

Gogama Local Services Board
Monthly Board Meeting – October 4, 2021
Community Centre – 6:30PM

MINUTES

1. **Call meeting to order and roll call**

Daniel Mantha, presiding as Chairperson, called the meeting to order at 6:35PM.

Present

Absent with Regrets

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Andre Jodouin – Board Member
Bernard Souliere – Board Member
Christine Bedard – Secretary Treasurer

Richard Gravelle – Board Member

Two members of the public present via teleconferencing;

Natalie Gaudette
Rachelle Minarik

2. **Declaration of conflict of interest** – As the meeting progresses.

3. **Acceptance of agenda**

The Chairperson asked for a motion to accept the agenda.

The motion to accept the agenda was moved by Andre Jodouin and seconded by Gilles Veronneau.

Motion Carried

4. **Acceptance of Minutes:** **None**

5. **Disbursement:**

5.1 **Monthly Budget Review** **None**

6. **Grants Update:** **None**

7. **Action Items: Old Business**

1. **Board Meetings Procedure**

Action Item from April 20, 2021

The Chairperson opened the discussion to amalgamate the existing 2011 by-law with recommendations from the Board.

Board Member, Andre Jodouin, requested that the Board defer the approval of the draft meetings procedural by-law to the next monthly meeting pending his review of the document.

The Board discussed the deferral of the action item and agreed it would be deferred to the November 2, 2021 meeting date so that new Board member, Andre Jodouin could review the document.

The Chairperson asked for a motion to defer the approval of the draft meetings procedural by-law to the November 2, 2021 meeting date.

The motion to defer the approval of the draft meetings procedural by-law to the November 2, 2021 meeting date was moved by Andre Jodouin and seconded by Daniel Mantha. **Motion Carried**

Now Business:

8.1 Administrative Portfolio:

8.1.1 Chairperson and Vice Chairperson selection and Secretary Treasurer appointment

The Secretary Treasurer advised the Board that, as outlined in MENDM's important dates calendar, the new Board shall elect a Chairperson and appoint a Secretary Treasurer (NSBA Section 19) for the one (1) year term.

The Chairperson will hold the Administration and Financial portfolios and will be a bank signatory on all board accounts..

Board Member, Gilles Veronneau, nominated Daniel Mantha for the position of chairperson. Andre Jodouin seconded the nomination.

The Secretary Treasurer asked if there were any other nominations for the position of chairperson. As there were none, Daniel Mantha accepted his nomination for the position of Chairperson of the Gogama Local Services Board for the 2021-22 fiscal year. **Motion Carried**

The Vice Chairperson will share the Financial portfolio alongside the Chairperson and will be a bank signatory on all board accounts.

Board member, Andre Jodouin, nominated Gilles Veronneau for the position of vice chairperson. Daniel Mantha seconded the nomination.

The Secretary Treasurer asked if there were any other nominations for the position of vice chairperson. As there were none, Gilles Veronneau accepted his nomination for the position of Vice Chairperson of the Gogama Local Services Board for the 2021-22 fiscal year. **Motion Carried**

At the request of the Board, the Secretary Treasurer forwarded two questions to the Ministry of Energy, Northern Development and Mines (MENDM) representative;

- Clarification of the word "appointment" as it relates to the position of the Secretary Treasurer.

The Ministry's answer to the Board's question was that *MENDM does not provide any further insight on the appointment of the Secretary. It is up to the Board to determine as long as all other sections relating to the Secretary position can be met. The Secretary needs to be bonded and able to meet all duties listed in the Northern Services Board Act (NSBA), section 14, (4).*

- Is the Secretary Treasurer contract treated in the same way as all other contracts.

