



**Duly Convened Sipekne'katik Band Council Meeting Minutes**  
**Friday, November 10<sup>th</sup>, 2023**  
**Continuation of November 7<sup>th</sup>, 2023**  
**Council Chambers and Zoom Video Conference**  
**10:00 AM**

**1. Call to Order:** The meeting was reconvened by Chief Michelle Glasgow at 10:34 AM.

**2. Opening Prayer:** Councillor Rufus Copage gave the opening prayer, followed by a moment of silence.

**3. Roll Call:**

**Council Present:**

Chair, Chief Michelle Glasgow

Councillor Rufus Copage

Councillor Justin W. Johnson

Councillor Lena Knockwood (via Zoom, in-person at 12:33 PM)

Councillor Timothy Nevin

Councillor Eldon Paul

Councillor De-Anne Sack (via Zoom)

Councillor Brooke Willis (via Zoom, in-person at 11:58 AM)

**Quorum: 8**

Councillor Keith Julian (via Zoom at 10:39 AM) **Q/9**

Councillor Gerry Augustine (via Zoom at 1:57 PM – departed at 2:08 PM) **Q/10**

**Absent:**

Councillor Thomas J. Howe (Excused)

Councillor Doreen Knockwood (Excused)

Councillor Cheryl Gehue

**Staff:**

Anthony Digiosia, Interim Director of Finance

Brian Dorey, Director of Operations

Monica Beckett, Interim Executive Finance Officer

John Peter-Paul, Commercial Fisheries Manager

Mallory Wilcox, Minute Taker

**Guests:**

John McNeil, Grant Thornton

**4. Clearwater Presentation, Grant Thornton:**

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John McNeil gave a presentation on the Clearwater Coalition, including:

- Breakdown of shares and shareholder percentages.
- Repayment rates and amounts.
- Option for coalition to purchase 52% of Harbour Grace (offshore shrimp license).
- Sub debt recapitalization.
- Benefits & risks.

Councillor Keith Julian departed at 12:00 PM.

The presentation concluded at 12:10 PM.

## **5. Council Discussions:**

**Moved In-Camera at 12:23 PM.**

**Moved Out of In-Camera 1:07 PM.**

**5.1 Tidal Bore:** A manager must be hired for Tidal Bore as soon as possible, preferably with bookkeeping experience.

**Council agreed by consensus that monthly financial reports for Tidal Bore must be submitted to Council in a timely manner.**

**Moved In-Camera at 1:10 PM.**

**Chief Glasgow excused herself due to conflict at 2:06 PM, and appointed Councillor Eldon Paul as Chair in her absence.**

Councillor Gerry Augustine joined the meeting via Zoom at 1:57 PM and departed at 2:08 PM.

**Moved Out of In-Camera at 2:20 PM.**

**Chief Glasgow returned and resumed as Chair at 2:28 PM.**

## **6. Fisheries Updates:**

**6.1 LFA 34 Captain:**

The LFA 34 captain for SS. Mama Ain't Happy has not supplied a captain's license. A new captain must be appointed. The Commercial Fisheries Manager recommends [redacted].

**Council agreed by consensus to hire [redacted] as captain of the Mama Ain't Happy for LFA 34.**

**6.2 LFA 34 Licenses:** There are two remaining licenses for lease. Ocean Ridge counteroffered \$70,000.00 for one license after their initial offer of \$40,000.00 was declined.

**Consensus to accept Ocean Ridge's offer of \$70K for 1 LFA 34 license, with the Commercial Fisheries Manager offering them two licenses for \$140K to respond to capacity issues.**

**6.3 Raises for LFA 35:**

**Council agreed by consensus to increase captain rates to 17% and deckhands to 12% for LFA 35.**

**6.4 All-Female Fishing Crew:** Council directs the Commercial Fisheries Manager to explore a mentorship program for an all-female crew in LFA 32.

## **7. Prevention Program:**

Reviewed the proposed job descriptions for Prevention Program staff.

**Council agreed by consensus to approve the job descriptions for the Director of Prevention Program, Administrative Assistant, Wutanm/Community Support Worker (two positions), and Nikmaq/Family Support Worker positions for the Sipekne'katik Prevention Program.**

**Recess at 3:01 PM.**

**Reconvened at 3:16 PM.**

## **8. Interim Executive Finance Officer Report:**

### **8.1 Residential School Site Exploration Funding:**

**Council agreed by consensus for the Interim Executive Finance Officer to submit the proposal for Residential School Site Exploration.**

Councillor Brooke Willis joined the meeting via Zoom at 3:06 PM.

Councillor Timothy Nevin joined the meeting via Zoom at 3:35 PM.

### **8.2 Quarter 1 Report:**

#### **Motion #1**

Moved by Councillor Eldon Paul, seconded by Councillor Justin W. Johnson, (to accept the Quarter 1 Report as presented by the Interim Executive Finance Officer, and recommended by the Financial Advisory Committee).

