

**Gogama Local Services Board
Monthly Board Meeting – October 5, 2020
Gogama Community Centre at 6:00 P.M.**

MINUTES

1. Call meeting to order and Roll Call

Present

Daniel Mantha- Position Undefined
Gilles Veronneau – Position Undefined
Bernie Souliere – Position Undefined
Alain Constantin – Position Undefined
Richard Gravelle – Position Undefined

Absent with Regrets

Christine Bedard – Secretary Treasurer – Chairing the meeting in the absence of a designated Chairperson.

2. Declaration of conflict of interest:

The Secretary Treasurer read the known, existing conflicts of interest for the Board.

2.1 OCWA Contract

Richard Gravelle, employee of OCWA declares conflict of interest on all matters related to water/sewer.

The Board discussed the matter and agreed that, being an employee of OCWA and OCWA being the contractor of record for the Board, this would constitute a conflict of interest for Richard Gravelle.

2.2 Water Valve Operator Contract

Richard Gravelle, employee of OCWA declares conflict of interest on all matters related to water valve operator contract.

One Board member was opposed to the declared conflict stating he did not believe this would be a conflict.

The Board discussed the matter and agree, Richard's input on matters related to the Water Valve Operator Contract would not, in their opinion at this time, pose a conflict but would review any potential conflicts regarding this contract as they arise.

2.3 Administrative, Financial, Water/Sewer Portfolios

As OCWA is the Board's current contractor of record for all matters related to the operations and maintenance of water/sewer, and as Richard Gravelle is an employee of OCWA, Richard Gravelle declares to be in conflict of the administrative, financial and water/sewer portfolios.

The Board discussed the matter and agree that, as OCWA is the Board's current contractor of record for all matters related to the operations and maintenance of water/sewer, and as Richard Gravelle is an employee of OCWA, this would constitute a conflict of the administrative, financial and water/sewer portfolios.

2.4 Fire Protection – Gogama Fire Department

Bernard Souliere, Deputy Fire Chief of the Gogama Fire Department, declares a conflict of interest on all matters related to Fire Protection and the Gogama Fire Department.

The Board discussed the matter and agree that, as Bernard Souliere is the Deputy Fire Chief for the Gogama Fire Department, this would constitute a conflict on all matters related to Fire Protection.

2.5 Administrative, Financial, Fire Protection Portfolios

As Bernard Souliere is the Deputy Fire Chief of the Gogama Fire Department, Bernard Souliere declares to be in conflict of the administrative, financial and fire protection portfolios.

The Board discussed the matter and agree that, as Bernard Souliere is the Deputy Fire Chief for the Gogama Fire Department, this would constitute a conflict of the administrative, financial and fire protection portfolios.

3. Acceptance of agenda

The Secretary Treasurer asked for a motion to accept the agenda.

The motion to accept the agenda was moved and seconded by the Board.

Motion Carried

4. Acceptance of minutes

The Board discussed the following:

- All meeting minutes, special board meetings and/or regular monthly meeting minutes to be made available to the public,
- Meeting minute drafts of all meetings to be made available to the Board for review in advance of scheduled meetings.

The Secretary Treasurer advised the Board that regular board meetings of March, April, May, June and July 2020 had been cancelled due to the provincial emergency order restrictions on gatherings. All board decisions during this time were made via telephone, email or text.

5. Disbursement:

5.1 Monthly Budget Review

The Secretary Treasurer advised the Board that she is currently performing year end clean up that had been delayed by the lateness of the 2018/19 audit of the Board's financial records therefore, there would not be a monthly budget review for the Board this evening.

The Secretary Treasurer asked for a motion to defer the monthly Budget review and approval to the Board's first budget meeting.

The motion to defer the monthly budget review and approval to the Board's first budget meeting was moved and seconded by the Board.

