

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



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SRFN Chief and Council Meeting
May 10, 2022
Draft Minutes

Chair:	Chief Brent Bissaillon
Council:	John (Jack) Trudeau, Steve Meawasige, Shirley McLeod, Michelle Owl, Kerri Commanda 6:38pm (via Zoom)
Regrets:	Wilma-Lee Johnston

Director of Operations (DOO): Tracey Seabrook (Interim)

Staff: Lilli Doughty, EA to Chief & Council; Tyler Gary, Communications Officer, Wilma Bissiallon,
SRFNEDC Manager

Recording Secretary: Lilli Doughty

1) Call to Order/Opening Prayer/Remarks:

- The Chief welcomed the community and Council
- Councillor John (Jack) Trudeau said an opening prayer

2) Adoption of Agenda

MOTION: 2022-05-10-01

That Chief and Council adopt the Agenda for the Chief and Council Meeting of May 10, 2022, as amended.

Moved by	Steve Meawasige
Seconded by	Michelle Owl
CARRIED	By Consensus
- Item 11. k) was deferred	
- "Pride Day & Flag Raising" was added as item 11. n)	

3) Declaration of Conflict of Interest:

- None declared at this time

4) Community Presentations

- Cory Wanless from "Waddell Phillips Law Firm", joined via zoom and presented the "Gottfriedson v. Her Majesty the Queen - Class Action Opt-In Notice to Bands", and answered questions from Council
- Chief suggested to reach out to Lawyer [Patrick Nadiwan](#) for advice

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5) **Approval of Previous Minutes**

a) April 26, 2022

MOTION: 2022-05-10-02	
That Chief and Council approve the Council Meeting Minutes of April 26 , 2022 as presented	
Moved by	Shirley McLeod
Seconded by	Michelle Owl
CARRIED	By Consensus

6) **Business Arising from Minutes**

N/A

7) **Reports**

a) Chief's Report

MOTION: 2022-05-10-03	
That Chief and Council accept the Chief's Report dated May 10, 2022, as presented	
Moved by	Steve Meawasige
Seconded by	John (Jack) Trudeau
CARRIED	By Consensus
- The Chief presented his written report dated May 10, 2022, and answered questions from Council	

b) Director of Operations Report

MOTION: 2022-05-10-04	
That Chief and Council accept the Interim Director of Operations Report dated May 10, 2022, as presented	
Moved by	John (Jack) Trudeau
Seconded by	Shirley McLeod
CARRIED	By Consensus
- The Interim Director of Operations presented her written report, dated May 10, 2022, and answered questions from Council	

c) SRFNEDC Report

MOTION: 2022-05-10-05	
That Chief and Council accept the SRFNEDC Managers Report dated May 10, 2022, as presented	
Moved by	Shirley McLeod
Seconded by	Michelle Owl
CARRIED	By Consensus
- The SRFNEDC Manager presented her written report dated May 10, 2022, and answered questions from Council	

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8) Doodem & Committee Minutes & Reports

None at this time

9) Business Arising from Minutes & Reports

None at this time

10) Standing Items

- a.) State of Emergency N/A
- b.) Nogdawindamin Partnership Management Meeting Minutes N/A

11) New Business

- a.) Indigenous Services Canada - Governance Funding & Applications

MOTION: 2022-05-10-06	
That Chief and Council approve the Interim Director of Operations to submit applications for two Governance projects noted below, and further commit to contribute 10% to each of these project streams	
Moved by	Steve Meawasige
Seconded by	John (Jack) Trudeau
CARRIED	By Consensus
<p>IT System and Infrastructure Plan is currently planned to be funded from the Band Office Renovations funding as it will support the movement of the Finance and HR staff to what was previously known as the Council Chambers. Securing this additional funding will free up additional dollars for the renovation project and will advance the IT System and Infrastructure Plan further into the implementation stages of the plan. The application budget is for \$66,000 (maximum) with a 10% contribution of \$6,000 from SRFN. The Human Resource policies passed in principle in June 2021 need further refinement to support their implementation and some of the key activities to support those policies is a time and attendance management software, supporting policy development and staff training to support the implementation. The application budget is for \$66,000 (maximum) with a 10% contribution of \$6,000 from SRFN.</p> <p>To apply for this funding you SRFN must commit to a 10% contribution. This contribution will be absorbed through core funding to be budgeted for in 2022/23 budget. Both activities are critical to SRFN to being efficient and ensuring effective use of time while supporting a long term vision to better support the community at large in a holistic manner. The ability to understand “time” on a SRFN level will support a long term vision of breaking down silos and barriers to an integrated system with the community member at the heart of it. If unsuccessful, alternative streams of funding are available.</p> <p>THEREFORE BE IT RESOLVED:</p> <p>That Serpent River First Nation approves the Director of Operations (Int.) to submit applications for two Governance projects to support the SRFN Strategic Planning activities for:</p> <ul style="list-style-type: none"> ● IT System and Infrastructure Review Plan and Policy Development Project and; 	