The Ministry's answer to the Board's question was that *a policy can be created by the Board on how to appoint a Secretary if they so decide.*

The Secretary Treasurer went on to advise the Board that she did a bit more checking and as there was reference to the Secretary Treasurer appointment in two different documents;

In the Board's procurement policy, it states, in section 4.0, subsection 4.1, that this by-law which pertains to tenders, does not apply to the acquisition of goods and services. Furthermore, in section 5, to fill positions of Secretary Treasurer and Water/Sewer Operator. The Secretary Treasurer explained that back when this procurement policy was created, the reason for naming these two specific positions was crucial to maintain continuity of the Board business. It was understood that, in so long as, the Secretary Treasurer and/or Water/Sewer operator were agreeable to remain, and in so far as the Board was agreeable to keep them in their positions, these contracts/agreements would not be put to tender but instead would be appointed.

Further to this, the Secretary Treasurer also referenced a Board by-law 2019-2020 Election Procedural By-Law, the by-law to govern the administrative procedures of the Gogama Local Services Board Elections, section 2 of the elections procedure, subsection 2.2, states that at the first meeting of the new Board, is to be held before October 10th, at which time, the new Board of Directors would elect a Chairperson, and appoint a Secretary for the one year term under the Northern Services Board Act section 21. Therefore, based on the information provided to the Board, the Board would need to review and discuss the Secretary Treasurer's contract with the attached letter of intent to renew, submitted by the current Secretary Treasurer.

The Secretary Treasurer directed the Board to their Board meeting packages where a copy of the 2021-22 Secretary Treasurer contract was located for their review and discussion.

The Chairperson pointed out that the reference in the procurement policy dated back to decades prior when the water/sewer operator predated OCWA as their contractor of record. He wished to clarify that the action of appointing a Secretary Treasurer had always been consistent in years past and had not been recently amended in the Board's election by-law in 2019.

The Secretary Treasurer further expanded on the reference of water/sewer operator and reminded the Board that in the NSBA, one Board is not allowed to bind the next Board to financially impacting decisions such as contracts for the exception of the Ontario Clean Water Agency (OCWA) agreement as OCWA works for Her Majesty the Queen in rights of Ontario. This position allows a Board to negotiate and sign multiple year contracts and is approved as such by the Ministry.

Board member, Bernard Souliere, requested that the Board further discuss MENDM's response to the Secretary Treasurer's contract prior to the Secretary Treasurer stepping out of the meeting. He explained that the whole reason for the Board wanting to send the questions to the Ministry for clarification was due to, by his recollection, the Board had voted unanimously to post all contracts for the 2021-22 fiscal year and this included the Secretary Treasurer's contract.

The Chairperson advised the Board that although he had been absent from the meeting in question where the tenders were discussed, he stated that he had requested a copy of the meeting recording and had listened to it. He stated that the contracts that were listed, discussed and agreed to put out to tender, also outlined on the agenda, did not include the Secretary Treasurer contract.

At the request of the Chairperson, the Secretary Treasurer had reviewed both the minutes and listened to past recordings dating back to the June meeting. She advised the Board that during the June meeting, a Board member had asked why the Secretary Treasurer contract was not on the list of contracts being discussed and the Board had been advised that the Secretary Treasurer contract was an appointment. She stated that the list of contracts approved for tender at the August meeting were the only contracts that were posted on August 24th as per the Board's motion.

Bernard Souliere's concern was how the Board would defend itself should a member of the public question why this one contract was not being tendered alongside the others. He felt that no one contract should be in perpetuity as this did not demonstrate fairness. He stated that the Board had not been involved in the process prior to tenders going out.

The Secretary Treasurer explained that this year's process had not changed from previous years. She reminded the Board that all contracts include a clause that states that the contractors will receive a letter in July requesting them to submit their letter of intent to renew their contract including their requested rate by August. Based on the responses, the Board would discuss and decide if there is a need to put any contracts out to tender and required tenders would be posted in August and September and the bids would be reviewed by the new incoming Board in October. The Secretary Treasurer reminded the Board that their contracts discussions this past year revolved around three specific contracts; snow clearing, generator inspection/maintenance and maintenance contracts. The Ministry and the Act imposes no mandate to tender any contracts, they simply recommend that the Board should consider tendering their contracts on occasion to ensure that they maintain a competitive rate from the contractors.