Motion Carried

6. Grants Update:

The Secretary Treasurer advised the Board that all approved grants have concluded and have been reconciled. She further stated that final report submissions were upcoming for CWWF and OCIF Top-Up and she was in line to meet those deadlines.

The Secretary Treasurer advised the Board that the first application submission for the Green Stream grant had not been approved at this time. She stated the second intake of the grant is expected to open early in the new year and the Board's application would be submitted at that time.

7. Action Items:

The Secretary Treasurer advised the Board that, in an effort to address all new first meeting items, the old action items list, if any, would be deferred for review by the Board at a later meeting date.

8. New Business:

8.1 Correspondence:

The Secretary Treasurer advised the Board that no new correspondence outside of regular daily board correspondence had been received by the board office.

8.2 Administrative Portfolio:

8.2.1 Board position assignments

The Secretary Treasurer asked the Board to discuss their board positions of choice and portfolios. She reminded the Board members of their declared conflicts as stated at the beginning of the meeting.

Chairperson – Administration: Responsible for Secretary Treasurer contract, is also signing authority on all bank accounts of the Board.

The Board discussed the position and portfolio and agreed that Daniel Mantha would remain as Chairperson of the Board for the new 2020-21 fiscal year and would hold the Administration, Financial and Library portfolios.

Vice Chairperson – Financial: Shares the responsibility of the Financial portfolio and is also signing authority on all bank accounts of the Board.

The Board discussed the position and portfolio and agreed that Gilles Veronneau would remain as Vice Chairperson of the Board for the new 2020-21 fiscal year and would share the Financial portfolio with the Chairperson and would be responsible for the Garbage Collection/Disposal portfolio.

The Secretary Treasurer advised the Board that the remaining members, Bernard Souliere, Alain Constantin and Richard Gravelle would hold the title of Board Member and asked the Board to choose their portfolios out of the remaining:

Recreation:	Responsible for Manager/Custodian, Maintenance, Snow Removal contractors
Fire Protection:	Responsible to liaise between Board and Gogama Fire Department
Water/Sewer:	Responsible for OCWA, Water Valve Operator

The Board discussed the matter and agreed to the following;

- Water/Sewer portfolio would be held by Bernard Souliere,
- Recreation portfolio would be held by Alain Constantin,
- Fire Protection portfolio would be held by Richard Gravelle.

The Secretary Treasurer asked for a motion to approve the position of Chairperson with Administration, Financial and Library portfolios to be held by Daniel Mantha.

The motion to approve that Daniel Mantha remain as Chairperson of the Board for the new 2020-21 fiscal year and would hold the Administration, Financial and Library portfolios was moved and seconded by the Board. Motion Carried

The Secretary Treasurer asked for a motion to approve the position of Vice Chairperson with Financial and Garbage Collection/Disposal portfolios to be held by Gilles Veronneau.

The motion to approve the position of Vice Chairperson with Financial and Garbage Collection/Disposal portfolios to be held by Gilles Veronneau was moved and seconded by the Board. Motion Carried

The Secretary Treasurer asked for a motion to approve the Water/Sewer portfolio to be held by Bernard Souliere.

The motion to approve the Water/Sewer portfolio to be held by Bernard Souliere was moved and seconded by the Board. Motion Carried

The Secretary Treasurer asked for a motion to approve the Recreation portfolio be held by Alain Constantin.

The motion to approve the Recreation portfolio be held by Alain Constantin was moved and seconded by the Board.
Motion Carried

The Secretary Treasurer asked for a motion to approve the Fire Protection portfolio be held by Richard Gravelle.

