



**Minutes of the 2011 LGANT Annual General Meeting
Wednesday, October 26, 2011
Explorer Hotel – Katimavik Room B, Yellowknife, NT**

Present:

Debbie Gillard, City Clerk, City of Yellowknife
Debbie Gordon-Ruben, SAO, Hamlet of Paulatuk
Deni Gaccione, Acting Town Manager, Town of Norman Wells
 Pamela J. Gray, Director of Finance
Evelyn Storr, SAO, Hamlet of Aklavik
Grace C. Angel, SAO, Wekweeti Community Government
Grant Hood, SAO, Town of Inuvik
Greg Morash, SAO, Tlicho Community Government of Gameti
John McKee, CAO, Hamlet of Fort Liard
Knutte Hansen, SAO, Hamlet of Fort McPherson
Kowesa Etitig, SAO Trainee, Hamlet of Sachs Harbour
Larry Baran, SAO, Tlicho Community Government of Whati
 Joanne Reed, SAO Trainee
Lena Egotak, SAO, Hamlet of Ulukhaktok
Peter Groenen, SAO, Hamlet of Enterprise
Ray Griffith, Band Manager, Lutsel K'e – Dene Band- Designated Authority
 Agatha Laboucan, SAO Trainee
Roxyann Tutcho, for Christian Gaudet, Charter Community of Deline
Ruby Jumbo, Band Manager, Samba K'e Dene Band (Trout Lake)
Ruby Landry, Council Manager, Ka'a'gee Tu First Nation (Kakisa)
 Anita Chicot, Finance Officer
Susan Christie, SAO, Hamlet of Fort Providence
 Albertine Canadien, Finance Comptroller
Tammy Neal, Band Manager, Jean Marie River – Designated Authority – Designated Authority
 Marilyn Hardisty, SAO Trainee
Yvette Gonzalez, CEO, NWT Association of Communities

Associate Members:

Eleanor Young, Director Community Operations, Municipal and Community Affairs

Staff:

Regina Pfeifer, Executive Director, LGANT
Chelsey Andrews, Program Design Analyst & Special Projects Coordinator, LGANT

1. **Call to Order:**

President John McKee called the meeting to order at approximately 9:05 a.m. on Thursday, October 26, 2011.

Welcome by President and Introductions

President McKee welcomed everyone to the AGM and thanked sponsors for their support. The AGM was represented by 21 community governments.

- Past year Board of Directors were introduced: Grant Hood of Inuvik (Treasurer) Debbie Gordon-Ruben of Paulatuk (Director) Evelyn Storr of Aklavik (Director), Robert Long of Yellowknife (Director) was absent, Ian Freemantle had resigned as the Vice President as he had left his position with the Town of Norman Wells and Yvette Gonzalez of NWTAC (Ex- Officio).
- Recognition of the coordinating a successful event by LGANT's new Executive Director, Regina Pfeifer with the assistance of Chelsey Andrews, Program Design Analyst & Special Projects Coordinator.
- Round-the-table introductions followed.

2. **Approval of Agenda**

Agenda was circulated to members in the AGM Packages.

MOTION TO ACCEPT THE AGENDA AS CIRCULATED

Moved by Grant Hood

Seconded by Debbie Gordon-Ruben

All in Favour

Motion Carried

3. **Adoption of the 2010 LGANT AGM Minutes**

2010 LGANT AGM Minutes was circulated to members in the AGM Packages.

Motion to accept the Minutes of the 2010 Annual General Meeting

Moved by Peter Groenen

Seconded by Grant Hood

All in Favour

Motion Carried

4. **Adoption of the 2010 -2011 Audited Financial Statements**

2010-2011 LGANT Financial Statements ending March 31, 2011, was circulated to members in the AGM Packages.

The Auditor Erik Bech from Avery, Cooper & Co. was not able to attend the AGM.

The Treasurer, Grant Hood, reviewed the audited financial statements for members:

- Expenditures for LGANT core operations remain consistent spending for activities under the Public Service Capacity Initiative for Community Governments (PSCICG) including expenses for the Program Coordinator are now shown in detail and separate core operational expenses.
- Part of the previously paid multi-year funding received from MACA under the PSCICG is held in a flexible GIC as cash-flow was adjusted due to Chelsey's maternity leave and project delays.
- Fiscally prudent financial management.
- Funds are being spent as allocated and LGANT has a clean audit report, an "unqualified opinion".