Bernard Souliere made the statement that the Board should have a defined process that outlines how/when contracts are handled in order to be fair and transparent to the public.

Gilles Veronneau stated that by his recollection during the numerous conversations concerning contracts, the list of contracts never included that of the Secretary Treasurer.

The Board went on to discuss the status of the police background check policy as it relates to contractors, board members and volunteers from the Library, Fire Department and Recreation Committee. The Secretary Treasurer summarized for new incoming Board member, Andre Jodouin, the steps, discussions, decisions and progress that have been made by the Board regarding this matter since Andre was last on the Board in 2019.

The Board decided to put the discussion of establishing a new process/policy for contracts aside for the time being and would return to it at a later time.

The Secretary Treasurer advised the Board once again that their packages contained the draft Secretary Treasurer contract and that the Chairperson had her letter of intent to renew for their discussion. The Secretary Treasurer stepped out of the meeting at 7:17PM while the Board discussed the contract.

The Board members reviewed the Secretary Treasurer's letter of intent to renew that included a request for consideration to maintain the 14 paid vacation days for the year plus an additional \$1.00 increase in hourly rate of pay. This would bring the hourly rate of pay to \$24.00/hr for a minimum of 35 hrs per calendar week.

The Chairperson stated that an important fact to consider was the increase in number of grants that the Local Services Boards can now apply on that weren't there in prior years. This increase in grants do result in more hours needed over and above the hours required to handle regular Board business. The Chairperson also reminded the Board that the Secretary Treasurer did require to put in numerous extra hours to resolve the issues with the Board's previous propane vendor and audit matters. The Secretary Treasurer returned to the meeting at 7:32PM.

The Board discussed the increase requested and asked the Secretary Treasurer whether she would be willing to negotiate a lower increase. The Board proposed a 3% increase, maintain the weekly hours at 35 hrs and 14 paid vacation days. The Secretary Treasurer accepted the proposed reduced rate offer.

The Chairperson asked for a motion to approve the appointment of the Secretary Treasurer to Christine Bedard for the 2021-22 fiscal year.

The motion to approve the appointment of the Secretary Treasurer to Christine Bedard for the 2021-22 fiscal year was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

The Chairperson asked for a motion to approve the Secretary Treasurer contract at the hourly rate of \$23.69 for 35 hours per week plus 14 days paid vacation.

The motion to approve the Secretary Treasurer contract at the hourly rate of \$23.69 for 35 hours per week plus 14 days paid vacation was moved by Andre Jodouin and seconded by Bernard Souliere.
Motion Carried

8.1.2 2021-22 Contracts

The Chairperson moved to the review and discussion of the remaining contracts.

Business Administration Consulting Contract

The Secretary Treasurer advised the Board that the contract is currently held by Ms. Natalie Gaudette. The contract is for services up to 100 hours for the fiscal year unless otherwise requested by the Board. Ms. Gaudette's current rate is \$33.19/hr. The Board did receive Ms. Gaudette's letter of intent to renew for the 2021-22 fiscal year and is not requesting any increase to her current hourly rate.

The Secretary Treasurer advised the Board that since Ms. Gaudette no longer provides bookkeeping services to the Board, she has returned her key to the fire safe as well as her key to the community centre main entrance. As she no longer has access to the building in a bookkeeping capacity, Ms. Gaudette will not be required to submit a criminal background check to the Board.

The Chairperson asked for a motion to accept Ms. Gaudette's letter of intent to renew the business administration consulting contract for the 2021-22 fiscal year at the hourly rate of \$33.19.

The motion to to accept Ms. Gaudette's letter of intent to renew the business administration consulting contract for the 2021-22 fiscal year at the hourly rate of \$33.19 was moved by Andre Jodouin and seconded by Bernard Souliere.
Motion Carried

Manager Custodian Contract

Board Member, Andre Jodouin, declared a conflict and abstained from the vote.