The motion to approve the Fire Protection portfolio be held by Richard Gravelle was moved and seconded by the Board.
Motion Carried

8.2.2 General outline of Board procedures

The Secretary Treasurer advised the Board that, as per the MENDM Agreement, the Board is required to govern themselves accordingly on the following matters;

2.1 Governance. The LSB represents, warrants and covenants that it has, and shall maintain, in writing, for the period during which the Agreement is in effect:

- (a) **a code of conduct and ethical responsibilities for all persons at all levels of the LSB's organization;**
- (b) **procedures to ensure the ongoing effective functioning of the LSB;**
Any Board member missing three consecutive Board meetings shall be removed and a bi-election called to replace the Board member will be scheduled as outlined in the NSBA.
- (c) **decision-making mechanisms;**
No Board member with a conflict of interest can participate in the discussion and cannot vote on any motion pertaining to the discussion. The Chairperson maintains the ability to present his/her vote on any motion and his/her vote would be the deciding vote (sway vote).
- (d) **procedures to provide for the prudent and effective management of the Funds;**
Only Board banking signatories and the Secretary Treasurer can sign cheques or approve online payments of expenses. No Board Member with a conflict of interest can participate or vote on a board decision to which they are in conflict. No Board member may provide Board services and be paid for said services. Board member and Directors liability insurance does not cover Board members who provide services to the board in a volunteer capacity.
- (e) **procedures to enable the successful completion of the Project;**
All Board members must adhere to the Board's procurement and disposal of assets policy.
- (f) **procedures to enable the timely identification of risks to the completion of the Project and strategies to address the identified risks;**
Board discussions and motion may take place via email or text vote outside of regular board meetings unless the Board agrees to schedule a special or emergency meeting. All motions made via email or text must be made formal at the following monthly meeting.
- (g) **procedures to enable the preparation and delivery of all Reports required pursuant to Article 7; and**
- (h) **procedures to deal with such other matters as the LSB considers necessary to ensure that the LSB carries out its obligations under the Agreement.**

8.2.3 Secretary Treasurer Appointment

The Secretary Treasurer advised the Board;

- Letter of intent to renew was received,
- No increase in pay rate requested
- An additional 4 days paid vacation requested

One Board member requested that the Secretary Treasurer Appointment discussion be tabled to the end of the contractor reviews. The Board agreed to move forward with the review of other letters of intent to renew and contracts.

8.2.4 Contractor letters of intent to renew

The Secretary Treasurer advised the Board that the following letters of intent to renew have been received by the Board. All current Board Contractors have opted to renew their contracts for another fiscal year;

8.2.1.1 Business Administration Consulting Contract

Current contractor, NG Inc., advised is not requesting an increase in rate for the 2020/21 fiscal year.

8.2.1.2 Manager/Custodian Contract

Current Contractor, Ms. Alice Jodouin, advised she is not requesting an increase in rate for the 2020/21 fiscal year.

8.2.1.3 Maintenance Contract

Current contractor, I Do Construction, is requesting an increase of \$4.42/hour for a total rate of \$39.82 plus HST.

8.2.1.4 Generator Insp.& Maintenance Contract (amalgamated into Maintenance Contract)

Current maintenance contractor, I Do Construction, is requesting the same rate per hour as previous contractor. The rate per hour is \$85.00 plus HST.

8.2.1.5 Grounds Care Contract

Current Contractor, Gogama Business Solutions, is not requesting an increase in rate for the same scope of work for the 2020/21 fiscal year.

8.2.1.6 Water Valve Operator Contract

Current Contract, Claude Secord is requesting an increase of \$30.00 per occurrence for a total rate of \$50.00 per occurrence for the 2020/21 fiscal year.

8.2.1.7 Garbage Collection/Disposal Contract

Current Contractor, I Do Construction is requesting an increase of 2% which is a total of \$53,559.55 plus HST for the 2020/21 fiscal year.

8.2.5 Contracts review/approval

8.2.2.1 Business Administration Consulting Contract

The Secretary Treasurer asked for a motion to approve the Business Administration Consulting Contract, held by NG Inc., at the rate of \$33.19 per hour plus HST.

The Board discussed the matter and agreed to approve the Business Administration Consulting Contract at the aforementioned rate of pay.

The motion to approve the Business Administration Consulting Contract, held by NG Inc., at the rate of \$33.19 per hour plus HST was moved and seconded by the Board.

