



## 2012-2013 ANNUAL REPORT

### MESSAGE FROM THE PRESIDENT

This past year was marked by many successes and also many changes, giving us reasons to celebrate and causes for concerns particularly because of the higher turnover of local government administrators that also affected our governing board. I urge you to see these changes as opportunities that reinforce the need for LGANT's existence and point to our future growth potential.

These opportunities lead me to encourage all LGANT members to actively participate in your professional organization to ensure that both the Board of Directors and the staff are enabled to set future direction and lend needed supports.

I am proud of our successes during the past year; we have increased our membership and continue to grow while all community governments providing municipal services continue their membership and make us stay 33STRONG!

Our recognition as a serious partner on the national level continues as we participate in interprovincial working groups and conferences of our national and provincial sister organizations. LGANT also continued to promote local government career opportunities at NWT career fairs. We participated in training for new and coming SAOs, workshops on governance and elected officials training.

We continued building strong tri-partite NWT partnerships with our main funder, the Department of Municipal & Community Affairs and our northern sister organization representing the elected officials of community governments, the NWTAC. I am looking forward to the evolution of our future collaboration in mutual respect for our complementary roles in supporting NWT's community governments.

I am also looking forward to continue contributing to the implementation of our Strategic Plan to reach our vision and strengthen our ability to lend professional support to the Community Officers of the Northwest Territories.

#### 2012-2013 BOARD OF DIRECTORS

**President: Grant Hood**

Senior Administrative Officer (SAO), Town of Inuvik

**Vice President: Evelyn Storr**

Senior Administrative Officer (SAO), Hamlet of Aklavik

**Treasurer: Ruby Jumbo**

Band Manager, Samba K'e Dene Band, Designated Authority

**Director: Tom Matus**

Senior Administrative Officer (SAO), Hamlet of Tuktoyaktuk

**Director: Christopher Parker**

Town Manager, Town of Norman Wells

**Director: Terry Testart**

Senior Administrative Officer (SAO), Hamlet of Enterprise

**Ex-Officio Director: Sara Brown**

Chief Executive Officer (CEO), NWT Association of Communities

Grant Hood, President

One of the highlights of the year is that we started putting **LGANT Strategic Plan 2012-2017** into action. This Annual Report follows the plan's **Strategic Priorities** that help guide the day-to-day operations while also shaping LGANT's future development.

The **Five Strategic Priorities** of the Plan are:

- Governance
- Sustainable Operations
- Membership
- Career Development and Education
- Partnerships

The **strategic planning principles** used by LGANT are now carried forward into its **implementation, operational activities and business planning** as our multi-year funding agreements will come to an end in March 31, 2014:

- The LGANT Strategic Plan is the roadmap for allocating fiscal and human resources to focus on activities which will achieve LGANT's vision and mission.
- LGANT seeks broad involvement from stakeholders in the development and during the implementation of its Strategic Plan.
- LGANT establishes goals that are realistic in relation to its resources and capacity and based on needs, mandates and challenges faced by local government administrators in the NWT. These goals will provide the basis for assessing LGANT's effectiveness.
- LGANT will communicate with all stakeholders offering transparency and accountability and report progress on the achievement of its strategic priorities.

The Strategic Plan will be updated annually to provide the new Board an opportunity to emphasize or correct the course taken and adjust it if necessary to the available resources. The next business plan will be based on this strategic direction.

### VISION

LGANT is recognized for its excellence in providing support and professional development for Community Officers in the Northwest Territories.

### MISSION

The mission of the Association is to strive for and promote excellence and professionalism in the field of local government administration in the Northwest Territories through education and career development programs and to create awareness of the Community Officer's role in the community.

### CORE VALUES

In pursuing its vision and mission, LGANT is guided by four core values:

- **Sustainability:** We value the importance of having a sustainable organization to serve the needs of a diverse membership.
- **Service to members:** We value service to all members that is respectful, responsive, knowledgeable and accountable.
- **Leadership:** We value ethical behaviour and foster excellence, cooperation and partnership as well as promote the professional role of the Local Government Administrator.
- **Adaptability:** We value adaptability to help us achieve the best results for our members.

The **LGANT Strategic Plan 2012-2017** helps LGANT operations stay on track, monitor progress and inform where energy and resources need to be focused. It will also help inform the business planning process that is imminent with the conclusion of our existing three-year funding agreements at the end of the current fiscal year. The Annual Report will follow the implementation of the strategic priorities set out in this five-year plan.

## **1<sup>ST</sup> STRATEGIC PRIORITY: GOVERNANCE**

The outgoing Board's commitment to a two-day workshop facilitated by Sandy Osborne resulted in our five year strategic plan.

The Executive Director created and distributed board orientation binders containing foundational documents including legal obligations under the Societies Act (NWT) and Accounting Rules for non-for-profit organizations. The newly elected board will also be involved in a workshop on board roles and responsibilities and a strategic planning update.

In addition, LGANT participated in two events supporting governance education of elected officials: One was a panel session on best practices on hiring senior staff at MACA's Good Governance Conference and the second was a presentation at the Elected Officials Training prior to the NWTAC AGM on Personal Responsibilities of Elected Officials.

## **2<sup>ND</sup> STRATEGIC PRIORITY: SUSTAINABLE OPERATIONS**

The books of LGANT are in order and the fiscal year ending March 31, 2013 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, conference sponsorships and registrations. LGANT already increased these year's revenues from growing its associate membership and surpassed the sponsorship goals for this year's conference.

While LGANT is presently in a secure financial situation, and is using some of the funds previously earned through multi-year agreements to continue employing one support staff in addition to the Executive Director, LGANT's leadership need to look into opportunities to make LGANT sustainable into the future.