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- Human Resource Policy Development and Implementation Activities of a Time and Attendance Program Project

Serpent River First Nation further commits to contributing 10% to each of these project streams.

b.) Time and Attendance Software Purchase

MOTION: 2022-05-10-07

That Chief and Council approve of the purchase and implementation of the Mitrefinch System, pending funding approval of the Governance-Human Resources Application

Moved by	Steve Meawasige
Seconded by	John (Jack) Trudeau
CARRIED	By Consensus

ISSUE: SRFN currently has no mechanism to consistently track staff time and attendance. Manual forms are completed by employees and then submitted to their respective supervisor for approval. The process is time consuming and has significant risk of error. There is also no way to flag a missed form for the supervisor and/or the employee. The risk is loss of time which can be incredibly costly for the employer. Additionally, there is no way other than a manual process to highlight staff who are accumulating excessive amounts of “banked time”. The current process does not allow for ongoing planning and forecasting for staffing.

BACKGROUND: There is a need for a modernized approach to tracking time and as a result demonstrations of two well known systems were set up: Bamboo and Mitrefinch The software will support the implementation of the draft policy and procedures related to Time and Absenteeism and modernize that system.

CURRENT STATUS: A manual honour system process is in place. Tracking of staff time is done by the respective staff person and is kept in their file.

All costs for year 1 would be covered by the Governance Funding - Human Resource Policy Implementation Application for either software.

OPTIONS:

Bamboo Quote: \$552.80 month US Implementation \$1,949.63 US

Mitrefinch Quote: \$1,233.43 month Canadian Implementation \$40,810.80 Canadian

Monthly Fee include biometric clock maintenance and server charges of \$694.33

Consideration could be given to reducing the number of biometric clocks purchased if there was a desire to reduce the implementation costs. Additionally, should the IT System and Infrastructure plan indicate SRFN should implement its own servers, you could reduce the hosting costs as well.

PROPOSED MOTIONS:

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Move that Serpent River First Nation move forward to purchase and implement the Mitrefinch system pending funding approval (post May 20th) of the governance - human resources application. The Interim Director of Operations move forward in contacting Mitrefinch to begin planning immediately for implementation.

c.) Human Resource Operational Policies i) & ii)

MOTION: 2022-05-10-08	
That Chief and Council approve to defer the HR Annual Leave Request & Annual Leave Entitlement Calculations Policies until the next Chief and Council meeting	
Moved by	Steve Meawasige
Seconded by	Shirley McLeod
CARRIED	By Consensus
<ul style="list-style-type: none"> - Deferred until the next Chief & Council meeting - Interim DOO to make some changes and bring it back to Chief & Council 	

c. iii) Hours of Work

MOTION: 2022-05-10-09	
That Chief and Council approve of the Human Resource Operational “Hours of Work” policy, as presented by the Interim Director of Operations	
Moved by	Kerri Commanda
Seconded by	Steve Meawasige
CARRIED	By Consensus
<ul style="list-style-type: none"> - The interim DOO presented the Human Resource Operational “Hours of Work” policy, and answered questions from Council 	

c. iv) Addressing Absenteeism

MOTION: 2022-05-10-10	
That Chief and Council approve of the Human Resource Operational “Addressing Absenteeism” policy, as presented by the Interim Director of Operations	
Moved by	John (Jack) Trudeau
Seconded by	Michelle Owl
CARRIED	By Consensus
<ul style="list-style-type: none"> - The interim DOO presented the Human Resource Operational “Addressing Absenteeism” policy, and answered questions from Council 	

d) Indigenous Services Canada - Cutler Acid Site Funding Application

MOTION: 2022-05-10-11	
That Chief and Council approve the Interim Director of Operations to submit the application in the amount of \$110,000. to cover the costs of the Liaison position, Community Engagement, Community Development and other ancillary costs.	
Moved by	Kerri Commanda
Seconded by	Steve Meawasige