The Secretary Treasurer advised the Board that the contract is currently held by Ms. Alice Jodouin. Ms. Jodouin's current bi-monthly rate is \$375.00. The Board did receive Ms. Jodouin's letter of intent to renew for the 2021-22 fiscal year and is not requesting any increase to her current rate.

Ms. Jodouin did provide a criminal background check upon being hired and the contract has been amended to include the Board's requirement for a new criminal background check for this year. Based on the Board's upcoming criminal background check policy, all contractors that are required to submit a background check would be reimbursed the cost by the Board, they would sign a waiver of declaration on year two (next year) and then be responsible for the cost of the background check renewal on year three. This process was recommended to the Board by their insurance provider.

The Chairperson asked for a motion to approve the reimbursement of the cost of the criminal background check for the manager custodian for the 2021-22 fiscal year contract.

The motion to approve the reimbursement of the cost of the criminal background check for the manager custodian for the 2021-22 fiscal year contract was moved by Daniel Mantha and seconded by Bernard Souliere.
Motion Carried

The Chairperson asked for a motion to accept Ms. Jodouin's letter of intent to renew the manager custodian contract for the 2021-22 fiscal year at the bi-monthly rate of \$375.00.

The motion to accept Ms. Jodouin's letter of intent to renew the manager custodian contract for the 2021-22 fiscal year at the bi-monthly rate of \$375.00 was moved by Bernard Souliere and seconded by Gilles Veronneau.
Motion Carried

Garbage Collection/Disposal Contract

The Secretary Treasurer advised the Board that the contract is currently being held by I Do Construction. I Do Construction submitted their letter of intent to renew and included a request for a 2% increase in total bid price bringing the total cost of the contract to \$61,732.75, HST included. I Do Construction stated the reason for the increase was to cover the current and anticipated rise in cost of fuel.

During the tendering process, the Board also received a bid from E360 Solutions, a company based out of Timmins. Their bid was for \$161,259.96 and was for a three-year term as opposed to the posted 1-year term allowable under the Act with an additional two-year term that would allow for an increase in cost to be negotiated. E360 Solutions did not meet all tender requirements. No signed letter from the current Gogama waste disposal site manager was included in the package submission.

Based on this information, the Board was advised that the tender process resulted in only one viable bid which belonged to I Do Construction.

The Chairperson asked for a motion to accept I Do Construction's letter of intent to renew at the total bid price of \$61,732.75 HST included which reflects a 2% increase in rate.

The motion to accept I Do Construction's letter of intent to renew at the total bid price of \$61,732.75 HST included which reflects a 2% increase in rate was moved by Daniel Mantha and seconded by Andre Jodouin.
Motion Carried

Grounds Care Contract

The Secretary Treasurer advised the Board that the contract is currently being held by Gogama Property Solutions. Their current rate is \$1215.55 per occurrence for a total of 8 occurrences for the season's duration. Gogama Property Solutions submitted their letter of intent to renew for the 2021-22 fiscal year and is not requesting any increase to their current rate.

The Board discussed the matter and felt that the 8 occurrences for the season was sufficient therefore, barring any unforeseen circumstances, the contract would be renewed at 8 occurrences.

The Chairperson asked for a motion to accept Gogama Property Solutions' letter of intent to renew at the \$1215.55 per occurrence rate for a maximum of 8 occurrences unless otherwise requested.

The motion to accept Gogama Property Solutions' letter of intent to renew at the \$1215.55 per occurrence rate for a maximum of 8 occurrences unless otherwise requested was moved by Andre Jodouin and seconded by Bernard Souliere.
Motion Carried

Snow Clearing Contract

The Secretary Treasurer advised the Board that the contract is currently being held by Tate's Inc. Their current total bid price is \$29,990.00 for the season. Tate's Inc submitted their letter of intent to renew for the 2021-22 fiscal year and is not requesting any increase to their current rate.