**Motion Carried Unanimously.**

### **8.3 Indigenous Services Canada (ISC) Adjustment of Cash Flow Funding:**

ISC released \$60,000.00 in funds for governance capacity development. This funding will be used to equip Council chambers for live streaming meetings and having televisions installed for presentations.

#### **Motion #2**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to amend the 2023-2024 budget to include ISC Cash Flow Adjustment #0006 in the amount of \$60,000.00 for department 115 [PID]).

**Motion Carried Unanimously.**

### **8.4 Housing Internship for Indigenous Youth Funding:**

#### **Motion #3**

Moved by Councillor Eldon Paul, seconded by Councillor Justin W. Johnson, (to approve ISC Amendment #115 in the amount of \$41,300.00 for the Housing Internship Initiative).

**Motion Carried Unanimously.**

#### **Motion #4**

Moved by Councillor Rufus Copage, seconded by Councillor Justin W. Johnson, (to amend the 2023-2024 budget to include ISC Amendment #115 in the amount of \$41,300.00 for the Housing Internship Initiative).

**Motion Carried Unanimously.**

### **8.5 ISC Notice of Budget Adjustment (NOBA) 0045:**

#### **Motion #5**

Moved by Councillor Eldon Paul, seconded by Councillor Rufus Copage, (to approve ISC NOBA 0045 in the amount of \$394,680.00 for the Social Department under Special Needs).

**Motion Carried Unanimously.**

**Motion #6**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to amend the 2023-2024 budget to include ISC NOBA 0045 for the Social Department under Special Needs).

**Motion Carried Unanimously.**

8.6 Confederacy of Mainland Mi'kmaq (CMM) Traditional Healer's Fund:**Motion #7**

Moved by Councillor Rufus Copage, seconded by Councillor Justin W. Johnson, (to approve CMM Traditional Healer's Funds for the Health Department's annual moose hunt, in the amount of \$28,350.00).

**Motion Carried Unanimously.**

8.7 Indigenous Language Funding:

These funds were applied for by the Education Department.

**Motion #8**

Moved by Councillor De-Anne Sack, seconded by Councillor Brooke Willis, (to approve the MK Indigenous Language Component funding of \$183,621.00).

**Motion Carried Unanimously.**

**Motion #9**

Moved by Councillor De-Anne Sack, seconded by Councillor Rufus Copage, (to amend the 2023-2024 budget to include MK Indigenous Language Component funding of \$183,621.00).

**Motion Carried Unanimously.**

8.8 Financial Management System Support Services:

The First Nations Financial Management Board can provide Accounting and Human Resource Supports to the Band for free. These supports will be instrumental in preparing Sipekne'katik for Financial Administrative Law (FAL) certification.

**Motion #10**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to approve the Financial Management System Support Services Agreement to assist Sipekne'katik Finance and Human Resource departments in training and other supports as needed to achieve FAL certification).

**Motion Carried Unanimously.**

8.9 Burma Road Extension Design:**Motion #11**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to approve the quote from RCS Construction for the Burma Road extension design in the amount of \$59,970.00 upon reaching agreeable terms and conditions).

**Motion Carried Unanimously.**

8.10 Beautifying the Community Project:

\$225,000.00 in funding was received for this project. Some benches and picnic tables have been ordered but the gazebos require Council approval. Concrete pads will need to be installed throughout the community for these projects and are included in the total \$225,000.00 budget.

**Motion #12**

Moved by Councillor Justin W. Johnson, seconded by Councillor Eldon Paul, (to approve the immediate purchase of 10 gazebos from Bed Bath and Beyond for \$24,685.00 plus HST for the Beautifying the Community Project).

**Motion Carried Unanimously.**

**Motion #13**

Moved by Councillor Rufus Copage, seconded by Councillor De-Anne Sack, (to install playgrounds on Meadowbrook Road, Tuff Street, and various locations to be identified throughout the community).

**Motion Carried Unanimously.**

8.11 Demolition of 118 Meadow Road: Tabled.

8.12 Tuition Fees for Band Members: Tabled.

**Motion #14**

Moved by Councillor Eldon Paul, seconded by Councillor Justin W. Johnson, (to amend the governance policy authorization and delegation table to allow the Education Department to approve tuition/university costs [within reason] above their authorization limit for normal expenditures).

**Motion Carried Unanimously.**

8.13 Band Designate Gift Cards:

Gift cards will be used for family supports within the Band Designate program.

**Motion #15**

Moved by Councillor Eldon Paul, seconded by Councillor De-Anne Sack, (to approve the purchase of gift cards for the Band Designate program in the amount of \$24,082.15).

