

**PRESENT:**

---

**Voting Attendees**

Bill Bennett (Ulukhaktok)  
Chris Chai (Tulita)  
Darcy J. Moses (Pehdzeh Ki F.N. – Wrigley)  
Dean Pickering (Fort Simpson)  
Frank Moretti (Nahanni Butte)  
Graeme Drew (Lutsel K'e)  
Grant Hood (Inuvik)  
Greg Morash (Paulatuk)  
Holly Ovayuak (Tuktoyaktuk; delegated voter)  
John McKee (Fort Liard)  
Joseph Kochon (Behdzi Ahda First Nation)  
Larry Baran (Whati)  
Marjorie Dobson (Tsiigehtchic)  
Ruby Landry (KA'A'GEE TU F.N. – Kakisa)  
Stephen Wylie (Sachs Harbour)  
Susan Blake (Fort McPherson)  
Susan Christie (Fort Providence)  
Tausia Kaitu-Lal (Fort Simpson)  
Violet Camsell-Blondin (Behchoko)  
Louisa Wetrade (Gameti)

**Non-Voting Attendees**

Lisa Mackenzie Nitsiza (Whati; Associate Member)  
Molly Duntra (Fort Liard; Associate Member)  
Peter Groenen (Fort Simpson ; non-member)  
Louisa Wedzin (Behchoko; non-member)  
Anita Chicot (KA'A'GEE TU F.N. – Kakisa; non-member)  
Agatha Laboucan (Lutsel K'e; non-member)

**STAFF:**

---

Regina Pfeifer, Executive Director, LGANT  
Karan Riarh, Intern, LGANT

**1. CALL TO ORDER**

---

President Grant Hood called the meeting to order at approximately 10:30am on Wednesday, September 25, 2013.

**Welcome by President**

President Hood welcomed everyone to the AGM and thanked sponsors for their support. The AGM was represented by 19 community governments.

- The 2012-2013 Board of Directors were recognized: Grant Hood, Inuvik (President), Evelyn Storr, Aklavik, (Vice-President), Ruby Jumbo, Sambia K'e Dene Band (Treasurer), Terry Testart, Enterprise (Director), Tom Matus, Tuktoyaktuk (Director), Christopher Parker,

Norman Wells (Director – left position in August) and Sara Brown, CEO-NWTAC (Ex-Officio). Unfortunately, only Grant Hood and Sara Brown were able to attend the Conference and AGM.

- LGANT staff was recognized for coordinating a successful event: Regina Pfeifer, Executive Director, and Karan Riarh, Intern (joined in August).

## **2. APPROVAL OF AGENDA**

---

The agenda was circulated to members as part of the AGM Package under Tab 2 in the Conference Binders.

*Motion to approve the agenda:*

- Moved by Larry Baran
- Seconded by Chris Chai
- All in favour – motion carried.

## **3. ADOPTION OF THE 2012 AGM MINUTES**

---

2012 LGANT AGM Minutes were circulated to members in the AGM Packages under Tab 2 in the Conference Binders.

*Motion to approve the Minutes of the 2012 Annual General Meeting:*

- Moved by Greg Morash
- Seconded by Graeme Drew
- All in favour – motion carried.

## **4. PRESENTATION OF THE 2012-2013 AUDITED FINANCIAL STATEMENTS**

---

The 2012-2013 LGANT Financial Statements ending March 31, 2013 were included in the AGM Packages. Erik I. Bech, CGA of Avery, Cooper & Co. provided an overview of the statements for members. LGANT received an unqualified audit. Mr. Bech explained some sections of the statements in more detail and pointed to the new:

- The purpose of the cover letter is to point out responsibilities and introduce the new Canadian accounting standards for not-for-profit organizations.
- The new standards have resulted in an additional column in the statements for this year only (it will no longer be required next year).
- In the Statement of Financial Position, assets have depreciated due to accelerated amortization for the website and office furniture in part related to the office move.
- In the Statement of Operations, Mr. Bech also explained some details for the depreciation.
- In Cash Flow, salaries and benefits were higher due to the Public Sector Capacity Initiative position was fully staffed for the first time and funded from deferred revenue.
- Under the “Notes” section, members should take notice of the following:
  - Note 2 (F): measurement uncertainty applies for the estimated life of capital assets
  - Note 3: there is no impact from the change in the basis of accounting (ASNPO)
  - Note 5: website and furniture will likely be amortized in the next year or two
  - Note 9: shows financial commitments until 2015 of the new lease agreement

President Hood thanked Mr. Bech for making to time to present the financial statements.

