

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

SRFN Chief and Council Meeting  
**Tuesday, May 14, 2024**  
**Approved Minutes**

**Chair:** Wilma-Lee Johnston

**Council:** Kerri Commanda, Shirley McLeod, Michelle Owl, Steve Meawasige, John (Jack) Trudeau

**Regrets:** None at this time

**Director of Operations (IDOO):** Tracey Seabrook

**Staff:** Jeff Moulton, Director of HR; Madelaine O'Neill, POLEA

**Community members in person:** 5

**Attendees via Zoom:** 8

**Recording Secretary:** Madelaine O'Neill

**1) Call to Order/Opening Prayer/Remarks:**

- |  |
|--|
| - The duly convened Chief and Council meeting of Tuesday, May 14, 2024 was called to order at 6:02pm |
| - Opening prayer by Councillor McLeod  |
| - Councillor Commanda took chair until Chief Johnston arrived at 6:32pm                              |

**2) Adoption of Agenda**

**MOTION: 2024-05-14-01**

**That Chief and Council adopt the Agenda for the Chief and Council Meeting of Tuesday, May 14, 2024, as amended**

<b>Moved by</b>	John (Jack) Trudeau
-----------------	---------------------

<b>Seconded by</b>	Shirley McLeod
--------------------	----------------

<b>CARRIED</b>	By Consensus
----------------	--------------

- |   |
|---|
| - Deferred item 11. a) Elliot Lake Urban Housing Development Opportunity Presentation |
|---|

**3) Declaration of Conflict of Interest:**

- None at this time
---------------------

**4) Community Presentations**

- None at this time
---------------------

Recording Secretary:	Madelaine O'Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

5) **Approval of Previous Minutes**

a) **Tuesday, April 23, 2024**

<b>MOTION: 2024-05-14-02</b>	
That Chief and Council approve the Council Meeting Minutes of Tuesday, April 23, 2024 as presented	
<b>Moved by</b>	Michelle Owl
<b>Seconded by</b>	Steve Meawasige
<b>CARRIED</b>	By Consensus

6) **Business Arising from Minutes**

a.) **First Nations Major Projects Coalition**

- Chief and Council reviewed documents from the First Nations Major Projects Coalition Society provided for reference and informational purposes
--

b.) **Leases - Serpent River First Nation Limited Partnership**

i.) **Lease – Brian Day**

<b>MOTION: 2024-05-14-03</b>	
That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the lease as amended. Chief and Council direct the Serpent River Limited Partnership to present the lease to the tenant for review and signature. On completion the lease is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records	
<b>Moved by</b>	John (Jack) Trudeau
<b>Seconded by</b>	Steve Meawasige
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- Correct spelling of name is: Brian Day</li> <li>- Brian Day has been using the Trading Post pavilion for his Fish and Chips stand since 2020</li> <li>- No current lease signed for upcoming season. A lease has been devised taking into consideration the continued support of a small business owner in the community while ensuring economic stability and prosperity</li> <li>- Serpent River First Nation Limited Partnership is the management of all leases on the property, with owner approval required for any amendments, advertising, and new leases</li> <li>- The Serpent River First Nation Limited Partnership has been mandated to explore economic opportunities on behalf of Serpent River First Nation, to attract, to support and to facilitate the establishment of new Serpent River First Nation businesses, to encourage the development of the private sector economy and, with Chief &amp; Council approval, to promote and develop sustainable business projects that are aligned with the community’s Vision and Mission statements</li> </ul>	

ii.) **Lease - North Shore Tribal Council**

<b>MOTION: 2024-05-14-04</b>
------------------------------

Recording Secretary:	Madelaine O’Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

**That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the lease as presented. Chief and Council direct the Serpent River Limited Partnership to present the lease to the tenant for review and signature. On completion the lease is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records**

<b>Moved by</b>	John (Jack) Trudeau
<b>Seconded by</b>	Steve Meawasige
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- On review of leases it was identified that there is not a current valid lease held with North Shore Tribal Council. They occupy buildings A, B and ½ of D. A payment is being made but it does not reflect current market value and the buildings in use. The payment is associated with building A and B as per the original agreement</li> <li>- Niigaaniin currently resides in ½ of building D with no lease or payment associated. A meeting took place with North Shore Tribal Council and it was established they are the management for Niigaaniin and have acknowledged that there is no current payment being made on behalf of this unit and understood a lease is being established by the Serpent River First Nation Limited Partnership to reflect the additional building usage and fair market value for buildings A and B</li> <li>- The Serpent River First Nation Limited Partnership board has approved the lease and is the manager of all leases on the property, with Owner approval required for any amendments, advertising, and new leases</li> <li>- The North Shore Tribal Council is a longstanding tenant</li> <li>- The lease is based on average square footage costs for the area along the North Shore</li> <li>- The lease will be for \$17.75 a sq. foot with 7500 of office space currently used</li> <li>- The lease reflects a percentage of utilities to be paid for hydro and fuel based on the use of 70% of the buildings associated with the business center</li> <li>- Snow removal addendum should be considered as an additional clause</li> </ul>	