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CARRIED	By Consensus
<ul style="list-style-type: none"> - To support the Cutler Acid Site cleanup a Lands and Environment Liaison person needs to be in place and ancillary costs need to be taken into consideration. - The former Cutler Acid Site cleanup work was stalled during Covid and then subsequently by a gap in filling the vacancy for the Manager of Lands and Environment. In order to move that forward there is a need to have a staff person to oversee the clean up and act as a liaison between ISC, Golder Mine and Serpent River First Nation. The intent of the project would be to restore the Cutler Acid Site (including shoreline) to a state that would be suitable for residential inhabitation. - Consultations had begun with the community in to assist them in understanding the clean up process and anticipated outcomes. - A meeting occurred between ISC, Golder Mine and Serpent River First Nations representatives on April 21, 2022 with a follow up meeting to discuss funding application between ISD and the DOO (Int.) on April 29, 2022. Funding to support the project was confirmed and a subsequent meeting set to review the necessary documentation to support the funding. (April 29th meeting) A follow up meeting would occur with the team June 3, 2022 once the position was in place. - The clean up is intended to restore the land to a state where it can be used for residential purposes. 	

e) Employment and Social Development Canada Funding Application

MOTION: 2022-05-10-12	
That Chief and Council support the application to Employment Skills and Development Canada for Serpent River First Nation to provide skills training in the following areas: Construction Skills, Health Related Skills Occupations, Office Administration Skills, Tenancy Skills and a Human Skills related component. They further commit themselves to 25% of the budget through in kind supports and services	
Moved by	Shirley McLeod
Seconded by	Michelle Owl
CARRIED	By Consensus
<ul style="list-style-type: none"> - There is a growing need for skilled workers at Serpent River First Nations. In order to support SRFN current staffing needs and efforts to increase and enhance services and supports to the community it is critical there is a labour force in place. There is also a need to enhance the current skills of SRFN staff as we work to better serve the community. - Employment and Social Development Canada has a call for applications under the Employment and Skills Partnership Program which can be upto \$10,000 million per year over a five year period, maximum funding \$50,000 million. - A funding application has been submitted to support skills development in the following areas: Construction Skills Trades (general), Office Administration, Tenancy Skills in the early identification of home repair needs and general home maintenance, Health Occupations Preparatory Training and a Human Relational Skills Program for all SRFN staff to be also 	

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included as a component of each of the above programs. The funding application is in the amount of \$2,305,615 with an in kind contribution of \$576,403.75.

- Program entrance requirements would not be isolated to Serpent River First Nations applicants however if they met the initial requirements would have advance standing.
- The program funding also requires a minimum of a 25% contribution of which can be in kind contributions. SRFN in kind contributions are outlined in the attached application.

f) Band Office Renovations

MOTION: 2022-05-10-13	
That Chief and Council approve the professional fee of \$39,950.00 to Form Studio to move forward with the design and overseeing of the renovations to Council Chambers and the Finance Department	
Moved by	Michelle Owl
Seconded by	John (Jack) Trudeau
CARRIED	By Consensus
<ul style="list-style-type: none"> - Indigenous Service Canada approved Band Office Renovations was approved on November 3, 2017. The total estimated cost of this project is \$450,000,000. \$75,000 was released in f/y 2017/2018 towards the design by Form Studio. The roof and heating/cooling system was repaired in 2019. A balance of \$367,235.56 is remaining to complete further renovations. - In order to move forward with the Band Office Renovations, Form Studio was contacted to continue with the design and to oversee the finance and council chambers renovation. - A proposal fee has been submitted by Form Studio in the amount of \$39,950 for Architectural Consulting Services. - This project has been outstanding for 5 years and the funding has to be spent this fiscal year. 	

g) Jordan's Principle Application

MOTION: 2022-05-10-14	
That Chief and Council support the funding request in the amount of \$87,326.42 to Indigenous Services Canada for a Jordan's Principle Case Manager	
Moved by	Shirley McLeod
Seconded by	Michelle Owl
CARRIED	By Consensus
<ul style="list-style-type: none"> - The JP Case Manager is currently vacant. The previous funding was not renewed as a new application had to be completed. The proposed approach is to have an employee who supports Serpent River First Nation families in various applications to address their needs ie Jordan's Principle, Community Advancement Fund, First Nations Drinking Water Settlement, etc. and positioned in the Finance Department. Overtime, the long term goal would be to have the Case Management services to function out of the Culture and Social Services, Education and Health departments. - The request will allow this individual to act as a focal point for the children and families in Serpent River First Nation who are wishing to access Jordan's Principle applications as well as supporting other activities. In particular the employee will assist to provide enhanced service coordination to children and families in Serpent River First Nation. 	