**Motion Carried Unanimously.**

8.14 Food Bank Gift Cards:

There is a surplus in the Food Bank budget. It is recommended to increase their monthly gift card allowance from \$3000.00 to \$5000.00 to offset some of the rising costs of food.

**Motion #16**

Moved by Councillor Justin W. Johnson, seconded by Councillor De-Anne Sack, (to approve the purchase of gift cards for the Food Bank in the amount of \$20,000.00 from Gift Card Warehouse and Superstore).

**Motion Carried Unanimously.**

8.15 Snowsuits for Children:

309 snowsuits have been ordered from Children's Place to give to children in the community.

**Motion #17**

Moved by Councillor Eldon Paul, seconded by Councillor Justin W. Johnson, (to approve the purchase of 309 snowsuits for children in the community, for \$20,128.70, using Prevention funding).

**Motion Carried Unanimously.**

#### 8.16 Christmas Disbursement Application Forms:

**Council agreed by consensus to approve the 2023 Christmas Disbursement Application Form.**

#### 8.17 Guaranteed Investment Certificate (GIC) Purchases:

##### **Motion #18**

Moved by Councillor Rufus Copage, seconded by Councillor Justin W. Johnson, (to approve a \$250,000 contribution to a designated GIC every quarter until reaching \$1,000,000.00 for the purpose of Sipekne'katik asset insurance, with contributions coming from Social rent money).

**Motion Carried Unanimously.**

#### 8.18 Employee Utility Assistance Change:

Finance Policy Section 12 – Financial Management: Expenditures & Records requires modification to allow employees to request this assistance for expenses other than utilities.

**The current policy states:** “Employee Utility Advances Employees seeking a payroll advance to assist with utility expenses are eligible to apply for the advance of up to \$1,500.00 once per fiscal year. This advance will be paid directly to the applicable utility in that company’s name. Employees will only be granted this advance if the employee requesting the advance has no other debt or funds owing to Sipekne’katik. Employees are required to have passed their probationary period in order to be eligible to access this advance. The employee must submit a written request and their most recent utility bill showing the current balance to the Finance Department. Requests for Employee Utility Advances will be approved in accordance with the Authorization and Delegation Table.”

**The proposed change would read as:** “Employee Assistance Program- Employees seeking a payroll advance to assist with large expenses are eligible to apply for the assistance of up to a maximum of \$1500 once per fiscal year. This assistance will be paid directly to the applicable company on behalf of the employee. Eligible expenses include heat, power and other expenses on a case-by-case basis when an employee is experiencing financial hardship. To request assistance Employees are to submit a written request with back up of the reason for the assistance (ie. Most recent utility invoice showing a current balance) to the Director of Finance who will circulate to the Finance Committee for approval on a case-by-case basis. Upon approval from the committee the Director of Finance will reply to the employee and have them come in to sign a payroll deduction contract. To be eligible for the assistance an employee must not have other debt or funds owing to Sipekne’katik and have successfully completed their probationary period.”

##### **Motion #19**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to approve the above noted change to Section 12 of the Finance Policy).

**Motion Carried Unanimously.**

8.19 Tidal Bore Business:

A water conditioner and sterilizer were installed in both well systems.

**Motion #20**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to approve the expense of repairing the water treatment systems in both wells at Tidal Bore for \$18,917.50 inclusive of taxes by The Water Guys).

**Motion Carried Unanimously.**

8.20 Roof Repairs:

**Motion #21**

Moved by Councillor De-Anne Sack, seconded by Councillor Rufus Copage, (to approve the quote form Weathertight Roofing to repair 5 roofs for \$37,243.28).

**Motion Carried Unanimously.**

8.21 Jordan's Principle Fences:

**Motion #22**

Moved by Councillor Eldon Paul, seconded by Councillor Rufus Copage, (to approve the quotes from Citadel Fence to install 8 fences for \$331,471.50, with funding from Jordan's Principle).

**Motion Carried Unanimously.**

8.22 Spreader for Operations and Maintenance:

**Motion #23**

Moved by Councillor Justin W. Johnson, seconded by Councillor Rufus Copage, (to approve the purchase of a spreader for the new Operations and Maintenance truck from Parts for Trucks, for \$10,464.43 including installation and taxes for the 7' Tempest spreader, subject to reaching agreeable terms and conditions).

**Motion Carried Unanimously.**

8.23 Appliances for Rapid Housing Initiative:

**Motion #24**

Moved by Councillor Rufus Copage, seconded by Councillor Eldon Paul, (to approve an expense of up to \$70,000.00 to purchase Washers, Dryers, Fridges, and Glass Top Stoves for the 20 Rapid Housing Units).

**Motion Carried Unanimously.**

**9. Adjournment:**

**Motion #25**

Moved by Councillor De-Anne Sack, seconded by Councillor Rufus Copage, (to adjourn the meeting at 5:03 PM).

**Motion Carried Unanimously.**