**iii.) Lease - Service Ontario**

**MOTION: 2024-05-14-05**  
**That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the lease as presented. Chief and Council direct the Serpent River Limited Partnership to present the lease to the tenant for review and signature. On completion the lease is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records**

<b>Moved by</b>	Michelle Owl
<b>Seconded by</b>	Steve Meawasige
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- On review of leases it was identified that no lease is held with Service Ontario</li> <li>- Service Ontario currently resides in the Trading Post with no lease or payment associated</li> <li>- A meeting took place with North Shore Tribal Council and it was established they are the management for Service Ontario they acknowledged that there was no current payment and understood a lease is being established by Serpent River First Nation Limited Partnership</li> <li>- The Serpent River First Nation Limited Partnership board has approved the lease and is the manager of all leases on the property, with Owner approval required for any amendments, advertising, and new leases</li> </ul>	

Recording Secretary:	Madelaine O'Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

- The lease is based on average square footage costs for the area along the North shore of \$17-\$22
- The lease includes utilities such as hydro and fuel
- Pest services for the unit are included
- Service Ontario utilizes a washroom and storage area outside of their unit additionally

**iv.) Lease – Nogdawindamin**

**MOTION: 2024-05-14-06**

**That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the Option A lease as presented. Chief and Council direct the Serpent River Limited Partnership to present the lease to the tenant for review and signature. On completion the lease is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records**

<b>Moved by</b>	John (Jack) Trudeau
<b>Seconded by</b>	Shirley McLeod
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- On review of leases it was identified that there is not a current valid lease held with Nogdawindamin that currently resides in ½ of building D (1500 sq. feet)</li> <li>- A payment is being made but it does not reflect current market value and the building in use</li> <li>- The payment seems to be associated with an unsigned draft lease that started with a payment of \$4860 for 18 months and reflects a reduced payment to \$540 that was to start in May of 2023</li> <li>- The payment being received monthly continues to be \$4860. If the lease is to be acknowledged an overpayment of \$51,840 has occurred</li> <li>- The rate based on a 1500 sq. foot space would be \$38.88 a square foot</li> <li>- The unsigned lease observed is valid until October 31, 2024</li> <li>- There are 2 alternate leases that have been prepared:            OPTION A - With a monthly payment based on average square footage rates along the North shore at a cost of \$17.75 a sq. foot with the lease expiring March 31,2025 with all other Nogdawindamin leases to be renegotiated at that time            OPTION B - No payment to be made regarding ½ building D until April 1, 2025 at which time all Nogdawindamin leases are to be renegotiated</li> <li>- Chief and Council selected Option A for the lease</li> </ul>	

**v.) Janitorial Services Addendum – Nogdawindamin**

**MOTION: 2024-05-14-07**

**That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the lease addendum as presented. Chief and Council direct the Serpent River Limited Partnership to present the lease addendum to the tenant for review and signature. On completion the lease addendum is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records**

<b>Moved by</b>	Shirley McLeod
<b>Seconded by</b>	Kerri Commanda
<b>CARRIED</b>	By Consensus

Recording Secretary:	Madelaine O'Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

- The Nogdawindamin Lease for the commercial space in the 2nd floor of the Trading Post located at 479 Highway 17 West is current and valid until March 31, 2025
- Nogdawindamin currently resides in the Trading Post
- Serpent River First Nation Limited Partnership is currently providing janitorial services and supplies
- On review of the lease it was identified there is no clause in the agreement to provide these services or supplies
- A discussion with Nogdawindamin management occurred to advise of the possible change in services and possible charge reflected to provide services
- Proposed cost is based on 10 -15 approximate hours per month
- Janitorial Expenses and associated wages are currently being paid by the Limited Partnership
- Supplies and consumables include cleaning supplies, garbage bags, hand soap, toilet paper and paper towels
- Pest services provided in the Trading Post also provided in addition at no charge

**vi.) Storage Space Addendum – Nogdawindamin**

**MOTION: 2024-05-14-08**  
**That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the lease addendum as presented. Chief and Council direct the Serpent River Limited Partnership to present the lease addendum to the tenant for review and signature. On completion the lease addendum is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records**

<b>Moved by</b>	John (Jack) Trudeau
<b>Seconded by</b>	Kerri Commanda
<b>CARRIED</b>	By Consensus