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h) Agreement 2122-ON-000028

MOTION: 2022-05-10-15	
That Chief and Council approve Agreement No. 2122-ON-000028 in the agreement for the amount of \$223,682.27	
Moved by	Steve Meawasige
Seconded by	Shirley McLeod
CARRIED	By Consensus
- This fund is for additional funding for Serpent River First Nation Child and Family Services program	

i) Authorize Travel

MOTION: 2022-05-10-16	
That Chief and Council approve the travel and costs for the Chief and two Councillors to Vancouver, for the "Annual General Assembly" on July 5 - 7th	
Moved by	Steve Meawasige
Seconded by	Kerri Commanda
CARRIED	By Consensus
- A draw will take place to determine which Councillors will get to go	
- Estimated total per person = \$3,387.68	

j) Community Advancement Fund Request - Janet Day

MOTION: 2022-05-10-17	
That Chief and Council defer the CAF request and allow the Interim DOO to pursue other avenues to support the cultural activities	
Moved by	Steve Meawasige
Seconded by	Michelle Owl
CARRIED	By Consensus
- Deferred with a recommendation the Director of Operations pursue other avenues to support the cultural activities.	

k) Community Advancement Fund - Linda Helin

- Deferred

l) RFP for IT System & Infrastructure (Cygnus Group)

MOTION: 2022-05-10-18	
That Chief and Council approve the amended submission for Cygnus Group in the amount of \$35,000 which supports the hybrid model for the RFP for IT systems and Infrastructure plan to include NSTC supporting some of the activities	
Moved by	Steve Meawasige
Seconded by	Shirley McLeod
CARRIED	By Consensus
- There are mounting pressures on Serpent River First Nation staff related to the current infrastructure and systems in place technologically. The issues range from poor wifi	

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connectivity within the Band Office, telephone issues, security concerns, etc. These issues result in challenged productivity and inability to carry out regular day-to-day operations. In order to move forward with the staff reorganization, it was identified as critical to the success of that change. Additionally, it is critical to basic operations.

- As a result, approval was given to pursue a consulting firm to do a review and develop a plan identifying the most critical elements to move forward with first. The plan would be results-based driven and provide a staged approach to moving forward with the highest risk/productivity issues to Serpent River First Nation.
- The funding of the plan would be from the Governance Funding submission if successful and from the Serpent River Band Office renovations fund previously approved (if not successful in our application) which is necessary to support the movement of the Finance staff to the former Council Chambers.
- Post the RFP being advertised, North Shore Tribal Council offered their support in the planning process. Meetings were held with both parties to prepare to offer a hybrid approach to the planning process. Having NSTC's engagement will also help to support the future implementation of this plan. Cygnus Group was approached to consider leadership of this planning process but requested to revisit their proposal to look at a reduction in their fee structure taking into consideration the support NSTC could offer.
- CYGNUS Group presented a reduced fee structure of \$35,000. and has time and expertise to lead this project with the support of NSTC and SRFN staff.

m) Sale of 2012 Dodge 5500

MOTION: 2022-05-10-19	
That Chief and Council accept Sebastien Fabris' bid of \$25,200 for the 2012 Dodge 5500 truck, including a 9.2" Boss plow and a Swenson "S" series tailgate spreader	
Moved by	John (Jack) Trudeau
Seconded by	Steve Meawasige
CARRIED	By Consensus
	- A tender to sell the 2012 Dodge 5500 truck, with a 9.2" Boss Plow and a Swenson "S" series tailgate spreader was posted online, open to the public. The deadline was May 6 th , 2022 at 3:00 p.m., with a starting bid of \$20,000.00. The highest bid of \$25,200.00 was received from Sebastien Fabris

n) Pride Day & Flag Raising

MOTION: 2022-05-10-20	
That Chief and Council acknowledge June 24 as "Pride Day"	
Moved by	John (Jack) Trudeau
Seconded by	Steve Meawasige
CARRIED	By Consensus

12. Next Meeting Dates

- a) C&C Duly Convened Meeting Wednesday, May 25, 2022

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13.) Adjournment

MOTION: 2022-05-10-21	
That Chief and Council adjourn the Chief and Council Meeting of May 10, 2022, at 9:15 p.m.	
Moved by	Shirley McLeod
Seconded by	
CARRIED	By Consensus

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