The Chairperson asked for a motion to accept Tate's Inc's letter of intent to renew at the total bid price of \$29,990.00 plus HST.

The motion to accept Tate's Inc's letter of intent to renew at the total bid price of \$29,990.00 plus HST was moved by Gilles Veronneau and seconded by Andre Jodouin. **Motion Carried**

Valve Operator Contract

The Secretary Treasurer advised the Board that the contract is currently being held by Claude Secord. Claude's current rate is \$30.00 per occurrence and \$50.00 per occurrence without 24-hour advance notice. Claude Secord submitted his letter of intent to renew for the 2021-22 fiscal year and is not requesting any increase to his current rate.

The Chairperson asked for a motion to accept Claude Secord's letter of intent to renew at the \$30.00 per occurrence rate and \$50.00 per occurrence without 20-hour notice.

The motion to accept Claude Secord's letter of intent to renew at the \$30.00 per occurrence rate and \$50.00 per occurrence without 20-hour notice was moved by Bernard Souliere and seconded by Gilles Veronneau. **Motion Carried**

The Chairperson asked for a motion to approve the criminal background check reimbursement to the contractor for the 2021-22 fiscal year.

The motion to approve the criminal background check reimbursement to the contractor for the 2021-22 fiscal year was moved by Daniel Mantha and seconded by Bernard Souliere. **Motion Carried**

8.1.3 2021-22 Maintenance Contract Tender Extension

At the September 14, 2021 meeting, the Board was advised that no tender bids had been received for the Maintenance Contract. At that time, the Board discussed the matter and were agreeable to extend the tender posting for an additional seven days from September 20 – 27, 2021. As of the deadline of September 27, 2021, no tender bids had been received. The Secretary Treasurer requested direction on next steps and advised the Board that the following duties would need interim decisions from the Board;

- Community Centre generator start/stop during power outages
- Community Centre generator monthly maintenance
- Fire Extinguisher monthly inspections

The Secretary Treasurer advised the Board that the previous maintenance contractor had purchased an I- Socket device that was plugged in at the community centre that would send a notification to the contractor's cell phone whenever there was a power outage that affected the community centre building. The contractor is willing to sell the device to the Board for the price of \$300.00 and the monthly data plan for the device is \$11.60 per month. The Board discussed the matter and agreed that they would purchase the device from the contractor and would assume responsibility for the transfer of ownership of the number and plan attached to the device.

The Secretary Treasurer further advised the Board that she had a conversation with the Manager Custodian regarding the duties of starting and stopping the generator during outages. The Manager Custodian stated that although she remains willing to be an occasional back up, she is unable to take this duty on in a permanent manner as she doesn't always have childcare for her son.

The Board discussed the possibility of putting the original Generator Inspection & Maintenance contract out to tender and add the generator start/stop duties to it and see if there was any interest in the community but that would not come in time for the upcoming scheduled power outage slated to happen Sunday, October 27, 2021.

The Board members advised the Secretary Treasurer, that in the interim, they would be willing to come start/stop the generator if needed. The Secretary Treasurer will provide training on the process to all Board members. Board member, Andre Jodouin has volunteered to be the first contact if the generator requires to be started/stopped. Keys to the community centre and the generator shed will be provided on an as needed basis. Andre Jodouin will take care of making sure the fuel cans are always full.

The Chairperson asked for a motion to approve the purchase of the I-Socket at \$300.00 plus assuming the responsibility of the monthly plan at the cost of \$11.60 per month if the plan is available to be transferred at that cost.

The motion to approve the purchase of the I-Socket at \$300.00 plus assuming the responsibility of the monthly plan at the cost of \$11.60 per month if the plan is available to be transferred at that cost was moved by Andre Jodouin and seconded by Bernard Souliere. Motion Carried

On the matter of the monthly fire extinguisher inspections, the Secretary Treasurer advised the Board that these were required in order to remain in compliance of the fire code as per the OFMEM as well as for insurance purposes.