- The Nogdawindamin lease for the commercial space in the 2nd floor of the Trading Post located at 479 Highway 17 West is current and valid until March 31, 2025
- The tenant has requested additional storage space to accommodate supplies for the unit
- Nogdawindamin is at full capacity upstairs and is booking office space for staff to work in the office at this time due to lack of offices on the North shore
- The Serpent River Limited Partnership has proposed a space for use in the basement of 180 square feet
- Nogdawindamin is utilizing the space in the basement with the acknowledgement that there will be a cost associated that reflects similar rates for storage in the North shore area
- Nogdawindamin has been advised they can move belongings in the area however the lease will need to be reviewed by Chief and Council for approval prior to a signed agreement being observed

**vii.) Snow Removal Addendum**

**MOTION: 2024-05-14-09**  
**That Chief and Council accept the Serpent River Limited Partnerships recommendation to proceed with the lease addendum as presented. Chief and Council direct the Serpent River Limited Partnership to present the lease addendum to the tenant for review and signature. On completion the lease addendum is to be sent to the Director of Operations of Serpent River First Nation for review and signing authority. Copies to be sent to all parties once signed and dated for internal records**

<b>Moved by</b>	Steve Meawasige
<b>Seconded by</b>	Michelle Owl
<b>CARRIED</b>	By Consensus

Recording Secretary:	Madelaine O'Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

- Issues in the past have arisen regarding snow removal. A clause has been discussed with the Director of Operations (Int.) of Serpent River First Nation to address snow removal issues
- All leases that are currently being observed have a generic statement that says:  
**Section 4.05 General Maintenance Costs:** The Landlord shall be responsible for:  
(a) snow removal and salting and/or sanding (as appropriate) in parking areas and walkways, as required according to conditions

**c.) Economic Development Strategic Plan – Selection of Consultant**

**MOTION: 2024-05-14-10**

**That Chief and Council select N1 Strategy and Gencity Inc. to develop a comprehensive Economic Development Strategic Plan for Serpent River First Nation**

**Moved by** Kerri Commanda

**Seconded by** Michelle Owl

**CARRIED** By Consensus

- The economic development strategic plan aims to guide economic development efforts within our organization, region and community over the coming years
- This plan will serve as a roadmap for fostering economic growth, attracting investment, and enhancing the overall prosperity of Serpent River First Nation
- On March 13, 2024, a request for proposal was sent and posted, seeking proposals from qualified firms to develop a comprehensive economic development strategic plan. Bids were to be submitted no later than March 29, 2024
- 2 proposals were received. One from BDO, and another one from N1 Strategy and Gencity Inc., both are located in Sault Ste. Marie. BDO’s quote came in at \$18,457 and N1 Strategy and Gencity Inc., \$44,025.
- Funding to cover 100% of this cost is available through ISC

**7) Reports**

- Chief provided an update regarding RHT that will soon be shared with community members based on the past two Chiefs and Trustees meetings
- Once approved by the LMC, community members will be notified

**8) Doodem & Committee Minutes & Reports**

- Councillor Commanda provided an update on the Eagle Doodem
- Eagle Doodem meetings have been taking place regularly but have not reached the required quorum resulting in the delay of meeting minutes being brought forward
- Eagle Doodem to develop a report with notes, etc. to ensure community members are kept informed

**9) Business Arising from Minutes & Reports**

- None at this time

**10) Standing Items**

**a.) Audits**

Recording Secretary:	Madelaine O’Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

- Director of Operations (Int.) has reached out to BDO to ensure that Serpent River First Nation is on target for the June audit
- Will continue to update community members as Serpent River First Nation receives information
- Currently, two audits are to take place in June, and one in September

**11) New Business**

**a.) General Signing Authority**

**i.) Appointment of Signing Authority – Ryan McLeod - Bank of Montreal**

<b>MOTION: 2024-05-14-11</b>	
<b>That Chief and Council approve the appointment of Ryan McLeod to be authorized for signing authority for the Bank of Montreal accounts on behalf of Serpent River First Nation</b>	
<b>Moved by</b>	Michelle Owl
<b>Seconded by</b>	John (Jack) Trudeau
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- Require approval for signing authority for Ryan McLeod, Acting Director of Finance</li> <li>- To allow for a second signing authority for Bank of Montreal a band council resolution is required</li> <li>- A band council resolution is required to appoint him to have signing authority as per the Serpent River First Nation finance policies</li> <li>- For continuity of business a secondary signer to this account is required</li> </ul>	

**ii.) Appointment of Signing Authority – Ryan McLeod – Scotiabank**

<b>MOTION: 2024-05-14-12</b>	
<b>That Chief and Council approve the appointment of Ryan McLeod to be authorized for signing authority for the Scotiabank accounts on behalf of Serpent River First Nation</b>	
<b>Moved by</b>	Kerri Commanda
<b>Seconded by</b>	John (Jack) Trudeau
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- Require approval for signing authority for Ryan McLeod, Acting Director of Finance</li> <li>- To allow for a second signing authority for Scotiabank a band council resolution is required</li> <li>- A band council resolution is required to appoint him to have signing authority as per the Serpent River First Nation finance policies</li> <li>- For continuity of business a secondary signer to this account is required</li> </ul>	

