



**Minutes of the 2012 LGANT Annual General Meeting
Wednesday, October 24, 2012
The Yellowknife Inn- Cooper Room , Yellowknife, NT**

Present:

Agatha Laboucan, SAO Trainee, A/Band Manager Lutsel K'e – Dene Band- Designated Authority
Chris Chai, SAO, Hamlet of Tulita
Christopher Parker Town Manager, Town of Norman Wells
Grant Hood, SAO, Town of Inuvik
Greg Morash, SAO, Tliche Community Government of Gameti
Priscilla Wetrade, SAO Trainee
Larry Baran, SAO, Tliche Community Government of Whati
Joanne Reed, SAO Trainee
Louisa Wedzin, Acting Assistant SAO, Tliche Community Government of Behchoko
Michael Richardson, SAO, Town of Hay River
Richard Wilson, SAO, Hamlet of Fort McPherson
Robert Long, City Administrator, City of Yellowknife
Ruby Landry, Council Manager, Ka'a'gee Tu First Nation (Kakisa)
Anita Chicot, Finance Officer
Sebastian Goyer, SAO, Village of Fort Simpson
Terry Testart, CEO, Yellowknife Dene First Nation
Tom Matus, SAO, Hamlet of Tuktoyaktuk
Sara Brown CEO, NWT Association of Communities

Staff:

Regina Pfeifer, Executive Director, LGANT
Heather Hall, Assistant Program Coordinator, LGANT

1. **Call to Order:**

President Grant Hood called the meeting to order at approximately 8:40 a.m. on Wednesday, October 24, 2012.

Welcome by President and Introductions

President Hood welcomed everyone to the AGM and thanked sponsors for their support. The AGM was represented by 14 community governments.

- Past year's Board of Directors were introduced: Grant Hood of Inuvik (President), Evelyn

Storr of Aklavik (Vice President, not present), Ruby Jumbo (Treasurer), Debbie Gordon-Ruben of Paulatuk (Director, not present), Robert Long of Yellowknife (Director), Kowesa Etitiq had left his position with the Hamlet of Sachs Harbour in September and therefore lost its position on the Board of Directors and Yvette Gonzalez of NWTAC who left her position in July and her successor Sara Brown (Ex- Officio).

- Recognition of the coordinating a successful event by LGANT's new Executive Director, Regina Pfeifer and Heather Hall, Assistant Program Coordinator.

2. Approval of Agenda

Agenda was circulated to members in the AGM Packages.

MOTION TO ACCEPT THE AGENDA AS CIRCULATED

Moved by Larry Baran

Seconded by Christopher Parker

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 Terry Testart

Seconded by Greg Morash

All in Favour

Motion Carried

4. Adoption of the 2011 -2012 Audited Financial Statements

2011-2012 LGANT Financial Statements ending March 31, 2012 were included in the AGM Packages. The Auditor Erik Bech from Avery, Cooper & Co. sent his regrets on short notice and was not able to attend the AGM.

The President, Grant Hood, reviewed the audited financial statements for members and asked if there were any questions. Financial management of the organization was prudent and in line with Board directions. Funds are being spent as allocated and LGANT received a clean audit report, an "unqualified opinion".

Motion to accept Audited Financial Statement Statements

Moved by Greg Morash

Seconded by Bob Long

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 2012-2013

Moved by Terry Testart

Seconded by Sebastian Goyer

All in Favour

Motion Carried

6. **President's Report: Grant Hood**

The President delivered the following Report:

I hope you are enjoying this year's conference with its focus on ***Growing Stronger through Collaboration and Exchange!*** We found that this theme complements our mission 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.

Without further delay, let me get to the highlights of the Association's operation and my activities as your President this past year:

Board, Staff and Networking

This first year as the Association's President was marked by great efforts of our team, the Board of Directors and the new Executive Director, to establish working relationships and focus on LGANT's core business.

I would like to take this opportunity to thank our Board of Directors for their commitment, time and efforts that contributed to this successful year of LGANT. Now I would like to recognize the Board members who are present by asking them to stand up as I call their names:

- Evelyn Storr, Vice President (regrets)
- Ruby Jumbo, Treasurer and Secretary (regrets)
- John McKee, Past President (regrets will be in later)
- Debbie Gordon Ruben (regrets)
- Robert Long, Director

I would also like to thank our Executive Director, Regina Pfeifer for keeping us on track and for working hard to run a smooth and professional operation. I was very happy to see that she also managed to secure the help of an assistant until next year. Welcome goes to Heather Hall, you joining us until next summer as our Assistant Program Coordinator!

Much of our team effort contributed to our successful connecting with our funders, stakeholders and partners. We have now established regular meetings with the leadership of the Department of Municipal and Community Affairs and have made connection with other GNWT and Government of Canada departments. I am positive that this gave us a solid foundation to building these relationships further in the coming years.

