

Gogama Local Services Board
Special Board Meeting – September 29, 2023
Community Centre – 1:00PM

MINUTES

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

Daniel Mantha, presiding as Chairperson, called the meeting to order at 1:05PM.

Present

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Andre Jodouin – Board Member
Lisa Fortin – Board Member
Paul Gignac – Board Member

Absent with Regrets

Christine Bedard – Secretary Treasurer
Natalie Gaudette – Business Administration Consultant

Pete Corbiere – 2023-24 new incoming Board Member
Mark Legary – 2023-24 new incoming Board Member
Mark Smith – 2023-24 new incoming Board Member

The Chairperson welcomed all new incoming Board members and thanked them for attending this special Board meeting. He reminded the newly elected Board Members that they are unable to make motions until October 1st.

The Chairperson advised those who were present that the purpose of this special meeting was for the final reading and enactment of two procedural by-laws as well as having some hand-over discussions of on-going items of business of the Board.

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 Lisa Fortin.

Motion Carried

4. **Acceptance of minutes**

4.1 **Acceptance of September 21, 2023 meeting minutes**

The Chairperson asked for a motion to accept the September 21, 2023 meeting minutes.

The motion to accept the September 21, 2023 meeting minutes was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

5. Administrative Portfolio

The Chairperson introduced Natalie Gaudette, the Business Consultant of the Board, and advised those present that she is in attendance to present feedback received and proposed changes to the Board on the matter of the two new procedural by-laws of the Board. The Chairperson thanked Ms. Gaudette for attending and turned the floor over to her.

5.1.1 Code of Conduct & Ethical Responsibilities Policy

Ms. Gaudette thanked the members of the Board and provided a summary recap of the Code of Conduct & Ethical Responsibilities policy. She stated that, based on the Board's feedback following the initial reading of the policy at the September 21, 2023 meeting, some minor changes had been made to the policy for today's review.

Ms. Gaudette reiterated that this Code of Conduct & Ethical Responsibilities policy is a requirement by the Ministry of Northern Development (MND) and is part of the Board's annual funding agreement with the Ministry.

The policy document was reviewed, additional discussion was held regarding the conflict of interest section of the document and some additional minor changes were requested by the Board to sections 8.1, 9.1 and 16.1.

Ms. Gaudette recommended to the Board that this document should be reviewed annually by each Board.

Being satisfied with the document, the Chairperson asked for a motion to accept the Code of Conduct & Ethical Responsibilities Policy with added changes discussed.

The motion to accept the Code of Conduct & Ethical Responsibilities Policy with added agreed upon changes was moved by Lisa Fortin and seconded by Gilles Veronneau. Motion Carried

5.1.2 By-Law #2022-2023-21 Code of Conduct & Ethical Responsibilities Policy

The Secretary Treasurer advised the Board that Code of Conduct & Ethical Responsibilities policy document would be properly formatted and ready for signature on the following day. In the interim, in light of the Board's decision to enact the policy, the Secretary Treasurer read the accompanying By-law #2022-2023-21 Code of Conduct & Ethical Responsibilities and asked for a motion to approve the said by-law.

The motion to approve by-law#2022-2023-21 – Code of Conduct & Ethical Responsibilities was moved by Lisa Fortin and seconded by Gilles Veronneau. Motion Carried

5.1.3 Workplace Harassment, Bullying, Discrimination and Violence in the Workplace Policy

Ms. Gaudette provided a summary recap of the Workplace Harassment, Bullying, Discrimination and Violence in the Workplace policy. She stated that, based on the Board's feedback following the initial reading of the policy at the September 21, 2023 meeting, section 21.1 would see the addition of a developed process that would outline, in writing, the Board's process in handling such matters should any arise.

Ms. Gaudette reiterated that although the Workplace Harassment, Bullying, Discrimination and Violence in the Workplace policy is not a requirement by the Ministry of Northern Development (MND), it is a provincial law requirement.

The policy document was reviewed once again by the Board, and Ms. Gaudette recommended to the Board that this document should also be reviewed annually by each Board.

Being satisfied with the document, the Chairperson asked for a motion to accept the Workplace Harassment, Bullying, Discrimination and Violence in the Workplace policy. It was agreed that section 21.1 would be deferred to the new incoming Board to continue work on developing and implementing this additional section.

The motion to accept the Workplace Harassment, Bullying, Discrimination and Violence in the Workplace policy was moved by Lisa Fortin and seconded by Paul Gignac. Motion Carried

5.1.4 By-Law #2022-2023-22 Workplace Harassment, Bullying, Discrimination and Violence in the Workplace Policy

The Secretary Treasurer advised the Board that the Harassment, Bullying, Discrimination and Violence in the Workplace policy document would be properly formatted and ready for signature on the following day. In the interim, in light of the Board's decision to enact the policy, the Secretary Treasurer read the accompanying By-law #2022-2023-22 Harassment, Bullying, Discrimination and Violence in the Workplace policy and asked for a motion to approve the said by-law.

The motion to approve by-law#2022-2023-22 – Harassment, Bullying, Discrimination and Violence in the Workplace policy was moved by Lisa Fortin and seconded by Paul Gignac. Motion Carried

6. Recreation Portfolio:

(Conflict declared for Andre Jodouin on Manager Custodian discussions)

6.6.1 Maintenance Contract Tender

The Secretary Treasurer advised the Board that a draft maintenance contract was provided to Board members at the September 21st meeting for the purpose of review and approval with changes, if necessary, so that the Tender Bid packages could be prepared along with the poster, in advance, for the new incoming Board so that this would minimize any delays.