Revenue options that may be considered are reviewing fees, such as memberships, and looking into further operational efficiencies as well as seeking additional funding sources particularly to afford a second position in order to maintain and expand on current services and activities.

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### 3<sup>RD</sup> STRATEGIC PRIORITY: MEMBERSHIP

We are proud to report that we are **33 communities strong** with all communities providing municipal services in the NWT allowing their senior officers to take up regular membership. In addition, we have grown our **associate membership** to **19** mostly through allowing other senior staff of local governments to participate. Please see this as an opportunity for succession planning and capacity building from within and encourage your senior staff to participate if you have not already done so.

Both the LGANT Board and staff encourage Members to **stay in touch**. The office is usually able to respond to **member requests** within one day, sending resources, links, and 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, which hosts many tools, templates, documents and Human Resource Management resources for exclusive use of our members.

LGANT was involved in coordinating the Local Government Administrators Essentials course along with MACA's School of Community Government. The feedback from the participants was overwhelmingly positive and LGANT has been invited to continue this collaboration.

### 4<sup>TH</sup> STRATEGIC PRIORITY: CAREER DEVELOPMENT AND EDUCATION

**LGANT's events calendar** continues to be the most complete professional development, education and training calendar for events relevant to NWT local government administrators. The site is updated constantly, making frequent checks and sharing worthwhile.

### 5<sup>TH</sup> STRATEGIC PRIORITY: PARTNERSHIPS

LGANT continues to have **collaborative work relationships** with our major funder, the Department of Municipal and Community Affairs as well as the Department of Human Resources.

LGANT's involvement and presence at the annual conference of the Canadian Association of Municipal Administrators, the interprovincial working group of our provincial sister organizations, opening doors and offering network opportunities and support. The most recent CAMA national board meeting that brought 11 City Administrators from across the country to Yellowknife is recognition of LGANT as a respected partner in the Canadian Local Government Administrator landscape.

LGANT continues to be very much involved with the **Public Sector Capacity Initiative for Community Governments**, for example through our participation at regional career fairs reaching out to NWT youth. As phase I of this initiative comes to an end, we are also participating in its evaluation.

# STATEMENT OF FINANCIAL OPERATIONS 2012-2013

For the Year Ending March 31, 2013

	2013	2012
<b>REVENUES</b>		
Government of the Northwest Territories	\$ 324,883	\$ 313,845
AGM sponsorships & Registrations	14,142	9,400
Membership dues	8,875	9,350
Interest income	2,215	2,272
	350,115	334,867
<b>EXPENSES</b>		
Advertising & Promotion	951	2,925
Amortization	7,907	9,273
Annual general meeting	1,311	9,899
Auditor fees	8,000	9,237
Bank charges	861	319
Bookkeeping fees	2,874	4,734
Bursaries	-	4,996
Insurance	886	874
Membership fees	463	758
Office supplies and other	6,529	3,823
Professional development	453	-
Rent	8,310	9,239
Salaries & Benefits	122,415	126,738
Special Projects—External (note 11)	144,883	133,845
Special Projects—Internal	231	-
Telephone	2,739	2,688
Travel—Board	17,188	26,866
Travel—CAMA Conference	8,301	8,690
Travel—Executive Director	1,308	4,769
Website	1,144	1,593
	336,754	361,266
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	13,361	(26,399)
<b>OTHER EXPENSES</b>		
Loss on disposal of capital assets	2,739	-
Write-down of capital assets	3,805	-
	6,544	-
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ 6,817</u>	<u>\$ (26,399)</u>

## NEWS FROM THE LGANT OFFICE

Our new office offers a work station with wireless connection for visiting SAOs. If you haven't done so, please stop by for a visit in our new digs above Fiddles & Stix Music on the second floor.

### STAFF:

**Regina Pfeifer, Executive Director**  
[rpfeifer@lgant.com](mailto:rpfeifer@lgant.com)

**Karan Riarh, Intern**  
[programs@lgant.com](mailto:programs@lgant.com)

All other LGANT office contacts remain the same:

Phone: 867-765-5630

Fax: 867-765-5635

Emails: [information@lgant.com](mailto:information@lgant.com)

### **WE'VE MOVED!**

Please take note of our new mailing address and office location:

**Mailing Address:**

PO Box 2083  
Yellowknife, NT  
X1A 2P6

**Office Location:**

5018 52<sup>nd</sup> Street, Second Floor  
Yellowknife, NT

Please welcome Karan Riarh, who accepted an intern position with LGANT, supporting our operation, website, communications and member services and the PSCICG programing. Karan comes well equipped with a Master's degree in Public Administration, a keen interest in local government administration, and previous experience in policy, communications and administration. Please welcome Karan to LGANT and the NWT! Many thanks and well-wishes go to Heather Hall who left us to pursue her original career goal in speech and language pathology.

### HIGHLIGHTS FOR 2013-2014

As LGANT continues to implement its' strategic plan, some priority activities are worth highlighting. Accessing and managing the **LGANT website** with its many member services will become easier with the redeveloped website that will go live in the fall/winter of 2013. This re-development will also allow LGANT to expand certain member services, such as the currently hidden "classified" function which will become more prominent as "bidding opportunities". Like the employment postings, these will give members privileged advertising and access opportunities.

LGANT has secured funding through the Public Sector Capacity Initiative for Community Governments for conducting a new and updated **HR Survey for Community Governments** comparing wages and benefits of key positions in NWT Local Governments. We will also be including community government training and learning needs assessment. The project will be underway this fall with the final report available before the end of the fiscal year.

**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.

**Please stay in touch and help make LGANT YOUR professional organization!**