Our outreach and networking efforts with our sister and partner organizations from other Canadian jurisdictions is well reflected during this year's conference as we welcome our regional representative from the Canadian Association of Municipal Administrators, the Local Government Administrators of Alberta and the Executive Director of the Local Government Management Association of BC.

Membership

I am pleased to let you that 32 of our 33 NWT communities are now LGANT voting members. This is great because it tells us we are doing something right and you appreciate the services you receive and value LGANT as your professional organization. We encourage you to stay in touch with your board of directors and staff and contribute your ideas and feedback. Let's keep trying to become 33 Strong!

The recipient of this year's Canadian Association of Municipal Administrators Conference Bursary was Knut Hansen SAO of the Hamlet of Fort McPherson. I encourage you as members to apply for the 2013 bursary to attend the CAMA conference in Victoria from May 27 to 29.

Operational Sustainability

I can report the books of LGANT as being in order and that the fiscal year ending March 31, 2012 received a "clean audit". While LGANT is presently in a secured financial situation, LGANT's Executive Director and Board of Directors need to look into opportunities to make LGANT sustainable into the future and particularly beyond 2014 when the current contribution agreements will come to an end.

Involvement

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.

I am very proud of the Local Government Administrator Handbook wiki that is linked to LGANT's website. Simply put **lgant.com/wiki** in your browser and you'll have searchable date with always up-to-date links to original sources at your fingertips.

In May, I attended the 2012 Annual General Meeting of the NWTAC along with the Executive Director and several other SAOs who were accompanying elected officials of their community governments.

LGANT provided an update on activities of the Association and its core member services. LGANT also thanked the outgoing CEO, Yvette Gonzalez for her 27 years of dedication to community governments in the NWT and supporting LGANT coming to life and independence.

Now is a good opportunity to officially welcome Sara Brown as the new CEO of the Association and to wish her good luck as she steps into the footsteps of Yvette Gonzalez. I continue to serve as an ex-officio board member with the Association of Communities Board of Directors and hope that our relationship continues to grow in accordance with this year's conference theme: *Growing stronger through collaboration and exchange*. I strongly believe that having a strong relationship with our elected officials is vital and will help us to address the many challenges that are facing local governments of today. With the departure of Mayor Gordon VanTighem from municipal politics the NWTAC will also be chaired by a new president, soon. I am looking forward to developing a constructive partnership with the new President.

This past June, I attended the 2012 Canadian Association of Municipal Administrators Conference in Saskatoon as well as the annual conference of the Federation of Canadian Municipalities, FCM. 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 can only encourage you to become CAMA members or at least to participate in one of its conferences to connect with your colleagues from across the country.

Lastly, we continue to be involved in 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, Tom Williams, the president of the Northwest Territories Association of Communities, Gordon Van Tighem, and myself as the President of LGANT.

Closing Remarks

In closing I would like to thank you for taking the time out of your busy days and attending the 2012 Conference and AGM. This shows us your commitment to the association and to your belief in live-long learning and professional development.

Many of you are probably aware that we have several new colleagues in the room and several others that will come on board as soon as their community governments have completed their hiring processes. Please welcome these new colleagues and support them as they settle into their new positions.

I would like to express appreciation to our invaluable partners, the Department of Municipal and Community Affairs for their continued support to our Association. I would like to thank them for providing financial assistance under the Public Service Capacity Initiative for us to provide you with travel assistance for this conference.

Much appreciation and special thanks goes to all our partners and supporters who have made financial and in-kind contributions to make this a successful event. I am proud to let you know that

our sponsorship level is at a record high, worth about \$15,000. 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 the three new Directors at large holding a one-year-term of office.

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 Executive Director is always happy to assist you and is open to suggestions about your needs as Local Government Administrators.

This concludes my 2012 report as LGANT President.

Looking forward to seeing the Local Government Administrators of the NWT growing stronger through collaboration and exchange and dedicated to excellence, leadership and professionalism!

Thank you!

Motion to accept the President's Report.

Moved by Sebastian Goyer

Seconded by Larry Baran

All in Favour

Motion Carried

7. Review of proposed new Bylaw

The AGM package included a side-by-side copy of LGANT's bylaws indicating the proposed changes in comparison to the existing changes. The package also included a clean copy of the proposed new bylaws.

The Executive Director, Regina Pfeifer provided an overview and highlighted the most important changes pointing out that the constitution remained unchanged and that many bylaw changes are housekeeping items, while others are updated to reflect current practices of the board and to provide greater clarity. The Office of the Registrar recommends replacing bylaws instead of amending when the number of changes would make amendments very cumbersome. The proposed new bylaws were already reviewed in draft form by the Office of the Registrar to ensure compliance with the *Societies Act*.