Motion Carried

8.2.2.2 Manager/Custodian Contract

The Secretary Treasurer asked for a motion to approve the Manager/Custodian Contract, held by Ms. Alice Jodouin, at the rate of \$750.00 monthly.

The Board discussed the following;

- Decrease in hall rentals = fewer set ups and take downs and overall hall cleaning requirements,
- Add snow clearing of doors and stairs at the fire hall buildings,
- Review of duties and contract by Board in January 2021,
- Administrative procedure to be drafted outlining requirement of police record check for all contractors accessing board-owned buildings

Action Item: Secretary Treasurer

Reach out to Manager/Custodian regarding the addition of snow clearing of doors and stairs at the fire hall buildings.

The Board advised that if the Manager/Custodian is willing to accept the addition of snow clearing at the fire halls, the Board would agree to approve the Manager Custodian Contract.

The motion to approve the Manager/Custodian Contract, held by Ms. Alice Jodouin, at the rate of \$750.00 monthly with new additions to duties was moved and seconded by the Board.

Motion Carried

8.2.2.3 Maintenance Contract

The Secretary Treasurer asked for a motion to approve the maintenance contract (now amalgamated with the Generator Inspection and Maintenance Contract, held by I Do Construction, at the rate of \$39.82/hr plus HST for maintenance and \$85.00/hr plus HST for Generator Inspection & Maintenance.

The Board discussed the following;

- Rate of \$39.82/hr plus HST for Maintenance
- Rate of \$85.00/hr plus HST for Generator Inspection & Maintenance

The motion to approve the maintenance contract (now amalgamated with the Generator Inspection and Maintenance Contract, held by I Do Construction, at the rate of \$4.42/hr plus HST for maintenance and \$85.00/hr plus HST for Generator Inspection & Maintenance was moved and seconded by the Board.

Motion Carried

8.2.2.4 Grounds Care Contract

The Secretary Treasurer asked for a motion to approve the Grounds Care Contract, held by Gogama Property Solutions, at \$1215.55 per occurrence for the same scope of work.

The Board discussed the following;

- Possibility of reducing lawn care cuts to Baseball Field, Hydrants and Lift Stations to once every third occurrence,
- Reduction in overall per occurrence price.

Action Item: Secretary Treasurer

Reach out to Grounds Care Contractor to discuss reduction of cuts and overall, per occurrence price.

The Secretary Treasurer asked for a motion to defer the approval of the Grounds Care contract until she has an opportunity to speak to the contractor.

The motion to defer the approval of the Grounds Care contract until the Secretary Treasurer has had an opportunity to speak to the contractor was moved and seconded by the Board. Motion Carried

8.2.2.6 Garbage Collection/Disposal Contract

The Secretary Treasurer asked for a motion to approve the Garbage Collection/Disposal Contract, held by I Do Construction, at \$53,559.55 plus HST.

The Board discussed the matter and agreed to approve the Garbage Collection/Disposal contract at the annual cost of \$53,559.55 plus HST.

The motion to approve the Garbage Collection/Disposal contract at the annual cost of \$53,559.55 plus HST was moved and seconded by the Board. Motion Carried

8.2.2.7 Water Valve Operator Contract

The Secretary Treasurer asked for a motion to approve the Water Valve Operator Contract, held by Claude Secord, at the increased rate of \$50.00 per occurrence.

The Board discussed the following;

- Possibility of negotiating a lower per occurrence rate with the contractor.

Action Item: Bernard Souliere

Reach out to Claude Secord to discuss the possibility of a lower per occurrence rate.

The Secretary Treasurer asked for a motion to defer the approval of the Water Valve Operator Contract, held by Claude Secord, until the board member could speak with him.