Motion to accept Audited Financial Statement Statements

Moved by Grant Hood

Seconded by Peter Groenen

All in Favour

Motion Carried

5. **Appointment of Auditor**

It was suggested that Avery, Cooper has delivered satisfactory services to LGANT and knows the organization and therefore should be appointed independent auditor for the current year.

Motion to appoint Avery, Cooper & Co. as auditors for 2011-2012

Moved by Grant Hood

Seconded by Evelyn Storr

All in Favour

Motion Carried

6. President's Report: John McKee

The President delivered the following Report:

“As you know, the mission of our Association is to strive for and promote excellence and professionalism in the field of local government administration in the NWT raising awareness of our roles as senior administrators in community governments. Every year this meeting offers many professional development opportunities and is a great forum for discussion and exchange through networking and sharing of ideas and expertise.

The theme of our conference this year links to our mission and mandate and also provides a vision for the future while recognizing the challenges of our profession:

Promoting Leadership – Setting Priorities-Developing Capacity

I hope that everyone enjoys our high caliber sessions and workshops and that you will find much useful information to take with you and apply in your day-to-day work as local government administrators.

Today we will have lunch with MACA's Deputy Minister, Mike Aumond and senior staff providing us with updates on Emergency Management, the Public Sector Capacity Initiative, the “New Deal” review, the Accountability Framework, Legislation and the Implementation of the Integrated Community Sustainability Plans.

During lunch we will also be recognizing Christina Gaudet, SAO for the Charter Community of Délı̄ne, as the recipient of the 2011 Outstanding Local Government Administrator of the NWT Award of Excellence.

This afternoon, I also look forward to helpful updates from the NWT Association of Communities on the Climate Change Projects, the Northern Communities Insurance Program and a sneak preview of their new website.

Now on to some brief highlights of the Association and of my activities as your President this past year:

Association Highlights

This year marked some **changes in the staffing of our office**. After many years of dedicated service **Brian Desjardins** decided to take an opportunity as the Executive Director of NWT Tourism. I would like to thank him again for helping LGANT grow as a professional organization committed to its members, the Local Government Administrators of the NWT.

Our hiring committee was able to find a qualified successor and I am happy to welcome our **new Executive Director, Regina Pfeifer** on board. Apparently she has caught on what our organization is about and her commitment is demonstrated with the success of this year's Conference and AGM.

We also had a visit from the stork patrol bringing a beautiful baby-girl to our newest staff member **Chelsey Andrews**.

Change and transition of office staff always have impacts on an organization; for example membership renewals were sent out a bit later than usual but thanks to your support, I am pleased to let you that most of our members have now renewed their membership. Let's make sure that we can count in all **33 NWT communities**. **If you haven't already done so, please renew your membership and encourage others to do so.** Let's stay 33 Strong!

The recipient of this year's **Canadian Association of Municipal Administrators Conference Bursary** was Greg Morash SAO of the Community Government of Gamètì. I encourage you as members to apply for the 2012 bursary to attend the CAMA conference in Saskatoon at the end of May.

We are continuing to work on many projects of the **Public Service Capacity Initiative for Local Community Governments** including much of the promotional material that you see here today. The new Executive Director also attended several career fairs this fall, including the **Blueprint for the Future Youth Career Fair held by the Aboriginal Achievement Foundation here in Yellowknife** this past Saturday. We are proud to officially **launch the Local Government Administrator Handbook today**. Workshop materials for students and teachers of the SAO Essential Workshop will be completed in January 2012. The Public Service Capacity Initiative for Community Governments also saw the Mentorship program and Professional Pooling program come to live.

Our Board of Directors has successfully completed its **Board Roles and Responsibilities Handbook**. Our Board continues to be strong and committed, and I encourage members to become involved on the Board for the coming year. I would also like to thank Ian Freemantle, for his time and commitment to LGANT as the Vice President until his contract as Town Manger of Norman Wells ended.

In June, I attended the **2011 NWTAC Annual General Meeting** with our Vice-President Ian Fremantle, Director's Evelyn Storr and Debbie Gordon-Ruben were also in attendance representing their communities. LGANT provided an update on activities of the Association and made a presentation about the Community website project.

I have continued to participate with our close friends the NWT **Association of Communities Board of Directors as an Ex-Officio Member**. We have had several meetings throughout

the year. In-turn, NWTAC is an Ex-officio Member of our Board. By being involved on each other's Board, we are able to share information and discuss important issues regarding governance and administration of local community governments in the NWT. I strongly believe that having a strong partnership with our elected officials is vital and as expected, we achieve political support from their Association.