Highlights of proposed changes:

- Clarified the role of the ED as staff and not a member of the Board
- Simplified classes of memberships into two apart from the Honorary Life Membership: one for regular members with voting rights, one for all others as associate members without voting rights. This change can help capacity building within LGANT's as well as within community governments including their succession planning as other senior

administrators are invited to participate, contribute and benefit from professional development and other services.

- Clarified some definitions and powers
- Clarified that delegation of voting rights must be given in writing in the future
- Rescinded details relating to inactive committees and simplified the establishment of committees into one clause
- Omitted the clause on a corporate seal, as LGANT never had, nor used one.

The Executive Director explained that the *Societies Act* requires an ordinary resolution to adopt the proposed new bylaws.

President asked the members if there had any questions or wish to discuss and of the proposed changes.

Being none, the President asked how members would like to proceed, go clause-by-clause or accept the entire bylaw in one resolution. All were in favour of proceeding with the entire bylaw

*Bob Long made a motion to pass the following **Ordinary Resolution**:*

Be it resolved that LGANT's existing bylaws be repealed and replaced with the proposed new bylaws in front of us.

S: Christopher Parker

All in favour – motion is carried

The President thanked members and made them aware that these bylaws only come into effect, once they are properly registered. We task our Executive Director to file these new bylaws with the Registrar and I turn the floor to her for her report.

8. **Executive Director Report**

It has already been over a year since I started working as your new Executive Director. Now that the new is wearing out I must admit that I enjoy serving LGANT's membership and connecting with our stakeholders.

I would like to thank the LGANT Board and especially the President for their continuous support and direction. Special mention also goes to our Director Bob Long, who has made the office operations so much easier since he has become a singing authority and always fits in a bit time for me to show up in his office for cheque-signing. Small things can make a big difference.

I would also welcome and thank Heather Hall, who accepted a term position with us and

supports our operation, web and member services and the PSCICG programing.

Member services and involvement

2011-2012 had good membership uptake with 32 of 33 communities participating. Members are encouraged to stay in touch with the office. We are usually able to respond to member requests within one day, sending resources, links, references, placing job ads and events, or providing access to our sites that require sign-in. We also facilitate networking and exchange of best-practices through member-to-member requests that can be kept confidential and contribute to our growing document library hosting for example existing bylaws from NWT community governments.

LGANT's events calendar is the most complete professional development and training calendar for education events offered in the NWT that are relevant to local government. We are updating it constantly, so don't forget to look and share any NWT professional development and training events you become aware of with us.

In my first year I have also developed collaborative work relationships with our major funder, the Department of Municipal and Community Affairs. I am confident that this will lead to productive collaborations in order to serve you and LGANT's mandate to its fullest potential. It was an eye-opening experience that provided many opportunities for learning, networking and exchange when meeting our provincial sister organizations during the annual CAMA meetings. A big thank-you goes to the staff and board of the Canadian Association of Municipal Administrators, to the Local Government Administrators of Alberta, and especially the Local Government Management Association of BCs for their ongoing support and willingness to share their experience, resources and wisdom with us.

I had the privilege to be introduced to Mr. Tom MacDonald, our opening keynote speaker, when I was preparing for my LGANT job interview. He is respected throughout Canada as a visionary, mentor and for its leadership support of local government administrators. I found that out only after I got the job. Now I am humbled by his support, willingness to share and encouragement to have fun at my job to make LGANT a better organization for you.

Financial Standing

The books of LGANT are in order and the fiscal year ending March 31, 2012 received a "clean audit". LGANT's revenues come largely from the Government of the Northwest Territories through two separate multi-year contribution agreements: one for \$180,000.00 as core funding, the other \$95,000.00 through the Public Service Capacity Initiative. About 5% of LGANT's revenue is generated through membership fees and conference sponsorships and registrations.

In 2011-2012 revenues were budgeted for \$334,867.00 compared to expenses of \$361,266.00. The difference was covered through previously earned and deferred revenues.

While LGANT is presently in a secured financial situation, LGANT's Executive Director and Board of Directors need to look into opportunities to make LGANT sustainable into the future and particularly beyond 2014 when the current contribution agreements will come to an end. Options that may be considered are reviewing fees and looking into further operational efficiencies as well as seeking additional funding sources.

What is coming?

Board and staff have worked hard and will be presenting LGANT's first five -year *Strategic Plan 2012-2017*. This plan is setting five big picture strategic priority areas with success descriptors for each. The plan also establishes core values for LGANT.

A new Business Plan will be developed based on this directional document. This will be an important step as we prepare for negotiations of new contribution agreements and search for means to make our operation more sustainable.

