$100,000 to \$200,000. Deputy Minister Mike Aumond recommended at the August 26th, PSC Steering Committee Meeting, that an “administration fee” of \$80,000 be carved out of the budget to support LGANT in implementing projects effectively and reliably. This was approved unanimously by the committee. Core operations of the Association are stable until 2014.
- We continue to sublease office space and common area from NWT Association of Communities. As well, we pay a small cost for using their server, internet/email, photocopier, and postage.
- Chelsey Andrews was hired on July 12th, 2010, as the Program Design Analyst and Special Projects Coordinator. LGANT is now renting one (1) additional office space from NWTAC. Rental, office set-up, and other associated costs are covered under the PSC Budget.
- All necessary paperwork has been updated and filed with the GNWT Registrar of Societies this year.
- I attended in March the 2010 Local Government Administrators of Alberta Conference in Red Deer, Alberta. President John McKee was unable to attend. I provided greetings from our Association. Brought home the Sponsors information booklet and will be forwarding our AGM sponsorship program to them in order to raise funds for our event. Attended workshops and sessions – speakers list to be reviewed for our AGM. Networked with other sister association executive directors in attendance (Manitoba, Saskatchewan, British Columbia).
- I provided an update to elected officials on LGANT activities with President John McKee at the 2010 NWTAC AGM in Hay River. Presented information on the Public Service Capacity Initiative with other working group members. Networking with elected officials of community governments. Set-up LGANT 33 Strong display with information material in tradeshow area.
- Attended both the 2010 Federation of Canadian Municipalities Conference and Canadian Association of Municipal Administrators Conference in Toronto. Provided an update on LGANT activities and the Public Service Capacity Initiative at the “Interprovincial Provincial Associations” meeting. In attendance were other Executive Directors of other jurisdictions from across Canada. Met with Tom McDonald ED for LGMA BC – offering training webinars to our members. Information was well received and I was asked to present at the next LGMA British Columbia AGM in Victoria.

- Attended the U of A Careers Day forum with Chelsey Andrews in September. It is a campus-wide, all-disciplines career fair and is the largest career fair in Canada hosted by a single institution. Nearly 6000 U of A students/alumni and over 200 organizations attended this networking and recruitment opportunity. It was an excellent opportunity to connect with U of A students and graduates and promote employment opportunities in the Northwest Territories. Students who stopped by the booth were given information material encouraging them to consider employment in the NWT. Following up with approx 12 students with a keen interest in working in the NWT. Working with Career and Placement Services to promote jobs ongoing.

Elections

Information regarding Election Process, Board “make-up”, and Bylaws was provided to members in the AGM Packages. Members were reminded that voting privileges are reserved only for paid community governments in “good-standing”. SAO “Trainee’s” cannot be nominated for a position on the Board.

Motion to open nominations for election of Treasurer

Moved by John McKee

Seconded by Ian Fremantle

All in Favour

Motion Carried

Grant Hood

Nominated by Ian Fremantle

Seconded by Peter Groenen

No other nominations.

Motion to close nominations for election of Treasurer

Moved by Peter Groenen

Seconded by Evelyn Storr

All in Favour

Motion Carried

Grant Hood declared Treasurer.

Motion to open nominations for election of Director – Group B

Moved by Evelyn Storr

Seconded by Grant Hood

All in Favour

Motion Carried

Evelyn Storr
Nominated by Ruby Jumbo
Seconded by Peter Groenen

No other nominations.

Motion to close nominations for election of Director – Group B

Moved by Peter Groenen
Seconded by Evelyn Storr
All in Favour
Motion Carried

Evelyn Storr declared Director.

Motion to open nominations for election of Director – Group A or B

Moved by Ian Fremantle
Seconded by Jackie Coulter
All in Favour
Motion Carried

Jackie Coulter
Nominated by Grant Hood
Seconded by Brad Carlson

Debbie Gordon-Ruben
Nominated by Evelyn Storr
Seconded by Ian Fremantle

Ruby Jumbo
Nominated by Gina Potts-Alexis
Seconded by Lena Egotak

No other nominations.

Motion to close nominations for election of Director

Moved by Evelyn Storr
Seconded by Peter Groenen
All in Favour
Motion Carried

Debbie Gordon-Ruben elected as Director.

Motion to destroy ballots.

Moved by Peter Groenen
Seconded by Evelyn Storr
All in Favour
Motion Carried

Motion to open nominations for election of Director – Group A

Moved by Ian Fremantle
Seconded by Jackie Coulter
All in Favour
Motion Carried

It was discovered that there were not enough members from Group A to be elected as a Director as per the Bylaws. Members in attendance from Group A already had current positions on the Board. Delegates agreed that a “call-out” should be sent to Group A members that were not in attendance to seek interest in being appointed to the position. The Board of Directors would review and appoint a Director at the next meeting.

Motion to send a “call-out” to Group A members for appointment to Director

Moved by Ian Fremantle
Seconded by Peter Groenen
All in Favour
Motion Carried

ADJOURNMENT

Motion to Adjourn Annual General Meeting

Moved by Debbie Gordon-Ruben
Seconded by Brad Carlson
All in Favour
Motion carried

AGM adjourned 10:30 a.m.