*Motion to accept the 2012-2013 Audited Financial Statements:*

- Moved by Chris Chai
- Seconded by John McKee
- All in favour – motion carried.

## **5. PRESENTATION OF THE 2013-2014 BUDGET**

---

The 2013-2014 Budget was circulated to members as part of the AGM Package. The budget was approved by the board on March 22, 2013 and is presented to the membership for information. President Hood opened the floor for questions from the membership.

There were no questions from members.

## **6. PRESIDENT'S REPORT**

---

President Hood delivered the following report:

*I hope you are enjoying this year's conference with its focus on Advancing Local Government Leadership! 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. It also seems very appropriate in the current environment where we seem to go through of phase of much turn-over of Local Government Administrators and SAOs.*

*The workshops and presentations that were selected by our Conference Planning Committee seem be appropriately chosen allowing us to learn together and from each other to hone our leadership competencies to meet today's local government environment.*

*I hope you are all benefiting from our sessions and workshops and that you will be able to take something home with you applicable to face the day-to-day challenges we all face. Please remember to participate in our event evaluation and comment on each session as you go along. We need your feedback to see what can be improved for the future. Our draw at the end of the conference will be a little thank-you for those who completed and returned the form to us.*

*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 past year, my second year serving as your President, was marked by many successes and also many changes, giving us reasons to celebrate and also 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 our organization's existence and point to our future growth potential.*

*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. It is very unfortunate that none of my colleagues are able to attend our meeting today. The following members served on the Board during this past year:*

- *Evelyn Storr, Vice President*
- *Ruby Jumbo, Treasurer*
- *Tom Matus, Director (leaving Sept 27<sup>th</sup>)*
- *Terry Testart, Director*
- *Christopher Parker, Director, (left position in August)*
- *Sara Brown, Ex-officio*

*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 funding for a second position until next year and that she found most qualified help in Karan Riarh who comes as a newly minted MPA to replace Heather Hay who will be taking a Master's degree as well! Welcome Karan, keep up the good work!*

*Much of our team effort contributed to our successful connecting with our funders, stakeholders and partners. Besides regular meetings with the MACA leadership I continue as ex-officio on the board of the NWTAC even though I must admit that recently I was not able to attend the meetings due to my own work load and staff shortages at my community government that did not allow me to be away for several additional days.*

*We also 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.*

*Our outreach and networking efforts with our sister and partner organizations from other Canadian jurisdictions led to the national board of the Canadian Municipal Administrator Association holding the fall meeting here in the north.*

### **Membership**

*I am pleased to let you that 33 NWT communities providing municipal services continue to be LGANT voting members. In addition our Associate Membership has grown to 19 with the potential for further additions. This is great because it tells us we are doing something right and you appreciate the services and value received from 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.*

*The recipient of this year's Canadian Association of Municipal Administrators Conference Bursary was Susan Christie SAO of the Hamlet of Fort Providence. I encourage you as members to apply for the 2014 bursary to attend the CAMA conference in Niagara Falls from May 26 to 28.*

### **Operational Sustainability**

*I can report the books of LGANT as being in order and that we continue to receive "clean audits". 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.*

*We have modernized our financial operations in the past year allowing for electronic authorization – basically the second signature – to issue direct payments and payroll.*

***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. LGANT not only delivers some programs related to this initiative but also participates on the working group and steering committee level.*

*In the spring of 2013 I attended the annual conference of our colleagues in Alberta, the Local Government Administrators Association's (LGAA) renewing some professional friendships and sharing experience with southern colleagues and partners.*

*In May, I attended the 2013 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.*

*This past May, I attended the 2013 Canadian Association of Municipal Administrators Conference in Victoria. 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.*

*We also participate at the interprovincial working group that meets in conjunction with the CAMA meeting and initiated discussion to create a sub-group for northern and remote members.*

***Closing Remarks***

*In closing I would like to thank you for taking the time out of your busy days and attending the 2013 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. 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 new board of directors. Please refer to the package that was distributed in advance and is included in your conference binders under tab 2.*

*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 2013 report as LGANT President. Looking forward to seeing the Local Government Administrators of the NWT advancing their leadership skills and remain dedicated to excellence, leadership and professionalism! Thank you!*

*Motion to approve the President's Report:*

- Moved by Bill Bennett
- Seconded by Larry Baran
- All in favour – motion carried

## **7. OPERATIONAL REPORT BY THE EXECUTIVE DIRECTOR**

---

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 guiding LGANT's future development.