LGANT will be conducting a new and updated HR Survey for Community Governments that will be comparing wages and benefits of key positions in NWT Local Governments. We will also be including a community-government training and learning needs assessment. Project planning has started and technical support for the survey has been secured. I hope to focus on this activity over the winter, releasing a report before the end of the fiscal year. This project is funded through the Public Sector Capacity Initiative for Community Governments.

Member participation is crucial to make this undertaking useful for all! Please support this project by participating in the survey. It will give us quality information and allow comparisons between community governments and will allow us to discuss with our partners how to best address the training needs at the community government level.

The LGANT website is now five years OLD and its technology is becoming outdated. Frequent technical problems make us aware of its need to be overhauled in the near future. As a first step we will need to scope out our needs for our website. Again, this will be an occasion for you to provide input. Please participate!

This brings me to our LGA Survey and I would like to thank all of you who participated. The outcome of this survey will contribute to the evaluation of the ALGAP Program. We had a response rate of 51%; results will be presented at the next Public Service Capacity Initiative meeting and shared in our member section for those who are interested in seeing the details.

We also did a thorough follow-up with each LGA about the community websites as we found there is quite a small uptake on using the sites. After this recent change-over in your positions seems to come to an end, it probably is time to follow-up with all new SAOs particularly in those communities that have no active corporate site.

You can always contact our office about help and sign-ins for your sites. We have a hand-book that makes it quite easy to update the site – a task you may want to delegate to a staff

member. For a great example how a community can use the site go to Enterprise. We recently included a tab for their senior society to host and share information.

Of course we were also very much involved with the Public Sector Capacity Initiative for Community Governments. I am very proud that we managed to go to many regional career fairs and reaching out to NWT youth. Our trivia quiz on community governments was quite popular as we were raffling off memory sticks to kids who got it right.

Please look at the section of the Annual Report for details on other activities. The Annual Report and Strategic Plan are included in the AGM packages and will be posted on LGANT's website after the Conference.

I am looking forward to implementing some of ideas that formed on the basis of this first year experience and your feedback.

The Executive Director also presented the 2012-2013 Budget to the members. The budget was approved by LGANT's Board of Directors during its two-day long board meeting in February, 2012 in Inuvik. A hard-copy of the budget was included in the meeting packages.

Please stay in touch and help LGANT be YOUR professional organization.

Motion to approve the 2012-2013 Executive Director report

Moved by: Robert Long

Seconded by: Sebastian Goyer

All in Favour

Motion Carried

9. Nomination Forum

1. The President turned to floor to the Executive Director who explained that in this year the election of three Directors, one from group A, one from group B, and one from either group A or B to the Board of Directors for a one-year-term is up in accordance to the LGANT bylaws.

Group A: regular members from a Municipal Corporation that is a City, Town, or Village.

Group B: regular members from a Municipal Corporation that is a Hamlet, Tłı̄chǫ Community, Charter Community or a Community Government.

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. Voting cards were provided to eligible voters during registration.

10. Election of Board of Directors

Motion to open nominations for election of Director – Group A

Moved by Greg Morash, Seconded by Michael Richardson, All in Favour

Motion Carried

Robert Long

Nominated by Sebastian Goyer

Seconded by Christopher Parker

Robert Long accepted the nomination. There were no other nominations.

Motion to close nominations for election of Director – Group A

Moved by Larry Baran

Seconded by Sebastian Goyer

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 Larry Baran

Seconded by Christopher Parker

All in Favour

Motion Carried

Terry Testart

Nominated by Greg Morash

Seconded by Larry Baran

Tom Matus

Nominated by Terry Testart

Seconded by Larry Baran

Both Terry Testart and Tom Matus accepted the nominations. There were no other nominations.

Motion to close nominations for election of Director – Group B

Moved by Greg Morash

Seconded by Sebastian Goyer

All in Favour

Motion Carried

Ballots were distributed. Executive Director counted the ballots. Ballots were re-counted and the results announced.

Terry Testart 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 Sebastian Goyer
Seconded by Christopher Parker
All in Favour
Motion Carried

Tom Matus
Nominated by Terry Testart
Seconded by Robert Long

Tom Matus accepted the nomination. There were no other nominations.

Motion to close nominations for election of Director

Moved by Christopher Parker
Seconded by Larry Baran
All in Favour
Motion Carried

Tom Matus is declared Director by acclamation.

Motion to destroy ballots.

Moved by Sebastian Goyer
Seconded by Christopher Parker
All in Favour
Motion Carried

The President welcomed the three new Directors joining the existing Board.

11. Adjournment

Motion to Adjourn Annual General Meeting

Moved by Larry Baran
Seconded by Christopher Parker
All in Favour
Motion carried

AGM adjourned 10:20 a.m.