Board member, Bernard Souliere, advised the Board that monthly fire extinguisher inspections are part of the Fire Department's monthly checklist to the OFMEM therefore they have been doing their own even though the maintenance contractor was attending the buildings. The Secretary Treasurer proposed to the Board that maybe the Fire Department would be willing to perform all fire extinguisher inspections in all board-owned buildings. Bernard Souliere stated he would ask the department and get back to the Board. As the last monthly inspection had just been performed, the Board decided to defer the item for further discussion to the next board meeting.

The Board discussed the maintenance contract and agreed that the current requirement of needing a fall arrest certificate should be changed to ladder safety certificate. The Board agreed that the maintenance contract posting would be reposted with a closing date of November 1, 2021.

The Chairperson asked for a motion to repost the maintenance contract with a closing date of November 1, 2021.

The motion to repost the maintenance contract with a closing date of November 1, 2021 was moved by Daniel Mantha and seconded by Andre Jodouin. Motion Carried

8.1.4 Board Annual Meeting Schedule

The Chairperson advised the Board that the annual board meeting schedule is required to be set at the first meeting of the fiscal year so that it can be provided to the Ministry. The Secretary Treasurer advised the Board that last year's scheduled meetings were held on Tuesdays. The Board discussed the matter and agreed that the 2021-22 monthly board meetings would be held on the first Tuesday of every month at 6:30PM and all meetings of the Board moving forward would be in-person at the community centre unless the gathering restriction guidelines from the Sudbury Health Unit changes.

The Chairperson asked for a motion to approve the annual board meeting schedule to be set to the first Tuesday of each month.

The motion to approve the annual board meeting schedule to be set to the first Tuesday of each month was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

The Chairperson asked for a motion to approve all future board meetings to be held in person as opposed to teleconferencing unless the gathering restriction guidelines from the Sudbury Health Unit changes.

The motion to approve all future board meetings to be held in person as opposed to teleconferencing unless the gathering restriction guidelines from the Sudbury Health Unit changes was moved by Daniel Mantha and seconded by Andre Jodouin. Motion Carried

8.1.5 Budget Meeting Schedule

The Secretary Treasurer provided the Board with a draft budget meeting schedule that outlined all steps required in the process along with proposed attached dates. The Board discussed the matter and looked at their planners and made some minor changes to the schedule.

The Chairperson asked for a motion to accept the 2021-22 budget meeting schedule.

The motion to accept the 2021-22 budget meeting schedule was moved by Andre Jodouin and seconded by Daniel Mantha. Motion Carried

8.1.6 Board Member Portfolios

This agenda item was added to the agenda.

The Secretary Treasurer advised the Board that the following portfolios needed to be assigned to Board members;

Administration
Financial
Recreation
Fire Protection
Library
Garbage Collection/Disposal
Water/Sewer

The Board discussed the portfolios and agreed on the following;

Administration and Financial portfolios are assigned to the Chairperson as per the NSBA therefore will be handled by Daniel Mantha. The Financial portfolio will be shared by Daniel Mantha and Vice Chairperson, Gilles Veronneau. Both, Daniel Mantha and Gilles Veronneau will remain as bank signatories alongside the Secretary Treasurer.

Recreation portfolio will be assigned to Andre Jodouin. As the Recreation portfolio is responsible to oversee the maintenance and manager custodian contractors, member of the public attending via teleconference, Natalie Gaudette, asked if this would pose a conflict for Andre Jodouin where it comes to the manager custodian contract. The Board does recognize the conflict, therefore the manager custodian contract will be handled by Daniel Mantha. All other aspects of the recreation portfolio will be handled by Andre Jodouin.

Fire Protection portfolio will be handled by Gilles Veronneau. Bernard Souliere declares a conflict as he is Deputy Fire Chief of the Gogama Fire Department. As this is Gilles' first time handling the fire portfolio, he will reach out to the Fire Chief and Deputy Fire Chief and schedule a meeting and meet & greet in the next few weeks.