The motion to defer the approval of the Water Valve Operator Contract, held by Claude Secord, until the board member could speak with him was moved and seconded by the Board. Motion Carried

8.2.3 Appointment of Secretary

The Secretary Treasurer advised the Board that since all other contracts have been reviewed and approved or deferred, there remained the Appointment of the Secretary Treasurer to review, discuss and make a decision. The Secretary Treasurer left the room at 9:50PM so that the Board members could freely discuss the matter.

The Board discussed the following;

- Position qualifications
- Hours of work (daily board business)
- Hours of work (bookkeeping)
- Hours of work (grants)
- Review of contract in January 2021
- Request for 4 additional paid vacation days to be added

Richard Gravelle left the meeting at 10:10PM. The Secretary Treasurer returned to the meeting at 10:20PM. The Board advised the Secretary Treasurer that the hours of business for the position would remain the same, the request for 4 additional paid vacation days was approved and the contract would be reviewed in January 2021.

The motion to approve the appointment of the Secretary Treasurer to Christine Bedard was moved by and seconded by 4 board members, one board member remained opposed. Motion Carried

8.2.6 ByLaw review /approval

Bylaw 2020-2021-1 Approval of Insurance Contract

The Secretary Treasurer asked for a motion to approve the insurance contract for the year 2020-21 with NFP Insurance Ltd in the amount of \$29,245.32.

The motion to approve the insurance contract for the year 2020-21 with NFP Insurance Ltd in the amount of \$29,245.32 was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-2 Approval to Maintain Bank Accounts

The Secretary Treasurer asked for a motion to approve to maintain bank accounts for the year 2020-21.

The motion to approve to maintain bank accounts for the year 2020-21 was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-3 Appointment of Secretary-Treasurer

The Secretary Treasurer asked for a motion to approve the appointment of the Secretary Treasurer for the year 2020-21 to Christine Bedard.

The motion to approve the appointment of the Secretary Treasurer for the year 2020-21 to Christine Bedard was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-4 Approval of Business Administrative Consultant Contract

The Secretary Treasurer asked for a motion to approve the appointment of the Business Administrative Consultant for the year 2020-21 to NG Inc.

The motion to approve the appointment of the Business Administrative Consultant for the year 2020-21 to NG Inc was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-5 Approval of Garbage Collection/Disposal Contract

The Secretary Treasurer asked for a motion to approve the Garbage Collection/Disposal Contract for the year 2020-21 to I Do Construction.

The motion to approve the Garbage Collection/Disposal Contract for the year 2020-21 to I Do Construction was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-6 Approval of Grounds Care Contract

The Secretary Treasurer asked for a motion to defer the approval of the Grounds Care by-law pending the approval of new scope.

The motion to defer the approval of the Grounds Care by-law pending the approval of new scop was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-7 Approval of Water Valve Operator Contract

The Secretary Treasurer asked for a motion to defer the approval of the Water Valve Operator Contract pending the discussion between Board Member and the contractor.

The motion to defer the approval of the Water Valve Operator Contract pending the discussion between Board Member and the contractor was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-8 Approval of Manager/Custodian Contract

The Secretary Treasurer asked for a motion to defer the approval of the Manager/Custodian Contract by-law until the Secretary Treasurer has spoken to the Manager Custodian regarding the addition to the contract duties.

The motion to defer the approval of the Manager/Custodian Contract by-law until the Secretary Treasurer has spoken to the Manager Custodian regarding the addition to the contract duties was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-9 Approval of Maintenance Contract

The Secretary Treasurer asked for a motion to approve appointment of the Maintenance Contract to I Do Construction for the 2020-21 fiscal year.

The motion to approve appointment of the Maintenance Contract to I Do Construction for the 2020-21 fiscal year was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-10 Approval to bind LSB for Library Annual Funding (PLOG)

The Secretary Treasurer asked for a motion to approve the Library Annual Operating Funding (PLOG) for the 2020-21 fiscal year.