This past June, I was **attended the 2011 Canadian Association of Municipal Administrators Conference** in Halifax. CAMA provides networking opportunities with other municipal government administrators and their professional associations from across Canada. The Conference also offers many professional development workshops, seminars, and study tours.

I also continued as a Director for the **Northern Communities Insurance Program** and President and Chairman of the **Northern Employee Benefits Services** as well as the chair of the **Aurora College Board of Directors**.

Lastly, I have been involved on the **Public Services Capacity Steering Committee** consisting of the Associate Deputy Minister of the Department of Human Resources , Sheila Bassi-Kellett, the Deputy Minister of the Department of Municipal and Community Affairs, Mike Aumond, the president of the Northwest Territories Association of Communities, Gordon Van Tighem, and myself as the President of LGANT.

I would also like to **recognize and thank other members who participate on committees on behalf of LGANT**. For example, we have members serving on the Climate Change Adaptation Working Group, Program Advisory Committees of the School of Community Government, Northern Communities Insurance Program, and the advisory committee to the **Partnership of Elected Leaders for Local Governance committee (or called PELLG in short)**. This committee is the successor to the New Deal Working Group.

Thank you everyone for taking time away from your community to attend the 2011 Conference and AGM. I know that we are all very busy, but this is our chance to come together once a year, sit down and talk about administrative issues, network, professionally develop, and appreciate our profession in many ways.

I would like to express appreciation to our invaluable partners, the **Department of Municipal and Community Affairs** for their continued support of our Association. I would like to thank them for providing **financial assistance** under the Public Service Capacity Initiative **for delegates to travel to Yellowknife**.

As well, thank you to our close friends and strong partners, **NWT Association of Communities**, who represents us at the "political" table.

A special thank you to all our partners and supporters who have made financial and in-kind contributions to ensure a successful event valued over \$10,000. Please learn more about our partners' products and services as they have kindly shown appreciation of our Association through their sponsorship.

I encourage members to come forward and let their name stand when we later **elect a new Board of Directors**. Your participation ensures that LGANT remains **YOUR Association – "33 Strong"**. I have decided that it is time for me to pass on the torch as President of LGANT and **would like to thank you for your many years of support and trust**.

I would like to encourage you to **be in touch with our Executive Director** and the LGANT office regarding any Association business or member services. Our new Executive Director is happy to assist you and open to suggestions about your needs as Local Government Administrators.

This concludes my 2011 report as LGANT President.

I wish the organization and you as their member all the best for the future and hope that you continue to develop as **Local Government Administrators of the NWT dedicated to leadership and professionalism!**

Thank you!"

Motion to accept the President's Report.

Moved by Evelyn Storr

Seconded by Larry Baran

All in Favour

Motion Carried

7. Review of Bylaw Section 7.5 (Budget) to ensure budget approval process accommodates the fiscal year and the time when AGM is held

In order to make sure that LGANT bylaws appropriately reflect the budget approval process in place President McKee and the Executive Director recommended a change to Subsection 7.5 of LGANT's Constitution and Bylaws:

That in section 7.5 "**for adoption**" will be stroked out and that "**that has been approved by the Board**" added at the end of the subsection. The subsection would then read:

7.5 At each annual general meeting, the Executive Director or Treasurer shall present to the Association, an operating budget for the current fiscal period that has been approved by the Board.

The AGM package included a copy of LGANT's bylaws indicating the recommended change and an instruction sheet with the reasons for the recommendation as follows:

- The current wording makes the entire membership approve the budget. This is not feasible with the AGM taking place more than six months after the start of the fiscal year.
- Best practices in incorporated societies typically allow for the Board of Directors to approve the operational budget ensuring a timely budget discussion including the assessment of operational requirements, revenues, and assets preceding the start of the fiscal year.
- The membership will be presented with the operating budget approved by the Board of Directors at the Annual General Meeting.
- This change should be considered a "housekeeping" item. When the Association changed its meeting date for its AGM from the spring to the fall, missing the need to amend this clause was likely on oversight in good faith at the time.

8. Vote on the recommended bylaw change

Motion to approve the recommended changes to section 7.5 as presented.