Water/Sewer portfolio will continue to be handled by Bernard Souliere. Andre Jodouin will assist as back up when required.

Garbage Collection/Disposal and Library portfolio assignments will be deferred to the next board meeting for discussion to see if Board member, Richard Gravelle wants one or both. In the interim, Andre Jodouin will handle the Library portfolio and Gilles Veronneau will handle Garbage Collection/Disposal portfolio.

The Chairperson asked for a motion to accept the board member portfolio assignments as they were discussed and agreed upon.

The motion to accept the board member portfolio assignments as they were discussed and agreed upon was moved by Andre Jodouin and seconded by Bernard Souliere. Motion Carried

8.2	Financial Portfolio:	None
8.3	Garbage Collection/Disposal Portfolio:	None
8.4	Fire Protection Portfolio:	None
8.5	Library Portfolio:	None
8.6	Recreation Portfolio:	None
8.7	Water/Sewer Portfolio:	None

9. Deputations or Delegations or Discussions from the floor:

The Secretary Treasurer provided the Board with a copy of the Criminal Background Check Policy draft to be reviewed in preparation for discussion and approval at the November 2, 2021 meeting.

The Board discussed and set the next meeting date to enact all by-laws and other additional board business usually held during the first fiscal meeting.

The Secretary Treasurer provided Bernard Souliere with a copy of the budget meeting schedule for Richard Gravelle.

Member of the public, Natalie Gaudette asked the following questions;

- Q Have the revisions to previous meeting minutes (the minutes that needed to be changed to reflect Natalie Gaudette as having been present on the phone) been approved?
- A The Secretary Treasurer advised that the minutes in question will be reviewed by the Board at their next meeting.
- Q When the Board was discussing setting their annual meeting schedule, I didn't hear what day was decided upon.
- A The Secretary Treasurer advised Ms. Gaudette that Board monthly meetings will be held on the first Tuesday of each month and starting at the next meeting, the meetings will return to in-person as opposed to teleconferencing unless pandemic restrictions change.
- Q As a point of interest or clarification, when the Secretary Treasurer mentioned last year's board budget and requested changes to user fees had been mailed out to everyone and the process was explained, I just wanted to clarify that is not a process that is new to last year. I only wanted to mention this because I'm not sure that everyone on the Board is aware of what the process was prior to COVID coming along but this was a process being done prior to COVID happening. Even though, prior to COVID when the budget meeting was hosted at

the community centre, the budget was always mailed out to the people prior to so that they had a chance to review the proposed budget prior to voting.

- A The Board members present all acknowledged that they were aware that this was not a new process and that historically, the proposed budget was always mailed out to the people prior to the meeting.
- Q Now that the Board is opting to cancel the use of the teleconference line and returning to in-person meetings, does this mean that the PPE dollars being used to pay for the teleconference charges cannot be used for this purpose? Then the cost of the teleconference line (if used) will be paid by regular administration dollars?
- A The Secretary Treasurer confirmed that any use of the teleconference line that is not COVID related will be paid by administration budget dollars as opposed to PPE /COVID dollars.
- Q The Board said they were having another meeting to approve by-laws and other matters not covered tonight, when is that meeting?
- A The Secretary Treasurer stated that the Board did not make a decision on the date of this meeting as of yet. The Board discussed the matter and agreed that the next meeting date will be October 12, 2021 at 6:30PM.
- Q When the Board discussed the different options when it comes to fire extinguisher inspections, I do want to remind the Board that during a meeting, a few meetings ago, the question was asked by Bernie why there was a need to have a contractor come in to do the fire extinguisher inspections at the fire hall since the department did their own. The answer that was provided at that time was that it was required by the order of the OFMEM. Has that changed? Because now the Board is looking at the possibility of having the Fire Department do all the fire extinguisher inspections.
- A The Secretary Treasurer stated that no, that had not changed, so clarification on the matter would be required from the OFMEM.
- Q So then that would go against the order?
- A The Secretary Treasurer stated that yes, it would. Board Member, Bernard Souliere stated that this was the reason that he didn't want to get into a long discussion about it because he knows that the department can do their own but where it comes to the other Board-owned buildings, that needs to be looked into further. The Chairperson reminded the Board that the last time OFMEM performed a fire inspection of Board owned buildings, several of the fire extinguishers at the fire hall were found to be non-compliant even though the monthly checks were being done by the Fire Chief.