The motion to approve the Library Annual Operating Funding (PLOG) for the 2020-21 fiscal year was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-11 Approval to bind LSB for OCIF Formula Base Component Funding

The Secretary Treasurer asked for a motion to defer the approval to bind the LSB for OCIF Formula Base Component Funding pending notification from ministry on renewal/extension.

The motion to defer the approval to bind the LSB for OCIF Formula Base Component Funding pending notification from ministry on renewal/extension was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-12 Snow Clearing Contract

The Secretary Treasurer asked for a motion to defer the approval of the Snow Clearing Contract pending outcome of new tender.

The motion to defer the approval of the Snow Clearing Contract pending outcome of new tender was moved and seconded by the Board. **Motion Carried**

Bylaw 2020-2021-13 Appointment of Auditor

The Secretary Treasurer asked for a motion to approve the appointment of Auditor to MNP LLP for the 2020-21 fiscal year.

The motion to approve the appointment of Auditor to MNP LLP for the 2020-21 fiscal year was moved and seconded by the Board. **Motion Carried**

8.2.7 Board annual meeting agenda

The Secretary Treasurer asked the Board to consider setting their annual meeting agenda. The Board discussed the matter and agreed that the Board's monthly general meetings would be held on the second Tuesday of every month.

The Secretary Treasurer asked for a motion to approve the Board's monthly general meetings to every second Tuesday of the month.

The motion to approve the Board's monthly general meetings to every second Tuesday of the month was moved and seconded by the Board.
Motion Carried

8.3 Garbage Collection Portfolio:

8.3.1 Garbage Collection/Disposal Contract

The Secretary Treasurer advised the Board that the current contractor, I Do Construction, have advised the Board that their contract with MNRF for the Waste Disposal site in Gogama comes due on March 31, 2021. Should their contract for the waste disposal site not be renewed with MNRF, this would mean a possible interruption/cancellation of the Board's Garbage Collection/Disposal contract unless they can work out a reasonable tipping fee arrangement with the new waste disposal site manager.

8.4 Financial Portfolio:

8.4.1 MENDM Agreement Extension

The Secretary Treasurer advised the Board that the 2019-2020 Board was unable to meet the June 10, 2020 deadline for the budget submission to MENDM due to the delays in receiving some third-party financial documents required by the auditor. The Board Office received MENDM's approval for the Agreement extension to March 31, 2021.

The 2018-19 audit took place September 17, 2020;

- Auditor to present 2018-19 Financial Statements upon review of trial balance and journal entries,
- Board to discuss method of presentation of financial statements to the public,
- Secretary Treasurer to submit 2019-20 second request for payment to MENDM.

8.4.2 2020-2021 Budget Planning Meeting Dates

The Secretary Treasurer advised the Board that she has prepared a Budget planning meeting date schedule for the Board's review. In keeping with previous years, the Secretary-Treasurer would like to remind the Board that the deadline date for submission to the Ministry is December 10th. In an effort to allow enough time in between meetings to work the numbers, the Secretary-Treasurer recommends that the Board keep to the proposed meeting schedule in order to allow sufficient time in the event the first draft is voted down by the inhabitants.

The Secretary Treasurer asked for a motion to approve the Budget Planning Meeting Schedule.

The motion to approve the Budget Planning Meeting Schedule was moved and seconded by the Board.
Motion Carried

The Secretary Treasurer asked for a motion to approve the extra hours for the Secretary Treasurer to work on the budget should they be required.

The motion to approve the extra hours for the Secretary Treasurer to work on the budget should they be required was moved and seconded by the Board.
Motion Carried

8.4.3 Snow Clearing Contract

The Secretary Treasurer advised the Board that the 2019-2020 Board put out a call to Tender for the upcoming snow clearing contract of the Board this past summer;

- 1st Tender deadline date closed July 31, 2020 - no bids received.
- 2nd Tender was re-posted, closed August 31, 2020 - no bids received.
- Secretary Treasurer put out call to interest outside community
 - o 1 bid received – rejected by the Board

The Secretary Treasurer advised the Board that the Board Office was waiting on two other bids from outside the community and would forward them to the Board for review as soon as received.