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

1. Governance
2. Sustainable Operations
3. Membership
4. Career Development and Education
5. 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 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.

### **IMPLEMENTATION OF THE LGANT STRATEGIC PLAN**

---

The **LGANT Strategic Plan 2012-2017** helps LGANT operations stay on track, monitor progress and inform where energy needs 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 Executive Director and Board of Directors 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.

### **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.

The Executive Director also welcomed Karan Riarh, who accepted an intern position with LGANT, supporting the 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! The Director thanked Karan for her contributions to the success for this conference

Many thanks and well-wishes go to Heather Hall who left us to pursue her original career goal in speech and language pathology. Heather was also acknowledged for hosting the 33Strong exhibition at the Career Fair.

The Executive Director briefly pointed to the program and activity highlights that are under way for 2013-2014. The Statement of Operations that was included in Tab 2 of the Conference binder showed the expensed and variance to August 31, 2013 in comparison to the approved budget for the fiscal year. The statement showed that expenses are on track and that the current surplus is due to how the planned spending and related activities will flow particularly for the special projects of the website renewal and HR and community government learning needs survey.

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.

The Executive Director pointed out that **Member participation is crucial** to make the HR Survey useful for all! She encouraged members to support this project by participating in the survey. Once completed, quality information will be available allowing comparisons between community governments and forming a basis for discussion on how to best address the training needs at the community government level.

Members were encouraged to stay in touch and help make LGANT YOUR professional organization! It was also noted that the information presented by the Executive Director is include in the Annual Report disturbed with the AGM documents and on the LGANT website.

*Motion to approve the Annual Report for 2012-2013:*

- Moved by John McKee
- Seconded by Frank Moretti
- All in favour – motion carried.

## **8. APPOINTMENT OF AN AUDITOR FOR THE 2013-2014 FISCAL YEAR**

---

It was suggested that Avery, Cooper & Co. have delivered satisfactory services to LGANT and know the organization well, and therefore, should be appointed to be the independent auditor for the current year.

*Motion to appoint Avery, Cooper & Co as the independent auditor for 2013-2014:*

- Moved by Greg Morash
- Seconded by Chris Chai
- All in favour – motion carried.

## **9. REVIEW OF PROPOSED BYLAW AMENDMENT**

---

President Hood asked Executive Director Regina Pfeifer to walk the members through the proposed amendment of our bylaws. Background information was included in the AGM package.

The Auditor (Avery, Cooper & Co.) recommended that LGANT include a section in its bylaws that address what happens to the assets of the Association in the event of a liquidation and dissolution of the Association under Section 26 of the *Societies Act* (NWT). Such a section is a standard clause that describes what happens to the assets for the Association to ensure it does not lose its tax-

exempt status under the *Income Tax Act* (Canada).

The Board at its meeting on June 26, 2013 instructed the Executive Director research and present wording for these sections that could be presented to the membership at the Annual General Meeting to allow for a bylaw amendment by ordinary resolution.

The following wording has been reviewed by Corporate and Securities Registry of the Department Legal Registries (Justice, GNWT) and has been deemed appropriate to deal with the recommendation of the Auditor and is in compliance with the *Societies Act* (NWT).

In addition, during the preparation of the proposed bylaw amendments a numbering mistake was discovered. This being an amendment of house-keeping nature the following additional amendment is suggested.

