



Northern Association of Community Councils Inc.
Board of Directors Meeting
Canad Inns Destination Centre Polo Park, 1405 St. Mathews Ave.

Board of Directors Meeting

Friday October 13, 2023, at 9:00 a.m.

Meeting Minutes

Present:

Board of Directors

Reg Meade, President
Glenn Flett, Northern Chairperson
Harold Fleming, Western Chairperson
Ken Spence, Western Vice-Chairperson
Doug Popowich, Western Secretary/Treasurer
Eric Olson, Eastern Chairperson
Helgi Einarsson, Eastern Vice-Chairperson
Wanda Mowatt, Eastern Secretary/Treasurer

Regrets

Sheryl Matheson, Northern Vice-Chairperson
Freda Parenteau, Northern Secretary/Treasurer

Staff

Linda Payeur, Executive Director
Wendy So, Administrative Assistant

1.0 Call to Order – at 9:06 A.M

2.0 Approval of Agenda

Moved by W. Mowatt, Seconded by E. Olson

CARRIED

3.0 Delegations

- 3.1 Gerry Marques - PrairiesCan Director of Community Economic Development
- 3.2 Andrew Donachuk - PrairiesCan Economist

4.0 Approval of Board Minutes from Aug 21st and Aug 24th, 2023

- 4.1 Moved by G. Flett and seconded by H. Einarsson that the minutes from Aug 21st and Aug 24th, 2023 be accepted with changes.

CARRIED

5.0 Business Arising from the Minutes of Aug 21st, 2023, Board Minutes

UPDATE: Linda followed up with communities and IRNR on resolutions for AGM delegates

Adjourn for Coffee Break 10:15 A.M. – 10:30 A.M.

6.0 Correspondence

6.1 **Service Canada – Notice of Decision**

Board of Directors noted the decision and no further follow up action is needed.

6.2 **Harwill CC - IRNR CAO Communication**

NACC is copied on this communication. Board of Directors noted on this communication.

6.3 **Cheryl Stapleton, A Bookkeeping Company - Bookkeeping Services**

Executives have already met with Cheryl on Oct 12th, 2023 to understand how it works.

MOTION: Appoint a bookkeeping company for handling bookkeeping tasks of NACC effect immediately.

Moved by G. Flett, Seconded by E. Olson

CARRIED

6.4 **Community Council of Waterhen – NACC Per Diems**

ACTION: W. So to draft reply to Community Council of Waterhen for noting that resolution has been received.

Adjourn for Lunch Break 11:44 A.M. – 1:04 P.M.

7.0 Financial

7.1 Approval of General Ledger

Moved by G. Flett, Seconded by H. Fleming

CARRIED

7.2 Approval of Cheque Detail

Moved by E. Olson, Seconded by D. Popowich

CARRIED

7.3 Approval of Bank Reconciliation

Moved by W. Mowatt, Seconded by H. Fleming

CARRIED

7.4 Approval of Visa Reconciliation

Moved by G. Flett, Seconded by E. Olson

CARRIED

8.0 Staff Reports:

8.1 **Executive Director**

Linda Payeur

Attached

MOTION: Review and amend policy and job posting that Executive Director will report to executives when President is unavailable.

Moved by D. Popowich, Seconded by G. Flett

CARRIED

MOTION: Amend Policy to state staff work 7.5 hours per day, which includes 0.5 hour paid lunch.

Moved by H. Fleming, Seconded by W. Mowatt

CARRIED

ACTION: W. So to revise job description of Executive Director, send draft to executives on Oct 16th and post onto indeed on Oct 17th, schedule interviews to Nov 3rd.

9.0 Reports:

9.1 **Western Chairperson**

Harold Fleming

- Observer nominated candidate in election during AGM, this has been corrected on the spot, candidate is nominated by delegate but not observer, AGM went except for the hotel room reservation for one of the girls. CAO training went well.
- Executive meeting, discussed about sending out notices for job applications.
- CAO chat group has been formed.

9.2 **Western Vice-Chairperson**

Ken Spence

- Happy to be on the Board
- Will read through the policies

9.3 **Western Sec/Treasurer**

Doug Popowich

- Talked to NACC to help supporters to run a trapping course, cannot get license without, tried last year, but has a breakdown because no registered instructor. Now,

put down a date, supported by NACC, under 18 of age, trapper association doesn't charge for anything, but there's a fee for over 18.

- Regulations of Northern Affairs need to be followed up. Seeing a lot of buildings going up with no permit of any type. Seeing a lot of nice cottage but the sewage system does not have permit. Plumbing sewage into tank near river. No inspection has been conducted and this is dangerous and may contaminate the water.
- Thank Linda for what she has done for NACC.

9.4 **Northern Chairperson** **Glen Flett**

- Received phone calls from communities that are disappointed with Linda's leaving
- Sept 14 – attended CFNC AGM Board meeting – government training COC training in Thompson with Community Futures
- Attended Meeting at Community Futures representing Northern Communities
- Oct 6 – TRA Thompson Regional Airport Authority Meeting. Airport is under construction. A few million dollars put in the building.
- New CAO Curtis Rock
- Norway House Community Council is still working on finalizing Land Component on an agreement that was signed in 2006 between province with hydro. Money will need to go to 4 areas for the improvement of the communities.
- Past summer, community did private driveway for everyone in community.
- Received good comments on AGM
- Thank you Linda for all the work you have done.