8.5 Fire Protection Portfolio:

8.5.1 Gogama Fire Department – Update

The Secretary Treasurer advised the Board that on July 31, 2020, two board members attended a meeting called by OFMEM whereas three of the remaining GFD members also attended to discuss an action plan to move forward with the fire department. Discussions were positive and these are the highlights and decisions taken by the groups;

- Marc Constantin and Bernard Souliere put forward their interest in the positions of Fire Chief and Deputy Fire Chief respectively,
- GFD and OFMEM requested that the Board consider a new fueling process for the extrication vehicles and pumper,
- The Board has set up the MTO claims portal for the GFD,
- The Board has set up a purchase order system for the GFD's use for larger expenses and has agreed to set up any smaller vendor accounts the GFD would require,
- The Board has added an addendum to by-law 2019-2020-14 as it relates to Fire Protection funds at the request of the Fire Chief and Deputy Fire Chief,
- The Board is in the process of opening a new bank account for the GFD so that all revenues and expenses of the GFD can be viewed and reconciled monthly including a \$500.00 petty cash fund for the department's minor incidentals.
- The GFD have advised the Board that as a result of a meeting held on September 20, 2020, the remaining funds in the GFPT account will be transferred to the GLSB in trust for the GFD and will be reflected in the carry forward line of the GFD budget.
- The GFD have started working on their budget for the Board new fiscal year and will complete it in time for the Board to include in their new fiscal budget talks.
- The GFD have provided the Board with the 2019-2020 GFPT financial documents so that they may be entered into the Board's QuickBooks in time for the upcoming 2019-2020 fiscal year audit in January 2021.

8.6 Library Portfolio:

8.6.1 None

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

The Secretary Treasurer advised the Board that the Manager/Custodian reports no issues.

8.7.2 Maintenance Monthly Report

The Secretary Treasurer advised the Board that the Maintenance Contractor reports no issues.

8.7.3 Recreation Committee Meeting

The Secretary Treasurer advised the Board that due to COVID-19; the Recreation Committee has been unable to host any fundraisers or activities during the year. They would like to get together to discuss having a Children's Christmas Event that would have Santa delivering a present to each child in the community at their door instead of having a Christmas Party. The Recreation Committee is requesting the Board's permission to hold their meeting in the Board Room on October 6 at 7PM.

The Board discussed the matter and approved the use of the Boardroom by the Recreation Committee providing that the number of people attending does not exceed the gathering limit of 10 set by the provincial emergency order.

8.8 Water/Sewer Portfolio:

8.8.1 2020-2021 Capital Letter – OCWA

The Secretary Treasurer advised the Board that in 2019, OCWA provided a Capital Letter of recommended surplus projects required to be fulfilled by the Board between 2020 and 2022. These items are listed in order of priority from Highest to Low.

OCWA have advise the 2019-2020 Board that a low interest loan is possible for the GENSET replacement. OCWA has advised the Board that they can no longer find replacement parts for the back up generator and can no longer order replacement parts as they are no longer manufactured. Should the back up generator fail, the Board would need to look at an immediate replacement.

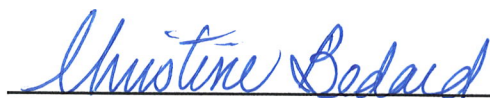
9. Deputations or Delegations or Discussions from the floor

The Secretary Treasurer asked the Board if there were any other issues to discuss. The Board stated there were none.

10. Adjournment

As there was no further board business to discuss, the Secretary Treasurer asked for a motion to adjourn the meeting at 11:45PM.

The motion to adjourn the meeting at 11:45PM was moved and seconded by the Board. Motion Carried



Christine Bedard – Secretary Treasurer
Chairing meeting



Daniel Mantha – Chairperson
Newly appointed