*Motion: Be it resolved that the following two new subsections be added to the Bylaws of the Local Government Administrators of the NWT:*

- *7.8 Disposal of Funds*  
*All monies received by or on behalf of the Association must be deposited in the Association's bank account in trust for the Association, which account must be with one of the chartered banks of Canada.*
- *7.9 Distribution of Assets*  
*The Association may not distribute any part of its income to any of its members. This does not preclude the payment of reasonable salaries or employee benefits, nor does it preclude the reimbursement of reasonable out-of-pocket expenses. On a winding-up of the Association, all remaining assets of the Association, after payment of all debts and liabilities, must be distributed among Canadian registered not-for-profit societies with similar objectives pursuant to the Income Tax Act (Canada).*

*And further, be it resolved that the existing 'incorrect' numbering be corrected to change the number of the current section 10 to section 9 and correcting all following section numbers sequentially, with the final section number being 12.*

- Moved by Susan Christie
- Seconded by John McKee
- All in favour – motion carried.

The President thanked members and made them aware that these bylaws only come into effect once they are properly registered. The Executive Director was tasked with filing the changes with the Legal Registries.

## **10. BOARD ELECTION**

---

The President turned the floor to the Executive Director who explained that this year all Board positions are up for election:

- President (Group A or B), Vice-President (Alternate Group from President) and Treasurer (Group A or B) for 2 year terms
- Three Directors (one from Group A, one from Group B, one from Group A or B) for a 1 year term

Members were reminded that Group A constitutes regular members from a Municipal Corporation

that is a City, Town or Village and that Group B constitutes a Municipal Corporation that is a Hamlet, Tłı̄chq Community, Charter Community or a Community Government.

**Nominations for President:**

- Advance: Grant Hood, SAO, Town of Inuvik (accepted)
- From the floor: none

*Motion to close nominations for President:*

- Moved by Frank Moretti
- Seconded by Larry Baran
- All in favour – motion carried.

***Grant Hood is declared President by acclamation.***

**Nominations for Vice-President:**

- Advance: none
- From the floor: Larry Baran, SAO, Tłı̄chq Community Government of Whatı (accepted)

*Motion to close nominations for Vice-President:*

- Moved by Greg Morash
- Seconded by Tausia Kaitu-Lal
- All in favour – motion carried.

***Larry Baran is declared Vice-President by acclamation.***

**Nominations for Treasurer:**

- Advance: none
- From the floor: Dennis Kefalas, City Administrator, City of Yellowknife (accepted via Grant Hood)

*Motion to close nominations for Treasurer:*

- Moved by John McKee
- Seconded by Susan Christie
- All in favour – motion carried.

***Dennis Kefalas is declared Treasurer by acclamation.***

**Nominations for Director – Group A:**

- Advance: none
- From the floor: Dean Pickering, SAO, Village of Fort Simpson (declined)

*Motion to close nominations for Director – Group A:*

- Moved by Susan Christie
- Seconded by Frank Moretti
- All in favour – motion carried.

***Director – Group A remains vacant.***

**Nominations for Director – Group B:**

- Advance: Bill Bennett, SAO, Hamlet of Tuktoyaktuk (accepted)
- From the floor: none.

*Motion to close nominations for Director – Group B*

- Moved by Greg Morash
- Seconded by Frank Moretti
- All in favour – motion carried.

***Bill Bennett is declared Director – Group B by acclamation.***

**Nominations for Director – Group A or B:**

- Advance: none
- From the floor: Susan Christie, SAO, Hamlet of Fort Providence (accepted), John McKee, CAO, Hamlet of Fort Liard (declined), Graeme Drew, SAO, Charter Community of Lutsel'ke (accepted)

*Motion to close nominations for Director – Group A or B:*

- Moved by Dean Pickering
- Seconded by Bill Bennett
- All in favour – motion carried.

Susan Christie and Graeme Drew each gave short speeches on why they should be elected as Director. Ballots were distributed. The Executive Director, Regina Pfeifer, and Peter Groenen counted the ballots. The ballots were recounted and the results were announced.

***Susan Christie is declared Director – Group A or B by majority vote.***

*Motion to destroy the ballots:*

- Moved by John McKee
- Seconded by Greg Morash
- All in favour – motion carried.

The Executive Director reminded the new Board that their first meeting will be held that same day (Wednesday, September 25) at 4:30pm at the Explorer Hotel in Katimavik B.

---

**11. NEW BUSINESS**

Bill Bennett requested that members receive contact information of all the SAOs. The Executive Director noted that the information is available on the LGANT website.

---

**12. ADJOURNMENT**

*Motion to adjourn the Annual General Meeting: Moved by Steve Wylie*  
AGM adjourned at 11:35am