Moved by: Debbie Gordon-Ruben

Seconded by: Peter Groenen

All in Favour

Motion Carried

9. Adoption of the 2011-2012 Budget

Treasurer Grant Hood presented the 2011-2012 Budget a copy of which was included in the AGM package explaining that:

- The financial management goal of balancing the budget was achieved;
- Operational and program expenses are fairly consistent without any surprises; and
- New in the budget is how the expenses for the Public Sector Capacity Initiative for Community Governments (PSCICG) are now shown separately for greater clarity.

Motion to approve the 2011-2012 budget as presented.

Moved by: Gregory Morash

Seconded by: Tammy Neal

All in Favour

Motion Carried

10. Review of the Statement of Operations for the Fiscal Year starting April 1, 2011 and ending March 31, 2012

Treasurer Grant Hood presented the Statements of Operation to the Members for information only explaining how:

- The statements fair in comparison to the budget;
- The cash forecast for the remainder of the year is expected to balance the budget; and
- Some of the timing of the expenditures (for example expenses for the AGM) will only appear later in the fiscal year.

Members accepted the statement of operations as an information item.

11. Executive Director Report

Regina Pfeifer, the new Executive Director, delivered the following report:

“So, most of the activities since last year’s AGM in late October occurred before I took office in late June. I will try my best to report on the activities and progress since you last met.

Finance & Accountability:

As per 2010 AGM motion - Avery, Cooper & Co. provided an independent, objective audit with an opinion testifying that LGANT’s financial position and the results of its operations and cash flows for the year as stated in the 2010-2011 Financial Statements are sufficient and appropriate and comply with Canadian generally accepted accounting principles.

In other words LGANT passed the audit with “flying” colors. Our audit was completed at the end of July 2011, which gave me the opportunity to transition into a solid understanding of our financial situation. Financial statements were provided to our funder the Department of Municipal and Community Affairs as per the Contribution Agreement guidelines.

Unfortunately our Auditor is not able to attend our AGM this year. The Financial statements are included in your AGM packages and will be presented with the help of our Treasurer Grant Hood.

Thanks to my predecessor, Brian Desjardins, the funding for LGANT is secured until March 31, 2014 through a three-year contribution agreement to provide core funding of \$180,000 per year.

In addition, LGANT receives an annual contribution of \$95,000 through a MACA contribution for the Public Service Capacity Initiative for Community Governments. This GNWT strategic initiative/special project funding is also secured until March 31, 2014.

Operations:

LGANT continues to sublease office space and common area NWT Association of Communities. We also pay fees for the use of shared office equipment, internet server and services proportional to our leased surface. The LGANT office was moved towards the back of the 2nd floor, allowing our two physical offices to be next door to each other.

Chelsey Andrews, our Program Design Analyst and Special Projects Coordinator, was on maternity leave from March until September. Chelsey returned to work in September and worked from home since then. She has decided to return to maternity leave in November and dedicate her time fully to her beautiful baby girl Avery Grace! I would like to thank Chelsey for her work and commitment to help me with preparing for this year's AGM.

LGANT was represented at the following Meetings and Events:

- 2011 Local Government Administrators of Alberta Conference
- 2011 Canadian Association of Municipal Administrators Conference, Halifax, NS (May 29 - June 1)
- 2011 Federation of Canadian Municipalities Conference & Expo, Halifax, NS (June 3 - 6)
- 2011 NWT Association of Communities AGM, Yellowknife, NT (June 3 - 6)
- 2011 Careers Day – University of Alberta, Edmonton (September 21)
- 2011 Maritimes Career Fairs circuit covering five universities in three cities with collaboration with the GNWT- ITI initiative “*Come Make Your Mark*”, Halifax, Moncton, and Fredericton (September 26 – 30)
 - These were campus-wide, all-disciplines career fairs with Careers Day being the largest career fair in Canada hosted by a single institution (over 6000 students and more than 200 organizations attended).
 - All provided excellent opportunities to connect with students and graduates and promote employment opportunities in community governments of the Northwest Territories.
 - General marketing of careers in community governments in the NWT.
 - LGANT also promoted current employment opportunities to students using the 33Strong.com "job postings" website.
 - Students who stopped by the booth were given information material encouraging them to consider employment in the NWT.
 - Our promotion materials and job posting links were also directly given to Career and Placement Services who showed a keen interest in our organization.
 - Many students and Placement service coordinators were suggesting it would be beneficial for the NWT to offer student co-op placements.
- 2011 National Aboriginal Youth Achievement Foundation, Blueprint for the Future Youth Career Conference, Yellowknife, (October 22)

Public Service Capacity Initiative

- We just completed our Local Government Administrator (LGA) Handbook. We brought an electronic copy for you on the memory stick; the LGA Handbook is also posted on our website. I would like to thank the working group and our contractors for their commitments to get the handbook released in time for this AGM.
- Next task is to complete the revision of the workshop materials for the SAO Essential Workshop provided by MACA's School of Community Government.
- We continue to provide *HR Download* and *Civicjobs* services and encourage you to take full advantage of these free member services.
- The 33 Strong Community Websites are now offering an individual site for all community governments.