**iii.) Revoke Appointment of Signing Authority – Susan Slomke – Bank of Montreal**

<b>MOTION: 2024-05-14-13</b>	
<b>That Chief and Council approve the removal Susan Slomke to be removed as a Principal Account Holder and have signing authority revoked for the Bank of Montreal account for Serpent River First Nation</b>	
<b>Moved by</b>	Steve Meawasige
<b>Seconded by</b>	Shirley McLeod

Recording Secretary:	Madelaine O'Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02

<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- Removal of Principal Account Holder and Signing Authority for Susan Slomke</li> <li>- Susan Slomke has departed the Director of Finance position</li> <li>- A band council resolution is required to remove her as a Principal Account Holder for the Bank of Montreal accounts and to have signing authority revoked as per the Serpent River First Nation Finance policies</li> <li>- Susan Slomke is no longer employed by Serpent River First Nation</li> </ul>	

**iv.) Revoke Appointment of Signing Authority – Susan Slomke - Scotiabank**

<b>MOTION: 2024-05-14-14</b>	
<b>That Chief and Council approve the removal Susan Slomke to be removed as a Principal Account Holder and have signing authority revoked for the Bank of Montreal account for Serpent River First Nation</b>	
<b>Moved by</b>	Steve Meawasige
<b>Seconded by</b>	Shirley McLeod
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- - Removal of Principal Account Holder and Signing Authority for Susan Slomke</li> <li>- Susan Slomke has departed the Director of Finance position</li> <li>- A band council resolution is required to remove her as a Principal Account Holder for the Scotiabank accounts and to have signing authority revoked as per the Serpent River First Nation Finance policies</li> <li>- Susan Slomke is no longer employed by Serpent River First Nation</li> </ul>	

**b.) IESO - First Nations Community Building Retrofit Program**

<b>MOTION: 2024-05-14-15</b>	
<b>That Chief and Council approves its participation in the Program, subject to the willingness of the tenants to participate as per the FNCBRP terms and conditions</b>	
<b>Moved by</b>	Steve Meawasige
<b>Seconded by</b>	Kerri Commanda
<b>CARRIED</b>	By Consensus
<ul style="list-style-type: none"> <li>- The Independent Electricity System Operator (IESO) through its Save On Energy brand is offering the First Nations Commercial Building Retrofit Program (FNCBRP) for eligible on-reserve First Nation commercial buildings</li> <li>- The IESO requests a band council resolution from a First Nation community that wishes to participate in the FNCBRP</li> <li>- The energy efficiency measures are provided and/or installed by the IESO and Save on Energy at no cost to Serpent River First Nation, subject to the funding limit for each participating community</li> <li>- The IESO and Save on Energy have indicated that they will review and follow any health and safety protocols, including any COVID-19 pandemic protocols, that currently in place within the Serpent River First Nation territory</li> <li>- Serpent River First Nation Chief and Council is empowering the Director of Operations to make project and investment decisions on behalf of the Band Council related to Participation in the FNCBRP including:</li> </ul>	

Recording Secretary:	Madelaine O'Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02



- Supplying utility bills (electric, natural gas, propane etc.), including sign off on utility consent forms to share data with a third party
- Approval and sign off on the Benchmark Report outlining which buildings are selected for site visits to assess potential energy efficiency upgrades
- Approval and sign off on the Project Plan outlining which facilities will receive energy efficiency upgrades and the energy savings measures to be installed through the FNCBRP

**12. Community Questions and Answers**

- Chief and Council addressed questions, comments and concerns from community members at this time
- Community member expressed significant concerns regarding the recent deaths within the community. They emphasized their feelings that administration should take a more proactive role in addressing these issues
- Community member voiced concerns regarding the transparency of the organization’s audit processes. They highlighted the need for more accessible information about the audits to ensure accountability and trust building within the community
- The audits have become a standing item on the Chief and Council meeting agenda to ensure community members are kept informed
- Director of Operations (Int.) announced the details of the upcoming Annual Serpent River First Nation Pride Parade which will take place on June 27, 2024 beginning at 5:30pm

**13. Next Meeting Dates**

- Tuesday, May 28, 2024

**14. Adjournment**

<b>MOTION: 2024-05-14-16</b>	
<b>That Chief and Council adjourn the Chief and Council Meeting of Tuesday, May 14, 2024 at 7:34pm.</b>	
<b>Moved by</b>	Shirley McLeod
<b>Seconded by</b>	
<b>CARRIED</b>	By Consensus

Recording Secretary:	Madelaine O’Neill	Date Approved	2024-05-28
2024-05-14 Approved C&C MINUTES		Motion of Approval	2024-05-28-02