The Secretary Treasurer stated she would send the inquiry to the OFMEM referencing the last batch of orders from OFMEM and advise the Board.

The Chairperson proposed that if the Fire Department was willing to do it in an interim capacity, the Board could look at paying the department as they would have a contractor.

Natalie Gaudette stated that the Board should look into the payment option to the Fire Department only because the Board would then be paying volunteers and this may not be an allowable expense.

The Secretary Treasurer reiterated that since there was some time before the next inspection was due, she would reach out to OFMEM on the matter and enquire and advise the Board.

Q Natalie stated that it was great that the Board members were stepping up to start the generator during power outages, but there was no mention or acknowledgement, and I'm not saying this because I don't want Board members to do it, I think it's important that it be acknowledged in the minutes that the Board recognizes that the Board is not supposed to be doing work and that there's an insurance issue. It would be a temporary measure only and I think that needs to be said and recognized as the Board members should not be doing work because Board members are not insured to do work. I understand that with starting a generator, you probably don't think you need insurance to do that kind of thing, but if something was to go wrong, and someone was to get hurt and/or something was to happen, even if it was the generator was broken or something by no fault of anyone, you have to think of the insurance implications to something like that. The insurance may be willing to cover the Board members because of the situation, but I think in the very least, it's important that it be acknowledged because this was a big issue when discussing what Board members could and could not do in past meetings.

A The Secretary Treasurer acknowledged Ms. Gaudette's point of concern and suggested to the Board that, at their direction, she could reach out to the Board's Insurance provider and get some clarification on coverage to ensure that the Board is not creating a liability issue.

Bernard Souliere stated that there is a bigger liability issue if the Board doesn't do anything during power outages. The Secretary Treasurer assured the Board that the Insurance adjuster would be weighing options when looking into the request and provide a substantiated response to the Board.

The Chairperson acknowledged that Ms. Gaudette brought forward a good point.

Ms. Gaudette stated that her concern was more so because during the Board discussion earlier, it appeared as if this presented absolutely no issues but the liability where it comes to Board members doing work had been discussed at length in previous meetings, hence one of the reasons for putting a maintenance contract in place. For this reason, it is important that it be acknowledged in the minutes and also for the Board to protect itself of course.

The Board acknowledged Ms. Gaudette's statement and the Secretary Treasurer stated she would reach out to the Board's Insurance provider and get clarification. If the insurance provider stated Board members could not do this, in an interim measure, she could reach out to the manager custodian to see if she would take this on in the short term.

Q Natalie stated that the last item she wanted to address with the Board was the discussion regarding the fall arrest certificate requirement in the maintenance contract. The training is specifically called "Working at Heights". This training covers ladder safety training.

The Chairperson asked Ms. Gaudette if this training was available online and Ms. Gaudette confirmed it was. She stated that I Do Construction took their online and there were no issues. She stated that even though ladder safety is covered under Fall Arrest, the training itself is called "Working at Heights". The Secretary Treasurer noted the information and thanked Ms. Gaudette for providing it.

The Secretary Treasurer asked whether member of the public, Rachelle Minarik was still on the line, as there was no response, the Chairperson asked if there were any other questions.

10. Adjournment:

As there was no further Board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

The motion to adjourn the meeting at 9:30PM was moved by Andre Jodouin and seconded by Daniel Mantha.
Motion Carried



Christine Bedard – Secretary Treasurer



Daniel Mantha – Chairperson