Feedback on the last page (invoice template) of the contract raised some questions on why the portfolio liaison had not been signing these invoices in approval. For example, the invoice template page in the maintenance contract held a signature line for the Recreation Portfolio Liaison alongside the Chairperson and Secretary Treasurer signature lines.

The reason is simply, this page had remained in the contract as a sample template in the event that a contractor needed one.

The Secretary Treasurer further advised the Board that, as outlined in the NSBA, all financial decisions of the Board must have quorum (3 of 5). The Board banking signatories are the only ones authorized to process and pay invoices. The Chairperson or the Vice Chairperson, in the absence of the Chairperson, holds the portfolio of administration and financial. Therefore, no portfolio liaison who is not a banking signatory would be signing and processing invoices. That being said, it is recommended that;

Schedule “B” be completely removed from the contracts

Or

Schedule “B” be revised to reflect the removal of the portfolio liaison signature line.

The Secretary Treasurer advised the Board that the results of the email vote was returned as Gilles, Dan and Andre voted to have it removed completely from at least the Maintenance contract. Lisa

has requested that the Board consider deferring the change to the new incoming Board and Paul has not provided any feedback.

The Secretary Treasurer advised the Board that, as there is quorum on the decision to remove Schedule "B" from at least the Maintenance Contract for the purpose of posting the tender, the Board can choose to move forward on that decision. If the Board would like to defer the matter to the new incoming Board as requested by Lisa, the Maintenance contract tender can wait to be posted once the new incoming Board has had a chance to review contracts at their October 5th meeting.

The Board discussed the matter and agreed that the motion to defer the final decision to the new incoming Board would be best.

The Chairperson asked for a motion to defer the decision of the removal of the Schedule "B" invoice template from the maintenance contract to the new incoming Board.

The motion to defer the decision of the removal of the Schedule "B" invoice template from the maintenance contract to the new incoming Board was moved by Daniel Mantha and seconded by Paul Gignac.
Motion Carried

7. Deputations or Delegations or Discussions from the floor

The Chairperson opened deputations, delegations and discussions to the floor.

New incoming Board Member, Mark Smith, asked the Board why such new policies (Code of Conduct & Ethical Responsibilities and Harassment, Bullying, Discrimination and Violence in the Workplace) were being put in place at, what appeared to be, the last minute.

The Chairperson advised that this was simply outstanding items that had been discussed on several occasions but hadn't been actioned. The Board's actions were to tie up as many loose ends as possible for the new incoming Board so not to burden the new incoming Board members with additional work. He stated that the Board recognizes that the learning curve of any new Board Member is challenging enough as is without having to address outstanding matters that can easily be wrapped up by the current, outgoing Board.

Ms. Gaudette also reiterated that one of the policies was a requirement of the Ministry in the Board's funding agreement and the second was a provincial law. Having said this, Ms. Gaudette also reminded those in attendance that every Board, from year to year, has been working diligently on instilling various different policies, procedures and by-laws following occurrences that have demonstrated a need and these two new policies, procedures and by-laws were no different and each Board has recognized the need for such documents to be put in place to ensure lawful behavior.

7.1 Outgoing & Incoming Board member discussions

The Chairperson advised the new incoming Board members of a few ongoing projects;

Lagoon ECA

The Chairperson advised the new incoming Board members that the ECA for the Lagoons required an increase. Since the installation of the two additional exfiltration beds at the lagoon site, the Ministry of Environment, Conservation and Parks (MECP) had approved a daily limit of 300 cubic meters of waste. For several years now, the Lagoons have been at or exceeding capacity.

In an ongoing effort to increase the daily limit to more properly reflect the waste output seen in daily readings, the Board has been working with Kresin Engineering to rectify the matter and increase the daily capacity to its maximum.

At this time, the project is in its final stages and Kresin Engineering has made the statement that they anticipate having finished implementing the final work plan by September 30, 2023. Once the work plan has been completed, all submissions will be sent to MECP for the final approval of the ECA increase. This would mean that, barring a natural disaster or breakdown of the system, future Boards should not have to contend with this issue moving forward.

Maintenance Work – Fire Hall Main Building

The Chairperson advised the new incoming Board that, in August, 2023, the Maintenance Contractor had tendered his resignation following a drastic reduction in his workforce (loss of several employee labourers). He stated that this affected several work orders that had been approved by the Board, one of them being the replacement of the man-door at the main fire hall building.

The Chairperson advised the new incoming Board members that the work had been sourced out to a local contractor and that this new contractor had agreed to quote the job and do the work. During this discussion, the Secretary Treasurer advised that the quote from the new contractor had not yet been received. The Chairperson said he would reach out to the contractor and have him send the quote to the Board office for review.

The Chairperson advised that there is more work that needs to be done on the Fire Hall main building but that the replacement of the man-door was priority. He stated that the new Board would need to further discuss the additional work.

The Chairperson stated that a work order for new flooring in the Nursing Clinic would need to be re-quoted by the new Board's maintenance contractor once the position was filled. He stated there was also some minor repair work that needed done at the public library.

8. Adjournment

Having no other Board business to discuss, the Chairperson wished the new incoming Board Members good luck in their new fiscal year and asked for a motion to adjourn the meeting.

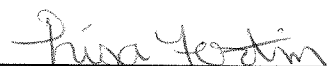
**The motion to adjourn the meeting at 2:07PM was moved by Andre Jodouin and seconded by Lisa Fortin.
Motion Carried**



Christine Bedard – Secretary Treasurer

Daniel Mantha – Chairperson

These minutes have been approved by quorum of the new 2023-24 Board Members and signed by the new Chairperson in lieu of the former Chairperson. This approval is to attest that the content of these minutes are accurate.



Lisa Fortin - Chairperson