12. Nomination Forum

Information regarding Election Process, Board "make-up", and Bylaws was provided to members in the AGM Packages and was summarized on a flipchart in the front of the room. Members were reminded that voting privileges are reserved only for paid community governments in "good-standing" and that each community can only have one vote.

13. Election of Board of Directors

Motion to open nominations for election of President

Moved by Debbie Gordon-Ruben

Seconded by Susan Christie

All in Favour

Motion Carried

Grant Hood

Nominated by John McKee

Seconded by Evelyn Storr

No other nominations.

Motion to close nominations for election of President

Moved by Evelyn Storr

Seconded by Peter Groenen

All in Favour

Motion Carried

Grant Hood is declared President by acclamation.

Group A

Motion to open nominations for election of Vice President

Group B

Moved by John McKee
Seconded by Peter Groenen
All in Favour
Motion Carried

Evelyn Storr
Nominated by Susan Christie
Seconded by Kowesa Etitiq

No other nominations.

Motion to close nominations for election of Vice President

Moved by Grant Hood
Seconded by Debbie Gordon-Ruben
All in Favour
Motion Carried

Evelyn Storr is declared Vice-President by acclamation.

Motion to open nominations for election of Treasurer/Secretary

Moved by John McKee
Seconded by Peter Groenen
All in Favour
Motion Carried

Robert Long
Nominated by Debbie Gillard
Seconded by Grant Hood

Ruby Jumbo
Nominated by Ruby Landry
Seconded by Knute Hansen

No other nominations.

Motion to close nominations for election of Treasurer/Secretary

Moved by Evelyn Storr

Seconded by Deni Gacionne

All in Favour

Motion Carried

Ballots were distributed. Tony Kulbiski from the LGAA and assisted the Executive Director counting the ballots. Ballots were re-counted and the results announced.

Ruby Jumbo is declared Treasurer/Secretary by majority vote.

Group B

Motion to open nominations for election of Director – Group A

Moved by Evelyn Storr Seconded by Grant Hood All in Favour

Motion Carried

Robert Long

Nominated by Grant Hood

Seconded by Debbie Gillard

No other nominations.

Motion to close nominations for election of Director – Group B

Moved by Evelyn Storr

Seconded by Deni Gaccione

All in Favour

Motion Carried

Robert Long is declared Director for Group A by acclamation.

Group A

Motion to open nominations for election of Director – Group B

Moved by Evelyn Storr

Seconded by Grant Hood

All in Favour

Motion Carried

Debbie Gordon-Ruben
Nominated by Grant Hood
Seconded by John McKee

Kowesa Etitq
Nominated by Susan Christie
Seconded by Knute Hansen

No other nominations.

Motion to close nominations for election of Director – Group B

Moved by Knute Hansen
Seconded by Evelyn Storr
All in Favour
Motion Carried

Ballots were distributed. Tony Kulbiski from the LGAA and assisted the Executive Director counting the ballots. Ballots were re-counted and the results announced.

Debbie Gordon Ruben is declared Director for Group B by majority vote. Group B

Motion to open nominations for election of a third Director at large – Group A or B

Moved by Grant Hood
Seconded by Knute Hansen
All in Favour
Motion Carried

Kowesa Etitq
Nominated by Susan Christie
Seconded by Ruby Landry

No other nominations.

Motion to close nominations for election of Director

Moved by Knute Hansen
Seconded by Debbie Gordon-Ruben
All in Favour
Motion Carried

Kowesa Etitiq is declared Director by acclamation.

Motion to destroy ballots.

Moved by Evelyn Storr

Seconded by Debbie Gordon-Ruben

All in Favour

Motion Carried

Evelyn Storr is thanking John McKee for his years of dedicated service as the LGANT President

14. Adjournment

Motion to Adjourn Annual General Meeting

Moved by Peter Groenen

Seconded by Grant Hood

All in Favour

Motion carried

AGM adjourned 10:30 a.m.