9.5 **Eastern Chairperson** **Eric Olson**

- Attended 2 Board meetings
- Council still dealing with Watership district
- Closest hospital in Ashern has major upgrade in last 6 months, added 12-14 beds, more and doubling its size. Upgraded floor. Working on windows.
- Attended interview
- Thank you Linda for 4+ year of service

9.6 **Eastern Vice Chairperson** **Helgi Einarsson**

- Attended conference, lots of positive comments
- CAO want more content for next year and want to get them more time for more training
- Attended conference for commercial fishing. Next problem with fishing is mercury and fish, caught white fish which has been sent in for testing.
- Thank Linda for everything that she has done for NACC

9.7 **Eastern Sec/Treasurer** **Wanda Mowatt**

- Good AGM
- Council office finally completed. Roof and water system have been fixed.
- Fishing is poor. No white fish.

9.8 **President** **Reg Meade**

- Attended interviews, job need to be posted and send out again
- One candidate impressed us but there's language barrier
- Met with One North Arctic Gateway correspond to security on funding getting. There's more funding coming in. Big issue is over 1 million tires along the rail-lines.
- Had a lengthy discussion with Frances McIvor, Mayor of Wabowden. Had salary and how much staff member needed approved, but after put ads online, hire, change title where no longer have funds, suggested to put in resolution if want NACC to further assist with community council.
- Attended training by Urban Systems
- Thank you Linda

Motion to accept Board Reports.

Moved by D. Popowich and Seconded by W. Mowatt

CARRIED

10.0 Unfinished Business and General Orders

- 10.1 Northern Manitoba Community Consultation Board (NMCCB)
As not all Board members are present today, will table for further discussion in next meeting.
- 10.2 2023 AGM / 2024 AGM
L. Payeur received feedbacks and suggestions which are recorded for future reference.

11.0 New Business

- 11.1 Govfox Investigation Report
Board of Directors discussed on final draft received.

12.0 Next Meeting

The next Executive Board Meeting is scheduled for **November 3rd, 2023**
The next Full Board Meeting is scheduled for **November 30th – Dec 1st, 2023**

13.0 Adjournment – at 2:44 P.M.

Northern Association of Community Councils

Board Meeting – October 13, 2023

Executive Director Report

AGM

- Invoices for outstanding tradeshow tables and sponsorship sent
- expense reports with cheques sent
- Awaiting resolutions from Nelson House, Easterville (Oswald and IRNR are aware), Rockridge (emailed and phoned) and expense claim from Gods Lake Narrows (John Healy, Mayor and Robert Barbeau, IRNR are both aware).

Staff

- Executive Director – Job Posting
 - o Posted position on Indeed and shared with communities and contacts
 - o Reviewed potential candidates on various employment websites
 - o Reviewed 30 resumes, and forwarded 10 shortlisted resumes to the Executive Committee
 - o Contacted and scheduled 5 interviews – 2 noted they accepted positions elsewhere so reviewed application and scheduled an additional two. Received another decline and then the day of the interview – received apologies from two leaving only two for interview
 - o Provided Executive Committee schedule, job posting, interview information page, interview questions/scoring and candidate resumes
- Talon Service Canada
 - o Employment Insurance investigation has been completed
- Respect in the Workplace Investigation review
 - o Received draft of investigation paper from GovFox. Reviewed, redlined (made suggested changes) and returned to Cheryl. She adopted all the changes and submitted the final document to which a couple more changes were requested – specifically correction of dates noted as September was commonly inserted in error where it was to be August and Talon's termination date was noted as May and not correctly as June.
 - o Final payment has been issued. Cost quoted \$9,830 Invoice based on time \$6,650
- Issued final regular payroll payment which included accumulated vacation pay for this year
- Wendy has successfully completed her employment probationary period as of October 20th and documentation to support the same provided
- Pension Plan – Received a plan proposal from BPG. There are no account set-up fees but does note a termination fee of \$225 for the plan (this would include complete cancellation by NACC and not per employee – there is no fee for removing or adding an employee). This would indicate that the example used previously holds e.g., Total Salaries of \$150,000 with 4% employer contribution would be \$6,000 per annum.

Finance

- CRA review and CRA penalty charge reviews – both have been completed and are now closed. In 2019, T. Grandmont omitted to forward two months of tax submissions to the CRA. The CRA deducted the payments from both our GST rebate and COVID employment rebate without detail. All has been

addressed. No outstanding balances other than a refund to NACC in the amount of \$857 are forthcoming.

- The Executive Committee wishes me to continue doing the finances for the interim. I have the NACC laptop, debit card (required for online banking for such things as CRA Payroll Tax payments, rent etc.,) however, it is hoped that a permanent solution will be in place by the end of November. The NACC Visa card will be cancelled as of October 16th. Nadine is currently in Dauphin for the NHFI Grow North Conference and requires the use of the card until the end of workshop Sunday.
- Met with bookkeeper, Cheryl Stapleton, Co-Owner of A Bookkeeping Company located in the building. Quote provided to be shared with Board. Should NACC outsource bookkeeping, it is anticipated the monthly cost would fall around \$300
- Briefed Wendy on how to create reports, view items and run payroll (including CRA).
- Note that the Executive Committee cell phone plans will be up for renewal in January therefore should be discussed at next Board meeting.

NACC Members

- Following up on AGM – created a web page on the NACC website hosting links to resources related to addictions and mental health resources available.

Other

- How does the Board wish Wendy to handle incoming email and mail that is usually handled by E.D.
- Christmas Lunch – guests, date, order
- Staff salary increases – Executive Director finance limit is greater than either increase
- Met with IRNR on October 11th. Discussed AGM, sharing of information between government departments, and the good status of NACC (Board, Financial, Partnerships and Member engagement) at this time. They inquired on the alternate NMCCB position being filled. They extended well wishes and a small gift.